Table of Contents

1. Welcome/Introduction .................................................................................................................... 4

2. Timelines: Pre-departure ............................................................................................................ 4

   2.1 On campus pre-departure: ........................................................................................................... 4
   2.2 Travel Documents ......................................................................................................................... 5
   2.3 Flights ........................................................................................................................................... 6
   2.4 Health Concerns ............................................................................................................................ 6
   2.5 Money ........................................................................................................................................... 8
   2.6 Mail/Communication ................................................................................................................... 9
   2.7 Packing ....................................................................................................................................... 11
   2.8 Prepare for cultural exchange before you leave .......................................................................... 11
   2.9 Cultural Adjustment .................................................................................................................. 12

3. Timelines: While you’re away ..................................................................................................... 14

   3.1 Tips to help with culture shock: .................................................................................................. 15
   3.2 Advice for Participants and their Families .................................................................................. 15
   3.3 Academics .................................................................................................................................. 15
   3.4 Your Health .............................................................................................................................. 16
   3.5 Cultural Sensitivity .................................................................................................................... 17
   3.6 Conduct ..................................................................................................................................... 18
   3.7 Disciplinary Sanctions ............................................................................................................... 18
   3.8 Safety ....................................................................................................................................... 18
   3.9 Transportation .......................................................................................................................... 20

4. Timelines: Coming home ............................................................................................................. 20

   4.1 Customs and shipping regulations ............................................................................................. 21
   4.2. Re-entry and cultural adjustment ............................................................................................. 21

5. Suggested Travel Reading .......................................................................................................... 23

6. Questions ...................................................................................................................................... 25

7. Packing tips ................................................................................................................................... 27

   7.1 Packing List Suggestions .......................................................................................................... 28

8. Off-campus study cost estimates ............................................................................................... 29

9. Immunizations .............................................................................................................................. 30

10. Spending money estimates ......................................................................................................... 31

11. Possible funding options for SLU students.................................................................................. 32
“TWENTY YEARS FROM NOW YOU WILL BE MORE DISAPPOINTED BY THE THINGS YOU DIDN’T DO THAN BY THE ONES YOU DID DO. SO THROW OFF THE BOWLINES, SAIL AWAY FROM THE SAFE HARBOR. CATCH THE TRADE WINDS IN YOUR SAILS. EXPLORE. DREAM. DISCOVER.”

–MARK TWAIN
1. Welcome/Introduction
Congratulations on your acceptance to an off-campus program! Studying abroad is likely to be one of the most life-changing – and demanding – experiences that you will have in college. Learning to deal effectively with new living situations, social environments, and academic expectations inherent in an intercultural experience can be powerful and rewarding. The process of adaptation forces you to realize things about yourself and others that you may not have learned otherwise. Your success depends on your commitment and eagerness to learn from a variety of encounters. Your preparation for the study abroad experience is a partnership between the Center for International and Intercultural Studies (CIIS), the Program Director or program provider AND you!

We have compiled the information in this booklet in order to help facilitate your preparation and while we have tried to include a wide array of information, no one source can be completely comprehensive. We encourage you to consult other sources such as guidebooks, historical works, fiction, local newspapers and reputable web sites. You should also consult people who know the area well – friends, faculty and former program participants can be good sources of information.

2. Timelines : Pre-departure
   2.1 On campus pre-departure:
   • Attend all mandatory orientation meetings.
     - Your eligibility for the program could be jeopardized if you do not attend.

   • Arrange on-campus housing for the semester you return by completing and submitting the required forms BEFORE you leave.

   • Confirm with your advisor that you will be off campus. It is extremely important that you discuss your plans with your advisor. You will need to inform her or him of any changes or developments while you are abroad as well.

   • Select courses at your chosen university and arrange for credit. Complete the Transfer Credit Form if it is required for your program. If you are not certain whether it is required for your program, ask. You must return the completed form to CIIS by the due date indicated on the top of the form.

   • If you require accommodations related to a learning disability, discuss your situation with Disability and Access Services and ask them to forward the necessary information to the International Studies Office. This will be shared with your program director. If you do not have a documented disability but have concerns, please come in to discuss these with staff in CIIS. Most programs can provide some level of accommodations. We will be glad to offer advice about how much support your program can provide.

   • Complete and submit to Carnegie 108 all necessary travel and signature documents as outlined in your Studio Abroad on-line file.

   • Gather information on your destination’s culture and your own.
Important:
Your participation on the program is NOT guaranteed. In order for us to make the necessary arrangements for you and for you to be prepared for this experience you must:

- complete all medical requirements;
- maintain the academic and social/disciplinary record that your acceptance was based on. If there are changes in this you are obliged to report these immediately to the Associate Dean for International Studies. Reporting such changes does not mean you will be withdrawn from the program; however, failure to report such changes will be grounds for rescinding your acceptance;
- **Attend all orientation meetings and complete all paperwork** required for participation in this program. Persistent delinquency will be grounds for rescinding your acceptance.

PLEASE NOTE: Study abroad processes (i.e. orientation meetings and visa application appointments) are not an excuse to miss class or assignments. It is your responsibility to be in contact with your professors well in advance of any potential conflicts. Courses are always more important than orientation. Contact CIIS IMMEDIATELY on 315-229-5991 if you have a class conflict.

If you have questions or concerns, please contact the staff in CIIS. We will be happy to assist you.

2.2 Travel Documents

**Passport and photocopy:** If you do not have a passport that is valid 6 months beyond the end date of the program, you must apply now.

Make two photocopies of the ID pages of your passport. Maintain one copy with you AT ALL TIMES (not in the same place with the original passport) and leave one at home. Your passport is an official government document. It is important that you keep it in a safe place and do not deface it in any way.

**VISA or RESIDENT PERMIT** (if required): If the country to which you are traveling requires a visa/resident permit, you must apply for it in advance.

Application processes to obtain visas for certain countries can be complicated and lengthy. In order to insure that you will be able to enter the country to which you are travelling and begin your program on time, please begin the visa process as soon as you are asked to do so and follow all instructions you are given very carefully.

**Please Note:** The staff in CIIS will do its best to provide you with up to date instructions on applying for a visa. Embassies may, however, change the process at any time and without notification. In fact the application process may vary according to the regulations of the consulate where you apply. Therefore, it is ultimately your responsibility to follow the guidelines posted on the web page of the consulate to which you intend to apply for your visa.

Register your trip with the US Department of State’s Smart Traveler Enrollment Program (STEP) at http://step.state.gov/step. The STEP program provides Americans residing abroad with information from the nearest US embassy or consulate, allows the Department of State to better assist registrants in an emergency, and facilitates passport replacement. Check the State Department web site for information relating to your host country: http://www.state.gov/travel/
**An additional form of identification:** This can help verify your identity if your passport is lost or stolen

**Destination information:** Have contact information of the director or your program, initial meeting instructions, etc. with you in your carry-on luggage.

**Insurance card/policy:** Carry proof of worldwide coverage with you and make sure that you know how to submit a claim—likely upon your return to the U.S. You will likely be required to pay for services up front and seek reimbursement directly from your insurance company (See section 2.4 below).

**Credit/debit card:** You must travel with a source of additional funds in case of emergency.

**You might want to consider taking:**
An ISIC Card (International Student Identity Card) This card provides emergency assistance, discounts, and more in many, but not all, countries.

### 2.3 Flights

**Airplane tickets:**
Students on some programs – Global Francophone Cultures, Kenya and London FYP – are required to travel together on an outbound group flight. Information about these flights will come directly from the designated travel agent.

Students on all other programs must book their own flights, **paying careful attention to the announced date and time of arrival expected and end date for their particular program.** Students may not depart before the official conclusion of the program.

Flights booked on the internet are often less expensive but if you experience flight delays or cancellations, you often will not receive assistance in the re-scheduling process. There are a number of travel agencies that deal primarily with students.

Contact the airlines directly or your travel agent to find out exactly what the baggage/weight limit is and stay under it.

### 2.4 Health Concerns

**Health Insurance:** (worldwide coverage including medical evacuation and repatriation)
At the end of this manual there is a memo regarding health insurance. Make sure that the HEALTH INSURANCE COVERAGE and EMERGENCY CONTACT FORMS have been completed and returned with the other items required. If you are not enrolled in the St. Lawrence University student health insurance plan, you must verify that your plan has worldwide coverage.

All students studying on SLU or SLU-affiliated programs are **required** to have global emergency assistance and evacuation coverage during the period of the program. This coverage is provided to all students participating on St. Lawrence study abroad programs. Please visit the following web site for information and to print an enrollment ID card: [https://download.stlawu.edu/business/travel_assistance.html](https://download.stlawu.edu/business/travel_assistance.html). Scroll to the bottom of the page and click “wallet card/brochure” to print an ID card. Students participating on ISEP and CIEE programs will be provided with similar coverage by the program providers.
Some countries, Australia, Italy, Japan, and New Zealand for example, require you to enroll in their national insurance plan in order to obtain a visa. You are responsible for the additional cost of this insurance. Kenya participants are required to purchase Kenyan health insurance upon arrival. ISEP participants must purchase ISEP insurance or national insurance, depending on the country.

A Medical Orientation session will be organized for anyone participating on a program that requires immunizations/vaccinations.

**Health preparations:**
Bear in mind that study abroad programs cannot provide the same level of support that you have on campus in the areas of counseling or advising. If you have a health concern, stress, eating disorder, emotional challenge, or any issue which could be exacerbated by great distance from home and immersion in a different culture, please discuss your situation with your physician, counselor or therapist to develop a plan for how to manage best in this new situation. Staff in CIIS is happy to be a partner in such discussions. Note that your physician may not be fully aware of the conditions on the study abroad program, one good reason to consult with this office.

**Medical and Dental appointments:**
You should visit your regular doctor and dentist before you go. Allow enough time for treatment of cavities or other problems that require additional visits. If you have a chronic medical condition, ask your doctor for a letter that has a brief history or statement, so if and/or when you need to see a doctor overseas, they will have a brief history.

