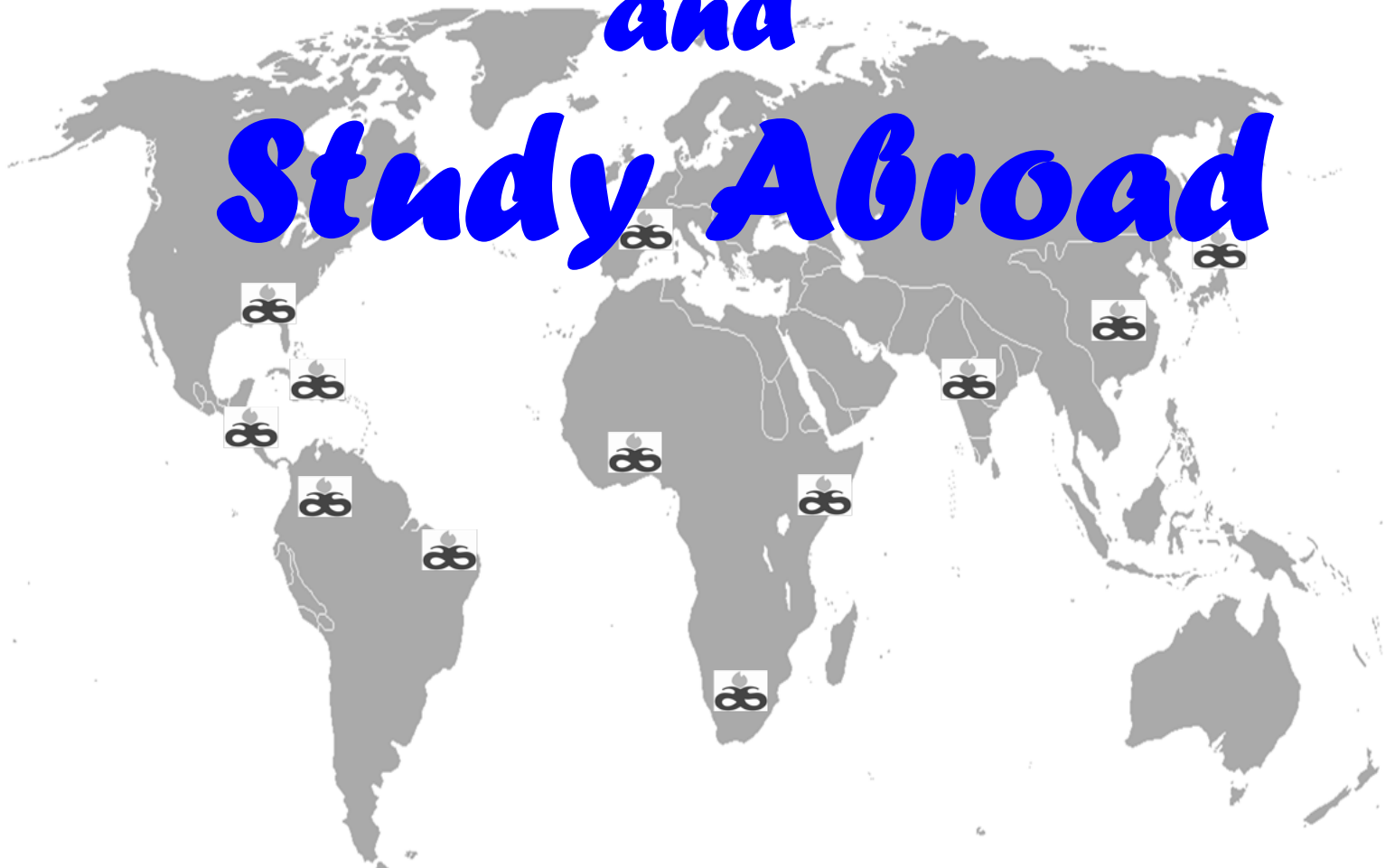


Keep Calm and Study Abroad



Albany State University Student Study Abroad Handbook A Comprehensive Guide to Studying Abroad

Office of International Education

Reese Building 202 • 504 College Drive • Albany, GA 31705

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<http://www.asurams.edu/academics/global-programs/>

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*Note: After reading this handbook thoroughly, please sign and return the **Student Statement of Responsibility (pg.11)** and the **Authorization and Waiver of Liability (pg. 51)** to the Office of International Education. These forms **MUST** be completed and received in order to travel with any University System of Georgia Study Abroad Programs.*



ACKNOWLEDGEMENTS

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IMPORTANT CONTACTS

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Program Coordinators & Faculty

Name	Program	Phone Number	Email
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Mrs. Jan L. Rodd	India	229-430-5107	jan.rodd@asurams.edu
Dr. Donyale Childs	India	229-430-4727	dbouie@asurams.edu

Other University System of Georgia Program Contacts

Name	School	Program	Phone Number	Email
USG-European Council Coordinator	Housed at VSU	European Council	229.259.2591	bbreeland@valdosta.edu
Melanie Smith, Study Abroad Coordinator	Savannah State University	Costa Rica	912-358-4188	smithm@savannahstate.edu
Dr. Irina Tedrick Savannah State University	Savannah State University	Costa Rica	912-358-3326	tedrick@savannahstate.edu
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Dr. Luc Guglielmi	Kennesaw State University	Paris	470-578-2229	lguglie1@kennesaw.edu

Letter to Study Abroad Students

Welcome Study Abroad Student,

On behalf of Albany State University and the Office of International Education, I congratulate you on your decision to study abroad. This educational opportunity will be a milestone in your maturation and intellectual growth. This decision to go outside of your comfort zone and explore the world through studying abroad will forever impact your life.

The study abroad program gives college students the opportunity to take their university courses in another country, while learning about that country's culture, language, and people. Studying abroad doesn't involve just classwork, but incorporates educational trips, special native guest speakers, and interaction with local students and citizens. These hands-on learning experiences are invaluable and will give you an edge in today's growing global economy. International affairs are becoming increasingly important, which stresses the need for students to become global citizens in order to compete in the job market, and for the personal satisfaction brought on by cultural immersion.

As you embark upon this journey, remember to be open-minded and appreciative of the cultural differences. It would also be beneficial to do some research on the culture of your place of study, so as not to offend others due to misinterpretation. Food, clothing, and traditions in a foreign country are sure to be quite different from what you may be accustomed to as an American. Use this once in a lifetime opportunity to engage and interact with those around you and learn new things. Seeing the world from other people's lenses may also help you reflect on ways through which we can build a more peaceful world.

Once you return home to the United States, please remain internationally engaged through various activities such as the Model United Nations, local and national conferences that focus on international issues, and Peace Corps. After studying abroad, most students want to continue to travel to different places throughout their lives, and should use their experiences to work on becoming a global citizen.

I would like to seize this opportunity to thank your parents, relatives, friends, or sponsors who played some role in your decision to study abroad. Many years from now, you will still appreciate their contributions in helping to achieve this goal.

Have a safe trip and please share your fond memories upon your return.

Sincerely,



Dr. Nneka Nora Osakwe
Director, Office of International Education
Albany State University
Wiley Hall 231
504 College Drive

ASU Study Abroad Handbook

PROGRAM POLICIES AND REGULATIONS

Note: The Office of International Education reserves the right to dismiss from the group any individual who, in the judgment of the program coordinator/director, fails to meet his or her academic obligations and/or whose conduct is detrimental to the group or the program.

Alcohol and/or Drugs

The possession, use or sale of controlled substances (including marijuana is a violation of ASU Code of Conduct. In addition, the laws and punishments for drug-related offenses are generally more severe abroad. The U.S. Consulate or Embassy in the country cannot intercede with local officials on your behalf. As a visitor in another country, you are subject to the local laws.

Problems with alcohol can be as devastating as those with illegal drugs. Drinking excessive amounts of alcohol abroad poses risks of injury, impairment and vulnerability. Remember, you are in a foreign country.

Note: Students who violate drug laws or consume excessive amounts of alcohol will be dismissed from the program, at their own expense.

Study Abroad Code of Conduct Guidelines

1. Possession and/or use of drugs (controlled substances) as defined by the State of Georgia is prohibited regardless of the laws of the host country or countries where the program takes place. Students accused of violating this policy will meet with the program director to explain their actions. After this meeting, if the program director determines that a violation of this policy has taken place, the student will be terminated from the program and sent home at his/her own expense.
2. Excessive alcohol use is prohibited. Violation of a host country's laws regarding alcohol use and/or possession is also prohibited. Students accused of violating these alcohol policies will meet with the program director to explain their actions. After this meeting, if the program director determines that a violation of this policy has taken place, the student will be terminated from the program and sent home at his/her own expense. Excessive alcohol use includes but is not limited to the following:
 - A. Consumption of alcohol to the extent that the student requires medical intervention or transport.
 - B. Endangering self or others while under the influence of alcohol.
 - C. Causing property damage while under the influence of alcohol.
 - D. Causing a disruption to the program's educational mission while under the influence of alcohol.
 - E. Causing a disruption to the community while under the influence of alcohol.
 - F. Any incident of alcohol consumption that demonstrates a pattern of alcohol abuse.
3. Students are prohibited from damaging or destroying facilities or property. Students accused of violating this policy will meet with the program director to explain their actions. After this meeting, if the program director determines that a violation of this policy has taken place, at the discretion of

the program director, the student may be terminated from the program and sent home at his/her own expense. In addition, students accused of violating this policy will be required to cover the costs of repair or replacement.

4. Fighting is strictly prohibited. Students accused of violating this policy will meet with the program director to explain their actions. After this meeting, if the program director determines that a violation of this policy has taken place, at the discretion of the program director, the student may be terminated from the program and sent home at his/her own expense.
5. Theft of property is strictly prohibited. Students accused of violating this policy will meet with the program director to explain their actions. After this meeting, if the program director determines that a violation of this policy has taken place, at the discretion of the program director, the student may be terminated from the program and sent home at his/her own expense.
6. Students who travel on weekends without faculty members are required to provide their destinations; probable time of return, and contact information, if available. Failure to do so is a violation of policy. Students accused of violating this policy will meet with the program director to explain their actions. After this meeting, if the program director determines that a violation of this policy has taken place, at the discretion of the program director, the student may be terminated from the program and sent home at his/her own expense.
7. No person shall subject another person to unwelcome sexual overtures or conduct, either verbal or physical. Students accused of violating this policy will meet with the program director to explain their actions. After this meeting, if the program director determines that a violation of this policy has taken place, at the discretion of the program director, the student may be terminated from the program and sent home at his/her own expense.
8. No student shall act in a manner that can reasonably be expected to disturb the academic pursuits of others or infringe upon the privacy, rights, or privileges of others, or the health or safety of him/herself or other persons. Students accused of violating this policy will meet with the program director to explain their actions. After this meeting, if the program director determines that a violation of this policy has taken place, at the discretion of the program director, the student may be terminated from the program and sent home at his/her own expense.
9. If a student has violated a rule but has been allowed to remain in the program, the director will have the ASU Office of International Education contact the student's parent(s), or guardian (emergency contact) to obtain their assistance in correcting the student's behavior and to inform the parent(s) that the student will be terminated from the program on the next violation.
10. Disciplinary action for any other student misbehaviors not outlined above, are at the discretion of the Program Coordinator and the Director of the Office of International Education. These behaviors include disobedience of the coordinators instructions abroad and pre-departure, disrespect towards any study abroad faculty or staff, and mistreatment of fellow study abroad program participants. Any offense deemed severe, can be grounds for dismissal before or during the study abroad trip.

Policy Violation Process

1. Once a student has violated a rule but been allowed to remain in the program at the discretion of the director, if a second violation of any rule occurs then the student will meet with the program director to explain his/her actions. After this meeting, if the program director determines that a violation of this policy has taken place, the student will be terminated from the program and sent home at his/her own expense.
2. If a student has been terminated from the program, the director will have the ASU Office of International Education contact the student's parent(s) or guardian (emergency contact) who will be notified within 24 hours of the termination that the student is no longer enrolled in the program and has been asked to return home at his/her own expense.
3. Whenever a student is accused of violating these ASU study abroad program policies he/she will have the opportunity to meet with the program coordinator to explain his/her actions before a decision is made as to his/her responsibility for the violation(s). The program coordinator should document in writing the policy the student is alleged to have violated, a summary of the evidence that is available concerning the matter, the decision the program director makes concerning the allegation, and any sanction(s) applied to the student. This written documentation should be sent within 24 hours of the decision (email or fax) to the ASU Office of International Education. International Education will then forward this documentation to the ASU Office of Judiciary Affairs if the student is enrolled at Albany State University or to the appropriate collegiate administration of the student's home institution if he/she is not enrolled at ASU.

