

Study Abroad Handbook



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Ten Rules of Travel

1. Do not expect to find things precisely as they are at home...for you left home to find things differently.
2. Do not take things too seriously...for a carefree mind is the basis for a good experience.
3. Do not let other students get on your nerves...for you are paying good money to learn.
4. Do not worry...he that worries has little joy...and few things are fatal.
5. Do not judge all people of a country by one person with whom you had a problem.
6. Do in Rome somewhat as the Romans do.
7. Do carry your passport (or a photocopy) at all times...for a person without a passport is a person without a country.
8. Lucky is one who can say "Thank you" in any language...for it is worth more than gold.
9. Lucky is one who can make change in any currency, for you will not be cheated.
10. You are welcome in every land...treat your host with respect and you will be an honored guest.

-Author Unknown

Congratulations on your upcoming study abroad program. There are probably lots of questions running through your mind at this time, like what do I do now? What should I pack? Do I need a visa? The purpose of this handbook is to help answer your questions and to help prepare you for this exciting adventure. We urge you to read this handbook carefully.

General Study Abroad Resource: US Department of State Students Abroad

<http://studentsabroad.state.gov/>

Much of the information shared in this handbook comes from the US Department of State Students Abroad website. Visit the link above for more specific information and resources on the following topics and more.

I. TRAVEL DOCS

Before you can even step foot out of the U.S., you need the right paperwork – a passport and, depending on where you are headed, a visa. These documents are literally your permits to travel the world and they are the most important pieces of ID you will carry while abroad. Having the right documentation is critical for getting in and out of the country you visit. Make sure you do your homework on what you need, **BEFORE YOU GO**.

Passport: http://travel.state.gov/passport/get/get_4855.html

A passport is an internationally recognized travel document that verifies your identity and nationality. A valid U.S. passport is required to enter and leave most foreign countries, as well as to return to the United States. Only the U.S. Department of State has the authority to grant, issue, or verify U.S. passports.

Give yourself several months before your planned trip to apply for a passport; during peak application season it can take up to 10 weeks to receive the final document in the mail. Take into account the time of year you are applying – demand for passports goes up during the spring and summer.

Whether you are applying for the first time or you are renewing your passport, you will find detailed instructions at the locations mentioned above. You must provide specific supporting documents and pay an application fee. Read and follow all the application instructions carefully to avoid delays.

Make three copies of the passport page that has your name and picture on it. Leave one copy with a family member or trusted friend in the US, and take the other copy with you when you go abroad. Keep the copy in a different place than your passport. Should you lose your passport, having this copy will make it easier to obtain a new passport.

Visas: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

Depending on which country you are planning to visit, you may also need to a visa. A Visa is an official document issued by a foreign country, formally allowing you to visit. Visas are attached to your passport and allow you to enter a foreign nation.

Look through the State Department's Country Specific Information to find information about your destination. You can research the entry and exit requirements, get more details about necessary documentation, and find out how to apply. You may be able to apply online, at that country's U.S. embassy or even at the airport in the country itself once you get there.

In most cases U.S. citizens participating in short term programs will not need to apply for a visa. Semester-long programs will generally require U.S. citizens to apply for a visa. Please consult International Programs as necessary for assistance with this process.

If you are not a U.S. citizen, you are responsible for contacting the Embassy of the country where you will study to determine its entry and visa requirements for citizens of your country. You are also responsible for arranging to remain in compliance with U.S. immigration regulations regarding an extended stay abroad. Please consult International Programs as necessary for assistance with this process.

General Considerations

If you plan to travel to another country before, during or after your program, you should consult their Embassy about visa requirements before you leave the US. It may be possible to obtain a visa for a third country when you are abroad, but it is advisable to secure it before you leave.

When you are abroad, you should register with the U.S. Embassy or the nearest Consulate, so that they can assist you in case of an emergency.

Some countries require proof of any or all of the following for entry into the country:

1. A required amount of funds to cover expenses while abroad
2. Admission to one of the country's institutions of higher learning
3. A place of residence in the host country
4. A return plane ticket

Check with the host country's Embassy or Consulate before leaving for your program to determine such requirements.



“It is impossible to go a day without thinking of the Swazi people, their beautiful smiles...so full of hope.”

**Meghann Greene, Adventures in Missions Program
Swaziland, Africa.**

II. HEALTH

Staying Healthy Eat, Drink and be Wary:

<https://travel.state.gov/content/travel/en/international-travel/before-you-go/your-health-abroad.html>

Checking out other countries doesn't mean ignoring the health habits you practice at home. In fact, you'll need to pay even closer attention to what you are doing, eating, drinking or even just walking down the street.

Do your research on which local foods and drinks to avoid.

- Stay away from raw foods.
- Choose your local restaurants carefully. If it looks dirty in the dining room, it could be worse in the kitchen.
- Local water supplies could also be a breeding ground for bacteria. Always use bottled water (even to brush your teeth) and beware of fake bottled water – tap water sold as bottled. Be aware that ice may also be made from local tap water.
- Practicing healthy habits, like washing your hands regularly, will help ensure that you stay healthy and enjoy your entire trip.

WU AIG WorldRisk Insurance & Travel Guard Global Assistance Services:

https://washburn.studioabroad.com/index.cfm?FuseAction=Abroad.ViewDocument&File_ID=0003717172723F050C770D7D7577081C0D09030F1A7B7077051C0704777701070772737D720701060677

Maybe it's not the first thing that comes to mind when planning your trip, but uninsured travelers who encounter medical emergencies overseas often face extreme difficulties. Most U.S. medical insurance plans do not include coverage outside of the United States. Getting medical treatment and hospital care abroad can be very expensive, and if you need it, a medical evacuation back to the U.S. can cost more than \$50,000!