**Prescription Medication:**
You should take enough medication with you to last through your return date. It is possible to get prolonged prescriptions if you talk to your physician and explain to your insurance company that you will be travelling abroad. Make sure that you pack all medications in their original containers and clearly marked in your carry-on luggage. Do not send medication from the U.S. by mail or Federal Express, this requires special permits. In addition to the supply of medication, you should also bring a copy of the prescription including the Latin compound (the names of medications may vary, but a pharmacist can fill the prescription with the Latin compound) in case your medication is lost or damaged. If you take a Class II/controlled substance (e.g. Ritalin), you will likely encounter difficulties getting more than one month’s supply. Ask your physician to write separate scripts for each month and, on each, indicate that you will be on a study-abroad program. Each month’s supply should go in its own bottle. Even so, your supply may be restricted, so discuss this with your physician EARLY.

**Glasses and contacts:**
If you wear glasses or contacts, we recommend that you take an additional pair(s) with you as well as your prescription in case of loss or damage. Also, specific contact lens solution can be difficult to find. Take a sufficient supply to last through the end of the program.

**Dietary adjustments:**
Foods in your host country may differ from what you are accustomed to eating. If this may be an issue for you, we encourage you to research what foods are common and readily available. Note: A change in eating and sleeping patterns can cause medications such as Ritalin to lose effectiveness.
International Certificate of Vaccination (Yellow Immunization Card):
Some of you will be required to carry this with you. If you are not required to have a card but would like to be able to demonstrate which vaccinations you have had, you may obtain a yellow immunization card from the Health Center.

Health Care Costs:
If you require a doctor or hospital visit, in most cases, you will be required to pay the fees upfront. Please have sufficient resources available to you to pay for health care costs. Typically your insurance will reimburse you AFTER the fact, when you file claim forms with detailed receipts. Please note that records and reports may be printed in foreign languages which will require translation.

2.5 Money
How much money to bring?
Familiarize yourself with what costs are covered by your program and what you will be expected to cover. If you are participating on a SLU program, this may be addressed in your program specific materials. If you are participating on a partner program, refer to the program’s web site.

The amount of spending money required varies greatly depending on the individual. CIIS maintains student evaluations which include their recommendations about how much money you will need. You are welcome to view these at any time. See also the table with additional costs and immunization information attached in the back of this booklet.

Keep track of your money. It helps to put things into perspective. Even if it’s not perfect, or if you forget to record items from time to time, it will give you a better idea of how much money you’re spending and what you spend it on.

→ A budget worksheet is included at the end of this packet that can be used as a guide when planning your trip and throughout your stay.

What form should I bring my money in?
There are many options available - explore all of your options before determining what is best for you. Refer to the country specific guide for more detailed information about monetary access in your respective location.

Debit card:
Talk to your bank about the capabilities of your debit card. Typically a card with the Visa or Mastercard® symbol will be accepted as if it were a credit card at most ATMs and retail stores but allows you to avoid interest charges. If you utilize a debit card in this way, it is crucial that you keep track of spending so you don’t run out of money. Not all countries have letters associated with the number pad, so know your pin as a number only, and be aware that some foreign ATMs may only accept 4-digit PINs.

ATM card:
Consult your bank about fees for withdrawing money from ATMs outside the US. If you choose to use this method to access funds you may want to withdraw sufficient funds to last for two to three weeks at a time to avoid costly ATM fees. There is usually a daily limit on the amount you can withdraw in a day. Research the availability of ATMs and if your card is accepted before you travel.
Credit cards:
Carry a credit card in case of major emergencies. Be sure to notify your credit card company that you will be out of the country so that they don’t cancel your card! There are places that don’t accept credit cards, so you should have cash available when you go out. Beware of interest rates, as well. Make arrangements with your parents for bills to be sent home and for them to pay the balance to avoid interest charges.

Cash:
Cash is good to have for emergencies, but it is risky because it can get stolen or lost quite easily. Currency exchange booths may also charge a high rate to exchange it. Nevertheless, it is a good idea to carry some local currency and US dollars with you. Try to carry small denominations.

Changing money:
Consult your country specific guide for more detailed information. Banks are usually a good place for reasonable exchange rates. There are typically exchange bureaus in major cities and tourist spots but inquire about any fees they may charge. Often it is more affordable to exchange larger sums at once.

Currency Conversion Aid:
Research the current exchange rate before you go, and practice converting prices here. It will help you get accustomed to the calculations and reduce the risk of overpaying when you first arrive. http://www.oanda.com/convert/classic is a great online tool.

Money Tips
- Keep cash separate from checks or credit cards
- Separate money in different places
- Keep the least amount of money on you at all times
- Be aware of how much you have and where it is

Student loan options exist if you are seeking resources for the additional costs associated with study abroad programs. It is important to note that most loan options will require a credit worthy co-signer and sufficient time to process the loan request. SLU students should contact the St. Lawrence University Financial Aid Office for more information regarding the possibility of additional financial assistance. See also the Student Financial Services website at www.stlawu.edu/sfs for more information.

2.6 Mail/Communication
Mail and Packages: Regular mail to and from many countries takes a long time, please plan accordingly. If your family intends to send you packages while you are away, you should check the import regulations of your host country. You may be taxed on any items that are not personal belongings. Please Note: Some countries do not permit the receipt of personal belongings via mail. DO NOT mislabel what you are sending. Packages are often checked, and fines for false representation can be serious.

Friends and relatives may receive gifts from you by mail duty free as long as the person does not receive gifts of more than $100 per day.

Make sure to talk with your family and friends before you leave home about how and how often you will communicate once you are abroad. It is important to keep in touch with home/campus, but avoid
becoming dependent on those conversations. You chose to study abroad, allow yourself to become fully engaged in the experience. Daily conversations with mom/dad/boyfriend/girlfriend back home impede this.

---

### The Journal as alternative

Keeping a journal can be extremely beneficial. You can write everything down, satisfying the need to share all of your experiences. You can also be brutally honest when things seem terrible and no one will judge what you write. A journal can be a valuable learning tool as it encourages reflection; it can also be a wonderful record of your experiences, as well. If you don’t like to write, consider blogging or perhaps keeping a photo-journal.

---

### Email:

Using SLU email from abroad is possible and just like it is on campus. **You will be responsible for checking your SLU email there, too.** **You may want to plan on spending money for internet cafes**

Using the **SLU LIBRARIES** is possible from anywhere. The best way to ensure that you have access from off-campus is to install (or have the IT helpdesk install) the SLU VPN on your computer before you leave. See the IT website for more information.

### Phone:

Consult your country specific information for details on utilizing cell phones, phone cards, public phones.

**Do not** assume that you may utilize the phone in your homestay to make international (or local) calls. Each student should discuss phone usage with his/her individual family. Please give your parents/guardians your host family contact information so that they may contact you directly, in case of emergency.

---

### From the SLU mailroom:

- All FIRST CLASS mail will be forwarded to the permanent address on file with the University. **International students:** you may want to contact the student mailroom to provide an alternate address to which your first class US mail may be forwarded. Otherwise, your mail will be returned to sender.

- SECOND CLASS mail will be discarded. If you subscribe to magazines, suspend subscriptions or change the address to which they are sent. If you do not do this, you will lose all the issues sent while you’re abroad.

- NON-SLU students should inquire about mail practices at their home university.
2.7 Packing

What to pack: See the checklist on page 28

Pack light! Airlines have limitations on the number of bags, weight or both and you may need to carry what you have packed to a different airline terminal, train station or bus so please limit yourself. There is no need to carry an abundance of products with you as most products are available in your host country and, if not, this gives an opportunity to try new things. You will want to allow space for purchases you make as well.

As you pack, please bear in mind that people in many countries tend to dress up more than most people in the US. The evaluations from previous program participants are a great source of information about what to pack.

Electrical current in most countries is different from that in North America (110 volts). You may need to have voltage transformers (most laptops “switch” automatically, some hairdryers are “dual voltage”). You will also need plug adapters appropriate for your host country if you want to use North American electrical appliances there. It’s probably easier to buy small electrical items like alarm clocks and hairdryers in the host country.

Check before you plug things in: an adaptor will allow you to plug in a US plug (for example a charger on a digital camera) but without a voltage transformer you may damage your recharger.

Gift for host family:
Your host family is sharing their home and life with you. It is appropriate to offer a gift to acknowledge your awareness and appreciation of that. Something homemade from your town, state, or region would be thoughtful. Your gift should demonstrate appreciation, not wealth.

Gift ideas from past participants:
- Games
- Sweet treats
- Materials to make a scrapbook with your family
- The makings for a traditional celebration
- Something you’ve made—crafts, etc.
- Calendars
- T-shirts
- Music
- Picture books
- Wall hangings
- Necessities if you’re going to a third world country.

What NOT to pack:
- More than the absolute necessities.
- Anything that can be purchased when you get there at a decent price. Cosmetics, for example, can be very expensive in some countries. Check your country specific guide for details about what is available.

2.8 Prepare for cultural exchange before you leave

About the US: (general info, latest events, demographic info, etc.)
People with whom you will interact may have questions about the US and your home. Know some basic demographical facts about the USA and your home state, area, or your home country. Take the time to watch the news or read the papers. Pay special attention to international politics, in particular the way in which the US engages in international issues.

Be aware of the stereotypes that others have about Americans. It will help you understand some of the behavior you encounter. The US has a great influence around the world. People in other countries may enjoy elements of US culture, but they may also be highly critical of the US.
Know about your destination:
There are many resources (maps, guides, fiction from area, news articles, etc.) readily available about locations all over the world. Inform yourself about your host culture before you go. This will enable you to engage with people from your host culture more easily upon arrival and you will likely be seen as someone who has a genuine interest in the area rather than a typical tourist. This will make your stay much more interesting.

→ There is a list of questions on page 12 - use it as a worksheet. Find answers and learn.

What to pack in your mental suitcase:

A SENSE OF HUMOR. When travelling to a new culture, everyone makes mistakes. If you are able to laugh about yours you will have a much more enjoyable experience and may learn more about yourself and your host culture.

AN OPEN MIND. Observe new ways of doing things without being judgmental.

FLEXIBILITY AND ADAPTABILITY. Learning to be flexible and adaptable can be challenging at times but will ultimately be beneficial.

CURIOSITY. Be interested in other people, places, and ideas. An enthusiasm to learn about different things will lead you to greater opportunities.

A POSITIVE ATTITUDE. Look forward to the adventure and think about things positively. It will have an impact on your initial reactions and long term experiences.

