CIE Study Abroad Handbook
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_Last updated August 2009_
I. Introduction

A. CIE Study Abroad Office Mission Statement
The Overseas Programs and Partnerships office functions as the study abroad administration unit of the Center for International Education (CIE), University of Wisconsin-Milwaukee, and fosters cross-cultural competencies for students by providing international academic and experiential programs.

Goals

1. Academic
   - To provide students ample opportunities for second language acquisition so that, upon graduation, they possess a high level of foreign language proficiency.
   - To provide high quality instruction consistent with on-campus standards.
   - To facilitate student-centered personal and educational discovery through rigorous academic, multidisciplinary programming and service learning opportunities.
   - To develop overseas programming whose curriculum is both multidisciplinary (of, relating to, or making use of several approaches/disciplines at once) and interdisciplinary (drawing from or characterized by participation in two or more fields of study). For example, our aim is to combine study of foreign language and history with business administration; or Brazilian literature and urban development.
   - In addition to the traditional classroom environment, we aim to promote experiential learning by increasing the number of credit-bearing international service-learning and internship opportunities.
   - To encourage and support overseas courses which are recognized as an integral part of UWM curriculum. Specifically, we will work closely with academic departments to ensure that overseas courses may fulfill General Education Requirements.
   - To bring into fruition the proposed Bachelor of Arts in Global Studies (BAGS) Major by offering students a wide array of overseas academic programs that meet the BAGS requirements and standards.

2. Professional/Career Development
   - To provide service-learning opportunities that link students with a global network of service-oriented organizations.
   - To develop opportunities for internships through international partner institutions and host organizations that place students in the work world in a global context.
   - To create a community connection through international programming that will result in a corps of Wisconsin residents with global competencies.
   - To help students widen skill sets to include cross-cultural competencies and other career-relevant professional qualifications.
   - To provide the mechanisms for students to acquire foreign language and cultural proficiency in tandem with professional licensure and certification from the various UWM schools and colleges (for instance, teacher certification and proficiency in Japanese and teaching experience in Japan).

3. Personal
   - To encourage enculturation by offering opportunities for in-depth, cross-cultural, and immersion experiences.
To provide a mechanism for students to gain first-hand knowledge of the world beyond Milwaukee.

To challenge value sets and norms in order to broaden students’ perspectives and promote cross-cultural proficiency that enhances their understanding of themselves and their home environment.

To promote the development of problem-solving skills and other intangible competencies and qualities, for example: flexibility, sensitivity to others, reserving judgment, non-ethnocentricity, tolerance for diversity, initiative, assertiveness, patience, listening skills, etc…
B. Welcome Letter from the UWM Study Abroad Office

Dear Study Abroad Participant:

CONGRATULATIONS on being chosen to participate in a UWM Study Abroad Program! As you are about to embark on the academic adventure of a lifetime, allow us to take a few minutes to point out some of the rights and responsibilities that you now assume in conjunction with this academic experience.

You have the right to participate fully in your international academics. You are encouraged to take full advantage of the quality program that has been established for you and your fellow study abroad students. Attend class. Join in the discussions. Explore new resources only available to you in another culture. Engage in research that stretches your mind and develops your cognitive skills. Enjoy your classes. Be an active international learner.

You have the right to feel safe while you are abroad. We have structured your program to be as risk-reduced as possible and encourage you to further reduce your risk by engaging in positive behaviors. Please refer to the section in this handbook on Safety While Abroad for tips and advice. You are now an ambassador from the United States, representing the University of Wisconsin System—serve us well. Don’t engage in activities that may endanger you or others. Be attentive and cautious. Exercise good judgment at all times.

You have the right to know all you can about your program and host country. We encourage you to learn as much about your host country as possible before departing on your program. Read guidebooks. Speak to former study abroad students about their experiences. Conduct research on the Internet. Read this handbook. If you do your “homework” before you arrive you will have a much easier time making the transition into a new culture.

You have the right to have the summer, winterim, or academic semester/year of your life! Take advantage of day trips planned. Venture off to a museum. Explore your neighborhood. Make new friends. Take pictures. Keep a journal of your adventures and thoughts. Then, take a step back and reflect on your own academic and personal growth. We guarantee you will be a different person after your experience.

We sincerely hope you freely exercise all your rights in a responsible manner. When you return, please come by the office and share your experiences with us. We would love to hear about how you took full advantage of your overseas study program.

Good luck and safe journey!

The Overseas Programs and Partnerships Staff
C. Emergency Contact Information:

**What is an emergency?** There are “real” and “perceived” emergencies that occur abroad. Examples of some real, or serious, emergencies are: a robbery or assault; losing your passport and money; medical emergencies. Examples of perceived emergencies are: changes in an itinerary; a different accommodation or roommate than expected; types, cost and variety of food available; initial adjustment to cultural surroundings. It is important to **first** consult or notify your in-country contact or program leader regarding both real and perceived emergencies **before** calling home. When calling home please be open with your family that you only need them to listen to you. Calls home to “vent” about something occasionally turn into frantic calls from a family member or loved one back to the study abroad office regarding an “emergency.” If there is indeed an emergency, please call:

**CIE Study Abroad Office: (414) 229-5182 (during office hours)**
**UWM Campus Police: (414) 229-4627 (available 24 hrs a day)**

D. General Expectations

Participating in a study abroad program does not give one the occasion to be less responsible. In fact, studying abroad gives you a unique opportunity to grow and learn about yourself, frequently leading to an increased sense of responsibility. From academic integrity to tuition payments, it is you, the student, who is responsible for knowing and complying with UWM expectations. These expectations may be expressed informally through academic study abroad planning sessions with an academic advisor or study abroad advisor or in a syllabus from a faculty member.

This handbook highlights many of our policies, procedures and expectations, but it is not comprehensive. It is your responsibility as the participant to ensure that you are fully informed about all aspects of your program. Be sure and read all materials provided by our office as well as the faculty leader or in-country contact about the program. Retain these materials in an easily accessible location for future reference.

Keep your relationship with UWM harmonious by taking complete action. Make sure to follow through with all necessary paperwork in order to make your participation in your study abroad program “official” with UWM and/or your home campus. Ask complete questions in order to receive the information you desire. Deadlines are crucial. Know them and adhere to them! Frequent and full discussions with your study abroad advisor will enhance your ability to develop a working knowledge of the important policies and procedures that apply to you.

It is up to each member of the UWM community to create a healthy and respectful environment, both in the US and abroad. This positive environment is fundamental to a comprehensive and fulfilling educational experience.
E. Academic Expectations

All students on UW-Milwaukee Programs must comply with all rules and regulations contained within the Student Regulations handbook issued by the University of Wisconsin Board of Regents and contained within the home campus student handbook. These policies are contained within the University of Wisconsin System Student Academic Disciplinary Procedures (Chapter UWS 14) and student non-academic disciplinary procedures (Chapter UWS 17).

The Academic Director of the UW-Milwaukee program has the right to suspend or expel a student on a program for violation of any academic or non-academic disciplinary policy pending the appropriate hearings upon return to UW-Milwaukee or home campus.

1. Attendance
In short, attendance is expected and is part of the academic portion of your program. It is especially critical for short term programs. Failure to attend classes may result in the lowering of a grade; assigning failing grades for poor attendance; or in severe cases, a student being dropped from the class, thus not receiving credit for the course.

2. Absences
Generally, for a planned absence you should tell the instructor as soon as possible and make arrangements to take any scheduled quizzes, exams or labs in advance. Permission may not be guaranteed in all cases and should not be taken for granted. Personal travel will not be automatically accepted as an excused absence and should be pre-approved by the Academic Director.

3. Assignments and syllabus
Assignments include required reading, course work, field trips, etc. as determined by instructors. **You are required to complete all of your assignments while abroad.** **If you miss a class, check with other students or the instructor for assignments given during your absence.**

**Syllabus:** As in all academic courses, the syllabus conveys all student related responsibilities for successful completion of the course.

4. Group Dynamics
On any study abroad program both the intra- and the inter-group relations are a critical dimension to your overseas academic experience. **On short-term programs all curricular activities are done in a group setting.** Serious consideration should be given to your positive interaction with other members of the group both in the curricular and extracurricular settings. This includes: being on time for all activities; being mindful of your interactions with the group; full participation; attendance; common courtesies; and respect for the other participants on your study abroad program. In addition, and very importantly, every student should be respectful and tolerant of the culture in which he or she is living. Any blatant disrespect or violations of this policy will be dealt with by the Academic Director of the program, or by the study abroad provider in consultation with the Overseas Programs and Partnerships office of the Center for International Education. Various ramifications can be assessed by the Faculty Director for violations of this policy, including lowering of grades, admonishment, possible suspension, and/or dismissal from the program.

For semester or academic year programs in any enculturation setting, utmost respect and tolerance for the culture you are living in should be a critical concern for each and every student. You are also responsible for your behavior with other students participating on the study abroad program. Similar to
the penalties articulated above, any violation of the aforementioned policy will be dealt with in proportion to the nature of the incident. These penalties may be applied by the Faculty Director of the program or by the study abroad provider in consultation with the Overseas Programs and Partnerships office of the Center for International Education.

5. Academic Misconduct
UWM expects each student to be honest in academic performance. Failure to do so may result in discipline under rules published by the Board of Regents (UWS 14). The most common forms of academic dishonesty are cheating and plagiarism.

Cheating includes:

a) Submitting material that is not yours as part of your course evaluations. This includes copying from another student’s exam, allowing a student to copy from your exam; or
b) Using information or devices that are not allowed by the faculty; such as using formulas or data from a computer program or using unauthorized materials for a take-home exam; or
c) Obtaining and using unauthorized material, such as a copy of an examination before it is given; or
d) Fabricating information, such as data for a lab report; or
e) Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation; or
f) Collaborating with others on assignments without the faculty’s consent; or
g) Cooperating with or helping another student to cheat; or
h) Other forms of dishonest behavior, such as having another person take an examination in your place; or altering exam answers and requesting the exam be regarded; or communicating with any person during an exam, other than the exam proctor or faculty.

Plagiarism includes:

a) Directly quoting the words of others without using quotation marks or indented format to identify them; or
b) Using sources of information (published or unpublished) without identifying them; or
c) Paraphrasing materials or ideas of others without identifying the sources.

If a student is charged with academic misconduct, there are specific procedures, including the right of appeal, which must be followed by UWM. Sanctions are imposed by the University in response to academic misconduct range from reprimands, to being sent home, to expulsion.

6. Withdrawal from Program
If you should decide to withdraw from his/her overseas program, it is his/her responsibility to notify OPP in writing. The student must submit written documentation in the form of a dated letter or e-mail stating his/her intention to withdraw. The date the notification is received will be considered the official date of withdrawal and the student will be responsible for all committed and unrecoverable program costs up to the date of withdrawal. No refund will be given once the program has commenced. It is strongly advised that you read the refund/withdrawal policies associated with your program. See Appendix F.
F. Non-Academic Expectations

1. Non-Academic Misconduct
Examples include, but are not restricted to:
   a) Conduct which constitutes a serious danger to the personal safety of other members of the university community including all study abroad programs.
   b) The sale or delivery of a controlled substance as defined by the Wisconsin Uniform Controlled Substance Act (Ch.161, Stats.), or the possession of a controlled substance with the intent to sell or deliver.
   c) Conduct that seriously damages or destroys university property or attempts to do so.
   d) Stalking or harassment.
   e) Conduct that obstructs or seriously impairs university-run or university-authorized activities.
   f) Unauthorized possession of university property or property of another member of the university community.
   g) Knowingly making a false statement to any university employee or agent on a university related matter.

NOTE: All participants on study abroad programs are subjected to local law and due process jurisprudence for violation of any and all regulations and/or laws within that country.

2. Alcohol
It is important to recognize alcohol as a potential safety risk, especially when you are not in your home country. Laws governing consumption of alcohol vary from country to country but generally set a minimum age of 18 years old. Beware of cultural differences relating to consumption of alcohol. For example, Europeans drink alcohol at meals and gather in bars the way Americans do, but they very rarely drink excessively. Getting drunk will not only make you stand out as a foreigner, it will also make you a much more likely target of crime or harassment. Furthermore, abuse of alcohol can result in your expulsion from the program without recourse or refund. Please note, UWM assumes no responsibility for students consuming alcohol.

3. Illegal Drugs
While you are visiting another university in another country or participating in a UWM Study Abroad Program, you should realize that you are subject to the disciplinary codes of that institution and the laws of that country. Legal protections taken for granted in the United States are left behind when you leave the U.S. The principle of “innocent until proven guilty” is not necessarily a tenet of legal systems abroad. The best advice is to know the rules and laws and obey them. If you get in trouble, seek local legal assistance as quickly as possible. Please note, UWM assumes no responsibility for students engaging in illegal drug activity. Students are responsible for obeying all laws dealing with the use or possession of illegal drugs, and liability rests entirely with each student. The OPP and Academic Director reserve the power to require that a student withdraw without refund if there is any evidence of drug use by the student.

Existing legislation in most foreign countries regarding the use or possession of marijuana, cocaine and other illegal drugs imposes very severe penalties. Neither the U.S. Embassy nor the program offices are able to exercise effective pressure to moderate these penalties. Association with illegal drug users or possessors is considered the same as personal use or possession by authorities in some countries.

In many foreign countries, it is perfectly legal to be searched and arrested without probable cause, detained without being informed of charges, and tried without a jury. Bail and access to free counsel
may not be a part of the local legal system whereas self-incrimination may be. Keep in mind, U.S. due process may not be applicable in the country in which you are living and studying.