All WU approved programs include supplemental medical insurance for international travel provided by AIG. You do not need to complete any paperwork to be enrolled in the policy. You may print a copy of the insurance brochure and insurance card at the link above. The plan includes **reimbursable** Health Coverage (meaning you pay for the health costs upfront, submit a claim form, and then are refunded if the claim is approved). The plan also includes Emergency Medical Evacuation and Repatriation Insurance.

Emergency Medical Evacuation

a) The Insured Person's medical condition warrants immediate transportation from the place where the Insured Person is injured or becomes ill to the nearest hospital where appropriate medical treatment can be obtained; or b) after treated at a local hospital; the Insured Person's medical condition warrants transportation to the United States to obtain medical treatment or to recover.

Repatriation

The company will pay the reasonable covered expenses to return the insured person's body home, if he or she dies. In addition, the company will pay the airfare and lodging expenses for a family member or designated person to accompany the body to the insured's home country.

Please note that this is **NOT Health Insurance**. It is important that you check with your insurance carrier to make sure your health insurance coverage will apply while in another country. Expenses incurred upon return to the territorial limits of the insured person's country of

domicile or home country of residence are not covered by this policy. Also note it is **NOT Trip Cancellation Insurance**. If you require trip cancellation coverage it can be purchased through online services or a travel agent.

Note: Many foreign universities require proof of health insurance coverage.

Medical Assistance in Other Countries

Included in the WU Study Abroad Insurance Plan is access to the 24-hour Worldwide Assistance network for emergency travel and medical assistance anywhere in the world. Simply call the assistance center toll-free or collect. The telephone numbers from around the world are included on your card I.D. card. The multilingual staff will answer your call in English and immediately provide reliable, professional and thorough assistance. The US Department of State also provides Country Specific Information for each country in the world. Among many other things, these documents contain information about medical facilities and health issues in the host country.

Prescription Medications

While you're abroad is not the time to suddenly realize you ran out of your prescription! If you have a condition that requires regular medication, bring an extra quantity with you and pack it in your carry-on, just in case your checked luggage gets lost. Just remember to keep it in its **original** container and **clearly** labeled — you don't want to create the impression you're carrying drugs which haven't been prescribed to you. In fact, you should check with the local embassy to make sure that your medication is acceptable to carry into the country: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html> Some countries may consider your prescription medication to be **illegal**. Bring a letter from your doctor listing your medications and explaining why you need them. Doing your research and having a letter can help prevent any misunderstandings along the way.

Make arrangements with your family doctor and insurance company so that you will have the necessary supply of your medication. Check with the airline and your host country's Embassy or Consulate for specific restrictions about bringing medications into the country.

Vaccinations for Foreign Travel

How important is it to do your research about vaccinations? It might just save your life! Make yourself aware of the different types of vaccinations and which ones you may need to travel to your destination. Schedule an appointment with your doctor at least four to six weeks before you travel to ensure you receive all important vaccinations including routine, recommended and required.

The following are sources of information about whether or not you need any vaccinations or preventive medications to enter your host country:

- * The Centers for Disease Control and Prevention maintains a list of recommended vaccinations for other countries: <http://wwwnc.cdc.gov/travel/destinations/list.htm>
- * your family doctor
- * Washburn University Student Health Services
- * the host country's Embassy or Consulate in the U.S.

No vaccinations are required to return to the U.S., but after returning, you might want to consult your family doctor for a general examination.

Disabilities: <https://travel.state.gov/content/passports/en/go/disabilities.html>

Traveling through foreign lands gives you a unique opportunity to observe a rich variety of cultures and customs. This is true for those living with or without a disability. Living with a disability in no way prevents you from experiencing international travel. With advanced planning and plenty of vigilance, your trip abroad can be safe and enjoyable. For guidance tips on inclusion and accommodations, financial aid sources, and networking opportunities visit The National Clearing House on Disability and Exchange (NCDE) at: <http://www.miusa.org/ncde>. This is a comprehensive, one stop resource on advising and tools for people with disabilities. WU offers reasonable accommodations for study abroad: [Study Abroad ADA Accommodations](#)



“The unforgettable experiences you go through while studying abroad will forever change your view of yourself and the world you live in.”

**Lindsay Edwards, Spanish & Mathematics Majors
International Studies Abroad, Peru.**

III. SMART TRAVEL

Research Your Destination

Research — it's not just for your term papers anymore. **Before you go**, it's always a good practice to investigate the local conditions, laws, political landscape, and culture of the country you're visiting. The Department of State has a wide range of research resources available for your use. <https://travel.state.gov/content/travel/en/international-travel/before-you-go.html>

Travel warnings are issued when the State Department recommends that Americans avoid a certain country. <https://travel.state.gov/content/passports/en/alertswarnings.html>

Travel alerts are issued by the State Department to distribute information quickly about terrorist threats and other relatively short-term conditions that pose significant risks or disruptions to Americans.

The State Department also provides country specific information for every country of the world about various issues, including the health conditions, crime, unusual currency or entry requirements, any areas of instability, and the location of the nearest U.S. embassy or consulate in that country. <https://travel.state.gov/content/travel/en/international-travel.html>

Contact the Office of Overseas Citizen Services at studentsabroad@state.gov or
Toll free in the U.S. or Canada 1-888-407-4747
Outside the United States and Canada 1-202-501-4444

Smart Traveler Enrollment Program (STEP): <https://step.state.gov/step/>

The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate.

Through the STEP Program you can:

- Enter information on your trip or overseas residence
- Subscribe to receive updates on Travel Warnings, Travel Alerts and other information for a particular country

Alert Traveler

https://washburn.studioabroad.com/index.cfm?FuseAction=Abroad.ViewDocument&File_ID=0003717675743F050C7770760504731C0D09030F1A7B7077051C07040677727605017270700173067603

As an important tool in Washburn University's risk management practices, the Office of International Programs provides AlertTraveler access for all WU study abroad participants and all staff and faculty traveling internationally through WU approved programs.

What is AlertTraveler?