REALISTIC EXPECTATIONS. There is no such thing as a perfect world. While remaining positive, realize that there will be times when things go wrong, when you won’t understand and it will seem that the world is falling apart at the seams. Expect this along with the wonderful things and it won’t be so hard to deal with.

A STRONG SENSE OF SELF. Be confident in who you are and comfortable with yourself. It will help you to laugh off mistakes and remain open to new experiences. Be strong enough to be humble.

2.9 Cultural Adjustment
An intercultural experience can be a powerful teacher that forces you to look at yourself and others in new ways. Most travelers have some expectation about differences in the host culture; what is sometimes shocking is the realization of how your own culture has shaped you.

The process of cultural adaptation or coping with culture shock can be challenging but it is important to remember that it is temporary and that it will become easier as you become more familiar with the host culture. Initially this process can be emotionally, mentally, socially and even physically stressful. Admitting this to yourself can be the first step to working through it.

Culture shock can be described as the frustration or uneasiness that results from not understanding the host culture’s norms of behavior, unwritten rules, and even gestures and appropriate body language. Even mild cases of culture shock typically involve four stages.
Professionals have described and diagrammed this process as a u-curve. Each individual will experience culture shock in his/her own way. For some, it will be a quick down and up process with only slight discomfort. For others, the U may plunge deeper or flatten out before slanting back up.

What you might do to prepare for this:
You have already taken the first step by becoming familiar with the existence and stages of culture shock! Take time to imagine what it will feel like for you to live in the host culture. Anticipate what may feel uncomfortable for you. Think about how you deal with stress and whether or not this will be possible in the new culture.

Practice, Practice, Practice:
You can help yourself prepare for an experience abroad by practicing some of the behavior at home before you leave. Here are some suggestions:

Try something new
- join an organization
- participate in new activities
- explore your own community as if you’ve never been there before, or go to a town or city where you’ve never been and stay there for 24 hours.

Keep a journal
- start now, keep it up later

STAGES OF CULTURE SHOCK:
1. Initial euphoria – excitement about the new culture; everything about the new culture is perceived as wonderful.
2. Irritability and hostility – This is the period of “shock”. Everything is seen as different and therefore bad.
3. Gradual adjustment - This stage occurs when things become more comfortable and familiar.
4. Adaptation or biculturalism – The final stage occurs when the individual can appreciate, value and live easily in both the home and host culture.
Read
- read anything you can about the place you’re going, including novels

Talk
- to people from the host culture or those who have been there
- to international students here on campus – they know what it’s like
- to the staff in CIIS and faculty coordinators/ program leaders

*During your stay:*
- Make observations and record them, you will appreciate the memories later.
- Go out of your way to meet people from your host culture.
- Keep an open mind. Try new things.
- Respect the director and others on your program.

*Upon return:*
- Learn about re-entry issues and reverse culture shock.
- Talk to your advisor about how to integrate your experience into your studies on campus.
- Re-read this manual.
- Talk to other returnees or the CIIS staff about your experiences.

3. Timelines: While you’re away

> ‘Wherever you are, be there’. -Emerson

Take care of yourself. Eat and sleep well, get exercise, etc. It can be exhausting to be aware and observe what is happening around you, but well worth the effort. Rest when you need to do so.

Observe, listen and describe rather than look for examples that validate your preconceived notions; do not interpret or judge before you are sure you have observed and listened carefully.

Try to be objective, but recognize that you can never entirely succeed. The filter of your own culture will always affect what you see.

---

**Oh No! What have I done?**

Everyone has second thoughts when they arrive in a new culture and the going gets tough. No matter how nervous you are, or how impossible everything seems, you *will* get through it. Don’t spend your time wishing you were home or browsing facebook. Live in the moment and learn from the experience.

Be persistent in asking questions and learn to ask the kinds of questions that elicit comprehensive answers. Listen actively to the answer you get – and ask for feedback if you are not sure you understand.
3.1 Tips to help with culture shock:
• Keep busy and set goals – regardless of how small they might be.
• Settle in the room or residence – make it ‘home’
• Write a journal – it will put things into perspective.
• Share feelings with other students or advisors or host families – sometimes just talking things through will help you feel better.
• Improve language abilities by practicing with friends and neighbors
• Learn about the new school and the new neighborhood
• Get involved in an activity that you enjoy and that helps you meet people
• Plan excursions – simply having plans and something to look forward to will keep your mind off other things.
• Participate in sports/recreational activities – it is a good way to work out frustration, relieve stress, and meet new people.

3.2 Advice for Participants and their Families
As with any endeavor, study abroad is enhanced when all parties take an active role in ensuring the safety of participants. The following tips are intended as guidelines for participants and their parent(s)/guardian(s).

Participants and their parent(s)/guardian(s) should be in communication throughout the program. Participants should immediately notify their emergency contacts in the event of any emergency, accident, serious health problem, or other serious mishap. Please be sure to inform each other and the CIIS office should your contact information change at any point during the program.

Communication between SLU and the administration of the off-campus program is considered “internal communication” in the sense of the Family Rights and Privacy Act, and therefore program administrators have the right and the duty to communicate all relevant information concerning participants’ health and safety, academic progress, behavior, etc. to appropriate persons at St. Lawrence University on a need-to-know basis.

3.3 Academics
St. Lawrence University values the education that takes place on off-campus study. SLU programs require your active participation in the academic courses in order to be successful on the program. Credit for programs designated as SLU or affiliated/partner off-campus programs, is residence credit, not transfer credit, (i.e. grades earned are computed in the student’s quality point average).

Participation in a SLU or affiliated/partner program counts towards the residence requirement. The cross-cultural learning that takes place in a new environment extends to the classroom setting as well. You will need to be flexible to adjust to the expectations of classroom culture in the host setting. For example, you may not be provided with a detailed syllabus, your work may be assessed infrequently and you may be expected to keep up on your own, or it may not be as appropriate as on SLU’s campus to interrupt the professor to ask questions.

You are expected to take a full course load while participating on an off-campus program. For those of you participating on a SLU partner program, please refer to the chart below to verify the number of courses in which you are required to enroll.
<table>
<thead>
<tr>
<th>Country</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Four courses/subjects (the equivalent of 12 credit points)</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>A minimum of 15 credits, including the mandatory language course</td>
</tr>
<tr>
<td>China</td>
<td>A minimum of 15 credits, including the mandatory language course</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>A minimum of 15 credits</td>
</tr>
<tr>
<td>Denmark</td>
<td>15 credits required; typically 5 courses</td>
</tr>
<tr>
<td>Italy - Cortona</td>
<td>15 credits required. Please note: Studio courses and the required Art History course transfer in as 1 SLU unit while other courses transfer in at .83 units. It may be necessary to enroll in more than four courses depending on the courses you select.</td>
</tr>
<tr>
<td>Italy - LdM</td>
<td>15 credits required. The courses offered at LdM vary in the amount of credit. Make sure that your courses total 15 credits.</td>
</tr>
<tr>
<td>Japan</td>
<td>A minimum of 15 credits</td>
</tr>
<tr>
<td>Jordan</td>
<td>A minimum of 15 credits including Arabic language</td>
</tr>
<tr>
<td>New Zealand</td>
<td>72 points at the University of Otago</td>
</tr>
<tr>
<td>Thailand</td>
<td>A minimum of 15 credits. This will include three required courses (9 credits) and 2 elective courses (6 credits) for a total of 15 credits.</td>
</tr>
<tr>
<td>Trinidad</td>
<td>Five courses including three required courses and two electives through direct enrollment at the University of the West Indies</td>
</tr>
</tbody>
</table>

You are permitted to take a course pass-fail on off-campus programs following the on-campus guidelines:

- The Pass/Fail option may be chosen for one course in any semester for course units taken to satisfy distribution requirements or any elective semester units outside the major or minor.
- The Pass/Fail option requires the written consent of the instructor, and notification of the Registrar’s Office, within the first 25 days after classes begin in the fall and spring semesters.
- A student must attain a minimum of a 1.0 grade to receive a Pass for the course. Students should be aware that **grades of 0.0 (F) are calculated in the grade point average**. Although the P grade is not calculated in the grade point average, P grades may place students at a competitive disadvantage when they apply for admission to some graduate or professional schools.

### 3.4 Your Health

Off-campus programs can be a time of significant change and reflection and this may be stressful for some. It is therefore important for you to monitor your emotional and physical health.

Practice good self-care: eat well, get adequate rest, and exercise. New foods may be difficult for you to digest at first. In certain parts of the world, you will need to be cautious of raw foods, untreated water (and ice), or unpasteurized dairy products. Consider vitamin supplements if you feel you aren’t getting the necessary nutrition to stay healthy.

If you deal with mental health issues, they will not go away and may intensify in an off-campus setting. Do not make drastic changes in your medication directly prior to the program. Do not stop taking your medication and remember to take a sufficient supply with you to last throughout the program as all medications may not be available in other countries. Working with a professional before you depart may aid in developing new coping skills or strengthening the skills you have to minimize issues while on the program.
Reduce the risk of HIV and other STDs by always using latex condoms.

Relationships:
Feeling lonely at first is normal. We encourage you to get out and do things. Doing things by yourself can provide more opportunities to meet new people.

Having friends from the US is not a bad thing – as long as they are not the only group with whom you engage.

The standards for friendship and dating may be very different than those on campus or in the U.S. It is important to take note of societal norms and to realize that signals that mean one thing in the U.S. might mean something entirely different in another culture.

Engage with your host family and engage in activities outside the program to develop multi-generational friendships. Do not limit yourself to activities with students.

3.5 Cultural Sensitivity
Developing cultural sensitivity can allow you to gain entry into and acceptance within the host culture. You should not, however, submit to behaviors make you feel unsafe. The following are some tips to aid you in developing cultural sensitivity while minimizing risk:

When you travel abroad, you are in some ways a cultural ambassador. It is crucial to realize this and act accordingly. People you meet may be critical of US government policies. Try to listen to their perspective and engage in the conversation without being overly defensive.

• If you are traveling to a country where another language is spoken, make an effort to learn it. A little effort on your part will go a long way.

• Use common sense, be considerate and respectful of your host family.

• Integrate into the local community.

• Dress and behave according to local customs.