It is essential that all prospective travelers take note of the following before going abroad:

- **Foreign governments are not more tolerant of drug use nor are they more permissive in drug laws and law enforcement than in the U.S.** On the contrary, most countries are much stricter, and their judicial/penal systems differ greatly from the U.S. Few foreign countries can provide a jury trial.

- **Pre-trial detention, which may involve solitary confinement for months in primitive conditions, is the rule rather than the exception!**

- **Penalties for possession or trafficking in any kind of soft or hard drugs range from 2 to 10 years and include a heavy fine in many countries.** In a few countries, such as Turkey, Algeria, Iran and China, convictions may lead to the death penalty.

- **Prosecution of offenders is being intensified abroad.** Arrests are being made everywhere within the territorial jurisdiction of a country, including territorial waters and airspace, as well as transit areas of international airports.

- **American Consulates CANNOT pay for defense costs, loan money, provide bail or counsel, or intervene in the arrest procedure or the legal process.**

### 4. Sexual Misconduct Statement

The University of Wisconsin System prohibits sexual harassment, sexual assault, and other sex offences (forcible or non-forcible) on University property or in conjunction with University activities, including study abroad programs.

Professional risks are associated with consensual romantic and/or sexual relationships where a definite power differential between parties exists.
II. Health and Safety

A. Health and Safety Guidelines for Study Abroad

To the extent reasonably possible, the University of Wisconsin-Milwaukee will endeavor to meet the guidelines outlined below. It must be noted that both the structure of study abroad programs and the purposes of sponsoring organizations vary widely, and that due to these variations, the guidelines outlined below may be met using different strategies depending on the nature of each program. In particular, programs that rely heavily on the collaboration of overseas institutions, may exercise less direct control over specific program components. In such cases, the University of Wisconsin-Milwaukee will share these guidelines with the representatives of those institutions and request that they operate consistently with the health and safety guidelines of the program. These guidelines will be distributed to UWM Faculty who lead, direct or teach on a study abroad program.

Guidelines for Program Sponsors

UWM will:

a) Conduct periodic assessments of health and safety conditions for the program, and develop and maintain an emergency preparedness and crisis response plan.

b) Provide health and safety information for prospective participants so that they can make informed decisions concerning participation in and behavior during the course of the program.

c) Notify prospective participants that home campus services and conditions are not replicated at the overseas site.

d) Provide orientation to participants prior to the program and as needed on site that includes information on how to deal with health and safety issues, potential risks, and appropriate emergency response.

e) Consider health and safety issues in evaluating the appropriateness of an individual’s participation in a study abroad program.

f) Require participants to obtain appropriate health coverage through CISI as mandated by the University of Wisconsin Board of Regents.

g) Evaluate the local environment of the program, including program-sponsored events, excursions and other activities, on an ongoing basis and provide information and assistance to participants as needed. Use reasonable care when selecting any third party to provide products or services.

h) Evaluate available medical and professional services, provide information to participants, and help them obtain services they may need.

i) Provide appropriate and ongoing training on health and safety guidelines and practices for program directors and staff.

j) Communicate applicable codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that students are in violation of UWM’s Student Handbook guidelines.

k) Inform participants when and where the sponsor’s responsibility ends, and to what aspects of their overseas experience are beyond the sponsor’s control.

UWM cannot:

a) Guarantee the safety of participants or eliminate all risks from the study abroad environments.

b) Monitor or control all of the daily personal decisions, choices, and activities of individual participants.

c) Prevent participants from engaging in illegal, dangerous or unwise activities.
Guidelines for Participants

Participants can have a major impact on their own health and safety abroad through the decisions they make before and during the program and their day-to-day choices and behaviors. These guidelines will be distributed to students attending UWM sponsored programs.

Every participant is responsible to be in full compliance with UWM’s Student Handbook. Any violation can result in suspension from the study abroad program, including responsibility for all costs related to returning to your home and/or suspension/expulsion from UWM, pending a proper disciplinary hearing.

Participants are responsible to:

a) Read and carefully consider all materials issued or recommended by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.

b) Consider their personal health and safety needs when accepting a place in a program.

c) Make available to the sponsor accurate and complete physical and mental health information and any other personal data that are necessary in planning for a safe and healthy study abroad experience.

d) Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.

e) Obtain and maintain appropriate insurance policies and abide by any conditions imposed by the carriers.

f) Inform parents, guardians, and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.

g) Understand and comply with the terms of participation and codes of conduct of the program, and obey host-country laws.

h) Be aware of local conditions when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.

i) Behave in a manner that is respectful of the rights and well-being of others.

j) Accept the consequences of their own decisions and actions.

Guidelines for Parents and Guardians

Parents and guardians play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

When appropriate, parents or guardians should:

a) Obtain and carefully evaluate health and safety information related to the program, as provided by the sponsor, the Center for Disease Control, the US Department of State, and other sources.

b) Be involved in the decision of the participant to enroll in a particular program. Obtain a copy of the “Family & Friends Handbook” for study abroad available in OPP.
c) Engage the participant in a thorough discussion of safety and behavior issues related to the program.
d) Be responsive to requests from the program sponsor for information needed regarding the participant.
e) Keep in touch with the participant.

B. Norris Health Center Information

1. Motion Sickness
Motion sickness is a very common disorder in people traveling by ship and small planes. Symptoms may include nausea, vomiting, and dizziness. Consider the following tips to reduce your chances of developing motion sickness:

a) On a plane, sit over the wings where there is usually less vibration. Sit by a window and turn on the vents for fresh air.
b) On a boat, remain on the top deck near its center. This way you can get fresh air and have some decrease in motion.
c) Do not eat or drink too much, especially alcohol.
d) Medication may be useful. Bonine is an over-the-counter medication commonly used. It is usually well-tolerated. Dramamine is also over-the-counter, but causes considerable drowsiness. Transderm-Scop is a prescription medication which is a patch placed behind the ear. It must be applied at least four hours prior to travel, and may be effective for up to 72 hours. The patch may also cause drowsiness.

2. Jet Lag
Jet lag is a disturbance of the normal daily cyclic body rhythms. Crossing five or more time zones affects most individuals, and it will take you about one day to synchronize your body for each time zone crossed. Some points to remember:

a) Flying west (with the sun) is easier and produces less jet lag than flying east.
b) Sunlight can help you adjust. If you arrive at your destination during the day, attempt to stay awake as long as possible to help you adapt to a new schedule.
c) Take short naps on the flight. Leave in the morning when possible. Exercise in your seat and move around the cabin when possible.
d) Before, during, and after the trip, drink lots of water, and avoid alcohol.

3. Travelers' Diarrhea
Traveler's diarrhea, also known as turista, is the most commonly acquired travel-related disease when traveling in a so-called developing country. Approximately one half of people who travel to Mexico will develop a diarrheal illness. Many of these illnesses are bacterial in origin, although viruses and parasites can also cause infections. There are a number of precautions that one should take to attempt to prevent illness. Since food is often the most common source of illness, care should be exercised in the preparation and consumption of raw meats and fresh fruits and vegetables. However, as it is not always possible to completely control your food preparation and even with the best precautions, you may still contract one of these illnesses.

The following steps should help prevent traveler's diarrhea:

a) All food should be served well cooked and hot, including vegetables and meat. Avoid raw shellfish or seafood. Fruit is safe if it has a thick peel that can be removed and discarded.
b) Water should be treated in one of the following ways:
i. Boiling- Water should be brought to a rolling boil and boiled one minute for each 1000 feet above sea level. This should be sufficient to destroy bacteria and parasites. An immersion coil with a plug adapter and current converter is a good way to boil water.

ii. Chemical disinfectants- Iodine, hydroperiodide, or other iodinated or chlorinated products are very dependent on the temperature and clarity of the water to be effective. For instance, use 5 drops of 2% tincture of iodine to purify one quart of clear water, 10 drops for a quart of very cold or cloudy water.

iii. Water filters- The Katadyn has a 0.2 micron filter which is effective for Giardia, other parasites and bacteria, but not viruses.

c) Carbonated water is safe if there is a "fizz" when the cap is removed. If other bottled water is purchased, be sure that the seal on the cap has not been tampered with. It is safest to drink from the bottle using a sanitary straw.

d) Don't drink beverages with ice cubes (even alcoholic) as bacteria can survive in ice for up to four to six weeks!

e) Avoid unpasteurized dairy products. Avoid mayonnaise, creamy desserts, and cold meats.

f) Do not brush your teeth, rinse contact lenses, wash near your mouth, etc., in untreated water. Wash your hands before eating in safe, treated, water.

Treatment

If you should contract a diarrheal illness, here are a few steps you should follow:

a) Begin fluid replacement immediately, especially if you are having greater than four to six loose stools per day. Gatorade, flavored mineral waters, broth, and carbonated beverages are good fluids to begin with. For severe or persistent diarrhea, packets of oral rehydration powder may be used. Make sure that packets of oral rehydration powder are reconstituted with boiled or treated water. Avoid solid foods for several days, and avoid milk products for two to three days after the diarrhea has stopped. Caffeine, very cold or hot drinks, spicy or fatty foods, and roughage may make symptoms worse.

b) Many episodes will resolve on their own in 24 hours if treated only with fluids and rest.

c) If you develop high fever, bloody diarrhea, severe abdominal cramping, or if the diarrhea is causing more than eight watery stools per day, you should begin treatment with an antibiotic. The most commonly used antibiotics for travelers' diarrhea are ciprofloxacin, trimethoprim-sulfamethoxazole, and doxycycline. These pills are usually taken for three to five days. Seek medical care if your condition worsens.

d) If the diarrhea does not begin to resolve with antibiotics in two to three days, it is possible that you have contracted a protozoan or parasitic infection (e.g. Giardia or amoeba), and you should seek appropriate medical care.

e) Imodium A-D slows the motility of the gastro-intestinal system, and is available over-the-counter. Use it with caution, as it can make severe diarrhea worse and harder to eradicate. Never use it if you have high fever, bloody diarrhea or severe abdominal pain or cramping. Use the lowest possible dose that will control symptoms and allowed planned activities.

f) Pepto-Bismol may decrease the incidence of certain diarrhea if taken prophylactically two tablets four times per day. It turns the stool and tongue black, it may cause ringing in the ears, and it should not be taken with aspirin.
4. Malaria
Malaria is a disease caused by a parasite present in many parts of the world. The parasite is carried by the Anopheles mosquito and it is acquired through the bite of the mosquito, or from other infected blood products. The disease is characterized by fevers and flu-like symptoms, including chills, headache, muscle aches, and weakness. Symptoms may develop as early as eight days after initial exposure in a malarial-endemic area or as late as several months after departure from the area.

It is important to take prophylactic medications for malaria when traveling to areas endemic for malaria. Either Chloroquine or Mefloquine is usually used for prophylaxis. These drugs are started one to two weeks prior to entry into the malaria-endemic area, taken once weekly while in the area, and for four weeks after departing from the area. Mefloquine is used in areas where the malaria is resistant to Chloroquine.

Preventing Mosquito Bites
Since mosquitoes carry Malaria, Yellow Fever, Dengue Fever, Japanese Encephalitis, and other illnesses, it is best to avoid being bitten by them. Preventative measures include:

a) Avoid wearing colognes, perfumes or scented toiletries. Avoid wearing brightly colored clothing or jewelry. Pale colored clothing is best. Avoid walking near or in stagnant water, and do not go barefoot.

b) As mosquitoes are most active from dusk until dawn, keep as much skin covered as possible with clothing or netting during this period. Use mosquito repellents containing DEET (30-40%) on exposed areas.

c) A pyrethrum containing flying insect spray can be used in living and sleeping areas. Persons with hay fever may have reactions to these sprays.

5. Immunizations
When traveling to some of the more remote areas of the world, you will be coming in contact with infections that are not present in the United States. The purpose of immunizations is to provide your body with a stimulus to make antibodies to certain viruses and bacteria in order to protect you from certain diseases. Immunizations for travel generally fall into three categories: 1) those needed on a routine basis, 2) those required for travel into areas where sanitation is poor, and 3) special immunizations for diseases present in certain parts of the world.

It is important to discuss the specifics of your itinerary with your medical provider, including whether rural areas will be visited, the duration of stay, planned contact with animals, and planned work in medical facilities. Also, it will be important to discuss your medical history with your physician, as it may affect recommendations for specific immunizations.

Immunizations for routine travel:

Tetanus-Diphtheria
A primary course plus a booster every ten years is recommended. A booster in the past five years is often recommended for a very dirty or extensive wound. Therefore, if traveling in remote or wilderness areas, a booster may be suggested if none has been given in the past five years.
Measles
Two doses of measles vaccine are now recommended for those individuals born after 1956, both to be given after 12 months of age.

Polio
A primary series is first given generally in childhood. When traveling to third world countries, you should receive a booster for polio, IPV (shot).

**Immunizations for areas with poor sanitation:**

**Cholera**
Cholera is a bacterial illness which causes diarrhea. The infection is often mild and self-limited. The vaccination is given as two shots at least one week apart. The vaccine is only 50% effective in developing an immunity which lasts 3 to 6 months. Some countries may require this vaccine for entry if there is a current outbreak of cholera in the surrounding areas. However, this vaccine is generally not recommended for travelers due to its poor efficacy.

**Typhoid**
Typhoid is a bacterial disease causing fever, diarrhea, and sometimes a rash. It occurs throughout the third world. There are two forms of this vaccine, oral and injectable. The injectable typhoid vaccine is given as a single intramuscular injection at least two weeks prior to traveling to the endemic area. The oral typhoid vaccine is given as a series of four doses spaced one day apart starting at least one week prior to arriving at a high risk destination. The vaccine is about 70% effective.

**Hepatitis A**
Hepatitis A is a viral infection of the liver, and is contracted from eating contaminated food and drinking tainted water. A vaccine to help prevent hepatitis A is available. It is administered in two doses over 6-12 months of time. Studies indicate that 80-98% of people develop immunity to the hepatitis A virus by day 15 after vaccination.

