

# STUDY ABROAD PROGRAM HANDBOOK



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## Study Abroad Office Contact Details

The ASU Study Abroad Office, part of the Center for Global Education Services, has always considered student safety and well-being a highest priority. We are here to assist you through program or personal emergencies while studying abroad. With this in mind, we have established a **24-hour emergency message service**, so that you can report any accident, serious incident or other emergency news to the Study Abroad Office.

Please distribute this emergency phone number to your parents, loved ones, or anyone else who may need to use it:

**+1-480-965-3456**

Study Abroad Office  
Center for Global Education Services  
P.O. Box 874311  
Tempe, AZ 85287-4311 USA

**Phone:** 480-965-5965

**Fax:** 480-965-4026

*ASU cannot accept collect calls*

**Website:** <https://studyabroad.asu.edu>

**General email:** [studyabroad@asu.edu](mailto:studyabroad@asu.edu)

**Hours:** Monday - Friday: 8 am - 5 pm.

*Remember, AZ does not adhere to daylight savings time*

### International Coordinators & Areas of Responsibility

Michael Girsch	Michael Girsch (cont.)	Stefanie Bobar	Stefanie Bobar (cont.)
Portugal	Argentina	Australia	Austria
Spain	Bonaire	Fiji	Belgium
	Brazil	New Zealand	Canada
	Chile	Semester at Sea	Denmark
	Costa Rica	GE3 exchange program	France
	Dominican Republic	All SHESC programs	Germany
	Mexico		Netherlands
	Nicaragua		Switzerland
	Peru		Sweden

Jennifer Fisher	Teresa Smiley	Angie Abdelmonem
Albania	United Kingdom (UK)	Egypt
China	Ireland	Israel
Czech Republic	Semester at Sea	Jordan
Hungary		Morocco
India		UAE
Japan		Botswana
Poland		Ghana
Romania		Greece
Russia		Italy
Serbia		Senegal
Singapore		South Africa
South Korea		Tanzania
Taiwan		Turkey
Thailand		

## **Useful ASU Contact Details**

ASU website: [www.asu.edu](http://www.asu.edu)

ASU Financial Aid: <http://students.asu.edu/financial-aid>

Tel: 480-965-3355

ASU Scholarships Office: <http://students.asu.edu/scholarships>

Tel: 480-965-4845, Fax: 480-965-6967

Email: [scholarships@asu.edu](mailto:scholarships@asu.edu)

My ASU: [my.asu.edu](http://my.asu.edu) for your student schedule; your registration eligibility status; your grades; pre-registration for your semester of return to ASU; validation of your Social Security Number; your address/phone number change; your measles immunization verification; your IRS tax credit information.

Schedule of Classes: <https://www.asu.edu/go/classsearch/>

ASU Registrar: [registrar@asu.edu](mailto:registrar@asu.edu) or tel. 480-965-3124

ASU Student Business Services: [sbs@asu.edu](mailto:sbs@asu.edu) or tel. 480-965-6341 or [www.asu.edu/sbs](http://www.asu.edu/sbs) to verify your accounts payable to ASU.

State Press Online: <http://www.statepress.com>

## **Passport and Visa Requirements**

A **passport** provides proof of citizenship and is the globally accepted form of identification. You must have a passport to participate on your program. If you already have a passport, check the dates of validity. *Your passport must be valid until at least six months after the end date of your international program.*

A **visa** is a travel document that allows its holder to enter the country of destination. The visa is usually a stamp that is affixed in your passport by an embassy or consular official representing your host country. Some countries do not allow students to study on tourist visas and some countries do not allow work on a student visa. In some cases, only a residency/visitor permit is required.

Since formalities for obtaining your visa or residency/visitor permit are often lengthy and complex, we urge you to contact your host country embassy or consulate in the United States and begin the application process immediately, if you have not already done so.

Please note that you will likely have to pay a fee to obtain a student visa or residency/visitor permit. Any costs associated with obtaining a visa are your responsibility.

If you need to apply for a visa or residency/visitor permit, one of the items required will likely be an official letter of acceptance to your study abroad/exchange program from your host university. You will receive this letter once your application packet has been reviewed by the host institution. It will specify relevant program information that is needed to obtain a visa or residency/visitor permit. You may also be required to present the acceptance letter from your host university at your port of entry immigration gate when you arrive at your host country.

Because you may receive your acceptance letter close to your departure date, we recommend that you gather all other items required by the consulate for your visa application (photos, birth certificate, medical report, etc.) in advance and be ready to express mail all materials to the consulate, along with a pre-paid return envelope (Fed Ex, DSL, etc). This will be the surest way to get your visa in time for departure.

If you are planning to travel to other countries while studying abroad, you should contact the embassy or consulate of those countries in the United States before you leave to determine visa requirements.

**Note:** *Students who are not U.S. citizens need to contact the appropriate Embassy or Consulate and follow the instructions provided toward obtaining a visa, if a visa is necessary in your circumstance. Also check in with the ASU International Student Office to let*

*them know you will be studying abroad and see if there is anything additional they require of you regarding your F-1 student visa status at ASU.*

## **Safety and Security**

Your safety abroad is a primary concern of the ASU Study Abroad Office. Please complete your “emergency card,” which you should carry with you at all times. Many safety issues need to be readdressed once you arrive overseas so that you may take precautions that are pertinent to your local context.

### **Tips to avoid theft:**

- Do not trust anyone. Anything that could distract your attention (someone asking the time, asking directions, spilling something on you, etc.) is an opportunity for a thief to steal a bag.
- Always have everything of value on your person (passport, money, important documents, etc), and never leave your bags unattended or out-of-sight.
- When sleeping on a train, keep your backpack by you and wrap the strap around your arm.
- Remember that your American passport is worth a large amount of money overseas and is the most important document you carry. Make a copy of your passport and keep it in your suitcase. Also, leave a copy of your passport with a trusted friend or relative back home.
- While you may not directly encounter thieves, they will have their eyes on travelers like you. Money, passport and tickets should be carried in a neck pouch or money belt that goes under the clothes. It could ruin your experience to have something stolen.
- Normally, you do not need to carry your passport on a daily basis (except when cashing traveler's checks or visiting government agencies). DO NOT CARRY YOUR PASSPORT OR LARGE AMOUNTS OF MONEY IN YOUR PURSE OR BACKPACK.
- Be extra careful when changing money in a bank (done in full view); being accompanied by someone is very helpful. Street crime is possible in any large city. The important thing is to be aware!
- If you are planning to go out sightseeing and take pictures, go with a friend to watch your things while you are distracted. Be especially careful in crowds where pickpockets are likely to gather. Leave any expensive or irreplaceable jewelry at home (USA). Leave at home any item you would be devastated to lose.
- Beggars may approach you with screaming children (some have been known to pinch the children to make them cry in order to evoke sympathy). Cute and dirty children may offer to carry your bags, but watch out. Some beggars are in genuine need, but others make as much as several hundred dollars a day. Most of the time it is a ploy. Giving money is a personal decision, but use common sense. If you are in an uncomfortable situation, try speaking strongly to them in a language that they don't understand. This will break communication, which is the essential element in their asking for money. In these situations move with a crowd, don't stand too far away from a line of people.
- "Gypsy children" in Southern European train stations may wave cardboard signs to confuse you, and then swarm around you to relieve you of your possessions. Yell at them and swing whatever is in your hand to scare them away. They use their age to hide their intentions of thievery.
- Try not to arrive at an unknown town late at night if you haven't made arrangements for spending the night. Calling the hostels before showing up at their door is a good idea, as their space can be limited.

### **Personal Safety:**

Your personal safety while you are away from home is a very important consideration to you, to your family and friends, and to the ASU Study Abroad Office. In this spirit, we offer some thoughts and some advice. First, travel to another country is not inherently dangerous. However, no matter where you go, you inevitably stand out as a stranger, a "tourist," and therefore as a target to the

local criminal. You cannot rely on your seemingly instinctive knowledge of danger, of what is permissible, of what is and is not asking for trouble as you do at home. You do not know enough yet about the new environment. Some useful things you can do are:

- Be informed. Watch and learn what the locals are doing. If they do not go out after 9 P.M. without an escort, you should not either. If they walk with an escort or do not carry large purses or put their wallets in their back pockets, you should follow their lead. Ask questions of resourceful people, like your host family, your resident director, or your contact person at the international study office at your host institution, if you are uncertain. Read newspapers, listen to local TV/radio and consult the U.S. Consulate. Stay away from demonstrations or other public gatherings that might become violent. Leave any place that seems unfriendly or threatening. Look for police or other figures of authority and ask for help or advice.
- Learn the local equivalent to "911". You should be able to find this information online or your contact person (or host family) in country can give you this information.
- Use your common sense and your street smarts. If you would not camp out in a city park in the United States, then be circumspect about doing it elsewhere. Look confident, plan your route, do not make yourself a target and dress appropriately for the cultural context.
- Copy your passport and other documents and keep them with you. Keep your passport, credit cards, traveler's checks etc, in a safe place. Make two copies of these documents, leave a set at home in the U.S., and keep a copy with you but separate from the originals. (Should you need to replace your passport, go to or call the closest U.S. Embassy or Consulate.) When traveling, keep your original passport, travel tickets, and traveler's checks in a money belt or inside pouch, not in your backpack. When you do not need your passport, carry the copy.
- Be informed about local traffic conventions and road conditions. The Association for Safe International Road Travel (ASIRT) statistics indicate the single greatest cause of death and serious injury abroad is road accidents, far exceeding the number of deaths resulting from disease, violence or terrorism. Avoid car or bus travel at night; use a seat belt where possible. To find out more about road conditions in the country you will be studying in, visit the ASIRT website: [www.asirt.org](http://www.asirt.org)
- **SPECIAL CAUTION TO WOMEN:** At times the behavior of host nationals is very different from what you would expect at home. Ask local women what to expect. Find out about non-verbal messages (eye contact, tone, gestures, dress) to avoid. Strive to blend in, be discreet. When socializing, have a "buddy" along, keep aware of your surroundings, especially at night, and always carry money and the phone number for a taxi home. Discuss sexual harassment with former students and talk with the program staff in your host country, if you are uncertain. If you are verbally hassled on the street, doing anything but ignoring it may provoke the situation. If you feel harassed and ignoring does not help, if you are touched, or if your safety is threatened, it may be appropriate to yell out, defend yourself, and inform the local authorities or a resident staff member of your program. Learn quickly those local situations where you might be harassed or molested. American women are often stereotyped as immodest and promiscuous. For more information and safety tips for female travelers, review the safety brochures available in your *myIPO* account.

#### **As Americans:**

Thousands of Americans travel abroad without incident every year, but you can still take steps to help minimize your risks as an American traveler abroad.

- Avoid going to places identified as American hangouts, like U.S. military bases and the restaurants and nightclubs nearby or large tourist hotels that cater to Americans or are run by American companies.
- When going through airports or train stations, stay out of the entry areas and go as quickly as possible to secured areas, like gates or train platforms, where only ticketed customers are allowed.
- Avoid looking like a stereotypical American tourist, i.e., do not wear t-shirts, sweatshirts, white sneakers, or baseball caps with American logos, like a college name or the name of a city. Do not wear your camera around your neck.
- Inquire with the U.S. Consulate ([http://travel.state.gov/travel/travel\\_1744.html](http://travel.state.gov/travel/travel_1744.html)) before you leave home or as you enter a large city about any local unrest or for advice about areas to avoid.
- Maintain regular contact with your host institution advisor or program director. Give them your travel itinerary whenever you plan to leave town. Also maintain regular contact with "home" so parents and others are assured of your safety.

- Some people will judge you simply because you are an American, and some of these judgments may be negative. Try not to let people who cannot distinguish between a nation (and its policies) and an individual upset you. When it is appropriate, try to let them get to know you as an individual, as a kind American. If your well being is threatened, walk away or extract yourself from the situation.

### **Travel Safety:**

- Review travel websites and review consular reports and the Department of State Country Fact Sheets before traveling. Be mindful that a normally peaceful place can erupt in violence due to protests, elections, or other current events. Public opinion about Americans can change quickly around the world depending on current events and U.S. actions, so keep up on what is going on around your region of the world and back home in the U.S.
- Review “Living Abroad Safely” and the other safety brochures in your account.
- In these uncertain times, it is advisable to travel in small groups or with a trustworthy travel partner and decide before leaving on where you will be going, for how long, and make sure you bring enough money to cover these travels and allow for emergency spending. Avoid sticking out like a tourist or someone unfamiliar with the area and local culture.
- Before leaving your host institution for traveling, you should e-mail your travel itinerary and details to your CGES Program Coordinator and leave these details with the designated contact person at the host school. If you see that you will not be back on time, that person should be called and informed of the delay.
- If you get stuck anywhere, you should:
  - a. Call your host institution contact person and let them know where you are so they can tell host families, professors, etc.
  - b. If necessary, call the Study Abroad Office at (480) 965-5965 (this is a 24 hour number with voice message), or in case of serious incident which requires immediate response, call the Study Abroad Office emergency number: **1-480-965-3456**.