AlertTraveler is a pro-active risk management tool that provides WU travelers with:

- country and city resources and intelligence information to enable them to make informed decisions while abroad;
- real-time safety and security alerts, based on a student's itinerary or geographic location, to let students know of any event that could potentially affect their travel, personal health, or safety;
- single touch dialing to emergency services in-country, U.S. embassies or consulates in the region, and the WU Office of Study Abroad emergency lines; and
- an instant check-in feature allowing students to report their well-being back to the WU Office of Study Abroad in the event of an incident.

Who Has Access to the AlertTraveler App?

All faculty leaders and student participants of WU study abroad programs and all WU staff and faculty traveling internationally with university-affiliation are asked to download the AlertTraveler app on the mobile device (phone or tablet) they will be utilizing abroad.

Download instructions are available to all travelers, the app can be downloaded 60 days in advance of their departure. By subscribing to alerts for their destination country in advance of their time abroad, they can learn and better prepare for their international travel.

How Does the App Know What Alerts to Send?

The app provides information based on the program itinerary inside of the travelers Bods Abroad online portal, the GPS location, or countries subscribed to through the mobile app.

Instructions: [How to Install and Activate the App on Your Mobile Device](#)

Informational Videos:

[AlertTraveler App User Guide](#)

[Downloading and Activating AlertTraveler](#)

[AlertTraveler Alerts and Check-in Requests](#)

[AlertTraveler Subscription and Profile Settings](#)

[AlertTraveler Location Information and Emergency Contact](#)

Travelers will be granted access to the AlertTraveler app to receive the most up-to-date, in-depth, traveler information delivered in real-time destination reports and alerts pushed to travelers in order to make informed decisions.

IV. MANAGING YOUR MONEY

How to Access Your Money While Abroad

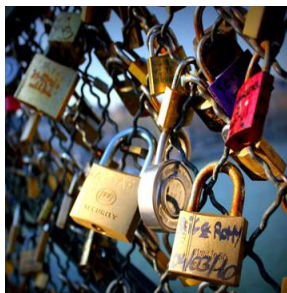
1. Cirrus or Plus credit/debit card with a 4-digit PIN permits you to withdraw money directly from your US checking account. This option is fast, convenient and offers the best rate of exchange. If your card is new, use it at least once before you leave the U.S. Contact your bank to notify them that you will be using your card abroad. Tell them your destination and dates of travel. If you do not, you risk having your account inactivated after using your card in another country. You may also inquire about their fees for using another country's ATMs. ATMs are plentiful in most areas of the world, but students going to non-traditional study abroad destinations should check a reliable guide book for more information. If the debit card is also a credit card, you may use it to make purchases in your host country at most retailers.

2. Major credit card and a 4-digit PIN permits a cash advance on your credit card. This is a fast and simple option for obtaining cash, but it involves a fee and interest in charged. You may also use your credit card to make purchases. VISA, MasterCard, and American Express are widely recognized throughout the world, but some regions favor one over others. Check an up-to-date guidebook to find out which card is most recognized in your host country. Contact your credit card company to notify them that you will be using your card abroad. Tell them your destination and dates of travel. If you do not, you risk having your account inactivated after using your card in another country.

3. AAA Visa Travel Card. A pre-paid, reloadable card that can be used worldwide anywhere Visa credit cards are accepted. Use it at ATMs to withdraw local currency. Reload (1,500 max) it up to 4 times on the internet. Visit the local AAA Travel Store or this website for more information <https://kansas.aaa.com/finances/travel-money>

4. Cash. It is risky to carry large amounts of cash when you travel. You might consider taking a small supply of US dollars. If you can't immediately locate an ATM after arriving in your host country, you can exchange the dollars for local currency in the airport. You might consider working with your bank several weeks before departure to secure a small supply of the host country's currency. You can also exchange dollars in the US airport before departing for your program. Note that the exchange rate in airports are high.

5. Traveler's checks. Students increasingly report that they did not use, or barely used, the traveler's checks they brought with them. With debit/credit cards, and with easy access to ATMs, few students use traveler's checks.



“My heart had led me along this wondrous adventure... each place held a unique quality that captivated my senses of adventure, insight, and romance. I followed my heart and I fell in love...”

Catelyn Kostbar, Student Law School Consortium, England.

Considerations before Leaving the US

Become familiar with the currency of the country you will visit; try to think of the value of the local currency in its own terms and avoid converting it into dollars each time you buy something. This can take several months or more to achieve. Otherwise, it might seem like "play" money and you may spend it more quickly.

If you will be abroad for a semester or academic year you may want to give a family member power of attorney at home, so that somebody would be able to assist with financial problems in your absence by having access to your bank account and permission to see your Washburn account. Discuss this with your family, your bank, and with the Financial Aid Office.

Changing U.S. Currency in the Host Country

Take your passport with you when you want to change money. Exchange rates can differ from place to place, so it is worthwhile to compare the rate first at banks, hotels, airports, train stations, etc. Usually banks have better rates than hotels and airports or train stations. Exchange rates can change each day.

Financial Aid for Students Studying Abroad: <http://www.washburn.edu/admissions/paying-for-college/financial-aid/index.html>

Loans, grants and scholarships are available for students who are eligible. Please read the eligibility requirements listed below:

1. If you are enrolled in a program that is administered by Washburn University (i.e. receiving academic credit at WU), you will automatically have access to your financial aid, as long as you are registered for at least 6 WU credits during that term. If you plan to participate in a program that is administered by another university or institution, you must work with International Programs and the Financial Aid Office to have access to your financial aid.
2. You must meet the same eligibility requirements designed for students receiving financial aid for traditional on-campus programs.

If you have completed all required paperwork and you have registered for the appropriate course number, your funds should be available to you before your program begins. Contact the WU Financial Aid Office for more information.



"Whenever I review my program pictures, mist always comes to my eyes with a smile on my face... Times like these are memories to hold deep down inside of you..."