• Maintain a level of formality with people unknown to you. Informality can be perceived as a “come-on” at worst or a lack of respect at best.

• Don’t hitchhike.

• Avoid taking pictures of police, military personnel, and military installations. Doing so is illegal in many countries.
• Observe and obey signs with rules in the places you visit. (For example, don’t take pictures in a cathedral if there are signs that state “No Photos”.)

• Travel with another person or in small groups. It is easier to watch out for one another and each other’s belongings.

• Always carry some cash in reserve. This may allow you to remove yourself from situations that are uncomfortable. (i.e. taking a taxi to leave a location, changing hotels, etc.)

• Stay sober and alert. Alcoholic beverages, including beer, may have a much higher alcohol content than they do in the US and beer may be served in larger quantities. In these cases, counting drinks is not a reliable indicator of alcohol consumption.

3.6 Conduct
The same behavioral expectations exist overseas with regards to student-to-student relationships, class attendance and academic honesty. In fact, it may be more demanding and strict. It is very important to follow the instructions of your program director. He or she is trained to help and assist you.

3.7 Disciplinary Sanctions
For off-campus programs, the associate dean of international and intercultural studies, in consultation with the program director/administrator, has the authority to make immediate decisions on all disciplinary issues, academic and social. The associate dean may also assign disciplinary sanctions for a period of time that may extend beyond the period of the program and be upheld on campus. (For more detailed information, please refer to the SLU Student Handbook.)

Obey local laws: You are subject to the laws of the country in which you are traveling. If you break them, you will be accountable for your actions. Ignorance of the law is not an excuse. The legal process and the rights accorded to the person suspected of crime may differ significantly from those in the US. In many circumstances there is very little anyone, including the State Department, can do to assist you.

Familiarize yourself with local conditions and laws: The State Department web site at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html has useful safety and general information about the countries you will visit.

3.8 Safety
The selection of locations for and the continuation of, all off-campus study programs is based on, among other factors, the availability of a safe environment for students. Unforeseen circumstances may cause an interruption in or termination of a program. Should that happen, CIIS will try to find alternative arrangements to accommodate affected students, but suitable alternative arrangements cannot be guaranteed and may not always be available.

Safety depends on a partnership between the program and its participants. It is reasonable to be concerned about your safety abroad, and it is important to heed all advice, warnings, and alerts put out by the Department of State and the Director of your program. It is also equally important to keep your concerns rational. Unfamiliar places are commonly assumed to be inherently dangerous. Your lack of familiarity with an area does not imply increased danger. There is a need for increased awareness and precaution, but not paranoia.
Use common sense. It is never a good idea to ‘stand out’ in a crowd or draw attention to your national identity. Particularly in these times, when the political actions of the US government frequently come under scrutiny, it is especially wise to maintain a low profile.

Do not give your address and/or phone number to casual acquaintances, and don’t announce group activities.

**UNPREDICTABLE EVENTS vs. REAL EMERGENCIES**

We are most concerned about your safety and have designed our programs accordingly. Any circumstance that endangers the life or health of a participant is an emergency, and participants can expect to receive whatever assistance is possible in the event of such an emergency. Please contact the program director or call CIIS immediately if you need help.

Genuine emergencies are very unusual, but in any endeavor that involves travel, unpredictable events are quite common. A student who intends to study abroad must be prepared to be flexible in the face of unpredictable events.

In Case of Emergency: Call local authorities, the Program Director and/or CIIS.

**Help from the US consul:**
- US consulates exist in most countries overseas. Be aware of which consulate is nearest to your location.
- Consular officers will advise and help you in the event of an emergency through the Office of American Citizen Services.

**From the State Department web site:** 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](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.

Consular offices ARE NOT travel agencies, information bureaus, or police. They CANNOT help you if you break the law in a foreign country.

➔ Please see the SLU Safety and Security advice at [https://www.stlawu.edu/sites/default/files/resource/safetyandsecurityabroad1.pdf](https://www.stlawu.edu/sites/default/files/resource/safetyandsecurityabroad1.pdf)

**Sexual Harassment**
If you experience sexual harassment while you are abroad, you should report it immediately and seek assistance. You should report it to the program director or the program assistant. The Associate Dean for Student Life can put you in touch with an Advocate on campus. You can reach the Dean at (315) 229-5551. Sexual Harassment is unwelcome, offensive conduct of a sexual nature that makes someone uncomfortable or embarrassed. Although sexual harassment may be defined differently in the host country, it is important to talk about uncomfortable encounters as soon as they happen.
3.9 Transportation
The ISIC card may be helpful in obtaining discounted student rates. Always ask if there is a student discount before you buy anything.

The options: (bike, bus, train, subway, taxi, walking, etc.)
Public transportation is often more accessible in other countries. There will be alternatives to consider, and the prices can vary significantly. Find out which options you have and the respective costs before you purchase any long-term plan. There may be information in your country specific manual that addresses transportation.

Safety first:
Traveling in a new place is always exciting, and it’s natural to seek out adventure in the name of budgeting, but please educate yourself about the safety of various methods of transportation, including road safety – in your host country and the places you plan to visit. Due to unfamiliar traffic laws and regulations you are discouraged from riding a bicycle or operating a motor vehicle while abroad.

An organization called ASIRT that produces reports on road safety in foreign countries. ASIRT has been working with the US State Department to incorporate that information into the travel advisories, as well. Look into this before you go. (www.asirt.org)

Top Tips for Road Safety:
- Learn the highway hazards in the countries in which you are traveling
- Be aware of local driver behaviors and road conditions
- Choose the safest form of transportation in each country

Vacation travel:
In Europe, if you intend to do quite a bit of travel to a variety of countries, the Eurailpass may be a good option. Consult your program calendar to see if and when you would be able to use this travel pass. Remember that Eurail passes must be ordered in advance in the U.S. There are other economical travel options particularly if you intend to visit one or two other countries. Check specials offered by the local bus or train companies or with travel agencies that may have ‘last minute’ deals.

Leave an itinerary:
Whenever you travel, leave an itinerary with the director and your host family or roommate and let others know who has it. At a minimum indicate the town you will visit, the projected date/time of arrival, and the projected date/time of return. If that itinerary should change en route (which it probably will) notify the person with the itinerary as soon as possible.

4. Timelines: Coming home
Before you leave, make sure you have taken care of all paperwork.

Do you have a flight home and a ticket?
- Return any keys or items belonging to landlords/host families.
- Return all books to the respective libraries.
- If you opened a bank account, close it.
- If you directly enrolled, make sure you have un-enrolled.
• If you filled out any residency forms, etc. make sure the city offices are aware that you will no longer be living there.
• Notify any clubs that you have joined that you are leaving.

Registration for next semester - Choose courses that build on your experience. You might want to consider courses in global studies or others with an international component as these can help aid with the re-adjustment process.

Housing on Campus - Check to make sure you have done your part to secure housing for the following semester.

4.1 Customs and shipping regulations
• You may typically bring items totaling $800, including gifts, into the U.S. with you duty free. There are limitations on the amount of alcohol and tobacco products you may include in this exemption.
• If you understate the value and get caught, penalties can be severe- don’t risk it.
• You must be at least 21 years old to bring liquor into the US.
• There are items that are prohibited from entry into the US including food products. For information about these restrictions and further information about these concerning customs and shipping please see the US Customs and Border Protection website http://www.cbp.gov/

You may return your personal belongings to yourself duty free if you indicate, “AMERICAN GOODS RETURNED” on the outside of the package. Books can usually be sent home at a special rate and are duty free.

4.2. Re-entry and cultural adjustment

"Culture shock is the expected confrontation with the unfamiliar. Re-entry shock is the unexpected confrontation with the familiar." -R.M. PAIGE

Be aware that upon returning home, it is likely that you will go through a period of adjustment similar to the one that you encountered upon arriving in the host culture. You will have changed and will have new perspectives which may cause you to re-examine your patterns of behavior at home. At the same time, you might expect that nothing will have changed at home -- but they have. This is a significant period for learning and personal growth. Before you depart the program site reflect on your experiences, consider what perspectives you have gained and the ways in which you have changed. Consider how you might incorporate these changes into your life at home.
You may experience a variety of feelings that previous participants have described as follows:

- You can’t explain what it was like to people who haven’t had a similar experience or “no one wants to hear” about the experience; they lose interest too quickly.
- It’s true - ‘you had to be there.’
- You get bored with the everyday life at home. There won’t be nearly as much stimulus and things aren’t continuously new and exciting.
- You may miss the people and places that became so familiar to you. Email, telephones, letters and journals can help you deal with those feelings.
- Some relationships may have changed in your absence.
- You, too, have changed, people may notice new habits and think they are odd or what you say might be misinterpreted, or misunderstood.
- Some returnees feel alienated, they tend to be more critical of their society than they were in the past. This is natural, because you have a basis for comparison.

Utilize the adjustment skills you learned abroad, be patient, change what you can, and try to remain open-minded.

Now that you know how you might feel, and the difficulties you might face, we can offer some tips to help you make it through.

- Expect a time of adjustment, be prepared for the familiar to seem different.
- Time is on your side. If something feels out of place, or not quite right, ALLOW YOURSELF THE TIME to work through it.
- Take the time to think about how you are feeling. REFLECTION can be beneficial and it raises awareness of how you’ve changed. Continue to WRITE in your journal!!
- Be SENSITIVE to other people’s feelings and reserve judgment. It is often tempting to be blunt and judgmental after seeing all that you have for the past semester or year, but this can be especially hurtful. Objectivity is key; phrase your comments tactfully.
- Spend time with others who have had similar experiences. Find comfort in the FELLOWSHIP of other returnees. They will be able to empathize and help you through.
- Read, read, READ. There are a number of books about everything covered in this manual, and a great deal of people who have written personal accounts of their struggles. Type in “re-entry” or

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISENGAGEMENT</td>
<td>(before you leave the host country you start dreaming of home and reducing involvement abroad)</td>
</tr>
<tr>
<td>HONEymoon Phase</td>
<td>(just before you leave you get really excited and it lasts through the first reunions and greetings when everyone is happy to see you and you are happy to see everyone again)</td>
</tr>
<tr>
<td>IRRITABILITY</td>
<td>(all those bad things that arise - from irritation to depression - also the part we focus on in this section)</td>
</tr>
<tr>
<td>READJUSTMENT AND ADAPTATION</td>
<td>(it even sounds soothing, doesn’t it?)</td>
</tr>
</tbody>
</table>
“reverse culture shock” on any search engine and discover endless websites about all aspects, or refer to our suggested reading list.

