



Mount Ida College
Study Abroad Handbook
2009-2010

Dear Study Abroad Participants,

How exciting that you have decided to study abroad. This will offer you the opportunity to acquire knowledge in a cultural context other than your own, gain different perspectives on the world, and perhaps most significantly about yourself.

This handbook will help you prepare for your experience in addition to the pre-departure orientation session at the College. This handbook covers academic policies, cultural transition as well as health and safety issues.

At the heart of the study abroad experience is education - education about self, the world and how best to engage with and negotiate the many challenges and opportunities presented by an ever-changing world. Mount Ida College is committed to do everything we can to help make the study abroad experience the very best for you.

Sincerely,

Jane Howard, Director
International Student Affairs

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The Academic Experience

One of the most rewarding aspects of study abroad is the academic experience in an overseas university setting. This brings not only a unique perspective to your major or minor field of study, but in most cases a new way of learning. It is important that you not only investigate the new host country culture, but also understand your new academic environment.

Program Participation Policies

To be eligible for study abroad, students must be in good academic standing with no judicial actions on record within the past year or pending and have a minimum CGPA of 2.0 unless a higher CGPA is specified by a particular study abroad program. Students must adhere to the policies outlined by Mount Ida College and the affiliate institution or program provider. These policies are described in detail in the *Study Abroad Program Contract*, the *Academic Guidelines* as well as the materials you have received from your specific program. Students are expected to read and understand this information prior to departure.

If you should have any questions or concerns about any of the materials provided to you during your pre-departure process you should speak with the Director for International Student Affairs.

Academic Requirements and Expectations

Mount Ida College expects you to undertake a rigorous and challenging academic experience while overseas. Where possible, you should elect courses at the same level as host country university students with similar backgrounds and preparation. If you are fully enrolled in a foreign university, you should be aware that teaching and assessment methods are likely to be considerably different from what you have experienced in the U.S. and at Mount Ida:

- Large 3-hour lectures, possibly with small discussion groups known as *tutorials*
- More independent reading and work during the semester abroad
- Evaluation of performance on a whole body of work or one final, comprehensive examination at the end of the year or semester.

Mount Ida College expects all students to complete all course requirements and final examinations, as defined by their sponsoring institutions. Mount Ida students are expected to meet all academic requirements and abide by the policies of the host university or program sponsor in addition to Mount Ida College academic policies as outlined in the College Catalog, Student Handbook and in this Study Abroad Handbook.

Evaluation Requirement for Study Abroad Participants

Mount Ida students are required to complete a study abroad evaluation upon completion of their study abroad program. Students will be emailed upon their return with the updated link and timeline for completion.

Code of Academic Honesty

An important component of Mount Ida College's mission is to provide a challenging education that blends the liberal arts with professional preparation for all students who are members of the College community. Academic integrity and academic honesty are core values of our learning community. Mount Ida College students are expected to be honest in their academic endeavors at all times. Violations of the Code of Academic Honesty will result in appropriate disciplinary action.

The Code of Academic Honesty applies to all work prepared for evaluation by a course instructor. This includes, but is not limited to, homework, projects, in-class and take-home examinations, quizzes, and research papers. The Code of Academic Honesty also applies to the College's academic records, the accuracy and integrity of which must be maintained, and to other documents including, but not limited to, tests.

Students are expected to distinguish their ideas and work from those derived from other sources. Information derived from other sources includes published material, the opinions of others, and computer programs as well as material from Internet sources. While collaboration with other students is encouraged in certain class settings, students must assume that course work submitted for evaluation must be their own unless otherwise specified by their instructor.

Registering for Courses

One of the academic differences you will encounter during study abroad is the course registration process. Although you may have selected courses on your *Mount Ida Study Abroad Application*, you may still have to officially register once you arrive at your study abroad location. You will find that these processes are considerably different from what you experience at Mount Ida. In some cases you need to wait in line with all the other university students. It is important that you keep a copy of your course approvals handy so that you register for courses that have Mount Ida approval. Your host university may not be aware that you need specific courses and it is up to you to monitor your individual course requirements. Since this is one aspect of experiencing a different environment, it is important that you keep an open mind when working within a new academic system.

The All College Curriculum and Overseas Study

The All College Curriculum is designed to provide students with an interdisciplinary academic experience. The following requirements may only be taken at Mount Ida College; in addition, students can **ONLY** fulfill the written and

oral communication requirements at Mount Ida College either before or upon their return from studying abroad. In addition, there may be additional requirements specific to your major which you will only be able to take on site at the College. You need to check with your advisor and receive permission for any course waivers or substitutions before you leave for your study abroad.

CC101 - First-Year Seminar

PE 100 - Concepts in Health Management

English 101 – Composition and Literature I

EN 102— Composition and Literature II

JR—Junior Interdisciplinary Seminar

Senior Capstone Course

Internship

If you are participating in an internship, you must complete the Mount Ida College Internship Application in order to receive appropriate credit approval prior to departure. It is especially important that you keep copies of all projects, supervisor evaluations, and presentations.

Course Approvals and Changes

You will receive a copy of your original course approval selection from the *Mount Ida Study Abroad Application* prior to departing for your study abroad. If you need to change any of your courses abroad, you should contact the Registrar's office via email at registrar@mountida.edu to receive pre-approval. A copy of your degree audit may be helpful if you find that you cannot get into the original courses you selected as part of the approval process. You should also email your advisor to notify them of the changes you are making to your course selection.

Number of Courses

You should maintain a full-time course load while on a semester study abroad program. The number of courses that are considered full-time varies from university to university. If you are unsure of how many courses will equal full-time you should contact the Registrar. Since you will be operating in a different academic environment, taking an overload of courses while overseas is not permitted.

Students who do not maintain a full-time course load may not be eligible for financial aid and may not be in compliance with the regulations of their visa. Student visas require students to undertake a full-time course load in order to maintain the appropriate student status. Always discuss concerns regarding courses and course load with the Office for International Student Affairs in advance of making changes.

Students who elect to do a study abroad program in the summer should follow the program provider's academic requirements.

Credit and Grades

Students receive Mount Ida College credit for courses taken on study abroad that have received course approval. Transcripts from affiliated study abroad programs will be sent to the Mount Ida College Registrar and posted on the students' official Mount Ida College transcript. Overseas course grades will be calculated into your Mount Ida College CGPA. Any grades which do not meet the Mount Ida College minimum program requirements will be included in the GPA and on the college transcript but may not fulfill the requirements of a particular degree.

Students should investigate the grading system used at your specific university or overseas program. Overseas institutions use varying grade constructs and this is part of a different academic experience. For example, students may find that "A" grades are not given as frequently. If you should have any questions about a grade or have particular concerns regarding a course, it is important to address grade issues **while at the host university** or program. It is difficult to bring issues or concerns back to Mount Ida once the program is complete.