Jingjing Wu, ESC Rennes School of Business, France.

V. ACADEMICS

Study is the first word in “study abroad”. Be sure to attend to your academic requirements before, during, and after you return.

The Washburn Transformation Experience (WTE), International Education:

<http://www.washburn.edu/academics/wte/international-education/index.html>

To identify an appropriate experience to fulfill the optional WTE program students work with a faculty member or the study abroad coordinator. Students **Declare** their program and submit an **Activity Plan** on the academic success tab at My Washburn. Students write a **Pre-trip Background Research Paper** on a relevant topic prior to their international experience to help prepare for the program abroad. Upon return, students submit a **Final Written Assessment Report**. This survey rates the transformational aspects of the program. Students also prepare a **Public Presentation** about their experience. Students may consult their WTE Mentor or the Office of International Programs about format and submission requirements.

Credit Transfer Form:

https://washburn.studioabroad.com/_customtags/ct_FileRetrieve.cfm?File_ID=05037B7370763F77750206070F0B721C7C0D777C1A0C0307051C717405057C0507017777017B7607750D

It is important that you complete this form BEFORE you leave campus. Complete the top portion of the form and then take it to THE RELEVANT Department Chair and your major Academic Advisor along with course descriptions for the classes you plan to take. The Department Chair and your Advisor will complete the credit section by filling in the approved number of credits and the “Washburn Equivalent”.

Note: A letter grade will only be posted if the course is required for the student’s major or minor. All other course work is posted as credit.

General Education Transfer:

Evaluation of study abroad courses as potential general education transfer courses is a two-step process supervised by the Associate Vice President for Academic Affairs (AVPAA) located in Bradbury Thompson Alumni Center Room 200. Course content acceptability is determined prior to the study abroad. After returning from the study abroad experience, the student must submit a general education transfer course petition for approval by the AVPAA demonstrating how a minimum of three of the nine general education skills were enhanced by the study abroad course.

If you plan to take courses outside your major department and you would like upper-level credit, general education credit, or a specific course number (for instance, you plan to earn credit for the second semester of a language), you must take the Credit Transfer form and the course description(s) to the appropriate department. It is at the discretion of each department to approve your credit request.

If you plan to take courses outside your major department and want only elective credit at the 100-level, you only need to meet with your major advisor. Your credit will be marked with the 1XX course number. For example, if you take a History of England class, you will earn HI 1XX credit and it will be listed with the foreign course title.

After you have completed the form and both the department chairperson and your advisor have signed it (and you have received the approval from other departments, if necessary), return the form to International Programs. The original copy will be kept in your file, and you will receive a photocopy. Keep the photocopy for your records. You should also keep all course materials

from your program in case questions about the credit arise as International Programs processes your transcript.

If you participate in a program for which you register for a specific pre-determined Washburn course number, you do not need to complete the Credit Transfer form.

Enrollment at Washburn and Abroad:

If applicable you will receive program-specific instructions for registration in a Washburn course number. If your program does not have a pre-determined course number, you will register for a study abroad course number. **If you participate in a summer program, you will register for 3-6 credits. Students in a semester-long program will register for 12-15 credits.** Upon completion of the program and receipt of your transcript, International Programs will consult the Credit Transfer form in your file and then notify the Registrar, who will update your record to reflect the actual courses that you took. It is important that you meet with the program staff at the host institution within a few days after arriving at your destination. They will guide you through the registration process at your host school. It is your responsibility to follow the host's registration procedure and to meet their deadlines.

Credit **cannot** be posted on your Washburn University transcript without an **official transcript/certificate** from the host institution. If this transcript is given directly to you upon completion of the program, you must bring the original document to International Programs. If possible, you should request that all official transcripts are sent directly to International Programs:

Washburn University
Office of International Programs
Attn: Study Abroad Coordinator
1700 SW College Ave.
Topeka, KS 66621
USA

Grading

You are required to successfully complete all course work that you attempt abroad. You are required to take and successfully pass all exams. If a Washburn professor is the instructor for your program, he/she will evaluate your work and assign your grades. If professors at a host university instruct your courses, they will evaluate your work and assign your grades, which will be reported on the host university's transcript. International Programs will consult with your major department and the Registrar as necessary to convert the foreign grades and credit hours into the Washburn system.

Tuition and Fees

Participants in Washburn Direct Exchange programs pay regular full-time tuition and fees to Washburn University, just as you do while studying on the Washburn campus. You will pay for housing and meals while abroad, these fees are not collected by Washburn.

Participants in short-term programs led by Washburn professors register for one or two courses at Washburn, and you will pay the appropriate tuition and fees directly to Washburn. In some cases you will pay additional fees to International Programs to cover airfare, transportation, sightseeing fees, lodging, etc.

If you participate in an external program that is not administered by Washburn, you will pay all your tuition and fees directly to that institution or program provider. In these cases there is normally an independent program fee that you will pay to International Programs.

Withdrawal from or Extension of Program

Follow these procedures to withdraw from or extend your program:

1. Contact International Programs first to discuss your request.
2. Communicate with your major department to explain the situation. If your department approves, they must notify International Programs of their decision.
3. Meet with the coordinator of the program at the host university to explain the reason for your withdrawal or extension. If the host university approves, they must notify International Programs of their decision.
4. If you're withdrawing from the program you must finalize all business in the host country before leaving. It is your responsibility to negotiate with your instructors to complete coursework early. Please note that some instructors may not accommodate your request to complete the course early, and it is their right to assign a failing grade. You must pay all outstanding bills (housing, tuition, etc) before leaving. **Neither Washburn nor the host institution will be responsible for any financial or other matters that you leave unresolved.**
5. If you're extending your program, it is your responsibility to secure housing and to register for additional courses.



“I watched my confidence blossom while in Graz. As a performer I can now walk onto the stage and feel much more self-assured that I may not be the best singer, but I am the best singer that I can be.”