- Attend reentry activities on campus
- Learn about ways to go abroad again

Another way to process your international experience is to share it with others. Here are some suggestions:

- Make presentations to local language or social studies courses.
- Offer to share your experiences with local civic organizations such as Kiwanis or Rotary or with children’s groups such as Girl or Boy Scout Troops
- Join a group or organization that focuses on international issues.

If you enjoyed your international exposure and want to consider an internship or even a career abroad, stop by career services. They have an ever-expanding selection of international information.

Please use the worksheets and guides in the back of this booklet to help you plan your time and budget your money and pack your suitcase and fall asleep at night (reading the endless supply of resources and references listed) and to calm your nerves. You will have a great time, and our office looks forward to hearing about your adventures!

5. Suggested Travel Reading

Books:
- anything by Richard Brislin or Milton Bennett
- Chisolm, Linda A., Charting a Hero’s Journey, (The international Partnership for Service Learning) 2000 New York, NY
- Yarmouth, ME: USA: Intercultural Press. 1992
- Kohl, L. Robert. Survival Kit for Overseas Learning. Intercultural Press, P.O. Box 768, Yarmouth, ME 04096, 1984


• Storti, Craig The Art of Crossing Cultures, (Intercultural Press)

• Storti, Craig, The Art of Coming Home, (Intercultural Press 1997) Yarmouth, ME


Past off-campus participants recommend Let’s Go Guidebooks “I found them the best of a lot I compared, since they are budget oriented and geared largely for young travelers, great for planning trips, seeing what to do in the base city, etc.”

Websites:
St. Lawrence University Center for International and Intercultural Studies http://www.stlawu.edu/ciis

General study Abroad Information
http://www.studyabroad.com
http://www.finaid.com
http://www.studyabroadfunding.org

Travel Guides:


General travel Information
http://www.asirt.org (Road Safety Abroad)
http://www.nafsa.org (Association for International Educators)
http://www.globaled.us/safeti/

General Destination Databases
http://www.vtourist.com/
http://lcweb2.loc.gov/frd/cs/cshome.html

Useful Student Travel Sites
http://www.statravel.com
http://www.hihostels.com (Youth Hostel Information)

Language and Cultural Information
http://www.travlang.com/languages/ (Foreign languages for Travelers (with links to other travel sites)
6. Questions

Can you answer these questions for your own country and your destination?

The Basics:
How big is the country? What’s the population? What is the weather like?
What are common occupations?
What is significant about the area/city to which you are travelling? What is the form of government?
What are the current news headlines? Which issues are most important?

What do you know?
How many prominent people in the host country can you name? Who are the country’s national heroes and heroines?
Can you recognize the national anthem?
Are there languages spoken other than the dominant language? What is the predominant religion? Is it a state religion?
What are the most common forms of marriage ceremonies and celebrations? What is the attitude toward gambling? Toward drinking?
What is the normal meal schedule? Is there a daytime rest period?
If you are invited to dinner, should you arrive early, on time, or late? If late, how late? How do people greet one another? How do they leave one another?
What are the important holidays? How is each observed?
What are the favorite leisure and recreational activities? What sports are popular? What kinds of television programs are shown?
What is the attitude of local media toward the United States?
How many people have emigrated from this country to the US? Other countries?

Family:
What is the structure of the typical family? Who has authority in the house? Outside of the house?
What behaviors are appropriate or unacceptable for children of various ages? How are children disciplined?

Food:
What foods are most popular and how are they prepared? What foods are taboo?
What are the taboos or practices associated with the handling, offering, or discarding of food?

History:
What historic significance do holidays or festivals have?
What is the local folklore? What role does folklore play in the culture? What is the history of relationship between this country and the U.S.?

Social Behavior:
What is the concept of beauty or attractiveness? What is the importance of physical appearance in the culture? What characteristics are most valued?
What constitutes a compliment, and what is the proper response to a compliment? What kinds of work are prestigious and why?
What forms of address are used between people in various roles?
How do young people meet? What are the rules of courtship and marriage? What gestures or postures have special significance?
What is proper and improper contact in the culture? How is personal space determined? What clothing is typically worn? What is worn for special occasions? What seasonal differences are considered appropriate?
Which artists, musicians, and writers are important?
Is the price asked for merchandise fixed or negotiable? What is taboo in the society?
Are there special privileges associated with age and/or gender?
On what occasions would you present (or accept) gifts from people in the country?

School:
How many years is it considered normal for children to go to school? What is the relationship between student and teacher?
Are there different expectations for boys and girls?
What is considered “advanced education”? Who participates? Is education free? Compulsory?
What kinds of schools are considered best: public, private, religious? Where are the important universities of the country?

Miscellaneous:
What kinds of public transportation are available? What kinds of health services are available?
Who pays for health services? Are the fees paid relatively more or less expensive than in the US?

Questions for YOU:
What am I looking for in a study abroad experience? What are my goals and expectations?
Will I be going to countries which require a visa? Do I have it? Do I know the weight and size limits for luggage on the planes? Do I realize that I will have to carry all of my luggage?
How am I getting to my homestay once I arrive? Am I familiar with the currency of the country? Do I have the right clothes for the climate?
Are local calls free? How are calls charged? Do I know the long distance access codes? Country codes?
7. Packing tips

• Passports and other documents should be carried with you, secure yet readily accessible at immigration.

• Put your address inside each suitcase and backpack as well as on the luggage tag in case your suitcase breaks.

• Distribute weight evenly; breakables and light-to-medium weight clothing in the hard suitcase; heavy shoes, sweaters, etc. in the packs or duffels

• Put shampoo, toothpaste, etc. in ziploc bags; Airplane pressure can open bottles. All medication should be in original containers.

• Use luggage straps that belt around the outside of a suitcase to save zippers and latches – and possibly your things if the suitcase breaks, plus they help you identify your bags at baggage claim.

• Practice carrying your suitcase across the house. If you can’t accomplish that, how will you get through the airport?

• Be practical- leave valuables and luxuries at home.

• Make sure you accommodate for gifts and purchases you will bring home

• Do not wrap gifts in your checked luggage... they will be opened.

• Remember that outlets and current vary by country, bring the appropriate adapters with you.
### 7.1 Packing List Suggestions

Refer to country specific guides for more detail.

Pack your gear in 2 suitcases or 1 suitcase and a duffel bag/backpack. This will balance out the weight and the small bag can be used for weekend travel. Be sure to check with your airline for baggage allowances.

<table>
<thead>
<tr>
<th><strong>Clothes</strong></th>
<th><strong>Miscellaneous</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• walking shoes</td>
<td>• Currency converter &amp; adapter plug, if necessary</td>
</tr>
<tr>
<td>• Hiking boots</td>
<td>• Daypack</td>
</tr>
<tr>
<td>• Slippers</td>
<td>• sleeping bag and sleepsheet</td>
</tr>
<tr>
<td>• 1 all-weather coat</td>
<td>• digital camera</td>
</tr>
<tr>
<td>• 1 suit/dress</td>
<td>• insect repellant</td>
</tr>
<tr>
<td>• 1-2 pairs of slacks/skirts</td>
<td>• address book</td>
</tr>
<tr>
<td>• 1-2 dressy shirts/blouses</td>
<td>• alarm clock</td>
</tr>
<tr>
<td>• 1 sports jacket/casual dress</td>
<td>• credit cards</td>
</tr>
<tr>
<td>• undergarments</td>
<td>• journal</td>
</tr>
<tr>
<td>• thermal underwear/leggings</td>
<td>• pen</td>
</tr>
<tr>
<td>• bathing suit</td>
<td>• small sewing repair kit</td>
</tr>
<tr>
<td>• robe 3-5 pairs of socks</td>
<td>• bungee cord</td>
</tr>
<tr>
<td>• 1-2 shorts or jeans</td>
<td>• sunglasses</td>
</tr>
<tr>
<td>• 1-2 sweaters</td>
<td>• rubber sink stopper</td>
</tr>
<tr>
<td>• light jacket</td>
<td>• small flashlight</td>
</tr>
<tr>
<td>• 1 pair of dress shoes</td>
<td>• photos from home and school</td>
</tr>
<tr>
<td></td>
<td>• “swiss” army knife</td>
</tr>
<tr>
<td></td>
<td>• moist towelettes</td>
</tr>
<tr>
<td></td>
<td>• umbrella</td>
</tr>
<tr>
<td></td>
<td>• change purse</td>
</tr>
<tr>
<td></td>
<td>• batteries</td>
</tr>
<tr>
<td><strong>Bath supplies</strong></td>
<td>• clothesline</td>
</tr>
<tr>
<td>• Dental floss</td>
<td>• ziplock plastic bags</td>
</tr>
<tr>
<td>• Extra pairs of contact lenses</td>
<td>• earplugs</td>
</tr>
<tr>
<td>• Contact lens solution</td>
<td>• dictionary</td>
</tr>
<tr>
<td>• Anti-itch cream</td>
<td>• calculator</td>
</tr>
<tr>
<td>• Condoms</td>
<td>• travel guide</td>
</tr>
<tr>
<td>• Medications</td>
<td>• gift items</td>
</tr>
<tr>
<td>• Extra pair of eyeglasses</td>
<td>• youth hostel pass</td>
</tr>
<tr>
<td>• grooming supplies</td>
<td>• I-Pod/MP3</td>
</tr>
<tr>
<td>• feminine supplies</td>
<td>• extra passport photos</td>
</tr>
<tr>
<td>• medic alert emblem if you have conditions</td>
<td>• bilingual dictionary</td>
</tr>
<tr>
<td>• medical records (including vaccinations)</td>
<td>• travel guide</td>
</tr>
<tr>
<td>• prescriptions (generic)</td>
<td>• cookbook</td>
</tr>
<tr>
<td>• towel</td>
<td>• corkscrew/can opener</td>
</tr>
<tr>
<td>• first aid kit</td>
<td>• postcards from your hometown or state</td>
</tr>
<tr>
<td>o alcohol pads</td>
<td></td>
</tr>
<tr>
<td>o antacids &amp; cold medicine</td>
<td></td>
</tr>
<tr>
<td>o antibacterial ointment</td>
<td></td>
</tr>
<tr>
<td>o thermometer</td>
<td></td>
</tr>
<tr>
<td>o band-aids</td>
<td></td>
</tr>
<tr>
<td>• vitamins</td>
<td></td>
</tr>
<tr>
<td>• sunscreen</td>
<td></td>
</tr>
</tbody>
</table>
### 8. Off-campus study cost estimates