Transcripts

You should be aware that it can take from 4-8 weeks for a transcript to be sent to Mount Ida after the completion of a study abroad program. Transcripts are evaluated by the Registrar who will award the credit towards your Mount Ida College degree. Official transcript from your program sponsor/university should be sent to:

Registrar's Office
Mount Ida College
Holbrook Hall
777 Dedham Street
Newton, MA 02459 USA

Cultural Adaptation and Culture Shock

One of the most rewarding aspects of any study abroad experience is the cultural exchange with people from the host country. As you integrate into this new environment you may experience discomfort, otherwise known as *culture shock*. Although the transition into a new culture may be challenging at first, it can be one of the most rewarding and confidence-building opportunities of your college career.

Adapting to a new environment takes time and the speed of transition varies from person to person. The typical pattern of cultural adjustment often consists of distinct phases: Honeymoon, Crisis, Recovery and Adjustment. This cycle is then repeated upon re-entry to one's country or culture of origin. The effect these phases have on one's mood are illustrated in this "w-curve" figure:



Based on Oberg (1960) and Gallahorn & Gallahorn (1963)

The Crisis Phase

This phase is what is often termed as "culture shock." Culture shock has been defined in different ways by many social scientists. In general, it is a term used to describe the anxiety and feelings (of surprise, disorientation, confusion, etc.) felt when people have to operate within an entirely different cultural or social environment. It grows out of the difficulties in assimilating the new culture, causing difficulty in knowing what is appropriate and what is not. Often this is combined with strong disgust (moral or aesthetical) about certain aspects of the new or different culture. Culture shock does not necessarily occur suddenly, but may gradually begin to affect a person's moods over time. The length of time a person experiences culture shock depends on how long they stay in the new environment as well as their level of self-awareness.

Symptoms of Culture Shock

Culture shock manifests itself in different forms with different people but some symptoms can be:

- changes in eating habits and sleeping habits

- acute homesickness; calling home much more often than usual
- being hostile/complaining all the time about the host country/culture
- irritability, sadness, depression
- frequent frustration; being easily angered
- self doubts; sense of failure
- recurrent illness
- withdrawing from friends or other people and/or activities

The Recovery Phase

Recovering from culture shock can have positive effects, like increasing self-confidence and helping improve self-motivation. As you gradually begin to feel more comfortable in the new environment, you will feel more like expanding your social networks and exploring new ideas. You will feel more flexible and objective about your experience, learning to accept parts of the new culture for yourself while holding onto your own cultural traditions.

Suggestions for easing the transition:

- Realize that what you are going through is normal.** Remember that the unpleasant feelings are temporary, natural and common to any transition that a person makes during their life. Be patient and give yourself time to work through the process.
- Keep in touch with your home country.** Read newspapers from home, international magazines etc. Watch international television channels or surf the internet. . Have familiar things around you that have personal meaning, such as photographs, favorite music, or ornaments. Find a supplier of familiar foods or visit restaurants that are similar to your home cuisine.
- Take care of yourself.** Eat well, exercise, and get enough sleep!
- Talk to someone.** Find friends who are going through a similar process, or see a counselor. Take advantage of the resources available to you at the College.
- Have fun and relax!** Join student groups. Get out of your room and volunteer to help others. Take up a new sport. Participate in activities, clubs and student organizations of interest to you.
- Improve your Language skills.** Cultural adaptation is greatly enhanced by perfecting your language skills. Not being able to clearly communicate can create isolation and loneliness. Make a point to join activities that give you the opportunity to share in conversation and express your identity.

Health & Safety Abroad

Health and safety issues are an important part of any experience overseas. Some preparations take time to organize and must be planned several months prior to departure. Mount Ida College takes your health and safety seriously and hopes that you will read the information carefully.

Immunizations

For entry into some countries, and return to the U.S. (or home country), it may be necessary to receive preventative health care for diseases, which are known to be present in and around your region of study (i.e. malaria, typhoid, cholera). This may involve a series of immunizations or prescribed medications to be taken over a period of time before departure.

The *Center for Disease Control (CDC)* suggests various immunizations and precautions depending on your location of travel. You should keep in mind not only your country of study but also any locations you are planning to travel to during your time abroad. The updated CDC guidelines are provided in your pre-departure packet. If you are unsure of the proper immunizations or prescriptions to obtain contact the Center for Disease Control: <http://www.cdc.gov/travel/>

Your family physician may provide guidance in health requirements and precautions which must be addressed before departure and while abroad. Many major hospitals operate Travelers Health Clinics. In the Boston area you may consult:

Massachusetts General Hospital, Boston, MA 617-726-2000
Beth Israel Deaconess Medical Center - Travel Clinic 617-632-7740

Visit your Doctor & Dentist

Some study abroad programs require that you furnish a medical history and certification of travel fitness from a physician. If this is not required, we recommend for you to see a family physician, dentist, and other health care specialists before going overseas. It is advisable to renew prescription medications and carry copies of the doctor's prescription orders, extra eyeglasses, contact lenses, etc. Also, you should determine if medications normally taken at home are legal in the host country. If you have a medical condition, which requires on-going monitoring by a health professional, it is recommended that together you discuss whether or not to identify a health professional overseas.

Health Insurance

Students are required under Massachusetts State Law to have primary health coverage under a plan either through Mount Ida College or through a parent or guardian. This health insurance provides you with access to health care while at home and at Mount Ida.

While on study abroad, Mount Ida College **requires** that you obtain international coverage that is supplemental to your primary health coverage. This must include coverage for medical evacuation and repatriation. All study abroad students must comply with this requirement and **no exceptions** will be made to this policy. Information about this supplemental insurance is available from the Director of International Student Affairs.

Property Insurance

Mount Ida College does not insure the personal property of students during a study abroad program. It is impossible to ensure the safety of personal items from damage, loss, or being stolen. We recommend that students investigate property insurance options for items such as portable electronics, jewelry and purchased items prior to departure. A few options for investigating property insurance are either through your parents' home owners insurance or through a credit card company that you purchased your item. See <http://www.insuremytrip.com> for information on coverage appropriate to your needs.

Prescriptions

You should meet with your doctor to obtain prescriptions that will be necessary throughout your time abroad. In some cases you may need to request a full semester worth of prescriptions in advance. It is advised that prescriptions are kept in original containers and that students carry documentation (letter from a doctor on letterhead) verifying the contents. In some cases you may need to have some prescriptions sent via mail or refrigerated during study abroad.

Mental Health & Counseling

If you currently receive counseling for mental health /psychological needs you should make sure to meet with your counselor prior to departure. Study abroad can be a stressful experience and one that may exacerbate an existing mental health or psychological condition.

Food & Water

Another way to stay healthy while abroad is to ensure you are eating a healthy, balanced diet and drinking plenty of water. Standards for health and safety vary from country to country. In some locations the quality of food and water may differ considerably. You can investigate the particular precautions to take for food and water through the Center for Disease Control. <http://www.cdc.gov/travel/>

If the water is considered unsafe to drink, you should be sure to drink bottled water and not drink beverages with ice cubes. Food in some regions of the world is cooked by vendors on the street or in markets. We discourage the purchase of such food in these situations. Food can be a wonderful cultural opportunity, but is important to begin this exploration safely.