Please sign and return to International Education the signed Student Statement of Responsibility on the next page, which details the rules reviewed above.

Student Statement of Responsibility

1. I acknowledge that participation in a study abroad program may involve the risk of injury, illness, or loss of personal property. I have read the hand out on the Responsibilities of Participants and understand that I am responsible for my day-to-day choices and behaviors regarding my own health and safety before and during the program. I have also read the handbook conduct section and understand the rules of behavior set for the program.
2. I understand that as an American citizen in a foreign country, I will be subject to the laws of that country. I understand that being charged with any infraction of the laws of the host country is grounds for immediate expulsion from the program, without refund. In addition, I understand that should I have any legal problems in the host country that I will be responsible for any legal costs incurred as a result.
3. I agree that I, along with my parents or guardian, will be fully responsible for any and all expenses, including transportation costs, associated with or in any way related to my medical care. I will be responsible for bringing a supply and administering any prescribed medications. I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of foreign study; any medical or health-related problems have been explicitly described to the program coordinator and the Office of International Education.
4. I agree that in the event that I become detached from the group due to failure to meet the group at an assigned time, I will bear all responsibility to seek out, contact, and reach the group at its next available destination. I understand that I will bear all the costs involved in contacting and reaching the group.
5. I agree that I shall be subject to the supervision and authority of the faculty in charge and to the standards of conduct stipulated by the faculty in charge. I further acknowledge that the supervising faculty, have the sole authority to make decisions regarding the continued participation of any individual in the program whose conduct may necessitate disciplinary action.
6. I understand that if my participation in the program is terminated by the program coordinator, I will be dismissed from the program with no refund of fees. If I am dismissed before the completion of the program, I agree that I, along with my parents or guardian, will be responsible for any and all costs and expenses associated with my return home. I also understand that if I leave the program voluntarily for any reason, including illness, I will be responsible for any and all costs and expenses associated with my return home and that there will be no refund of any fees.
7. I authorize ASU to communicate in emergency situations with the contact person(s) provided in my application materials.
8. I understand that during free time within the period of the program and after the period of the program I may elect to travel independently at my own expense. I agree to inform a supervising faculty member of my travel plans and understand that neither ASU nor program staff are responsible for me while I am traveling independently during such free time.

Name of Participant (Print)

Date

Participant Signature

ASU Study Abroad Handbook

***Please sign and return this form to The Office of
International Education***

PREPARATIONS FOR DEPARTURE

Congratulations on making the decision to study abroad! While you may think the adventure starts when your plane lands, there are actually many things to take care of before you leave. It is important to take time before you go to plan ahead for life abroad. This section outlines some of the preparations you should make before leaving in order to avoid unwanted hassles and to make your experience more enjoyable.



Passports

A passport is an official government document that certifies your identity and citizenship. U.S. citizens need passports to enter most countries. You will need to apply for a new passport if you have never had one before, if your passport was issued before your 16th birthday, or if your passport is more than 15 years old. Passports cost \$135 for a new passport and \$110 to renew. This is a considerable amount of money, but your passport will last for ten years if you get one after you turn 18 years old. Allow 4-6 weeks for

processing. Passport applications are available on-line at:

http://travel.state.gov/passport/passport_1738.html or they may be picked up from the Albany Main Branch of the Post Office at **1501 S. Slappey Blvd. Albany, GA 31701.**

Student Visas

A visa is an official government authorization appended to your passport that permits entry into and travel within a particular country for a designated period of time. Almost all countries require that you have a visa if you are planning to study there for longer than three months. Discuss with your program director how to obtain a visa for entrance into the country where you will be studying. Some programs do the work for you; other programs require you to obtain a visa on your own. Each country has its own regulations, so if your program sponsor does not provide the necessary information, contact the embassy or nearest consulate office of the country you are planning to enter. Make sure you have secured a visa before you buy a non-refundable plane ticket. There is almost always a fee attached to the visa application and the process can take several weeks, so don't wait until the last minute! Delays in obtaining a visa may cause you to miss your flight.

International Student Identity Card

Some students may wish to purchase the International Student Identity Card (ISIC) available through STA Travel. ISICs will entitle you to some insurance coverage while traveling, reduced airfares, and entrance tickets to cultural events and museums, as well as numerous travel benefits. It can also be used as a pre-paid telephone card. The ISIC can be purchased on the ISIC website or through STA Travel. The ISIC costs \$25 and is valid up to one year. For more information visit

<http://www.myisic.com/>

<http://www.statravel.com/discount-cards.htm>



Travel Arrangements

Most University System of Georgia programs have pre-arranged travel plans, which are included in the program costs, but there are some things to keep in mind before your trip. In most cases, your program coordinator may meet you at the airport, but others may require you to get around on your own at first. To avoid panic when your plane lands, make sure you have as much information ahead of time as possible.

If you will be expecting a time change at your destination, be sure to prepare to spend a day or two recovering from jet lag. International flights require that you check in at the airport at least two hours before departure, so plan to arrive early at the airport.

Airlines set limits on the size and weight of luggage. If you have an unusually large or heavy bag, call the airline to check on size/weight limits.

Packing

It is nearly impossible to pack everything you want. The trick is to pack what you need and what you can carry! Here are a few tips that may come in handy while you are deciding what you should take with you overseas.

Remember that you will probably want to make purchases abroad, so leave room or bring an extra bag for bringing things home.

Keep a list of what is in each bag and carry the list with your other documents. If your luggage is lost, this will aid you in making an insurance claim. It will also help you remember what you brought with you in case something is stolen, and it is not immediately obvious.



Due to increased airline security measures, be sure to put anything sharp, such as tweezers, nail clippers or pocket knives into your checked luggage. For more information on airline security, visit www.tsa.gov.

Assume you will over-pack

Keep in mind that it may be easier for you to carry two smaller bags than one large suitcase, although some may prefer one large rolling suitcase and one small carry-on. Many students find backpacks to be ideal because they won't strain your muscles and will leave your hands free. Pack your luggage and carry it around the block and up and down some stairs. Then re-evaluate what is absolutely necessary and empty half of it. You cannot bring too little. Make sure you put your name and address on a luggage tag and also inside your suitcase, in case the suitcase breaks or is lost during your travels.

*Never leave your bags unattended!

*Ask friends and family not to pack 'surprise packages' in your luggage.

Clothing

Take interchangeable clothing that can be layered. In many cases, people in other countries dress up more than most Americans, even to go shopping, so take something nice, as well as a sturdy pair of jeans. Depending on how long you will be abroad, you may be there through more than one season - plan ahead and take some clothes for changing weather. You will be walking far more than usual.

Taking a good pair of comfortable shoes is a must! When packing, distribute the weight evenly: breakables and light to medium-weight clothing in the hard-sided suitcase and heavy sweaters, shoes, etc., in the packs or duffels. It's important to spend some time learning about how people dress in the part of the world you are traveling to. Wearing clothing with logos, English writing and Greek letters will make you stand out as an American.

Toiletries

Certain toiletry brands may not be available or may be very expensive abroad. Be sure to find out which items may be bought in your country. If you are tied to a particular brand, take it from home. Otherwise, purchase your items once you are in the host country.

Important documents

Passports and other documents should be carried with you, not packed in your checked luggage. These items should be secured yet readily accessible at customs. The same goes for money, credit cards and traveler's checks. Consider purchasing a small travel pack or money belt that may be worn underneath your clothing; keep all valuable items in this pack at all times.

Make a few photocopies of your passport and any necessary visas and put them in safe places apart from your passport. You should leave a copy at home with your family or a close friend. Always carry a photocopy of your passport with you but separate from the passport. If your passport is lost or stolen, report it to local police; get written confirmation of the police report and take the copies you have to the nearest U.S. Consulate to apply for a new passport.

Medications and Contact Lenses

Take along extra prescription medication, such as allergy medicines, asthma inhalers, birth control pills, etc. The amount should last you throughout your stay if possible. Medication sent from the US may not get through customs. Pharmacies in other countries will be able to fill most prescriptions, but the medication may be slightly different and cause abnormal side effects. Getting a new prescription will also necessitate a visit to the doctor. If you wear contact lenses, take an extra set of contacts, cleaning solutions, your written eye prescription and extra glasses.

Electricity

In the U.S., we use 110-volt alternating current; however, most European countries use a 220-volt direct current. If you try to use an American shaver, iron, or hair dryer in a European outlet, the high voltage will overheat and destroy the appliance and could shock you or start a fire. Verify the type of current and the voltage of the outlets in the country you will be visiting.

To use an American appliance in different voltage/current/shaped outlets, you will need a transformer and a plug converter. For a hair dryer, travel iron, or water-and-coffee heater, you need a 50-1600-watt transformer. If an outlet is labeled "for shavers only," it can handle an appliance operating at only 15 to 20 watts. For more thorough

information on electrical issues abroad, please see the Global Electric and Phone Directory at <http://kropla.com/electric2.htm>. Keep in mind that it may be simpler to buy one or two small appliances overseas. Some students have reported that their American appliances did not work as well with a transformer.

Helpful Common Conversions

Linear Measures

1 mile = 1.61 kilometers
1 meter = 3.28 feet
1 yard = .91 meters

Measures of Weight/Liquid

1 pound = .45 kilograms
1 ounce = 28.35 grams
1 liter = 1.06 quarts
1 liter = .26 gallons

Temperature Conversions

From Celsius to Fahrenheit - $(1.8 \times \square C) + 32 = \square F$
From Fahrenheit to Celsius - $(\square F - 32) \div 1.8 = \square C$

ACADEMIC AND FINANCIAL AID MATTERS



Academic Issues

There are a number of important academic matters that must be taken care of before you leave to study abroad, as well as when you return. Please review this section regarding procedures and consult your program coordinator and/or OGP study abroad advisor if you have any questions.

Credit Approval

ASU Study Abroad Programs

One of the advantages of studying abroad in an ASU Program is that you earn ASU resident credit and grades for the courses you take. Make sure you know how to register for the courses you are taking while abroad.

Non-ASU Programs and ASU Exchange Programs

Approval to study abroad on a non-ASU program does not indicate that courses taken on a program are guaranteed to transfer. Credit must still be evaluated according to university policies. If you want courses to count towards major, minor or general education requirements, you must consult the appropriate department at UGA and/or your academic advisor. It is wise to hold onto all academic work done abroad until after your grades/credits have transferred and appear on your ASU transcript.

In order to transfer credit from a Non-ASU program, you must have an approved Transient Form (Request to Take Non-Resident Courses) at least 30 days prior to departure. This form can be picked up from Academic Affairs, the Office of International Education, or the department that houses your academic program. The transient form **MUST** be typed and 5 **ORIGINAL** copies submitted to Academic Affairs for the approval process. Each of the 5 copies must be signed by each required individual (ex., Advisor, Dean, and Department Chair) and must be attached to course descriptions of the classes you are taking abroad from ASU and the non-resident university. Keep a copy of the Transient Form for your records. You must make arrangements for your program to send the academic transcript to ASU upon your completion of the program.

Please request that your final study abroad transcripts be sent to the Office of International Education at the end of your program. Submitting these documents directly to International Education will help us better track the status of your transcript and posting of your study abroad credits. Your transcript may be sent to Study Abroad Transcripts, ASU Office of International Education, Wiley Hall Rm. 212, 504 College Drive, Albany, GA 31705.

ASU will evaluate the credit that you earn on study abroad programs in accordance with the policies that govern the transfer of credit. Courses must be of a quality and have a workload similar to a course at ASU, and a grade of "D" (1.0) or higher must be earned.