Lauren Buser, Lied Austria International Program, Austria.

VI. GENERAL INFORMATION: WHAT'S IT LIKE LIVING ABROAD?

Campus Life Abroad

In many foreign universities, there is little of what we call campus life, and rarely do you find a residential campus. Usually the university buildings are in the heart of the city, and they might be scattered over a considerable area, separated from each other by residences, stores, and factories. You may live in one part of the city, attend classes in another part, and eat your meals in the student restaurant elsewhere. You will thus participate in everyday city life which may include: mass transportation, strikes, impersonal attitudes, tourists, pollution, etc.

Accommodations Abroad

Hotels, hostels, and homestays, oh my! Choices abound when deciding what type of accommodation to choose! Regardless of where you decide to stay, one thing is for sure—you want to be safe.

There are many types of accommodations you can choose from, but every country, city, neighborhood, and lodging establishment is different. Hotels are what many American students are accustomed to, but abroad, hotels may look quite different. Beds may be smaller, bathrooms may be shared, and amenities like a pool or a gym, may be non-existent. Hotels are usually the most expensive accommodation option. Pensions and Bed and Breakfasts are usually small, family-run hotels. They usually offer similar accommodations to American B&Bs. Prices and quality may vary greatly.

If you are traveling as a part of a study abroad program at a foreign university, it may be a good idea to live on campus or in official university housing. Being in an environment with your fellow students may ease the transition of adjusting to a new country, and the costs may already be covered in the program fees.

A homestay is just what it sounds like: it's a stay in someone's home. There are many agencies available that screen potential hosts and homestay candidates. This option is great for students who want to live in more of a family environment. However, you must be comfortable with the idea of staying in someone else's home and immersed in the culture of that family.

A hostel is a low-cost, dormitory-style accommodation. Most living spaces, including bathrooms, are shared, and they tend to be very student-centric.

Hotel Safety Tips

- Keep your hotel door locked at all times. Meet visitors in the lobby.
- Do not leave money and other valuables in your hotel room while you are out. Use the hotel safe.
- If you are out late at night, let someone know when you expect to return.
- If you are alone, do not get on an elevator if there is a suspicious-looking person inside.
- Read the fire safety instructions in your hotel room. Know how to report a fire, and be sure you know where the nearest fire exits and alternate exits are located. (Count the doors between your room and the nearest exit; this could be a lifesaver if you have to crawl through a smoke-filled corridor.)
- Know the identity of any visitors before opening the door of your hotel room. Don't invite strangers to your hotel room, or to remote locations.

VII. LOCAL LAWS

Look, we don't mean to nag. But if there was ever anything worth nagging you about, it would be this: Obey the local laws of the country you're visiting. An arrest or accident during a trip abroad can result in a difficult legal — and expensive — situation. Your U.S. citizenship does not make you exempt from full prosecution under another country's criminal justice system, and the U.S. government cannot bail you out. Many countries impose harsh penalties for violations that would be considered minor in the United States, and unlike the U.S., you may be considered guilty until proven innocent. Ignorance of the law is no excuse, so be informed.

If you find yourself in a legal jam, contact the closest U.S. embassy or consulate for assistance. Keep in mind, U.S. Consular employees cannot arrange for local officials to release detained American citizens.

Drinking & Drugs

Let's be serious about this. When traveling overseas, it's important to obey the laws and regulations of the country you're visiting, especially those pertaining to drug and alcohol use. Every year, many American students are arrested abroad on drug charges or because of their behavior under the influence. Ignorance of the law is no excuse, so be informed.

Avoid underage and excessive alcohol consumption. Many arrests, accidents, rape, and other violent crimes have occurred because of alcohol abuse. While abroad, driving under the influence and drinking on the street or on public transportation may be considered criminal activities by local authorities, as they would be in many places in the United States.

Don't import, purchase, use, or have drugs in your possession. Drug charges can carry severe consequences, including imprisonment without bail for up to a year before a case is tried, physical abuse, and sentences ranging from fines and jail time, to years of hard labor. Some crimes even carry the penalty of death. Contraband or paraphernalia associated with illegal drug use can also get you in trouble.

The WU Student Code of Conduct is in effect during your time abroad.

VIII. CULTURAL ADJUSTMENT

Never assume that the same comforts that are prevalent in the U.S. will be available in other countries. Some of our everyday habits are considered wasteful by many cultures outside the U.S. (e.g. long showers, overuse of electricity, "throw away" items like paper and plastic, etc.)

Remember to observe the foreign lifestyle and respect the host country's culture!

Stages of Adjustment

Be prepared to experience an adjustment cycle during your stay. Expect some ups and downs. You'll start out with a great deal of excitement; wherever you are studying will be the most fantastic place on earth. You'll be riding high with enthusiasm, and then after a while, the novelty will wear off. You may feel lonely, frustrated, disappointed, depressed, homesick, or irritable. You'll complain about many things and many people, you'll probably wish you'd never left home, and long to be back in Kansas- if you could ever imagine that!

Culture Shock - These feelings of culture shock are perfectly normal and will pass with time as you develop friendships and make progress in the language and feel more familiar with the culture. It is important at this point **not to give up** but instead to hang in there and keep going. This stage will pass - remember that your family and friends and all of us in the Office of International Programs believe in you and what you are doing. Bit by bit things will get better,

the petty frustrations will disappear, and you'll finally figure out who you are, where you are, and why you are there. As you complete your adjustment cycle, you'll come to accept and then enjoy most things, including the academics, food, drinks, habits, languages and customs of the host country. And when you complete your experience, you may not want to leave when it is time to go home.

Signs of Culture Shock

Some signs of culture shock might include: disorientation, depression, homesickness, excessive sleeping, withdrawing from others or irritability. It is important to note that this is very common and is a normal part of the adjustment process. Most students go through some form of culture shock. For most, the difficult part of culture shock will last from two to four weeks. If you show any of these signs for more than a month, some outside counseling might be helpful. Most of the institutions abroad have counseling centers with qualified staff to help students through difficult times.