Alcohol

The study abroad experience may be the first time students have legal access to alcohol on your host university campus as well as in your host city. We understand that part of the cultural experience may involve tasting wine (ex. wine with dinner in Paris, etc...). Since you are in a different culture that has different rules and norms around the consumption of alcohol, you should make sure you are drinking responsibly. The consumption of alcohol may result in a loss in good judgment and reliable decision-making skills. In regions where you are unaware of the cultural norms of drinking as well as the laws of your host country, it is important that you investigate the customs on drinking alcohol in your new host country.

Drugs and Controlled Substances

It is important to remember that drugs are not only illegal in the United States, but in other countries as well. The laws pertaining to controlled substances tend to be stricter and often include an extended stay if caught in possession of illegal substances. The US laws cannot protect students from unlawful activities undertaken while overseas. You should avoid consuming any drugs for which you do not have a prescription while on a study abroad program as they are **illegal**.

Relationships

Some of you may choose to be sexually active while overseas. While we are not recommending against becoming involved in relationships abroad, we do suggest that you maintain a level of caution and that you take proper precautions. Sexually transmitted diseases and HIV/AIDS are just as prevalent abroad (in some cases more prevalent), as they are at home. It is important that you take personal responsibility for your actions.

Sexual Harassment

It is the policy of Mount Ida College that no member of the College community, including faculty, students, and staff, may sexually harass another. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment.

Although this is the policy on the Mount Ida College campus, cultural differences in the host country may offer a definition of sexual harassment that is quite different from what it is defined in the United States. Mount Ida will support students that feel that they have been violated through one of the behaviors listed above. Students should report any such incidents to the appropriate program official (Program Director or International Advisor) as well as the Director for International Student Affairs at Mount Ida College.

Sexual Orientation

Students may find that the experience of being gay, lesbian, bisexual, or transgender in the United States is very different from what you can expect abroad. Students should be prepared for the cultural differences regarding the level of acceptance/tolerance of diverse lifestyles. It will be important to

research your host country and any other destination before you go abroad. There are several resources available for research prior to your departure.

Resources for LGBT students going overseas:

<http://www.indiana.edu/~overseas/lesbigay/biblio.html>

Information for Transgender students going on study abroad:

<http://www.nctequality.org/Travel.asp>

Women and Studying Abroad

Although women have made many strides in the United States regarding equal rights and levels of respect in society, there are many cultures in which women are treated differently. Female students should educate themselves about any gender issues that exist in their host country. It is very important to research the local customs regarding the treatment of women but to keep in mind your standards regarding personal space and respect.

There are a variety of resources for women travelers: <http://www.journeywoman.com/>
http://travel.state.gov/travel/tips/brochures/brochures_1227.html

Ethnicity and Studying Abroad

For some students, going abroad can provoke reflection on one's own ethnic or racial identity, especially if it is the first time that a student has lived outside of the United States. A person who is an ethnic minority in this country may suddenly find him or herself being labeled or ascribed to simply an "American" without an accompanying ethnic identifier which might often be used in the U.S. This person might have to navigate a sense of identity in a foreign land where the familiarities of U.S.-formulated ethnic identity and experience do not exist. Conversely, if a U.S. student of color is also an ethnic minority in the country that they visit, for example another western or European country, there might be increased curiosity about the student's background, and in few cases, instances of ignorance or racism.

Traveling abroad can challenge the way one perceives him or herself in ethnic or racial terms. For instance, if a white student is visiting an African or Asian society, it may be the first time they are present in an environment in which they are truly a racial minority. If such a student travels to Europe, one's Caucasian racial or European-American ethnic identity might become less meaningful in a country where people will consider you a foreigner and an American national before any other identity. For example, an Italian-American student may find that being of Italian ancestry alone does nothing to help him or her fit in to Italian society while studying there. In any case, it is important to remain mindful that you may be perceived very differently abroad, based on racial or ethnic signifiers, than you would in the United States.

For resources and information on ethnic identity and being a minority overseas:

http://www.abroadviewmagazine.com/resources/preparing_abroad/res_links.html

Orientation Programs

Mount Ida College offers a pre-departure orientation program for students going on study abroad. This program provides information about general health and safety and is an important step of your immersion into your new environment. Each study abroad program will also provide an in-country orientation to help students adjust to the specific issues in their study abroad location.

Important Documents

You will be traveling abroad with documents that are valuable to you and possibly to citizens of other countries. Your passport, acceptance letter, and visa give you access to study in your particular country and to travel in and around your study abroad location. These are documents that are not easily replaced while in another country. It is recommended that you carry all these documents in a secure pouch under your clothes. It is also advised that photocopies are made and given to your family and the International Student Affairs Office. Students should also make copies and keep them separate from the original documents while on a study abroad program. If your passport is lost or stolen it is easier to replace if a copy is available.

Important Contact Information

It is always important to keep contact information for your Program Director, study abroad program advisor, and the Office for International Student Affairs. If you should find yourself in an emergency situation the contact numbers will be invaluable to you.

Speak the Language

One of the best ways to blend in with your new study abroad location is to use the language. This will be the best way for you to meet the locals, find your way using a map, and allow you to be more comfortable with your surroundings.

Dress

It is important to know that style of dress is very different in various part of the world. It is one part of your cultural experience during study abroad. You should plan to pack clothes that are more neutral in color and will allow you to fit into your new study abroad location. For example, you may find that students in some countries dress up to go to class and would never consider wearing flip-flops, jeans, a sweatshirt, and a baseball cap. These items designate you as an American. Depending on how you dress and how you present yourself within this new cultural context, what you wear may become an issue of safety. Some clothes that are acceptable in the United States may bring unwanted attention to you. We suggest that you leave your "Mount Ida College" insignia clothes at home and pack items that are easy to pack and clean.

Driving Overseas

Since the “rules of the road” differ significantly in different countries, Mount Ida College advises you not to drive during study abroad. The insurance coverage that many of you have will not cover you if you find yourself in a car accident and need to obtain service for the car or if you suffer from any injuries and need emergency medical services.

Student Conduct

Since you will be an ambassador of Mount Ida College and the United States during your study abroad experience, you will be expected to adhere to the Mount Ida College Student Code of Respect outlined in the Student Handbook in addition to the policies of your study abroad program provider.

Mount Ida College reserves the right to remove a student from a study abroad program based on behavior contrary to College policies.

Travel Safety Tips

Safety is a top priority for students, parents, study abroad programs and Mount Ida College. The information provided is meant to advise you on issues that may arise during your study abroad program; however, you must take responsibility even before you land in your host country. If you should have any questions about the information presented feel free to make an appointment with the Director for International Student Affairs.

Below you will find some safety tips to consider while traveling. If you have any questions, you should contact the Director for International Student Affairs or your program sponsor.

- Keep belongings locked and in your view in public locations
- Attend all on-site orientation programs
- Register with local U.S. consulate or embassy if required or recommended
- Familiarize yourself with new surroundings and be aware of your surroundings
- Educate yourself about the norms & values of host culture
- Stay informed of local news reports Leave a copy of itinerary & contact information with on-site Program Director/advisor
- Travel with a buddy
- Avoid excessive use of alcohol
- Avoid demonstrations & other political gatherings
- Avoid typical American hangouts (ex. U.S. Embassy, McDonald's, etc.)
- Be wary of strangers
- Stay in touch with family & friends
- Prescriptions – always carry documentation and in proper containers
- Do not hitchhike
- Take only official taxis

- Always keep the following information in your wallet and/or purse:
 - Local phone & address
 - Program sponsor information
 - Mount Ida College contact information

Emergency Procedures

Safety and security are of utmost importance to Mount Ida College and professionals in the field of study abroad. Although we cannot predict every emergency situation we try to provide some basic steps that students should take when they encounter an emergency. You should use your best judgment and decision-making skills when encountering an emergency.

