

What to Know Before You Go: A Guide for Students



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Material Adapted from Academic Programs International (API) and San Diego State University

Study Abroad Alumni Photos



Jasmine, Thailand
Biology

Fall 2015 semester

“Every time I look at my study abroad photos, I'm tempted to buy the next flight back to Thailand! Looking back on my study abroad experience, I am proud of my accomplishments.”



Aleksandra, South Africa
Global Studies, Psychology

Spring 2015 semester

“Travel will teach you many things. So do yourself a favor and travel. Be open and get ready to learn. Not only about the location that you chose to visit, but of the people that you meet along the way and their history.”



Rodrigo, Spain
Global Business and Economics

Fall 2013 semester

“When I came to Salve as a freshman, I initially did not plan to study abroad. But after meeting other students who had studied abroad and going to the OIP to learn more about my options, I decided to spend a semester in Barcelona. Looking back, it was one of the best decisions that I have ever made.”



Salve Regina University's
Summer 2015 in Rome program at the
American University of Rome (AUR)

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GREETINGS FROM THE OIP: OFFICE OF INTERNATIONAL PROGRAMS!

We are pleased that you have been accepted to study abroad. The OIP is dedicated to providing challenging and enriching study abroad programs for our Salve students. The experience of living, interacting and learning in an international environment presents invaluable opportunities for each student's academic and personal development. All of our study abroad exchange institutions and third party providers (reputable non-Salve companies which help place students abroad) are selected with the goal of providing academically rigorous programs, and helping students grow more self-aware and culturally sensitive.

You are joining the ranks of an elite group in the United States: Only 9% percent of U.S. university students study abroad. International experience, global awareness and foreign language skills are very important qualities to have today, and are highly sought after by employers.

We have already corresponded with you by phone, e-mail, mail and one-on-one meetings regarding application procedures for the institution abroad and the next steps in the preparation process. We hope this handbook will provide you with guidance about the study abroad process and will answer some of the logistical questions you may have. Please read it *carefully* NOW, before you leave campus and bring a copy with you!

At the OIP, we strongly believe that extensive pre-departure preparation is an essential element of ensuring a positive study abroad experience. Traveling internationally and studying abroad is becoming more and more common. You may be a seasoned traveler, but living in a foreign country, whether it is four weeks or an academic year, requires a different level of preparation. The support and materials we provide throughout the pre-departure process will assist you in your preparations.



Throughout the preparation period, we will direct all of our correspondence to you via Salve e-mail. You will receive a great deal of information over the coming weeks, and reviewing those materials independently is an important part of the preparation process. The single, best piece of advice study abroad alumni want to pass on to students who are about to embark upon this experience is to “**keep an open mind**”. Flexibility, an open mind, and a willingness to learn are key ingredients for a successful program abroad.

We look forward to working with you during this process, and we invite you to contact our office at any time with your questions and concerns. The resources we provide and your interactions with our staff will assure you that you have made the right decision to study abroad and to do so through Salve Regina University's Office of International Programs!

Sincerely,
OIP Staff

PRE-DEPARTURE CHECKLIST for STUDENTS

Listed below is an overview of the tasks and responsibilities that are covered in detail throughout the pages of this pre-departure guide. We ask that student's utilize the checklist below and mark their progress:

Academic and Administrative Matters

Check-off as completed

▪ Complete the Salve OIP Study Abroad Application Process for Salve-approval to study abroad	<input type="checkbox"/>
▪ Get all study abroad coursework approved for major, minor, Salve core requirements or free electives using the Academic Approval Form . Submit to OIP.	<input type="checkbox"/>
▪ Create a list individuals/offices on campus you might need to contact while away (names, numbers, addresses, etc.)	<input type="checkbox"/>
▪ Declare your major and/or minor (if you have not already done so)	<input type="checkbox"/>
▪ Read and submit " Participation Statement Agreement and Indemnity " to the OIP	<input type="checkbox"/>
▪ Attend all mandatory OIP Pre-Departure Workshops & Meetings (See the Salve Approval Letter for dates & times)	<input type="checkbox"/>

Financial Aid

Check-off as completed

▪ File your annual FAFSA at fafsa.ed.gov .	<input type="checkbox"/>
▪ Consult the Financial Aid Office about aid available to you while abroad and for instructions regarding aid renewal for students abroad during the spring semester (if applicable).	<input type="checkbox"/>
▪ Sign the promissory notes for your loans (if applicable).	<input type="checkbox"/>

Campus Obligations

Check-off as completed

▪ Pay any outstanding balances owned to the University and clear all holds with the Business Office .	<input type="checkbox"/>
▪ Pay SRU Tuition plus the study abroad fee (if applicable) for the semester that you will be abroad.	<input type="checkbox"/>
▪ Contact Residence Life for instructions regarding the on-campus housing/room selection process.	<input type="checkbox"/>

Travel and Immigration

Check-off as completed

• Valid Passport: apply for a new one or confirm that the expiration date is <u>at least 6 months after</u> your anticipated date of return. If you are not a U.S. citizen, consult the embassy/consulate of your country of destination to find out what travel requirements apply to you.	<input type="checkbox"/>
▪ Student Visa: attend OIP country-specific Student Visa Workshops & Meetings (See the Salve Approval Letter for dates & times). Print all visa information and visa guides provided by the study abroad program provider or the host institution.	<input type="checkbox"/>
▪ Collect other required entry documentation as needed (Program acceptance letter, FBI background check, immunization forms, HIV status, etc.)	<input type="checkbox"/>
▪ Insurance: consider purchasing travel gap insurance and/or personal property for dates before/after your program's start and completion.	<input type="checkbox"/>
▪ Book your round-trip flight (after official acceptance into your program) and other travel (ie. bus/taxi to and from program). (Salve short term programs generally have group flights booked)	<input type="checkbox"/>
▪ Forward your electronic flight itinerary to studyabroad@salve.edu (Semester abroad students only).	<input type="checkbox"/>
▪ Enroll in the U.S. Department of State's Smart Traveler Enrollment Program (STEP).	<input type="checkbox"/>
▪ Bring extra passport-size photographs for miscellaneous use (Student ID's, Discount Travel Cards, etc).	<input type="checkbox"/>

Your Finances

Check-off as completed

<ul style="list-style-type: none"> Pay any required study abroad-related fees directly to program providers or host institutions by program requested deadline (Confirmation Deposits, Accommodation Fees, Housing Deposits, etc). 	<input type="checkbox"/>
<ul style="list-style-type: none"> Contact your bank and credit card companies to let them know you will be abroad, where you are traveling and for how long. (Ask them: what are the different charges I may receive? Do you have partnerships with other financial institutions in the area I'm traveling? Will I be able to use my pin?) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Prepare a detailed budget of your travel and living expenses while abroad (Semester students; use your OIP Estimated Budget Sheet). 	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide for an emergency fund (minimum: \$250) & bring \$100 in local currency. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Take sufficient funds to cover program and other costs due immediately upon your arrival (ex. Residence/Immigration Permit and/or first month's rent). 	<input type="checkbox"/>

Health and Safety

Check-off as completed

<ul style="list-style-type: none"> Read all pre-departure health and safety information and resources provided to you by the OIP and your study abroad program. Share this information with family and friends. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Make appointments for physicals, dental check-up, eye examination, etc. Get all indicated inoculations & vaccinations as recommended by the CDC (if needed) and your study abroad program. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Obtain enough medication for the duration of the program (called a "Prescription Vacation Override") and remember that medication <u>cannot</u> be shipped or mailed. Bring all medication onboard the aircraft with you. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Get written back-up prescriptions for all medications and eye corrections. Get letters from your physician documenting any medical conditions and/or disabilities. Make copies of all documents; carry one copy with you, pack others in an alternate location. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Verify that it is legal to take your prescription medications to your study abroad location and other places you plan to travel. Begin by contacting your primary health insurance provider. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Make sure you understand how UnitedHealthcare Global (UHCG) insurance coverage works and how to process a claim. Take your Salve OIP emergency contact card and UHCG insurance card with you; leave copies with your family. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Discuss emergency contact procedures with your family in the event of health emergency, natural disaster, civil unrest or terrorism. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Leave detailed emergency contact information on file with friends, other individuals and other campus offices, as appropriate. Email studyabroad@salve.edu your local address and all program specific emergency contact information. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Attend your program's own onsite orientation meeting (required). Pay close attention to site specific resources, especially to health/safety/emergency information and protocols. 	<input type="checkbox"/>

Your Domestic Obligations

Check-off as completed

<ul style="list-style-type: none"> Arrange for 'power of attorney' for the individual you designate to handle your financial matters and other affairs in your absence. While you are abroad, a power of attorney can endorse checks on your behalf and facilitate the process of receiving funds. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Arrange for absentee voting in any election which will occur before your return in the town where you are registered to vote. For an overview of absentee voting, visit the Federal Voting Assistance Program website https://www.fvap.gov/ 	<input type="checkbox"/>
<ul style="list-style-type: none"> Remember that studying abroad does not exempt you from paying taxes and filing an income tax return by April 15th. Take measure to prepare or have someone else prepare and file your taxes. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Contact your cell phone provider to notify them of the dates that you will be abroad. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Contact your car insurance company to find out if you can suspend payments for non-use of your vehicle while abroad. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Designate parent/guardian to receive and monitor your mail. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Upload all critical documents to a secure, password protected, online "Cloud" service. 	<input type="checkbox"/>

Preparation [Get Ready, Get Set...]

Salve Regina University Study Abroad Academic Policies

As a degree-seeking student at Salve Regina University, earning academic credit for the courses you complete abroad is a primary goal.

Study Abroad coursework taken on Salve recognized programs abroad may satisfy either a Core Curriculum requirement, major or minor degree requirements, or free elective credits and should move you towards graduation. However, receiving credit for your work is **not** automatic and depends on several criteria:

1. The **Compatibility** of the classes that you take abroad with your academic degree program at Salve Regina. You will work with the OIP to identify courses before departure that will satisfy graduation requirements and you will obtain pre-approval for what the courses will fulfill in your academic evaluation/degree program.
2. The **Quality of Your Academic Performance**, as evaluated by instructors of the host institution where you study. A course that receives the equivalent of a failing grade abroad will not obtain credit upon return.

Getting Study Abroad Courses Approved

All students who study abroad must complete an Academic Approval Form before they go abroad. This signed form is your guarantee that you will receive credits for the classes listed on the form, provided you complete them successfully.

- The OIP Director and Assistant Director of Study Abroad will work with you and sign off on those courses which have pre-approval to fulfil Salve Regina core curriculum requirements.
- Approval for courses within the major or minor requires the signature of the Department Chair. Students will take their Academic Evaluation, four year plan and detailed course descriptions (in English) of the courses you plan to take abroad to the appropriate Department Chair to receive approval.

Changes to Your Academic Approval Form –

Once you are abroad, you might find it necessary to change your course plan; for example, if you don't get into the courses you had originally selected or if there is a scheduling conflict. If this happens, you should immediately e-mail the assistant director of study abroad, Cory Parkinson (cory.parkinson@salve.edu), to notify the OIP of the changes in your previously planned

course enrollment and receive approval for new coursework. If the course change impacts a requirement or an elective within your major or minor, you will also need to e-mail the appropriate **Department Chair** a course description and/or syllabus for their review and approval of the new class.

You are responsible for revising your Four Year Plan of study for your remaining semesters at Salve Regina after your study abroad experience.

Credit for Service Learning & Internships

There are some departments that may approve service-learning or internships for credit during your study abroad. You need to work closely with these departments beforehand to clarify the terms for participating in these programs and requirements for receiving credit. Be prepared to comply with requests by the department that you keep a journal, write reports, complete readings, and/or conduct interviews. You may also need to fill out an **Internship Request Form**, which can be found on the Salve Registrar's website.

Study Abroad Grades and Credits – **IMPORTANT, READ CAREFULLY**

- Credits for classes that you take abroad will be integrated into your Salve Regina transcript and calculated into your cumulative grade point average.
- Courses taken on a *Pass/Fail* basis carry no quality points and do not qualify for transfer.
- Please note that Salve Regina University **cannot change** another institution's official transcript.