## **Legal Policies**

In addition to personal safety concerns, we are often asked about our policies in dealing with political or social unrest, terrorism, and the threat and actions of war. ASU uses various sources of information to assess risk pertaining to overseas study.

- The Study Abroad Office coordinates with the ASU Risk Manager and Legal Counsel.
- The Study Abroad Office monitors U.S. Department of State travel advisories and warnings. These can be found at [www.travel.state.gov](http://www.travel.state.gov)
- The Study Abroad Office maintains contact with in-country resources including our partner institutions, program providers, and government officials.

In The Event Of Crisis, the Study Abroad Office will:

- Attempt to communicate with our students at the email address and phone number provided by each student.
- The International Coordinator responsible for the region will attempt to contact the International Office at the host university, or the local office (Resident Director) of the program provider, to assess local conditions.
- The International Coordinator responsible for each region will attempt to contact the student’s emergency contact person(s) as soon as possible after the assessment of conditions has been made.
- If communication systems are disrupted, all parties should attempt to communicate with one another at the earliest opportunity.
- The Study Abroad Office will make frequent reports to the ASU administration concerning the welfare of our students abroad.

## **Student Responsibilities to Prepare for an Emergency:**

Carry these contact details with you at all times:

Study Abroad Office: 480-965-5965

**24 hour emergency contact: 1-480-965-3456.**

**U.S. Department of State American Overseas Citizens Services:** Call 1-888-407-4747 (from overseas: 202-501-4444) for answers related to questions concerning the:

- Death of an American citizen abroad
- Arrest/detention of an American citizen abroad
- Robbery of an American citizen abroad
- American citizens missing abroad
- Crisis abroad involving American citizens
- After-hours number for an emergency involving an American citizen abroad

(The Department of State through the Office of American Citizens Services (ACS) and Crisis Management assists in protective services of citizens living or traveling abroad.)

- Register with the U.S. Embassy or regional U.S. Consulate upon arrival in your host country. First check with the international office or resident director of the program provider to see if they have already notified U.S. embassy or consular office on your behalf. If this has not been done, the student should do this immediately. It is important that they know you are there, have your address and other contact details in case of emergencies, war or terrorist action.
- Keep a low profile. Do not participate in any political rallies or demonstrations. Avoid typical American establishments, and avoid wearing identifiable American emblems.
- Students should be certain the international office or resident director and their family and friends at home have their correct address and contact information. In addition, students should be aware of the local institution's Emergency Preparedness Plan and be prepared to follow the appropriate actions as needed.
- If you are planning to leave your study abroad site for travel, notify the international office at your host university or resident director of the details of your travel itinerary. Send an email to the Study Abroad Office at [studyabroad@asu.edu](mailto:studyabroad@asu.edu) or to your specific International Coordinator telling us about your travel details.
- Through your application on the Study Abroad Office website, keep any address, phone number, or e-mail address changes that occur before, during and after your program up-to-date so that we may stay in touch with you. In these times, this is more important than ever.
- The Study Abroad Office urges all students to maintain contact with their emergency contacts and family throughout their time outside the United States.

## **Student Responsibilities During a Crisis:**

- Follow the host university or program provider's emergency policies.
- Contact the host university or program provider, emergency contact, and ASU CGES as soon as possible. The purpose of this call is to inform us of your condition, and for you to receive instructions on possible actions.
- If you are away from your study abroad site during a crisis, attempt to contact your host institution or program provider immediately. If unsuccessful, contact the Study Abroad Office.

## **Student Responsibility to Comply with Local and National Laws Abroad:**

The obligation to comply with local rules and expectations is equally applicable as national laws. Most host countries have laws similar to the laws governing the U.S., and law-abiding students need have no fears. However, law enforcement and court



procedures may differ sharply and students should not assume that offenses largely ignored in the U.S. are also taken lightly abroad. Some laws (often drug laws) are more strictly enforced for foreigners than they are for locals. Please consider the following:

- Harsh penalties and strict enforcement govern drug possession and trade. American students are particularly vulnerable to accusations. Those who sell drugs to Americans are often those who inform. Punishment for drug offenses that may be considered minor by U.S. law may be as severe abroad as life in prison or death!
- Political discussion is popular among university students in your host country, and you may be expected to offer opinions. You may find that many host institution students view the American political system differently than you do. Be prepared to encounter anti-American sentiment. While lively political discussion can be an educational experience, please remain aware so they do not escalate beyond mere discussion or so that you do not find yourself in over your head. Try to communicate through your own words and actions that you as an individual are not synonymous with the U.S. government. Be open in your opinions and inquire with your host program administrators about the policies of their home countries. This is your chance to expand your knowledge of world affairs. However, it is usually in your best interest to avoid participating in political or university demonstrations.
- Hitchhiking is practiced by many university students, but is often forbidden by law and generally considered dangerous. Locals possess local “know how” and may not be at risk because they are locals, where you as a foreigner may be a target.
- While overseas, you represent your country. The way your host country perceives you is colored by those who have come before you and the actions of your nation and its government. If they have an unfavorable view of Americans, prove them wrong by your actions and good will.
- You and other students abroad are our ambassadors. The impressions you create are lasting. CGES selects only those students it is confident will conduct themselves well. Students of ASU are bound by the ASU Code of Conduct even when they are studying at any one of our sponsored programs overseas.

#### **ASU Policy in Regard to Working While on an International Program:**

We do not recommend that you work while studying abroad. In many cases, your student status prohibits you from working. Working might be a great way to meet people, but having to work overseas in order to survive puts an unnecessary strain on your academics. If you choose to work, any documents you need to process are your own responsibility to obtain. ASU takes no responsibility for students who work, legally or illegally.

## **Health Insurance Abroad**

### **Program required health insurance**

Some Study Abroad (SA) programs have comprehensive health/medical insurance required as part of program participation. For example: ISA, IFSA-Butler, and CIEE programs often (but not always!) have health insurance built into the program fee. It is your responsibility to find out whether or not your program includes health insurance! Ask your Study Abroad International Coordinator if you are having trouble finding this information.

In addition, some programs will require you to purchase the national health insurance coverage of the country in which you will be studying. If you do not know whether this applies to you, you will want to inquire with your SA International Coordinator. Find out how you will purchase this insurance and exactly what is covered.

### **Personal Health Insurance**

You may already carry personal health insurance coverage on your own or through a parent’s policy. You need to inquire with the insurance provider to verify exactly what you will be covered for while you are studying overseas. It is likely you will be covered only for emergency services. You will need to find out what the procedure is for making insurance claims while abroad, and bring any necessary forms with you.

### **Purchasing a supplemental short-term policy**

After you have determined whether your program includes comprehensive insurance coverage, and what your personal coverage is, you may decide to purchase short-term travel insurance. There are many insurance companies that provide affordable supplemental policies for student travelers.

### **Health Insurance offered by the Study Abroad Office**

The ASU Study Abroad office will be providing Health Insurance to all study abroad participants on programs that don't have it included already. More detailed information about this insurance will be provided to you before you leave for your program. The policy we will provide is designed to supplement an individual's private insurance by providing additional coverage for the costs of accidents, routine sicknesses, and travel-related mishaps while he/she is abroad.

## **Staying Healthy Abroad**

Most study abroad students do little planning for health care until a crisis strikes, which is the worst time to explore options. Whether generally healthy or going abroad with a chronic illness or disability, all students should plan and consider health issues prior to going abroad.

### **Cultural differences in health care**

U.S. students may find that the Western model of health care is not prevalent in countries they visit and should be prepared for treatment that is different than what they are accustomed to. Students who need a particular type of medical care should find out in advance where such care is available. Educational institutions abroad generally do not have the extensive student services organizations common at U.S. universities. U.S. students may have to find these resources for themselves.

In many countries U.S. cultural behaviors are not understood or accepted. U.S. students may be perceived as difficult to work with, impatient and demanding. They may request medical services for minor illnesses and injuries usually self-treated in the host culture. Health care practitioners in the host country may not be accustomed to treating the range of problems raised by U.S. students, especially in areas related to sexuality and other lifestyle choices. Due to socio-cultural and value differences, medical personnel in the host country may be ill-prepared to provide the education, counseling and treatment that U.S. students require.

### **Women's health issues**

In the U.S., women have become accustomed to a certain level of sensitivity and specialized health care. Women in particular need to be prepared for cultural differences they might encounter in the areas of privacy, disrobing, physical examinations, confidentiality, etc.

### **Medications**

Laws governing availability of medication vary widely. Beware that some hazardous narcotics and/or tranquilizers that may be available over the counter in some countries (where patients commonly self-prescribe with the help of a chemist/pharmacist whose advice may not be accurate). Do not assume that these products are safe merely because they are available without prescription.

Students taking prescribed medications may find that they are not available in the needed formulations, strengths or in some cases, at all in their host country. They should bring a sufficient supply with them for the duration of their time overseas and carry a copy of the prescription, written under the generic name, and a physician's statement to document their need to carry medication. Diabetics and others who self-inject medication are advised to carry enough syringes for their full stay and to check in advance about regulations governing the transport of needles and medications.

- Ask your doctor to determine if the medication is available internationally as prescribed and if not, carry a semester or year-long supply with you.
- If you self-inject prescribed medication, do not forget to carry needles and syringes with you.

- You will need a physician's prescription for medication and medical supplies to pass through foreign customs. Have a clear description of your medication ready to show Customs when you enter the country: take copies of all medical records, prescriptions in generic format, and pertinent information.
- If you intend to fill additional prescriptions abroad, they should be written in Latin, a common custom in Europe.
- Be aware that in many countries, an American prescription cannot be filled. It might be necessary that you receive a prescription from a local doctor.

### Pre-departure preparation

Before you travel abroad, it is worthwhile to take a close look at the many factors that contribute to your physical and emotional well-being. Time abroad will almost certainly affect your health, because so many factors of your daily health have to do with lifestyle and environment. Conversely, the state of your health will have a significant impact on the success and enjoyment of your experience. With prior planning, travel can be a happy and healthy experience.

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

### Personal health check

The following issues could potentially affect overseas study participants. Which ones concern you? Have you made the necessary preparations to avoid problems?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> eyewear prescription                | <input type="checkbox"/> ability/disability issues | <input type="checkbox"/> immunizations          |
| <input type="checkbox"/> medication prescription             | <input type="checkbox"/> allergies                 | <input type="checkbox"/> insurance              |
| <input type="checkbox"/> medications                         | <input type="checkbox"/> medical supplies          | <input type="checkbox"/> psychological issues   |
| <input type="checkbox"/> support networks/friends and family | <input type="checkbox"/> dietary concerns          | <input type="checkbox"/> regional health issues |
| <input type="checkbox"/> emergency resources                 | <input type="checkbox"/> hepatitis protection      | <input type="checkbox"/> exercise               |
| <input type="checkbox"/> sleep patterns                      | <input type="checkbox"/> AIDS/STD protection       | <input type="checkbox"/> birth control          |
| <input type="checkbox"/> gender-specific health care         | <input type="checkbox"/> health advisories         | <input type="checkbox"/> dental/orthodontic     |

- If you have a medical history which should be known, for your own safety you should tell the contact person for your program.
- It would also be wise to have a dental checkup before departure.
- If you wear glasses or contacts, take a copy of your most recent prescription with you (or take an extra pair).
- Describe allergies, disabilities, psychological treatments, dietary requirements, and medical needs so that adequate arrangements can be made.
- Resources and services for people with disabilities vary widely by country and region: If you have a disability or special need, identify it and understand ahead of time exactly what accommodations can and will be made in your host country.
- Travelers with disabilities can receive further information from Mobility International, P.O. Box 10767, Eugene, OR 97440, Tel: (541) 343-1284 (Tel/TTY), Fax: (541) 343-6812, e-mail: [info@miusa.org](mailto:info@miusa.org), web: <http://www.miusa.org/>.

### Check health advisories

Find out about immunization requirements and recommendations for your host country and check on any regional health or medical advisories. In particular, if you have special health needs, check on any particular conditions that may apply to your overseas travel. Remember to ask questions, such as:

- What are the immunization requirements for travel to my country of destination?
- What illnesses, if any, are specific or endemic to the region?
- What medications should I take to prevent these illnesses?
- What precautions are recommended for health practices?
- What kind of insurance do I need, and how much coverage?
- What are the customs, beliefs, and laws in the host country concerning health issues?
- What is the quality of water in the host country?
- What are the laws governing the import of medications, medical supplies, and contraceptives?