- **Injuries & health issues:** You should proceed immediately to the nearest hospital emergency room or to the nearest university health services office. The study abroad program on-site staff can provide assistance in an emergency situation.
- **Lost or stolen items:** Report lost or stolen items of value to the Program staff and local police.
- **Passport/visa issues:** If your passport or visa is lost or stolen, you should report this to the nearest U.S. Consulate or Embassy. If copies of these documents have been kept with family or friends they can assist you by faxing these to officials.
- **People to Contact:** If an emergency arises, keep the following people informed of your safety and whereabouts:
 - ⇒ Contact on-site Program Director or advisor.
 - ⇒ Inform your parents of any emergency issues.
 - ⇒ Inform Mount Ida College's Director for International Student Affairs

Traveling to and around your Study Abroad Location

Passports

A U.S. (or home country) passport is needed to enter and return from just about every country in the world. **As soon as you decide to study abroad you should apply for a passport.** Applicants are required to apply in person and to present proof of citizenship, identification, two or more recent passport quality photographs (2x 2), and pay all applicable fees. To find out more information about obtaining a new or renewal passport check out the following web site: http://travel.state.gov/passport/get/first/first_832.html

Since passports are a government document, you should keep them in a safe location throughout your study abroad. If for some reason your passport is lost or stolen you should report this to the nearest U.S. Consulate or Embassy and have your passport copy sent in order to obtain a replacement.

Passports are also required to begin the visa application process if necessary in your location of study. Passports should be valid for 6 months beyond the end date of your program. Students are responsible for ensuring that their passport documents are valid for the appropriate duration.

Visas

A visa is an official document issued by a foreign government which grants permission to enter, study, or live in a particular country. Mount Ida College program participants will be provided with specific details on how to obtain a visa for their host country if required. It is your responsibility to complete the visa process in time for your departure.

Working Abroad

You should not plan on working abroad until you have fully investigated if this is a legal option in your host country. Working without approval can jeopardize your student status in many countries. Regulations for working abroad vary from country to country. If you are interested in working during study abroad you should investigate the appropriate visa status prior to departure. The option of working abroad is dependent on your particular goals during study abroad. In some cases working may impact the free time you were planning to use for travel. If you have concerns regarding your financial situation you should discuss options with Financial Aid in advance of your departure.

Voting from Abroad

If you wish to vote from abroad for elections that take place in the US, you must request an absentee ballot. You or your parents can request an application from your local, city or town clerk or you may be able to use materials provided by the Federal Voter Assistance Program (FVAP). where you can find information and a PDF version of an absentee ballot application. Go to <http://www.fvap.gov/> to check if your state allows the use of these forms and what procedure you to follow.

Student Travel Card

The International Student identity Card (ISIC) is an internationally recognized card that provides you with discounts abroad for museum admissions, airfares, theater tickets, bookstore purchases, and more. It also provides some additional health and accident insurance for outside the U.S. The ISIC card may be purchased on-line for \$22.00.

http://www.statravel.com/cps/rde/xchg/us_division_web_live/hs.xsl/Student-Discount-Card.htm

Travel Arrangements

It will be important that if you are planning to extend your travels that you arrange for your ticket to be adjustable if necessary. It may cost some amount of money to change flight dates. It is your responsibility to make these arrangements and to investigate the costs associated with making changes. You should make copies of your flight itineraries to leave with family and friends before departure. During study abroad you should leave travel itineraries with on-site advisors so that staff can get in touch with you in case of an emergency. You should confirm flights, reserve seat preferences, and discuss meal specifications. It is also imperative that you contact your airline directly within 24 hours of your departure to confirm your flight departure times and departure gates.

Packing

In order to have an enjoyable experience abroad, you should plan on packing lightly for your semester or academic year of study. The feedback most often shared by study abroad students is that they did not need all the items that they packed originally. Weight restrictions (usually 50 lbs.) may be in place. It is important to contact your airline before packing to find out baggage weight and size limits. In most cases bags that weigh over the limit will cost substantial amounts of money. Restrictions are also in effect for various items. The latest list of restricted items can be found at: <http://www.tsa.gov/travelers/index.shtm>

Check the list of suggested items provided by the study abroad program. Basic guidelines for packing: ***Always pack once & then cut the amount in half; if you pack it, you need to carry it!***

- Pack no more than two check-in bags and one carry-on bag
- Check with your airline about restricted items (i.e. scissors, liquids, etc.)
- Do not pack in your checked luggage any important or irreplaceable items (money, airline tickets, passport, documents, medications, jewelry)
- Put expensive items in carry-on luggage and consider whether additional insurance is advisable
- Pack handbooks and addresses and other important information in your carry-on bag
- Pack for the various seasons, if appropriate and regions you will travel to while on study abroad
- Take comfortable walking shoes and raingear
- Avoid wearing College insignia clothing (hats, sweats, etc.)
- Pack a change of clothes in your carry-on luggage

- Take one nice outfit for special eventsTake a journal
- Take hiking backpack for short day trips
- Take your computer, digital camera and any electronic accessories including power adaptors, memory cards, batteries etc.
- Pack sheets and towels (if indicated)

Finances

In order to have the type of study abroad experience you are planning for, you must consider all the financial resources that will be available to you. It is never too early to begin saving and planning out your study abroad experience from a financial perspective.

Budget

You should develop a budget outlining educational and living expenses for yourself prior to departure. You are likely to spend more money than what you usually spend at Mount Ida. You will have a different lifestyle when overseas: traveling, attending theater and cultural events as well as dining out. In addition, depending on the dollar exchange rate, you will probably spend more money than you think.

You should discuss with your parents/guardians the amount of funds you will have available during study abroad. You should also discuss the best way to gain access to funds while abroad. You have various ways to obtain funds on study abroad; ATM and credit cards. Avoid carrying large amounts of cash.

Study Abroad Contract – due prior to Orientation II

All Mount Ida program participants are required to sign a *Study Abroad Contract* confirming both their participation in a Mount Ida program as well as the understanding of the guidelines of participation. Once the contract is signed Mount Ida College will begin making financial commitments on behalf of students. A copy of the *Study Abroad Contract* is located in the appendix of this handbook.

Refund Policy

Mount Ida College incurs many costs as it prepares for students to be involved in study abroad programs each semester. Many of these costs cannot be recovered if students withdraw from program participation after signing the Mount Ida College *Study Abroad Contract* confirming participation in a study abroad program. The Refund Policy is located in the appendix of this handbook. Students should investigate the billing and refund policies for their particular study abroad program in advance.

Non-Refundable Administrative Deposit for Study Abroad –due prior to Orientation II

Students participating in a Study Abroad Program will be charged a non-refundable administrative deposit of **\$300.00 (\$100.00 for summer program)**. This deposit will be applied toward the costs of the program. If the student withdraws or is dropped from the program, then the deposit will not be refunded.