You will receive detailed information regarding your study abroad program's grading policy during your onsite orientation. If you are unclear of your program's grading policy, promptly contact the program's academic director or a member of the host university's International Office. Information regarding grading scales and grade conversions may also be found within your program's pre-departure information and their program advising guides. Some study abroad *Third-party Program Providers* (ie. API, CEA, CIEE, ISA, Spanish Studies Abroad, USAC) will issue transcripts using letter grades through a U.S.-based university (School of Record). Students who study directly at foreign universities, such as with Salve exchange partners, will receive transcripts using their university's local grading system. These are typically local

numerical grades that will be converted (not changed) into a U.S. letter grade using an internationally-recognized grade conversion guide.

Registering for Study Abroad Classes

Students studying abroad for a semester will be automatically registered in the Salve system by the OIP in Study Abroad in placeholder credits designated with a “GST XXX” in order to remain a full time registered students with Salve.

Depending on your program, you will register for your classes abroad either online prior to your departure or upon arrival at the host institution where you will be studying.

Full Time Status

Students **remain enrolled** at Salve Regina University while on semester/year study abroad, however they must maintain full-time status and study in the equivalent of 12 U.S. credits while abroad. Dropping below a full-time course load while abroad may affect your student visa status abroad and/or your financial aid upon return.

Absence from Salve Regina University

Students who work with the OIP throughout the study abroad process do not take a leave of absence. Your name will be included on a list of students studying abroad

that the OIP submits to various offices on campus, including the Registrar, Financial Aid, Business Office, Safety and Security, and Residence Life. *Please be aware that once your name is submitted on the list of outbound students, you will not be able to register for classes at Salve Regina University.* Therefore, it is very important that you notify the Office of International Programs *immediately* if you have a change of plans and will not be going abroad in order that this information can be communicated to the Registrar and other relevant campus offices.

Study Abroad Transcripts

Transcripts from the host institution are typically issued two to three months after the end of the study abroad program, as long as you have paid the program balance in full and have no outstanding fees due to the program or to your study abroad accommodations.

You are responsible for arranging that the transcript be sent to the Office of International Programs (OIP).

*Attn: Cory Parkinson
Office of International Programs (OIP),
Salve Regina University
100 Ochre Point Avenue
Newport, RI 02840-4192*

Home School Tuition Policy

Salve Regina University operates under a Home School Tuition Policy. You must pay Salve Regina tuition and fees (less housing) for the semester abroad. You are also charged a study abroad fee. This fee is added to your tuition for the abroad semester. The bill will be posted in your MySalve account in the billing cycle prior to the abroad semester and must be paid directly to the Business Office by the stated deadline. Salve Regina will pay tuition/educational fees to the study abroad provider or host university on your behalf. However, students are responsible for paying their study abroad room and board fees, which the programs and host universities will bill directly to the student, as well as additional program fees (if applicable) for group excursions.

In sum, the Home School Tuition Policy and study abroad fee allow you to:

- Maintain your status as a full-time enrolled student at Salve Regina University
- Retain course registration priority (as established for your Class year)
- Retain housing priority status (if you are in residence on campus)
- Have access, while abroad, to MySalve, your Salve Regina e-mail account, McKillop Library Catalog and Subject Databases
- Receive faculty approval of courses taken abroad, the processing of academic credit earned abroad, and the posting of all credit and grades earned on their Salve Regina transcript by the Office of the Registrar
- Receive academic oversight of programs and periodic on-site evaluation visits by the OIP staff and Salve Regina Faculty
- Use all eligible federal/state grants, as well as Salve Regina institutional aid, towards Salve Regina tuition for the semester/year abroad.

Costs Associated with Study Abroad: How much will it cost?

For **semester abroad programs**, read the program's own materials carefully for disclosures about costs. The materials may show an aggregate program cost, and perhaps even a breakdown of some discrete expenses, but be sure to read the fine print and get clarification on exactly what is covered and not covered.

Be alert to the official dates of the program, the start and end of program benefits, and how that dates relate to your arrival and departure plans. Look for information about vacation and holiday periods: will you receive housing and meal benefits during those times? The following is a short list of not-so-obvious costs to be aware of:

- Housing and meals before and after the official program date and during the holiday periods
- Instructional materials (e.g. books, supplies)
- International and in-country domestic transportation, to/from your program destination, and any daily commuting costs to get to and from your host campus
- Excursions, class field-trips and other cultural enrichment activities
- Visa, passport, and other costs of required documents
- Program Insurance (in addition to UnitedHealthcare Global)

Then there is the entire category of personal expenses: your social life, purchasing clothing and souvenirs, mail, phone, vacation travel. Program alumni or provider representatives can provide guidance on estimating these costs.

Most study abroad providers will charge a non-refundable application deposit. After you are accepted, a non-refundable confirmation deposit may be required. Most application deposits and confirmation payments count as payments toward the published program costs.

Billing statements for room, board, and any program additional fees are usually e-mailed directly to the student or mailed to the home address. Refer to the institution abroad or program provider literature and websites for detailed information regarding acceptable payment methods, extended payment options, and scholarship availability.

Prices/fees for **Salve Regina's own short-term programs** usually range from \$4000 to \$8000 and include airfare, ground transportation, accommodations, entrance fees and tuition (subject to program length, airfare, taxes, fuel surcharges, and currency fluctuations). The fee typically does not include meals or personal expenses. Each of Salve Regina's own short-term programs has its

own program fact sheet (found on the OIP website) and program fee, which is to be paid directly to the Business Office prior to departure.

Obviously many expenses will vary according to the duration of the program; other costs, like travel to/from the study destination are fixed; they do not change significantly whether you stay two weeks or nine months. In general, the cost of a full-year program will likely be less than double the cost of a single semester. Similarly, summer/short-term programs, while cheaper at first glance, but when analyzed on a monthly basis, can cost almost as much as a semester program. Further, it can be challenging to get financial aid support for short-term programs.

As costs of living vary around the world, in-country expenses will vary as well. The cost of living in Western Europe is significantly higher than the cost of living in Latin America or Africa, meaning that your cup of coffee in Rome is going to cost you back more than one in Santiago. Cost of living even varies within a country or region: It is more expensive to live in Paris, for example, than Lyon.

Withdrawing from your Program

Please refer to the Participation Agreement, Release and Indemnity

Program fees for third-party study abroad providers are assigned to you once the application is received. If a third party provider program is cancelled due to unforeseen events (e.g., acts of terrorism, natural disasters, etc.), most third party providers will issue a refund, or place students in another program which fit their academic goals. Some costs incurred on behalf of you prior to departure are considered non-recoverable. In the event that a program provider shortens a program due to an emergency or security concern, the OIP will assess academic credit in conjunction with the careful collaboration of the institution abroad.

Financial Aid

As a general rule, students receiving financial and institutional aid who attend a recognized Salve Regina study abroad program will be able to use all types of funding in their financial aid package to finance study abroad: federal and state grants, as well as loans, though some types of institutional aid such as SRU grants are reduced on study abroad.

Semester abroad students using financial aid are required to enroll in a minimum of 12 Salve Regina units/12 U.S. credits per semester at their host institution in order to receive their complete financial aid allocation.

All questions regarding your financial aid package should be addressed directly to the *Financial Aid Office* (financial_aid@salve.edu).

Non-Salve Regina Summer Programs

Salve Regina students can participate in non-Salve Regina summer study abroad programs following the freshman, sophomore and junior year. The Home School Tuition Policy does not apply for summer study abroad, since financial aid is not portable for summer study. Therefore, students pay the program fee directly to the program.

Scholarships

Salve Regina students are eligible to apply for the *Study Abroad Endowment Scholarship*. Students must have a minimum of 3.0 GPA. Detailed information about Salve scholarship applications can be found on the Salve Study Abroad website.

Students who receive Pell Grants are eligible to apply for the *Gilman Scholarship*. And students who are going abroad to study critical languages and cultures, as defined by the *National Security Education Program*, may apply for the *Boren Award*. Check the OIP website (<http://www.salve.edu/study-abroad/study-abroad-scholarships>) for more information about these and other scholarships.

Banking and Money Matters: Important Considerations

Be sure to notify your bank and credit card company that you will be abroad, where you are going, and for how long. Banks are on the lookout for suspicious activity and might deactivate your credit and debit cards when they spot uncharacteristic transactions.

Credit and Debit Cards

Debit and credit cards have become more prevalent in most locations, and you often get adequate conversion rates when paying by debit or credit card. Pre-paid debit cards can also be a helpful budgeting tool. MasterCard and Visa credit cards are the most widely accepted abroad. A foreign transaction fee is common.

You need to confirm with your bank that your current PIN will function abroad. Some countries require 6-digit as opposed to 4-digit PINs, or a PIN that does not begin with "0". While credit cards are becoming more common internationally, they are still not accepted everywhere; we do not recommend that you rely on them exclusively while abroad.

ATMs are plentiful in most locations, easy to use, and offer good conversion rates. The OIP advises you to check with your bank to see if it is possible to use your ATM card abroad, and if your bank will issue any foreign transaction fees for using cards abroad. You should research other options in order to find a bank with the best rates. Visa requirements for some countries require you to open a bank account abroad; you should have already researched your visa requirements by now.

STUDENTS - Check with your Bank and Credit Card Company ...

- ✓ Can you use your credit and ATM cards abroad?
For what kinds of transactions? Cash withdrawals or advances?
- ✓ How much money can you withdraw per day?
Does your bank or credit card have a daily limit?
- ✓ What fees will the bank charge for each kind of transaction?
- ✓ Does your bank have an "in network" relationship with a bank abroad that minimizes fees? Which one (s)?
- ✓ Will your current PIN function abroad?

Traveler's checks have become increasingly difficult to use abroad. You will find them less convenient than an ATM or debit card. Traveler's checks must be exchanged at American Express offices, banks, or currency exchange offices, all of which have limited hours and charge a high rate of commission for their services. The OIP does not recommend traveler's checks as the primary means of accessing money abroad.

Currencies and Exchange Rates

A fundamental part of living and traveling abroad will be learning to handle different transactions in different currencies-Euros, British Pounds, Pesos, Yuan, etc. Rates of exchange between currencies fluctuate daily. Websites like www.xe.com provide instantaneous currency conversions at real time rates. Start familiarizing yourself with the different currencies, coins and bills you'll be using when abroad. For practice, research how much a cup of coffee and other items are going to cost you in the currency of your host country and how these prices convert to dollars.

It's a good idea to travel with a small amount of cash—enough for public transportation, taxis, a cup of coffee and a snack –in the currency of your host country. Have the equivalent of \$100 of the host currency on you when you arrive at your destination.

U.S. airports usually have a currency exchange, but their rates of exchange and service fees are not the best. Depending on your location or host country, it may be advisable to avoid exchanging currency at hotels, restaurants, or retail shops as the rates of exchange they offer are invariably poor.

Banks offer the fairest exchange rates but you can expect to pay a commission every time. Sometimes the

commission is based on a percentage of the amount of you exchange, or it may be a flat fee regardless of the amount of the transaction. Flat fee transactions make it appealing to exchange large sums at a time and make fewer visits to the bank. A disadvantage is that you will be carrying more cash on you than might be prudent.

How Much Money Should I Take?

*Semester students: use your **Estimated Budget Sheet** (located in your folder) to determine the costs of your program.*

The amount of money that you should take will depend on the length of the program term and where you will study (e.g. the cost of living in Italy exceeds that of Spain). It is advisable to exchange **approximately \$100** (U.S. Dollars) into the local currency either before you leave the U.S. or before you leave the airport upon your arrival in your host country.

Our advice? Diversify the range of monetary options; take a mix of money sources consisting of an ATM card, U.S. dollars, national currency, and a credit card for emergencies or large purchases (plane tickets).

What is an International Wire Transfer?

Some host universities and exchange partners will require that students pay for their housing prior to departure. In most cases, the fastest and most secure way to make this type of payment is through an International Wire Transfer, also known as a Bank Transfer.

A wire transfer can be made from one bank account – typically the students or guardians’ account– directly to another bank account. In order to complete an international wire transfer, you’ll need the following information about the bank receiving the funds, which is typically printed on the student’s invoice:

- Recipient bank name, address and country
- Recipient bank’s routing code and recipient’s account number
- SWIFT Code, National ID or IBAN number of the bank where the receiving account is located
- Purpose for transfer (ie. Accommodation Payment to Université Catholique de Lyon for “Name of Student”)

Domestic Responsibilities: How to Take Care of Them While you are Away

Power of Attorney

- Chances are your signature may be needed when you are abroad. Make arrangements for a “power of attorney”, so that a close individual (family member) can act or sign on your behalf.