### **Where to find this information**

Your family physician; ASU Student Health Services; local Public Health Department; Centers for Disease Control & Prevention; at <http://www.cdc.gov>, tel: (800) 311-3435; State Department Overseas Citizens Emergency Center, tel. (202) 647-5225.

### **Additional things you should know:**

#### **Flying while sick**

The pressure from a head cold can make it hard to equalize the pressure in your ears when you ascend and descend. To avoid pain and discomfort, consider these tips during ascent and descent: sit up, swallow, chew gum, stay awake, yawn, or put two biodegradable plastic cups filled with warm, damp paper towels over your ears. You can try to hold your nose and blow gently (the Valsalva maneuver). It sounds funny but it works! Do not fly within twelve hours of dental work. That hurts!

#### **Water**

In Europe and Oceania, most of the water is perfectly safe to drink, but it may contain microbes that are new to your system, thus causing irregular visits to the bathroom. Check local guidebooks for water advice for all foreign countries, especially Latin America, Africa, and Asia. Do the locals drink tap water? If so, it may just be a matter of acclimating to the local impurities and chemical content before you feel healthy after drinking from non-bottled sources. When abroad, you will probably want to carry bottled water because you never know when you will be thirsty and most countries do not have the abundance of public water fountains that we are accustomed to in the U.S. If you plan to travel to rural areas, consider carrying water purification drops or tablets. Many students who travel abroad become great fans of bottled water and carry it everywhere (don't drink or brush your teeth with the water on trains).

#### **Montezuma's Revenge: Traveler's diarrhea**

Travelers are often exposed to new germs for which they have little immunity. Prevention of traveler's diarrhea includes drinking boiled or bottled water and hot beverages and avoiding public water fountains and tap water. Food should be selected with care: avoid raw vegetables and fruit if you have reason to think they might not have been cleaned and limit your hot spice intake. If you do get traveler's diarrhea, do not eat solid foods for a day and use an anti-diarrhea medication. The next day, eat lightly, avoiding high-fiber foods.

#### **Hygiene**

It's a very good idea to always carry tissues in your pocket/backpack for use as toilet paper - even in the biggest of cities you can never be certain that toilet paper will be available when you need it! Once you are in the city where your study program takes place, you should keep - at least in your head - a list of "five star" toilets, as well as no star toilets. Share your list with friends.

## **AIDS**

More travelers are asking, "Is it safe to travel? What about the risk of AIDS?" There is an AIDS epidemic rapidly growing world-wide. The World Health Organization estimates that the 2000s will bring 10 to 20 million new cases of infection with HIV (human immunodeficiency virus) and a tenfold or more increase in the cases of AIDS. The prevention of AIDS is largely under your control, so always take the most extreme precautions.

### **When you arrive**

Successful planning for a healthy program abroad does not end once you depart. Due to cultural differences, many adjustments, concerns, and questions related to your physical and emotional well-being should be addressed upon arrival.

Find out about resources:

- Learn how to get medical help, whether routine or emergency, before the need arises.
- Is there a 911-style number and, if so, what services does it access?
- Who will provide routine medical care, and how can you reach that provider?
- If you need any special resources, find out how to access them. These could include services for those with disabilities, self-help groups (such as Alcoholics Anonymous), or any other health-related need.

### **Give yourself some time to adjust**

Jet lag and culture shock can sabotage your experience if you are unprepared, and their effects can be lasting if you don't take care of yourself. To counteract the effects of jet-lag, have plenty of non-alcoholic fluids, nutritious food, and rest (although don't sleep too much as you will want to adjust to the local time as soon as possible). Time is the best cure.

### **Culture shock**

The emotional effect of facing new values, habits, and lifestyles--can leave you impatient, bewildered, and depressed. You may experience confusing emotional highs and lows during this period. Remind yourself that these will soon pass once you are well rested and eating normally. If they persist, however, consider it a possible medical problem and seek assistance from a counselor or physician.

### **Make your medical conditions and medical needs known**

If you require regular medical care for any condition you have, tell those in your host country who can be of assistance. This may mean simply identifying a doctor or other practitioner who will provide your care. Or it could mean discussing your condition with people in your dormitory and classes if you may need emergency intervention during your stay. This could mean simply describing your condition, or it could mean identifying a doctor or other practitioner who can help you in case emergency intervention during your stay becomes necessary.

### **Ask questions**

Lifestyles may be very different from home. This is true even in cultures that seem relatively similar to the US. You cannot assume that the expectations and practices you took for granted at home will be accepted in your host country. If you are not sure about something, whether it is a simple question or a more complex matter, ask someone you trust.

### **Keep fit**

Find some time to keep fit while traveling. Jogging through the city can be a great way to see the sights - but first ask if there are any sections to avoid. Consult a city map (better yet, take the map with you) and make sure you have some cash, in case you get lost. Gyms are all over the world, and they range from \$2 - \$12 for a one-time visit. Many have deals and packages for longer-term membership. Avoid traveler's lethargy.

### **Attend to your well being**

Despite the change in your environment, you can still keep some of your daily routines from home. Get enough rest and eat nutritiously, which may mean trying some foods you're not accustomed to. Get plenty of exercise to keep your mind and body working well. Do not isolate yourself. You will probably have to make the first move in developing friendships, but they are an essential part of any overseas experience and, more importantly, essential to your emotional well being.

## **Medical Emergencies**

If you have a serious medical or legal emergency in your host university area:

- Call the local equivalent of 911
- Contact your program representative immediately.
- If you are away from your study abroad area, you should contact the nearest U.S. Embassy or Consulate for information.
- Call HTH Worldwide (Medical Insurance provider) toll-free at 1-800-257-4823 or collect at 1+610-254-8771. Be ready to provide your HTH Certificate Number (on your ID Card). For general information about HTH call 610-254-8700. If you want to reach SAO at ASU you may call (480) 965-5965 during normal business hours (8 a.m. to 5 p.m.) or fax (480) 965-4026.

*Sources: Judith A. Green, Director of International Affairs, Fuqua School of Business, Duke University; Joan Elias Gore, Director of Campus Relations, Council on International Exchange; Cynthia F. Chalou, Coordinator, Study Abroad, North Carolina State University, Raleigh; Judith A. Green, Director of International Services, Florida International University; James Turner, M.D., Director, Student Health Center, University of South Carolina, Columbia.*

## **Academic Information**

### **ASU Academic Advising**

As part of your SAO application, you met with an academic advisor who signed your Academic Advising Form. You may now have more information, new academic concerns or unresolved questions. Therefore, you should work closely with your academic advisor before departure to determine what classes you need and what leeway you have (e.g., do you need XYZ 319 and XYZ 447, or do you need 6 hours of any upper division XYZ, etc.). Be sure you know what degree requirements have no off-campus substitutes. Bring the email address and phone number of each advisor with whom you met when completing the application process.

### **ASU Graduation**

If you intend to graduate at the end of your term abroad, you *must* file for graduation at the Graduation Office (Student Services Building) prior to leaving ASU for your program abroad or on-line before the appropriate deadline. You can find more information about applying for graduation here, <http://students.asu.edu/graduation>. Please remember: it may take at least 10 - 12 weeks for your ASU equivalencies to be entered on your ASU records after you finish your program abroad. Plan your graduation date accordingly. If you want to graduate in the term completed abroad, your degree may be retroactively posted even if your program ends after the ASU semester is over, as long as your graduation requirements will have been met by the completion of the overseas program and you have applied for graduation prior to the graduation deadline. If your planned ASU graduation date is set before the end of your exchange program, you will be unable to attend your commencement ceremony. NOTE: Graduate students cannot waive any thesis, project or defense deadlines.

### **Status Abroad**

You are an ASU Student studying as a guest in an institution that has a Study Abroad or an Exchange agreement with ASU. By virtue of this, you are subject to and must comply with all the rules, regulations, procedures and policies in effect at both ASU and at your host institution. You are also subject to and must comply with all the laws, rules and regulations governing your host city, county, state and country (or their cultural equivalent). You will enroll in classes AND register for your final exams following the procedures in effect at your host institution (in some institutions, enrollment in a class does not include enrollment for the final exams, which may necessitate an independent registration). You will maintain full-time student status at ASU during your term(s) abroad through enrollment in a Study Abroad placeholder course (SAO 496/596).

### **Full-time student status**

ASU students on ASU international programs must maintain full-time enrollment at all times during their program. You are subject to and must comply by all the rules, regulations, procedures and policies in effect both at ASU and at your host institution. This means that you must conform to the full-time requirement of your host institution, as well as that of ASU.

Please follow these guidelines:

- Enroll for the number of courses required by your host institution or by ASU, whichever is higher.
- All students participating in semester or full year international programs must complete the equivalent of at least 12 (twelve) ASU undergraduate credits, or 9 (nine) ASU graduate credits, per semester. If you register for and complete fewer than 12 ASU semester credits (or 9 credits for graduate students), you will be in violation of the terms of participation in your ASU study abroad program and you may be removed from the program. In addition, completing fewer than 12 credits per semester jeopardizes your current and ongoing eligibility for financial aid and scholarships. If you require a student visa to remain in your host country, completing fewer than a full-time course load may also be a direct violation of your student visa status in the host country.
- All ASU students are required to complete their international program classes for a letter grade ("A", "B", "C", "D" or "E" -- remember, you will not earn "+" or "-" on Study Abroad Office programs).
- Courses completed abroad as pass/fail may be accepted as part of your regular course-load only if the ASU equivalent is offered as pass/fail. In order to complete a course as pass/fail abroad that is not offered as pass/fail at ASU, you must **(a)** secure approval from the ASU department issuing the equivalent credit, **(b)** supply evidence that the course abroad is offered only as a pass/fail course, and **(c)** provide your Study Abroad Office Coordinator an official letter from the host institution indicating that a pass is equivalent to a C or better at their institution. You may speak with your Study Abroad Office Coordinator to clarify this process further.
- You may only audit courses that are beyond the minimum semester requirement of 12 (twelve) ASU undergraduate credits, or 9 (nine) ASU graduate credits. "Incompletes" are not permitted. Please note that credit earned for pre-semester intensive language courses offered as part of your program will count toward the minimum ASU course-load requirements as long as the credits are included on your transcript.
- Participants on summer programs will take 3, 6, 9, or 12 credits depending on the length and requirements of the program. Contact your Study Abroad Office Coordinator if you have any questions on this.
- How do credits at the host school compare to ASU credits? A credit conversion scale is included in your "Program Specific Information Packet" (to be provided at your small group orientation and in your Study Abroad Account). If you do not receive a credit conversion scale, please contact your Study Abroad Office Coordinator regarding the credit and grade conversion scales for your program. As a guideline, please remember that one unit of credit at ASU is based on 45 hours of work per semester (15 classroom contact hours plus 30 hours outside the classroom). A semester hour represents one contact hour class exercise per week per semester. Therefore, a three-credit course generally meets for three hours per week, for 15 weeks. Use this general guide or refer to your program specifics to ensure you are taking an adequate full-time load in the eyes of both ASU and the host institution.
- Your host institution's education system may include lectures, practicum, seminars, pro-seminars, laboratories and tutorials. One three credit course may be divided in three parts: lecture, seminar and tutorial. For example, a course on world geography may include a one-hour lecture per week (you sit and listen to a professor), a one-hour seminar (presentations and/or discussion on previously prepared material) and a one-hour tutorial (questions/answers, guidance on preparation of assignments, post-assignment by the professor or a TA).

### **Credits, Grades, and ASU Course Equivalencies for your program abroad**

Please refer to the "Program Specific Information Packet" (to be provided at your small group orientation) for details on credit and grade conversion or contact your Study Abroad Office Coordinator for details. If you are not given this information at the Study Abroad Office Orientation, then you will receive these details directly from your program provider.

Grades earned on certain programs are translated from the scale used by the host university to ASU's grading scale of A, B, C, D, E. In cases when grade conversions are necessary, you will obtain the grade conversion scale in your "Program Specific Information Packet" or similar documentation from your Study Abroad program provider. Grade conversions will not be used for programs with the exact same grade scale as ASU.

**SPECIAL NOTE: The Study Abroad Office does not utilize a plus/minus grade scale.** Even if your program assigns plus/minus grades on an “A” through “E” (or “F”) grade system, the letter grades will be posted at ASU without “+’s” or “-’s”.

### **Pass/Fail Grades Abroad**

Courses completed abroad as pass/fail may be accepted as part of your regular course-load only if the ASU equivalent is offered as pass/fail. In order to complete a course as pass/fail abroad that is not offered as pass/fail at ASU, you must **(a)** secure approval from the ASU department issuing the equivalent credit, **(b)** supply evidence that the course abroad is offered only as a pass/fail course, and **(c)** provide your Study Abroad Office Coordinator an official letter from the host institution indicating that a pass is equivalent to a C or better at their institution. You may speak with your Study Abroad Office Coordinator to clarify this process further.