Financial Aid

Students will be able to apply all financial aid toward study abroad (except work-study). Outside sources of funding can significantly reduce a student's debt burden and work commitment over the years. For those reasons, we encourage students to investigate as many alternative funding sources as possible. If Mount Ida has not been able to meet the full amount of a student's need-based financial aid eligibility, outside scholarships may be used first to replace any unmet eligibility. If the scholarship amount exceeds the amount of unmet eligibility, we will reduce the "self-help" portion of the package (work-study and/or student loan). Only when all self-help has been eliminated will we have to reduce the grant portion of the package.

Paying Bills

The type of study abroad program will determine how you will pay for the costs involved with your overseas program. You **must** clear all balances from your Mount Ida student account one month prior to your departure. Please contact the Bursar Office at 617-928-4750 or e-mail at: bursar@mountida.edu to assist you with your student account. Depending upon the program, some fees may be paid directly to the program sponsor, not to Mount Ida.

ATM Cards

Automatic Teller Machines (ATM's) are the most efficient and cost effective way of gaining access to funds while overseas. Check with your bank to see if you will be able to use your ATM card in other countries. If so, you should arrange a "joint account" to give account access to your parent or guardian. This will enable them to deposit funds from the U.S. in case of an emergency. ATM cards also provide the best exchange rates since the transfer is calculated based on the best exchange rates in the country. Students should investigate the possibility of any fees while using an ATM while living overseas.

Bank Accounts

You may decide to set up a bank account in your country of study. This option may be challenging depending on the country and the documents necessary. Contact your study abroad advisor or program sponsor to investigate this as an option. Study abroad returnees can also give some advice regarding setting up a bank account in your host country.

Credit Cards

Credit cards are a great resource for use in emergency situations. It is good to carry a MasterCard, Visa, or American Express card. Make sure you obtain a pin # for your credit card. Pin # may take up to 3-4 weeks to process. The interest charges and fees are quite high so this method for obtaining funds should be used sparingly. You should contact your credit card company to find out the fees associated with withdrawing funds.

Cash/Local Currency

It is always a good idea to carry some U.S. cash and some local currency, especially on the days that you are entering and departing from various destinations. It will help tremendously to have some cash that you can exchange quickly. However, do not carry large quantities of cash. . Change your money only in banks, not at Exchange Centers.

Exchange Rates

The rates of exchange between the U.S. dollar and other countries fluctuate daily. Keep updated on the exchange rates. It will be to your advantage to exchange larger amounts on a day that will be most beneficial to you. The Internet has some great websites for checking the exchange rates in countries worldwide. Currency Exchange web site: <http://www.xe.com/ucc/>

Money Safety

It is important to remember that you are living in a new place and that you should have a heightened sense of awareness in and around your new surroundings. One of the most common crimes you will face during study abroad is pick-pocketing. Pickpockets are professional thieves and they prey on tourists and other visitors.

In order to protect your money and other valuables, you should always carry small amounts of currency in a pouch located under your clothing. Backpacks, wallets (in front and back pockets), and fanny packs are all easy targets for pick pockets. You should always make copies of the contact information in case you need to cancel a lost or stolen credit card. Once your funds are gone it is difficult to near impossible to replace.

Communication from Abroad

Email

Email will be the main way you will communicate with friends, family, Mount Ida College faculty and staff. Mount Ida email is the official email recognized for Mount Ida students on study abroad. The Office for International Student Affairs and other departments send important information regarding course registration and housing via Mount Ida email. During study abroad you can access your Mount Ida email through a web browser at the following address: webmail.mountida.edu

Cell Phones

One of the easiest and most convenient ways to stay in touch during study abroad is to purchase or rent a cell phone. Most students will purchase a cell phone rather than using public phones or phones provided by your program sponsor or university. Some programs provide cell phones or have connections to local service providers. It is generally cheaper to purchase these in your host country rather than in the United States. Once you arrive in your study abroad location, your on-site orientation will also assist you with making the best decision about a cell phone.

Laptop Information:

Students should realize that computer facilities overseas vary considerably from program to program. There are generally student computer labs available for student use for the duration of their program. You must be prepared for the difference in the times that services, including computer labs, are available. Often they are limited to day and early evening use. Weekend lab times may be limited depending on the program.

You may consider taking your laptop during a study abroad program. It will be important to consider that you may need to acquire personal property insurance for a laptop or any other expensive item that you plan to take along with you (Ipod, DVD/CD player, CD's, jewelry, etc...). Students should investigate these options prior to departure. Keep copies of identifying information, such as model number and serial number, at home and with you (but separate from the equipment).

Any electrical equipment needs to operate from 100v to 240v; if yours do not, you will need to purchase a voltage adaptor. In all cases, you will need to have the appropriate plug connectors not only for your country of study, but for countries you plan to visit during your study abroad program.

Preparing for Your Return to Mount Ida

Course Registration

Course registration during study abroad is similar to when you are on campus. Generally registration occurs in November for spring courses and April for fall courses. All Mount Ida College students are reminded of registration dates via email. Current course schedules are available on the Mount Ida College website. You have several options when planning courses and you should use the procedure that is most efficient from your study abroad location.

Option 1: Email course requests

You can email your course requests to the Registrar at registrar@mountida.edu. Once your requests are received and processed, the courses can be viewed from MIWeb. Please make sure you include the course number and sections along with your full name and major. You may also email course requests prior to their registration date and time if traveling during the registration period. However, you will only be registered during the official registration periods. The Registrar's Office will contact your advisor with the course requests.

Option 2: Fax course requests

You can fax course options to the Registrar's Office: 617-928-4728. Once the registration is complete, you can view your schedule via MIWeb. Please include course numbers and sections in your email along with your full name and major.

Option 3: Mail course requests

A final option is to mail course requests to the Registrar's Office at the following address: Registrar's Office, Mount Ida College, Holbrook Hall, 777 Dedham Street, Newton, MA 02459, USA. Registration forms are found on the Mount Ida College website.

In order to register you will need to make sure that your Mount Ida College student account is clear of any charges. If you have any questions or concerns about the status of your student account, contact the Bursar at 617-928-4750 or email: bursar@mountida.edu. You can view the status of your student account via MIWeb.

Note about prerequisites:

If fulfilling a prerequisite to a Mount Ida course while on study abroad, you must provide this information to the Registrar. **Failure to successfully complete the prerequisite course may result in your removal from the course(s) you have registered for.**

Housing

For Fall Semester Study Abroad Participants

For students on study abroad during the Fall Semester, the Director of Residence Life will make every attempt to accommodate student housing requests but cannot guarantee your placement in your top preferences. You will be notified of housing

placements by the middle of January. If you have any questions contact Laura De Veau in the Office of Residence Life at ldeveau@mountida.edu or via fax at 617-928-4615.