Registering from Abroad

Make arrangements to register for your next semester's courses before you go. Speak with your academic advisor to get clearance. Maintain a copy of all names, phone numbers, postal, and e-mail addresses of campus people and offices that you **MIGHT** need to contact during your time away.

Financial Aid for Study Abroad Programs

ASU Programs

If you are enrolled in an ASU Program, you can utilize all of the same financial aid that you would qualify for on campus. Examples include federal financial aid, state financial aid, ASU scholarships and most outside scholarships, including the HOPE Scholarship. The financial aid office will reassess your need, based on the actual cost of studying abroad, and will make appropriate awards. Note that in most study abroad situations work-study grants are not available.

Non-ASU Programs

If you are enrolled in a non-UGA Program you can utilize the following financial aid: federal financial aid, state financial aid and most scholarships, including the HOPE Scholarship. You must submit an approved Transient Request Form to International Education in order to use your aid for study abroad.

Updating Your Financial Aid Package to Reflect Your Study Abroad Expenses

Your financial aid package, in particular need-based financial aid such as loans, grants, etc., is based on the Cost of Attendance to take classes at the ASU campus. Study Abroad students may update their individual Cost of Attendance with the actual expenses of their study abroad program, to include tuition/fees, program fees, airfare, etc. As the study abroad program costs can often be higher than if remaining at ASU, some financial aid packages can be adjusted. Of course, not all increases in the Cost of Attendance changes the financial aid package, but it may be worth a look for study abroad participants.

In addition, updating the Cost of Attendance to include the actual study abroad program costs helps if students receive study abroad scholarships.

For More Information

If you have questions or haven't yet made arrangements to use your aid for study abroad, you should make an appointment with a Financial Aid Counselor at ASU to discuss your individual financial aid needs for study abroad. If you have questions about study abroad scholarships, you should make an appointment to meet with a study abroad advisor in the Office of International Education.

Study Abroad Scholarships

There are some scholarships available for study abroad. Information about these scholarships can be found at the Office of International Education in Wiley Hall Room 212 and 230 or on our website: <http://www.asurams.edu/academics/global-programs/scholarships/>

It is important to note, however, that most scholarship deadlines run much earlier than study abroad program deadlines.

International Education- Study Abroad Travel Stipend

The Office of International Education invites all prospective summer study abroad students to apply for the IESA Travel Stipend.

Background: The Study Abroad Travel was originated in spring 2012 to help ease the financial burden on ASU students who are interested in taking their summer courses abroad. The fund is from Student Activity fees allocated to International Education via Global Ambassadors activities. Recipients of the award will receive between \$300- \$1000 toward an approved study abroad program.

Eligibility: All ASU fulltime or part-time students can apply.

Selection requirements

A. Eligible applicants must have applied to any of the following programs:

1. ASU Study Abroad to China, Ghana, Trinidad and Tobago, India, Belize, Colombia or
2. ASU- European Council (EC) Study Abroad programs to England, France, Germany, Ireland, Russia, Scotland, and Spain.
3. Other recognized Board of Regents' Study Abroad programs.

(See the University System of Georgia Study Abroad Catalogue for details-
<http://www.usg.edu/oie/catalog/> or at the www.asurams.edu/globalprograms).

Other requirements-

B. All Students who apply will be required to make a presentation to the selection panel explaining where and why they want to study abroad, and how they intend to make up for the program and tuition fees after they have received the scholarship from IESA Travel Stipend

*C. All students who receive the stipend will be required to present their report to Albany State University and several schools in Dougherty County School System, upon their return.

Deadlines: The completed application form together with a study abroad acceptance letter must be submitted to The Office of International Education by the January 30th of the year they plan to participate in a summer study abroad program. Recipients of IESA Travel Stipend will receive notification of the amount awarded to each of them by March 15 of the same year.

Guidelines for Study-Abroad Scholarship Presentation

Students should use the following guidelines to prepare their study abroad PowerPoint presentations. The scores from the presentations and feedback from the study abroad teams will guide nomination for study abroad scholarship award for the upcoming summer.

1. PowerPoint should be approximately 10-16 slides with pictures, and should be presented in no more than 7 minutes.
2. The first slide should have name, department/major, study abroad institution/country with beginning and end date, and date of presentation.

Other slides should have the following information:

3. Preparing for study abroad: country choice-why, and information about country
4. Other plans for raising funds
5. Courses you plan to take and objectives
6. Course- expectations and outcomes you are looking forward to
7. Tours and cultural experiences integrated in courses
8. Plans to adjust to country program and making new friends abroad
9. Lessons you plan to learn
10. What you plan to do with your study abroad experiences

Benjamin A. Gilman International Scholarship

Gilman's Eligibility:

Access Gilman Website at: www.iie.org/gilman

To be eligible you:

1. Must be receiving Pell Grant

2. Must have been accepted into a study abroad program or internship eligible for credit by the student's accredited institution

3. Must be studying or interning abroad for at least four weeks (28 days) in one country - or (Two weeks (14 days) for current community college students. If studying in two countries, you must put in at least four weeks in one country).

4. Should be studying or interning abroad in any country except Cuba or a country on the U.S.

Department of State's current Travel Warning list

Selection Criteria:

Applicants who are selected demonstrate that they have some of the following:

1. Are Undergraduates with **high financial need**

2. Applied to one of the **non-traditional countries**, especially those outside of Western Europe, Australia and New Zealand

3. Have diverse ethnic backgrounds

4. Come from a diverse range of institutions including four-year, public, private, community colleges, **Historically Black Colleges and Universities**, Tribal Colleges, Hispanic Serving Institutions and other Minority Serving Institutions.

5. Disabilities

6. Two essays:

a. a personal statement that shows you have some of the above criteria

b. a follow-on service proposal that explains in specific terms what you will do when you return to promote study abroad and the Gilman program that funded you abroad

Guidelines for Effective and Competitive Essays:

a. **Compose your essay** in paragraph format (*not as numbered responses to the questions on Gilman's website*). Have a good introduction with a strong thesis, and well developed paragraphs that embody answers to the questions in the guideline.

b. Each of your essays is limited to 7,000 characters (*including spaces*) per essay. This limit is approximately 1.5 pages, single-spaced in a word processing program. Remember that no formatting (like underlining, italics, bold etc.) is retained.

c. Proofread severally prior to submission (Have someone in the Writing Center (Holley 201) read for you weeks to submission. Revise again before submission.

Statement of Purpose Essay- Guideline

Start with Brainstorming and outlining

Essay is a chance to personalize your application by telling your story:

Note the following outline:

I: Introduction

-let the reader know who you are:

- Family-type, ethnicity, financial status, educational level, school- type of college- mention historical black college, your major and why you are studying abroad and need Gilman (Remember to include the criteria listed above that concerns you).

-End the introduction with a thesis that will say something like, "the Gilman scholarship will help me realize my academic, professional, personal, and career goals." Be creative.

II: In the main body discuss: Your study and/or Internship abroad

A. Why you wish to study or intern abroad

1. What led to this decision; what initially inspired you
2. What country of choice motivated you, language, and why-explain
3. What do you hope to gain from your program in this country
4. What do you anticipate will be the impact of your experience abroad?

B. Describe your study or intern abroad program

1. Name program and length abroad; school running it and where; who is teaching it; Identify and explain the courses/ internship/ service learning abroad and importance
2. What factors led you to select this program and how would it impact your academics and professional goals
3. Explain distinctive components of your program, beyond coursework, that will impact your overall learning experience abroad (i.e. home-stays, internships, field research, volunteer activities, extra-curricular activities, cultural tours, and trips and their importance)

C. Describe the challenges, if any, you face in your decision to study or intern abroad

1. What were these challenges (being non-traditional student, being physically disabled, having relations who do not support your program abroad, being in a field of study for which it is difficult to incorporate study abroad, etc.
2. How did you meet these challenges and what impact do you foresee them having on your experience abroad?

III. Conclusion

A. Wrap up by stating how important your planned study abroad program is!

B. Restate one critical attribute about you in the criteria that evokes emotion

C. State the importance of Gilman to your program (e.g. how without Gilman's scholarship you do not have hope of studying abroad and express great enthusiasm in being selected to actualize your academic and professional goals). Be creative.

Essay 2: Follow-on Service Proposal

- This is an essay to explain how you will give back by inspiring others to pursue their own experiences abroad.

-To help expand the impact of the Gilman Scholarship Program by carrying out a "Follow-on Service Project" upon your return from abroad **to help promote international education/study abroad and the Gilman International Scholarship.**

Note also - This project can be done on your home campus or in your local community and must be completed within six months of your return to the United States

Essay content:

Brainstorm and outline before you start your essay.

I. A. Introduction

1. One or two sentences about your study abroad and return, then Name your project- give it a title

2. What are your project goals and expected outcomes?

3. Who is your target audience and how will this project impact them and your home university or home community in general

II. Follow-on Service Project Details

A. Name campus departments, student organizations, and/or community organizations you will be collaborating with in promoting the Gilman Scholarship and international education? How do you contact them, if you have not already done so? Explain in details your plans and include dates and meeting venue

B. Describe this project in details. Be very specific :State phases of activities of your event or program:

1. Proposed event and activities and how long it will last
2. Planning stages and activities with dates
3. What exactly will you do e.g. video, workshop, presentation- of what?
 - a. Describe content and presentation format and why
 - b. Activities participants will do
 - c. Follow-up
- C. Evaluation of your event to show if you succeeded

III. Conclusion:

Upon completion of your project you will be required to submit a two-page final report summarizing your experience abroad and the impact of your Follow-on project. Briefly show that you know about this requirement and how timely you will be completing this requirement.

Application Process:

Two very important processes:

1. Online application, which includes uploading official transcripts. (All must be submitted before March 3 @ 11:59PM). For how to upload official transcript go to: <http://www.iie.org/Programs/Gilman-Scholarship-Program/Application-Process/Transcripts>
2. Online certifications from 2 people: the applicant's study abroad advisor (Dr. Osakwe) and financial Aid Office Advisor or Dr. Osakwe. If your application is not certified two days before the certification deadline

HEALTHCARE ISSUES ABROAD

Adjusting to life in a new country means excitement, challenge, and the unexpected. No amount of preparation can guarantee a trouble-free transition. Since you are not a citizen of the host country, you are not usually given the same medical care benefits as its citizens. Arranging and paying for medical care is your responsibility, and you should determine the international coverage offered by your insurance company.

Study Abroad Health Information

Before you travel abroad, it is worthwhile to take a close look at the many factors that contribute to your physical and emotional well-being. A trip abroad will almost certainly affect your health, because so many factors of your daily health are related to your lifestyle and environment. Conversely, the state of your health will have a significant impact on the success and enjoyment of your trip.

Assess your health & health-related practices

Going abroad is not a magical "geographic cure" for concerns and problems at home. Both physical and emotional health issues will follow you wherever you go. In particular, if you are concerned about your use of alcohol and other controlled drugs or if you have an emotional health concern, you should address it honestly before making plans to travel. Contrary to many people's expectations, travel does not minimize these problems; in fact, it often exacerbates them to a crisis stage while you are away from home.

Identify your health needs

Be clear about your health needs when applying for a program and when making housing arrangements. Thoroughly and honestly describe allergies, disabilities, psychological treatments, dietary requirements, and medical needs so that adequate arrangements can be made. In addition, resources and services for people with disabilities vary widely by country and region - if you have a disability or special need, identify it and understand ahead of time exactly what accommodations can and cannot be made.

Remember to ask questions, such as:

- What illnesses are endemic to the region?
- What medications should you take to prevent these illnesses?
- What is the quality of water?
- What kind of insurance coverage do you need and how much?
- Do you need to take special precautions for any existing medical conditions? Discuss with your doctor.
- Will you have the necessary access to physicians and psychiatrists abroad?
- Will you have access to English-speaking physicians?
- What precautions are recommended for sexual or health practices?
- What are the customs, beliefs and laws in the host country concerning sexual behavior and the use of alcohol and drugs?
- What are the laws governing the importation of medications, medical supplies and contraceptives?

This information can be found in several places, including:

- Family physician
- Campus health service (<http://www.uhs.uga.edu>)



- Local Public Health Department
- Centers for Disease Control & Prevention (<http://www.cdc.gov>)
- State Department for Overseas Citizens Emergency Center (<http://www.state.gov>)

Travelers with disabilities can get more information from Mobility International at: <http://www.miusa.org>.