There are some things you can do to help alleviate culture shock. Keep a journal of your experiences and make yourself write in it every day. Write letters home to your family and friends. Make yourself go out with friends or join a club or student group, even if you don't feel like it at the time. Finally, don't keep your feelings to yourself. A good coping strategy is to discuss your feelings with fellow study abroad students, who most likely are experiencing similar feelings. Talk with the program staff or send an email message to International Programs—you can share your feelings with us.

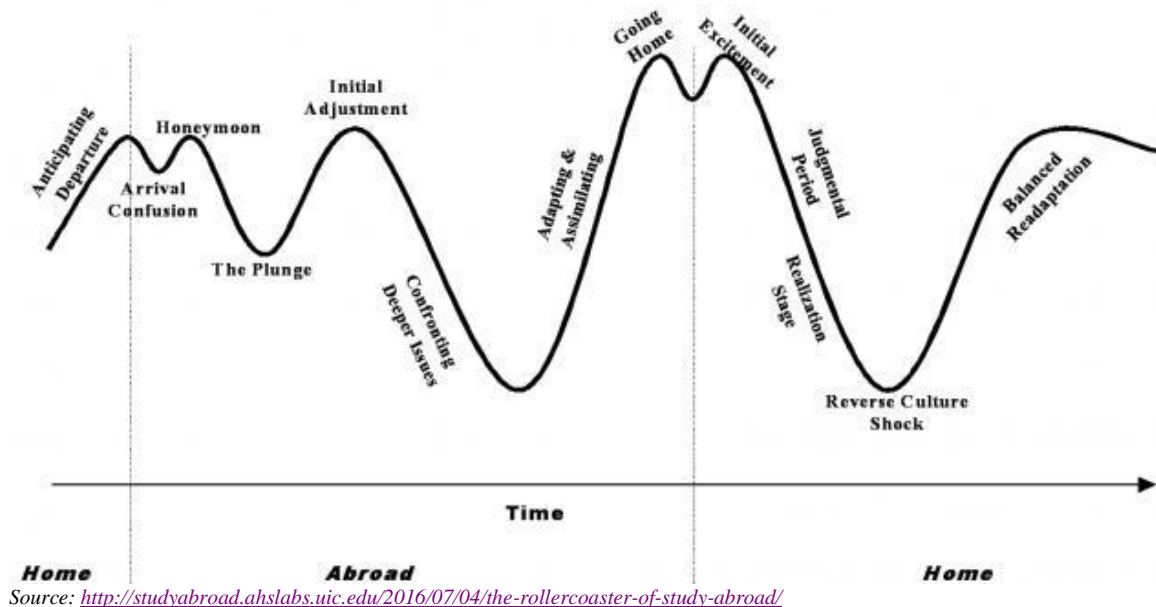
Re-Entry Shock

When you return home, you will find that you have changed and gained a whole new world of knowledge whereas your friends and family back home might not have changed as much. There is a good chance that you will find it difficult to re-enter your home environment, society, and country. You may discover that re-entry is as difficult as the initial culture shock you experienced when you first arrived abroad. For many students this can be a real time of crisis. The experience abroad was profound for most participants, especially for those who became actively involved in their host country. Many students reexamine their lives, values, and attitudes. It prompts others to change their whole lifestyle and to seek new ways of personal growth. As a human being, you are no longer an inhabitant or resident of a country, but a citizen of the world.

Here is a list of some signs of re-entry shock, and they are similar to the signs of culture shock.

1. Disorientation: The tasks and decisions that used to be simple and second nature might feel overwhelming.
2. Re-evaluation: Goals that were supposedly set in stone before you studied abroad might have changed.
3. Alienation: You might have experienced so many new things while abroad that you now feel like a foreigner in your own country.
4. Nostalgia: You might look back on the past few months and wish you were still overseas.

Roller Coaster of Study Abroad Emotions



A Plan for Addressing Culture and Reentry Shock

Before you go

1. Be aware that some of the culture shock you experience when you go abroad will be duplicated when you return home.
2. Begin thinking about how you can incorporate your study abroad experience into your future goals.

During

1. Communicate with your friends and family with letters, emails, newsletters, or newspaper clippings from your hometown.
2. Keep up with other students' study abroad experiences so you won't feel like you're doing this on your own.
3. Immerse yourself in your culture, remember that you are where you've worked so hard to be. Remind yourself to live in the present and give yourself grace when that's difficult.

After

1. Complete a study abroad survey. Visit your faculty advisor and program coordinator. You can talk about your experience with a friendly and knowledgeable person. Ask about graduate scholarships and how to incorporate study abroad into careers or future studies. Stop by the International House and tell us your stories, we'd love to hear!
2. Make the most of the experience when you return by telling others about your adventure. You can do this by talking to small groups, giving presentations, helping with study abroad fairs and staffing information tables around campus.
3. Enter the **Study Abroad Photo Essay Contest**. You could win \$100! Contest rules and entry forms are available in the International House or visit: <http://www.washburn.edu/academics/international-programs/study-abroad/files/PhotoEssayContestEntryForm-12.pdf>



“I found out that learning about the world helped me to discover more about myself than I could have ever imagined possible. I left home as who I thought I was, and returned as who I am”

Korissa Gillespie, Semester at Sea Program, Multiple Countries.

IX. TRAVELING WHILE ABROAD

Public Transportation

Unlike many American cities, most cities abroad have extensive public transportation. These include buses, subways, and trains. These forms of transportation are relatively quick and inexpensive, and you can get just about anywhere you want to go. Time schedules are posted at the stations. Please remember that most countries use a 24-hour clock for these schedules, for example, 13:00 for 1:00 p.m., or 22:00 for 10:00 p.m. It is to your advantage to be familiar with these times, so you do not end up missing your train or the last bus home. You can usually purchase a book of tickets for a cheaper price rather than paying for individual tickets every time you ride. It is also possible to buy train and bus passes at discount student prices.