The following information **must** be provided to the Office of Residence Life by November 1st in order to arrange a housing placement for your return to campus in January:

Name	Address and Phone Information in January
Class Year	Housing preferences:
ID#	List any roommate preferences

For Academic Year & Spring Semester Study Abroad Participants

Students on study abroad for the spring semester must designate a friend to serve as a proxy for the room selection process. A *Proxy Form* (included in this handbook and available on the Mount Ida College website:

<http://www.mountida.edu/sp.cfm?pageid=1497>) stating the proxy's name and room preferences for residence halls should be sent back to the Office of Residence Life as soon as possible.

Financial Aid

Students that are studying abroad during the academic year or Spring Semester should plan on reenrolling for financial aid via the web during the spring semester abroad. You can reapply through the FAFSA website at www.fafsa.ed.gov. Mount Ida College's school code is 002193. **The priority funding deadline is May 1st.** Students may be required to submit support documentation. If you have any questions about this process, you should contact the Financial Aid Office.

STUDY ABROAD PROGRAM CONTRACT

Academic Year 2008-2009

Students should make a copy of this document for their personal records.

Student Name: _____
Mount Ida ID #: _____ Semester(s): _____
School: _____ Program: _____

I hereby agree as follows:

Risks of Education Abroad

I understand that participation in *the* Study Abroad Program specified above (the "Program") involves risks not found in study at Mount Ida College. These include ***without limitations*** risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social, and economic conditions; different standards of design, safety and maintenance of utilities, including computing facilities, buildings, public places and conveyances; local medical and weather conditions; and other matters. I acknowledge that participation in the Program involves possible damage to property, illness and injury, including death. I have made my own investigation, including a review of any applicable U.S. Department of State Announcements and Advisories and am willing to accept these risks.

Eligibility

I understand that I must be in good standing with no judicial actions pending in order to participate and remain in the Program. I must also maintain a cumulative CGPA of 2.0 unless a higher CGPA is specified by the Program. Further, I understand that dismissal from the Program because of failure to meet the good standing requirement may result in the loss of all monies paid for participation in my chosen study abroad Program. I understand that I must be financially cleared to participate in the Program one month prior to departure.

Institutional Arrangements

I understand that Mount Ida College does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation, carrier, hotel, tour organizer, or other provider of goods or services related to the Program. I understand that any reimbursement I might receive shall be in accordance with the orientation material. I further understand that Mount Ida College is not responsible for matters that are beyond its control. I hereby release Mount Ida College, and its trustees, faculty, employees, agents and representatives (each of the foregoing being hereinafter referred to as individually or collectively as the "Mount Ida Group") from liability for any injury, loss, damage, accident, delay, or expense arising out of any such matters.

Independent Activity

I understand that neither Mount Ida College nor any one or more of the Mount Ida Group is responsible for any injury or loss I may suffer when I am traveling independently or am otherwise separated or absent from any Mount Ida supervised activities, even if a faculty member or other Mount Ida College employee or representative organizes or accompanies me in any independent activity or travel that is not sponsored by or affiliated with Mount Ida College.

Health and Safety

I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the Program. I recognize that Mount Ida College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. If I require medical treatment or hospital care, in a foreign country or in the United States, during my participation in the Program, Mount Ida College is not responsible for the cost or quality of such treatment or care. I have had an opportunity to consult with a medical doctor with regard to my personal medical needs. I certify that there are no health-related reasons or problems that preclude, restrict or recommend against my participation in this Program. I agree to disclose any health related issues or any special accommodations necessary for my participation to the Office of International Student Affairs in an appropriate timeframe prior to my departure from Mount Ida College. I agree to purchase and maintain adequate medical, evacuation and repatriation insurance throughout the duration of my study abroad program.

Mount Ida College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses related thereto and hereby release the Mount Ida Group from any liability for any such actions.

Mount Ida College may, through the Vice President for Student Affairs or her designee, contact my parent(s) or other designated emergency contact, and disclose otherwise confidential or private information, including, but not limited to, medical information if, in the Vice President's or designee's discretion, such disclosure is necessary or desirable in order to assist or resolve an emergency involving me.

Standards of Conduct

I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior that violates those laws or standards could harm Mount Ida College's relations with those countries and the institutions therein, as well as my own well-being. I will become familiar with, and will abide by, all such laws and standards for each country to or through which I will travel during my participation in the Program.

I acknowledge and agree that in consideration of permission being granted for me to participate in the Program listed above, the policies, procedures, rules, and standards of Mount Ida College, including but not limited to the Mount Ida College Student Code of Respect, and the Code of Community Responsibility as outlined in the Student Handbook, shall govern my participation in the Program and I agree to obey such policies and procedures at all times. I waive and release all claims against the Mount Ida Group that arise at a time when I am not under the direct supervision of Mount Ida or that are caused by my failure to remain under such supervision or to comply with such rules, standards and instructions.

I agree that Mount Ida College has the right to enforce the standards of conduct described above, in its sole judgment, and that it may impose sanctions, including without limitation immediate exclusion from the Program, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony and

welfare of Mount Ida, the Program, or other Program participants. In addition to normally available sanctions, if I am excluded from the Program, I consent to being sent home at my own expense with no refund of fees, and I understand that I may be subject to further disciplinary action upon my return to Mount Ida.

I will be responsible for and attend to any legal problems I encounter with any foreign nationals or government of the host country or any country to or through which I travel during my participation in the Program. Mount Ida College is not responsible for providing any assistance under such circumstances.

Program Changes

In programs that are managed directly by Mount Ida College, the Program Director has the right to make cancellations, substitutions, or changes in the case of emergency or changed conditions in the Program. If I leave or am excluded from the Program for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes. If I become detached from the Program group, fail to meet a departure bus, airplane, boat, train, or other transit or become sick or injured, I will at my own expense seek out, contact, and reach the Program group at its next available destination.

I understand that if I wish to extend my stay abroad, I must obtain permission from the Vice President for Academic Affairs. In addition, I must complete and file a new Study Abroad Application with the Office of International Student Affairs by the stated deadline.

Orientation Sessions I and II

I understand that I must attend the Mount Ida College Study Abroad Pre-departure Orientations; otherwise I relinquish my right to participate in a study abroad program. I acknowledge that I have received, read, and understand the orientation materials and all policies and procedures discussed in those handouts, that they are incorporated into this Study Abroad Program Contract by reference, and that I understand all of the terms and conditions, including those stated above for participation in a study abroad program.

Fees

As a participant in a Mount Ida College study abroad program, I understand that I will be paying Mount Ida College comprehensive fees (tuition, room, and board) as outlined in my program budget specified for my Program. In addition, I am required to pay a non-refundable confirmation deposit of \$300.00 in order to confirm my participation in study abroad (note: \$100 for summer study abroad). This fee will be retained by Mount Ida College if I withdraw from my Program prior to departure.

Refund Policies

I acknowledge that I have read and understand the refund policies of Mount Ida College governing study abroad program participation included in or attached to this contract.

Assumption of Risk and Release of Claims

Now therefore, knowing the risks described above, and in consideration of being permitted to participate in the Program and of the professional and educational

REFUND POLICY

Governing Study Abroad Participation

Mount Ida College and the program host sponsor incur many costs for students to be involved in study abroad programs each semester. Many of these costs cannot be recovered if students withdraw from program participation after signing the Mount Ida College Study Abroad Contract confirming participation in a study abroad program.