Pass/Fail classes completed abroad (subject to the above conditions) will be posted for credit on your ASU transcript, but may not meet your ASU degree requirements OR the conditions of your student visa. It is the student’s responsibility to ensure that taking a course P/F will not jeopardize your degree progress at ASU or your student visa to study in your host country.

### **Audited Classes, Incompletes, and Withdrawals**

All courses that appear on your host institution transcripts will also appear on your ASU academic records, apart from those exceptions noted below:

- Audited classes will not appear on your ASU record. If you wish to audit any courses, you must ensure that you will also complete your requirement of at least 12 ASU credits (or 9 credits for graduate students) of coursework for a letter grade on the program.
- If you wish to withdraw from a course abroad, make sure you still maintain a full-time load, and follow the host institution’s withdrawal procedures and deadlines. Past participants have occasionally neglected to finalize the formal withdrawal from a course abroad, and such classes appeared as failed grades on the host transcript, which ASU is obligated to post.
- You may not receive credit for catalog courses taken abroad if you have already earned a “C” or better in the identical course at ASU.

### **Earning ASU Resident Credit**

Students on ASU international programs earn ASU “resident” credit for nearly all the courses completed abroad that appear on the host institution’s transcript. There are three exceptions: internships that are not pre-approved, courses that do not appear on your official transcript from the host institution, and courses that would not normally be provided through any ASU Academic Unit (i.e. Knitting).

### **ASU Course Equivalencies**

By allowing your overseas courses to integrate into your normal studies at ASU, the Study Abroad Office is helping you to (1) maintain full-time status, (2) utilize your financial aid to help pay for your program abroad, and (3) progress toward your ASU degree. In order for all of this to happen, an ASU course number and title must be assigned through the Study Abroad Office equivalency request process to every course students take as part of an ASU study abroad program. In other words, the Study Abroad Office works in cooperation with the ASU academic units to assign ASU course equivalencies to each course taken overseas.

The following are some clarifications about the Course Equivalency Request procedure used to convert your study abroad/exchange academic record into your ASU academic records:

Many programs offer courses with pre-approved ASU equivalencies; check the Study Abroad Office website (<https://studyabroad.asu.edu>) for individual program information. If you cannot find evidence of a pre-established ASU course equivalency for any of the courses you intend to take while abroad, you are responsible for downloading and submitting the Course Equivalency Request Form (one memo for each course that needs an equivalency) from the Study Abroad website to the Equivalency Specialist in the Study Abroad Office, along with the syllabus material necessary for establishing new course equivalencies. Reference the Study Abroad Office website for a step-by-step guide to successfully establishing a new ASU equivalency. You will be



required to enter basic information into the Course Equivalency Request Form for each course needing a new ASU course equivalency (course number, title, credit value, etc.). You will also need to provide the Study Abroad Equivalency Specialist with detailed materials (i.e. syllabi, or possibly actual course notes, assignments and texts if you study abroad in a location where syllabi are not provided) for each equivalency request. The Equivalency Specialist will complete the equivalency request process after the syllabus has been received and the basic course details have been received on the Course Equivalency Request Memo Form. Further details about this process are available through the ASU Study Abroad website.

ASU will try to match your overseas courses with an ASU catalog course. If the courses offered overseas have no specific ASU catalog equivalencies, you most likely will earn ASU "special topics" credit. This is an omnibus course number (either 194, 294, 394, 494, 598) that is used for courses that are new or are not regularly offered at ASU. The ASU equivalency will have an ASU academic prefix (e.g., "HST", "MGT"); an omnibus course number (e.g., "394") and the title will either be the host university course title or a similar title assigned by the appropriate ASU department.

Please remember that ASU can only accept original transcripts in order to process your credit. Once the Study Abroad Office receives your official transcript, and once ASU course equivalencies have been assigned to each of your courses, we will be able to request that the ASU Registrar post the credits and grades earned on your program abroad.

### **Internships**

Internships offer the opportunity for international experiential training, and this means they fall under unique guidelines. Internships are special courses for which written pre-approval from your ASU department is required to be on file with the Study Abroad Office prior to departure. You cannot receive ASU credit for internship credit earned abroad if you do not obtain this approval. You also need to be aware of the limitations of your department regarding the number of credits that can be awarded for an internship experience. For example, if you participate on an internship through your host institution that is worth nine credits, ASU will only acknowledge the number of credits approved for internship as pre-approved by the appropriate ASU department. Internship courses at ASU are typically only worth 3-6 credits.

Although your host institution may designate a letter grade for your internship completion, if the equivalent for that internship is only offered as 'pass/fail' at ASU, you may be limited to receiving a 'pass/fail' grade on your ASU record. Under such circumstances, 'pass' credit will be awarded for a grade of "C" or better.

### **Registration at ASU for your term abroad**

Participants in ASU study abroad programs are considered ASU students while on their international program and must be enrolled at ASU in a placeholder course for the duration of their programs. Undergraduate students will register for a full-time load of SAO 496, and graduate students will register for a full-time load of SAO 596. "SAO" is an ASU course prefix that indicates a student's participation in an ASU study abroad program, while "496" and "596" classifies the course as an "omnibus" course, i.e. a course in which the content may vary.

You will receive the appropriate Class Number at your small group orientation session in either late March/early April for Summer, Fall and Academic Year programs or late October/early November for Spring programs.

### **Registration Steps: (for all participants):**

1. Receive the appropriate Class Number from your International Coordinator at small group orientation.
2. Log on to MyASU: [my.asu.edu](http://my.asu.edu)

Under "Current Students," click on "Registration/Enrollment for Courses."

3. Make sure you are eligible to register

Click on "Check Your Registration Eligibility Status" under "Class Registration Services"

Your registration may be blocked if you do not first attend to the following:

- Pay fines owed to ASU (parking tickets, student health fees, library fines, etc.)

- Complete a mandatory meeting with your Academic Advisor (these meetings are mandatory if you are a transfer student, were on academic probation, etc)
- Unfulfilled requirements (freshman English, lab, comprehensive exams, etc.)

#### 4. Register in the study abroad placeholder course for your program

The Class Number will be provided to you at your small group orientation. Should you lose or misplace the Class Number, please contact the Study Abroad Office to obtain it as there are different course prefix/numbers for undergraduate (SAO 496) and graduate (SAO 596) students. There are also different course titles and class numbers for partnership/internship programs and exchange programs (do not register under your friend's class number).

Academic Year students will receive the Class Number for the second semester's placeholder course via e-mail.

You must register no later than the start of the ASU term, or your U.S. departure date, whichever comes first. Failure to register in SAO 496/596 will result in you not receiving academic credit for the courses taken abroad, or your dismissal from the program.

#### 5. Tuition Payment

##### **\*\*EXCHANGE PROGRAM PARTICIPANTS\*\***

Once registered, return to your MyASU Student Center. Under the "Finances" section, you can view your current charges, and make a full or partial payment.

Pay ASU tuition and fees by the same method and means as you normally do. Review steps above for possible charge/fee exceptions.

##### **\*\*PARTNERSHIP PROGRAM PARTICIPANTS\*\***

You do not pay separate tuition directly to ASU for your term(s) abroad. Your tuition is built into your study abroad program fee, which you will pay directly to your ASU account.

The Study Abroad Office will apply a special code to your account which pays your tuition for your semester abroad. You **MUST** be registered for the SAO placeholder course prior to this date.

Pay any additional fees that are your responsibility to the Tuition Payment Office (departmental fees, library fines, etc). See steps above for possible charge/fee exceptions.

*Remember, however, that you are responsible for paying any additional Professional Program Fees that are not part of your regular ASU tuition, or if you choose to take ASU Health Insurance. Example: WP Carey students are still required to pay the WPC Professional Program fee during their time abroad.*

Your CGES Program Coordinator will go over this with you again at your small group orientation, and you will receive a reminder e-mail from CGES regarding registration. If you have any questions at any time, please contact CGES.

#### 6. Review your ASU Registration

Make sure it includes your study abroad placeholder course only and no other ASU courses (unless you are enrolled in an online course while abroad).

- If you pre-register for classes before committing to the study abroad program, make sure to DROP all classes that you will not be taking while abroad. Most students are registered only in the study abroad placeholder course and take no other ASU subjects while participating on the program abroad. Failure to formally withdraw from subjects you are not taking may result in a failing grade.

- Your total registration for one semester (including the study abroad placeholder) cannot be greater than 18 hours. If you need to register for ASU distance-learning classes or projects (internet classes, honors thesis, etc) during your study abroad program, you may do so at the same time you register in the study abroad placeholder. If you need to register for more than 6 credits worth of ASU classes or projects outside of the study abroad placeholder, please contact your departmental Academic Advisor to seek a credit-load override.

### **Registration at your Host Institution**

In most cases, you will register for courses at the host university after you arrive in your host country. If this is not the case for your particular program, you will receive further instructions in your Program Specifics which you will receive at the small group orientation.

## **Academic Success Abroad**

The education system and overall philosophy of education at your host institution may be different from what you are used to here in the U.S. This is especially true of direct enrollment programs offering courses designed for local students and not for international students. You must keep an open mind. This is what studying abroad is all about. The following are some differences you may encounter:

### **Reading expectation**

Although some courses may have weekly reading assignments, the majority will have a reading list containing items that students are expected to read without any verification or supervision. It will be assumed that you are reading widely on your own and you will be expected to demonstrate this in your essays, seminars, tutorial discussions, and in your final exam.

### **Instructor's involvement**

Instructors abroad generally have less personal involvement with their students than those in American universities, although they are usually willing to assist international students. While they may not keep regular "office hours", classes often offer tutorials (not necessarily conducted by the regular instructor), which are classroom periods when students can ask questions about the material, request specific examples of test questions, or inquire about what is considered a "good" answer if this is not clear. If you encounter any problem in a class (comprehension, teaching methods, teaching staff, writing style, etc.) the first step is to seek an appointment with the person(s) concerned to find a way of resolving the difficulty. If this is ineffective, consult your host institution contact (listed on your Program Specific Information document), who will try to find a solution to the problem. If this is still ineffective, contact your Study Abroad Office Coordinator via email or telephone. In any case, you should always express your concerns and not let them overwhelm you. Remember that problems cannot be addressed if the student does not make them known.

### **Assignments**

American students are accustomed to written homework and regular testing throughout the entire semester. Most classes overseas, especially with Exchange programs, have one major exam at the end of the term. Also, homework may be more of the research-and-analyze type (i.e., be ready to discuss in class and to give oral presentations), with many reading assignments.

### **Supervision**

There will probably be less supervised work and students will be expected to be more self-motivated and to work in depth on their own.

### **Workload**

While in some of your classes you might have weekly testing, do not be surprised if in others, you have only one major exam at the end of the term, and your ENTIRE GRADE rests on the grade you earn in that exam (which may be entirely essay format).

### **Grades**

Grades earned abroad **are** computed in your ASU GPA (grade point average). You must meet pre-requisites (or demonstrate a comparable background) in order to register for courses abroad. Therefore, the course content should not necessarily be more

difficult than at ASU, but your academic life may prove more challenging, given cultural differences, other distractions, etc. Also, the grading system and/or philosophy at your host institution may be different from that of ASU. For this reason, adjusted grading scales are sometimes used in the Academic Record Change process. Please refer to your Program Specific Information document to review the grading scale (if one is used) for your particular program, if applicable.

### **Final exams**

Some Exchange institutions do not require students to take final exams. But as ASU students, you are required to take the final exam for each course you have enrolled in at your host institution. Also, at some universities, registration for the final exams is not automatic and students must process a registration for the final exam. Please review and abide by the procedures for registering for final exams with your host university contact.

### **Final exams & re-sits**

Some host institutions may offer a possibility for final exams re-sits. If you wish to re-sit an exam, it is your responsibility to make all required administrative and academic arrangements, as well as to obtain permission from the Study Abroad Office. But please be careful: the re-sit session may be scheduled for months after the end of your program!

### **Transcripts**

While some host institutions will automatically mail the ASU students' transcripts to the ASU Study Abroad Office after their program is completed, others (including Université Laval, Universités de Grenoble, and all German institutions) require that the students make a formal request for transcripts. Please review and abide by the procedures for obtaining transcripts with your host university contact. Remember that university policies may include withholding a student's transcript if the student has a remaining accounts receivable balance at his/her host institution at the end of the program.

### **Language Intensive Programs**

These programs present their own unique set of challenges. Most ASU students are not accustomed to focusing on just one topic all day. You may expect more frequent testing and quizzes. There is a rapid learning curve, and high expectations for heavy memorization and out-of-class language practice and continued learning.