Absentee Voting

- Just because you are not physically in the country does not mean you cannot vote! Register to vote before you leave and collect information on the Absentee Voting process. Be sure to visit the *Federal Voting Assistance Program* website <https://www.fvap.gov/> for detailed information about the absentee voting instructions.

Filing Your Taxes

- Plan ahead if you are going to be out of the country on April 15th, the deadline for filing your federal and state income tax returns and paying any taxes owed.

Salve Regina Course Registration while Abroad

- Approximately two weeks before Salve’s online registration, you will receive **an e-mail from the Registrar’s Office** (SRURegistrar@salve.edu) with detailed instructions of how to register for classes. Before you register, also be sure to check-in (via email) with your primary academic advisor.
 - Students with financial holds placed on their accounts by Salve’s Business Office must make sure the hold has been cleared before their course registration date.
- Contact the OIP to verify/confirm your study abroad coursework and to request a copy of your Four Year Plan (if needed).
- Once the above two items are done, you will then be able to register **online** from your study abroad location.

TRAVEL AND IMMIGRATION

Passports

The passport is your official identification as a citizen of a specific nation. You must show a valid passport to border and customs authorities when you enter or leave the United States, cross most other national borders, or at other times when official verification of citizenship is required. There are some exceptions, e.g. travel between various European nations. But one never knows for sure, as controls are tightened in times of heightened security, so it is best to assume you should have your passport available to show to authorities.

Passports are issued at any office of the U.S. Passport Agency or through one of the federal or state courts or U.S. post offices authorized to accept passport applications. A U.S. passport is issued by the Department of State, and is good for a period 10 years (five years for those under 18). For information about applying for a first-time passport or a passport renewal, consult the website of the **U.S. Department of State** www.state.gov/travel.

****The U.S. passport application process takes a minimum of four to twelve weeks, longer during peak times. DON'T WAIT—APPLY NOW! ****

If you already have a passport, check the date of expiration and compare it to your dates of travel. **Your passport should be valid for at least 6 months after your anticipated return to the U.S.** If it is not, refer to the website above for information on how to renew.

If your passport is lost or stolen while you are in the United States, you should report it to the U.S. Department of State www.state.gov/travel. If you should lose your documents while abroad, you will need to notify the nearest U.S. consulate or embassy and local police IMMEDIATELY (see the section “Traveling and Living Abroad.”)

Multiple (Dual) Citizenship

If you are a citizen of more than one country (a dual citizen,) it is vital that you contact the consulate or embassy of the country where you will be studying abroad, as well as the consulates/embassies of the countries for which you hold citizenship, to inquire about travel and residency regulations that may apply to you.

Visas

Visas are issued by the government of the country (-ies) where you will be traveling. The visa grants its bearer official permission to visit, live and/or study in the country. Visas come in lots of different formats, from a single stamp on one of the pages in your passport to an official document and photo affixed inside your passport. **Requirements regarding the need for a visa, when and how to obtain one, vary widely.** The country where you plan to study may require you to process your visa before you leave the U.S., or it may require no visa at all. There are different types of visas as well, such as tourist visas and **student visas**. Some countries do not require students to get a visa per se, but they do require a **residency permit**. Your study abroad program or host university will provide you with detailed instructions after your official acceptance into the program, should you require a visa prior to your departure from the U.S.

Students will frequently need an official letter of acceptance from their program provider or host institutions abroad in order to process their visa or residency permit. You will also receive an official letter from the Salve Regina Registrar stating your full-time enrollment during the semester abroad.

It is critical that you research the visa requirements of the country where you plan to complete your study and any other countries you plan to visit while you are away.

Students Who Are Not U.S. Citizens

You will be subject to the passport and visa requirements that exist between the country for which you hold citizenship, the country where you will be completing your study abroad, and countries you plan to visit. Sources for information about visa

requirements that apply to you will be listed at the embassy/consulate of your country of citizenship here in the U.S. <http://www.usembassy.gov/> and the embassy/consulate of the countries where you plan to study and travel.

Before you leave the U.S., consult the *U.S. Department of Homeland Security*, <http://www.uscis.gov/portal/site/uscis> about regulations governing your return and re-entry into the United States. You will also need to consult Aida Neary, International Student Advisor, prior to your departure.

Enroll in the U.S. Department of State Smart Traveler Enrollment Program (STEP)

The *U.S. Department of State's STEP program* is an excellent and an accurate way to stay informed while overseas. Simply go to the STEP website and register your trip with the *U.S. Department of State*. If something occurs abroad (natural disaster, civil unrest, etc.), the U.S. government will know how to reach you. Registering your travel itinerary and providing important contact information with the STEP program is FREE.

Traveler's Health - Required Vaccinations

The Travelers' Health web pages of the *U.S. Centers for Disease Control* <http://wwwnc.cdc.gov/travel/> will help you determine which, if any, immunizations are required for the locations you plan to visit and tell you whether or not you will be required to show the **International Certificate of Vaccinations** or prophylaxis (often simply referred to as the “**yellow card**” to enter the country). You can find a list of clinics here <http://wwwnc.cdc.gov/travel/page/travel-clinics.htm> It is a good idea to carry the card with you when you travel, even though the country(-ies) you visit may not require you to do so. Salve Regina *Health Services* center can provide select immunizations.

Additional Travel-related Recommendations

- **Purchase an International Student Identity Card (ISIC)**

Most countries grant students special privileges and discounts on things like public transportation, admission to museums, theaters, and historical sites. *The International Student Identity Card (ISIC)* is the most widely accepted verification of your student status. Check the official ISIC website (<http://www.isic.org>) for a complete description of the card's benefits. At the price of just \$22.00 (valid for twelve months from the date of issue,) the card will pay for itself in savings many times over. The ISIC can be purchased directly from the website or from STA Travel (www.statravel.com)

- **Consider purchasing a Hostel International Card**

Hostels provide friendly, clean, secure and inexpensive overnight accommodations for travelers. They offer dormitory-style rooms with separate quarters for men and women. If you plan to stay in hostels during your travels, it's a good idea to purchase a *Hostel International (HI)* card before you depart the U.S. In some countries, HI membership is required to stay in hostels. <http://www.hihostels.com/>

- **Purchase a Guidebook**

While there are a variety of travel-related apps available for smartphone users, we recommend that student consider purchasing a hard-copy, county-specific guidebook several weeks before departure. Travel guides typically offer advice regarding finding accommodation, using local transportation, city maps, as well as detailed overviews of the country, notable local activities and places of interest. Travel guides such as [Lonely Planet](#), [Let's Go](#), [Rick Steves](#) are particularly useful for budget-minded student travelers.

- **Purchase flights and rail pass from a Travel Agency**

Companies such as [STA Travel](http://www.statravel.com/) (<http://www.statravel.com/>) and [Student Universe](https://www.studentuniverse.com/) (<https://www.studentuniverse.com/>) **specialize in student travel** with personalized customer service and offer considerable discounts on airfare, rail passes, as well as on hotels and tours. They offer useful mobile travel apps to help students manage and share their hotel, flight and tour itineraries.

Health & Study Abroad

At least three important factors will play a role in whether or not you become ill while you're abroad:

1. Taking stock of your physical and emotional health and preparing yourself appropriately before you leave.
2. Familiarizing yourself ahead of time with the health and safety risks specific to your destination.
3. Following medical advice

Living away from the cultural, geographic, social environments to which you are accustomed can cause mental and emotional stress, which can trigger physical, psychological, or emotional illness. As you go about making other preparations to go abroad, you also need to take into consideration the impact that travel will have on your general state of health. This includes mental and emotional health (learning disabilities, anxiety, depression or other types of psychological issues) as well as with relationships with significant others, family members and friends. ***It is highly recommended that all students going abroad get a physical, make sure they are up-to-date on all their immunizations, and visit their dentists prior to departure.***

The OIP treats questions of health and safety with the utmost care, both in the United States and abroad. During your pre-departure planning, we encourage you to think carefully of the implications of studying in another country, not only regarding academic concerns, but also in terms of the emotional and physical demands.

Some study abroad program providers may require you to submit a medical questionnaire prior to their departure. Students with specific needs are urged to consult [Health Services](#), [Counseling Services](#), and/or the Office of [Disability Services](#) in addition to their physicians before departure.

Researching Health Conditions for Your Destinations

In countries and regions such as Australia, New Zealand, Japan and Western Europe, health risks may be no greater than comparable risks for travelers in the United States. In other parts of the world such as countries in Africa, Asia, South and Central America, the Middle East, living conditions and standards of sanitation and hygiene can vary greatly. Urban settings and tourist areas may provide safer and healthier environments than rural and more remote areas, but this is not always the case. The key to maintaining good health is **to research your destination**, know what to expect, and make preparations in advance to deal with the conditions you are going to encounter.

Important Health-related Resources:

1. An excellent place to start is the national **Centers for Disease Control and Prevention (CDC)** specifically the Traveler's Health pages <http://wwwnc.cdc.gov/travel/>. The CDCs provide health information for more than 200 travel destinations, track outbreaks of contagious disease the world over, and provide guidance about vaccines, medications, and other measures necessary to prevent illness and injury during the international travel.
2. *Country reports* on the **U.S. Department of State** website: <http://travel.state.gov>. Each specific report includes the topic, "Medical Facilities and Health Information."
3. **UnitedHealthcare Global (UHCG)** insurance provides students with updated country-specific health and safety information on their website. Simply log-in to your UHCG Global Intelligence Center account (see page 16) and start researching.
4. The **World Health Organization's** *International Travel and Health* annual guide: <http://www.who.int/ith/en>. Individual chapters can be downloaded.
5. [Salve Regina's Health Services](#) have dedicated professionals on staff who can review your travel itinerary and make suggestions about immunizations or other measures to safeguard your health. They recommend you visit them **no later than 6-8 weeks prior to your departure**.
6. Some health management organizations (HMOs) also provide special services and clinics for prospective travelers. Check with your primary health care provider to find out what services they offer.

7. You might want to register with the **International Association of Medical Assistance to Travelers** (IAMAT) before you go: <http://www.iamat.org> Membership is FREE. One of the services provided is an annually updated list of international health (including mental health) service providers.

Special Needs, Health Conditions

It is highly advisable to **disclose** any and all special needs or health conditions to the *Office of International Programs*, *Salve Regina Health Services*, the *Salve Regina Academic Development Center* and to coordinators at your host university/program for the sake of your personal well-being and safety. This includes allergies, chronic conditions, visible and non-visible disabilities. Accommodations for special conditions or disabilities can often be arranged. Should you have additional questions the Assistant Director of Study Abroad can provide additional information. Information you disclose will be kept strictly confidential.

Advice for Students with Visible and Non-visible Disabilities

Join disability organizations and support groups located at your destination to create a support system to help you with the transition of living in another country. The **Mobility International** website (<http://www.miusa.org/>) is a great way to start!

Above all else, be safe. There are predators everywhere that try to take advantage of international students—there are others who particularly may take advantage of your disability. Ask for help when you need it; but be careful when accepting assistance from strangers.

Over the Counter Medications

Do not use “over the counter” medications unless you’re familiar with the product. These products are not subject to the same health and safety regulations as medicines only available by prescription.

Prescription Medications

If you are currently under a physician’s care, require regular medication or injections (e.g. insulin or allergy shots); make an appointment with your doctor to discuss your travel plans and how you and best keep yourself healthy while abroad.

If you are on a regular regimen of medications, there are several things you need to do:

1. Make sure that it is **legal** for you to take those medications **into your country of destination** (consult *UnitedHealthcare Global* website and websites of the embassy/consulate(s) of the host country). If you are required to take a medicine containing habit-forming or narcotic drugs, you will need to carry a doctor’s letter attesting to your prescription.
2. Take an adequate supply of your medications with you. Make sure your doctor gives you a prescription for medication (s) which will last for the entire length of your program, and beyond if you are traveling. It is advisable to keep all medicines in their original, professionally labeled containers. Remember, **you cannot mail prescription drugs overseas** – they will be confiscated by customs/immigration officials.
3. Take copies of the prescriptions with you. Have your physician include not only the brand names of medications, but the names of acceptable generic substitutes as well. You should also carry a letter from your doctor that describes the condition and the treatment regimen.