**Immunizations for travel to certain areas of the world:**

**Yellow Fever**
Yellow fever is a viral illness carried by mosquitoes in tropical South America and sub-Saharan Africa. Immunization is required by law to enter certain countries. The vaccine is very effective and is good for ten years.

**Meningococcal Meningitis**
Meningococcal meningitis is a bacterial infection of the membranes that surround the brain that can be rapidly fatal. It is transmitted from person to person through infected droplets of respiratory secretions. The disease occurs in epidemics in sub-Saharan Africa during the dry season (December through June). Epidemics have also been reported in Kenya, Tanzania, and Burundi. Pilgrims to Mecca, Saudi Arabia are required to have the vaccine. Serotype A meningococcus is the most common cause of epidemics outside the United States. There is a vaccine against Serotype A, as well as Serotypes C, Y and W-135 which is effective in preventing the disease. (In the USA, Serotype B accounts for a significant portion of meningococcal meningitis. There is no vaccine yet available for Serotype B.) Travelers to the aforementioned countries should consider vaccination against meningococcal meningitis. If outbreaks in other countries are identified, travelers to those areas should also consider vaccination. If an individual has had a significant exposure (e.g. sharing accommodations) to a
person with known meningococcal meningitis, the individual can receive prophylactic antibiotics which can prevent the disease.

**Japanese Encephalitis**

Japanese Encephalitis is a mosquito borne viral illness causing inflammation of the brain. It is present in parts of India, Southeast Asia, China, Korea, and Japan. The vaccine is a series of three shots given within one month. Significant allergic reactions may occur. The vaccine should be considered for those travelers planning to spend one month or longer in rural rice-growing areas where they will be significantly exposed to mosquitoes. A booster should be given at 12-18 months if exposure continues.

**Rabies**

Rabies is a viral illness transmitted by animal bites. It is prevalent in domestic dogs in developing countries. Immunization is needed for those travelers who plan to spend a prolonged period in a developing country or time handling animals. The vaccine is a series of three shots given within one month.

**Plague**

Plague is a bacterial infection carried by the fleas of wild rodents or rabbits. Immunization should be given to those individuals who plan contact with these animals. The vaccine is a series of three shots given within three to six months.

**6. Diseases Transmitted Through Blood or Certain Body Fluids**

**Hepatitis B**

Hepatitis B is a viral infection of the liver transmitted by infected blood, sexual contact, or other intimate contact. It should be given to those who anticipate exposure to blood or other body secretions, or to those who will stay longer than six months in areas such as sub-Saharan Africa or Southeast Asia. It is a series of three shots given at 0, 1, and 6 months.

**AIDS**

There is currently no vaccine to prevent AIDS or cure for AIDS. There are some precautions which you should follow to prevent contracting AIDS, regardless of where you are in the world:

a) Avoid exchange of semen, blood, or vaginal fluids with anyone. Practice safe sex or abstinence.

b) Always use a condom when you are sexually active. When traveling, bring your own condoms with you from the USA. Availability and quality of condoms can be a problem abroad. Both men and women should carry their own condoms.

c) Use a spermicide in addition to condoms during vaginal and anal intercourse. Again, it is advisable to bring the spermicide with you from home.

d) Do not use injectable drugs. Do not use needles and syringes that may have been used previously.

**Blood Transfusions**

Blood is not screened for HIV in all parts of the world. If you are advised to have a blood transfusion while abroad and it is not absolutely necessary, try to postpone it until you can ascertain if the blood supply is screened for HIV.
HIV Test Entry Requirements
Some countries require visitors to present a copy of an HIV test prior to admission to the country. Requirements can be ascertained prior to travel from the consulate, or the study abroad program.

If you are HIV positive and traveling abroad, contact the consulates of the countries you are planning to visit to identify entry requirements

This section on AIDS was adapted from "Travel Safe-AIDS and International Travel," from the Council on International Educational Exchange.

7. Altitude Illness
Acute Mountain Sickness (AMS) is a spectrum of diseases that is caused by travel at altitudes above 10,000 to 12,000 feet. It includes: 1) High Altitude Pulmonary Edema (HAPE), 2) High Altitude Cerebral Edema (HACE), 3) High Altitude Retinal Hemorrhages (HARH), 4) swelling of the face and extremities, and 5) possible blood clotting disorders. Susceptibility to altitude illness is increased by going to a very high altitude too rapidly. Some people are more susceptible to altitude illness. Some medications and illnesses can also make you more prone to altitude illness.

As you travel above 10,000 feet, symptoms of headache, nausea, vomiting, shortness of breath, fatigue, and insomnia may begin in as little as six hours. Those may be warning signs of altitude illness and indicate the need to rest and to acclimatize without going higher until the symptoms resolve. This will usually take one to two days. The altitude where one sleeps is more important than the highest altitude achieved during the day in determining susceptibility to altitude illness.

HAPE and HACE represent more severe syndrome of altitude illness and may require immediate action. The primary treatment for all altitude illnesses is descent! HAPE may begin as mild difficulty breathing upon exertion at altitudes between 12,000 to 14,000 feet. If this occurs, rest at the current altitude and acclimatize for a day or two. If you develop increasing shortness of breath or cough, especially if the cough is productive, DESCEND immediately 2,000 to 3,000 feet.

HACE may begin as a mild headache and fatigue and is sometimes difficult to distinguish from dehydration or exhaustion. Check for difficulty with balance by walking a straight line heel-to-toe. If this is a problem, one must be concerned about HACE. Other symptoms include nausea, vomiting, and later on, hallucinations and coma. Immediate DESCENT of at least 3,000 feet is important as people can progress to coma and death in as little as eight hours.

The following are guidelines to prevent altitude illness:

a) After attaining an altitude of 10,000 feet, only increase your sleeping altitude an average of 1,000 feet per day. You can go higher during the day, as long as you return to the lower altitude for sleep.

b) Take an extra day for acclimatization every three days.

c) If you develop mild altitude symptoms, remain at your current altitude until symptoms resolve. For moderate to severe symptoms, DESCEND.

d) Drink lots of fluids as dehydration may contribute to altitude illness. Keep warm to prevent hypothermia.

Two medicines can be used for altitude illness: acetazolamide (Diamox), a diuretic, and dexamethasone (Decadron), a steroid. Acetazolamide can be used to prevent or treat mild symptoms of altitude illness or the difficulty in sleep that may occur at altitude. It will not prevent moderate or severe symptoms, and if
these occur, descend. Side effects include numbness and tingling of the hands and feet, and around the mouth. Do not take this drug if you are allergic to sulfa drugs. Dexamethasone can be effective in stabilizing someone with mild to moderate HACE while in the process of a descent.

8. Injuries
Unintentional injuries are the leading cause of death among people age 15-24, both in the US and among travelers abroad. The mortality rate from injuries in this group is almost three times higher among travelers abroad. Motor vehicle accidents are the most common cause of injury, deaths, and emergency evacuation.

Injury prevention strategies include:
- Select safe modes of transportation while abroad.
- Avoid alcohol and driving.
- Avoid alcohol and swimming and other water sports.
- Use helmets and seat belts.
- Use life jackets.

9. SARS
Some of you may have concerns regarding SARS. Please visit the Center for Disease Control’s website: www.cdc.gov/ncidod/sars/faq.htm.

SARS and the FLU
SARS and Influenza have very similar symptoms in their early stages, and may be confused with one another. Get a flu shot if you are traveling this winter/spring.

10. General Information
Centers for Disease Control Travelers Information "Hotline":
Toll free: 877-FYI-TRIP or 877-394-8747

International Association for Medical Assistance to Travelers:
(716) 754-4883
736 Center Street
Lewiston, NY, 14092
www.iamat.org
(It provides world immunization and climate charts and a directory of English-speaking physicians)

Supplemental Insurance Companies (e.g., emergency evacuation)
International SOS Assistance, Inc. Philadelphia, PA:
(800) 523-8930 or (215) 244-1500
C. Precautions for Safety Abroad

In order to prevent/cope with the problems of theft, assault, and sexual harassment, the following suggestions might be helpful.

**General Advice**

- Don't take for granted that people are friendly and can be trusted.
- Be wary of new acquaintances here just as you would be in the USA.
- Be wary of people who rush to approach you or shower you with compliments.
- Recognize that in any country there can be both sincere and insincere people.

Take your time

- Establish relationships slowly.
- Don't feel that you must be liked by everyone you meet.

Remember, it is often our own attitudes and fears that can pre-condition a situation or outcome. Don't wait until something happens to think about it. Discuss your concerns with other students and local support staff.

If something happens, as difficult as it may be, try to remain calm/clear-headed. Anger or yelling may only exacerbate a problem.

**General Safety Precautions**

- Don't bring/carry unnecessary items that can be stolen.
- **Beware of date-rape drugs!!**
- Don't flaunt cameras, CD players, etc., both where you live and while traveling.
- Don't place articles near a window where they may tempt thieves or be easily taken.
- Don't lend money – you probably won't see it again.
- Put valuables in the hotel safe or in the Program lock box if one is available. Cameras, CD players and money have been stolen from locked hotel rooms.
- Wear a money belt. It is most secure when concealed inside clothing. This is also handy for travel to the country as well as post-Program travels.
- Don't tell strangers where you live. It's a good idea to be very vague with strangers in general (i.e., give only the area name where you stay; or if asked where your house or hotel is, say "down the hill," etc.

**Traveling**

- Carrying excess baggage is an invitation to be ripped-off.
- Don't carry valuables, even in a backpack or in locked luggage.
- If you must carry cameras, radios, etc., don't leave them unattended. Backpacks and other large pieces of luggage are commonly put on the roof of the bus. Many have been stolen.
- We suggest that you keep valuables with you in a small bag or day pack.
If transporting large pieces of luggage, either insist that they be placed inside the bus, or be prepared to get off at every stop to ensure that they are not removed from the top of the bus. Overnight buses are the most vulnerable.

- Avoid dark, unsafe places and walking alone.
- At night in the city, try to walk in groups, even if you don't know the other people very well.
- Beware of people bumping and pushing you – this is a common pick-pocketing ploy.
- Be aware of tactics used by cons, money changers and scams — talk to Program staff if you have any concerns.

**Personal Safety**

*Safety Precaution*
Most large cities suffer from common crimes. Use the same precautions you would in any other metropolitan area: don't carry valuables, don't wear expensive clothing or jewelry, and avoid questionable parts of the city, especially at night and when alone.

*Special Note for Female Students*
Women may experience some difficulties while abroad. American women have acquired a reputation for enjoying a type of lifestyle which contrasts with more traditional behavior in many countries. US students may encounter people who do not understand that their familiar way with strangers is a gesture of friendship. Even a smile to a stranger may be misunderstood. Firmly say "no" to any invitation you don't want, and give your address only to people you know and trust. Be cautious until you know and understand local values and customs. Learning to respect the local social rules will facilitate your relationships with host nationals immensely.

*Theft*
You are responsible for your own personal property. Living abroad should be no more safe or dangerous than living in the US. You can safeguard your personal items from damage or theft by locking your room, and securing your money, travelers checks, jewelry, passport, and other personal possessions.

*Personal Note*
It is very important to keep in mind that you are a foreigner while you are abroad. Do not become involved in the country's internal affairs. If you should get into any kind of difficulty, the American Embassy will aid you in any way possible, but you are the subject to the laws of the country while you are there.

**D. U.S. State Department Warnings**

The U.S. Government has learned that American citizens abroad may be the target of a terrorist threat from extremist groups with links to Osama Bin Ladin's Al-Qaida organization. In the past, such individuals have not distinguished between official and civilian targets. As always, we take this information seriously. U.S. Government facilities worldwide remain at a heightened state of alert. In addition, U.S. Government facilities have and will continue to temporarily close or suspend public services as necessary to review their security posture and ensure its adequacy.
In light of the above, U.S. citizens are urged to maintain a high level of vigilance and to take appropriate steps to increase their security awareness to reduce their vulnerability. Americans should maintain a low profile, vary routes and times for all required travel, and treat mail and packages from unfamiliar sources with suspicion. In addition, American citizens are also urged to avoid contact with any suspicious, unfamiliar objects, and to report the presence of the objects to local authorities. Vehicles should not be left unattended, if at all possible, and should be kept locked at all times. U.S. Government personnel overseas have been advised to take the same precautions.

U.S. citizens planning to travel abroad should consult the Department of State's Public Announcements, Travel Warnings, Consular Information Sheets, and regional travel brochures, all of which are available at the Consular Affairs Internet web site at http://travel.state.gov. We will continue to provide updated information should it become available. American citizens overseas may contact the American Citizens Services unit of the nearest U.S. Embassy or Consulate by telephone or fax for up-to-date information on security conditions. In addition, American citizens in need of emergency assistance should telephone the nearest U.S. Embassy or Consulate before visiting the Embassy or Consulate.

Department of State travel information and publications are available at Internet address http://travel.state.gov. U.S. travelers may hear recorded information by calling the Department of State in Washington, D.C. at 202-647-5225 from their touchtone telephone, or receive information by automated fax by dialing 202-647-3000 from their fax machine. See http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html for State Department Travel Warnings.

1. State Department Advisories
The U.S. government monitors political conditions in every country of the world. Students and parents with concerns about crime and security threats in a given country are urged to take advantage of State Department travel advisories. These come in three forms and are available to the public free of charge.

- Travel Warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country.
- Consular Information Sheets are available for every country of the world. These include information such as location of the U.S. embassy or consulate, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable situation exists that is not severe enough to warrant a Travel Warning, this is duly noted.
- Public Announcements offer information about terrorist threats and other conditions posing significant risks to the security or American travelers.