### **Important academic-related information to take with you abroad**

- e-mail and phone numbers of your academic advisors
- Credit Conversion/Grade Conversion scales for your program

### **Registration for the semester you return to ASU**

Unless your term abroad will be your last at ASU, please remember to be in contact with your regular Academic Success Specialist for registration matters. Registration for the following term will begin while you are overseas.

### **Tuition Payment**

You can access your schedule/billing statement, and pay your tuition charges as normal, on-line through MyASU: <http://my.asu.edu>.

### **Verification of Enrollment**

It is your responsibility to verify that you have successfully registered in the study abroad placeholder course. You may verify your enrollment after the pre-registration deadline by consulting MyASU <http://my.asu.edu>. Remember that there is no longer a class registration purge due to non-tuition payment. If you register for classes for the semester you intend to return to ASU and for any reason decide not to return to ASU, if you forget to clear your registration prior to the tuition payment deadline, you will be charged a \$75.00 late fee and automatically enrolled in ASU's tuition payment plan, under which, you are at risk of having to pay ASU tuition for the registered classes even if you do not plan to attend ASU that semester. If you register for classes at ASU for the semester after the completion of your international program and forget to pay your tuition by the tuition payment deadline, you will be charged a \$75.00 late fee and will be automatically enrolled in the tuition payment plan.

## **Beware of Registration Blocks**

Your registration will be blocked if you have an outstanding balance of fees owed to ASU at the time of registration. It is your responsibility to clear all issues regarding fees owed to ASU prior to departure. If you do not pay your student account charges in a timely manner, you risk paying late charges on those fees.

## **Completion of your Study Abroad Program**

Completion of your program includes:

- Attending any pre-semester orientation session (as indicated by your host institution).
- Completing mandatory pre-semester intensive language session (if applicable).
- Participating in classroom instruction, which includes, but is not limited to: lectures, tutorials, seminars, labs, etc for the courses in which you are enrolled.
- Completing any and all exams, including final exams, as they are regularly scheduled for your courses.

Your program begins on the date indicated in your host institution acceptance packet or in the “Program Specific” document you receive at small group orientation, whichever was received most recently. Your program ends on the date of your last final exam. All students participating in ASU international programs are required to complete all parts of their program in their entirety. No accommodations or exceptions will be made for students who do not attend their final exams at the date and time scheduled by their host institution. Please note that if your intended ASU graduation date is to occur prior to the end of your international program, you will be unable to attend your ASU commencement ceremony.

## **FINANCES**

### **Professional Program Fees**

Certain ASU academic departments and colleges charge their students special fees which are not part of the regular ASU tuition, although such fees are often paid at the same time as tuition. For example, students in the W. P. Carey School of Business are assessed a \$400 fee per semester. **YOU STILL HAVE TO PAY THIS FEE TO ASU EVEN THOUGH YOU ARE GOING ON A PROGRAM ABROAD.** If you do not pay these fees upon registration, they will be charged to your ASU student account. Late charges may be applied for continued non-payment.

### **Economic Recovery Surcharge Fee**

You are required to pay the Economic Recovery Surcharge fee on your account for the semester/year that you will be abroad. If you do not pay these fees upon registration, they will be charged to your ASU student account. Late charges may be applied for continued non-payment.

### **\*\*EXCHANGE Program Participant Tuition Payment\*\***

You have paid a non-refundable application fee of \$100 and a non-refundable confirmation fee of \$350 as part of your exchange application.

Please remember that you are responsible for all arrangements and costs associated with overseas transportation, housing, food, intensive language study (if applicable) and/or cultural events, etc. You will pay your ASU tuition and registration fees for the exchange program semester at the time you register yourself for the SAO placeholder course 496 (undergraduate) or 596 (graduate) [see section on Registration under “Academics” above]. You will be provided the Class Number and course title for the appropriate placeholder course at your Small Group Orientation.

Remember that you must pay your tuition by ASU’s tuition payment deadline; otherwise you will be charged late fees and will automatically be enrolled in ASU’s tuition payment plan.

## **\*\*PARTNERSHIP & INTERNSHIP Program Fee Payment\*\***

You have already paid a non-refundable \$100 application fee and a non-refundable \$350 confirmation deposit toward your program fee.

**Program fee due dates** (remaining program fee balances must be paid in full):

**November 25** for Spring semester and Calendar Year programs

**April 25** for Summer programs beginning in May or June

**May 25** for Summer programs beginning in July, Fall semester and Academic Year Programs

Please remember that your program fee does not include tuition for optional non-credit bearing courses (Italian Cooking, Pottery, etc), supplemental tuition charges (such as for heavy science course loads in Ireland or Australia), beyond what is specified on the program documentation provided by the program provider or the Study Abroad Office, nor does it include additional non-academic endeavors such as group parties, tours or other cultural events (unless specified). Ask your Study Abroad Program Coordinator if you have any questions.

### **Academic Year Program Fee Payment**

Academic year participants may pay their program fee in two installments. The first installment of 50% of your total program fee is due by the regular Fall term payment due date, and your \$100 application fee and the \$350 confirmation deposit are applied toward this amount. The remaining balance of 50% of your program fee is due by Spring semester deadline and can be paid by the same payment options outlined below. Upon request, your Study Abroad Program Coordinator can provide you with a worksheet to assist in calculating the amount of each installment.

### **Method of payment**

All application fees, confirmation deposits and program fees will be charged to participants' ASU Student Accounts, and may be paid through MyASU or in person at the Cashier's Office (SSV) just as all ASU charges are normally paid. Most forms of ASU financial aid and/or scholarships can also be used to help pay study abroad program fees, and will credit the program fee balance on a student's account once disbursed.

### **Study Abroad Withdrawal Policy**

Please refer to the Study Abroad Office Withdrawal Policy document, which you signed as part of your study abroad application. You can always view the withdrawal policy that you signed in your Study Abroad Office profile at <https://studyabroad.asu.edu>.

### **Use of ASU Financial Aid/Scholarships**

**NOTE:** Students receiving Parent Plus or other Alternative Loans should speak with the Student Financial Assistance Office (SFAO) regarding the applicability of these loans to Study Abroad Office program fees. Only those loans with electronic funds transfer are eligible to be applied to a SAO program fee. Private scholarships not processed and disbursed directly through SAO or the ASU Scholarship Office may not be applied directly toward the SAO program fee but may be used for program related costs.

Review the "Financing Your International Program Handbook," available under "Resources" in your Study Abroad Office profile, for more complete details on how to apply financial aid and scholarship options towards the cost of your study abroad program, FAFSA application details, and eligibility reassessment.

Aid recipients must accept their aid package through your myASU Student Center.

Students who receive scholarships and tuition waivers through the ASU Scholarships Office must contact the student financial assistance office (855-278-5080) to determine whether their funding is applicable to SAO study abroad programs, deferrable or non-deferrable, and act accordingly.

If applicable, a written request for deferment must be on file and processed by the Scholarships Office by May 1st for Fall and Academic Year programs and December 1st for Spring. Please ensure that any scholarship for which you are not eligible during your

term(s) abroad does not appear on your Student Aid Report (Work Study, for example) and is not factored into your Student Financial Aid Assignment form.

### **Using Financial Aid on Summer Programs**

For the most updated and accurate information, please visit the Summer Financial Aid website: <http://students.asu.edu/summer-financial-aid>.

Students must have a valid FAFSA (Free Application for Federal Student Aid) on file for the current school year and be enrolled in at least one ASU course during the summer term.

Only students who have not borrowed the full amount that they have been awarded in federal subsidized and unsubsidized loans during the fall or spring semester may be eligible to apply the remaining balance of this award toward summer study.

Students may wish to plan ahead and not borrow the full amount during the academic year if they know they will be going abroad in the summer.

### **Payment through ASU Financial Aid**

For the most updated and accurate information, please visit <http://students.asu.edu/summer-financial-aid>.

### **General Eligibility for Summer Financial Aid**

Students are considered eligible for summer financial assistance by meeting the following criteria:

- Enrolling in ASU courses during the summer term
- Meeting eligibility criteria, as detailed online at <http://students.asu.edu/policies/financial-aid>
- Having a valid FAFSA (Free Application for Federal Student Aid) on file for the current school year (for federal aid consideration).

### **Federal subsidized and unsubsidized loans**

Only students who have not borrowed the full amount that they have been awarded in federal subsidized and unsubsidized loans during the fall or spring semester may be eligible for the remaining balance of this award toward summer study. Students may wish to plan ahead and not borrow the full amount during the academic year if they know they will be going abroad in the summer. Students must make sure to “accept” these awards through MyASU and sign all related documents to ensure aid disbursement. More information is available online at: <http://students.asu.edu/loans>.

### **Parent Plus Loan and/or Alternative Loans**

Students may be eligible to apply for Parent Plus and/or alternative loans for costs related to summer study abroad. There are several steps involved in this process and all steps must be completed properly to ensure timely disbursement. Additional alternative loans may be used to directly pay the CGES program fee as well. In order to apply this type of loan to your fee, the funds must be paid directly to ASU by electronic fund transfer. More information about Plus and Alternative Loans is available online at <http://students.asu.edu/loans/plus>.

### **More Information**

Students should visit the Student Financial Assistance Office and meet with a Financial Aid Counselor to learn more about qualifying for summer financial aid.

Location: Student Service building, 2<sup>nd</sup> Floor

Hours: Monday-Friday 8am to 5pm, no appointment necessary

General inquiries: 855-278-5080

General e-mail: [financialaid@asu.edu](mailto:financialaid@asu.edu)

Website: <http://students.asu.edu/summer-financial-aid>

### **\*Important for Partnership Program Participants\***

## How to understand your account on MyASU

The Study Abroad Office will work with Student Business Services to ensure that the ASU tuition for your term(s) abroad on a Partnership program is covered by SAO. However, if you owe additional fees, such as a Professional Program Fee, you do still need to pay such fees before going abroad.

Many students become concerned because the *amount* of tuition and fees will still appear viewable in the summary tab on the Account Inquiry section of the ASU Interactive Student Center. This is not a discrepancy. Due to record keeping requirements, your account needs to accurately reflect the amount of tuition accounted for in relation to your continued full-time status at ASU for your term(s) abroad.

➤ **You need to refer to the “Charges Due” tab to see if you still actually owe anything to ASU!**

If it says \$0.00, no balance is due to ASU.

If you see any charges included on the “Charges Due” tab, you OWE MONEY TO ASU. In this case, you should submit a payment as soon as possible to avoid any late fees or other repercussions resulting from non-payment.

If you have any additional questions about your balance due, please contact Student Business Services first, as they have access to your financial screens. SAO Coordinators do not have the same access to your ASU financial records so it is much more difficult for us to determine what charges are appearing and why.

However, if for some reason the problem does have to do with SAO, contact your SAO Program Coordinator and we will work with you to resolve the issue.

## Withdrawal from a Study Abroad Program

Should you need to withdraw from your program after having returned your completed application to the Study Abroad Office but BEFORE confirming your participation, log into your Study Abroad Office profile at <https://studyabroad.asu.edu> and click on the “DECLINE” button for the program you are withdrawing from. IF YOU HAVE CONFIRMED, YOU MUST NOTIFY THE STUDY ABROAD OFFICE IN WRITING OF YOUR WITHDRAWAL. Students may notify their International Coordinator through e-mail from their ASU e-mail account; however, a signed withdrawal letter is preferable. All withdrawal notifications must be dated and include the signature of the student, or the legal guardian if the intended participant is under 18 years old. The Study Abroad Office cannot withdraw you from the program nor process any refund (if applicable) on verbal notice only or correspondence from friends/relatives. You cannot register for other classes at ASU until you have been withdrawn from SAO 496/596.

## Cultural Adaptation and Traveling Abroad

Studying abroad is a different experience from traveling abroad as a tourist. While at the beginning of your stay you will be amazed and excited about the cultural, linguistic, geographical, organizational and other differences you will encounter in your host country, in time you may start to perceive these differences as a source of frustration.

The reason for this is that unlike a tourist, whose function is mostly that of a passive observer of the host culture, you will be expected to actively and fully participate in the day-to-day activities of student life and host family life (if applicable). You will be confronted with a different value system, different rules of etiquette, teaching style, food habits, daily schedule, means of transportation, etc, while striving to achieve the best possible academic results in your academic program and making the most of your travel opportunities... a doubly compounded challenge!

Moreover, unlike in interpersonal relationships, where two individuals can more or less easily make accommodations with each other for the sake of better communication and more rewarding interactions, your host country will make little accommodation to adjust its way of life to your assumptions and expectations.