See your health practitioners

ASU recommends that all students get a thorough physical examination before participating in study abroad. Discuss with your physician your intent to study abroad and get advice for managing your physical and emotional health while in another country. Discuss your health condition (allergies, disabilities, psychological treatment, dietary requirements and medical needs) with your physician, and seriously consider the appropriateness of your participation in study abroad in your chosen host country.

A visit to your family physician, gynecologist and dentist will insure that you are in good health before you leave and might prevent emergencies abroad. Update your health records, including eyeglass prescriptions and regular medications. If you are taking a prescription medication, check to be sure it is available in your host country as prescribed or, if not, carry a supply with you. If you self-inject prescribed medication, you may need to carry needles and syringes with you. You'll need a physician's prescription for medication and medical supplies you carry with you in order to pass through foreign customs. Take copies of all medical records, prescriptions in generic form, prescriptions for eyeglasses/contact lenses and pertinent information; carry these with you in a safe place. If you expect to need regular medical care abroad, take a letter of introduction from your physician at home, providing details of your medical conditions, care and specific needs. Try to identify medical resources before you leave.

Immunizations

The Centers for Disease Control and Prevention (CDC) has an International Traveler's Hotline (404-332-4559) where, by punching in the country code of your host country, you can get recorded information on vaccinations, food and water, and current health problems. Their website can also be a valuable resource: <http://www.cdc.gov>

There are no required immunizations for most of Western Europe, Japan, Australia and Canada. **However, there are recommended vaccinations for almost all locations.** The Hepatitis B vaccination is now recommended for all destinations. They may include Hepatitis A and/or B if you anticipate contact with blood or other bodily fluids or sexual contact with people from the host country. If you are going to South America, Africa, Eastern Europe, Southeast Asia, Russia or remote areas of your host country, consult the CDC Traveler's Hotline several months in advance of your departure as they may suggest vaccinations as early as six months in advance.

Visit Travel Health Online, a free on-line service, to review Destination Information including the health risks in your host country. <http://www.tripprep.com>

Pack a Medical Kit

Traveling with a medical kit may be a helpful tool. Useful items to pack include:

- Band-aids
- Disinfectant
- Antibacterial ointment
- Sunscreen
- Insect repellent (DEET recommended)
- Pain reliever
- Tweezers
- Anti-diarrhea medication

You may also include:

- Paper and pencil
- Small flashlight
- Swiss Army Knife
- Small bottle of isopropyl alcohol
- Soap
- Scissors
- Adhesive bandages or gauze with tape
- Thermometer



Also be sure to pack:

- Regular medications
- Medicine for colds, allergies, motion sickness
- Extra pair of glasses/contact lens and copy of prescription. Pack enough lens cleaning solution for the entire trip.
- Contraceptives if you may need them
- Feminine hygiene products if you are traveling where they are not available
- Any other routine health and medical products you think you may need or brands that you like

Depending on the region, you may want to also include:

- Water purification tablets
- Salt tablets
- Skin moisturizers

Pack a supply of all medications you take regularly. Make sure your supply will be sufficient to last the entire trip, including any unexpected delays, as you may encounter trouble with customs if you try to have medicines sent once you are abroad. Keep medications in their original containers and bring along a copy of your prescription. To prevent problems if your luggage is lost or misrouted, pack medications in carry-on luggage. If you will not be able to bring a supply of medication to last the entire trip, bring a prescription with the generic or scientific name of the drug, as brand names are different in foreign countries. Check the expiration dates of all medications before you leave.

Always carry a wallet card or wear a necklace stating any conditions you have (like diabetes). Also, list any allergies to specific medications. You should also make sure that your program coordinator is aware of any special condition that you have that could manifest itself while you are abroad.

If you are leaving children behind, be sure to have a signed emergency treatment consent form on file with your hospital.

Sometimes the onset of an illness picked up during international travel does not occur until weeks or even months after returning home. Symptoms may not surface for as long as 180 days after some infections. Keep this in mind after you return.

Traveling to Tropics and Developing Countries

For those traveling closer to the equator, the sun may burn you faster than you are used to. Bring sunscreen and put it on at least half an hour before going into the sun. If you are in an area with serious insect-borne diseases, such as malaria or dengue fever, take appropriate precautions. Wear clothing that exposes as little skin as possible and apply insect repellent containing DEET (concentration 30 to 35%).

Be careful about drinking the water in developing countries, especially in rural areas. Frequently, water is not treated at all but is taken directly from the source, which may be polluted. If your program coordinator advises you not to drink the water, you should not even brush your teeth with the water. Do not use ice or eat vegetables washed in water but not cooked, like salads. Make sure that bottled water is brought to you in sealed bottles, or order sparkling water or soda water to be safe.

Diarrhea is a common affliction that usually strikes a couple of days after arrival in a new area of the world and seldom lasts longer than about five days. Diarrhea is nature's way of ridding the body of noxious agents; intestinal motility serves as the normal cleansing mechanism of the intestine. The most important way of coping with this disorder is to maintain adequate fluid intake to prevent dehydration. If diarrhea or other stomach upset continues, see a doctor. You may have acquired a parasite.

Medical Facilities/Services

Medical facilities and services will not be the same in every country. It is important to understand as much as possible about the facilities and services in your host country before you need them.

Tips:

- Be sure you get information in your program-specific orientation about medical facilities and services in your host city/country.
- You will need to understand where to go for common illnesses (i.e. cold, stomachache, flu, etc.) and where to go for emergencies.
- You will need to know how medical services are paid for (i.e. out-of-pocket by the student, host country or institution, insurance, etc.).
- Understand your insurance coverage before going abroad (does your insurance cover you in another country, what is covered, what is not, how to make claims, etc.).

- All ASU faculty-led programs utilize the University System of Georgia (USG) international insurance coverage provided by Cultural Insurance Services International (CISI), which is built into the program cost. Students may enroll in an additional insurance policy to cover important benefits, such as medical evacuation and repatriation of remains for students studying abroad. For complete coverage details, visit <http://www.asurams.edu/wp-content/uploads/2015/02/CISI-Basic-Plan-Coverage.pdf>

Disabilities

Students interested in accommodation for their disability during a study abroad program should contact the **ASU Department of Counseling and Disability Services** and/or the host country Program Coordinator before going abroad. The earlier the request is made, the more measures ASU can take to arrange accommodations in the host country. Please note: "reasonable accommodations" provided on the ASU campus may differ or may not be available in the host country.

If you have not already registered with ASU Department of Counseling and Disability Services, contact campus **Student Disability Coordinator Velsenna King at 229-903-3611**. Set up an appointment to discuss services you might need while studying abroad and how to proceed.

Mental Health

Not all countries have mental health support services similar to what we are accustomed to in the U.S. Thus, students may not have access to mental health services in some countries. Whether students have utilized mental health services in the past or not, it is important for students to know if, what, and where those services are available in their host country.

Actions:

- All students should be prepared for cultural adjustment before studying abroad. Although advanced reading and preparation will not prevent students from experiencing cultural adjustment problems, it will prepare them for the symptoms, the cycle of adjustment, and some helpful advice for a successful adjustment.
- Students who are currently, or have utilized mental health services in the past, should contact the **ASU Department of Counseling and Disability Services Counseling Professional Jennifer King at 229-903-3614** before going abroad.
- The ASU Department of Counseling and Disability Services should be advised as to your needs in case a telephone consultation is required while abroad.
- Students who are currently involved with mental health services should seriously discuss the advisability of participating in study abroad and issues related to cultural adjustment with their mental health practitioner.

Concerns about AIDS and STD's

As The World Health Organization states: "AIDS is not spread by daily and routine activities such as sitting next to someone or shaking hands, or working with people. Nor is it spread by insects or insect bites. AIDS is not spread by swimming pools, public transportation, food, cups, glasses, plates, toilets, water, air, touching or hugging, coughing or sneezing." This is as biologically true abroad as it is in your hometown.

The AIDS virus is actually not particularly contagious when compared to other infectious diseases, such as measles, herpes or tuberculosis. The AIDS virus is primarily transmitted through blood or semen. Some countries now require incoming foreigners, including students, to take the HIV antibody test. This would usually be part of obtaining a visa. Check with the nearest embassy or consulate for your destination country about visa and HIV testing regulations.

Since AIDS knows no geographic boundaries, to avoid infection, you should employ appropriate preventive measures. If at all possible, avoid injections, dental procedures or skin-piercing procedures when in developing countries. If injected medications are necessary, insist that all needles, syringes, and IVs are of the individually wrapped, disposable variety. If you have a known medical condition that requires injections (for example, diabetes), you should bring along your own supply of needles and syringes. Make sure your supply is large enough to last the entire trip. To prevent confiscation in customs, be sure to bring along a letter from your doctor stating your medical need.

In developing countries, it is best to avoid blood transfusions. Unfortunately, this may not be possible if you are in a severe accident and are in dire need of blood. However, in many cases, a safe plasma expander may be used instead of blood products to stabilize trauma victims until an evacuation service can bring in safe supplies or transport the victim to safely equipped facilities.

Less urgent conditions, such as a need for a gamma globulin injection, should be discussed with officials at your embassy. They may have the supplies you need in the embassy infirmary.

Sexual contact: Due to the HIV/AIDS threat, the best advice is abstinence from any sexual activity (homosexual or heterosexual). If you do engage in sexual contact, it is imperative that you use latex condoms, although this does not entirely eliminate the risk of HIV/AIDS transmission, nor of other sexually transmitted diseases, and is only 80-90% effective in preventing pregnancy when used alone.

Diabetes

If you have diabetes, you should discuss with your physician any adjustments of insulin doses and timing that may be necessary, especially if you will be traveling east or west across several time zones.

Tip: Be careful with your insulin. Do not put it in the glove compartment or the trunk of a car, since insulin may deteriorate if it is either frozen or exposed to temperatures of 100°F or higher. The best way to transport insulin on international trips is to carry it with you in a specially designed insulin insulator pack, which is sold at most pharmacies. (For travel to hot climates, an accompanying cooler pack is also available.) Once you arrive at your destination, promptly refrigerate your insulin.

Alcohol and Drugs

Use and abuse of alcohol and drugs abroad increases the risk of accident and injury. Many study abroad accidents and injuries are related to the use and abuse of alcohol and drugs while abroad. Violating drug laws abroad may result in very serious consequences. In some countries, being found guilty of violating drug laws can result in consequences as serious as death. Making poor choices can put your personal well-being at risk.

Many study abroad students will be leaving the U.S. where they may not be of legal drinking age and entering societies where they will be of legal age to consume beverage alcohol. Unfortunately, many of these students feel pressured to consume alcohol to fit in with the culture of the host country. It is important to note that there are other ways of assimilating into a culture without having to consume alcohol.

Remember that many cultures do not use and abuse alcohol in the way Americans do. Also remember that you are like an ambassador for Albany State University. Set a positive example. Behave in a way that is respectful of you, others' rights and well-being and encourage others to do the same.

Medical Insurance Coverage

If you are traveling on an ASU faculty-led study abroad program, ASU provides coverage through Cultural Insurance Services International(CISI). This is included in the cost of the program. Details for the basic coverage policy can be found on the International Education Study Abroad Student Resources page at <http://www.asurams.edu/wp-content/uploads/2015/02/CISI-Basic-Plan-Coverage.pdf>

If you are traveling on a non-ASU program or a ASU exchange program, ASU does NOT automatically provide insurance coverage. You should check with the program you are studying with in order to see what coverage may be required and/or provided. The International Student Identity Card (ISIC) provides basic insurance coverage, including medical evacuation, hospital benefits, and a 24-hour toll-free emergency help line.

Check with any pre-existing policy that you may have for international coverage. Look into the policy payments and claim system. If you need to make a claim from overseas, expect to pay the medical facility directly and file for a refund from your insurance company. Be prepared with a means of payment accepted at your destination (credit card, emergency traveler's checks, ATM card, etc.). Save all receipts and treatment forms from the doctor, preferably translated into English. Many insurance policies ask individuals to pay the medical fees first and submit a claim form to the insurance provider afterwards.