Rail Travel Information

Trains, especially those in Western Europe, are clean and moderately priced. They run on time in most countries and offer a great way to see the countryside. Most countries offer railway passes for unlimited travel within their borders. You can often buy tickets at student rates. Rail travel and buses are the most prominent methods of transportation in many countries. Guidebooks like Let's Go and Lonely Planet have information about public transportation.

Driving Abroad

We recommend the use of public transportation. If you choose to drive abroad, this is one time you want to make sure you stay "on the beaten path." It is estimated that more than 200 U.S. citizens die each year because of road accidents abroad. We're not trying to scare you, but it is important to be aware of the rules of the road in the country you're visiting.

If you choose to drive while abroad, make sure you obtain an International Driving Permit (IDP) before you go. Before departure, you can obtain an IDP at a local office of one of the two automobile associations authorized by the U.S. Department of State: the American Automobile Association and the American Automobile Touring Alliance. Here's how to contact these organizations:

AAA (American Automobile Association) <http://www.aaa.com/vacation/idpf.html>

National Automobile Club <https://www.nacroadservice.com/>

1-800-622-2136 or 1-800-294-7000



**“Something I cannot explain happened to my homesick heart.
It broke in two and there’s one part that never really left
Maynooth . . .”**

**Tess Wilson, National University of Ireland Maynooth,
Academic Year Exchange Program, Ireland.**

Travel Agencies & Traveler’s Insurance

Travel agents can answer many questions about the logistics of traveling abroad. You can ask them about flights to your host country, travel while abroad, and special student discounts. Travel agents can also provide information about Eurorail passes and Traveler’s Insurance.

You should consider purchasing Traveler’s Insurance to cover expenses that may be incurred due to flight delays, cancellations, lost baggage etc. The cost is usually based on the number of days of travel.

Students have worked with the following travel agents:

AAA Travel Agency (785) 233-0222 <http://www.aaa.com>

Travel Leaders (785) 273-1226 <https://nyc.vacation.travelleaders.com/our-branches/topeka.aspx>

Student Universe 1 (800) 272-9676 <http://www.studentuniverse.com/>

Travel Insurance

<http://www.reviews.com/travel-insurance/>

You've been looking forward to your time abroad for a long time. Imagine the exciting cultures! And all the new people! Now, imagine your horror when you learn your trip has been canceled due to severe weather. Or, what if your new set of luggage—with all your clothes—gets lost along the way? A number of unexpected things could put a damper on your travels.

Safeguard your trip and your belongings with travel insurance! This kind of policy can provide protection if:

- You get sick
- You are involved in a car accident
- Severe weather or a natural disaster causes travel cancellations

Other provisions of travel insurance usually include lost baggage coverage, missed flight connections and cancellation charges imposed by airlines. You have invested a lot of time and money into this once-in-a-lifetime experience—don't leave anything to chance!

Students planning to participate in study abroad programs are encouraged to purchase comprehensive travel insurance, including trip interruption and trip cancellation coverage for any reason. This type of insurance will provide travelers with some financial support and flexibility to adjust travel as needed. There are many companies and organizations that offer travel insurance, including:

- [International Student Insurance](#)
- [AIG Travel Insurance](#)
- [Generali Global Assistance](#)
- [ISIC Travel Insurance](#)
- [Allianz Travel Insurance](#)
- [LewerMark Student Insurance](#)

WU does not recommend any specific company.



“I feel now I am academically and socially prepared for accomplishing any task that tests my skills to survive in a real business environment.”

Travis Byers, WU Business Experiences in China, Xi'an and Shanghai, China,

X. PRE-DEPARTURE CHECKLIST

Required:

- **Passport/Visa:** Obtain your Passport or any required Visas as soon as possible. For more information, visit: <https://travel.state.gov/content/travel/en/passports/apply-renew-passport/how-to-apply.html> U.S. citizens who participate in a summer program generally do not need a visa. U.S. citizens who participate in a semester-long program usually need a visa—check with International Programs or the sponsoring department. Non-U.S. citizens are responsible for contacting the host country’s Embassy or Consulate to inquire about entry and visa requirements. If a visa is needed, contact International Programs for guidance and supporting documents that must accompany the visa application. We recommend using a Visa Processing Service such as: Travisa <http://www.travisa.com/>
- **Tuition & Fees:** You must pay your WU tuition and fees before departure. If you are participating in another institution’s program, you must follow all their payment deadlines.
- **Financial Aid:** If you receive any scholarships, loans or grants, you must make arrangements with the Financial Aid Office so that you can receive these funds to use for program costs.
- **Enroll:** Register for your WU Study Abroad Courses & Host University Courses.
- **Vaccinations:** Find out if it is required or recommended to get any vaccinations, immunizations, shots, or medicines at: <https://travel.state.gov/content/travel/en/international-travel/before-you-go/your-health-abroad.html> Some vaccinations require follow-up inoculations or medicines; plan accordingly.
- **Orientation:** Complete the Study Abroad Pre-Departure Orientation.