It is important that the study abroad office has the email address you will use abroad since we send out safety and security information such as Travel Warnings as they are updated by the State Department.

For current information, advisories, or warnings, you should contact the State Department in Washington, D.C., 202-647-4000, or get access to the same information via the World Wide Web at http://travel.state.gov. It is also possible to contact services in other countries via the World Wide Web.

2. Living Within the Law
Students visiting another country are subject to the laws of that country, like everyone else. Those laws are likely to be different from those at home, as are enforcement and punishment practices. Students sometimes need to be made aware that American legal procedures and civil rights protections, taken for granted at home, are left behind when one leaves the United States. In particular, bail provisions as
we know them in the United States are rare in many other countries, and pretrial detention without bail is not uncommon. The principle of “innocent until proven guilty” is not found in all legal systems abroad. The best advice for students, as for any traveler, is to know the laws and obey them scrupulously.

3. Assistance from the U.S. Embassy or Consulate
Should you encounter serious social, political, health or economic problems, you might be called upon to work with program administrators to seek local assistance. Be aware that the American embassy can offer only certain kinds of assistance. It will:
- Provide U.S. citizens with a list of local attorneys and physicians
- Contact next of kin in the event of emergency or serious illness
- Contact friends or relatives on your behalf to request funds or guidance
- Provide assistance during civil unrest or natural disaster
- Replace a lost or stolen passport

Remember that the primary duty of U.S. embassies and consulates is to fulfill the diplomatic mission of the U.S. government—which is not always the same thing as helping particular travelers in distress. They do not provide the services of a travel agency, give or lend money, cash personal checks, arrange free medical service or legal advice, provide bail or get U.S. citizens out of jail, act as couriers or interpreters, search for missing luggage or settle disputes with local authorities. It is always recommended that U.S. citizens residing abroad for an extended period have their presence and whereabouts registered with the U.S. embassy or consulate. Students on a study abroad program will normally have this done on their behalf by program staff, but this is not always true. Check to be sure.


4. Safe Road Travel
Driving customs vary a great deal, and pedestrians are frequently not given the right of way. Find out which roads are safest and whether it is safe to travel on overnight trains and buses. Inquire about or do research on the safety record of various modes of transportation. Avoid renting a car unless you feel very comfortable with the driving habits of the locals. For more information on international road travel contact the Association for Safe International Road Travel. ASIRT’s statisticians, lawyers, and physicians compile road travel reports on over 60 countries that are available to participating universities. ASIRT, 5413 West Cedar Lane, Suite 103 C, Bethesda, MD 20814; tel: 301-983-5252; e-mail: asirt@erols.com; web site: http://www.asirt.org

E. Making the Most of Your Stay

The following information is excerpted from Central College’s Paris Program Student Handbook, but should be applicable for avoiding culture shock on all overseas experiences, especially language programs.

First Encounter with another Culture
The first days, weeks, even months will probably be exciting, stimulating, and lively. All you see will be new, strange, and rich with tradition. Sounds, smells, gestures, and movement will crowd your sensory antennae, leaving you exhilarated and exhausted. You will be delighted to find that your
language works, that you can communicate far better than most Americans. This is the Honeymoon period. Enjoy it.

Simultaneously, you may begin to experience the first symptoms of culture shock, that unpleasant disorientation that afflicts every visitor who enters a strange world. It's unfair, but often true, that the more eager you are to enter into the host culture and really understand what its people are like, the more severe your shock may be. Tourists who come only to gawk, taste, and move on are insulated from the shock. They use only English, live in hotels, and go home in a few weeks. You will live like a local student, in the real world, and you may find this hard at first.

Culture shock is partly the result of strangeness everywhere, people seem familiar and friendly one minute and the next it shifts a bit. The cues are wrong. Gestures, table manners, clothing, the tone or rhythm of voices, the way they touch or stand close, the time and texture of meals, the daily schedule -- all are slightly out of joint. Though your language seems to be understood, you're not so sure.

Culture shock is also what happens when your expectations don't match up with reality. You may be disappointed with what you see: too much noise and not enough thrill. You may be disgusted with your American classmates -- naïve, rude, loud, straight, affected, provincial -- and you may even be disappointed in yourself and in your failure to be articulate, sophisticated, and cool.

While no one can avoid that first culture shock, you don't have to endure it like a headache. Steps can be taken. Here are some which have worked for other participants:

1. **Explore the Territory**
   Find a map and strike out — preferably alone. Scout your area on foot. Develop your own city tours; master the bus, train, and subway systems. Locate personal targets: art, music, sports, churches, etc.

2. **Pick up the Silent Language**
   Go sit in the park or a sidewalk café, stand in a market or store, and watch. How do people greet, visit, or say goodbye? How do friends act? How does one show respect? What are good table manner? What is the standard dress for what age groups? Can you spot an American? What are the American giveaways in dress, movement, voice, and gestures (never mind the accent)? Why are they so loud? Once you've noticed, check your observations with your friends. Do they agree? Then check observations with your national or international friends to see if your interpretation rings true. The final act comes when you try to act like a national, using the same silent language, blending into the culture. Even if you can't quite make it — try. Then compare the results, the way you are received and treated, against that way you were treated as the complete American.

3. **Don't Limit Yourself to Your U.S. Friends**
   Take a cue from what you've seen on your own campus. Remember what you felt when you saw foreign students, or jocks, or sorority sisters walking and talking together? No way were you going to butt in. They clearly preferred each other. If you hope to form acquaintanceships -- much less friendships (in the short space of a year), you must show yourself to be alone, and looking. You must make overtures, accept rebuffs, and try again. Every time you speak English, laugh, relax, and enjoy companionships with a fellow American, you send a loud message that you prefer American friends. The message will be heard, because to tell the truth, the nationals also prefer their own friends. If you can't stand the isolation, at least avoid the insulation created by an American group. Keep your friendships down to one American and move about in pairs, not in large groups.
4. Hammer Away at the Language — Get Fluent

Nothing gives your foreign flavor so fast as your speech. Nothing wins trust and respect so quickly as language fluency. So, force yourself into situations where you must talk, no matter how awkward or humiliating. The pay-off will come months later, but will be worth it.

5. Keep a Journal — Watch Yourself Change

Be a good social scientist and observe your own reactions. Be a guinea pig and a skillful self-analyst at the same time. Keep a daily record or at least a weekly review of what you observe and how you respond to it. Look particularly for events or sensations which provoke a strong emotional reaction. Over a period of time, do you change or do your emotions persist? Also record your interpretations of what you observe. Later on, reread and see whether you were perceptive or superficial. You will be impressed with your progress.

6. Ask A U.S. Friend for Help and Criticism

Many times you can observe the silent language used by your friends far more clearly than you can see it yourself: the gestures, the actions, the tone, and the manner in which you communicate the wrong signals. If you can find a friend who can share in the search for an effective style of communication and behavior, you have a treasure. Watch each other, try out little experiments, double check your observations and interpretations, and laugh at your mistakes. Life will go smoother.

7. Blend into the Culture — Don't Fight It

Many students go to a country still fighting the battle for personal independence and Autonomy they were conducting at home against parents, institutions, and authorities. Forget it! The battle overseas is to get inside the culture, not transform it, ignore it, or defy it. This culture has its own traditions, its customs, its manners, its rituals, its written and unwritten laws. This culture will not grant an American rebel the dignity of integrity and a search for identity. Instead, s/he's seen and dismissed as an oaf, an uncultured slob. To get inside a culture, speak its language, and understand its structure, a student must show the highest kind of maturity and control. S/he does not give up American values or sacrifice integrity, but rather subordinates both with poise and skill in cross-cultural perception and communication.

F. Cultural Adjustment and Culture Shock

1. Cultural Adjustment

It is very hard to know what life is really like in a new country or region, but it is very easy to have the illusion of knowing what it will be like—from images furnished by popular media, from reading, or perhaps from having met a few natives. Simply knowing about another culture, however, is not the same as knowing what it feels like to be learning and living there. Every culture has distinct characteristics, some of which are quite evident, even to the unsophisticated. Other characteristics can be so subtle that while foreign visitors may be vaguely aware of them, making adjustments is a complex process, and one may remain uncomfortable and off balance for quite some time.

Many student travelers have trouble adjusting to foreign life because they take abroad with them too much of their own cultural baggage. Cultural baggage consists of misleading stereotypes and preconceptions about others, coupled with a lack of awareness of that part of themselves that was formed by U.S. culture. As a result, suddenly feeling like a fish out of water is not uncommon among travelers. It is in fact something that you should be advised to anticipate. It is normal, and it usually lasts for a while.
The key for you (and your parents) is to understand that adjustment takes time, patience and some understanding of how to deal with the shock of being a foreigner in a new social and cultural setting. [Parents should try not to be too concerned about an early wave of negative or unhappy communications about the difficulties their children encounter; fortunately, students deal successfully with most such problems and grow from their experience.] Some campuses and most study abroad programs will offer you some counsel on cultural adjustment, before departure or after arrival. But culture adjustment is almost always something that has to be lived through to be understood fully.

The presence of the many layers of culture directly affects what it is like to be an overseas student, anywhere. U.S. students abroad often find that they are treated less as Americans than as yet another species of foreign student. Like international students on U.S. campuses, you may be viewed by locals as part of a group of short-term guest visitors, treated politely but often with distancing deference. Meanwhile, various activities may be offered to you—tours of places of cultural interest, social activities, sports, clubs and support services—all to make your stay enjoyable. That deference can be unsettling and cause feelings of not-quite-belonging. Although in the long run such feelings may be necessary for growth, they can cause frustration and irritation.

The discomforts of cultural difference naturally provoke self-protective responses in students. More than a little de facto segregation and ghettoizing takes place at many study abroad sites, and friendships with host national students may be hard to make. Unless family stays are part of the program (and something more than a boarding arrangement), you may not be invited to the homes of host nationals. This is completely normal! When you return to your living quarters, you may encounter a high concentration of other foreign students. When you go to the dining hall or to the local cafes, you may also meet other students from other countries, ones with similar fears and apprehensions. Make sure to capitalize on these opportunities when they present themselves.

2. Culture Shock

Many travelers, overwhelmed by the thrill of being in a totally new and unusual environment, go through an initial period of euphoria and excitement. This is the honeymoon phase of cultural adjustment, and it is likely that you will convey this buoyant spirit in your first phone call and/or letters home. However, as the initial, very positive sense of adventure wears off, you are likely to become aware of the fact that old habits and routine ways of doing things no longer suffice. You may no longer feel free to be yourself, feeling instead like a foreigner. Minor problems may quickly assume the proportions of major crises, and you may find yourself growing somewhat depressed. In short, you may feel an anxiety that results from losing most or all familiar signs and symbols of social intercourse, a kind of psychological disorientation commonly known as culture shock.

There is no clear-cut way of avoiding culture shock. Even experienced travelers report its impact every time they arrive someplace new. But simply recognizing its existence and accepting one’s vulnerability to it is an important first step. With a bit of conscious effort and patience, you will soon find yourself making adjustments (some quite subtle and perhaps not even noticeable) that will enable you to adapt to your new environment. As long as you know in advance that you will probably experience some degree of culture shock at a certain level, you can prepare psychologically to accept the temporary discomfort and turn it into advantage. Culture shock is a learning experience that sensitizes you to another culture at a level that goes beyond the intellectual and rational. Just as an athlete cannot get into shape without going through the uncomfortable conditioning stage, so new visitors to a strange place cannot fully appreciate the cultural differences that exist without first passing through the uncomfortable states of psychological adjustment.
3. Fitting In
Social customs differ greatly from one country to another. It is therefore impossible here to give guidelines that will be applicable for U.S. students in every culture. Generally speaking, you can be yourself as long as you remain courteous and dignified. As an outsider, erring on the side of being respectful will produce allowances for the things not immediately understood or fully accepted. As a guest in someone else’s country, you should behave pretty much in the same manner as you would if you were a guest in someone’s house. On the other hand, you will feel a great desire to fit in, to put guest status behind you, and to live and act like a native. Accomplishing this often requires learning new behaviors and adapting to different social and cultural values. Social customs differ from one country to another and there is simply no way you can fit in and feel at home unless you learn what is and is not appropriate behavior. You should expect things to be different overseas. For guidance, you should know that it is seldom inappropriate for a student to inquire politely about local customs and social niceties. This will help carry you through to the time when life returns to normal, a “new normal” in which you feel comfortable in your new surroundings.

4. Being an American Woman Overseas
Some American women have a hard time adjusting to male/female attitudes they encounter abroad in public and private interactions between men and women. It is not uncommon to be honked at, stared at, verbally and loudly appraised, and to be actively noticed for simply being an American woman. Indigenous women, who often get the same sort of treatment, have been taught how to ignore, or at least not be equally offended by, the attention. Eye contact between strangers or a feminine smile at someone passing in the street may result in totally unexpected invitations. Some women feel they are forced to stare intently at the ground while they walk down the street. (In some countries, young, unmarried women do not walk in public alone.) From some local perspectives, all western women are considered promiscuous, and the cultural misunderstandings that come out of this image can lead to difficult and unpleasant experiences. Other misleading assumptions and stereotypes exist as well, on all sides.

The only remedy for U.S. students is to learn the unwritten rules as quickly as possible and to act accordingly. That does not necessarily mean adopting all indigenous attitudes and behaviors. It does mean being aware of the responses certain behaviors are likely to produce in others. Depending on the circumstances of the program, women can usually provide support for each other. Former students suggest that getting together several times early in the stay to talk about what works and what doesn’t is very helpful, especially for dealing with unwanted male attention. Obviously, making friends with local women is also a very fundamental way of finding comfortable ground.