If you have a potentially life threatening condition such as diabetes, seizures, allergies to drugs (e.g., penicillin,) or insects (e.g., bee stings), etc., carry or wear **medical alert identification** –a tag, bracelet, or card—at all times. The alert should indicate the specific nature of the problem and spell out what measures should or should not be taken in the event that you might be unable to communicate this information yourself (i.e., should you be unconscious).

If You Require Regular Injections

The *Center for Disease Control (CDC)* recommends that “Diabetics or other persons who require routine or frequent injections should carry a supply of syringes and needles sufficient to last their stay abroad.” It is possible to pack needles for your own use. However, be aware that carrying needles and syringes without a written prescription may be illegal in

some countries. Make sure you have a letter from your doctor documenting your need to transport needles and syringes. In some countries, it is possible to purchase disposable needles and syringes at pharmacies for your personal use.

Food Allergies

Travel can be difficult for those with food allergies, but taking the time to research your host country's typical food options and traditional regional cuisine ahead of time can save you a great deal of time and frustration. Be sure to disclose all allergens, food allergy reactions and required medication to program staff and your airline carrier well before your intended departure. Always wear a medical alert identification and carry your epinephrine auto-injector at all times.

In addition, the non-profit organization *Food Allergy Research & Education (FARE)* recommends creating several copies of a "Chef's Card" that can be given to a restaurant staff when dining out. Providing this card to restaurant staff can help better communicate and outline the foods that you must avoid.

See the FARE website (<https://www.foodallergy.org/managing-food-allergies/dining-out>) to download a food allergy alert "Chef Card" template in English, as well as in a number of foreign languages.

The image shows a template for a "Chef's Card" for food allergies. It has an orange header with the text "Food Allergy Alert". Below the header, it says "I have severe food allergies. In order for me to avoid a life-threatening reaction, I must avoid all foods that contain:" followed by a blank space for the user to fill in. Below that, it says "Fill-in with the foods that you must avoid". At the bottom, there is another orange header with "Food Allergy Alert" and a paragraph of text: "Please make sure that my food does not contain any of the ingredients on the front of this card, and that any utensils and equipment used to prepare my meal, as well as prep surfaces, are fully cleaned immediately before using. THANK YOU for your help." At the very bottom, there is a small copyright notice: "© 2014 Food Allergy Research & Education | www.foodallergy.org".

Example of a "Chef's Card" that can be presented to a restaurant staff.

Eye Glasses and Contacts

If you wear glasses or contacts, include a visit to the eye doctor on your list of "Things to Do" before going abroad. Make sure your prescriptions are up-to-date. Pack an extra pair of glasses and take sufficient contact lenses to last your entire trip. Make sure your contact cleaning solution will be available where you're going, otherwise, you'll have to pack a sufficient supply. And don't forget to take copies of your lens prescriptions with you.

Food and Water

In locations where hygiene and sanitation are poor and there are concerns about the safety of the drinking water straight from the tap, students should keep the following in mind to avoid travelers' diarrhea and more serious gastrointestinal infections.

- If the tap water is unsafe to drink, drink only bottled water or water that has been purified through boiling or filtering. Avoid ice unless you know that it was made from purified water. Similarly, it is safer to drink directly from a commercially sealed beverage can or bottle than from any questionable glass or cup. ANY surfaces that will come into contact with the mouth, such as the tops of bottles or cans, should be wiped clean before opening.

Beverages that are safe to drink include:

- Drinks made with boiled water, such as tea and coffee
- Canned or bottled carbonated beverages, including juices, carbonated bottled water and soft drinks.
- Beer and wine (in moderation!)

Purchasing Food from Street-Vendors

- Street vendors all over the world offer enticing food items for sale. It is advisable to avoid foods sold at street stands unless and until you have ample evidence from reliable local sources, such as study abroad resident staff, that it is safe for visitors to eat. You may notice that locals eat at street stands do not get sick. That's because they have already developed immunities to the local bacteria, but visitors have not. Watch out!

Illness & Infectious Diseases

Diarrhea is a common traveler's affliction. Any change in water or diet can trigger diarrhea; these cases usually occur soon after the arrival of a new location, last only a few days, and do not generally require treatment beyond increasing liquid intake to prevent dehydration. More severe cases can strike any time and are usually attributable to consumption of contaminated food or water. This latter type may be associated with intestinal infection and require medication. If you are going to a location where water and food hygiene are known to be problematic, talk to your health care provider about giving you a prescription and over-the-counter medications to combat intestinal discomfort and illness.

Tetanus, commonly known as "lockjaw," is a result of an infection of the nervous tissue and results from the contamination of a wound or injury. Tetanus immunization is available, often in combination with the diphtheria vaccine. Tetanus boosters are recommended every ten years after the initial series of three. Make sure your tetanus shot is current!

Hepatitis A Virus (Infections Hepatitis HAV) is most prevalent in North Africa, the Middle East, and the Caribbean. However, it is possible to contract the disease anywhere (including the U.S. if living conditions are crowded and unsanitary). Hepatitis A is transmitted orally through the ingestion of contaminated food or water. Clams, oysters, and other shellfish, especially if eaten raw, are common sources of the disease in contaminated areas. Infection can be prevented through vaccination with the Hepatitis A vaccine, available from your health care provider.

Malaria, a mosquito-borne disease, is common to parts of the Caribbean, South America, Africa, the Middle East, and Asia. Prophylactic anti-malarial medications are available by prescription; they might be required for students participating in some programs. The medication regimen generally begins BEFORE departure, is continued for the duration of travel and for a few weeks after return to the U.S. It is critical that instructions for taking the medication are followed carefully. Consult your health care provider.

Zika Virus according to the Centers for Disease Control (CDC) Zika virus is a mosquito-borne illness that can be spread from mosquito to human, as well as from a pregnant woman to her unborn baby causing serious birth defects including microcephaly. The spread of Zika has been reported throughout South and Central America, the Caribbean and some locations in south-east Asia. While there is no vaccine or cure, the CDC recommends prevention efforts include:

- Wear long-sleeved shirts and long pants.
- Use EPA-registered repellent and reapply insect repellent as directed.
- Stay in places with air conditioning and window and door screens to keep mosquitoes outside.
- Stay informed of any developments/recommendations by going to <http://www.cdc.gov/>

AIDS, The following is excerpted from a brochure prepared by the *Council on International Educational Exchange (CIEE)* regarding AIDS and International Travel:

Everything you already know about what AIDS is and how it is contracted is as deadly true overseas as it is at home. Knowing this and taking all advised precautions is the only way to protect yourself. In some countries AIDS is considerably less of an epidemic than it is in the U.S., and considerably greater in others. Whatever the situation in the country you are going to, you are not more likely to contract AIDS there than here—IF you act sensibly and refrain from unprotected sex and other behaviors and habits that carry the risk of infection. As The World Health Organization states: "AIDS is not spread by daily and routine activities such as sitting next to someone or shaking hands, or working with people. Nor is it spread by insects or insect bites. AIDS is not spread by swimming pools, public transportation, food, cups, glasses, plates, toilets, water, air, touching or hugging, coughing or sneezing." This is as biologically true abroad as it is in your hometown.

If you are Sexually Active, take your own supply of birth control products with you and but ALWAYS USE A LATEX CONDOM during sex. Again, take a supply with you as the quality of manufacturing and storage of condoms in other countries may not be reliable.

HIV (Human Immune Deficiency Virus) Antibody Testing

Some countries require foreign visitors, including students, to take the HIV antibody test as part of standard student visa requirements. Check the embassy/consulate website of the country (-is) where you are traveling to see if HIV-testing is required. You may need to carry a “doctor’s certificate” showing the results of the HIV antibody test among your travel documents. Knowing your HIV status is not just a matter of compliance with international immigration regulations. The reality is that the health of those who are HIV positive is at greater risk in parts of the world where medical facilities are inadequate or where the infection cannot be monitored or treated. If you suspect that you might be HIV positive, the HIV antibody test will give you the answer you need to help plan your travel appropriately. If you decide to undergo HIV testing, do so at a center that offers pre- and post-test counseling (many centers offer this service). Allow yourself two weeks for the testing process. Consider getting tested twice: anonymously, the first time, so you can decide privately what you do want to do if your result is positive, then a second time for the purpose of obtaining the doctor’s certificate.

Blood and Blood Products

Be aware that some countries simply do not have the resources to adequately screen blood products or use disposable needles and syringes. You could be at risk should you need a blood transfusion, intravenous fluids, or simple injection in one of these countries. Again, you’re going to need to do your homework about conditions in the country (-ies) you’ll be visiting. Use the resources in the previous section, “Researching Health Conditions for Your Destinations.”

UNDER NO CIRCUMSTANCES SHOULD YOU USE OR ALLOW YOURSELF TO BE INJECTED WITH CONTAMINATED, UNSTERILIZED SYRINGES OR NEEDLES. THIS HOLDS TRUE FOR NEEDLES/SYRINGES USED FOR DRUGS, TATTOOING, ACUPUNCTURE, OR MEDICAL/DENTAL PROCEDURES.

If You Become Ill While You’re Abroad

While onsite at your study abroad location, local program staff are your best resources for helping you contact a physician or other medical personnel if you become ill or injured. Upon your arrival during your onsite orientation, you will receive detailed information about health protocols and specific local program staff to contact during sickness or accidents. Again, if you become ill or injured while your program is in session, your first step is to contact your program’s local staff immediately.

If you become ill during program breaks, use the referral service offered by Salve’s accident and health insurance product (*UnitedHealthcare Global*) which can help you find English-speaking doctors and hospitals.

If you are injured, seek out medial help immediately. Contact *UnitedHealthcare Global* insurance if you have questions regarding your policy (See page 17).

The U.S. Embassies and Consulates abroad also maintain lists of physicians and medical facilities for distribution to American citizens needing medical care. See the [U.S. Embassy and Consulates websites](#) affiliated with your host country to access medical lists for specific countries. These lists are normally found under the “U.S. Citizens Services” section of the Embassy or Consulate website.

Always carry your *OIP Emergency Contact Card* and a working cell phone with you at all times.

Accident and Health Insurance Coverage

Salve Regina has purchased an insurance policy on your behalf with **UnitedHealthcare Global (UHCG)** that covers the expenses of serious illness or accident, accidental death, emergency evacuation, and repatriation of remains. Insurance can help cover the expenses if you experience an illness, accident or other medical emergency while abroad. Students are covered up to \$200,000 of **accident medical/sickness medical** (per person, per occurrence) benefits, and up to \$100,000 for **security evacuation** (Political Evacuation or Natural Disaster). You are encouraged to carefully review the policy brochure provided with your pre-departure materials to determine if any policy exclusions would affect you. Visit the UHCG insurance website for full policy details.

UHCG insurance coverage is valid for the term of the study abroad program. The OIP will provide students with an **UHCG Insurance ID Card** (during the OIP “Health & Safety Pre-departure Meeting”) that can easily be tucked away in your wallet for easy access. In the event of an emergency overseas, please call their 24-hour access phone number listed on the ID card for immediate assistance.

In addition, prior to your international departure, the OIP will provide all students with “UHCG Proof of Insurance” letters, handed out to students before any required visa meeting or at the Health and Safety Pre-departure Meeting.

All students are asked to go to the web-address listed below to register their upcoming trip abroad on to the **UHCG Global Intelligence Center** website. This will allow you access to country-specific information, as well as access to detailed information about your UHCG insurance plan.

To do this, go to <https://members.uhcglobal.com/> and click on the “**Create User**” link in the blue “**Log in**” box on the left-hand side of the screen. This will take you to a registration page where you can register on the **UHCG Global Intelligence Center** website using Salve’s UHCG ID number and the Policy number, which are both listed on your UHCG Insurance ID Card.

Salve Regina students are required to have adequate worldwide health and accident insurance coverage. However, please keep in mind that your primary health insurance (typically obtained through parents/guardians) must still be valid during the entire length of the program abroad, as well as for six months after your return. If you are studying abroad through an exchange program or a study aboard *program provider* (ie. API, CEA, CIEE, ISA, Spanish Studies Abroad, USAC), you may also be required to purchase their preferred insurance policy as well. Check with any additional insurance policies, such as HTH Worldwide or ISIC for additional coverage before or after your study abroad program dates.