Strongly Recommended:

- **Copies of Documents:** Leave copies of important documents with family and/or a trustworthy friend at home:

Passport identification page (Upload a copy to your WU Study Abroad Portal & keep a copy with you in a place separate from the original)
 Visa page (if required)
 Airline tickets

Driver's license
Credit cards
Your contact information abroad (addresses and phone numbers)
Emergency contact information abroad
Insurance information

- **Baggage:** Familiarize yourself with the current TSA baggage guidelines for air travel at www.tsa.gov and find out how much luggage your airline will allow and what baggage fees apply.
- **Baggage Tags:** Make sure your *covered* luggage tags are labeled with your name, address, and telephone numbers. Also, place your contact information *inside* each piece of luggage.
- **Register:** Register your trip at <https://step.state.gov/step/> so officials can contact you in case of an emergency.
- **Travel Warnings:** Check out any appropriate Travel Warnings, Consular Information Sheets, and Public Announcements available at: <https://travel.state.gov/content/passports/en/alertswarnings.html>
- **Research:** Investigate the local conditions, language, laws, legal system, political landscape, weather, and culture of the country you're visiting.
- **Prescriptions:** Find out whether your prescriptions are considered illegal narcotics in the country you're visiting. Get a letter from your doctor listing your medications and explaining why you need them. Carry instructions for treating any allergies or other unique medical conditions you might have.
- **Money:** Consider taking a combination of cash, traveler's checks, ATM cards, credit cards, and information on receiving emergency funds while overseas. Order foreign currency and/or traveler's checks. (**Do not** carry around excessive amounts of cash!). Know the credit limits on all your credit cards as well as how to contact those companies from abroad.
- **Money Belt:** A money belt or neck pouch allows you to carry and conceal your passport, credit cards and cash.
- **Arrangements for Receiving Emergency Funds:** To prepare for an unexpected lack of funds or an unforeseen expense, talk with a family member about the possibility of providing you with emergency funds.
- **US Embassy Consulate:** Know the location and how to contact the closest embassy or consulate of all your destinations by visiting <https://www.usembassy.gov/>
- **Calling Home:** Plan for multiple ways to contact home: calling card, internationally accessible email address, fax, etc. Find out whether or not your wireless mobile devices will work abroad: <http://www.goabroad.ekit.com/ekit/MobileInfo/Guide>
- **Packing List:** Create an itemized list of all that you've packed in your luggage for insurance purposes. Pack essential items in your carry on incase your check luggage is lost. This includes prescription medication, and an extra change of clothes.
- **Plan for Arrival:** Arrange transportation to and from your airport(s). Even though you might have been told that someone will meet you at the airport for your particular

program, it's good to have a "Plan B" in mind in case this does not happen. Have your program's contact information and your guidebook available so you can make arrangements for reaching your housing or your program's office if necessary.

- **Guidebooks & Maps:** You should buy a travel guidebook before you leave the US. Consider a copy of Let's Go or the Lonely Planet, which produce country and region-specific guidebooks. Most large bookstores carry copies. You may also check with the university library, public library, or travel agents about additional books and maps.

Consider:

- **International Student ID Card:** <https://www.isic.org>. The International Student ID Card (ISIC) provides access to a broad network of discounts and benefits for students while you're abroad.
- **Vote:** Register to vote absentee if you'll be abroad during any state or national elections by visiting www.fvap.gov.
- **Rail Pass:** Check with country specific providers to learn more about rail passes and other discounted in-country transportation options.
- **Youth Hostel Card:** These cards can give you access to discounted hostel rates. Check with country specific providers about youth hostel cards.
- **Arrangements for receiving mail:** Provide the post office with a forwarding address to your permanent location in the US and ask a family member or trusted friend to sort through it for you. If necessary, they can forward important mail to you.
- **Driving:** If you plan on driving abroad, obtain an International Driving Permit (IDP) from <http://www.aaa.com/vacation/idpf.html>. Also, find out if you need additional auto insurance coverage.

Prep & Pack Tips:

Getting ready for your trip abroad is much more than buying new flip-flops and stuffing your backpack with clean socks. Do you have an electrical converter for your blow-dryer? Check. Have you made copies of all your important documents? Check. Use checklists to **prep and pack** for your trip: <https://travel.state.gov/content/dam/students-abroad/pdfs/Preplist.pdf>

Pack light! Do not take your entire wardrobe with you. Don't forget that you have to carry everything yourself through airports, train stations, and subways. And you will have to bring back anything you buy there, too. Consult a travel guidebook for your host country—most include a list of items to bring and a list of what you should leave at home.

Have a nice trip! Bon voyage! Buen viaje! Ciao!
Gute Reise! Yi lu shun feng! 一路順風 Hauskaa
matkaa!

Home Institution Study Abroad Coordinator Contact Information

Fill out the following information before you depart.

Credit Transfer Form:

https://washburn.studioabroad.com/customtags/ct_FileRetrieve.cfm?File_ID=05037B7370763F77750206070F0B721C7C0D777C1A0C0307051C717405057C0507017777017B7607750D

If you are planning to transfer foreign credit the Study Abroad Coordinator in the Office of International Programs must receive a signed copy of the Study Abroad Credit Transfer Form prior to your departure. The SACT form officially approves all credit for work abroad before it can be posted on your official transcript. You are responsible for contacting the appropriate faculty advisor when necessary. The Study Abroad Coordinator cannot be responsible for contacting academic advisors.

WU International Programs

Department

785-670-1051/785-670-2095

Phone/Fax

studyabroad@washburn.edu

Email

WU Academic Advisor

Department

Phone/Fax

Email

On- Site Coordinator or Office: Fill out the following information when you arrive on site.

Name

Department/ Office

Phone/Fax

Email

Name

Department/ Office

Phone/ Fax

Email

Other Useful Information: Local taxi info, housing/landlord, friends etc.

Name

Name

Name

Contact Information

Contact Information

Contact Information

Emergency Wallet Card:

Student Study Abroad Emergency Contacts

My Residence phone: _____

Address: _____

Insurance Provider and number _____

Blood type _____ Allergies _____

Medical Conditions _____

Passport Number _____

WU Contacts:

Washburn University (785) 670-1010

Office of Intl. Programs: (785) 670-1051

Baili Zhang, Director of Intl. Programs: 785-670-2086

Tina Williams, Study Abroad Coordinator: (785) 670-2095

On Site Emergency Addresses & Tel: #'s

Emergency Contact Name and Phone

Onsite Coordinator Name and Phone

U.S. Embassy Address and Phone Number

U.S. State Dept. (202) 647-5225

To report your Credit Card lost or stolen

To report your Debit Card lost or stolen