<table>
<thead>
<tr>
<th>Program</th>
<th>Visa¹</th>
<th>Airfare²</th>
<th>Books</th>
<th>Transportation (in host city)</th>
<th>Insurance</th>
<th>Other-For costs of req’d immunizations see chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>$555</td>
<td>LA – Australia $1900</td>
<td>$100-320</td>
<td>$200</td>
<td>Mandatory ~$280</td>
<td>Reqd immunizations</td>
</tr>
<tr>
<td>Austria</td>
<td>$135 + in person trip to consulate</td>
<td>$900</td>
<td>$75</td>
<td>$55/month</td>
<td>Reqd immunizations</td>
<td></td>
</tr>
<tr>
<td>Canada</td>
<td>0</td>
<td>(transportation)</td>
<td>$0-400</td>
<td>$150</td>
<td>Reqd immunizations</td>
<td></td>
</tr>
<tr>
<td>China</td>
<td>Inc. in program</td>
<td>$1300</td>
<td>0</td>
<td>$150</td>
<td>Inc. in program</td>
<td>Reqd immunizations</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>$100</td>
<td>$900</td>
<td>$100</td>
<td>$75-200</td>
<td>Reqd immunizations</td>
<td></td>
</tr>
<tr>
<td>Czech Republic</td>
<td>$125</td>
<td>$1200</td>
<td>$100</td>
<td>$50</td>
<td>$113 + $145</td>
<td>Reqd immunizations</td>
</tr>
<tr>
<td>Denmark</td>
<td>$300 Residence Permit</td>
<td>$1250 + connection</td>
<td>0</td>
<td>(Provided)</td>
<td>Reqd immunizations</td>
<td></td>
</tr>
<tr>
<td>England</td>
<td>$500 + Trip for biometric scan Intl. students may require Eng. Lang. exam at addtl. cost</td>
<td>$1300</td>
<td>$200 depending on courses</td>
<td>$650</td>
<td>Reqd immunizations</td>
<td></td>
</tr>
<tr>
<td>France²</td>
<td>$100+ Euro 99 + trips to consult in NYC</td>
<td>$1200+ connection</td>
<td>$50 or less</td>
<td>$200</td>
<td>Expensive city!</td>
<td></td>
</tr>
<tr>
<td>India</td>
<td>$116</td>
<td>$1500 + connection</td>
<td>$100</td>
<td>0</td>
<td>Reqd immunizations</td>
<td></td>
</tr>
<tr>
<td>Italy</td>
<td>$150 + in person trip to a Consulate + ~ Euro 155 permit of stay</td>
<td>$1300</td>
<td>$400</td>
<td>$200</td>
<td>Reqd immunizations</td>
<td></td>
</tr>
<tr>
<td>Japan: Kansai Gaidai</td>
<td>0</td>
<td>$1225 + connection</td>
<td>$100</td>
<td>$100</td>
<td>Japanese insurance ~$20/mo</td>
<td>Reqd immunizations</td>
</tr>
<tr>
<td>Jordan</td>
<td>$85.00 for multiple entries available upon arrival in Jordan</td>
<td>$1300</td>
<td>$100</td>
<td>$800</td>
<td>Reqd immunizations</td>
<td></td>
</tr>
<tr>
<td>Kenya</td>
<td>$50</td>
<td>$1100</td>
<td>0</td>
<td>$50-200</td>
<td>$150 mandatory</td>
<td>Reqd immunizations</td>
</tr>
<tr>
<td>New York City</td>
<td></td>
<td>$0-150</td>
<td>$500</td>
<td></td>
<td>Students should plan to pay for laundry and dry cleaning.</td>
<td>Expensive City!</td>
</tr>
<tr>
<td>New Zealand</td>
<td>Free for the U.S. citizens (approx. $40 processing fee)</td>
<td>$1950 + connection</td>
<td>$100-300</td>
<td>$20-200</td>
<td>Mandatory ~$250</td>
<td>Reqd immunizations</td>
</tr>
<tr>
<td>Spain</td>
<td>$160</td>
<td>$1150</td>
<td>$150</td>
<td>$150</td>
<td>Reqd immunizations</td>
<td></td>
</tr>
<tr>
<td>Thailand</td>
<td>$200</td>
<td>$1630</td>
<td>$20</td>
<td>$300</td>
<td>Inc. in program</td>
<td>Reqd immunizations</td>
</tr>
<tr>
<td>Trinidad</td>
<td>$33</td>
<td>$650</td>
<td>$100</td>
<td>$50-200</td>
<td>Reqd immunizations</td>
<td></td>
</tr>
<tr>
<td>Washington</td>
<td>Generally, all costs</td>
<td>$100 - $150</td>
<td>$500</td>
<td></td>
<td>Expensive city!</td>
<td></td>
</tr>
</tbody>
</table>

¹All visa fees provided are for US citizens, consular fee for citizens of other countries may vary. **Please Note:** Visa fee information is accurate at the time of printing. Embassies may, however, change the process at any time and without notification. Therefore, it is ultimately your responsibility to follow the guidelines posted on the web page of the consulate to which you intend to apply for your visa. Students on international programs must have passports valid a minimum of 3 months beyond the end of the program. New passports cost $165 and require 2 passport photos. ² Permanent residents and international students may require a visa for Canada (spring program only). ³ Airfare amounts are estimates only and will vary according to dates and cities of departure.
## 9. Immunizations

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Needed for (country)</th>
<th>Comments</th>
<th>Cost - at County Public Health Clinic</th>
<th>Cost - at SLU Health Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow Fever</td>
<td>Kenya, Senegal</td>
<td>Only County Health Depts and SLU Health Center are authorized to administer. Most doctors are not authorized.</td>
<td>110.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Hep B (3 shots; price per shot)</td>
<td>All countries</td>
<td></td>
<td>50.00/ shot</td>
<td>45.00/ shot</td>
</tr>
<tr>
<td>Hep A (2 shots; price per shot) Tixinrix (Hep A &amp; B) (3 shots; price per shot)</td>
<td>All countries</td>
<td>Can take Hep A and B separately or together in this inoculation</td>
<td>45.00/shot or together 70.00/shot</td>
<td>65.00/ shot</td>
</tr>
<tr>
<td>Td (Tetanus/Diphtheria)</td>
<td>All countries</td>
<td>Must have had last booster within 5 yrs</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>Tetanus/Diphtheria/Pertussis</td>
<td>All countries</td>
<td>As above but must have one dose of pertussis as an adult</td>
<td>50.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Polio IPV</td>
<td>Kenya, Senegal, India</td>
<td>Adult booster</td>
<td>45.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Typhoid shot (1 shot) or Typhoid (Oral)</td>
<td>All except Europe, Australia, Japan</td>
<td>Shot not available in US at this time</td>
<td>55.00</td>
<td>55.00</td>
</tr>
<tr>
<td>Menactra (for Meningitis)</td>
<td>Kenya, Senegal, Ethiopia</td>
<td></td>
<td>130.00</td>
<td>115.00</td>
</tr>
<tr>
<td>Japanese Encephalitis</td>
<td>Thailand, parts of China, India</td>
<td>A series of 2 injections given 28 days apart</td>
<td>215.00/ shot</td>
<td></td>
</tr>
<tr>
<td>Malaria Prophylaxis</td>
<td>Kenya, Senegal, Costa Rica, India, SE Asia</td>
<td>Medication needed to prevent malaria while in infected areas</td>
<td>Approximate cost for semester/7 days</td>
<td></td>
</tr>
<tr>
<td>Mefloquine (Lariam)</td>
<td></td>
<td></td>
<td>Not used routinely due to side effects</td>
<td></td>
</tr>
<tr>
<td>Atovaquone &amp; Proguanil (Malarone)</td>
<td></td>
<td></td>
<td>1088.00 per semester or 61.00 for 7 days</td>
<td></td>
</tr>
<tr>
<td>Doxycycline (Vibramycin)</td>
<td></td>
<td>Must be responsible about taking medication daily and 30 days after return to US. May cause severe sun sensitivity</td>
<td>75.00 per semester</td>
<td></td>
</tr>
</tbody>
</table>

* Tuberculin PPD Test upon return (recommended for Kenya and Senegal Participants) $17.00 at County clinic or $5.00 at SLU Health Center
10. Spending money estimates

Based on feedback from former participants in St. Lawrence University’s programs abroad, the following data has been compiled regarding spending money estimates. These estimates include books, entertainment, food & drink, transportation, souvenirs, clothes, and – the greatest expense – vacation and weekend travel. Please realize that these are only estimates and individual student expenses vary greatly.