Coverage and Claims

While there are some exclusions to the UHCG accident and health coverage policy, the majority of the visits to a doctor fall under the coverage of the policy. Exceptions to the rule include self-inflicted injury, injuries related to illegal drug use, and injuries sustained by participation in organized sports activities. As a general rule, the health insurance provided is intended to cover illness and injury that arise while abroad. Prescriptions, medications and pre-existing conditions are generally covered. If you need to visit a doctor while abroad, you are highly encouraged to contact on-site program staff for their assistance. Local staff members can recommend English-speaking physicians or accompany the student to the doctor in the host country.

In some cases, you may be required to pay for the medical visit at the time of service. Students should try to obtain a written order from the attending local physician for all services rendered detailing the rationale for a particular treatment given or recommended whenever possible. This will facilitate swifter claim processing and decreases the risk of having a claim denied for lack of supporting documentation.

Optional Travel Gap Insurance

If you are traveling before or after you study abroad program dates, you may wish to look into optional travel medical insurance. While plans and coverage vary, consider *HTH Worldwide* policies as well as optional policies (ISIC Basic, Premium or Explorer policies) available for purchase if you choose to obtain an *ISIC* card. See the ISIC website for more detailed information <https://www.isic.org/>



How to access UnitedHealthcare Global Services while abroad

Available 24-hours a day, 7 days a week, 365 days a year

If you have a medical or travel problem, contact UHCG for assistance via:

- Call the toll-free number of the country you are located in (see ID Card)
- Call UHCG *collect* +1-410-453-6330 in Baltimore, Maryland
- Email Assistance@uhcglobal.com

Visit the UHCG insurance website for full policy details.

SALVE REGINA UNIVERSITY ALCOHOL AND DRUG POLICY

Salve Regina University maintains clear and consistent policies with regard to alcohol and drugs. Please see specific details as outlined in the ***Salve Regina University Student Handbook***.



In addition to Salve's policies, **you will be subject to the laws of your host country with regards to alcohol consumption, illegal drugs and other substances**. If you violate the laws of any country, neither Salve nor the Embassy/Consulate will be able to intercede on your behalf. If you are dismissed from your study abroad program due to drug or alcohol related reasons, you may forfeit academic transcripts and will not receive a refund of any kind.

You will also be subject to your host institution's policies regarding alcohol usage. You will need to pay particular attention to policies related to your local housing. Salve Regina University strongly encourages you to seek professional help as soon as possible if you feel that you may have a problem with the use or abuse of alcohol, drugs, or any other substance. Your program may be able to assist you in identifying local resources available.

Alcohol: Salve Regina University accepts that the consumption of alcoholic beverages by students of legal age in the host country in permissible locations is a personal choice. If you are of legal age in your host country, and you choose to consume alcohol, you agree to do so **responsibly**.

However, Salve Regina has strict and enforced policies concerning alcohol abuse. "Alcohol Abuse" can include, but is not limited to, the following signs or incidents:

- Presence at a study abroad event under the influence of alcohol or showing signs of alcohol use (disruptive behavior, smell of alcohol, etc.)
- Inability to make deliberate and appropriate decisions due to alcohol use
- Involvement in potentially harmful behavior to yourself or to others
- Involvement in an incident related to or a consequence of alcohol use including but not limited to:
- Damage to property
- Complaints concerning behavior or disruption
- Disturbances resulting in intervention by local authorities
- Issues requiring medical assistance
- Injury to yourself or to another person
- Transportation to a hospital
- Vehicular or traffic accidents

Being involved in any of the above incidents or in any similar incident could lead to disciplinary action as outlined in the ***Participation Agreement for Students*** and the ***Salve Regina University Student Handbook***.
<http://www.salve.edu/document/student-handbook>

Drugs: Salve Regina University does not tolerate the possession, use, abuse, manufacture, production, sale, exchange or distribution of drugs or substances of any kind, **regardless of legal status** in the U.S. or host country.

Any of the above actions related to drugs and or involvement in any incidents related to drugs will lead to disciplinary action as described in the ***Participation Agreement for Students*** and the ***Salve Regina University Student Handbook***. <http://www.salve.edu/document/student-handbook>

Salve Regina University **does not tolerate** the possession, use, abuse, manufacture, production, sale, exchange or distribution of drugs or substances of any kind, regardless of legal status in the US or host country.

Travel & Living Abroad

Arrival, Immigration & Customs Inspection: What to Expect

Upon arrival in another country via international flight, you will go through both immigration and customs. Just as in the U.S., these procedures are official and very serious, so do not make comments or jokes to anyone about “being a terrorist”, “bombs” or smuggled items. Customs and Immigration can be somewhat intimidating and you may feel nervous or anxious, but they are strictly routine, so try and relax.

The first agent you will speak to is the **immigration officer**. This individual will ask to see your passport, visa and documentation or compliance with health regulations (immunization, HIV test or other,) if any is required for that country.

It is at the immigration officer’s discretion to grant you entry into the country so be polite and accommodate the agent’s requests. S/he will ask you about the purpose of your visit and the length of your stay, and then stamp your passport.

Usually you collect your checked baggage after you have passed through immigration, and then proceed to **customs inspection**. You may have received a **customs declaration form** to be filled out on the plane (or train). The customs agent will ask you for the form and refer to it as s/he examines your bags, both carry-ons and checked bags. You may be separated from other travelers; your belongings may be examined very thoroughly; you may be asked to pay duties (taxes) if there are any irregularities or violations of that country’s customs regulations. On the other hand, you may be waved through with no examination or special attention whatsoever.

Before leaving the airport, if you have not bought any local currency with you it is possible to purchase some with U.S. dollars, other foreign currency, or traveler’s checks. Exchange just enough to get through a taxi ride and a meal or two, as exchange rates at airports and train stations are usually much higher than outside local banks.

Carrying Immigration Documents on Your Person

Your passport is your most important legal document while traveling abroad. **GUARD IT CAREFULLY**. In some countries non-citizens are required to carry their passports at all times. Ask program staff at your host institution what is required by law and follow their guidance. **NEVER** travel away from your study abroad site, and particularly away from your host country, without bringing your passport with you.

If your passport should be lost or stolen, report it to the nearest U.S. embassy/consulate and coordinators at your host institution **IMMEDIATELY**. If it is stolen, also report the theft to local police.

Services Provided By the U.S. Embassy/Consulate

Register your residency/travel plans abroad with the STEP program: At least six weeks before you depart the U.S. **all students** are asked to go to the *U.S. Department of State* website to register/sign-up for the **Smart Traveler Enrollment Program (STEP)** <https://step.state.gov/step/>



This will allow you to receive routine information from the State Department about local conditions and in the event of an emergency, such as a natural disaster, local U.S. authorities have your emergency contact on file.

The United States Embassy and its Consulates can offer some **limited** types of assistance to U.S. travelers abroad. They can: provide you with a list of local attorneys and physicians, contact next of kin in the event of emergency or serious illness, contact friends or relatives on your behalf to request funds or guidance; provide assistance during civil unrest or natural disaster and replace a lost or stolen passport.

The U.S. Embassy/Consulate **cannot**: book or change travel reservations, give or lend money, cash personal checks, arrange free medical service or legal advice, provide bail or get you out of jail, act as couriers or interpreters, search for missing luggage or settle disputes with local authorities. The primary purpose of the U.S. Embassy and its Consulates is to fulfill the diplomatic mission of the United States government abroad; not to play “nursemaid” to American travelers.

UPON YOUR ARRIVAL

It is important that you let us know that you have arrived safely. After you get a chance to settle in, please contact your parents or guardians first and then e-mail the Office of International Programs (OIP) at studyabroad@salve.edu

Stay in touch via Facebook by “liking” our Facebook page “[Salve Regina University: Office of International Programs.](#)”

U.S. Department of State and Embassy/Consulate Contact Information

Consular personnel at U.S. Embassies and Consulates abroad and in the U.S. are available 24 hours a day, 7 days a week, to provide emergency assistance to U.S. citizens. Contact information for U.S. Embassies and Consulates appears on the Bureau of Consular Affairs website at <http://travel.state.gov>.

Also note that the **Office of Overseas Citizen Services** in the **State Department's Bureau of Consular Affairs** may be reached for assistance with emergencies at 1-888-407-4747, if calling from the U.S. or Canada, or 202-501-4444, if calling from overseas.

Helpful U.S. State Department Web Resources for Students and Families

- USA Study Abroad: <https://studyabroad.state.gov/>
- Learn About Your Destination: <https://travel.state.gov/content/passports/en/country.html>
- Travelers Checklist: <https://travel.state.gov/content/passports/en/go/checklist.html>
- Emergency Assistance to American citizens abroad: <https://travel.state.gov/content/passports/en/emergencies.html>
- Smart Traveler Enrollment Program (STEP) Registration: <https://step.state.gov/step/>
- Find U.S. Embassies & Consulates Abroad: <https://www.usembassy.gov/>

Laws & Jurisdiction of Your Host Country

During the time you are abroad, you are subject to the laws of the country you are visiting. Do not make any assumptions about what is and is not legal in your host country. Familiarize yourself with local laws and obey them scrupulously.

Know and respect local laws. What is legal in the U.S. is not necessarily legal abroad.

If you are accused of breaking the law, the U.S. Embassy and its Consulates can provide very little assistance beyond giving you the names of competent attorneys and doctors. The U.S. Embassy/consulate cannot help you pay for these services, nor can their staff intervene on your behalf in the host country's justice system and judicial procedures.

If you are arrested for any reason:

- Ask to notify the nearest US Embassy or Consulate.
- Ask to notify contacts on your Emergency Contact Card
- A US consular officer cannot arrange for free legal aid or provide bail money, but they can provide you with a list of local resources. With your permission, they can inform your family of your arrest.
- Be respectful, but do not admit to wrongdoing or sign anything.
- Do not agree to help your detainer or make false acquisitions.

Many legal systems are based on the principle that the accused is guilty until proven innocent, the opposite of the U.S. law. Bail provisions as we know them in the U.S. do not exist in many countries; pre-trial detention (including solitary confinement for some crimes without bail is not uncommon and can last for months. Prison officials probably won't speak English; prison conditions can be very harsh and uncomfortable or downright deplorable in developing or fundamentalist countries. Many countries do not have a trial by jury; in some cases you may not even be present at your trial.

Drug Violations Abroad – Facts to Consider

- 1/3 of U.S. citizens are jailed due to drug charges
- Some countries don't distinguish between possession and trafficking –many have mandatory prison and/or death sentences
- Some prescription medications may be legal elsewhere, including the United States, but are considered ***illegal*** in another country
- Ask local authorities or nearest U.S. Embassy if unsure about foreign drug laws

Photography Abroad – Facts to Consider

- In some countries you can be detained for posing security risks via taking photographs (government buildings, embassies/consulates, border areas, transportation facilities, military installations).
- Authorities can confiscate smartphones if they suspect that they were used to take sensitive photos.
- ASK PERMISSION before taking photos if you are unsure.

SAFETY & SECURITY

Naturally, you may feel apprehensive about living and studying in a new country. The OIP has sent over 1,500 students abroad over the years and provides comprehensive advising pre-departure. Exchange institutions and study abroad program providers will give detailed on-site orientation sessions upon arrival. These orientation sessions may include tours of the host city and host institution, as well as basic acclimation exercises.

The OIP believes study abroad will challenge you both academically and culturally. As part of this challenge, OIP recognizes that you will want to explore new lifestyles and behaviors. *The OIP strongly urges you to carefully consider your own responsibility for keeping yourself safe throughout the duration of your time abroad.*

Making wise personal choices can be the number one factor in avoiding unnecessary risk. Whether that means choosing to pay for a taxi when returning home late at night or choosing not to overindulge in alcohol, the OIP asks you to always keep your personal safety in mind when making decisions abroad. Local resident directors and staff will provide you with strategies for minimizing risks, but ultimately, you must make your own choices about how you will react in any given situation.

You will encounter situations abroad that they have not encountered at home. Additionally, linguistic and cultural barriers can make even familiar situations seem more difficult. The OIP and on-site staff will provide tips for making good decisions abroad and will help identify behaviors that may have caused problems for students in the past.

In addition, you must inform yourself of all possible local political and social situations prior to departure. You are asked to enroll in the *U.S. State Department Smart Traveler Enrollment Program (STEP)*, which enables you to receive up-to-date local travel advisories and warnings via email from the State Department, as well as information about upcoming events in your host country or other countries that you may visit should you choose to travel outside of your host country during your study abroad program. *STEP* also

allows you to be recognized as an American citizen abroad, in the event that a country-wide evacuation is required. Some third party providers will register you with the U.S. embassy in their host country.