For any inquiries about the ASU CISI coverage, please contact:

Cultural Insurance Services International (CISI) River Plaza
9 West Broad Street
Stamford, CT 06902-3788
800-303-8120 (toll-free within the United States)
Customer Service Email: cisiwebadmin@culturalinsurance.com
Enrollment Submission Email: enrollments@culturalinsurance.com
www.culturalinsurance.com

WHEN YOU ARRIVE

Once you arrive in a new country, you will soon discover that many elements in the environment may affect or alter your health. Most likely, you will be eating different foods, living in a different climate, and reacting emotionally in some way to this new experience.

Jet Lag

Depending on where you fly, you may experience jet lag or traveler's stress. Some helpful ways to counteract jet lag include: getting plenty of rest, eating healthy food, drinking plenty of fluids (particularly juices and water), avoiding caffeine and alcohol, getting some moderate exercise and wearing loose, comfortable clothing.

Culture Shock and Stress

Culture shock is a typical phenomenon that happens to all travelers who venture to a new culture and country for an extended period of time. There are many emotional effects of facing new values, habits and lifestyles. You may experience confusing emotional highs and lows during your time abroad. You may also feel anxious, impatient, bewildered and depressed at times. These are all initial symptoms of culture shock, and may easily be overcome. Be aware that a moderate amount of anxiety and stress is a natural part of intercultural transitions. A new language, exotic foods, registration, beginning classes and even changes in the weather can affect your stress level. This stress is nothing to be afraid of and can easily be dealt with by having a positive attitude and taking good care of yourself emotionally and physically. See the Cultural Adjustment section for more information.

Find out about available resources in your host country

Learn how to get medical help, whether routine or emergency before the need arises. Is there a 911 type emergency number and, if so, what services does it access? Who will provide routine medical care, and how can you reach that provider? Ask the Program Coordinator or the host University what steps need to be taken in these situations.

Notify proper authority of your medical needs

If you require regular medical care for any condition you have, tell those in your host country who can be of assistance. Make sure to notify the Program Coordinator, the host family, or proper medical supervisors of your disabilities and special needs also.

Discover new lifestyles

Life styles in your host country may be different from those at home. Ask about safety issues such as local transportation, security issues of different neighborhoods, traffic patterns, and use of electrical appliances. Also, many of the experiences and practices you may take for granted in the United States may be perceived and accepted differently in your host country. Find out how this new culture views relationships, dating, leisure time, holidays, and other customs. An exciting world awaits you.

STUDY ABROAD SAFETY GUIDELINES

Campus life in other countries is different than it is in the United States, especially in urban areas. You may not even be on a university campus and it is very easy to perceive that your new environment is much more dangerous. This perception is heightened by international media coverage of violent incidents, which, fortunately, occur infrequently in most countries. On the other hand, you may become naïve to the true nature of security in your new environment. Traveling may give you a new sense of freedom and a false sense of how secure your new environment really is. It is very important to be aware of the environment and take necessary measures to ensure your safety at all times.

Preparing for Emergencies

It is important to prepare for emergencies abroad. Find out the foreign equivalent of 911 or other emergency numbers at your destination before departure or shortly after arrival. Certain countries may have different emergency numbers for the police, fire department and ambulance. Ask your program director for details or research online.

For additional programs and locations abroad, consult the Department of State Student Travel Section for the emergency numbers for police, fire, and medical at:

<http://studentsabroad.state.gov/emergencies.ph>

It is also important to know how to contact your ASU program coordinator in the event of an emergency. If this information is not included in your orientation materials, be sure to ask.

Reducing Risk

Try not to make yourself conspicuous by dress (tennis shoes, T-shirts, baseball caps), speech, or behavior, in ways that might identify you as a target. Do not draw attention to yourself either through expensive dress or personal accessories (cameras, radios, sunglasses, etc.). When walking around cities, look self-assured, as if you know where you are going. Consult maps before leaving or slip into a store to look at one. When you go out, make sure you carry the name and address of the place where you are staying.

During orientation, ask your program coordinator to identify the parts of town that should be avoided. Do not hitchhike or walk alone at night – this goes for men and women travelers. Use common sense and do not do things in a foreign destination that you wouldn't do you in your own town. Do not carry much cash, and do not pull out large quantities of money in public. Do not leave cash or valuables in your hotel room. Use good quality locks on your luggage. Keep luggage in hotel rooms, and especially in youth hostels, locked. Do not leave anything of value in a car for any period of time unless the car is within your view. Don't carry your wallet in your back pocket or in a backpack. If you carry a wallet, put a rubber band around it - that will make it harder for it to be pick-pocketed. Put nothing valuable in the back of a backpack. Use a money belt or neck pouch to carry your money, passport, credit cards, etc. Keep only the money you will need easily accessible in the front pocket of your pants (preferable) or in a zippered jacket pocket. If you carry a purse, put it over your head and shoulder.

Beware of con artists. Anything that distracts you - someone asking you for something, someone dropping something in front of you, large groups of small children that come up to you - could be part of an attempt to pickpocket you or take your purse or wallet. Don't hang your arm with a watch or bracelet out of a bus or car window when there are people around. If you are in trouble, it's always better to yell "fire" than "help".

Limit alcohol intake - it breaks down your defenses and good judgment. Do not use drugs in a foreign country or cross international borders with drugs. Be aware that you can be dismissed from your program with no refund for drug use. Be aware that students on ASU programs are still under the ASU Student Code of Conduct Regulations at: <http://www.asurams.edu/wp-content/uploads/2014/03/Code-of-conduct.pdf> while abroad. The Code of Conduct applies to transient as well as regular degree seeking students.

Make sure the resident director, host family, or foreign university official who is assigned the responsibility for your welfare always know where and how to contact you in an emergency and your schedule and itinerary if you are traveling, even if only overnight. Information on safety issues specific to your destination is available on the U.S. Department of State website. A Country Specific Information sheet for the country or countries you will be visiting. Please see: <http://travel.state.gov/>.

This information also contains the address for the U.S. consulates in each country. Once you know your address, phone, etc. abroad, you should update your contact information and duration of stay details online via the Smart Traveler Enrollment Program (STEP) at: <https://step.state.gov/step/>

Your enrollment in STEP will help the US Embassy or Consulate to be in contact with you in the event of an emergency.

If you are not a U.S. Citizen, you will wish to register your information with the Embassy/Consulate of your home country instead.

Knowing the Laws

Once you leave the United States, you are not covered by U.S. laws and constitutional rights. It is your responsibility to know the laws of your destination before you go. **"I didn't know it was illegal" will not get you out of jail.** The local laws and legal processes in your host country can vary a great deal from the U.S. legal system. For example, in some countries, bail is not granted when drugs are involved. Few countries offer drug offenders jury trials or even require the prisoner's presence at his/her trial. Some countries also have mandatory prison sentences of seven years or more without parole for drug violations. The burden of proof in many countries is on the accused to prove his/her innocence. In some countries, evidence obtained illegally by authorities may be admissible in court. If you are arrested abroad, it is one of the functions of the U.S. Embassy or Consulate to assist you in obtaining legal representation and to monitor your treatment abroad.

More information on these services can be found at the U.S. Department of State website at:

http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html

and

<http://studentsabroad.state.gov/smarttravel/locallaws.php>

Security

No matter how safe your campus and community appears to be, you should acquaint yourself with your new environment by reading information that ASU provides or that your host institution provides once you arrive on-site. Explore your new neighborhood and campus during the day and become familiar with areas around you. Ask fellow students or staff members about areas you should avoid at night. Always carry the address and telephone number of your new home with you until you have memorized them. Become familiar with common laws and customs of the host country.

Be cautious

Exercise the same precautions you would in any U.S. city; in unfamiliar surroundings you may not know the real concerns. Do not walk alone at night. It is better to get a cab or walk with a friend. Never carry large amounts of cash! Use money belts or a concealed purse for your passport, visa, money, credit cards and other documents. Don't leave your luggage alone; if you want to explore a new city, leave your belongings in the "checked luggage" area at a train station, which will probably only cost a couple of dollars in local currency.

Stay informed

Within the last several years, there have been some serious security issues for study abroad participants, especially within countries that are facing internal strife. Also, in many European countries, there have been a series of train delays and strikes. Stay well informed about local and regional news and conditions. Read newspapers with good international coverage and analysis of local issues. Ask your Program Coordinator for the names of newspapers that you can access on-line to better prepare yourself for your trip.

Avoid potentially volatile situations, such as political demonstrations. It is unwise and often illegal to participate in political activities while abroad. While you may see this as an interesting cultural event, protests with large crowds can be very unpredictable and often attract others who wish to make trouble. Keep abreast of local news through newspapers and TV news and avoid areas where there are reported tensions or other dangerous situations.

Keep in contact with home

Your parents and friends will have concerns while you are away. Please keep in contact with them on a regular basis and let them know how you are. Also, if you plan to travel during your stay, leave your itinerary with the host coordinator.

Develop with your family a plan for regular telephone or e-mail contact, so that in times of heightened political tension, you will be able to communicate with your parents directly about your safety and well-being.

Be alert

Be aware of your surroundings, including unknown individuals "hanging out" in your building or any strange activity nearby. Be suspicious of unexpected packages, letters with no return addresses and/or excessive postage and especially letters that appear to contain more than just paper. Be careful of who you give access to your room or apartment while abroad.

Take precautions

Take the same precautions you would at home. Do not give out your name or address to unknown people. Know where the nearest police station and hospital is and keep emergency numbers handy. Do not go into unsafe or unknown areas alone after dark.

Emergency Protocol

The majority of students participating in study abroad never experience an emergency while abroad. However, any emergency is less traumatic when you are prepared to deal with it effectively and efficiently. It will make you feel more comfortable if you take the time to prepare an emergency protocol when you arrive at your host location.

Actions:

- Carry some form of identification with you at all times (your name, your host country address, host country phone #, passport and visa #)
- Carry emergency numbers and contacts with you:
 - Local police
 - Study abroad or residential coordinator in host country
 - Parent/guardian/emergency contact at home
 - UGA police and OIE contact information
 - Embassy in host country
 - Insurance contact information
 - Physician and mental health practitioner at home
- Know where the local hospitals are located and how to get there

By preparing yourself to respond to different types of emergencies, you will feel more confident that you know what to do in the rare event that an emergency should occur:

- Natural disaster
- Medical/mental health injury or trauma
- Civil unrest/terrorism
- Criminal violence or trauma

Get Registered – Register in the Smart Traveler Enrollment Program (STEP)

- Register with the US Embassy in your host country on-line at: <https://travelregistration.state.gov>

Safety on Public Transportation

If a country has a pattern of tourist being targeted by criminals on public transport, that information will be mentioned on that country's Consular Information Sheets in the section about crime.

Taxis: Only take taxis clearly identified with official markings. Beware of unmarked cabs.

Trains: Well-organized, systematic robbery of passengers on trains along popular tourists' routes is a problem. It is more common at night and especially on overnight trains.

If you see your way being blocked by a stranger and another person is very close to you from behind, move away. This can happen in the corridor of the train or on the platform of the station.

Do not accept food or drink from strangers. Criminals have been known to drug food or drinks offered to passengers. Criminals may also spray sleeping gas in train compartments. Where possible, lock your ASU Study Abroad Handbook

compartment. If it cannot be locked securely, take turns sleeping in shifts with your traveling companion. If that is not possible, stay awake. If you must sleep unprotected, tie down your luggage and secure your valuables to the extent possible.

Do not be afraid to alert authorities if you feel threatened in any way. Extra police are often assigned to ride trains on routes where crime is a serious problem.

Buses: The same type of criminal activity found on trains can be found on public buses on popular tourist routes. For example, tourists have been drugged and robbed while sleeping on buses or in bus stations. In some countries, whole busloads of passengers have been held up and robbed by gangs of bandits.

Road Safety

At an October 2000 Congressional hearing on "Safety in Study Abroad," it was stated that the major cause of student injury or death in overseas programs is traffic accidents. According to the U.S. State Department, road travel is the greatest risk to healthy Americans abroad.