Needless to say, this special and surprising status may make male-female friendships more difficult to develop. Women need to be careful about the implicit messages they may be communicating, however unintentionally. Above all, they need to try to maintain the perspective that these challenging and sometimes difficult experiences are part of the growth of cultural understanding that is one of the important reasons for studying abroad. The key lies in trying to understand in advance not only the gender roles and assumptions that may prevail elsewhere, but also the uniqueness of American sexual politics, which may or may not be understood, much less have a place, in other countries.

5. Racial and Ethnic Concerns
No two students studying abroad ever have quite the same experience, even in the same program and country. This is true for students of color. Reports from past participants vary from those who felt exhilarated to be free of the pressure of American 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. But very few students of color who have studied abroad conclude that the racial or ethnic problems that can be encountered in other countries represent sufficient reasons for not going.

Some such students of course study abroad in part to seek a deeper understanding of their cultural heritage. Thus, students with a heritage in Africa may head to Zimbabwe, Ghana or Kenya, while students with a Latin American background may head for the Dominican Republic, Mexico or Chile. Most find many connections with aspects of their family background and upbringing. But they also discover that they are much more American than they had imagined, and they are often seen this way by the natives of the country in which they study.

Students of color who study abroad do so for reasons as diverse as those that attract other U.S. students. In some countries, such as England or Brazil, they find as much cultural diversity as exists in the United States, along with quite different and often liberating attitudes toward that diversity. In other countries, of course, they find they stand out as cultural curiosities, which may or may not be accompanied by degrees of exclusion or overt social prejudice. Such students often find that study abroad helps them clarify lines between their personal, American and ethnic or racial identity. On the other hand, they advise fellow students to know what they are getting into and prepare for it. This process needs to begin on the home campus, by finding students of similar background who have studied abroad, ideally in the same location. Many overseas programs pay special attention to questions of inclusion and diversity, providing students with special orientation and counseling services. Parents and students are perfectly justified in asking beforehand about any prejudices and social attitudes that might exist overseas to make life uncomfortable for their children, and how the program will deal with the situation.

6. Being Gay, Lesbian or Bisexual Abroad

It is important for gay, lesbian and bisexual students to be aware of laws pertaining to homosexuality in other countries, as well as the general attitudes of the populace toward homosexual foreigners. Overall, the countries visited may be more or less tolerant than the United States. Moreover, as in the United States, regardless of general attitudes and laws, there are likely to be pockets of intolerance. Country-specific information is often available from campus offices, personnel, and student groups. Students should talk with other students who have gone before them.

For information on issues and resources pertaining to gay, lesbian and bisexual travel, students may want to consult publications available in bookstores and libraries that carry literature such as Gaia’s Guide, “an international guide for traveling women,” that includes information on restaurants, accommodations, travel and the like; or Spartacus International Gay Guide, which provides listings of hotlines, publications, bars, etc. for gay men throughout the world. An additional resource to look at is the Lonely Planet travel book series.

7. Reducing the Risk of Crime, Violence, Terrorism and Accidents

Few countries have as much street crime and the potential for stranger-upon-stranger violence as the United States, so in this sense U.S. students may be statistically safer in foreign cities and towns than they are at home. Even U.S. campuses have their share of robbery, property destruction, drunkenness, and violent behavior. Indeed, many U.S. students report upon return that they had never felt safer in their lives. This does not mean that there is no crime elsewhere, or that your safety is ever completely assured. Minor street crime (especially pocket picking) is a fact of life in many countries, especially in crowded cities that receive regular influxes of foreign visitors.
Students living or traveling in countries that are internally unstable or at odds with their neighbors can sometimes be put in harm’s way. Carrying a U.S. passport is no guarantee of safety or absolute security. In certain places and at certain times, it is possible to get caught in the midst of forms of political strife that may not be directed at foreigners but nevertheless may be very dangerous. Such risks, however, are usually known well in advance, so precautions can be taken. With regard to the threat of terrorism, in those few sites where even remote danger might occasionally exist, program directors work with local police, U.S. consular personnel, and local university officials to set practical security measures. In such places, students will be briefed during orientations and subsequently as needed about security consciousness in their daily activities. Simply being a foreigner makes any traveler a more likely victim of crime or accidents, but there are certain precautions that American students abroad can take to maximize their safety and minimize their risks. Following is a list of do’s and don’ts that study abroad programs now urge upon students:

- Keep a low profile and try not to identify yourself by dress, speech or behavior as a targetable individual. Do not draw attention to yourself through expensive dress, personal accessories (cameras, radios, sunglasses, etc.) or careless behavior.
- Avoid crowds, protest groups, or other potentially volatile situations, as well as restaurants and entertainment places where Americans are known to congregate.
- Keep abreast of local news. Read local newspapers and speak with local officials to learn about any potential civil unrest. In the event of disturbances, do not get involved.
- Be wary of unexpected packages and stay clear of unattended luggage or parcels in airports, train stations, and other areas of uncontrolled public access.
- Report to the responsible authorities suspicious persons loitering around residence or instructional facilities, or following you; keep your residence area locked; use common sense in divulging information to strangers about your study program and your fellow students.
- If you travel to countries beyond your program site and expect to be there for more than a week, register upon arrival at the U.S. consulate or embassy having jurisdiction over the location.
- Make sure the resident director, host family, or foreign university official who is assigned responsibility for your welfare always knows where and how to contact you in an emergency. When you travel, even if only overnight, leave your itinerary.
- Know local laws. Laws and systems of justice are not universal. Do not assume that because something is legal in the United States, it is legal abroad.
- Use banks to exchange money. Do not exchange it on the black market, that is, on the street. Do not carry on your person more money than you need for the day. Carry your credit cards in a very safe place.
- Do not impair your judgment through excessive consumption of alcohol and do not fall under the influence of drugs.
- Female travelers are sometimes more likely to encounter harassment, but uncomfortable situations can often be avoided by taking the following precautions. Dress conservatively. Although short skirts and tank tops may be comfortable, they may also encourage unwanted attention. Avoid walking alone late at night or in questionable neighborhoods. Do not agree to meet a person whom you do not know in a secluded place. Be aware that some men from other countries tend to mistake the friendliness of American women for romantic interest.

8. Terrorism
The term terrorism is usually applied to organized acts or threats of violence to intimidate opponents or to publicize grievances. It frequently involves bombing, kidnapping, airplane hijacking, the taking
of hostages and assassination. Political terrorism may be part of a government campaign to eliminate the opposition, or it may be part of a revolutionary effort to overthrow a regime, a common tactic in guerilla warfare. – The Concise Columbia Encyclopedia

In this day and age, we have grown accustomed to living under the threat of terrorism, as cruel and incomprehensible as it must have been in the time that this term was created during the French Revolution. The problem seems to increase with the years and the underlying political reasons vary. The terrorist groups taking part in these activities are extremely dangerous and fanatical, aiming at completely innocent civilians that usually have nothing to do with the act of violence. They are sacrificed in the name of vengeance and hatred. Terrorists must be taken very seriously. Suicidal attacks are the most common and they happen often without a forewarning. We can usually not protect ourselves from these attacks.

Terrorism is a reality today and we seem to have difficulties accepting that these acts happen when we least expect them. Our societies are extremely vulnerable and innocent people are easy targets in urban areas, in particular commuters on buses, trains and other mass transit communications, but also on international airlines. There is no way we can foresee or avoid being where the deed is going to take place. It is a matter of circumstance and unfortunate timing or extremely bad luck.

**Proper Proportions**

One must try, however, to put terrorism in proportion to all the other dangers we must face in this world. We must also hope that diplomatic and political efforts will be successful in stopping these insanities. The relaxation of tension between the superpowers and the ambition among our world leaders to solve political crises diplomatically might help to solve many of the basically religious conflicts in the world. Seen from another perspective, we must realize that car accidents alone take a much larger death toll annually than all international terrorist actions together. Approximately 50,000 people are killed in the United States alone every year in car accidents, and another 30,000 die in handgun incidents. That makes terrorist actions seem at least a little less significant.

**Be Prepared**

If you reside in a country threatened by terrorism or political uprising, you will be advised by the embassy or consulate as to where to go in case of emergency. They will supply you with all necessary information

- Always keep your personal documents and other important papers in a folder that is easy to bring in case you must leave quickly.
- Make sure that you have a medical survival kit handy in case you should need it.
- Be prepared for an eventual evacuation and make sure you know what to do and where to go in order to avoid panic. Avoid alcohol or other drugs.
- Always respect curfews.
- Try to listen to a shortwave radio and the BBC World Service or Voice of America.
- If you think you can get help from a local person, be extremely careful when making contact in order to avoid unnecessary risks.

**9. Thieves, Robbers and Pickpockets**

Wherever we go today we risk losing our wallets, purses or other valuables. There are of course certain international ‘waterholes’ for small criminals like these. We usually find them in populated areas
where people stressfully change one means of transportation to another—airlines, trains, boats, busses or subways. They can operate quite anonymously in these places and their victims are usually concentrating on being on time, finding the right gate or making new contacts. We also find thieves operating in hotel lobbies and restaurants and of course large department stores and markets. Hang on to your handbag and keep your wallet out of reach. Try to avoid large crowds if possible, although this is sometimes simply not an option. Do not expose your gold chains and expensive watches, and try to keep a low profile.

In case you lose your handbag or wallet and maybe credit cards and other important documents, see to it that you have a backup at home with photocopies of all your papers and private ID-cards. Have a handy telephone list to all your bank contacts and credit card companies, so that you can cancel your accounts at once. Do not forget to notify the police and your insurance company.

III. Travel Documents/Information

A. Passport
Applying for a United States Passport is a fairly simple process, but it does take up to ten weeks to receive a passport once all of the appropriate forms have been submitted. The following link from the Web site of the U.S. Department of State, gives access to printable application forms: http://www.travel.state.gov/passport/passport_1738.html
Once completed, applicants bring forms and photos to a designated U.S. Postal Office.

Your passport is your only valid form of U.S. identification while you are overseas. Each participant must have a valid passport that will not expire for at least 6 months after the end of the study program. You will need to board the plane in the United States and go through customs when you arrive overseas. Police and other authority figures have the right to ask for your passport at anytime, so you will need to keep a photocopy with you even as you go about your day-to-day routine. It is recommended that you carry a copy of your passport with you at all times.

If you have not already done so, you will need to apply for your passport. (Copies of the official forms are included in this handbook for your reference.) First time applicants will need to apply in person at the nearest passport acceptance facility. (See list below.) The quickest way to begin this process is to go online (see above address) and download an application or copy the one included in this handbook. If you go to the web site, you will be able to research everything you need to know about the application process.

For general information call the Passport Information Number, 1-800-ASK-USPS (275-8777). Passport applicants should appear in person at one of the locations indicated on the recording or listed below and present the following items:

**Milwaukee Post Offices**

<table>
<thead>
<tr>
<th>Milwaukee Main Post Office</th>
<th>Shorewood Post Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>345 W. St. Paul Avenue</td>
<td>1620 E. Capitol Drive</td>
</tr>
<tr>
<td>414-270-2000</td>
<td>414-332-7741</td>
</tr>
<tr>
<td>M-F 7:30 a.m. to 5:30 p.m.</td>
<td>M-F 10:00 a.m. to 4:00 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mitchell Airport Office</th>
<th>Sequoia Retail Center Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>5500 S. Howell Avenue</td>
<td>6825 W. Brown Deer Road</td>
</tr>
<tr>
<td>414-481-4032</td>
<td>414-354-6830</td>
</tr>
<tr>
<td>24 Hours, 7 Days a Week</td>
<td>M-F 10:00 a.m. to 4:00 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wauwatosa Post Office</th>
<th>West Allis Post Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1655 N. Mayfair Road</td>
<td>7440 W. Greenfield Avenue</td>
</tr>
<tr>
<td>414-258-9486</td>
<td>414-258-9454</td>
</tr>
<tr>
<td>M-F 10:00 a.m. to 4:00 p.m.</td>
<td>M-F 9:00 a.m. to 4:00 p.m.</td>
</tr>
</tbody>
</table>

Downtown Office
300 E. Broadway
M-F 9:00 a.m. to 4:00 p.m.
If you are a natural-born citizen, a birth certificate which is certified with the State or County seal and indicates your name and where and when you were born or a previous passport. (Note: Registration of birth from hospital is not acceptable.)

If you are a naturalized citizen, your original naturalization documentation or a previous passport. Two identical passport photos that are 2" by 2" with a light background.

An official identification document with your picture, description and signature, i.e. valid driver's license, school, job or State ID or previous passport. Your social security number must be written on the application.

Cash, money order or check made out to Department of State for $67 and an execution fee of $30 made payable to post master, for a total of $97.

Allow four to eight weeks for processing.

Renewals for adult passports are required every 10 years and cost $67.00. The renewal form and information can be picked up at a post office. (Note: It is possible to renew adult passports through the mail. Information and forms can be picked up at the post office.)

If your departure date is sooner than 4 weeks away, and you have not yet begun the application process, you should consider an expedited service.

1. Expediting Your Passport
Call toll-free 1-877-487-2778 and listen for the Expediting prompt. Make sure you write down the confirmation number and time of appointment. The phone number listed above is automated! They automatically set the appointment for you. You must appear at the time stated, otherwise you loose your spot.

You must go the Kluczynski Federal Building, 230 S. Dearborn Street, 18th Floor, Chicago, IL 60604 for the appointment!

You must bring the following:
- 2 Identical Passport Photos
- Driver’s License—Must be valid!
- State Certified Birth Certificate (This cannot be a hospital certificate. It must have an embossed seal-original)
- $97.00 for the passport & $60.00 for the expediting fees=$177.00 total. Personal checks are accepted, although cash is preferred.
- Bring something, preferably your social security card, along for additional identification and/or reference of your social security number
- Proof of travel—itinerary or airline ticket
- Make sure you have all pertinent information. Failure to provide proper identification could hold up the process.