It's important to note that you will find the **U.S. State Department's Bureau of Consular Affairs Facebook page** (<https://www.facebook.com/travelgov/>) and **Twitter page** (<https://twitter.com/TravelGov>) to be very valuable sources of up-to-date security-related information, especially in a time of national and international crisis. Students are asked to "like" and "follow" these helpful pages prior to their departure.

Local resident directors will provide you with emergency contact information upon arrival. **The OIP has given you an emergency contact card that can easily be tucked away in your wallet for easy access.** You should call any of the numbers listed in case of an emergency abroad.

Emergency Situations

The OIP agrees the best of line of defense in an emergency is a sound emergency plan and access to quality information. Be sure to review all Health & Safety resources provided to you PRIOR to your program departure.

All exchange institutions and study abroad providers have emergency evacuation and response plans in place, and on-site program staff keep students apprised of any changes in these plans. Staff abroad have receive specialized training on how to react and the proper channels of communication in the event of an emergency or common crisis situation.

UnitedHealthcare Global (UHCG) insurance also provides up to \$500,000 coverage for emergency medical evacuation and up to \$100,000 for security evacuation (Political Evacuation or Natural Disaster). Please see the UHCG insurance policy for the details regarding emergency situations.

Emergencies Abroad

In Case of Crime, Assault, Harassment, Theft, etc

- **Step 1:** Get Immediate Help and contact the Local Police –report the incident and keep copy of the police report (*for insurance and explanation of what happened*).
- **Step 2:** Notify all contacts listed on your **OIP "Emergency Contact Card"** of the incident. Students will receive two emergency contact cards at Salve's Pre-Departure Health and Safety meeting.
- **Step 3** (if applicable): Report any specific missing item to: for example ...
 - Credit card: issuing credit card company
 - Airline tickets: airline company/travel agent
 - Passport: nearest U.S. Embassy or Consulate
 - Cell phone – contact your cell phone provider if using an "International Calling Plan"
- **Step 4** (if applicable): Notify your insurance company if the item(s) stolen are covered by a personal property/personal liability insurance coverage policy or by a homeowner's insurance policy.

Study Abroad & Title IX Guidelines When Abroad: Resources for Support and Reporting

Salve Regina students study in various programs throughout the world. Salve Regina has a sexual misconduct policy, however the institution you are attending may have different processes and protocols. It is important that you research and learn the local customs and laws in your host country, as well as institutional policies at your program. It is also important to remember that regardless of sexual norms in a host country, your responsibilities as a Salve student remain the same as if you were here at Salve Regina.

Reporting: Non Salve Affiliated Program

A student who has experienced sexual harassment or violence while at a non-affiliated program can still contact the SRU Title IX Coordinator for support and guidance. The Deputy Title IX Coordinator will assist the student in seeking resources abroad, and will aid the student in utilizing resources when they return to Salve Regina. The student will be encouraged to contact support at their host institution while they are abroad.

Reporting: Faculty-led Salve Regina Program

A student who has experienced sexual harassment or violence while on a faculty-led abroad program may report the incident to the faculty member **or** directly to the SRU Title IX Coordinator. The faculty member is a responsible employee, and therefore would report the incident to the SRU Title IX Coordinator. The Deputy Title IX Coordinator will assist the student in seeking resources abroad, and will aid the student in utilizing resources when they return to Salve Regina.

Available Resources

- SASHAA- Sexual Assault Support & Help for Americans Abroad. This program can provide support for American citizens while abroad. Visit their website <https://sashaa.org> or call the hotline at 1-866-879-6636.
- Visit Salve Regina University's Title IX webpage, with information on policies and support: www.salve.edu/title-ix

Safety Tips

- Be aware of your surroundings. Knowing where you are and who is around you may help in finding a way out of an uncomfortable situation. You will be in a new place, so take time to get to know your new city!
- When you go out, go out with a group of friends. Take care of your friends and ask them to take care of you.
- When you hang out with someone new, let one of your friends or roommates know- give them a heads up about who you are with and where you are going. Ask them to check in with you.
- Trust your instincts. If you feel uncomfortable or unsafe in any situation, trust your gut and leave.
- Don't accept drinks from people you do not know or trust. Avoid large common sources of alcohol.

TITLE IX: SERVICES AND SUPPORT

CONFIDENTIAL RESOURCES

The following confidential resources are generally not required to report personally identifiable student information or incident details. They will provide the Title IX coordinator with a limited report (nature, date, time and general location of the incident, if known).

Counseling Services

(401) 341-2919

Health Services

(401) 341-2904

University Chaplain

(401) 341-2368

Our Lady of Mercy Chapel

Maria Dias

Day One victim's advocate

(401) 845-5732

mdias@dayoneri.org

OTHER RESOURCES

These resources listed below, as well as all University employees who are not confidential resources as described in these policies, are mandated reporters of sexual harassment and sexual violence and are obligated to report any incidents to a Title IX coordinator or the Office of Safety and Security.

Malcolm Smith

Title IX coordinator

(401) 341-2206

malcolm.smith@salve.edu

Miley Hall, Room 118

Emily Diomandes

Deputy Title IX coordinator for students

(401) 341-2640

emily.diomandes@salve.edu

Miley Hall, Room 013

Nancy Escher

Deputy Title IX coordinator for employees

(401) 341-2157

nancy.escher@salve.edu

Stonor Hall

Office of Safety and Security

(401) 341-2325

Tobin Hall

Office of the Dean of Students

(401) 341-2145

deanofstudents@salve.edu

Miley Hall, Room 118

Office of Residence Life

(401) 341-2210

residencelife@salve.edu

Walgreen Hall administrative wing

Important Safety & Security Considerations

Packing: What to Take & What to Leave at Home

- LEAVE valuables/expensive jewelry at home
- LEAVE unnecessary credit cards
- LEAVE social security cards or other routine wallet cards
- BRING copies of your passport, flight itinerary, driver's license, visa, and ATM/credit cards
 - Leave some copies at home with your family
 - Pack them in separate places in your bags and room abroad
- **Pack as lightly as possible!** If your suitcase or backpack is too heavy, this can restrict your ability to move quickly in an emergency and can distract you from your surroundings.

Precautions to Take When Traveling

- Don't use shortcuts, narrow alleys, or walk down poorly lit streets
- Avoid traveling alone at night (Use the "Buddy System")
- Avoid public demonstrations, protests, and/or civic disturbances
- Don't discuss travel plans/personal matters with strangers
- Do your best to blend in – observe how locals dress and carry themselves in public.
- Be aware of strangers that approach you and/or offer to sell you something (pickpockets)
 - They may jostle you, ask you for directions, ask to sign a petition, *distract you*
- *NEVER keep your wallet or money in your pants pockets or in outer pockets of a bag or backpack*
- Have your bag in front of you (shoulder strap across chest) to avoid purse-snatchers
- *Never leave baggage unattended*
- *Be very discrete about using your smartphone. Never leave it on a café table or in your pocket.*
- Even if you are lost, act as if you know where you are going – ask for help from *authorities*
- Learn phrases in the local language that are important for seeking police/medical help
- Make a note of emergency numbers abroad: U.S. Embassy, police, hotel, etc.
- If you are confronted, *don't fight back* – give up your valuables!

Precautions to take in your Accommodations

- Keep doors and windows locked. Agree to meet people in the lobby
- Don't leave valuables in your room, especially in open view
- Don't leave windows open when you leave your room/apartment
- Let someone know where you are and when you will return, if you are out late
- Do not get on an elevator with a suspicious person if you are alone
- Read the fire safety instructions; know where the exits are, how many rooms are between you and the nearest exit (*will save your life when crawling through a smoke-filled hallway!*)

Precautions to take using Public Transportation

- Be aware of your surroundings and pay attention to those around you
- Only use taxis that are officially marked
- Wear your seatbelt!!!
- Beware of traveling on late-night or overnight trains/buses – robbery is very common!
 - Take turns sleeping on trains, if alone, stay awake
 - Do not accept any food or drink from strangers – criminals have been known to drug them

Electronic Security

- **Do not leave electronic devices unattended.** Do not transport them (or anything valuable) in your checked baggage. Shield passwords from view. Avoid public Wi-Fi networks if you can. In some countries they are controlled by security services; in all cases they are insecure.
- **Sanitize your laptop and telephone** prior to travel and ensure no sensitive contact, research, or personal data is on them. **Backup all information you take and leave that at home.** If feasible, use a different phone and a new email account while traveling.
- **Use up-to-date protections** for antivirus, spyware, security patches, and firewalls. Don't use thumb drives given to you – they may be compromised.
- **Clear your browser** after each use: delete history files, caches, cookies, and temporary internet files.
- **In most countries, you have no expectation of privacy** in Internet cafes, hotels, airplanes, offices, or public spaces. All information you send electronically (fax, computer, telephone) can be intercepted, especially wireless communications. If information might be valuable to another government, company or group, you should assume that it will be intercepted and retained. Security services and criminals can track your movements using your mobile phone and can turn on the microphone in your device even when you think it is turned off.
- If your device is stolen, report it immediately to the local police and the closest U.S. Embassy or Consulate.
- Change all your passwords including your voicemail and check devices when you return.



Smartphones

In recent years, there have been increasing reports of smartphones being stolen, especially in busy, public locations. However, there are a few steps that students should take to minimize the risk of being a victim of theft.

- When not in use, keep your phone in a secure and zipped compartment. **Never** leave your cell phone laying on a café table, outer pocket of clothing, in an open bag, purse, or the outer pocket of a backpack.
- Always have a passcode, and if using an iPhone, enable the “erase data option” after 10 failed passcode attempts.
- Do not rely on smartphone maps and navigation apps. Learn to use guidebooks and/or pocket maps.
- Do not let stranger's borrow your phone or use your phone to take a photo of you. Tourist are frequently targets of cell phone scams.
- Know how to contact your cellphone service provider. Contact as soon as possible in case of theft to deactivate the phone.

Brace Yourself: Culture Shock

What is culture?

Robert Kohls, the former Director of Training and Development for the United States Information Agency, describes culture as ...

“an integrated system of learned behavior patterns that are characteristic of the members of any given society, (it reflects) the total way of life of particular groups of people. It includes everything that a group of people thinks, says, does, and makes—its customs, language, material artifacts and shared systems of attitudes and feelings. Culture is learned and transmitted from generation to generation.”

Culture is not simply national in character. Reflect on the United States for a moment. Most of us would agree that there are regional cultures; there are ethnic subcultures.

Cultural Stereotypes

A stereotype is the over-generalized application of cultural traits to describe what an entire group is like. You've probably heard about the “Ugly American” stereotype. Here are some examples of the qualities that others around the world associate with the “typical” American:

- outgoing and friendly
- informal
- loud, rude, boastful
- immature
- hard working
- helpful
- extravagant and wasteful
- know-it-all
- disrespectful of authority
- innovative
- career driven
- racially prejudiced
- ignorant of other countries
- wealthy
- generous
- promiscuous
- always in a hurry

Do you see yourself in this description? In some ways yes, but not others? That's exactly the point.

As gross generalizations, stereotypes may possess some grains of truth, but differences emerge as we examine individuals. While abroad it will be up to you to behave in a manner that shows your hosts you don't fit the negative stereotypical images.

Stereotypes work both ways of course. What are your ideas about the host culture of where you are going? One of the pitfalls when we go abroad is taking too much of our own “cultural baggage” with us: we construct our expectations of what things will be like based on the images from movies and television, things we've read, contact with people we've met who come from that location or on hearsay from acquaintances who have traveled to there. Do your best to inform yourself about culture where you are headed, but don't over-generalize and keep an open mind.

Cultural Adjustment

Living in a new culture can be exhilarating, personally rewarding, and intellectually stimulating. It can also be frustrating. It is one thing to visit a country, moving on when you have seen enough, and it is quite another to live there and function according to a different, and sometimes, mysterious set of norms. Participation in your chosen abroad program provides a rare opportunity for you to begin to know another society from within. But it involves certain responsibilities. The most obvious one is to adapt one's behavior to the customs and expectations of the host country. This is not to deny one's own culture but to respect that of others. Another, even more subtle, **responsibility you have is to remain open in order to**

Social groups have their own cultures too. Think about the different cultural cliques at the high school you attended. To which one(s) did you belong?