This doesn't just refer to those who drive a car but also refers to you as a pedestrian and as a rider in a taxi or bus.

Pedestrian Safety Checklist

These guidelines serve as a suggestion. Each suggestion will not necessarily apply in your country or location. Be especially alert when traveling in a country where vehicles travel on the left side of the road.

- Be aware of local traffic patterns. Understand local road culture
- Be alert at intersections in countries where the traffic patterns differ from yours.
- Be alert to reckless driver behaviors (e.g. speeding, inattention to driving, disregard for pedestrians, signs and signals).
- Many countries have narrow, winding streets where visibility of pedestrians is compromised.
- At night, wear or carry something reflective or carry a light, so that motorists' attention will be attracted to you.
- At night, cross where the lights are bright and visibility is good.
- Avoid walking where you cannot be easily seen.
- Be alert for vehicles which can suddenly turn into the street.
- Walk on the sidewalk where there is one. Where there is none, walk on the road bank or on the right side of the road in single file, facing oncoming traffic.
- Always stand on the sidewalk or at the edge of the road, not in the street, while waiting to cross.
- Be just as alert and careful when crossing in groups as when alone, and do not depend on others to watch out for you.
- Always look very carefully when crossing the road from behind or in front of stationary vehicles.
- Use provisions for crossing (e.g. Police Officers, Pedestrian Crossing, and Traffic Lights).
- Look and listen for warning signals of motor vehicles especially when crossing at a bend. If possible, don't cross where there is a bend in the road.
- Cross where there is a clear view in both directions, when it can be done safely.
- Be alert for train crossings that might not be marked or obvious.
- When you exit from a vehicle, wait until it moves off before crossing.
- Do not adopt the attitude that because you have the right of way in the pedestrian crossing, you are automatically safe to cross. In many countries drivers ignore stop signs, signal lights, and pedestrian right-of-ways.

- Jaywalking may result in severe fines in various countries.
- Get into or out of a vehicle on the side nearest the sidewalk or edge of the road. If you use the door on the street side, wait for a break in traffic to exit the vehicle.
- Remember, most road fatalities are pedestrians.

Additional Travel Safety tips:

Taxi's

- If you are unsure of which taxi companies are acceptable, inquire at the airport information desk, hotel concierge desk, shop keeper, restaurant personnel or program staff. They might also be able to help with communication problems you may encounter. Have a local write your destination for the taxi driver to read.
- Plan ahead how to get home before you go out.
- Carry a business card with the phone number of a reputable minicab or taxi company
- Do NOT travel alone. When possible, travel in groups of at least 3.
- Calling a taxi is the safest way to travel, especially at night.
- Try not to let anyone overhear you ordering a taxi. If they hear your name destination, they may pretend to be the taxi you ordered.
- If you have ordered a taxi, wait for the driver to approach you. Ask the driver's name and destination he has been given to make sure he is your driver. Don't get into a taxi if you didn't order it.
- If you must hail a taxi, spot one from a well-known reliable company. Before getting into a taxi, make sure the driver agrees to take you to your destination.
- When you get into the taxi, note the company name, code number, displayed driver's name, ID and photograph if possible.
- Do not accept rides from drivers who randomly approach you.
- If the driver tries to bargain instead of using the meter or claims his meter is broken, get out of the taxi.
- The key to successful bargaining is to ask the driver what the fare is before getting into the taxi. Once you sit down, you are the taxi's next fare.

Buses and Vans

- Wait for the bus in a safe place-away from the road.
- Whenever possible, avoid overcrowded buses and minivans.
- If the driver is exhibiting reckless driving behaviors, insist that the driver be reasonable or get off at the first possible safe opportunity.
- If you feel you are at risk, speak up!
- After you get off the bus, take several steps out of the danger zone.
- After getting the driver's attention, cross the street in front of the bus. Never go behind the bus.
- Stay seated at all times.
- Avoid night travel, especially in rural areas.

CULTURAL DIFFERENCES

During your study abroad journey, you are bound to encounter cultures and customs that are vastly different from what you encounter in the United States. Being introduced to a foreign country and immersed into its culture and language can be challenging. Though you may face some opposition, it is important to remain open-minded and relish in the positive experiences while studying abroad.

How to Handle Anti-American Criticism

As expressed previously, you probably consider yourself to be a good person, or at least someone with good intentions. But as you meet people outside of the United States, you will begin to discover that others don't always think that way. In fact, you must be prepared for confrontation based on what and who you are, to be judged not for yourself at times, but rather as a collective body of people who live south of Canada and north of Mexico. The forms of confrontation may vary; sometimes you will be expected to answer questions about American politics, geography, values and other issues as if you were the #1 expert on the subject. At other times, criticism will simply be words yelled in your face. Only in rare instances would you expect to ever be confronted with actual physical harm.

Strategies for Responding to Anti-American Criticism

There is no one right or wrong way to respond to attacks made against the United States or yourself for being American. You will have your own method for dealing with confrontation based on your own experiences, your way of dealing with conflict, and your opinions. You may choose to take an active role, and respond to the questions or accusations, or you may choose to take a passive role and not say anything in response. As you begin to respond to any criticism keep the following strategies in mind.

Try to Understand the Critic's Motives

Americans are fond of saying "don't judge a book by its cover." Outward appearances are not always enough to go on in a situation where you are being confronted with anti-American sentiment. Try to talk to your "accuser" and ask questions that may elicit this person's beliefs about the United States and why s/he might hold them. Does this person get ideas from the media? Movies? Television? Is this something being taught in school? Has this person experienced some sort of harassment from an American? If you understand the critic's motive(s), you can perhaps find some common ground and a more tolerant way to respond.

Draw Upon Personal Experiences and Observations

When someone asks you a question like, "Why are Americans so wasteful of natural resources?" your first response might be to say: "Oh, not me." Whether or not the question is based on fact, one way to respond might be to draw on your own experiences and observations. In this case, you can say that while you cannot speak for the rest of the American population, you have your own personal practices, such as recycling, water conservation or use of public transportation.

Avoid Becoming Defensive in Their Presence

You sometimes can't help becoming defensive - you are, after all, an American. Try avoiding getting defensive as much as possible. Keep an open mind, and remember to try and understand your critic's motives and beliefs.

Become More Familiar with Common U.S. Facts and Policies

"Americans are uneducated." That is a common belief overseas. How can you dispel that stereotype? "Why don't you know who the Secretary of State is?" People in other countries will probably ask you a lot of questions about the United States on such varied topics as geography, politics, pop culture, etc. There may be questions from, "'Who decides whether a person is guilty of a crime?' to, "Does every American wear cowboy boots and ride a horse?" However, it is not uncommon to find that people overseas know a great

deal about U.S. politics and policies. You should re-familiarize yourself with basic U.S. facts and policies because you do not want to be uneducated or ignorant of basic facts. Some suggested areas to brush up on are:

- U.S. geography (e.g., differences in regions)
- U.S. political system (e.g., how does Congress differ from the Senate)
- U.S. judicial system (e.g., how does the jury system work "in theory")
- U.S. foreign policy (especially how it applies to your host country)

Sexual Harassment

Sexual harassment, although clearly prohibited by law in the U.S., is subject to cultural interpretation in some other countries. In cultures where males have traditionally held most of the power and women have been relatively powerless, verbal suggestion and even touching of women by men, which we would consider inappropriate in the U.S., may be tolerated. This does not mean it is acceptable. If you experience what you would consider to be sexual harassment, you should immediately report it to your program coordinator. Your program coordinator will then keep the Office of International Education informed of the situation.

Cultural norms vary regarding what constitutes appropriate and inappropriate behavior. You cannot assume that behavior that is considered acceptable in the U.S. will be viewed similarly abroad. Suggestive catcalling and aggressive advances by men in social situations might be the norm in some locations. How you deal with these situations and how you behave generally can increase or decrease your risk of sexual assault.

Being informed, exercising good judgment, and taking appropriate precautions can reduce the risk of sexual assault. Talk with your program coordinator and do some research about cultural norms as they relate to dating. It is important to know that North American women are often stereotyped as being promiscuous, and this may be reinforced by styles of dress and the general friendliness of U.S. women. While the majority of cases involve women, sexual harassment or assaults can also happen to men. In some countries, the concept of date rape is almost unknown and, in some settings, your behavior prior to an assault may be more important than the number of times you say no. There is no 100% way to prevent sexual assault, but consider these guidelines:

- Remain sober. This allows you to judge situations and react if needed.
- Dress conservatively.
- Employ the buddy system (it's always good to have friends watching out for you).
- Take care of yourself on a date: Be prepared to pay your own way, have access to a phone, arrange for transportation, and consider dressing in a way that allows you to move freely and quickly.
- Make your intentions clear.
- Trust your instincts; listen to your inner voice and act on it if you feel uncomfortable and can safely remove yourself from the situation.
- Ask yourself, "Am I able to say 'no'?" And "Am I comfortable with what is happening?"
- If you don't like what someone is doing, you can reject the activity without rejecting the person.
- Get out of the situation as soon as you sense danger or feel afraid.
- To avoid stranger rape, try to walk on well-lit streets; avoid standing in shadows.
- Look confident and strong and ignore inappropriate remarks from strangers.

- If an assault is attempted, consider your options to find an escape.
- Last, but NOT least, if something does happen remember that it is **not your fault**, no matter what you did or didn't do; it is the perpetrator's fault.

Remember that you are not alone, so seek help from you Program Coordinator or a responsible person at the host institution.

Relations between Men and Women

Before going abroad, be sure to ask your program director about cultural differences regarding male/female relations. In some cultures, even looking at a person of the opposite sex in the eye would imply special interest. Certain types of clothing (such as short skirts or shorts) might be unadvisable as they will attract unpleasant attention or cause people in the host culture to make unflattering assumptions about you.

Because you will be in an unfamiliar place, with an unfamiliar culture and potentially with limited language skills, you do not have the skills to assess whether a person is "safe" or trustworthy. Do not assume that because someone is well-dressed, appears nice or speaks nicely that he or she is harmless.

Do not invite any person whom you do not know (or have recently met) into your home, hotel or dorm room. Do not get into a car with or go to the home or hotel room of a person that you do not know (or have recently met). Be aware that men and women that you meet in clubs or bars may have other intentions when accompanying you home than you may realize. Tourists have been robbed by people that they brought back with them to their hotel. In some countries, women have been attacked while riding in taxis.

Ask your program director if your destination has reported such problems. If so, try to avoid taking taxis alone. If you must take a taxi alone (especially at night), have someone write down the name of the driver and license plate number while the driver is watching. Never sit in the front seat.

Women's Issues

Some female students, in certain overseas locations (i.e., South America, the Middle East and parts of Europe) have a hard time adjusting to attitudes they encounter abroad, in both public and private interactions between men and women. Some (but not all) men in such countries openly demonstrate their appraisal of women in ways that many American women find offensive. It is not uncommon to be honked at, stared at, verbally and loudly appraised, and to be actively noticed simply for being an American woman. Sometimes the attention can be flattering. However, it may become very annoying, and potentially even angering. Indigenous women, who often get the same sort of treatment, have been taught how to ignore this attention. Many American women students find this hard to do. Eye contact between strangers or smiling at someone passing on the street, which is not uncommon in the States, may result in totally unexpected invitations. Some women feel they are forced to stare intently at the ground while they walk down the street.

You will have to learn what the unwritten rules are about what you can and cannot do abroad. Women can provide support for each other, and former students suggest that you get together several times early in your stay overseas to talk about what works and what doesn't for dealing with unwanted attention. American women are seen as "liberated" in many ways, and sometimes the cultural misunderstandings that come out of this image can lead to difficult and unpleasant experiences.

Needless to say, this special and surprising status may make male-female relationships more difficult to develop. Be careful about the implicit messages you may be unintentionally communicating. Above all, try to maintain the perspective that these challenging (and sometimes difficult experiences) are part of the growth of cultural understanding which is one of the important reasons you are studying abroad. Prepare yourself by trying to understand in advance not only the gender roles and assumptions which may prevail elsewhere, but also the uniqueness of American gender politics, which may or may not be understood, much less prevail, in other countries.

Discuss with your Program Coordinator the customs or norms for your destination. S/he will likely have much experience in this area.