<table>
<thead>
<tr>
<th>Semester in Australia</th>
<th>Semester in China</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,000 - $2,500 Low</td>
<td>$850 - $1,000 Low</td>
</tr>
<tr>
<td>$2,500 - $3,000 Middle</td>
<td>$1,500 - $2,500 Middle</td>
</tr>
<tr>
<td>$3,000 - $4,000 High, extensive travel</td>
<td>$3,000 - $4,000 High, extensive travel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester in Costa Rica</th>
<th>Semester in Denmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>$800 - $1,000 Low</td>
<td>$1,500 - $1,750 Low</td>
</tr>
<tr>
<td>$1,500 - $2,500 Middle</td>
<td>$2,000 - $2,500 Middle</td>
</tr>
<tr>
<td>$3,000 - $4,000 High, extensive travel</td>
<td>$4,000 + High, extensive travel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year in France:</th>
<th>Semester in France:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,500 - $3,000 Low</td>
<td>$1,000 - $2,000 Low</td>
</tr>
<tr>
<td>$3,000 - $4,000 Middle</td>
<td>$1,500 - $2,500 Middle</td>
</tr>
<tr>
<td>$5,000 - $6,000 High</td>
<td>$2,500 - $3,500 High</td>
</tr>
<tr>
<td>(High = lots of personal travel throughout Europe)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester in India:</th>
<th>Semester in Spain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$300 Low</td>
<td>$2,000 - $3,000 Low</td>
</tr>
<tr>
<td>$650 Middle</td>
<td>$3,000 - $4,000 Middle</td>
</tr>
<tr>
<td>$1,000 High</td>
<td>$4,000 - $5,000 High</td>
</tr>
<tr>
<td>(High= with extensive travel)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester in Spain:</th>
<th>Semester in Spain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,000 - $3,000 Low</td>
<td>$1,000 - $1,500 Low</td>
</tr>
<tr>
<td>$3,000 - $4,000 Middle</td>
<td>$1,500 - $2,000 Middle</td>
</tr>
<tr>
<td>$4,000 - $5,000 High</td>
<td>$2,000 - $3,000 High</td>
</tr>
<tr>
<td>(High= with extensive travel)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester in Thailand:</th>
<th>Semester in Spain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$350- $500 Low</td>
<td>$2,000 - $2,500 Low</td>
</tr>
<tr>
<td>$650- $800 Middle</td>
<td>$3,000 - $3,500 Middle</td>
</tr>
<tr>
<td>$1,000 - $1,300 High</td>
<td>$5,000 - $6,000 High</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester in Spain:</th>
<th>Semester in Spain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,000 - $2,500 Low</td>
<td>$800 - $2,000 Low</td>
</tr>
<tr>
<td>$3,000 - $3,500 Middle</td>
<td>$3,000 - $4,000 Middle</td>
</tr>
<tr>
<td>$5,000 - $6,000 High</td>
<td>$5,000 - $6,000 High</td>
</tr>
<tr>
<td>(High= with extensive travel)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester in Vienna / Prague:</th>
<th>Semester in Spain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,000 - $2,500 Low</td>
<td>$800 - $2,000 Low</td>
</tr>
<tr>
<td>$3,000 - $3,500 Middle</td>
<td>$3,000 - $4,000 Middle</td>
</tr>
<tr>
<td>$5,000 - $6,000 High, extensive travel</td>
<td>$5,000 - $6,000 High, extensive travel</td>
</tr>
</tbody>
</table>

Comments from students:

- Use an ATM card to withdraw money. Determine your travel plans before buying a rail pass; parents can buy a Eurail/Flexi/or Youth Pass in the U.S. (if they have your passport number) and mail it to you.
- Use a credit card for big expense items. The exchange rate plays a significant role. Weekend and vacation travel – and the accompanying room and board -- are the biggest expenses.
11. Possible funding options for SLU students

If you have concerns about financing your semester abroad, there are places you can look to for assistance.

CIIS:
Funding is available through the Center for International and Intercultural Studies at St. Lawrence University to support students seeking international or intercultural experience. The purpose of these grants is to enhance immersion in a different culture and extend international or intercultural awareness.

(1) Travel Enrichment Grants are intended for students participating in off-campus programs who want to pursue an academic or personal/extra-curricular interest during study abroad or with intercultural experience within the U.S. Preference goes to those who have not previously received a grant through CIIS.

Deadlines for grant proposals are: Spring semester November 5; and Fall semester and academic year April 5. Proposals are reviewed by the Committee on International and Intercultural Studies and decisions are announced about three weeks after the deadline.

(2) Financial Aid Grants through CIIS are available in limited amounts for students studying on off-campus programs. Normally these funds supplement the student’s regular financial aid package. Students need to complete the application included in the post-decision section of their on-line study abroad application. They should do this as soon as possible after their acceptance and not later than November 5 or April 4.

FINANCIAL AID OFFICE:
Included in your acceptance materials is a form/application for Airfare Assistance. This is administered through the financial aid office, and is based solely on financial need. Qualified students receive aid to cover any costs beyond the first $750 dollars of the group airfare cost.

The financial aid office website also lists a number links to outside scholarships. This might be another good place to look for other awards.

STUDENT LOANS:
Student loan options exist if you are seeking resources for the additional costs associated with study abroad programs. It is important to note that most loan options will require a credit worthy co-signer. Please contact the St. Lawrence University Financial Aid Office for more information regarding the possibility of additional financing assistance. See also the Student Financial Services website www.stlawu.edu/sfs for more information.
12. A Budgeting Guide

When planning any budget, it is important to remain flexible. There are certain expenses that occur regularly, but also various incidentals that come up unexpectedly. This guide is meant to help you keep track of your spending habits and monitor your money – NOT limit how much you can spend. You can duplicate this form or create your own version.

An off-campus experience is something to be cherished and enjoyed. Enjoy every minute of it but if you are on a limited budget, it is a good idea to prioritize what you would like to see/accomplish to help prevent spending your money on things that are less important to you.

The things I HAVE TO DO while I’m on my program:
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
4. __________________________________________________________
5. __________________________________________________________
6. __________________________________________________________
7. __________________________________________________________

Refer to this list often and review it when you work on your budget. It will keep your goals clear and on your mind.

Sample scenario: You and your friends are out at the pub and thinking about having just one more round. You suddenly remember that you REALLY want to go to [insert destination, activity, event, etc.] and that you would prefer to have that extra cash then. So, you sit this round out or switch to water.

Another scenario: You have been recording your spending habits and realized just how expensive it can be to eat out all the time. You decide to save money by purchasing items in a grocery rather than eating in a restaurant.
# 12.1 Budget Worksheet

Date: ________________________________

<table>
<thead>
<tr>
<th></th>
<th>Planned per week</th>
<th>Spent per week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From grocery store</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At restaurants</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Books</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Entertainment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hobbies, lessons, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refreshments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cover charges, cabs etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mail</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cybercafes, internet</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transport</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Holiday/weekend travel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hostel/hotel accommodation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Personal supplies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(personal hygiene etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shopping</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Gifts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Another handy idea: save all of your receipts. Simply put them into an envelope at the end of the day. Sometimes it is helpful to write notes on them if the receipt doesn’t clearly state what it is for. At the end of the week or month, you can go through them and see how accurate your figures are. There may be some surprises!"
13. Conversion Guide

A great website to use for conversions: http://www.convert-me.com

Distance:
1 kilometer = .62 miles    (kms x .62 = miles)    1 mile = 1.6 km
1 meter = 3.38 feet    (meters x 3.28 = feet)
1 cm = .3937 inch

Speed:
100 kph = 62.14 mph

Weight:
1 kilogram = 2.2 lbs.    (kilos x 2.2 = lbs)
1 gram = .03527 oz.

Volume:
1 liter = .22 gallons    (liters x .22 = gallons)
1 liter = 1.057 quarts/2.11 pints
236.6 ml = 1 cup

Temperature:
\[((\text{Celsius} \times 9)/5) + 32\] = Fahrenheit

37 C   =   98.6 F
35 C   =   95 F
25 C   =   77 F
20 C   =   68 F
10 C   =   50 F
00 C   =   32 F
176.7 C   =   350 F
14. Safety and Risk Management Plan for SLU Programs Abroad

1. All students register immediately with the U.S. consulate or embassy (and, for international students, with their country’s consulate). We provide the consulate with a list of the students’ names and addresses and with emergency numbers for the directors and all members of the staff. We include a photocopy of page one of the passport of each student.

2. The director or assistant director is designated as a “Warden” by the consulate and should receive emails on any alerts, announcements, etc. from the U.S. State Department. We make sure that U.S. consular officials know how to reach director and assistant director day and night.

3. We prepare a list with local emergency numbers to be kept in the program office in a visible, known location, including telephone and fax numbers for the United States consular and embassy officials and for CIIS in Canton. The director also keeps with him/her at all times a list of students’ cell phone and home phone numbers in the host country and the USA.

4. We establish and maintain contact with the local police near the program office and with any organizations of student international programs.

5. We provide each student with a wallet-sized card with telephone numbers of the director and the assistant director (including home and mobile, if possible) and other appropriate emergency contact numbers.

6. We keep on file sources of information and key contacts for arranging evacuation if it becomes necessary. We have identified a travel agency and a transportation company that we can trust in case the students need to be evacuated. We are familiar with possible exit routes and means of transportation for students in case of an emergency or crisis.

7. Directors ensure that they have sufficient funds to pay for a range of emergency situations, including quick evacuation from the country.

8. If we are in a high risk period, we advise students to have a cellular phone connected 24 hours a day except during class time. We make sure each student has her/his passport and visas, as well as photocopies of same. We consider whether it might be best for the director to have in hand all return tickets, in the event that the director has to arrange for emergency evacuation. We identify students who have special needs (mobility issues, physical or emotional health concerns, etc.) and formulate plans to accommodate them. We go over the advice about safe comportment with students and let them know all the plans you are formulating in the event of an emergency.

9. In case of any incident or emergency that may have implications for U.S. students, we call the American consulate and ask them for advice on any special precautions that are necessary at this time. We check the U.S. State Department web site. We consider contacting the consulate before group excursions if there are regional safety concerns. We contact national organizations for study abroad programs or make direct contact with other colleges’ study abroad programs.

10. When there is any international or in-country emergency, the directors immediately contact CIIS at SLU. The directors communicate with CIIS preferably before taking, or as they take any steps that change the operation of the program (e.g., having students stay with host families, canceling a field trip, etc.). In such
emergencies, CIIS has an email list of parents of students who are on the program; we are able to provide them with very current and detailed information about planning and responses.

11. When talking with the students, we ask them to take the following precautions:

- Avoid congregating at American hangouts such as bars, restaurants, clubs, stores, etc. that might be targets for terrorists.
- Avoid speaking loudly in English when walking in groups. They should speak in the local language at all times.
- Avoid dressing in ways that identify them readily as Americans (e.g., baseball caps on backwards, American College sweat shirts).
- Exercise care on how much information they give to strangers about themselves and our program (activities, excursions) and its location.
- Tell them to be discrete and avoid any personal opinions on political or religious issues.
- Advise them to inform you of any travel plan outside of the program city: where are they going, means of transportation, where they can be reached (address, phone number), when they will be back. They also must discuss any individual travel with their parents.
- Remind them that in the event of a crisis, they will be instructed not to travel independently and to remain at a location where they can be reached.
- Keep abreast of local news through TV, radio, and newspapers.
- Stay in touch with their families so that they know the students are safe and they know where to reach them in case of an emergency.
- Encourage them to contact people at home to reassure them of their safety.
- Advise students to keep cash available and easily accessible. You should do the same.
- Inform the students about the preparations that have been made and instruction in the procedures for them to follow in case of an emergency.