Although we have many things in common with other cultures around the world, each culture has characteristics that distinguish it from others. Some differences are obvious (e.g., language, dress, foods, political organizations, etc.) Other differences are more profound and subtle (e.g. values and beliefs.)

Newcomers – YOU - may not be able to articulate these differences until they have much more experience with the culture. In the interim, the newcomer may feel significant discomfort as he or she doesn't know what the cultural “rules” are.

become aware of similarities and differences, to learn rather than to judge. This can be the most rewarding experience in your education.

Culture Shock!

People usually experience many emotions while adapting to a foreign culture, changing from excitement and interest in the new culture to depression and fear of the unknown. The difficulties that you experience as you integrate into a new society can be a result of what is termed "culture shock." Most experts agree that culture shock, although often delayed, is inevitable in one form or another. But adjusting to a foreign culture, and living through difficult times of change can be a satisfying experience, one worth the occasional discomfort and extra effort.



Attitudes come in a wide variety of species, ranging from broad and pervasive cultural attitudes to the most specific and personal attitudes. Because of the scope of this subject, it is probably the most difficult to discuss. However, because the attitudes you take with you to your host country(ies), and those you form once there, will have such a great effect upon your perception of the people and ways of your host country, it is very important for you to be aware of the role attitudes play in your overseas experience.

Normally, attitudes exist on a more or less subconscious level. When faced with a new situation, most people will recognize their reaction to it, but not necessarily the underlying attitude responsible for that particular reaction.

When we deal with people who share the same basic cultural attitudes as ourselves, the system works well: the differences in attitude between two Americans, broadly speaking, are far more likely to be of the specific and personal kind than the cultural kind. When we interact with people of different nationalities, however, the problem arises. Communications break down because their cultural attitudes are fundamentally different than ours, and the results are often feelings of confusion and hostility on both sides. This situation is called "culture shock." This can be a misleading term.

One tends to get the impression that "culture shock" is some kind of disease that everyone routinely catches and after a certain length of time, recovers from, but nothing could be farther from the truth. There are people who go overseas and never recover from this condition despite the length of their stay. This is because "culture shock" is actually caused by the aforementioned mismatch of cultural attitudes, not by some virus, as sometimes seems to be implied. And it's easily seen that the traveler who doesn't maintain an open mind, and doesn't invest any effort trying to understand a foreign culture, is always going to be in a state of shock. Such people had best stay at home, for if they rigidly hold onto their own attitudes, they will -- in reality - have never left!

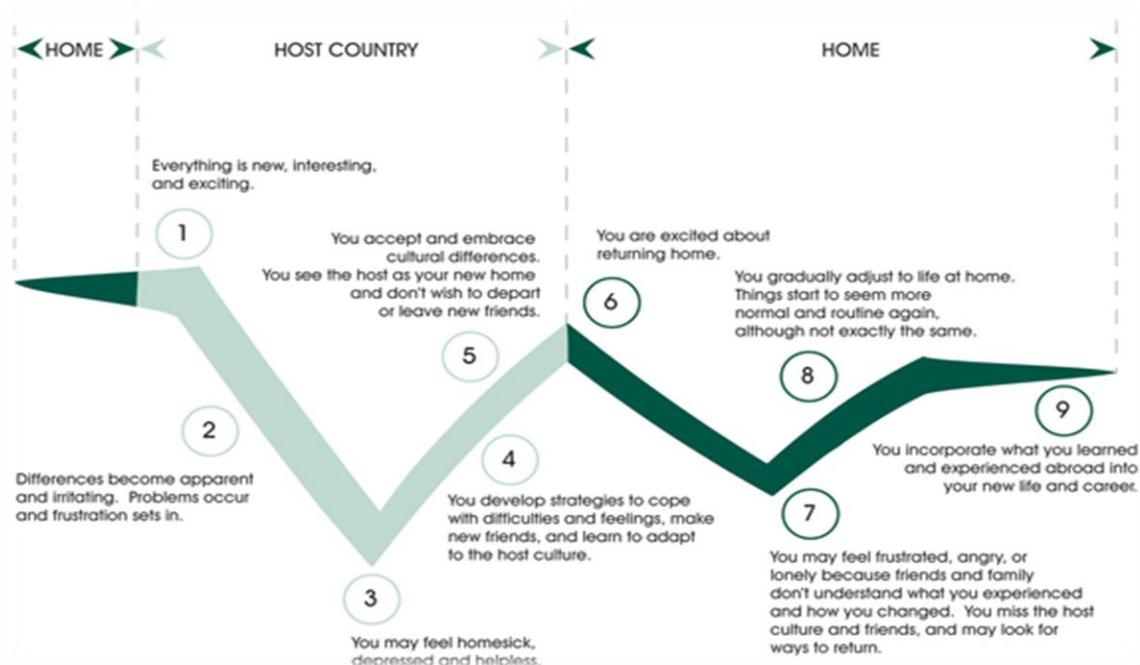
An underlying cause of negative reactions to another culture is the tendency to judge something that is different as inferior. It is important to be open toward the culture into which you are going, to try to discard stereotypes, and to read as much as you can about the culture before your departure. If you educate yourself on the many aspects of the country in which you will be living, you will better understand and appreciate your new surroundings much sooner. Before departure, learn about the country's history, natural resources, social customs, religions, art, and political structures. Find out the culture's set of manners, expected behavior, and unspoken rules. Read up on the country's present day problems and current national issues. Learning about current affairs will help you to get a sense of how people evaluate events from different perspectives. Talk to other students who have gone to your host country to learn what problems you may encounter. We will help put you in touch with returned students.

But even with this preparation it is inevitable that you will experience some symptoms of culture shock. You may be unaware that the frustrations and emotions you are experiencing are related to culture shock; in retrospect, this becomes apparent. If you understand the phenomenon and its possible causes, you can decrease its effects. Try to acquaint yourself with its signs.

Phases of Cultural Adjustment

Recent studies have shown that there are distinct phases of culture shock which virtually everyone who lives abroad goes through. Each phase has a number of characteristic features, one of which is usually predominant. These stages include:

1. **Preliminary stage/Initial euphoria:** This phase includes awareness of the host culture, preparation for the journey, farewell activities. The initial euphoria phase begins with the arrival in the new country and ends when this excitement wears off.
2. **Irritability:** During this phase, you will be adjusting to your local setting. This will produce frustration because of the difficulty in coping with the elementary aspects of everyday life when things still appear so foreign to you. Your focus will likely turn to the differences between the host culture and your home, and these differences can be troubling. Sometimes insignificant difficulties can seem like major problems. One typical reaction against culture shock is to associate mainly with other North Americans, but remember, you are going abroad to get to know the host country, its people, culture, and language. If you avoid contact with nationals of the host country, you cheat yourself and lengthen the process of adaptation.
3. **Gradual adjustment:** When you become more used to the new culture, you will slip into the gradual adjustment stage. You may not even be aware that this is happening. You will begin to orient yourself and to be able to interpret subtle cultural clues. The culture will become familiar to you.
4. **Adaptation and biculturalism:** Eventually, you will develop the ability to function in the new culture. Your sense of "foreignness" diminishes significantly. And not only will you be more comfortable with the host culture, but you may also feel a part of it. Once abroad, you can take some steps to minimize emotional and physical ups and downs. Try to establish routines that incorporate both the difficult and enjoyable tasks of the day or week. Treat yourself to an occasional indulgence such as a USA magazine or newspaper, a favorite meal or beverage, or a long talk with other Americans experiencing the same challenges. Keep yourself healthy through regular exercise and eating habits. Accept invitations to activities that will allow you to see areas of the host culture outside the university and meet new people. Above all try to maintain your sense of humor.
5. **Re-entry phase:** The re-entry phase occurs when you return to your homeland. For some, this can be the most painful phase of all. You will be excited about sharing your experiences, and you will realize that you have changed, although you may not be able to explain how. One set of values has long been instilled in you, another you have acquired in the host country. Both may seem equally valid.



Tips to Ease Cultural Adjustment

Here are some general tips for traveling and interacting with foreign cultures, which, if kept in mind, may help ease cultural adjustment:

- Establish personal goals and realistic expectations before you begin your experience. Do not expect to find things as you have them at home.
- Research local customs, behaviors and cultural values. Be mindful of the differences, as well as similarities.
- Realize that other people may have thought patterns and concepts of time which are very different than yours -- not inferior, just different.
- Make an effort to talk with people from the host country, even if you're feeling shy in doing so.
- Keep an open mind and do not rush to judgement.
- Find a comfortable place to hangout such as your local study abroad center/office, park, coffee shop/cafe, outdoor market, or art gallery/museum and focus your attention on the present moment. Conscientiously listen and observe your surroundings
- Resist the urge to isolate oneself, especially in one's room, and motivate yourself to explore your local community.
- Connect with friends and family back home through email, Facebook, Skype, &/or Google Talk - but be aware that spending too much time communicating with friends/family at home can make homesickness feel much worse.
- Seek out a support network in your program/host university with fellow students, host family, roommates, program staff or recommended counselors.
- Try to relax when feeling stressed, by doing what you would normally do at home to make yourself comfortable (Exercise, mediate, pray, journaling, listen to music, etc)
- Make no promises to local, new friends that you cannot implement or carry through.
- Spend time reflecting on you daily experiences in order to deepen your understanding of your experiences.

Cultural Immersion Through Homestays

If you have the opportunity to participate in a home-stay in your host country, it can be an eye-opening experience. In fact, most students returning home from a semester abroad have stated that living with a local family was one of the best experiences during their time abroad. Having local support and being truly welcomed into the lives of a local family, opened up cultural doors and provided both comfort and insight that living in an apartment with fellow U.S. study abroad students cannot offer.

Just remember that families come in all shapes and sizes -- no matter where you are in the world. Your experience will depend as much on your cooperation, good will and courtesy as it does on the families. You are a guest and they will probably appreciate it if you bring a gift. Something that represents your home institution, your hometown or state is almost always well received. Help out with daily household tasks, such as washing the dishes. Do not raid the refrigerator without express permission. Do not use excessive amounts of hot water. Be receptive to activities planned by your host family. Try to be flexible and fit in with the family's routine.

Keep these thoughts in mind as you travel to your host country (ies). The culture(s) to which you are going are different from the one(s) you know for some very good reasons, regardless of whether they are immediately visible to you or not. Moreover, it is for precisely this reason -- to study the differences between the two cultures -- which you are going abroad. So go there with an open mind, be prepared to change, and make the most of this experience!

APPENDIX A: PACKING LIST

The list of items below is provided to make your packing easier and is neither a required nor an exhaustive list. Some items may only be necessary for longer study programs or those in certain locations. Regardless of where you are going, the “Documents” section is critical!

DOCUMENTS, ETC.

- Passport (foreign visa, re-entry docs if required)
- Copy of your Passport (and visa)
- Second form of ID
(driver’s license, “green card”, I-20, valid visa, etc.)
- Printed Plane Ticket
- ATM Card/Credit Card (plus \$100 *foreign* cash)
- UHCG Insurance Card/Information
- Program Acceptance Letter
- Emergency Contact Card
- Four Year Plan & Academic Approval Form
- Extra photos (3-4) for various IDs

CLOTHING / ACCESSORIES

- Comfortable shoes / athletic shoes
- Shirts
- Sandals or slippers
- Shorts & long pants
- Black blazer or jacket
- Skirts & dresses
- Socks
- Sweaters / sweatshirts
- Underwear
- Light jacket and/or rain coat
- Bathing suit
- Belt
- Scarf
- Hat / cap
- Watch / jewelry (avoid valuables)

TOILETRIES / COSMETICS

- Comb & brush
- Cosmetics
- Deodorant
- Moisturizer/lotion
- Toothbrush, toothpaste & dental floss
- Sunglasses & sunscreen
- Soap, shampoo & conditioner
- Razor & shaving cream/gel
- Tampons/pads
- Eyeglasses, contact lenses & solution
- Contraceptives/condoms

MEDICINES / FIRST AID KIT

- Prescription medicines
- Tums, Mylanta, etc. (antacid)
- Decongestant / antihistamine tablets
- Imodium (anti-diarrhea medication)
- Pain reliever (aspirin, Tylenol, etc.)
- Bacitracin ointment (antibacterial)
- Band-Aids & moleskin
- Cortisone cream (anti-itch)
- Insect Repellent
- Alcohol wipes, eye drops, etc.
- Thermometer, tweezers, etc.