B. Visas
U.S. passport holders who are planning on being in most countries over 90 days will need to obtain a visa from the consulate of the country in which they are studying. It is the responsibility of the student to obtain the proper visa. Your study abroad advisor can offer assistance or advice. See section “C” below if you are a non-US passport holder or permanent resident.

You cannot apply for a visa until you have your passport! To begin, you will need to find the consulate assigned to the region in which you will live. Our suggestion is to find the appropriate
consulate via the web. Go to [http://travel.state.gov/links.html](http://travel.state.gov/links.html) for information. Go to the section titled “Visas” and follow the site’s instructions.

The following is an example of what the consulate may require in addition to your completed application:

- A valid passport plus one photocopy
- 2 passport sized photos
- A letter of acceptance to a study program guaranteeing accommodations
- A letter of acceptance from your overseas school or home institution
- A written statement by your health care provider verifying your overseas medical coverage and a copy of your health insurance card
- A statement from your bank verifying enough funds to cover the costs of living overseas
- Visa application fee (sometimes $60 or more)
- Some countries require additional certification from the local police department

Have your application completed and all of the necessary documents ready prior to mailing a package to a consulate. The full process of applying for a visa can be time-consuming and frustrating. An incomplete application will only delay the process. It is also advised that you remain polite with the consulate during this time—Remember that a visa is a privilege, not a right. The consulate is not obligated to grant you one! Be polite! Cultural differences begin at the Consulate door.

It is also a good idea to register with the authorities upon arrival overseas. Assistance may be easier to get should you loose your passport or other travel documents if you notify the police of your presence overseas.

C. Visas for non-U.S. Passport Holders and Permanent Residents

If your passport is from any country other than the U.S., you must check with the consulate in the country in which you intend to study. **Non-US Citizens or Permanent Residents are responsible for their own immigration documentation for entering the study abroad country or countries (including transit countries) and for re-entry into the United States.** Each country may have different requirements to enter and stay in that country based on your citizenship. The time it will take to process your application may be much longer, so please begin looking into this as soon as possible. It is the responsibility of the student to obtain the proper documentation.

If you plan to travel to other countries while abroad, it is recommended that you check with the consulates of EVERY country that you plan to visit as they may have different restrictions.

Information taken from ACCENT Pre-departure Student Handbook.

D. CISI Health Insurance Card and Claims Forms

Before departure your study abroad office will issue you a CISI insurance card and distribute claim forms. This policy is mandated by the UW System Board of Regents. For full coverage information, please see the CISI “World Class Coverage Plan” in the Appendix. For further information, please contact Cultural Insurance Services International (CISI), River Plaza, 9 West Broad Street, Stamford, CT 06902 or by phone at 203-399-5132 or fax at 203-399-5596.
If you require emergency services while abroad, please call Team Assist for assistance. In the U.S. call 1-877-577-9504 and worldwide call collect 1-204-330-1520 or email at ops@europassistance-usa.com. You will be asked to provide your policy ID number: GLM N04835256.

E. ISIC: International Student Identity Card
This card provides discounts on travel, lodging and entertainment. It also provides you with automatic accident/sickness insurance. To be eligible, you must be enrolled in a program of study leading to a diploma or degree during the current academic year.

ISIC is the only internationally accepted proof of student status and is accepted at over 17,000 locations worldwide. For over 30 years, over 40 million students have used ISIC, both at home and abroad. As the cornerstone for discounts and agreements with airlines, railways, bus, accommodation and local service and retail benefit providers, the ISIC will continue to provide you with:

- Worldwide student prices to cultural and historic sites
- Worldwide savings on travel-related services
- Emergency help line services including 24-hour legal and medical assistance
- Worldwide voice mail, fax messaging and phone card service
- Tips on how to make the most of your travel experience

To obtain the card you will need to bring the following to the study abroad office at UWM:
1. Passport size photo
2. ISIC form
3. Check or money order payable to “UWM” for $22. (The cost of the card is included in some UWM study abroad program fees. Check with your study abroad advisor to see if your program fees cover the cost of the card).

F. Hostel Card
Discover the world through hostels—friendly, people-oriented places filled with others who are looking for the same things you are—adventure and excitement. Hostels are comfortable, environmentally sensitive places for budget-minded travelers to lodge for the night. Youth Hostels are part of the International Youth Hostel federation and require membership in the American Youth Hostel association. You can purchase the card before leaving the U.S. from Hostelling International, American Youth Hostels Inc., Wisconsin Council, 141 S. Butler, Madison, WI 53703, 608-441-0144. The Overseas Programs and Partnerships Office has brochures on hand if you’d like more information. In addition to the membership card, it is recommended that you purchase a copy of the International Youth Hostel Handbook, although almost all Youth Hostels are also listed in Let’s Go. The Youth Hostel card entitles you to cheap accommodations that may vary from place to place, ranging from the dingy to the romantic. These are located in university towns and cities and are great bargains. They are popular and very crowded in the summer so plan ahead and make reservations if possible. They lodge two to four individuals per room or may have dormitory facilities with bedding provided. Some places have camp grounds or outdoor “tent cities” that provide bedding, if necessary, and are great for summer. The card is good until the end of the calendar year when purchased, so if you don’t travel much until the next calendar year you should wait and purchase membership in a youth hostel federation in Europe or Asia.

Additional information from Hostelling International-If You Can’t Afford to Travel, Join the Club brochure and Kansas University-Office of Study Abroad-Study Abroad Student Handbook.
G. Eurail Pass
For those attending one of the European study abroad programs, a Eurail pass may be a good option for traveling before your program, during break periods or after your program. There are many different kinds of passes available from a wide variety of vendors or student travel agents. Eurail passes must be purchased in the United States.
For more information and ordering Eurail passes on the internet, visit Rick Steve’s travel web site at http://www.ricksteves.com/rail/rail_menu.htm. This site will give you a comprehensive summary of retail prices of tickets between various cities as well as the number of miles between each. This is a great way for you to see if the rail pass will be more economical than buying individual tickets.

**Eurail passes must be validated (used) within 6 months from the day of purchase.**

H. Travel Logistics
- **Airline arrangements:** When CIE study abroad office is involved in making airline arrangements we strive to get the most economical fare available. This may include one or more connections and a stop in another country along the route. Booking group airfare (10 or more airline seats) generally is less flexible in terms of making deviations and sometimes is more costly than booking an individual ticket. That is why for many programs we offer students the ability to purchase their own airfare and give website resources to help them purchase tickets necessary for their participation in the program (www.edtrav.com; www.orbitz.com; www.sta-travel.com; www.studentuniverse.com; www.cheaptickets.com).
Meeting others on the program and making travel arrangements is the first part of your overseas adventure, including using your logistical skills to get to and from the airport. We encourage all participants to consider *trip cancellation insurance* (such as Travel Guard, www.travelguard.com) to cover any unforeseen circumstances related to your study abroad program.

- **Accommodations:** As with airfare, most accommodations for study abroad are basic. We rely on our faculty or their contacts abroad to find us clean, safe rooms in dormitories, hostels, inexpensive hotels, or in appropriate home stay family placements. This may mean that there would be a commute by bus, subway, or walking to where classes are held. The standard study abroad accommodation is a shared room (e.g. double, triple, and sometimes quadruple). In developing countries this could mean that the facilities are limited, for example, small rooms, no TV, sporadic electricity, or only cold running water. Single supplements are not often available and can be quite costly.

- **Food:** When food is provided it too will be basic, with a set menu or limited amount of choice. Sometimes a vegetarian option is not available or harder to find in some countries. A part of any cross-cultural experience is an opportunity to try foods that are different from your own culture or to realize that the amount or choice of food is drastically different than what is available in the United States.

**Special Note about Travel Logistics:**
Changes to an itinerary, different accommodation or roommate expectations, types, cost and variety of food available, or initial adjustment to cultural surroundings are not emergency situations. It is important to **first** consult or notify your *in-country contact or program leader* regarding both real and perceived emergencies **before** calling home. When calling home please be open with your family that
you only need them to listen to you. Calls home to “vent” about something often turn into frantic calls back to the study abroad office from family or loved ones regarding an “emergency.”
IV. Pre-Departure

A. Academics

1. Course Approval Form and Process at UWM
   The course approval process is designed for UWM students to ensure appropriate department and equivalency designation for your study abroad credits. If a student wishes to obtain equivalency or approved credit for courses taken abroad, he/she must meet with the faculty advisor or department chair for each department where credit is desired. Start by first getting a Course Approval Form from the CIE study abroad office. The form, completed with signatures, must be returned to CIE study abroad and we will facilitate the course transfer and equivalency process. NOTE: The process is internal and is not necessarily how your courses from abroad will appear on your transcript. It is strongly recommended that this process be completed before departure, if possible.

2. Registering for Study Abroad
   All students, including those participating on a non-UWM program, must be registered at UWM for their study abroad program. The study abroad office will do your registration for you. Non-UWM students going on UWM programs must also register by completing and returning the UWM Off-Campus Registration Form immediately after acceptance. Most UWM programs will use study abroad 297 for a lower division course offering or freshman/sophomore student; or 497 for an upper level course or for junior/senior and most graduate students. Non-UWM programs use a 099 registration number. The following is a brief registration summary:

   a. Registration for short-term study abroad (winterim, summer)
      Most of the UWM short-term programs use 297 or 497 courses with specific course titles (for example: You are a junior on our Ghana Winterim program and will be registered for Africology 497 titled “The Culture and Traditions of Ghana.”)

   b. Registration for UWM semester study abroad programs (or longer)
      For most students this process is two fold since the actual courses taken abroad may be unknown until arrival. First, CIE study abroad will register students for a general block of 12 credits within a specific department. (For Example: You are on the Paris IC semester program and will initially be registered for a 12 credit block of French). Then, once abroad, students will settle into classes and should finalize their course selections and return their final on-site registration form to the program Academic Director (AD) or to the CIE study abroad office directly. This should be done within the first two weeks of the academic program.

      Once your final course list is received, the CIE study abroad office staff will create special sections within UWM departmental listings using 297 or 497 for each of your courses. This is how they will appear on your transcript so it is important to be accurate when reporting your classes. Upon completion of the course creations, you will be “dropped” out of the 12 credit block of credits and “added” into each specific course. The entire process is performed within the study abroad office and in conjunction with the Department of Enrollment Services.
c. Registration for UWM semester exchange programs (or longer)

Initially you will be placed in a special “Exmural 100” registration that designates that you are a full-time student on a UWM exchange program. Once abroad, students will settle into classes and should finalize their course selections and return their final on-site registration directly to their study abroad advisor. This should be done within the first two weeks of the academic program.

Once your final course list is received, the CIE study abroad office staff will create special sections within UWM departmental listings using 297 or 497 for each of your courses. This is how they will appear on your transcript so it is important to be accurate when reporting your classes. Upon completion of the course creations, you will be “dropped” out of the 12 credit block of Exmural 100 credits and “added” into each specific course. The entire process is performed within the study abroad office and in conjunction with the Department of Enrollment Services.

d. Registration for non-UWM sponsored programs abroad

The special “Exmural 099” registration for students participating on non-UWM programs is important in three ways: it is the only mechanism that allows you to use your UWM financial aid abroad; it is the only way to receive the mandatory UW System medical insurance coverage; and it is an assurance for proper credit transfer back to UWM.

Change in registration for semester exchange and study abroad programs

If a student wishes to change one or more courses while abroad, he/she needs to inform their CIE study abroad advisor immediately. Make sure to consult your host institution so that you stay within any registration deadlines. CIE study abroad will hold to the same deadlines as your host institution. Students are required to maintain full-time status during their overseas program. Please note that if you are a student receiving financial aid and should drop a class and fall below full-time status (12 credits), you may incur penalties and be asked to pay back a portion of your financial aid.

3. Continuing Registration

Students who are abroad and need to register for an upcoming semester back at UWM should use the web-based PAWS system to register. If you have trouble with registration, contact your study abroad advisor for help.

4. Credits, Grades, GPA and Transcripts (Including Non-UWM students)

For those students participating in a UWM sponsored overseas program, courses from abroad will appear as UWM credit, the grade will be factored into your GPA, and everything will appear directly on your UWM transcript. Course and credit equivalencies are noted internally using the approval signatures from your course approval form. For UWM students going on a non-UWM sponsored program, transfer credits will be given through a transcript issued by the accredited sponsoring institution. It is the student’s responsibility to have the official transcript come to the UWM study abroad office first and not sent to Enrollment Services. Non-UWM students participating on UWM study abroad programs may request an official transcript in writing upon completion of the program and payment of all program fees. The cost of an official UWM transcript is currently $7.00.
5. Program Evaluation
Program evaluations are required from all participants. This is completed electronically through a web-based program called “Survey Monkey.” The web address and access code will be e-mailed to the participant upon completion of the study abroad program. In some cases you will also be asked for an academic evaluation of courses.

B. Program Finances – UWM Program Fees and Financial Aid

1. Paying a Comprehensive Fee or Tuition
Do you pay a comprehensive PROGRAM FEE or TUITION for your program? The way overseas academic programs are paid for is generally related to the type or style of program it is. The common use of the term “Study Abroad” for all programs is somewhat misleading and can be confusing because study abroad is also used to describe a type of program.

In general, a study abroad program consists of a group of UWM students going to a certain site, mostly accompanied by a faculty member but sometimes not. It is a one-way program of UWM (U.S.) students to a certain country or destination. Students on study abroad programs pay a comprehensive program fee that covers their academic, administrative and housing costs, and also sometimes includes airfare, excursions, some food, health insurance, and other costs. When students pay this program fee they **DO NOT** pay UWM tuition. *The only exception to this is for students on summer study abroad who may have a combination of on-campus (tuition based) classes and study abroad. Tuition for the on-campus classes must be paid separately to the Bursar’s Office.*

The other type of program abroad is an exchange program. UWM students on exchanges swap places with an international exchange student from the university where they are going. They pay home school UWM tuition based on their residency status (except for the student segregated fees), as well as study abroad office fees. All other costs are paid abroad.

2. Study Abroad and Exchange Program Fees
The office of Overseas Programs and Partnerships (CIE study abroad) is pleased to welcome you to the start of a great adventure in learning and discovery abroad. CIE study abroad is a student service-oriented unit of the University of Wisconsin-Milwaukee’s (UWM) Center for International Education. Our office supports the development, implementation and integration of overseas academic programs across all of UWM’s schools and colleges. CIE study abroad offers a multitude of services to ensure that students have an efficient experience from start to finish. For example, the study abroad office answers initial study abroad inquiries from individual faculty and students; we also serve as a resource for in-depth pre-departure information on topics ranging from academics, credit transfer, financial aid and other scholarship assistance, as well as cultural adjustment and health and safety concerns. Moreover, CIE study abroad sustains a 24-hour emergency response network, collects post-program evaluations from students and faculty, and provides venues for returnees to share their experiences abroad with the rest of the campus through volunteer and work opportunities with our office.

Like many student services units on university campuses today, the CIE study abroad office is a self-supporting office. This means that it would not exist without charging program fees to students. The program fee charged is the same for all UWM students on study abroad and exchange programs, regardless of whether it is a UWM-sponsored program or not. This fee is based on the duration of your program abroad, currently $200.00 (short-term/summer/winterim); $400.00 (semester); and $800.00 (academic year). In addition, the UW System Board of Regents has mandated that all students from
UW System campuses must be covered by comprehensive health insurance chosen by the UW System. This insurance is provided through the Cultural Insurance Services International (CISI) Company at a cost of $37.00 per month.

3. Cost Fluctuations & Fee Changes
Overseas costs can vary dramatically by continent, country, urban or rural environment, and the strength of the U.S. dollar against foreign currencies. The cost of living in western Europe is more than the cost of living in Latin America—Spain is far more expensive than Mexico or Belize. Costs vary by location within a country or region, as well. Paris is a more expensive place to live than a village in the Massif Central. On the other hand, a program in a South American capital, such as Buenos Aires or Santiago, is likely to be somewhat more costly than a program in rural Spain. (From Study Abroad: A Parent’s Guide by William W. Hoffa, NAFSA, 1998). In short, you will need to take these things into account when planning your finances.

OPP must also deal with worldwide cost fluctuations as it deals with overseas vendors, hotels, etc. and occasionally the program fees for UWM study abroad programs must be altered. Another factor that affects the program cost besides those listed above is the number of students participating on a program. Program fees are set based on a realistic estimate of participants and when that number is exceeded, costs may be reduced. Likewise, if the number of participants is less than expected, the cost per student may increase.

4. Payment of Study Abroad and Exchange Program Fees
After your initial program application deposit is paid to the CIE study abroad office, once accepted you will also need to confirm your participation by making another payment to CIE study abroad (or give permission for the confirmation payment to be added to your UWM PAWS account). After those two payments all remaining study abroad and exchange program fee charges will be added (posted) to your PAWS account, according to the amount you owe, and all future payments will be made to the UWM Bursar’s Office in Mitchell Hall 285. To learn about the variety of payment methods available for the Bursar’s Office payments, please visit the following website: http://www.bfs.uwm.edu/fees/. It is your responsibility to manage your finances by keeping track of payments and monitoring your PAWS account. The Bursar’s Office will place an “academic hold” on the records of any student whose fees are not paid in full. An academic hold will prevent you from registering, receiving grades, ordering a transcript, etc. In addition, interest will accrue on the overdue amount. If you plan to use financial aid to make program payments, please read the next section.

5. Financial Aid Processes
The UWM Financial Aid Office (http://www.uwm.edu/Dept/FINAID/) assists students in finding sufficient financial resources to attend study abroad programs. It is not commonly known that all students are eligible for financial aid consideration. This may include only loans or a combination of loans, grants or scholarships. Students normally receiving financial aid will be able to apply their aid (loans and grants) toward their program. Students who have never applied for aid but would like to apply for financial aid specifically for a study abroad program should fill out the federal FAFSA application www.fafsa.ed.gov as early as possible. In order to receive financial aid for study abroad you must be registered for the equivalent of full-time status. Below is a description of the financial aid process used with study abroad.

a. Study Abroad or Exchange Program Budget
For every study abroad or exchange program at UWM the CIE study abroad office submits a budget to the Financial Aid office. This budget demonstrates your expected (and increased) expenses for your particular program. The study abroad or exchange budget allows Financial Aid to consider additional expenses not covered in the program fee such as airfare, in-country transportation, and personal expenses. Your financial aid package is based on a very individualized analysis of your financial situation. All students on study abroad or exchange will have their aid package re-evaluated on an individual basis. Based on the new evaluation, most students are eligible to receive an increased amount of aid, usually in the form of loans. Students participating on non-UWM sponsored programs that wish to use their aid must meet with their study abroad advisor to discuss an individualized budget for their chosen program. Often a “consortium agreement” with the sponsoring institution will be needed.

For maximum consideration of all available funds, you should send your completed FAFSA (or FAFSA Renewal for continuing applicants) to the Federal Processor by the priority application filing dates published by the Financial Aid Office, e.g. by March 1 for the following fall and spring semesters.

b. Financial Aid Authorization & Supplement Forms

Upon accepted to a program, you will receive a packet of forms that will include a form from the Bursar’s Office called the “Authorization of Financial Aid.” The Authorization form is the means by which students notify the Bursar’s Office if they will be using their financial aid to help finance their program. For students attending a wintem or summer program the Financial Aid Supplement form for that term needs to be filled out and returned to the financial aid office.

c. Aid Disbursement for Study Abroad or Exchange Program Fees

Financial aid funds are distributed through the UWM Bursar’s Office (Mitchell Hall 285) and NOT through the Financial Aid Office. Once the Financial Aid Authorization form is received, if your expected financial aid funds are higher than the fees owed, you will receive a check in the mail from the Bursar’s office for the remainder of the excess amount. If the aid you receive is less than the amount owed for the study abroad or exchange program it is your responsibility to ensure that your program is paid in full.

d. FERPA Release and Power of Attorney Forms

If you are relying on parents, relatives or friends to help manage your finances and property while you are away you may need to grant them the power to manage your accounts such as to sign for financial aid checks, make deposits or transfers on your behalf, etc. The Power of Attorney form gives your permission to do this. The FERPA Release gives your permission for the study abroad office to share a variety of information about your UWM attendance (Financial Aid, Registration, Health, and Study Abroad Info) with parents, relatives or friends. If you are arranging to have help while you are away, please sign and return these forms to OPP.

In addition to federal and state aid, grants and scholarships (such as the WI Study Abroad Grant) are available for international study opportunities. Check the CIE study abroad website to get a compiled list of scholarship opportunities and other funding sources. Please keep in mind that your financial aid from all sources cannot exceed your cost of attendance. If you receive a scholarship, whether it is from the college or from a private source, you should notify the Financial Aid Office immediately. They will
then review your aid package to make sure that you are not receiving more funding than the total cost of attendance.

C. Program Finances – Handling Money Matters Abroad
Deciding the best way to send, receive and bring money to a foreign country can be very confusing. Each student handles their financial transactions while abroad in their own way, and below is a listing of a variety of methods that have been tried. You may not be able to open a bank account for a short period of time. If you are planning on using a check or credit card, know your PIN number. Also, check with your financial institution to see what ATM machines are available to you worldwide.

Important notice: Remember to plan for independent travel expenses as well as for incidents not covered in the program price. Foreign transfers take time to process before being available to you and can be quite expensive. It is recommended that you speak with your bank and other students who have studied or traveled abroad regarding their suggestions for your particular situation!

1. Traveler’s Checks
We advise you to bring money for incidentals in traveler’s checks. They can be replaced in case of loss or theft. They should be purchased in U.S. dollars. Be sure to make two copies of the check numbers, and give one copy to a family member or friend. Keep the other copy for yourself and separate them from the actual check. Should you lose your checks, you will need to provide these numbers in order to obtain replacements. American Express Traveler’s Checks are accepted in most places. They may be cashed at banks, or at exchange offices. Such facilities are conveniently located in larger cities. This is a safe and efficient way to carry funds as long as you keep record. NOTE: AAA members can purchase American Express Checks at no cost.

2. Cash/Foreign Currency
Before you leave the U.S., it is strongly recommended that you purchase $50-$150 in foreign currency for food, drinks, taxis or any other immediate needs upon your arrival. Do not carry any more than that unless you are willing to risk losing it. Some foreign currency will be necessary initially and it may not be possible to exchange it at the airport upon arrival.

3. Credit Cards
VISA is one of the most widely used and accepted credit cards worldwide. MasterCard and American Express may also be used. American Express cards can be used to purchase Traveler’s Checks. The Discover Card is not accepted abroad. If you plan to use cash advances, check with the issuing bank to make sure that it will be accepted by overseas banks in the country you intend to visit. Many banks and credit card companies have initiated anti-fraud measures for your benefit. It is good practice to notify your bank and credit card company of your destination and duration abroad so they do not deactivate your card when they see a variety of purchases from abroad.

4. ATM Advances/Cash Advances
This method of accessing money is the overwhelming preference of students who have traveled abroad. To receive a cash advance on your credit card or debit card, you will need your 4 digit pin number. This number is assigned by your bank or credit card company. Check with the bank to determine your daily limit of funds received. In most developed countries, it is now possible to use your ATM cards in order to obtain local currency. Consult your bank for advice on the availability of these machines such as CIRRUS, PLUS, and VISA. Exact locations of these machines can be found on
the VISA/MasterCard web site. Check out http://visaatm.infonow.net/bin/findNow or http://www.mastercard.com/atm/ for more ATM international information. Look for the logos on the machines. Bank Cards are debited in local currency so keep an eye on the exchange rate. If using credit cards, it would be wise to credit the account before leaving the country to avoid interest charges. Where automatic tellers are not available, you may charge advances to cards such as VISA and MasterCard.

5. Wiring Money
Funds may be wired to you from the U.S. through any U.S. bank that has a corresponding bank in the city where you are staying. Funds will be received within 2 to 10 business days from the time the wire is processed. Wiring fees are generally paid on the US side, but occasionally on both. BEWARE! This can be expensive.

6. American Express
American Express maintains a wire service open to cardholders and non-holders. This generally takes two days to arrive in Europe. AmEx takes a hefty commission on the sum of money being transferred, but it is a quick way to get cash. Once someone has sent the money through AmEx, call the AmEx office that you will be picking it up from to see whether or not it has arrived. You may receive them in Traveler’s Checks. You can also write personal checks against your U.S. account. This is a free service although the commission for the services still applies. You would then be able to conduct transactions at ATMs and AmEx dispensers. Withdrawals are automatically debited to your bank account. You must specifically enroll in EXPRESS CASH and know your PIN NUMBER to receive cash. Call 1-800-221-7282 to receive a list of offices.

7. Money Orders
AmEx money orders are available at most convenience stores throughout the U.S. for a nominal fee. Relying on this system requires planning ahead and knowing your needs some time in advance. Allow two weeks for the money to reach you via airmail. Upon receiving it, take it to the AmEx office and present it with your passport.

8. Personal Checks
These cannot be cashed outside of the U.S.

9. Other Suggestions
In a genuine emergency, use the U.S. State Department, especially in an “out of the way” place. A cashiers check or money order may be sent there, then it is wired to the nearest consulate or American Embassy. The passport is your general I.D. This costs about $15 and is supposed to take 3-4 days from the time the State Department receives the check. Call Citizen’s Emergency Center (202) 647-5225 or check out the website at www.travel.state.gov for more info.

For the most up-to-date exchange rates, please visit one of the following currency converter websites:
http://www.oanda.com/convert/classic
http://www.xe.net/ucc/full.shtml

Questions? Call a number below or contact your bank. HELPFUL PHONE NUMBERS
American Express: 1-800-221-7282
MasterCard International: 1-800-826-2181 (U.S.) – Call collect outside the U.S.: (636) 722-3725
VISA: 1-800-227-6811 (U.S.)
Call collect outside the U.S. (410) 581-9994
### V. Appendices

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A. Forms and their Explanation

UWM Study Abroad Office

ADDRESS INFORMATION: Gives CIE study abroad a quick reference as to where and how to reach a student prior to their departure on an overseas program. Since we communicate regularly by email, it is important to list an email address you will have access to when school is not in session.

ASSUMPTION OF RISK AND RELEASE: Is a participant’s waiver of all liability from the University of Wisconsin System associated with the risk of study abroad. Please read this form carefully, if you have any question please contact the CIE study abroad office.

PRODUCT RELEASE: (not required for all programs) Is a participant’s knowledgeable waiver allowing the University to use materials created by students during activities relating to the study abroad program for any purpose, including promotional materials, publications, etc.

BEHAVIOR GUIDELINES: By signing this form, students agree to behave in a responsible, lawful manner and not to get involved with any political groups or illegal activities overseas while on the program. Failure to follow these guidelines can result in immediate expulsion from the program at the student’s expense with no possibility of refund for lost program fees. Behavior guidelines are consistent with the UW-Milwaukee Student Rights and Responsibilities Student Handbook.