A lot of the stress caused by these differences and expectations can be alleviated by better mental, psychological and logistical preparation. Now that you have completed all the administrative requirements for participation in your academic program abroad, the most important part of your preparation is still to be done... If you want to gain the most from your experience abroad, you need to explore the following areas before you leave the U.S.:



- YOURSELF
- YOUR HOME CULTURE
- YOUR HOST CULTURE
- YOUR GOALS FOR THIS PROGRAM
- YOUR LONG TERM GOALS

### **Exploring your Identity**

Contrary to common assumptions, the challenges you will face as a result of the stress caused by cultural transplantation and being away from your family and friends could be exacerbated by unresolved personal problems you may be carrying with you when you go abroad. Personal problems do not necessarily go away because you have left the U.S. The cultural challenges you face will be better resolved if you have taken the time to reflect on yourself and your life before you leave. The following are some issues you should consider:

- Who are you as an individual and in your relationships with others? Are you ready for adjustments in your interpersonal relations?
- What are your values? What are you willing to compromise and not compromise?
- Get your personal life in focus. If you are leaving behind loved ones or a boy/girl friend, you might set limitations on your experience because your time and effort will be concentrated on someone far away.
- Similarly, for those of you participating in a group program, if you attach yourself to someone in the group you might limit yourself in the same manner. The group should be there as a base for your experience, a secure place from which to reach out to new and exciting cultures and peoples, and not as a shelter. Don't live in an American bubble!
- Do you really know why you want to study abroad? Do you clearly understand the added challenges of studying abroad as opposed to just traveling? What do you want most from this experience? Set goals, and write them down.
- Let these goals be realistic: Will you really become fluent in French in 4 months? Will you really come back fully "matured" and ready to face anything? Will you really come back an expert on your host country and culture? Will you really have enough time and money to visit all of Europe? South America? Australia? Write your goals down and be ready to adapt them to a newer reality as time passes.

## Cultural Expectations

We are the products of our own culture and find our ways completely rational. We are often stunned when faced with a real situation in which other people think it is quite rational to act in a different and even opposite manner. Examine some of our assumptions as Americans, and compare them with cultural assumptions in various other countries:

COMMON ASSUMPTIONS MADE BY AMERICANS	COMMON ASSUMPTIONS IN MANY OTHER CULTURES
The customer is always right.	The customer is a guest in a private place of business and must follow the business's regulations and procedures.
The salesperson must offer assistance to the customer.	The customer must request assistance from the salesperson.
The waiter/waitress brings the check shortly after I finish eating.	The waiter/waitress will bring the check only after I ask him/her to do so; doing otherwise would be very impolite.
Convenience means supermarkets, superstores, "one-stop-shopping", 24-hour service, catalogue shopping, Internet shopping.	Quality means shopping in specialized boutiques: chocolate store, butcher's store, bakery, farmer's market, shoe store, coat store, etc. with perhaps more limited business hours.
When at a shop or food counter, you must stand in line and wait your turn. Cutting in line is rude.	When you're ready to order head to the front – the person behind the counter will decide who is next.
The best way to get from point "A" to point "B" is by car.	Public transportation is economical, fast, and brings me almost to the door of where I am going; I have no need or money for a car.
Success or the "pursuit of happiness" means having enough money to purchase one or more homes, one or more cars, RVs, CDs, and electronic devices and gadgets.	Happiness is having enough money to purchase a house, a car, paying all of my children's education for as long as they wish to study, go to the theatre or concerts as much as I like and take a 6 week vacation every year.
Everyone would immigrate to the US if they only could...	Niagara Falls, the Grand Canyon and California are great places to visit, but the quality of life is better at home: less violence...
"American" means one who is a citizen or permanent resident of the United States.	"American" means anyone who is a citizen or permanent resident of any country in North, Central or South America.
A "good citizen" is a "law abiding citizen".	"Outsmarting the system" could be seen as a sign of intelligence and cunningness.
Hamburgers, hot-dogs, and pizzas look and taste the same everywhere.	A hamburger could be a meat patty with lettuce, salad and bread on the side; a hot-dog could be a Polish sausage in a French baguette; a pizza simply could be anything on a kind of bread.
"Normal" attire to go out is jeans, a T-shirt, and sneakers.	"Normal" attire to go out is a casual shirt and coat or classic sweater, casual pants, dark socks and leather shoes for men and a "classy" dress with leather shoes, boots or sandals for women.
The use of people's first name is appropriate in almost all occasions, since it implies friendship, not disrespect.	The use of first names is acceptable if the other person is socially "equal" or "inferior", and if the two individuals have known each other for some time and have established a close relationship.
It is better to tell the truth, even if it may hurt the other person. Facts, the "cold truth," are better than distorted information.	Your host culture may value courtesy, politeness or family loyalty over plain facts; in an effort to be pleasant, they may choose to embellish the truth. This could be misleading.
Hugging, patting on the back, and nudging are common marks of friendship.	Your host culture may find this insufficient in expressing emotions and sentiments; or on the contrary, they may find it excessive and might prefer not to be touched at all.
Compliments or "over thanking" are embarrassing.	Your host culture may appreciate compliments and gratitude more than you do. Do not be stingy!
We should avoid "touchy" or private subjects such as religion, politics, age, income, sex life, etc., in our casual conversations, so as not to offend anyone.	Many cultures derive great pleasure in discussing these very issues, and sometimes very passionately. Do not be embarrassed or intimidated by their emotional style. If you do get involved, be very careful of how you get involved.
We value our personal privacy; we sometimes "need space".	Your host culture/family may value togetherness, intimacy, and want to include you in all their family activities.

## How Americans are perceived by other cultures

Just as you may have assumptions about your host culture – this is normal and part of human nature – your host culture might have assumptions about you as an American. Do not be surprised! Here are some common preconceived ideas about Americans:

PERCEPTIONS	COMMENTS	SUGGESTIONS TO FIT IN
Americans are too self-assured.	The American society is one of entrepreneurs, self-made persons, risk-takers, and “take charge” persons. Americans believe they can do anything if they just put their minds to it; they often feel comfortable speaking about their experiences, their talents, accomplishments, success or belongings.	Perhaps use a little reserve and humility with your interactions. It is good practice to be aware of how others are perceiving you...
They talk a lot.	Americans typically find silence uncomfortable and use “small talk” to reduce their discomfort. Silence and reflection is valued in many cultures and “talking for nothing” may be perceived as annoying and superficial.	Do not be intimidated by moments of silence; use this opportunity to relax and observe your surroundings.
They talk too loudly.	Americans are usually of an exuberant nature, like to express themselves freely and are easily “excitable”, especially when in groups.	Observe the behavior of people around you and try to have the same demeanor.
They are superficial in their conversations.	Americans usually avoid “touchy” or private subjects such as religion, politics, age, income, their own sex life, etc., in casual conversations, so as not to offend anyone. They prefer to talk about sports, music, travel, studies.	It is better if you avoid “touchy” subjects while abroad, but don’t be surprised or offended if you witness the locals “hotly” argue such subjects. The idea is for you not to put yourself at risk.
They smile a lot and appear very friendly, but this is misleading.	Americans use expressions such as “I’ll call you!” “See you soon!” or “Let’s get together sometime!” as formulas of politeness.	Be careful! These formulas could be understood in their literal sense in your host country, and cause misunderstandings and pain.
Americans are unsophisticated in their behavior and attitude. They do not respect rank.	Americans are generally informal in their behavior, attitude and dress. Your host culture may be a little or a lot more formal in introductions and conversation with persons of authority and unknown persons.	Observe the behavior of people around you and try to act and speak on the same wavelength, using an equivalent level of conversation. Avoid slouching on your chair or bringing food to class, which may be considered impolite. Get used to shaking hands or kissing on the cheek every time you meet a friend or acquaintance.

## Questions to ask experts of your host country's culture

The ASU Study Abroad Office small group orientation gives you the opportunity to discuss with area specialists, returned students, exchange students, guest faculty advisors and/or administrators, who have expertise in the culture of your host country. The following is a list of issues you may want to address with them as well as themes you may want to reflect on BEFORE, DURING and AFTER your program. We strongly encourage you to ask questions and take notes; you might not have this opportunity again before you leave!

WHAT DO I REALLY KNOW? WHAT ARE MY EXPECTATIONS? IN THE AREAS OF:	NOTES
Social structure (egalitarian, hierarchy, rich/poor, casts, clans, divided/united, etc.)	
Personal safety, areas to avoid	
If you are going to stay with a host family, what might be their house rules, expectations, and practices?	
Political system (parties, ideologies, military) How are they viewed?	
Government (democracy, social-democracy, monarchy, parliamentary-monarchy, dictatorship, etc.)	
How did the country's history frame its present structures?	
Judicial system (presumption of innocence/guilt, written law, jury system, prior precedents, etc.)	
Legal system: are there specific local laws/regulations you should know about?	
Issues of international concern currently faced by your host country.	
What resources is the economy based on? What is the stage of technological development?	
Religious philosophy and practice	
Geographic distribution of population (urban/rural), "ownership" issues	
What ties/relations does your host country have with the U.S.?	
Food habits, national foods, dietary recommendations, drinks, table manners etc.	
Dating practices, gender roles	
Appropriate behavior in public	
What are the cultural assumptions about Americans?	
What are the most important values? The daily concerns of the people?	
Educational system	
Language issues, minority language(s)	
Communication and media	
Popular and classical art, music, architecture, favorite sports, leisure activities.	
Cultural and linguistic traps	
Holidays	
Minorities (ethnic, linguistic, religious, sexual orientation, etc.)	
Hygiene, health issues	

VALUES: COMPARE AND CONTRAST YOUR HOST COUNTRY'S VALUES AND CONCEPTIONS WITH THOSE OF YOUR HOME CULTURE IN THE AREAS OF:	
Personal Space: be prepared for people to be a little too close for "American comfort." Americans are raised with that magic circle of space around them that started in kindergarten when they made the magic circle around themselves before story/nap time. <i>Remember:</i> just as the world speaks a different verbal language, it also speaks a different non-verbal one.	
Time	
Religion	
Individualism/social conscience	
Leisure	
Gender roles	
Racism and multiculturalism	
Perceptions of youth and aging	
<b>ACADEMICS: DISCUSS PROGRAM SPECIFICS</b>	
Curricular choices (if any)	
Location of classes/times	
Program dates, holidays	
Grading system	
Differences in educational philosophy	
Instructors	
Textbooks to buy	
Optional texts/suggested readings	
<b>HOUSING: DISCUSS PROGRAM SPECIFICS</b>	
Host family, university residence, apartment?	
Standard of living	
Expectations	
Telephone restrictions	
Rules of behavior	
Supplemental food	
Gifts to take for host family	

## **General Guidelines for Cultural Appreciation and Understanding**

Vive la différence! Remember at all times that you are going abroad to experience something “different.” And it WILL be different. But, who is actually different? You or them?

Beware of stereotypes; both theirs of you and yours of them. Learn to separate your American expectations and reactions from the circumstances of events and manifestations of an equally valid culture in your host country. Through your behavior and demeanor, try to correct the incorrect assumptions your host culture may have about Americans...and be open to correcting any of your own incorrect assumptions that you might have about your host culture.

Think etiquette/politeness, not emotional reaction. Give it a fair try. Ask yourself if you are really, honestly trying to fit in.

Remember--your host country is not required to make any accommodations for you. They think the way they do things is rational, just like you think the way you do things in the U.S. is rational!

Suspend judgment. While abroad, just observe. Keep your judgments for after you have returned. Time will give you a better perspective. If you find yourself comparing and contrasting cultures, accept differences as just that, different.

Learn to develop empathy.

Become conscious of nonverbal communication and language barriers.

Become aware of the interconnectedness of global issues (e.g., poverty, overpopulation, pollution, financial markets).

Remember that those who are anti-American usually hold nothing against individual Americans. Students should prepare themselves for hearing America criticized, and remember that we are not perfect. Keep a positive attitude. And if you do decide to involve yourself in conversations about American politics and/or culture, do so diplomatically and with an open mind. You might learn more than you have to teach!

Try new things. Don't let shyness or nervousness stop you from trying all things new. As one student advises: "Think about how you'll feel ten years from now wishing you had been a little more adventurous. Just do it and you'll never forget it."

Keep a sense of humor!

## **Culture Shock**

### **Changes, Transitions, and Adjustment:**

Your semester or year abroad will present you with a vast array of new and exciting ideas, people, and values that may influence you in many different ways. Students abroad are affected by these changes more than tourists because the superficiality of being a tourist has been reduced. You can no longer rely on familiar guidelines for social life and you are not truly members of the European, Middle Eastern, Asian, South Pacific, African or Latin American society that surrounds you. Changes in lifestyle may occur at many levels: from small habits (American adults seem to be the only ones who drink milk during their meals) to big ideas (most concepts of personal space and privacy in other countries are different than those in the U.S.).