ELECTRONICS

- Adaptors & Chargers for all electronics
- Camera and camera gear
- Battery-operated travel alarm clock
- Recreational material: iPad, laptop, book
- Earplugs/Earbuds
- Calculator or currency converter
- Mobile Phone

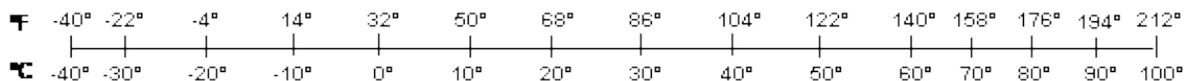
MISCELLANEOUS

- Purse or backpack for day trips
- Money Belt or Neck Wallet
- Guide book(s)
- Water bottle
- Plastic or reusable bags
- Collapsible Umbrella
- Luggage tags & locks
- Travel journal, pen, address list
- Mesh bag for dirty clothes
- Sewing Kit
- Gift for host family

APPENDIX B: METRIC CONVERSIONS

ENGLISH TO METRIC	METRIC TO ENGLISH
<p>LENGTH (APPROXIMATE)</p> <p>1 inch (in) = 2.5 centimeters (cm) 1 foot (ft) = 30 centimeters (cm) 1 yard (yd) = 0.9 meter (m) 1 mile (mi) = 1.6 kilometers (km)</p>	<p>LENGTH (APPROXIMATE)</p> <p>1 millimeter (mm) = 0.04 inch (in) 1 centimeter (cm) = 0.4 inch (in) 1 meter (m) = 3.3 feet (ft) 1 meter (m) = 1.1 yards (yd) 1 kilometer (km) = 0.6 mile (mi)</p>
<p>AREA (APPROXIMATE)</p> <p>1 square inch (sq in, in²) = 6.5 square centimeters (cm²) 1 square foot (sq ft, ft²) = 0.09 square meter (m²) 1 square yard (sq yd, yd²) = 0.8 square meter (m²) 1 square mile (sq mi, mi²) = 2.6 square kilometers (km²) 1 acre = 0.4 hectare (he) = 4,000 square meters (m²)</p>	<p>AREA (APPROXIMATE)</p> <p>1 square centimeter (cm²) = 0.16 square inch (sq in, in²) 1 square meter (m²) = 1.2 square yards (sq yd, yd²) 1 square kilometer (km²) = 0.4 square mile (sq mi, mi²) 10,000 square meters (m²) = 1 hectare (ha) = 2.5 acres</p>
<p>MASS - WEIGHT (APPROXIMATE)</p> <p>1 ounce (oz) = 28 grams (gm) 1 pound (lb) = 0.45 kilogram (kg) 1 short ton = 2,000 pounds (lb) = 0.9 tonne (t)</p>	<p>MASS - WEIGHT (APPROXIMATE)</p> <p>1 gram (gm) = 0.036 ounce (oz) 1 kilogram (kg) = 2.2 pounds (lb) 1 tonne (t) = 1,000 kilograms (kg) = 1.1 short tons</p>
<p>VOLUME (APPROXIMATE)</p> <p>1 teaspoon (tsp) = 5 milliliters (ml) 1 tablespoon (tbsp) = 15 milliliters (ml) 1 fluid ounce (fl oz) = 30 milliliters (ml) 1 cup (c) = 0.24 liter (l) 1 pint (pt) = 0.47 liter (l) 1 quart (qt) = 0.96 liter (l) 1 gallon (gal) = 3.8 liters (l) 1 cubic foot (cu ft, ft³) = 0.03 cubic meter (m³) 1 cubic yard (cu yd, yd³) = 0.76 cubic meter (m³)</p>	<p>VOLUME (APPROXIMATE)</p> <p>1 milliliter (ml) = 0.03 fluid ounce (fl oz) 1 liter (l) = 2.1 pints (pt) 1 liter (l) = 1.06 quarts (qt) 1 liter (l) = 0.26 gallon (gal) 1 cubic meter (m³) = 36 cubic feet (cu ft, ft³) 1 cubic meter (m³) = 1.3 cubic yards (cu yd, yd³)</p>
<p>TEMPERATURE (EXACT)</p> <p>$[(x-32)(5/9)]\text{ }^{\circ}\text{F} = y\text{ }^{\circ}\text{C}$</p>	<p>TEMPERATURE (EXACT)</p> <p>$[(9/5)y + 32]\text{ }^{\circ}\text{C} = x\text{ }^{\circ}\text{F}$</p>

QUICK FAHRENHEIT - CELSIUS TEMPERATURE CONVERSION



APPENDIX C: ELECTRICITY AND ADAPTORS

Electricity in the United States is 110 volts AC (Alternating Current) at 60 cycles. Other Countries that use 110 volts and U.S. style plugs include Japan, Brazil, Canada, Mexico, and much of the Caribbean, Central America, and the Pacific Islands. Other parts of the world operate on 220 or 100 volts AC at 50 cycles. If you plug in your computer, hair dryer, etc., directly into one of these outlets you could damage or ruin it. You need an adaptor and perhaps a converter to be able to use your standard U.S. appliances and electronics abroad.

Most laptops nowadays do not require any power conversion.

Adapters are a simple plug attachment with the correct configuration of prongs to fit the local electrical outlet. Different countries use may different prong configurations. Sometimes the same country will use different types of plugs.

Dual Voltage Devices and Appliances

A dual voltage appliance is one that accepts both 110v and 220v power, so all you need is a plug adapter to make your plug fit into the wall. You don't need a voltage converter. Some appliances like travel hair dryers, travel irons, and curling irons are dual voltage. They often have a switch with one setting for 110 volts, another for 220 volts.

The chargers for digital devices like cameras, iPods, laptops and phones are normally dual voltage; they automatically adjust to 110v or 220v power.

My Device or Appliance is Dual Voltage. What Do I Need?

All you need is plug adapters to make your plug fit into the wall outlet. If your U.S. plug has 2 prongs, you can use the ungrounded adapter. If your U.S. plug has 3 prongs, it is grounded and you will need the grounded adapter. *AGAIN: Many electronic devices like laptops, netbooks, phones, and digital cameras are dual voltage so all you need is the appropriate plug adapter.*

Adapter Plugs for some common destinations:

- Continental Europe: Ungrounded or Grounded
- Great Britain & Ireland: Grounded
- China & Australia/ NZ: Ungrounded or Grounded

If you plan on traveling to several different countries, we recommend you purchase a set of different adaptors. Both converters and adaptors can be purchased in electronics stores such as Best Buy and Radio Shack.



Remember: If your laptop has grounded plug, you require a grounded adaptor (3 prongs).

APPENDIX D: CALLING HOME

See <http://www.howtocallabroad.com/> for more details.

Calling the US from Abroad:
First Dial "001" (the US Country Code)
then (Area Code) xxx - xxxx

PHONE OPTIONS

1. Buy or Rent a cell phone abroad (available in local airports, train stations, department stores)
2. Buy a local "SIM Card" and use it in your own Cell Phone (be sure that your phone is "unlocked.")
3. Rent a Phone from your Study Abroad Provider (if available, consult with your program)
4. SKYPE from your laptop or smartphone
5. If you and your family/friends have an iPhone or iPad, use *FaceTime* (a video chat application developed by Apple)

If your American mobile phone will work abroad... take it and use it if you have a reasonably-priced international calling and data plan. If you will be making lots of calls, first get it "unlocked" so you can switch out the SIM card when you arrive at your destination (and get better rates). Most newer iPhones and Android phones now come unlocked. Instructions on how to activate the local SIM card are included with the card. Please note that having a local SIM will also give a new local phone number. Be sure to share this number with your friends and family.

If you have a Smartphone, you can disable data roaming by changing your phone's settings to "Airplane Mode" or invest in an international data plan with your current wireless provider if you are going abroad for less than four weeks. International data is much more expensive abroad and you may not be aware when your phone using data.

If your American phone won't work abroad... buy a new or rent a cell phone when you reach your destination. Some program providers offer students a mobile phone option that provides students will an international phone for the duration of the program. *If you're planning to visit multiple countries, make sure it's an "unlocked" phone so you can change SIM cards as you cross borders.*

Texting is much cheaper than calling — usually 5 to 10 cents to send and nothing to receive (potentially more if you're roaming outside your SIM card's home country.)

Other ways to communicate while abroad

- **SKYPE** (<https://www.skype.com/en/>) will allow you to communicate via video, as well as voice chat or message other Skype users for FREE. . If you call a toll-free number from abroad to America, it is also free! You can also call cell phone users, but will need to pay in advance for minutes to talk via phone.
- **WHATSAPP** (<https://www.whatsapp.com/>) is a free app that allows you to text, send photos, and group chat with other WhatsApp users for free. WHATSAPP Web can be downloaded on to a laptop to text from one's computer.
- **Google Hangouts** (<https://hangouts.google.com>) is a free app that allows you to text and make phone calls on your cell phone and laptop. The users must have a Gmail account in order to access.



APPENDIX E: Useful Websites & Online Resources

GOVERNMENT RESOURCES

- USA Study Abroad, U.S. Department of State <https://studyabroad.state.gov/>
- Smart Traveler Enrollment Program (STEP) <https://step.state.gov/step/>
- Department of State Travel Alerts & Warnings <http://www.state.gov/travel/>
- Center for Disease Control & Prevention (CDC), Travelers' Health Page www.cdc.gov/travel
- U.S. State Department's Bureau of Consular Affairs, Facebook Page <https://www.facebook.com/travelgov/>
- U.S. State Department's Bureau of Consular Affairs, Twitter Page <https://twitter.com/TravelGov>
- Travel Tips <http://travel.state.gov/content/passports/english/go.html>
- Embassy Locator <http://www.usembassy.state.gov>
- TSA and Airport Security <http://www.tsa.gov/traveler-information>
- Lost Passport: Report through the U.S. Department of State <http://travel.state.gov/content/passports/english/passports/lost-stolen.html>

TRAVEL RESOURCES

- Student Universe <http://www.studentuniverse.com>
- STA Travel <http://www.statravel.com>
- Time Zones <http://www.timeanddate.com/time/map/>

COMMUNICATION & MOBILE PHONES

- SKYPE <https://www.skype.com/en/>
- International Cell Phone & Sim Card options <http://www.piccellwireless.com/salve>, <http://www.mobal.com/>, or <http://www.telestial.com/>
- How to use Your Phone Abroad <http://theunlockr.com/2013/01/28/how-to-use-your-phone-overseas/>

RESEARCH & CULTURAL TIPS

- McKillop Library <http://library.salve.edu/>
- BBC News: Country Profiles http://news.bbc.co.uk/2/hi/country_profiles/default.stm
- What's Up With Culture <http://www2.pacific.edu/sis/culture/>
- Crossing Culture <http://guide.culturecrossing.net/>

HEALTH AND SAFETY

- Salve Regina University, Student Code of Conduct (page 13) <http://www.salve.edu/document/student-handbook>
- Salve Regina University, Title IX <http://www.salve.edu/title-ix>
- UnitedHealthcare Global Intelligence Center <https://members.uhcglobal.com/>
- Food Allergy Research & Education, Inc (FARE) <https://www.foodallergy.org/home>
- Mobility International <http://www.miusa.org/>

FINANCES

- Salve Regina University Home School Tuition Policy <http://www.salve.edu/document/home-school-tuition-policy>
- Currency Conversion www.xe.com

PARENTS

- Salve Regina University Parent Handbook <http://web.salve.edu/flipbooks/ParentHandbook/HTML/index.html>

SALVE REGINA UNIVERSITY

- Office of International Programs: <http://www.salve.edu/international-programs>
- Health Services: <http://www.salve.edu/office-service/health-services>
- Safety and Security: <http://www.salve.edu/office-service/safety-and-security>
- Counseling Services: <http://www.salve.edu/office-service/counseling-services>
- Academic Center for Excellence: <http://salve.edu/office-service/academic-center-excellence>
- Registrar: <http://www.salve.edu/office-service/registrar>
- Residential Life: <http://salve.edu/salve/residence-life>
- Business Office: <http://salve.edu/office-service/business-office>
- Financial Aid: <http://www.salve.edu/office-service/financial-aid>



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Material Adapted from Academic Programs International (API) and San Diego State University