Students must adhere to the payment and refund policies of the study abroad program or sponsor. Students should investigate these policies in advance of participation in their designated study abroad program. **Students will be accountable for any unrecoverable costs related to study abroad.**

Upon program confirmation, students will be required to pay a **non-refundable program** deposit of \$300 (\$100 for summer program). This deposit will be charged to the Mount Ida College student account and applied to the overall program charges if the student participates in the program. Students who withdraw before the date of departure from the United States may receive a refund minus the non-refundable deposit plus any unrecoverable costs that the College has incurred and/or for financial commitments made to the program host sponsor.

Students who withdraw after arrival in the host country will be accountable for the entire fee assessable for the intended program. Final decisions regarding refunds will be made by the Mount Ida College Bursar's Office. Refunds or charges will be reflected on the Mount Ida College bill.

ACADEMIC GUIDELINES FOR OVERSEAS STUDY PARTICIPANTS 2008-2009

Academic Expectations: As a student approved for overseas study, Mount Ida College expects that you will undertake a rigorous, challenging academic experience. Where possible, you should elect coursework at the same level as host country university students with similar backgrounds and preparation. If you are enrolled in a foreign university system, you should be aware that teaching and assessment methods might be considerably different from what you have experienced in the U.S. and at Mount Ida. Large lectures, possibly with small discussion groups led by tutors, may be the norm. Generally, there may be an expectation of far more independent reading and work. The basis for evaluation of performance may not be on-going, graded assignments, quizzes or midterms, but rather on a whole body of work or only one final comprehensive examination. Mount Ida College students are expected to meet all academic requirements and abide by the policies of the host university, college or program sponsor in addition to Mount Ida College policies as outlined in the Mount Ida College Catalog and the *Study Abroad Handbook* and in materials provided by the host university/program.

Course Selection and Credits: The course information you listed on your Mount Ida Study Abroad Application Form/Petition Form must be reconfirmed once you are accepted by and are enrolled in a program. It is possible that your courses will change once you are overseas. A Mount Ida College department chair must approve all course changes. A copy of course approvals must be sent via email to the Director for International Student Affairs for your file. Failure to do so may jeopardize credit transfer. It is your responsibility to ensure that you are registered for a full, normal course load at the university or program in which you are enrolled. The Registrar will assist you in determining credit and course equivalents. Many U.S. college-sponsored programs define course credits on a semester hour basis, as follows:

To earn the equivalent of full-time enrollment at Mount Ida College, students must enroll in a minimum of 12 U.S. semester hours of credit. Do not assume that courses overseas will receive credit equal to four Mount Ida College courses. Course loads for normal, full-time study vary from one program or university to another. The length of the period of study also needs to be examined to determine if it is equivalent to a full semester. If a shorter period of study is your only option, it may be possible to take additional credits after you return. Since students are unfamiliar with the academic culture of an overseas institution, students are prohibited from undertaking courses that would be considered over and above a normal full-time course load while on a study abroad program.

Grades: Grades and credit for overseas courses will be calculated into your cumulative grade point average (CGPA).

Program Evaluations: All study abroad participants must complete a study abroad evaluation upon their return.

Student's Signature

Print Name

Date

Mount Ida College
Office of Residence Life
PROXY FORM (for Room Selection April 2009)

If you cannot be present for Room Selection you can send someone in your place to choose your room for you. No one will be allowed to select a room for you unless they present this form. Proxy forms are also available in the Office of Residence Life.

Name _____

Student Identification Number _____ Room Selection Time _____

Since I will not be able to select my room in person during Room Selection, I am assigning the following person to be my PROXY:

First name

Last Name

The above named person has my permission to make my Room Selection for me. I have outlined my top few choices for my PROXY and I am prepared to live with the choice of room my PROXY makes for me.

Signature

Date

If you cannot attend Room Selection, this is what YOU need to do:

- Pick someone else, perhaps a good friend or roommate, to make your room selection choice in lieu of yourself. This person is called your "proxy." Make sure that the person knows where you want to live and when to go to Room Selection for you.
- Fill out the PROXY FORM and make a copy of your student ID. If you come to the Office of Residence Life, we will copy your ID onto the form for you.
- Give the form, your Fall Class 2009 schedule, and the copy of your ID to your PROXY (the person that who will be selecting your room for you.)
- Your Proxy will bring you a confirmation, or reservation of your assignment.

This is what your PROXY needs to do:

- Bring the completed PROXY form with the copy of your student ID, and a copy of your Fall 2009 schedule to Room Selection at the appropriate time.
- Show their own photo ID and select a room for you.
- Bring the CONFIRMATION, or RESERVATION OF ROOM SELECTION BY PROXY form back to you. It will have your room assignment on it. Do not lose this form. It is proof that a space was selected.

PHOTOCOPY STUDENT ID HERE

Pre-departure Timeline and Checklist

Once you have filed your application for study abroad, use the timeline and checklist below to help you prepare for your departure.

3 Months Prior

- ⇒ Begin researching the cultural, academic, and social aspects of your study abroad location.
- ⇒ Meet with the Director of International Student Affairs if you plan on participating in an internship program.
- ⇒ Apply for a new or renewal passport if needed (It generally takes 6-8 weeks to obtain).
- ⇒ See a physician and/or dentist prior to departure. Discuss prescriptions or other medications that you may need for the duration of your study abroad program.
- ⇒ Research if you need any specific shots or other immunizations for study abroad via the Center for Disease Control <http://www.cdc.gov/>
- ⇒ Discuss any preexisting physical/mental conditions with the Health Services (x4599) and Counseling Center (x4096).
- ⇒ Discuss any accommodations needed for learning disabilities with the Academic Services (x8215) and the Director of International Student Affairs.

2 Months Prior

- ⇒ Continue researching your study abroad location.
- ⇒ Meet with your faculty advisor for questions about courses upon your return to Mount Ida.
- ⇒ Contact the Bursar to ensure that you are financially clear (payment guaranteed).
- ⇒ Housing:

Academic Year & Spring study abroad students: Fill out a proxy form and give it to the Mount Ida student you selected as a proxy prior to departure.

Fall study abroad students: Provide housing preferences to Office of Residence Life in the fall semester via email. Further information will be sent to you via email.

1 Month Prior

- ⇒ **You must be cleared financially and certified eligible to participate by the Bursar.**
- ⇒ Make sure your visa paperwork is in order for entry into your host country.
- ⇒ Make sure that your flight arrangements have been finalized in order that you

will arrive in time for the in-country orientation program. Make sure to confirm the terminal, baggage weight limits, and packing restrictions.

- ⇒ Submit insurance documentation to the Director of International Student Affairs.
- ⇒ Leave copies of passport, visa, and other important documents with family, in a separate place from the originals. Students should also make copies of important documents to travel with that are kept separate from the original documents.