How a person reacts to these changes and transitions is called culture shock. Everyone experiences culture shock in one form or another. This is perfectly normal. You may not be fully aware that you are suffering from culture shock.

### **Symptoms of Culture Shock:**

- lacking energy or sleeping a lot; feeling bored
- feeling homesick
- making stereotypes of the host culture
- always hanging out with fellow Americans
- isolating yourself from others (e.g., reading all day)
- staying overly connected to family & friends back home (e.g., staying up all night Skyping or IMing and then sleeping all day)
- being irritable or feeling confused
- being negative or critical about the host culture and blaming it for everything that goes wrong

### Positive Steps to Control Culture Shock:

- Talk to your resident director or contact person.
- Talk to other students--they may very likely be feeling the same thing.
- Visit historical sites--sometimes being drawn into the timelessness of history gives one a perspective on daily life.
- Write for the future. Keep a journal. If that is difficult, write your thoughts on matchbook covers, postcards, museum or concert publicity notices; anything that will serve to key you in to your experiences of the moment and provide you with reminders in future years of what you did.
- Focus on why you wanted to go in the first place
- Go out and don't remain isolated. Meet people at clubs, societies, or cultural activities.
- You will experience exciting as well as difficult moments. The important thing is to learn from the difficult ones.

Listed below are some phases you may go through in adjusting to your new culture. Not everyone experiences all of these stages, or with the same intensity, but it is useful to be aware of them.

### Phases of Culture Shock:

**The Honeymoon.** The first few hours, days or weeks abroad are often characterized by the excitement of sensory overload. Both adrenaline and expectations are running high, and everything seems new and intriguing.

**Culture Shock.** Once the initial "honeymoon" phase subsides, dissonances between native and host cultures begin to seem more pronounced, and a sense of alienation can set in. Curiosity and enthusiasm about-face, transforming into frustration, insecurity, negativity toward local culture, glorification of home culture, exaggerated responses to minor problems, withdrawal and/or depression.

**Surface Adjustment.** With time, you'll begin to orient yourself to a different set of cultural practices and feel increasingly comfortable and confident in your new surroundings. Your sense of humor, which may have been lying dormant for a while, will re-emerge.

**Unresolved Problems.** You may wonder why you ever went abroad and be extremely homesick. Reality of academic life may hit you (yes, the grades count!). You start realizing that your home culture is not a rational invention; everyone else's culture seems to work just as well for them and they don't see things your way!

You have a hard time articulating and integrating the two value systems (those of your host and your home culture) under which you are now operating.

**Feeling at Home.** You accept the new culture as another way of living. You may not always approve of it, but you accept and understand differences.

The realization that these ways of doing things are not a game put on for tourists, but very real for the local people, means that they have also become basic to your personality and life.

**Departure Concern.** You begin to sense personal changes. You have mixed feelings about returning to the US. "Partir, c'est mourir un peu" (To leave is to die a little). What you have experienced and gained is something that can never be taken away from you: personal memories, insights and a broader understanding of people, systems, cultures, values; perhaps a sense of personal accomplishment and independence. Whether you apply what you have learned academically, professionally or keep it to yourself, your memories will always be with you.

**Return to the States.** Believe it or not, coming back to the US may be harder than to it was to leave. You have changed, and you may be faced not only with other people's memories and expectations of an "old" you, but you may also not know exactly how you want to fit in. A common problem is that not everyone shares your enthusiasm and excitement regarding your experiences and they may get bored while you wax poetic and show your memorabilia. You may be overly critical of your home environment, or find that it does not live up to the rosy picture you had kept of it while abroad. Many students spend the first two weeks in the US formulating new travel plans. Rest assured that in time, you will be able to place both your home culture and your "adopted" culture in perspective. Remember, you were flexible and open-minded on the way out; try to do the same on the way back!

## **Packing Guidelines**

### **Pack Light!**

"I had a large suitcase. I had a hanging bag. I had a large duffle bag. I had a good size shoulder bag. I had way too much. The lesson I learned is for everyone planning a trip to Europe, but especially those most prone to over-packing. Most Americans have a warped idea about what they can and cannot live without. By the time I had reached my final destination in France, I was convinced I could live without everything I had brought, except my toothbrush. My advice: take only one or two pairs of comfortable shoes, two or three changes of clothing, a few pairs of underwear, REALLY necessary toiletries, a good book, a journal, and learn to do without the rest."

Don't take too much! Remember that you can't rely on having someone else around to carry your luggage. Be mobile and self-sufficient! You can always buy more clothes when you get there, once you see what is in style. Consider bringing ONE dressy (dressier) outfit for "those occasions." Remember though, dry cleaning can be expensive in some parts of the world.

Check with your airline to determine how many bags you can carry on and if there are additional charges. Keep in mind that every item you pack may return to haunt your weary feet and aching back. One of your most important investments should be a good quality backpack. When packing, try to keep your carry-on load under 25 pounds. Before you leave, try walking around the neighborhood with all the luggage you plan to carry. If you find the weight too much, reduce your load. (Leave room for the souvenirs you are bound to pick up along the way!) Your best bet is to keep it simple. Use the following list as a guideline, and pack what is essential for you, but make sure you also consider the weather conditions specific to your country of destination.

### **Luggage**

If you plan to do a lot of traveling during or after your program, an internal frame backpack that converts into a suitcase for checking on airplanes is ideal. The added convenience of this type of bag is that it is easy to carry and fits overhead on the trains and in train station storage lockers. An external-frame backpack is best if you plan on camping and doing a lot of hiking, but the down side is that they usually don't fit in storage lockers. A large duffle bag to carry everything else in and a large carry-on should be enough. Or else, one large to medium and one smaller size suitcases on rollers, and a large carry-on. However, do not plan on traveling around the country with only a suitcase on rollers. It is cumbersome and hard to pull through the crowded, possibly cobbled sidewalks.

- Check with your airline carrier to find out their baggage limit for international flights.
- Remember that most suitcases look alike. It is recommended that in addition to the required name and address tag, you visibly mark your luggage for easy identification (initials in bold tape, color ribbon around the handle, neon luggage tag, etc.) Put your name and address on the outside of each piece of luggage.
- Pack an extra empty bag for souvenirs and extra items. You will return with more than you came with.
- Transfer all liquids from glass or breakable containers into plastic containers; bottles can often explode due to air pressure. Plastic guarantees against breakage and will be lighter. Use tape to seal the lids while traveling.
- Use plastic bags to organize; you can later use the bags to separate damp items from dry, or soiled items from clean. Pack small things inside shoes to conserve space.
- Do not pack any weapons, flammable or volatile items and do not carry any sharp/cutting items (even a Swiss Army knife) in your carry-on luggage.

### **Electrical Devices**

Electrical current in Europe, Australia and many parts of the world is 220v, not 120v as in the States, so you will need transformers and/or converters to be able to use any American appliances. Heating elements (as in hair dryers) will inevitably burn out a converter. The most important item you should buy before leaving, however, is a polarized (one slit is bigger) adaptor plug. You can get them in any hardware store, but make sure your appliances fit into the plug. This is not a transformer; it is simply a device to allow you to plug your appliances into outlets. Check to see what plugs your country uses before buying an adapter. Consider



purchasing hair dryers, curling irons, electric shavers and travel irons with an alternate 110/220 current switch in the States before you leave. These items may be quite expensive or unavailable abroad. However, sometimes it makes more sense to buy them abroad, depending on where you're going. If you must take these types of items, remember that they are heavy, take up space and you may not want to be stuck with them later while you are traveling. Check out this website for more information: <http://kropla.com/electric.htm>

## **Travel Documents**

Double check that you have all necessary travel documents with you. Make copies of all documents and valuable items of information (passport, plane tickets, credit cards-including the number to call if you need to cancel, bank info), in case they are lost or stolen. Keep one copy with you and leave one copy at home with your family or friends. Record the numbers from the appropriate documents, and carry four extra passport photos to assist in document duplication should it be necessary. You may find it helpful to memorize your passport number, along with the date and place of issue, to speed up the replacement process should you lose all your records. Many students electronically scan their passport and important documents and e-mail the image to themselves, this way you will always have a copy of your documents accessible from anywhere in the world. Treat your airline ticket as if it were cash -- lost or stolen tickets are difficult to replace without additional expense. Check with your airline to determine their policy on lost or stolen tickets.

Photocopy all portions of your ticket and keep the copy separate from your ticket. Report a lost ticket immediately so the airline can blacklist it, helping to prevent its use. If the lost ticket is cashed in or used, you'll probably be out of luck.

Try to use electronic tickets, and keep copies of your reservations.

## **Suggested Packing Checklist**

This list is not designed for every person or location around the world. You may wish to alter the list to suit the host climate or your personal clothing preferences. In general, past participants have reported that locals dress more formally than Americans, particularly U.S. college students, tend to dress. "Well, what if..." is not a good enough reason to pack something "just in case." If you know you will wear or use something frequently, bring it. If you think you "just might" want it, remember they have stores overseas too!

### Documents and Essentials:

- \_ passport
- \_ plane ticket, rail passes
- \_ insurance information
- \_ SAO International Program Student Agreement
- \_ SAO International Program Handbook
- \_ SAO Specific Program Information
- \_ enough local currency to travel from airport to final destination  
(may exchange dollars for local currency at international airport)
- \_ traveler's checks
- \_ extra change (\$50 in small U.S. bills)
- \_ credit card(s), debit card with PIN #, ATM card
- \_ money belt or neck wallet
- \_ Youth Hostel membership card and hostel directory (if applicable)
- \_ International Student Identity Card (ISIC)
- \_ ISIC Council for International Educational Exchange booklet
- \_ address book, USA Direct phone numbers
- \_ ASU PIN # & ASURITE ID number
- \_ extra passport-size photos
- \_ prescriptions (generic name) for medicines (although it is better to simply bring a semester-long supply of your medicine) & prescriptions for eyeglasses or contact lenses (in case they need to be replaced)
- \_ Safety pages and emergency card from SAO orientation

### Clothing:

- \_ Clothes that don't wrinkle or show dirt that you can wear (& remove) in layers
- \_ 1 pair of comfortable walking shoes
- \_ 1 pair of flip-flops or shower shoes
- \_ 7-14 pairs of socks
- \_ 7-14 pairs of underwear
- \_ 1-2 pairs of shorts
- \_ 2-3 skirts/pants
- \_ 1-2 pairs of jeans
- \_ 3-6 shirts/blouses
- \_ 3-6 T-shirts
- \_ 1-3 sweater/sweatshirt (depending on destination)
- \_ 1 poncho/rain jacket
- \_ 1 light or heavy jacket (depending on destination)
- \_ 1 raincoat (if jacket is not water-proof)
- \_ 1 bathing suit
- \_ 1 hat, warm gloves/scarf if necessary
- \_ 1-2 semi-formal outfit(s)

### Medicine and toiletries:

It is a good idea to bring smaller items to save luggage space as it is always possible to buy more while abroad. Past female participants have advised that it may be hard to find tampons in many countries and prefer to bring an appropriate supply. Contact lens wearers have also found that lenses and related chemicals are often much more expensive overseas and worth bringing in larger quantity or size.

- \_ band aids
- \_ rubbing alcohol
- \_ gauze and adhesive tape
- \_ antibacterial ointment
- \_ pain reliever
- \_ anti-diarrhea medication
- \_ antacid medication
- \_ toothbrush
- \_ toothpaste
- \_ dental floss
- \_ soap
- \_ shampoo/conditioner
- \_ comb/hair brush
- \_ deodorant
- \_ skin moisturizer
- \_ cosmetics (if applicable)
- \_ tissues
- \_ feminine hygiene (if applicable and if you are traveling where they are not available)
- \_ razor/razor blades (not in carry-on)
- \_ umbrella
- \_ batteries
- \_ small/medium plastic bags
- \_ camera and film
- \_ Swiss army-style knife (not in carry-on)
- \_ luggage locks and tags
- \_ travel journal
- \_ moist towelettes
- \_ pocket calculator
- \_ books, guides and maps
- \_ day pack
- \_ laundry soap and line
- \_ Depending on the region: sunscreen, sunburn ointment, water purification tablets, antihistamines, insect repellent
- \_ eyeglasses, contact lenses and cleaning solution to last your entire time abroad
- semester-long supply of prescription medicine (the local pharmacy might not honor an "out-of-state" prescription or the medicine may not be available) Make sure that any medicine containers you take with are clearly labeled

### Miscellaneous:

- \_ change purse/handbag
- \_ adapter/voltage converter
- \_ alarm clock
- \_ corkscrew/bottle/can opener (not in carry-on)
- \_ ear plugs and "swimmer's ear" prevention drops
- \_ flashlight
- \_ nail clippers (not in carry-on)
- \_ portable radio/walkman
- \_ pictures of family and friends (not framed)
- \_ pocket knife (not in carry-on)
- \_ safety pins (not in carry-on)
- \_ sewing kit (not in carry-on)
- \_ sleep sack (a sewn-up sheet for use in hostels)
- \_ sunglasses
- \_ toilet paper

## **Money Management**

There is no “best” system for managing money overseas. Most students will learn what method works best for them after a few weeks in their new home. The following are given as suggestions and tips.