HEALTH STATEMENT: The health statement is mainly used to provide CIE study abroad with accurate emergency contact information. The health questions are used as a guide for Faculty Directors or staff leading the program, allowing them to best advise medical personnel in case of an emergency. It is important to fully explain any question to which you answered “yes” to adequately provide accurate health information in case of an emergency.

SPECIAL MEDICAL HEALTH RISK & RELEASE FORM: This form describes some of the special risks or challenges associated with the particular study abroad program or the country in which the program takes place. It asks you to contemplate your health needs and to meet with your personal doctor to discuss. After the consultation you are asked to have your doctor sign this form.

PASSPORT INFORMATION: Your passport information is kept in your file in case you need U.S. Government assistance abroad or if you need help replacing a lost or stolen passport. On faculty-led programs, your professor will be given a copy as well.

FLIGHT INFORMATION: Your flight information is needed if the study abroad office has not organized a group flight for your program or if you are changing your return date from that of a group flight scheduled by the study abroad office.

AUTHORIZATION OF FINANCIAL AID: All study abroad students planning to use financial aid to fund (partially or fully) their study program must turn in this form. The Authorization form is the means by which students authorize the Bursar’s Office to use their financial aid to pay for their study abroad fees.

FERPA: The Family Educational Rights and Privacy Act is a federal law designed to protect the privacy of students’ educational records. If students wish for UWM to release information about financial aid, health, registration or study abroad program information to anyone during or in connection with their study abroad, students must fill out this form.

WISCONSIN POWER OF ATTORNEY: By signing this form, students give another person powers to handle their finances and property while they are abroad.
B. Advice on Packing

An important part of packing is deciding what kind of luggage to take. Suitcases tend to be cumbersome and difficult to carry unless they have a shoulder strap or wheels. Students find that the most comfortable and convenient piece of luggage is a backpack, preferably one with an internal frame. No matter what type of luggage you use, always remember to put a nametag with your U.S. address and phone number on the inside and outside of any luggage you take. Another important piece of luggage to bring is a daypack or schoolbag. This can be used for your study necessities, but doubles as a carry-on for the plane. It is also handy for day-trips.

NOTE: When packing, remember the luggage allowance for international travel is two checked bags, on average, no more than 70 pounds each. You may want to call the airline prior to your departure to double check.

One thing to always remember is that you may be carrying ALL of your luggage. The unwritten rule of packing is to pack everything you think you’ll need and carry it for at least 1 mile (or up 2 flights of stairs). You will know you have packed a comfortable amount if your luggage is comfortable and easy to carry. When deciding to pack, remember that people around the world tend to dress more formally than we do in the United States. Shorts or beat-up jeans may not be appropriate in the country you are entering. Many countries have customs concerning the way women dress. Dress appropriately and be considerate. It is important to travel with a neat and modest wardrobe.

Listed below are a few suggestions on how and what to pack…

a) **Travel light!!** Remember you will have to carry everything you pack. A large wardrobe means more things to wash, and laundry can be expensive. Remember, leave space for things you will buy abroad, and be willing to leave things behind at the end of your stay.

b) **Pack an interchangeable wardrobe.** GO BASIC! Mix and match items to cut down on the amount you pack. Dark colors are more versatile and don’t show dirt as readily. Bright colors tend to stick out and draw attention. Layering clothes gives you the ability to add to get warmer and remove to cool down.

c) **Toiletries and Medical.** Contact lens supplies are expensive overseas. You may want to bring enough to last your entire stay. Remember that you can purchase shampoo and other items while abroad. So, pack accordingly using small bottles that will be enough to get you through the first week or so. You may want to bring an extra pair of glasses/contacts as well as your eye and any other medical prescription.

d) **Bring GOOD walking shoes!** There is nothing worse than a big blister on your foot when you are trying to enjoy a good museum. A good pair of black shoes can be dressed down/up and match basically everything.

e) **Take easy washables.** Bring things that you can easily wash by hand. In some countries, dry cleaning may be very expensive and not easily accessible. Permanent press items are easy to wash and are not easily wrinkled. Take or buy plastic bags and/or a small plastic bottle of detergent.

f) **How to pack.** Rolling your clothes rather than folding them saves space and cuts down on wrinkles. Try to pack your clothes in the order they will be used. Use separate waterproof bags to pack toiletries in case of leakage. Ziplock bags are great for this, and they double as storage for wet items.

g) **Bring a few good books.** Books in English are expensive and hard to find while overseas. If you’re not yet confident enough to tackle a book in a foreign language, having a few books in English may be a good idea. ALSO, bring a diary to account your feelings, happenings of the day or any other interesting topic. That makes for a great personal keepsake.

h) **Electrical items.** Stay away from such items as curling irons, hair dryers or radios. Adapters for such items are unreliable and expensive. It may be worth the expense to purchase these items while abroad. Do bring batteries though, since they tend to be very expensive abroad.

i) **Bring an open mind.** You’re in for a life-altering experience. Make the most out of it. Experience as much as you can, because you’ll be on the plane home before you know it!!

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C. Packing Checklist
Here is a unisex packing checklist to use as a general guide.

**Clothing**
1 pair of rain-proof walking shoes
1 pair of flip-flops for the shower
Socks
Underwear
Shorts (may not be appropriate in certain cultures or climates)
Skirts/Trousers
Blouses/Shirts
Sweaters/Sweatshirts
Pajamas, slippers
 Poncho/Rain Jacket
1 light jacket
1 bathing suit
1 hat
1-2 nice outfits
Winter coat, gloves, hat (depending on location and season)

**Medicine and Toiletries**
Prescription medicine (carry copy of prescription)
Toothbrush and toothpaste
Soap and Shampoo
Comb and Brush
Sunscreen, moisturizers, cosmetics
Deodorant
First Aid Kit
Contraceptives and condoms (if these will be needed)
Aspirin
Tissues
Tampons/Pads
Razors/Blades
Extra eyeglasses and sunglasses
Extra contact lenses and cleaning solutions
Tweezers, nail files/polish, etc.
Linens (if not provided by program site)
Towel/wash cloth

**Gift Suggestions**
Caps, clothing, and other items with college logos
Cookbooks with American recipes (pancakes, chocolate chip cookies, etc.)
Nonperishable foods (maple syrup, peanut butter, saltwater taffy, etc.)
Cassettes or CDs of American music
Calendars with U.S. scenery
Pen and ink drawings or professional quality photographs of your area
U.S. style paraphernalia (Disney, Warner Brothers, NBA, MLB, NFL, etc.)
Handmade crafts or jewelry (especially Native American)
Miscellaneous
Watch
Camera and Film
Flashlight
Address Book, lightweight stationary and envelopes
Journal
Books, guides, maps, train schedules, handbooks
English language paperbacks
Dictionary
Day pack/small compressible knapsack
Plastic storage bags
Laundry soap and line
Hostel sleep sack
Money belt or neck wallet
Change purse
Umbrella
Luggage lock and tags
Battery operated alarm clock
Moist towelettes
Batteries
Walkman/CD Player
Music/Cassette tapes/CDs
Adapter and voltage converter with appropriate plus
Small locks for backpacks and for locking luggage to overhead train racks
American cookbook and measuring cup

Documents
Passport and visas (plus photocopies)
Tickets and rail passes
International Student Identity Card
Driver’s License (U.S. or International)
Hostel Membership Card
Cash, Traveler’s Checks, credit cards, calling card, etc.
Copies of the above for reporting lost or stolen cards and traveler’s checks
Copy of course-approval form from home campus
Copy of letter of admission to study abroad program
Home university catalog
E-mail addresses, fax numbers, and telephone numbers for destination and for study abroad advisor, academic advisor, registrar and financial aid office at home campus.

Do Not Take
Expensive jewelry or luxury items
D. Helpful Websites

If you’re looking for the latest information on European cultural events, sights, travel advisories, transportation, restaurants and accommodations, there is no better (or more up to date) resource than the Internet. Avoid long distance calls to tourist offices and wasted time spent on hold with the airlines. Easy to use search tools will help you to quickly find the information you need to have a safe and successful trip.

Infoseek and the Yahoo Travel Directory are two particularly good search tools that will help you zero in on key travel resources. City.Net and the rec.travel Library feature first-hand travel information, city and subway maps and cultural sites and events for most European destinations.

Brush up on the local language before you leave with the help of Travlang’s Foreign Language for Travelers. This site offers translations of key words and phrases with sound clips to help you with pronunciation.

Stay in touch with the folks at home through CyberCafes, coffeehouses that offer Internet access and e-mail. Send home an electronic “postcard,” pick up your e-mail, and plan the next leg of your trip while sipping a caffe latte. The CyberCafe Guide lists locations of more than 140 of these “plugged-in” places throughout Europe.

All the Hotels on the Web lists more than 8000 hotels, inns and bed and breakfasts worldwide. Travelocity allows you to book your airline reservations through the Internet. A word of caution: Many discount rates are not available through the online reservations systems. Always verify your arrangements with a travel agent prior to booking. Check out the Travelynx Budget Travel Planning Guide for advice on how to use airline consolidators and find affordable lodging. This guide provides links to many other online planning resources for the European traveler.

Travel Resources on the Net:
Infoseek: http://www.infoseek.com
Yahoo Travel Directory: http://www.yahoo.com/Recreation/Travel
Foreign Language for Travelers: http://www.travlang.com
CyberCafe Guide: http://www.cybercafes.com
All the Hotels on the Web: http://www.all-hotels.com
Travelocity: http://www.travelocity.com
The Budget Travel Planning Guide: http://www.travelynx.com

Information compiled by Brooke Burdick. Europe Through the Back Door., Newscat #50 May—September 1996.
### E. Metric Conversion Table

#### Capacity Conversions

<table>
<thead>
<tr>
<th>Liquid Measures U.S.</th>
<th>Dry Measures Imperial</th>
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</thead>
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<tr>
<td>1 half pint = .473 litres</td>
<td>1 half litre = .568 litres</td>
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<tr>
<td>1 pint = .946 litres</td>
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</tr>
<tr>
<td>1 gallon = 3.785 litres</td>
<td>1 gallon = 4.546 litres</td>
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<tr>
<td>1 bushel = 35.239 litres</td>
<td>1 bushel = 36.369 litres</td>
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<tr>
<td>1 litre = .264 gallons</td>
<td>1 litre = .220 imperial gallons</td>
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#### Length and Distance Conversions

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<td>.3048</td>
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<td>.6214</td>
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#### Temperature Conversion

*Celsius to Fahrenheit*

<table>
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<th>°F</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>10</td>
<td>50</td>
</tr>
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#### Clothing Conversions

**Men’s Shoes**

<table>
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<th>Euro</th>
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</thead>
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**Women’s Shoes**

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**Men’s Suit**

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<tbody>
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<td>44 46 48 50 52 54</td>
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**Women’s Dresses/etc.**

<table>
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<th>French</th>
<th>Italian</th>
<th>German</th>
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<tbody>
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<td>40 42 44 46 48 50</td>
<td>44 46 48 50 52 54</td>
<td>36 38 40 42 44 46</td>
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</tbody>
</table>
F. Withdrawal/Refund Policy

1. **All withdrawal notifications must be in writing and submitted to the Overseas Programs & Partnerships office in the Center for International Education (CIE)**

2. UWM reserves the right to withdraw you from a program if you fail to return your confirmation form, contact the study abroad office about your plans for payment or if you fail to attend the general and site specific orientation.

3. The deposit is non-refundable after confirmation. With your program confirmation you are making a financial commitment to study abroad. You are committing to pay for the full cost of the program. After submitting a signed confirmation form any subsequent withdrawal from the program for any reason will result in your paying all non-recoverable program costs associated with the program. Recoverable costs are all costs that the university or vendors are able to refund to you. Generally, the closer to departure you withdraw, the less likely it is to retrieve recoverable costs.* CIE study abroad will make every attempt to recover all possible funds to minimize the financial impact of your withdrawal.

*For example, if a vendor abroad requires a 15% deposit for housing arrangements that is non-refundable, you will be responsible for that 15% if you withdraw. Similarly, if an airline has a “no refund policy” after purchase or ticketing and the plane ticket has already been purchased or ticketed, you would be responsible for the full ticket price. Certain faculty and program-related costs associated with the program may also be non-recoverable. Students may wish to purchase trip cancellation insurance to protect against financial loss due to unforeseen events.

4. Students who indicate on the **Financial Aid Declaration** form that they will make program payments using financial aid and subsequently withdraw from the program are held accountable for the portion of non-recoverable costs as articulated in point #3 of the “Withdrawal/Refund Policy” above.

5. CIE’s Overseas Programs & Partnerships office will assist you with any administrative matters resulting from your withdrawal.

6. Special circumstances for withdrawal/refund pertaining to program cancellation:

   **A. Travel Warnings Prior to Departure**
   If the Department of State issues a Travel Warning prior to departure, the Travel Warning is just one factor in a series of factors to determine whether or not to cancel the program. The Director of Overseas Programs and Partnerships in consultation with Legal Counsel, Senior Director of CIE, Dean of College or School sponsoring the program and the Provost shall determine whether conditions warrant withdrawal of students or cancellation of the program. If a student decides to withdraw or UWM cancels a study abroad program after a Travel Warning is issued by the U.S. Department of State prior to departure all recoverable costs will be refunded.

   **B. Travel Warnings after a Program has Begun**
   If the U.S. Department of State issues a Travel Warning after the program has begun, the Travel Warning is just one factor in a series of factors to determine whether to cancel the program. The Director of Overseas Programs and Partnerships in consultation with Legal Counsel, Senior Director of CIE, Dean of College or School sponsoring the program and the Provost shall determine whether conditions warrant withdrawal of student or cancellation of the program. If the program is canceled while in progress, recoverable costs will be refunded to the student and every effort will be made to complete the academic program on campus.