For more information visit: <http://studentsabroad.state.gov/smarttravel/forwomentravelers.php>

Racial and Ethnic Concerns

No two students studying abroad ever have quite the same experience, even in the same program and country. This same variety is true for students of color and those from U.S. minority ethnic or racial backgrounds. Reports from past participants vary from those who felt exhilarated by being free of the American context of race relations, to those who experienced different degrees of 'innocent' curiosity about their ethnicity, to those who felt they met both familiar and new types of ostracism and prejudice and had to learn new coping strategies. Very few minority students conclude that racial or ethnic problems encountered in other countries represent sufficient reasons for not going. On the other hand, they advise knowing what you are getting into and preparing yourself for it. Try to find others who have studied abroad and who can provide you with some counsel.

For more information and resources visit:

- AllAbroad.US at: <http://allabroad.us/>
- Diversity Abroad at: <http://www.diversityabroad.com/>

Lesbian, Gay, Bisexual and/or Transgender Issues Abroad

Attitudes and tolerance toward lesbian, gay, bisexual, and transgendered (LGBT) persons vary from country to country, just as they vary among U.S. cities and states.

It is important to be aware of the laws pertaining to homosexuality in your host country, as well as the general attitudes of the populace toward gay, lesbian, bisexual and transgendered members of their community. The countries you visit may be more, or may be less 'liberated' (on a general U.S. scale of values) in these regards, but will in all cases be at least somewhat unique. Moreover, whatever the general rule, there will always be pockets of difference and personal idiosyncrasies. Country-specific information is often available from campus offices, personnel and student groups. You should certainly talk with other students who have been where you will be.

LEGAL MATTERS

There are a number of common legal matters you should be aware of regardless of your host country. Some of them are much more serious than others, so please read each carefully so that you are aware of the liability involved.

Registering

Some countries require international students to "register" with the local police department or immigration office. Your host coordinator will likely advise you if you need to do this.

It is also a smart idea to register with the U.S. Consulate once you arrive in country. This will likely need to be done in person. Registering with the U.S. Consulate helps you to stay informed during times of crisis. <https://travelregistration.state.gov>

Illegal Drugs

DO NOT use or travel with marijuana or any other contraband drugs. The US government can assume no responsibility if you are apprehended for drug use. Even in places where the use of drugs by local citizens is either ignored or treated very lightly, when American students are apprehended indulging in or in possession of contraband, they can be dealt with in a very harsh manner. You can jeopardize your experience abroad by taking such a risk. You may also be dismissed from your study abroad program should you be caught using drugs. If approached by someone selling drugs, walk away. Do not even talk to that person, because a conversation with a suspected narcotics pusher is seen as an act of intent to purchase in some countries. Penalties can be much more severe in Latin America, Asia and Europe than in the United States. Conditions of imprisonment in a foreign jail are not something you want to check out.

International Customs Regulations

Please be aware of what you can take into the country you are visiting. Some prescriptions legal in the U.S. are not legal worldwide. Please check with the Embassy/Consulate of your host country for more information.

When you re-enter the U.S., you must declare all articles in your possession that you bought or acquired overseas. Flight attendants usually hand out customs forms for passengers to fill out before landing.

For more information on the U.S. Customs regulations that may apply upon your return, please visit: <http://cbp.gov/xp/cgov/travel/clearing/>

MANAGING YOUR MONEY

Managing your finances is one of the most important and challenging aspects of a successful and enjoyable academic experience abroad. Dealing with a new currency and cost of living are just the beginning of the challenge. Before you leave home, pay attention to the exchange rate between the U.S. dollar and your host country's currency. Learn to think in that currency, and don't forget the value of a good pocket calculator to help with the conversion.

Useful Currency Conversion Website: <http://www.oanda.com>

How Much?

How much money do you need for your time abroad? It is very difficult to make recommendations - you will spend as much as you take. What is included in your program fee will vary. Make sure you know how much money you will require beyond what you pay for as part of the program fee. The amount you will need for incidental expenses will depend on your lifestyle as well as local costs. Take a close look at your expenses and prepare a budget for yourself based on the estimated expenses you identify.

Ways to Carry Money

Cash

It may be wise to have some cash in the correct currency before you enter your host country. You may purchase foreign currency in most banks in the U.S. If you do exchange money before you go, be prepared to receive a high exchange rate. Rates will be much lower once you are in country. Upon arrival you can often change money at the airport or get cash from an ATM in the airport. Carrying cash is always risky; you should avoid taking cash bills to cover all your needs while abroad. If you do carry cash, particularly in a large city, do not put it all in one place and never leave your wallet in the outside pocket of your backpack or purse, or in your back pocket.

Prepaid Debit Cards and Traveler's Checks

Traveler's checks are a safe way to carry money, but are becoming less common and more difficult to cash because fewer banks and merchants are accepting them. Do some research to see if traveler's checks are widely accepted in your host country. A convenient alternative is a prepaid debit card. They are accepted everywhere a credit card of the same brand is accepted and can usually be used at ATMs. You put a certain amount of money on the card and can use it to make purchases or withdraw money up to that dollar amount, or the equivalent in the foreign currency. You can also reload the card online or by phone. Check with the debit card provider about transaction fees and exchange rates. Furthermore, if the cards are lost or stolen, the company that issued them will replace the card. Keep the card number, expiration date and security code in a safe place, separate from the card. Prepaid debit cards can be purchased at banks in the United States, travel agencies such as AAA or through credit card providers.

Credit Cards

Credit cards are valuable for big purchases, emergencies and cash advances, although there are usually higher interest charges for cash advances. Most major credit cards are honored abroad (i.e., American Express, MasterCard or Visa), but there are exceptions! Credit cards are particularly useful for hotels, restaurants, shops, airline tickets and car rental agencies. When you use a credit card, the company makes the exchange rate purchase for you, reflecting the exchange rate on the day your credit card transaction is processed. This amount may be more or less than what you thought you were paying at the

time of your purchase. You will be billed in dollars on your statement, and sometimes you will see the foreign exchange conversion listed as well. A word of caution: It is easy to buy something with a credit card even if you do not have money available to pay. However, the interest charged on an outstanding balance adds up quickly and it is very easy to get into debt. Know your credit card limits! You also need to make arrangements to pay your monthly credit card bill since most credit card companies will not send bills to non-U.S. addresses. Furthermore, keep a photocopy of your actual credit card in a safe place when abroad and find out the numbers to call in case it is lost or stolen.

Also, it is wise to contact your Credit Card Company or bank before departure to let them know you will be going abroad. Frequently, banks will cancel credit cards when clients show charges from other countries that are unusual for the card holder.

Debit/ATM Cards

You can check for ATMs at your destination from the websites below:

- Mastercard/Cirrus ATM Locator <http://www.mastercard.us/cardholder-services/atm-locator.html>
- Visa/Plus ATM Locator <http://visa.via.infonow.net/locator/global/>

ATMs are available in major cities across the globe and are a fast, commission-free way to obtain foreign currency. An ATM, debit, or checking card is excellent for international travel because it allows you to withdraw money from your bank account in the United States in the currency of the host country. Debit cards with Visa, MasterCard, Cirrus or Plus signs are the most widely accepted cards. Typically, you'll only have access to funds in your Checking Account via the ATMs abroad, not Savings.

Be aware of the fees that may be involved – You may be charged a fee by the local bank abroad, as well as your home bank for the transaction. Some fees can be quite high, so do your research ahead of time. In some cases, especially for students who are abroad for a semester or longer, setting up a local bank account may be more convenient. Bring traveler's checks as back up cash in case your bankcard becomes demagnetized.

Questions to Ask Your Bank

- What are your ATM fees abroad?
- Do you have partner banks?
- If so, does that mean the fee is lower or that there is no fee at all?

Cash Advances/Check Cashing

With the use of credit cards and computers, it is now much easier to transfer money from a home account. Any bank that honors your type of credit card will help you draw funds in foreign currency as a cash advance. These advances are often considered a loan and you can get an advance only up to your line of credit. When requesting an advance, remember that banks always require proper identification. A high interest rate is charged if this is not paid back within the grace period. If you are cash advancing a large sum of money, you should consider a wire transfer instead. American Express offers check-cashing privileges to its clients. Any American Express office will cash personal checks from a U.S. account at no charge.

Wire Transfers / Drafts

If you think you might need to use bank transfers or have your initial funds sent to you in the form of a bank draft, visit your bank before you leave and ask them for a list of the corresponding banks in your host city. Let them know who is authorized to initiate cable transfers for you. Once abroad, you can contact your home bank by telegram or phone and receive the money, usually within 48 hours. Be advised that you will probably have to pay the cabling charges both ways, in addition to a commission charged by the host bank. Money can also be cabled from home through American Express; this type of transfer will take two to five days and the charge varies according to how much money is sent. Alternatively, you can notify your home bank and request that a bank draft in your name is mailed to you, via registered mail.

This may be very expensive and in some countries unreliable and slow. Keep that in mind as you make plans for managing your money while abroad.

Budgeting

When forming your own budget, consider length of stay, style of living, amount and method of travel and academic costs. Think about any expensive souvenirs you hope to buy and any gifts you will want to purchase. It is recommended that you take 20% more than you think you'll need, but also remember that you can keep some cash in your account back home for emergencies, and access it through cash machines. Your best resource is talking to other students who have been on the same or similar programs.

Tips from Students

- Always present your ISIC and see if you can get a discount.
- Call your nation's tourist board for information about student discounts.
- Don't develop film - it'll be worth having the extra space in your suitcase.
- Bypass expensive restaurants during the day – opt for fruit and bread at local markets.
- Try some cheap, but exotic local favorite dishes.
- Take overnight trains to save the cost of overnight accommodations.
- Remember that spending a few extra dollars today will be worth the experiences you can have. Don't skimp on museums, attractions, or travel experiences to save a few bucks.
- Most importantly, never sacrifice safety or health to save a few bucks.

Things to Consider when Creating a Budget

- Type of travel within country or continent (railroad, plane, car rental, etc.)
- Passport
- Student ID
- Shipping
- Travel Books
- Travel (train, bus, car rental, hostels, hotels, taxis etc.)
- Transportation from the airport to your home or dorm and transportation throughout the city
- Food
- Phone bills
- Film
- Laundry
- Stamps/Mailing supplies
- Museum/Concert tickets
- Sporting events
- Gifts for family and friends
- Souvenirs for yourself

PLANNING YOUR RETURN HOME

You are preparing to go overseas, but it is not too early to begin thinking about the day you will return home. Questions such as "Why did I choose an overseas program?" and "What do I want to accomplish during my time here" can help you clarify how you are going to integrate your overseas experience into your academic, professional and personal goals for the future. Preparing for the surprises that often greet travelers after an extended period abroad will enable you to turn what is often a very awkward time into a productive one. (And your photo album will hopefully reflect it all.)

Keeping In Touch

Part of the preparation for returning home includes staying in contact with your family and friends, working with the Office of International Education for any academic or school-related matters and, to some extent, keeping up with political, economic, and social developments at home. For some students, these changes will be minute; for others they may be very significant.

Making Arrangements

There are a number of very important things you must do before you leave your host country. Do not leave everything for the last minute, or you may find yourself with too little time to do what needs to be done.

Confirm Travel

If you already have a return ticket you should contact the airline and reconfirm your seat at least 72 hours in advance. Airlines notoriously overbook flights back to the United States. You may decide to travel before leaving the country, or have your family and friends join you. If you want to change the return date, contact the airline directly or visit a travel agency. They can tell you what, if any, restrictions there are. Depending upon your ticket restrictions this may be possible for a small fee. If you do not have a return ticket, you should book a flight at least 60 days in advance, especially if you are returning in the summer when it is high travel season in the United States.

Transcripts

Make sure you check with the International Office of your host school or your Program Coordinator about how and when you will be getting your transcript sent back to the United States. Since the educational systems vary at each overseas institution, you need to allow ample time for the processing of your transcript and grades. You may want to obtain copies of your transcript or any other relevant documents, for your own records. If you think you might apply to graduate school in the future, get information on how to order a transcript directly in the future since graduate schools will not accept copies.