Many foreign cultures are much more cash-based than the US. You will only be allowed to pay with credit for large purchases or meals; small purchases will be expected to be paid cash-only. Plan accordingly, and always have a small amount of cash on you.

You can change money at any International airport in order to obtain a small amount of foreign currency before you head overseas. However, the exchange rate at the airport is usually quite high, so avoid changing large sums at the airport. A better bet is to obtain a small amount of foreign currency from your US bank before you leave. While the rates aren’t always great, they are typically better than at the airport. Place your order well ahead of time – it may take the bank up to two weeks to obtain your currency.

The most recognized credit cards abroad are Visa and Mastercard. While Discover and American Express may be accepted some places they are much less common, and should not be relied on abroad.

You may also get a cash advance on your credit card at most banks, although the fee is rather high. When you change money, take into consideration that exchange rates, finance charges and/or interest rates may be different at each exchange bureau.

You may use an ATM or debit card to access your U.S. bank accounts. Remember however, that it may take a week for the transaction to be recorded in your bank's branch at home. Debit cards cannot be used to make purchases in most countries, only to withdrawal money from your U.S. checking account. Also, some debit/ATM cards will only work at certain banks in some countries. Contact your bank before you depart to find where you can and cannot use your ATM card abroad.

Check with your bank to find out how much they charge for each ATM withdrawal and debit purchase overseas. Fees can be high and vary greatly from bank to bank.

Check with your home bank if they have any overseas partners in the country(ies) you’ll be visiting. ATM fees are sometimes drastically reduced (or even waived) if you know which bank(s) overseas to use.

Call and notify all your banks and credit cards of the dates and destinations of your travel. If your card shows charges from a foreign country but your bank doesn’t know you’re the one making those charges, fraud protection may be alerted and your card(s) could be cut off with no warning. This could leave you abroad with no access to your money!

While no longer as popular, traveler’s checks are still accepted in most places and are a safe way of transporting money overseas. In no circumstances should you carry large amounts of cash with you.

Cash and traveler’s checks can be changed for local currency at most banks, airports, train and bus stations. Conversion rates and fees vary wildly.

“Half the Luggage and Twice the Money”: always have more funding available than you think you will need.

Sometimes it can be very convenient to open an account at a local bank once you arrive at your host institution, depending how long you will be there. Withdrawals are free and sometimes there are special accounts for foreigners or students.

## **Airplane and Train Travel**

### **Airplane Travel**

Pack comfort items in your carry-on luggage such as a change of clothing, warm socks, bottled water, headache medicine, saline solution, toothpaste/brush, a book, cards, journal, etc. Staying occupied and refreshed will make for a more enjoyable flight and reduce jet-lag upon arrival.

Consumption of alcohol during flights increases the affects of jet-lag. Drink juice and plenty of water. Get up and stretch periodically through the flight.

Security check: check in with your airline as early as possible and proceed immediately through security clearance. All shops and services available in the non-secure area will also be available once you have passed through the security check. Respond to all questions asked by security personnel seriously and honestly. Don't joke about terrorism or hijacking. NEVER carry anything for strangers.

Watch for unattended pieces of luggage. If you see any, move out of the area immediately and notify security personnel. Do not leave YOUR bags unattended. Do not carry on your person, or in your hand-luggage, anything that could be regarded as a weapon (i.e. a knife, corkscrew, etc.) Matches and lighters are prohibited in baggage. It is easy to purchase these items once overseas.

If you are taking a battery operated appliance (camera, alarm clock, etc.) and pack it in your carry-on luggage, make sure to do so with the batteries - customs may ask you to prove that the appliance is what it appears to be by turning it on.

Do not pack any sharp objects in your carry-on luggage such as tweezers, pocket knives, files, or any item that could be construed as a weapon.

On the plane, check under your seat and in overhead baggage compartments. Report anything suspicious to flight personnel.

When landing in airports abroad, don't be surprised if you see military guards and police carrying machine guns.

### **Train Travel**

As a foreign student, the train may become one of your regular modes of travel!

Trains in Europe are very clean, great places to meet people, and usually run on time. Most countries offer railway passes for unlimited travel within their borders. You can purchase first or second-class tickets. While cleanliness may vary regionally in the rest of the world, trains remain a key mode of travel in many countries of the world.

Purchasing tickets early may be necessary to reserve a seat or save a lot of money.

A Rail Pass is an option for anyone planning a multi-destination European excursion. You should get a single country rail pass only if you plan to spend most of your time traveling within its borders. However, sometimes using the bus system is an easier and less expensive way to travel within one country.

There are a variety of passes available (Eurailpass, Japan Rail Pass, country specific passes, youth passes). Research to determine which pass, or combination of passes, is most accommodating to your transportation needs.

Eurailpass must be purchased in advance, from outside Europe. More details are available on the Internet at <http://www.raileurope.com>, <http://www.studyabroad.com>, or <http://www.worldtravelguide.net>.

"Validate" (the stamp that means the travel period has begun) your Rail Pass at the last possible moment. Rail passes are time sensitive.

"Second class" travel: traveling outside of large metropolitan areas allows you to get a feel for how native Europeans live. Don't be frightened by "second class travel." To save money and meet other students, the second class ticket is a must. First class can be extremely expensive. American students dressed for travel are not dressed for first class on most trains and stick out like sore thumbs. Most second class sections are very comfortable and provide the perfect atmosphere to meet and swap stories with native Europeans and fellow student travelers.

Train stations: remember that you cannot get information about the trains at the tourist information booth, or vice versa. Train schedules and gates are posted high on large boards. If you do not have a Eurailpass, you may purchase your ticket at the ticket counter or from a vending machine. While waiting for your train, look for the diagram that shows the locations of the sleeping cars, first class cabins, and second class cabins. This may help because you can wait at the right section of the platform and then find a seat quickly.

Luggage room: Many stations provide storage lockers to store your bags on short day trips, but for longer periods you need to use the luggage room (Consigne, in France, and Left Luggage in the UK). Drop off your suitcase and get a ticket. When you return you

will pay a small storage fee. The Consigne can be quite convenient if you plan your traveling itinerary to form a circle. Check your bag; it saves your back!

When sleeping on trains, make sure your U.S. passport, non-refundable rail pass, money and other valuables are on your person at all times, preferably in your money belt, concealed under your clothing. While overnight trains are a great way to save time when travelling, they can be a bit more dangerous than daytime routes, especially for solo travelers. Use caution.

Check your car number! Trains, especially long-distance international ones, are not merely a group of cars linked together with a common destination. Each individual car might, at some predetermined stop, switch over to another train. When boarding a train be sure to check the routing information posted on the side of the car.

Pack your own food and drink for long trips. Bring homework or a book to keep you occupied.

Bikes: Discovering the sights of a new town by bicycle is exciting. Rent bicycles at many rail stations. Past participants have purchased used bikes for use during their time abroad and resold them upon return. Check with the on-site staff for information about locating bikes locally and average prices. Make sure to learn the local bike laws before setting out. In many countries, bikes are a major form of transport, with strict written laws and unwritten etiquette.

## **Temporary Housing**

### **Hospitable Hostels**

The 5,300 hostels around the world range in cleanliness and quality but are generally inexpensive and simple. Hostels are desirable because you can meet other young travelers from all over the world. If the nightlife of a destination is alluring, make sure the hostel doesn't have a curfew. Most hostels will let you stay if you're not a member, but you receive discount rates with the membership card. Most hostels have a place to lock your possessions (use combination locks; keys get lost). For a list and reviews of local hostels in your arrival city, refer to a trusted regional travel handbook (Let's Go, Berkely Guides, Fodor's, Frommer's, Rough Guides, or publications from Lonely Planet). Also, [hostelworld.com](http://hostelworld.com) is a great online resource for hostel information worldwide.

Many hostels are dormitory style, meaning you will be sleeping in a large room with anywhere from four to twelve people in a room. Many hostels have kitchens if you wish to cook your own meals. Owners can be a great resource for information about the local city from where to eat to what to do.

### **Bed & Breakfasts**

Ask to see the room before you pay. For an inexpensive price you will usually get a comfortable room and a tiny breakfast.

### **Cold Shock!**

Taking a shower while abroad can be a new experience. Do not assume which side the cold water may come from, or how long the hot water may last. If you usually take long showers under the Shower Massage, you may want to practice taking a shower with a trickle of water coming out of the showerhead before you go abroad. This can happen in hotels, B&B's and hostels. Remember, you are not traveling abroad to take showers. You are on an adventure! You are abroad to see the world. You will learn to really appreciate all of the luxuries you sometimes take for granted!

### **Camping**

If you're interested in camping, you should get the International Camping Carnet from your local camping club. Members of AAA in the US may obtain travel and camping information from the local equivalent of AAA overseas. Many universities or local companies will rent camping gear. Educate yourself about the local weather, terrain, wildlife and wildfire conditions before venturing into the wilderness. Camp with a local or get advice from one first. They may know of wonderful spots and can advise on local etiquette.

## **Traveling Alone**

It's important to realize that the social culture of other countries is very different from home; always err on the side of being cautious and you will have a more rewarding and safe adventure. Memorize the emergency numbers in the countries you visit, and keep change for the phone and cab money with you at all times. Make sure to keep your on-site contact person up to date on your travel plans.

Avoid holding yourself to a strict schedule when traveling; relax and don't try to see everything. Get off the beaten path - you might just discover something new and amazing.

You may want to bring a newspaper to meals if you feel uncomfortable eating alone. Go before or after peak dinner hours (waiters may give preferential treatment to large parties for their tables during peak hours).

## **Miscellaneous Tips**

### **Bargaining Tips**

Shop around before you make an offer. Say you will have to check with a friend who knows about the product.

Make sure nothing is wrong with the product. Any scratch or mark should reduce the asking price.

Do not be afraid to walk away if you are getting too much pressure to buy an item.

Remember, you can always look elsewhere. There are usually a lot of eager merchants.

Be absolutely positive that you want something before you agree to pay a price. It's quite disrespectful, and sometimes very dangerous, to break a commitment to purchase.

### **Mail**

Be sure update your address, phone number and email address abroad in your Study Abroad account online.

The mail can be very slow and/or unreliable to certain countries. If sent by regular mail items may take up to two to three weeks to be delivered, or they may never arrive at all. For important items, use a courier service like FedEx or DHL.

### **Phone Calls**

Use calling cards (through AT&T, VISA, etc.); many places of business sell pre-paid phone cards. Calling cards often have lower service charges than calling collect or person-to-person. It is best to buy pre-paid phone cards once you are abroad, as phone cards bought in the U.S. prior to your departure might not work or the cost per-minute might increase dramatically once you are overseas.

If you are staying with a host family, whatever rules your landlord or host family has concerning use of the telephone must be obeyed. The telephone in America is a treasured commodity, used for both socializing and for utilitarian/official purposes. For the most part, the rest of the world doesn't use the telephone as much or for as long for many reasons. A local charge is often assessed for each moment the telephone is off the hook, even if the call is being charged to another party. In some countries, because many people do not have telephones, things are often arranged in person at some office. You will learn to adapt your attitude toward telephone use.

Look into buying a cell phone. Depending on the kind of cell phone you buy, they can be very inexpensive. You will need to purchase a SIM card with the cell phone and you can buy pre-paid cards. It is usually best to wait until you get overseas to buy your phone instead of buying one in the US and taking it with you. Ask your host institution about the best brands and plans.

SKYPE! Get a Skype account ([www.skype.com](http://www.skype.com)). It is free. If your friends and family also have Skype you can make phone calls/video calls for free, although you must have a good internet connection and headphones/microphone. You will need a camera if you want

to use video chat function (most laptops are already capable). You can also add money to your Skype account to call your friends and family if they are not on Skype. It is usually cheaper than using a regular phone.

### **World News**

To find out what is happening at home, or in another part of the world, use online sources for news (both from the US and from your host country). You will be amazed to see how differently the same news item is reported in the US and abroad!

### **For More Information**

The number one item to take is a Lonely Planet, Let's Go, Moon Publications, Rough Guide or Berkeley guide for the appropriate places you wish to visit. These books are available in any bookstore travel section. These books provide information on prices, hotels, food, transportation, sights and have valuable maps as well. They are ideal for the budget traveler.