2 Weeks Prior

- ⇒ Begin packing for your study abroad.
- ⇒ Confirm your flights for departure and return from study abroad.
- ⇒ Purchase a travel journal, converter plugs, travel guides, and other needed items.
- ⇒ Gather all your important phone numbers and addresses for staying in touch.
- ⇒ Organize medications, prescription renewals, and any special medical supplies. Carry a letter from your physician with your prescriptions during travel.
- ⇒ Notify any credit card companies of your travel plans so your account is not frozen due to charges abroad.
- ⇒ Contact your parent's homeowners insurance to make sure your laptop and other possessions (Ipad, Digital camera, etc.) are protected from theft while you're abroad. If they are not, be sure to look into other options (www.collegestudentinsurance.com).

Day of Departure

- ⇒ Reconfirm departure flights.
- ⇒ Leave plenty of time to get to the airport (always arrive 2-3 hours before an international flight).
- ⇒ Be aware of time requirements to check luggage and clear airport security.
- ⇒ Know which terminal you need to depart from before arriving at the airport.
- ⇒ Label all of your baggage both inside and outside of the bags.
- ⇒ Do not lock your bags, you will be asked to remove all locks during check-in process. You may be able to use a lock if it is TSA approved.
- ⇒ Have some U.S. currency available. Purchase between \$50.00 and \$100.00 of host country currency at the airport.
- ⇒ Keep your passport, visa, and other important documents in a travel pouch under your clothes and available for airport security and custom officials.
- ⇒ Take phone numbers for host program or sponsor or pick-up service in case you need to call upon arrival.
- ⇒ Pack snacks, music, and some reading material – especially for a long flight.
- ⇒ Drink plenty of water on your flight to stay hydrated. This will help you avoid jetlag during your travel.
- ⇒ Contact your family upon arrival to let them know you arrived safely.
- ⇒ Have a wonderful and safe study abroad experience!!!

Pre-departure Web Resources

US DEPARTMENT OF STATE www.state.gov

Essential help from the US government, for everything from travel safety advisories to crisis assistance for US citizens abroad, as well as contact information for all US embassies and consulates abroad. Also lists foreign embassies and consulates in the US. Frequently-consulted parts of this very comprehensive web site include the following.

Travel Warnings and Information http://travel.state.gov/travel/warnings_current.html

Tips for Travel Abroad <http://travel.state.gov/travel/abroad.html>

Key Officers of Foreign Service Posts (contact information for all overseas US embassies and consulates) <http://foia.state.gov/MMS/KOH/keyoffcity.asp>

Online US Embassies, Consulates, and other Missions <http://usembassy.state.gov/>

Studying Abroad http://travel.state.gov/travel/living/studying/studying_1238.html

Important Telephone Numbers (for crises involving US citizens abroad, the number to call is 202-647-5225) http://travel.state.gov/travel/overseas_contact.html

Passport Services <http://travel.state.gov/passport/index.html>

Foreign Entry Requirements (visa info for US citizens) <http://travel.state.gov/visa/americans1.html>

Foreign Consular Offices in the US (for visas) www.state.gov/s/cpr/rls/fco/

A Safe Trip Abroad http://travel.state.gov/travel/abroad_pub_safetrip.html

Things you should know before you go abroad
http://travel.state.gov/travel/livingabroad_drugs.html

Consular Affairs Publications http://travel.state.gov/travel/abroad_brochures.html

Your Trip Abroad <http://travel.state.gov/travel/yourtripabroad.html>

Publications (country reports, embassy information) <http://www.state.gov/r/pa/ei/rls/>

Health Travel Information (Vaccinations, diseases) & Emergency Services Abroad
<http://travel.state.gov>

Centers for Disease Control + Prevention (recommended immunizations, health conditions worldwide) <http://www.cdc.gov/travel/index.htm>

TRAINS & TRANSPORTATION INFORMATION (Buy rail passes before you go, since Eurail & Euro passes are not sold in Europe)

DER Travel Services www.dertravel.com

European National Railways and timetables <http://www.railfaneurope.net/>

Rail Europe www.raileurope.com
Routes International www.routesinternational.com
You rail Ferry Guide <http://www.youra.com/intlferries/index.html>

BUDGET TRAVEL GUIDEBOOKS & TRAVEL INFORMATION

Frommers Budget Travel Online www.frommers.com
Let's Go guidebooks www.letsgo.com
Lonely Planet guidebooks www.lonelyplanet.com
Rick Steves Europe Through The Back Door guidebooks www.ricksteves.com
South American Explorers Club www.saexplorers.org/
Rough Guides <http://www.roughguides.com/>
Tourism Offices Worldwide Directory www.towd.com

BUDGET ACCOMMODATIONS AND TIPS

Eurotrip - Backpacking in Europe www.eurotrip.com
Hostelling International (IYHF) <http://www.hihostels.com/openHome.sma>
Hostels.com -- Internet Guide to Hostelling www.hostels.com
The Hotel Guide www.hotelguide.com/
United States Servas <http://www.usservas.org>

CURRENCY CONVERTERS & ATM FINDERS

Currency Converter -- Oanda www.oanda.com/convert/classic
Currency Converter -- Universal (Xenon) www.xe.net/ucc
Mastercard/ Plus ATM finder www.mastercard.com/cardholderservices/atm/

CONNECTIVITY -- PHONES & INTERNET

Country & city dialing codes (AT&T) <http://www.usa.att.com/traveler/index.jsp>
Roadnews (online locator of cyber cafés worldwide) www.roadnews.com
Teleadapt (hardware & software tips for internet connectivity and power for your laptop while traveling) www.teleadapt.com
Country Calling Codes <http://www.CountryCallingcodes.com>

DIVERSE POPULATIONS TRAVELING ABROAD

Journeywoman site has extensive information, articles, and links for women traveling abroad. www.journeywoman.com

Lesbigay Special Interest Group of NAFSA comprehensive web site on issues of concern to lesbian and gay participants. www.indiana.edu/~overseas/lesbigay/

Mobility International site includes extensive links to related organizations worldwide and to providers of travel services for people with disabilities. www.miusa.org

MISCELLANEOUS

Travel Document Services site gathers lots of country-by-country information from official and academic sources, along with basic entry information for US citizens (for student and work visas, the site refers to the respective country's embassy). Using this service to obtain passports or visas will result in extra charges. www.traveldocs.com

Living Abroad Resources

www.TransitionsAbroad.com/listings/living/resources/index.shtml

What's Up with Culture - an on-line resource for preparing for the overseas experience
<http://www3.uop.edu/sis/culture/>

Study Abroad Handbooks by Country – available through the Safety Abroad First Educational Travel Information web site: <http://www.studentsabroad.com/>

Lonely Planet or Let's Go Guide Books – Students should purchase a guidebook for their study abroad country or region. The books have great information on history, culture, budgeting, and travel. Guidebooks are available in the Mount Ida Bookstore or can be ordered on-line from amazon.com or found in any major bookstore.

Books, Newspapers, Magazines, and the Internet – A lot of great resources exist in paper and web formats and can be of assistance with making the transition during study abroad.

Survival Kit for Overseas Living, by Robert Kohls, is a great resource and easy to read guide into the process of preparing for study abroad. It can be purchased at amazon.com.

Transitions Abroad Magazine has wonderful resources about study, work, travel, and volunteering overseas <http://www.transitionsabroad.com>

StudyAbroad.com has a marketplace section which goes over various ways to prepare for study abroad <http://www.studyabroad.com/marketplace/>