PREPARING FOR REVERSE CULTURE SHOCK

The cycle of overseas adjustment begins at the time you plan to study abroad. You may think that adjustment ends when you have successfully assimilated into the life of your host country, but, in fact, the cycle of cultural adjustment continues through your return to the United States. Culture shock and re-entry shock (more commonly known as "reverse culture shock") are not isolated events but rather part of the total adjustment process that stretches from pre-departure to reintegration at home. The rest of this chapter is designed to prepare you to leave your host country. It is important to read this section now, as well as when you are about to return home.

Change and Adaptation

You have just had the opportunity to live, study and travel overseas. During your stay, you have probably assimilated to some of the host country's culture, learned new ways of doing things and gained some new views and opinions about certain topics. In short, you have changed. As one returnee explains, "Living abroad has a deep, broadening effect on a person—an effect that I didn't realize until my return." For some people, living overseas and having those changes occur outside of the United States can magnify those experiences, thus causing the return home to be a bit unsettling. In addition, some of the experiences are specific to being overseas and could not have occurred in the United States. While overseas, you may have experienced a greater amount of independence, both academically and personally, than you previously experienced in the United States. This independence can help make you more confident in your abilities to achieve your goals. You may have become increasingly more sure of yourself and possibly have gained a more mature or focused attitude about your future. You may even be a bit more serious and directed. Some of these new views and attitudes may be in conflict with the views and attitudes of family and friends. They may question your new way of thinking and doing things or even pressure you to "reform." These differences may often be unsettling and uncomfortable at first.

New Skills

Along with the new ideas, views and attitudes that you developed you probably acquired some new skills. These may include discovering a new way to do an old task, a different perspective on your field of study, or increased foreign language skills. And, for those of you studying in an English-speaking country, the English language will acquire a new meaning through idioms, lingo and phrases that are specific to the host country. These new skills will now become a part of your daily life. Increasing facility with your foreign language will probably have one of the greatest impacts. If you have learned to become dependent on these skills to communicate from day to day, then it may feel strange for you to revert back to your native language. The degree of strangeness is directly connected to the amount of culture from the host country that you have assimilated and will definitely influence your re-adjustment. You may feel frustrated and depressed if you cannot communicate your new ideas, skills or opinions, and this can be distressing. Again, patience, flexibility and time will be required as they were at the beginning of your journey.

Loss of status

In your host country you may have been seen as an informal ambassador from the United States. This gave you a certain status of being "special." When you return home, you are just like everyone else and the loss of feeling a bit "special" can be a factor that you must deal with in your readjustment. One returnee describes it this way: "Being in a foreign country as a foreign

visitor, you are to a certain extent a 'special person'; your new views, accent and lifestyle are all interesting to your hosts. As such, you will receive a lot of attention, make friends and, generally, be popular. However, when returning 'home', you become again a 'normal person'. I found it very difficult to make that transition."

Friendships

Now that you have studied abroad, you obviously have a new circle of friends. You most likely saw some or all of these people on a daily basis and they probably became an important part of your life. Leaving your new friends can be, for many, the most difficult part of re-entry. Having to abandon intense friendships, girl/boyfriends, and/or cultural supports, frequently brings disturbing feelings characteristic of those associated in a grieving process. Though you may seem to make a good surface adjustment once home, that adjustment may, at times, cover many contain feelings of uncertainty, alienation, anger and disappointment.

Upon your return, friends at home will ask about your experiences and appear to be interested. They will often show a slight fascination for your adventures, but this may quickly fade. They will whip through pictures and stories once, but because they have not shared the experience, you should be prepared for their waning interest. After a while you may find that your friends are more eager to talk about what has gone on in their lives as opposed to hearing more about your life overseas. If many of your friends have never lived abroad, you may also have to deal with feelings of envy or jealousy. When you talk "too much" about your experience, people may accuse you of being elitist even though that may not be your intention.

University/College Life

For those of you who eventually return to a university setting, you may feel you have re-adjusted during the few months at home. However, if you go directly to ASU without time at home (or limited time at home) you may face a new set of re-adjustment issues upon return to academic life. If you have become very accustomed to a different type of academic system while overseas, you will have to deal with readjusting to ASU's way of handling things. For example, some students, while overseas, experience a greater amount of academic independence than they had previously experienced. If you have found that academic freedom is particularly gratifying and challenging, then the re-adjustment to a system that is a bit more structured can be difficult. Also, remember that every institution has its own feel and unique atmosphere; you can appreciate both your study abroad institution and ASU without making comparisons. Value each of them for their strengths. Returning to university life you may also feel a bit "removed" from your major and department. Stop by those offices and get re-acquainted with the staff and faculty.

Coping Strategies

The good news is that this phase of readjustment to life in the United States does not last forever! Here are some suggestions of ways to make this phase a bit easier on you and your family/friends.

Acknowledge your adjustment

First, and foremost, acknowledge the re-entry phase as part of the overseas experience. Just as you had to give yourself time while going through the culture shock phase (if you did experience culture shock), you must also give yourself time to go through the re-entry phase.

Acknowledging that reverse cultural adjustment is real will help you avoid feelings of guilt that might occur if you are feeling depressed or unhappy about being home.

Share your adjustment

Educate your family and friends about this phase of adjustment. Many people have never heard of reverse cultural adjustment and are not aware of its existence. If the people around you know a little about what you are experiencing, then, hopefully, they will be a bit more patient and understanding towards you and help you to re-adjust. If you have difficulty communicating your feelings, then share this manual with your family and possibly your friends. Remind those around you that you cannot unlearn what you have learned, but that you need time to re-integrate those often conflicting components within yourself.

Stay in contact with your host culture

Keep in contact through letters (and, if possible through telephone calls and email) with the friends you made in your host country. It will help you feel that what you experienced was real and not one big dream. Some returnees have the feeling of never having been overseas after their return to the home country. Also, if some of your friends are returning to the United States, they will possibly be experiencing similar adjustment problems. You are an obvious support system for each other because you each know how the other is feeling and what the other is missing.

Seek others and get involved

If possible, seek out other returnees that live nearby. If you return to ASU, you should not have a problem finding other returnees who have been overseas where you lived or studied. The fact that they have gone through (or are going through) re-entry and can offer support and advice about how to cope will be helpful. Other returnees often want to hear of your overseas adventures because they have a multicultural and international perspective. Becoming active in events sponsored by the Office of International Education offers you an outlet to share your concerns and also your experiences.

Keep your ears open for group reunions or reentry orientations held by your program coordinator or the Office of International Education (OGP). For example, the OGP coordinates an International Education Week at ASU, which is a great way to remain involved with study abroad programs and international culture, even after your return. OGP may also offer workshops and presentations to ASU faculty and students to highlight your study abroad experiences and promote the programs.

If you want to keep using your foreign language skills, there are a couple of things you can do:

- Take an advanced level course in the foreign language that interests you.
- Organize a reunion to exchange photos and converse in the language.
- Start a "language table," where a group of students interested in improving foreign language skills in a specific language can meet 1-3 times a week during either lunch or dinner and only speak that specific language.
- Participate in events held by ASU's Foreign Language Institute.

If you want to stay connected to international things at ASU, here are some things you can do: Seek out other "captive" audiences who would have a natural interest in your overseas experience. Part of re-adjusting is being able to tell your story and describe the experiences that you have lived through.

- **Being a Global Ambassador in the OGP is a great way to do this. You are the perfect person to be an advocate for study abroad. OGP looks for returnees who**

are willing to be Global Ambassadors and to help other students interested in studying abroad.

- Study Abroad Students from ASU are required to write written reports about their experiences, which are published online and in OGP's *Global Initiatives* magazine.
- For more information on becoming a Global Ambassador, contact OGP at (229)430-1662 or globalprograms@asurams.edu

Set Goals for Your Future

Now is the time for you to look toward your future. You have finished one phase of your life and are ready to move ahead. Think about your next challenge or goal. Begin to make plans and put those plans into action. Even if you have to return to ASU to finish a year or two of a degree, you can develop goals for that period of time so that you will feel you are moving ahead rather than regressing. It is common for students who do return to university to feel they have gone "10 steps forward (their overseas experience), and now are going 11 steps backward (the return to university)." It is up to you to get the most out of that time by giving yourself new goals and challenges. Take the influence of your overseas experience and use it positively to help plan this next phase of your life.

APPENDIX

The staff of the Office of International Education at Albany State University compiled the "ASU Study Abroad Handbook". The information contained within was taken and adapted from a variety of study abroad resources, including guides, books and the Internet. It has been adapted and modified to meet the needs of The University of Georgia. The following is a list of resources used to develop the "ASU Study Abroad Handbook".

Althen, Gary. (1988). American Ways: A Guide for Foreigners in the United States. Yarmouth, ME: Intercultural Press.

Althen, Gary (Ed.). (1994). Learning Across Cultures. Washington, DC: NAFSA.

Center for International Programs Abroad at Emory University. Emory Study Abroad Handbook.

Hoffa, William W. (1998). Study Abroad: A Parent's Guide. Washington, DC: NAFSA.

Hoffa, William W.. (2000). Studyabroad.com Handbook: A Guide to Going Abroad. Chester, PA: Educational Directories Unlimited, Inc.

Hoffa, William W. and John Pearson (Eds.). (1997). NAFSA's Guide to Education Abroad for Advisers and Administrators. (2nd ed.). Washington, DC: NAFSA.

Kepets, Dawn. (1995). Back in the USA: Reflecting on Your Study Abroad Experience and Putting It to Work. Washington, DC: NAFSA.

Kohls, L. Robert (Ed.). (1996). Survival Kit for Overseas Living: For Americans Planning to Live and Work Abroad. (3rd ed.). Yarmouth, ME: Intercultural Press.

Lewis, Tom and Robert Jungman (Eds.). (1986). On Being Foreign: Culture Shock in Short Fiction. Yarmouth, ME: Intercultural Press.

NAFSA: Association of International Educators Lesbigan Special Interest Group. Website located at <http://overseas.iu.edu/lesbigay/>

Stewart, Edward C. and Milton J. Bennett. (1997). American Cultural Patterns: A Cross-Cultural Perspective. Yarmouth, ME: Intercultural Press.

Storti, Craig. (1990). The Art of Crossing Cultures. Yarmouth, ME: Intercultural Press.

USC Center for Global Education. Safety Abroad Handbook. Website located at <http://www.studentsabroad.com>

USC SAFETI (Safety Abroad First - Educational Travel Information) Clearinghouse. Website located at <http://www.globaled.us/rfsa/health&safety.html> and <http://www.studentsabroad.com/>

U.S Department of State Resources
Students Abroad <http://studentsabroad.state.gov/>
International Travel Information <http://travel.state.gov/>



Authorization and Waiver of Liability

(Must be completed by all ASU students Traveling Abroad for Various Programs)

I acknowledge that participation in a study abroad/internship program involves some risk of illness, injury, or loss of personal property. I agree that I am in good health to travel abroad. I agree to release and forever discharge Albany State University, the Board of Regents of the University System of Georgia, and its officers, agents, and employees, from any and all claims, demands, rights, and causes of actions of whatever kind or nature, arising from and by reason of any and all known or unknown, foreseen and unforeseen, bodily and personal injuries, including death, damage to property, and the consequences thereof, resulting from my participation in the Summer Study Abroad Programs.

I further agree that I shall be subject to the supervision and authority of the faculty in charge and to the standard of conduct stipulated by the faculty in charge. I further acknowledge that the supervising faculty or program director has sole authority to make decisions regarding the continued participation of any individual in the program whose conduct may necessitate disciplinary action.

Students with special physical, psychological, or learning needs should inform the Office of Global Programs in writing and submit current documentation to substantiate the need(s), within two weeks of submitting this application so that a determination can be made regarding whether accommodation on the program is possible.

VII. Student Signature

I understand that submitting an application for admission to the Office of Global Programs does not guarantee acceptance into the program, that candidates must meet program requirements and be approved by the Office of Global Programs and Albany State University, and that participation is subject to availability and is on a first come, first served basis.

Student's Name and Signature _____ Date _____

Faculty Advisor Name and Signature _____ Date _____

Global Program's Director's Name and Signature _____ Date _____

Initial By Party: _____