*This is the universal guideline for all St. Lawrence run programs. There may be variations on this plan with regards to location and individual circumstances. For programs run through a consortium agreement, or direct enrollment situations, SLU has materials regarding the plans and policies of the programs on file. This document is intended to provide you with a general background about the steps we take to ensure safety. If you have any questions, or need further explanation, please contact our office at 315-229-5991.
15. Health / Travel Insurance for Off-Campus Study

All students who are participating in a St. Lawrence University Off-Campus Program are required to have WORLDWIDE medical insurance coverage. Students must provide the Center for International and Intercultural Studies Office (CIIS) with proof that they have insurance coverage for the period that they are participating on our program. The form is included in the student’s acceptance packet.

St. Lawrence University Health Insurance:
St. Lawrence University offers a comprehensive Student Health Insurance Plan that provides worldwide coverage. If you are interested in purchasing the St. Lawrence University health insurance coverage contact the SLU Student Financial Services Office at 315-229-5569.

Students who are on a different insurance plan should check NOW to verify that it offers worldwide coverage.

National Health Insurance Plans:
Please be aware that some countries require you to enroll in their national health insurance plan in order to obtain a visa. You will be responsible for the additional cost. Australia, Italy, Japan, New Zealand, and ISEP participants must carry ISEP insurance or national insurance, depending on the country. Kenya participants are required to purchase the Kenyan health insurance coverage upon their arrival.

Global Emergency Travel Assistance Plan:
ALL students studying on a SLU or SLU-affiliated program are required to have global emergency assistance coverage during the time off-campus. If you are currently covered by the St. Lawrence University student health insurance plan, you already have this coverage. If you have a different Insurance plan, this coverage will be provided for you (the CIIS office will automatically enroll you in the plan). Before you depart for your program, our office will send you policy information.
ONLY students on ISEP and CIEE programs are exempt from this coverage.

When you are out of the country:
If you have any medical needs, including a major illness/injury while studying abroad, you will need to be prepared to pay out-of-pocket (credit cards are generally accepted) for your medical expenses. The overseas health care provider cannot direct-bill your insurance company (whether it is SLU insurance coverage or a separate health insurance company). It will be your responsibility to submit the bills, along with your claim form, to your health insurance company for reimbursement. In some cases, you will receive the bill in a foreign language, and will need to have it translated before submitting it to your health insurance company.

NOTE: The health insurance coverage form that students and parents will complete is kept on file only in the Center for International and Intercultural Studies Office. That form does not serve as a waiver for the St. Lawrence University health insurance. More information regarding the SLU student health insurance can be found on the St. Lawrence University website.
16. Bringing your computer abroad

**Before leaving:**
- Visit the IT HelpDesk to ensure your computer is working properly and all anti-virus products are up-to-date.
- Update anti-virus software and remove any spyware/adware.
- Perform all Apple Software Updates and Windows system updates.
- Obtain the following - available at the Brewer bookstore:
  - AC Plug adapters for countries you’re traveling in.
  - A USB flash drive to save and transfer files for printing.
  - An Ethernet cable for Internet access where wireless is not available.
- Pack recovery software (CD/DVDs) included with your computer in the event of system failure.

**During travel:**
For air travel, always carry on your technology equipment. There is a high chance of damage if you check your computer with the rest of your luggage.

When accessing public or guest Internet connections that are not secure, it is possible for someone to steal your data or your identity. To secure that connection, connect to the St. Lawrence VPN using instructions on the IT website at [http://infotech.stlawu.edu](http://infotech.stlawu.edu)

Access P: and T: drives at [http://myslu.stlawu.edu](http://myslu.stlawu.edu) or by using the St. Lawrence VPN.

If you have hardware problems with your computer while abroad, contact your manufacturer first to see if they can assist you. If not, contact the IT HelpDesk at (315) 229-5770 or helpdesk@stlawu.edu and we can assist in any way we can.

**General safe computing tips:**
Instructions for everything above and more can be found on the IT website at [http://infotech.stlawu.edu](http://infotech.stlawu.edu)

Exercise caution while browsing the Internet. Be aware of pop ups that ask you to install software or tell you that your computer is infected and do not install that software.

Do not open email attachments or click on links in the body of the email from unknown or unexpected senders.

Remember, St. Lawrence will never ask you for your password or other account or personal information via email. If someone does, it could be a phishing email and a scam!
17. Warning on Drugs Abroad

DRUGS – HARD FACTS

Things You Should Know Before You Go Abroad

Each year, 2,500 Americans are arrested overseas. One third of the arrests are on drug-related charges. Many of those arrested assumed as U.S. citizens that they could not be arrested. From Asia to Africa, Europe to South America, U.S. citizens are finding out the hard way that drug possession or trafficking equals jail in foreign countries.

There is very little that anyone can do to help you if you are caught with drugs.

It is your responsibility to know what the drug laws are in a foreign country before you go, because “I didn’t know it was illegal” will not get you out of jail.

In recent years, there has been an increase in the number of women arrested abroad. The rise is a result of women who serve as drug couriers or “mules” in the belief they can make quick money and have a vacation without getting caught. Instead of a short vacation, they get a lengthy stay or life sentence in a foreign jail.

If someone offers you a free trip and some quick and easy money just for bringing back a suitcase…. SAY NO! Don’t carry a package for anyone, no matter how small it might seem.

A number of the Americans arrested abroad on drug charges possess marijuana. Many of these possessed one ounce or less of the substance. The risk of being put in jail for just one marijuana cigarette is not worth it.

If you are purchasing prescription medications in quantities larger than that considered necessary for personal use, you could be arrested on suspicion of drug trafficking.

Once you’re arrested, the American consular officer CANNOT get you out!

You may say “it couldn’t happen to me” but the fact is that it could happen to you if you find yourself saying one of the following:

... “I’m an American citizen and no foreign government can put me in their jail.”

... “If I only buy or carry a small amount, it won’t be a problem.”

If you are arrested on a drug charge it is important that you know what your government CAN and CANNOT do for you.

The U.S. Consular Officer CAN:

• visit you in jail after being notified of your arrest.
• give you a list of local attorneys (The U.S. Government cannot assume responsibility for the professional ability or integrity of these individuals or recommend a particular attorney.)
• notify your family and/or friends and relay requests for money or other aid — but only with your authorization.
• intercede with local authorities to make sure that your rights under local law are fully observed and that you are treated humanely, according to internationally accepted standards.
• protest mistreatment or abuse to the appropriate authorities.
The U.S. Consular Officer CANNOT:

- demand your immediate release or get you out of jail or the country!
- represent you at trial or give legal counsel.
- pay legal fees and/or fines with U.S. Government funds.

If you are caught buying, selling, carrying or using drugs — from hashish to heroin, marijuana to mescaline, cocaine, ecstasy and Quaaludes, it could mean:

- Lengthy Trials – conducted in a foreign language, with delays and postponements.
- Weeks, Months or Life in Prison – some places include hard labor, heavy fines, and/or lashings, if found guilty.
- The Death Penalty – in a growing number of countries (e.g., Malaysia, Pakistan and Turkey)
- Although drug laws vary from country to country, it is important to realize before you make the mistake of getting involved with drugs that foreign countries do not react lightly to drug offenders.
- In some countries, anyone who is caught with even a very small quantity for personal use may be tried and receive the same sentence as the large-scale trafficker.

DON’T LET YOUR TRIP ABROAD BECOME A NIGHTMARE!

This information has been provided to inform you before it is too late. SO THINK FIRST!

- A number of countries, including the Bahamas, the Dominican Republic, Jamaica, Mexico and the Philippines, have enacted more stringent drug laws which impose mandatory jail sentences for individuals convicted of possessing even small amounts of marijuana or cocaine for personal use.
- Once you leave the United States, you are not covered by U.S. laws and constitutional rights.
- Bail is not granted in many countries when drugs are involved.
- The burden of proof in many countries is on the accused to prove his/her innocence.
- In some countries, evidence obtained illegally by local authorities may be admissible in court.
- Few countries offer drug offenders jury trials or even require the prisoner’s presence at his/her trial.
- Many countries have mandatory prison sentences of seven years or life, without the possibility of parole for drug violations.

REMEMBER:

- If someone offers you a free trip and some quick and easy money just for bringing back a suitcase….
- SAY NO!
- Don’t carry a package for anyone, no matter how small it might seem.
- The police and customs officials have a right to search your luggage for drugs. If they find drugs in your suitcase, you will suffer the consequences.
- You could go to jail for years and years with no possibility of parole, early release or transfer back to the U.S.
- Don’t make a jail sentence part of your trip abroad.
18. Important Contacts on Campus

Center for International and Intercultural Studies:
Phone: 315-229-5991
Fax: 315-229-5989
Website: http://www.stlawu.edu/ciis/

Dr. Karl Schonberg, Associate Dean, kschonberg@stlawu.edu
- For major concerns regarding policy or the program
Kelley Lawson-Khalidi, Director of Off-Campus Programs, kkhalidi@stlawu.edu
- For general questions regarding classes and personal issues – especially European programs
Hui Helen Huang, Director of Asia Programs, hhuang@stlawu.edu
- For questions regarding classes and personal issues – especially Asian programs
Karen Smith, Assistant Director of Off-Campus Programs, ksmith@stlawu.edu
- For questions regarding classes and personal issues – especially non-European programs

Registrar: ebaker@stlawu.edu (Vangie Baker)
Phone: 315-229-5267
Fax: 315-229-7424

Student Financial Services: sfs@stlawu.edu
Phone: 315-229-5581
Fax: 315-229-7460

Health Center:
Phone: 315-229-5392
Fax: 315-229-5514

Residential Learning Communities and Housing: rlc@stlawu.edu
Phone: 315-229-5250
Fax: 315-229-5592

Your Advisor:
Name:
Phone:
Fax:
Email: