

ST. LAWRENCE UNIVERSITY

Center for International and Intercultural Studies

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Orientation

Booklet



9th Edition

Table of Contents

Introduction	1
Timeline	1
A word of caution	2
BEFORE YOU LEAVE: Physical Preparation	
On Campus	2
Documents	3
Health	4
Money	5
Travel	7
Packing	8
BEFORE YOU LEAVE: Mental Preparation	
Things to Know	9
About the US	9
About your destination	10
Culture and culture shock	11
Practice, Practice, Practice	13
WHILE YOU'RE THERE	
Correspondence	14
Conduct	15
Transportation	17
Safety	18
Unpredictable Events	19
Sexual Harassment	20
Loneliness	20
COMING HOME	
Re-entry and cultural adjustment	21
Suggested Reading	
Questions	
Packing List Suggestions	
Estimated Costs	
Immunizations	
Possible Funding Options	
Budgeting Guide and worksheet	
Conversion Guide	
Safety and Risk Management Plan	
Copies of the forms which you signed and returned to CIIS:	
Health Insurance Coverage and Emergency Contact Form	
Release Agreement	
Important Contacts on Campus	

Congratulations! Congratulations!

Expect the unexpected.

The preparation for a student's study abroad experience is the responsibility of the Center for International and Intercultural Studies (CIIS) AND the student. It is a partnership. *Get curious!*

A QUICK TIMELINE

Pre-departure:

- Participate in the "BEFORE" group
- Attend orientation meetings
All orientation meetings are mandatory. Your eligibility for the program could be jeopardized if you choose not to attend.
- Arrange courses abroad
- Collect all necessary documents
- Gather information on your destination's culture and your own

During your stay:

- Keep your eyes and ears open, and record it in your journal.
- Go out of your way to meet people from your host culture
- Keep an open mind. Try new food.
- Respect the director and others on your program

Upon return:

- Talk to your advisor
- Know – learn about re-entry issues and reverse culture shock
- Re-read this manual
- Talk to other returnees or the CIIS staff about your experiences
- seek out classes that incorporate your experience.
- join the ANGEL community group "AFTER"

"It is better to be prepared for an opportunity and never have one than to have an opportunity and not be prepared."

papers due Nov 2
Visa in Nov.

wish u med form oct 30

health & safety
9:20 AM on

tuesday
indiana 101
1

Caseel enter
Mon. after Thanksgiving

Dec 4
making
9:00 AM
in
Parker

URGENT! IMPORTANT! CRUCIAL! WARNING! FIRE! ACHTUNG!

Bear in mind that your acceptance to the program is *NOT* guaranteed. As stated in your acceptance letter:

"All acceptances to off-campus programs are provisional. You must complete all medical requirements. You must also maintain the academic and social/disciplinary record that your acceptance was based on. If there are changes in this record (such as a withdrawal, incomplete or failure in a current course, a significantly lower grade average for the current semester, changes in your social/disciplinary status, or changes in your physical or psychological health status) 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. In addition, you are **required to attend all orientation meetings and to complete all of the paperwork** required for participation in this program. Persistent delinquency will be grounds for rescinding your acceptance."

This means you **MUST** complete all necessary forms and tasks on time. If you fail to do this, CIIS reserves the right to **REVOKE** your acceptance *at any time*. Do what is asked of you, do it well, and do it **ON TIME**. If you're having trouble, talk to us. We're here to help and really quite understanding.

BEFORE YOU LEAVE: Physical Preparation

On campus

Arrange on-campus housing for the semester you return

*Make sure you fill out forms and turn them in **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 your advisor of any changes or developments while you are abroad as well.

Complete green transfer credit form *if* it is included in your packet. (Certain programs require this while others don't.)

Special needs students who require accommodations abroad should talk to CIIS IMMEDIATELY. If you have questions, please contact our office or Academic Services for Students with Special Needs **BEFORE** you leave. *If you fail to report the need for accommodations and complications arise during the semester, you may be sent home.*

"Perhaps travel cannot prevent bigotry, but by demonstrating that all people cry, laugh, eat, worry, and die, it can introduce the idea that if we all try to understand each other, we may even become friends." -Maya Angelou

Documents

To get into another country, you will need:

A PASSPORT. (*You should have this by now- DO NOT wait until you go home on break.*)

Consider getting a notarized copy of your passport. At the *very least*, have a photocopy of the ID page from your passport and a copy of your visa with you AT ALL TIMES and leave one at home.

Passport tips from the US Embassy:

DO NOT -keep your passport in an automobile whether it is locked or not.

DO NOT -use your passport for collateral under any circumstances

DO NOT -use your passport as an address book

DO NOT -attempt to change any official entries which appear in your passport which could invalidate it

DO NOT -carry your passport in the same wallet as your money and other ID

DO NOT -leave your bags unattended for even a second

A VISA or RESIDENT PERMIT (if required).

If the country you are traveling to requires a visa/resident permit, you must arrange it in advance. Do not delay. No Visa = No Go

ANOTHER FORM OF PICTURE IDENTIFICATION.

AN AIRPLANE TICKET.

DESTINATION INFORMATION.

Have the address and/or name of the director or your destination with you for entry purposes.

INSURANCE CARD/POLICY

Your insurance information should be available. Did you make sure that it is indeed worldwide coverage??

CREDIT CARD

It is essential that you have a credit card (or debit card with sufficient funds) available for emergencies

It is also helpful to have:

A Hidden Pocket –
It's a wallet that can be attached to a belt loop and worn inside your pants, it's great for important documents and \$\$\$. *They are sold at the SLU bookstore.

AN ISIC (International Student Identity Card)

This card provides emergency assistance, discounts, and more.

A Youth Hostel membership

Extra passport photos

Copies of your passport, ID, etc.

You should have one set with you and leave one at home.

Traveler's checks

You only live once- but if you work it right, once is enough. ---Joe E. Lewis

Health Concerns

HEALTH INSURANCE- (International, with evacuation coverage)

Health Checklist:

- physical
- dental checkup
- arrangements for any medical supplies
- all prescriptions
- immunization record
- health insurance

You received a memo in your acceptance packet regarding health insurance. Make sure that the HEALTH INSURANCE COVERAGE FORM AND EMERGENCY CONTACT has been completed and returned with the other items required.

-Have a credit card available and take it with you to the hospital/emergency room should you ever need to go. In most cases you will be required to pay the fees upfront. Typically your insurance will reimburse you AFTER the fact, when you present detailed receipts. Please note that records and reports may be printed in foreign languages that will need to be translated.

EVEN IF YOU HAVE INSURANCE, some countries (Australia, Japan, New Zealand) require you to enroll in their national insurance plan in order to obtain a visa. You will be responsible for the additional cost. Be prepared for this. ISEP participants must carry ISEP insurance.

International Certificate of Vaccination (Yellow Immunization Card)

Although the yellow immunization card isn't required for all programs, it is a good idea to have one. You can get one from the Health Center.

Let us rise up and be thankful, for if we didn't learn a lot today, at least we learned a little, and if we didn't learn a little, at least we didn't get sick, and if we got sick, at least we didn't die; so, let us all be thankful. -Buddha

Copy of all prescriptions (including glasses and contact lenses)

It is possible to get prolonged prescriptions. Talk to your physician *and* your insurance company about this.

A letter from your doctor regarding all chronic problems or a statement of all medical conditions

It is helpful to have 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.

Dental visit

You should visit the dentist before you go. Allow enough time for treatment of cavities or other problems that require additional visits.

Dietary adjustments

Foods may be extremely different in your host country. Research what common foods are and what will be available.

*note: Medication such as Ritalin is not effective if eating and sleep patterns are changed.

The voyage of discovery is not in seeking new landscapes, but in having new eyes.
-Marcel Proust

\$\$Money\$\$

How much to bring?

Come in and look through student evaluations (in a binder in the CIIS office). It will give you a better idea of how much students have spent. See also the table with additional costs and immunization information attached in the back of this booklet. (Non-SLU students can contact CIIS for email addresses of past participants.)

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 financing assistance. See also the Student Financial Services website at www.stlawu.edu/sfs for more information.

In what form?

Call the fraud number for all credit/ATM/Debit cards to alert them that you will be abroad for a certain amount of time so that your records aren't frozen while they make sure it wasn't stolen.

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 money access in your respective location.

ATM/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 a credit card at most ATMs and retail stores. It is better than a credit card because you avoid interest charges, but it is crucial that you keep track of spending so you don't run out of money. Consult your bank about extra fees for withdrawing money from other ATMs. Another advantage of debit cards and ATMs – you get the money in the local currency; no exchange fees. 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.

CREDIT CARDS

Carry a credit card in case of major emergencies. There are places that don't accept any 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.

TRAVELER'S CHECKS

You will be charged a fee to get them and to exchange them, but it is a bit safer than cash. Make sure you keep track of all the necessary papers that accompany the checks and keep a copy in a safe place (including one at home). They are most useful in the local currency. Some students report that traveler's checks are becoming outdated.

Be sure to write down the number and expiration date of any and all cards you take with you in case something should happen to them. Take one list with you and leave one at home.

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 US dollars with you when you go.

"There is nothing permanent except change." -Heraclitus

Changing money

Where?

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.

Cash machines

Find out how available they are and if your card is accepted.

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

Saving money

The more you can save at home will be more money in your pocket abroad. You will spend as much money as you have or as much as your parents give you.

Nothing encourages creativity like the chance to fall flat on one's face.

-James D. Finley

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ADVICE from past participants:

Walk or get a bicycle when possible, or buy a bus pass. Taxis are generally quite expensive and it is much cheaper to use your feet. You will also discover more of the city on foot than in a car; you can take alternate routes and possibly come in contact with more people. The subway is quick and cheap, but you see more of the city if you are on a bus or walking.

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Keep track.

It helps to put things into perspective. Even if it's not perfect, or if you forget from time to time, it will give you a better idea of how much money you're going through and what you spend it on.

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

"Every land has its own special rhythm, and unless the traveler takes the time to learn the rhythm, he or she will remain an outsider there always." -Juliette de Bairdi Jevy

From the SLU mailroom:

- All FIRST CLASS mail will be forwarded to the permanent address listed in the Larry.
- SECOND CLASS mail will be tossed. If you subscribe to magazines, cancel subscriptions or change the address they are sent to. If you do not do this, you will lose all the issues sent while you're abroad.
- NON-SLU students should inquire at their home university mailroom regarding this issue.

Travel

AIRPLANE TICKETS

Some programs receive group flight information in the mail directly from Melissa at Stone Travel. She also helps individual students with their arrangements. If you would like to work with her, the contact information is:

Melissa Honan
Stone Travel
13 Clinton Ave
Cortland, NY 13045

Phone: 607-753-8283
Toll free: 800-331-3750
Fax: 607-756-4360
Email: Melissa@StoneTravel.com

STA travel also works with students, and there are a variety of travel agencies you can contact. Sometimes internet flights are cheaper.

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

Note: Eurail passes must be ordered in the United States before you go.

Travel agents are a great resource (at home and abroad). It never hurts to stop by and talk to them about your plans and ask for tips and/or advice.

Determine how often you are expected to check in with your loved ones while traveling. Talk to your host family about appropriate time on the phone for this, too.

Packing

What to pack:

→ There is a list in the back of this booklet to help you pack.

Personal items

Most products are available in your host country. Bring any brand names that you can't live without and any special supplies that you can't get outside the US, but remember it's a good time to learn how little you *really* need.) Keep in mind that you will wear out the things you bring with you, (i.e. clothes).

Gift for host family

Bear in mind that your host family is sharing their home and life with you. A small token of appreciation that they can remember you by is always nice. Something homemade from your town, state, or region would be thoughtful. It should be a show of appreciation, not wealth.

"We are all faced with a series of great opportunities brilliantly disguised as impossible situations."

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### 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

### 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

AS400 film or lower is usually ok for carry-on x-ray machines, but anything higher should be hand-checked by airport officials. Lead film bags are available in most photo shops. Unexposed film could be destroyed if you put in your checked luggage.

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 other countries have different plug-ins and voltage, so you must bring adapters.

## BEFORE YOU LEAVE: Mental Preparation

### Things to know

About the US –(general info, latest events, demographic info, etc)

It is not enough to “be” American (or be studying in the USA). People who have never been to the USA (and some who have) will have many questions about the US and your home. Know some basic demographical facts about the USA and your home state, area, or country. Take the time to watch the news or read the papers. Pay special attention to politics.

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 purchase American products and adopt American fashions and popular culture, but they may also be highly critical of the US.

*The first key to wisdom is assiduous and frequent questioning. Peter Abelard*

### Know about your destination -

There are many resources (maps, guides, fiction from area, news articles, etc.) available about locations all over the world. Inform yourself about your destination. It will make your stay much more interesting, and the people of your host culture will appreciate your efforts.

Read a newspaper from your host country - *before* you go.

→ There is a list of questions at the back of this booklet- use it as a worksheet. Find answers and learn

Learn some of the proverbs or sayings from the US and your destination

*“It is better to ask some of the questions than to know all the answers.”*

What to pack in your mental suitcase:



**A SENSE OF HUMOR.** You must be able to laugh about things, especially your own blunders. They are bound to happen, and you will beat yourself up if you can't see the humor in it.

**ABILITY TO COPE WITH FAILURE.** You are only human. Nobody can do everything right all the time.

**AN OPEN MIND.** Keep your opinions flexible and receptive to new ways. “My way or the highway” attitudes won't cut it there.

**FLEXIBILITY AND ADAPTABILITY.** The ability to tolerate changes and new environments can be trying.

**CURIOSITY.** Be interested in other people, places, and ideas. An enthusiasm to learn about different things will lead you to great 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. **Life will not be as easy as it is at SLU.**

**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.

*Life is not a spectacle or a feast; it is a predicament. George Santayana*

## Catch Phrase: Culture

There is no universal definition of the term. Consider it a discussion point.

Thoughts on what culture is:

It's like your **preferred hand**... When change happens, or you are suddenly immersed in a new culture, it is similar to the feel of writing with the "other" hand.

**\*\*Remember: we *do* have the other hand\*\***

**Us vs. Them...** what do you consider people of the host culture to be? How differently do you react according to your perception?

*"Learn never to conceive a prejudice against others, because you know nothing of them. It is bad reasoning, and it makes enemies of half the world." -William Hazlitt*

Some approaches to keeping an **open mind**:

-Observe, listen and describe rather than look for what proves 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.

-Be persistent in asking questions and learn to ask the kinds of questions that elicit answers. Listen actively to the answer you get – and ask for feedback if you are not sure you understand.

*"The axis of the earth sticks out visibly through the center of each and every town."  
-Oliver Wendell Holmes*

**STAGES OF CULTURE SHOCK:**

1. Initial euphoria
2. Irritability and hostility
3. Gradual adjustment
4. Adaptation or biculturalism

Keep these stages in mind, and you will be able to describe each one in great detail as they occur.

Even though you may feel adjusted 3 months into the experience, you may pass through small phases of homesickness. Remember this is only a phase.

*"When we say that people have no interests, we are usually admitting that we haven't bothered to find out."*

Some symptoms of STAGE 2:

-**Rejection** of the host culture - the ways of the host country are bad because they make me feel bad.

-**Regression**; everything in the States becomes irrationally glorified

-**Excessive concerns** over cleanliness, feeling helpless, wanting dependence, getting irritated about little things, refusing to learn the language, excessive fear, concern over minor pains, longing for home

-**The attitude** "if you criticize my country, you are criticizing me. If you criticize me, you are criticizing my country." Be a good representative

**OVERCOMING** culture shock is possible and there are some small things you can do to help yourself.

Keep busy and set goals – regardless of how small they might be.

Write a journal – it will put things into perspective.

Share feelings with other foreign 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  
Settle in the room or residence – make it ‘home’  
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.

*The man who makes no mistakes does not usually make anything.* -Edward Phelps

## 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 in which you believe- participate in 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

Read

- read anything you can about the place you’re going, including novels

Talk

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

Surf

- the internet for anything about your country

*By three methods we may learn wisdom: First, by reflection, which is noblest; Second, by imitation, which is easiest; and third by experience, which is the bitterest.* Confucius

## WHILE YOU’RE THERE

*Wherever you are, be there.* -Emerson

It will be exhausting to constantly be aware and observe what is happening around you, but well worth the effort. Be sure to keep a journal. Journals will also jog your memory when people ask you about certain occurrences while you were abroad.

*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 can seem, you *will* get through it. Don't spend your time wishing you were home or wondering what everyone else is doing. Live in the moment and for pete's sake, don't call home all the time.

If you are on a direct-enrollment program, make sure courses you take abroad will be credited at SLU. Email department chairs with the course syllabus and get them to okay the credit immediately after registering.

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Advice: It is also important to participate in class. Try to say something at the first or second class meeting. The first step is always the hardest.
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~~~~~  
Register your passport with the embassy. It will make passport replacement a bit easier, and the embassy can then notify next of kin if something should happen. If your family at home needed to get in touch with you and they were having trouble, they could also call the embassy to find you.
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Using the **SLU LIBRARIES** is possible from anywhere. Once on the library homepage, click on "Off-Campus Access". Instructions are there. **IMPORTANT:** your id is the first 3 letters of your last name and the last 3 digits of your SLU id number. Your password is your SLU id number with all of the 000s. Once you have that, you should be able to click on the link and enter your id and password. If that doesn't work, it is most likely an IT problem and you should contact the helpdesk.

## Correspondence...

*We will hold on to our own as long as we can, for there is a painful loss in admitting the relativity of our reality and the validity of others. -James Wurzel*

### ...with home

It is important to keep in touch with the folks back home, but avoid becoming dependent on those conversations. You chose to study abroad, now it's time to be there. Lose the daily cell phone conversation with mom/dad/boyfriend/girlfriend back home.



### The Journal as alternative

Keeping a journal can be extremely beneficial in this regard. You can write everything down, satisfying the need to share with anyone who will listen. You can also be brutally honest when things seem terrible. It is therapeutic, not to mention fully entertaining when you look back and read entries written in the previous weeks or months. It's a valuable keepsake, as well. If you don't like to write, consider blogging or recording your thoughts on a cassette tape. There are many different ways to express yourself. Perhaps photography would be a useful alternative.

...with SLU

→ There will be a list of important contact names and numbers at the back of this guide, but it is a good idea to bring your campus Larry and student handbook with you.

*"From time to time, to remind ourselves to relax, to be peaceful, we may wish to set aside some time for a retreat, a day of mindfulness, when we walk slowly, smile, drink tea with a friend, and enjoy being together as if we are the happiest people on Earth." -- Thích Nhất Hạnh*

The various means of communication:

#### AIRMAIL

Sending packages:

- \$100 worth of goods per person, per day are duty and tax free. - Books can usually be sent home at a special rate and are duty free.

- You can ship your personal things duty free. Mark them "AMERICAN GOODS RETURNED."

- You cannot mail liquor to the US

DO NOT mislabel what you are sending. Packages are often checked, and false representation can be serious.

#### 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.**

**\*\*plan on spending money for cybercafes\*\***

#### PHONE

Phone cards, cell phones, pay phones, host family phones...

Consult your country specific information for more details.

*"Good manners will open doors that the best education cannot." -Clarence Thomas*

## Conduct

The same behavior 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 you and assist you. There is a reason for the instructions given to you.

#### Host Family Tips

- ▶ Do not expect things to be like they are at home. **You** will need to adapt.
- ▶ Do not use the phone, laundry, or TV without permission.
- ▶ Hot water is very expensive in some countries. Use it conservatively.
- ▶ Communicate with your host family about everything.
- ▶ Use your language skills.
- ▶ Learn the local culture.
- ▶ Do not become a criticizing tourist.
- ▶ Do not expect too much.
- ▶ Housing in other countries can be very different.
- ▶ Offer to help with household chores, even if they don't accept your offer.
- ▶ Spend time getting to know them.

#### 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.

Obey local laws. If you break them, only you are accountable for your actions. Even the US consulate may be unable to help you in the event of a

serious problem. Not knowing the law is not an excuse and won't always help you. It is your responsibility to learn and follow local laws.

and remember...

When you travel abroad, you automatically become an ambassador. It is crucial to realize this and act accordingly, especially in recent times when people can become somewhat skeptical of Americans.

Not everyone speaks English. If you are traveling to a country that speaks another language, make an effort to learn it. It is your responsibility to learn the local language, not the local's responsibility to learn English.

Use common sense, be considerate and respect your host family. If your host family asks you to do something, or not do something, heed their request.

Remember that you are a guest of that country- be pleasant, and try to keep a low profile in dress and demeanor.

It is better to be too formal than too informal. Informality can be seen as a lack of respect and leaves a sour taste in the mouths of the locals. Mistakes happen and you can slip up once in a while, but when in doubt, be formal.

Don't hitchhike.

Avoid taking pictures of police, military personnel, and military installations.

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".)

Learn some local language so you can obtain help, if needed.

Travel with another person whenever possible. It is easier to watch out for one another and your things, and two heads are often better than one.

Always carry some cash in reserve. This could also be a safety issue if it means affording a taxi to remove you from a sketchy situation.

Note: Beer in another country may have much higher alcohol content (twice or more!) than US beer and it may be served in larger quantities. Be careful, counting drinks probably won't be a good indicator of your alcohol consumption.

## TRANSPORTATION

Student rates may be available. Often the ISIC card will be helpful in acquiring discounted student rates. Always ask if there is a student discount before you buy anything.

OH, 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 will cover transportation passes.

### 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 road safety – in your host country and the places you plan to visit. There is 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](http://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

"Enjoy every situation you encounter. In order to grow you must confront and that is the basis for awareness. You must be willing to commit entirely to the experience in order to enjoy it."

### VACATION TRAVEL

When in Europe, the Eurailpass is a viable option, but there are other possibilities, too. Sometimes travel agencies have 'last minute' deals. There may also be specials offered by the local bus or train companies. Keep your eyes open and look for travel deals *everywhere*. Remember that Eurail passes must be ordered in advance in the U.S. \*\*Look at your program calendar first to make sure you will have time to use it before you buy it.

### ITINERARY

Whenever you travel, leave an itinerary with the director and your host family or roommate and let others know who has it. Plan ahead as much as possible. At the bare minimum, indicate the town and the projected date/time of arrival, it will give an idea of where you will be. If that itinerary should change en route (which it probably will) notify the person with the itinerary as soon as possible.

**Safety** 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. Equally important, it is also necessary 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 difference between scary and dangerous!) There is a need for increased awareness and precaution, but not paranoia.

Use common sense when traveling or studying. It is never a good idea to 'stand out' in a crowd or draw attention to your American-ness. 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 other people, and don't announce group activities.

If you're going through hell, keep going. -Winston Churchill

## 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. Don't hesitate to 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.

There is a telephone number on your ISIC card that you can call in case of emergencies. This is just one benefit of that card. Be sure to investigate all the benefits of the card in advance.

### Help from the US consul

- There are US consular offices in most countries overseas. Find out where the nearest office is to your destination.
- They will advise and help you, especially if you are in serious trouble.
- The Citizens Emergency Center is designed to help US citizens in emergencies.

Consular offices ARE NOT travel agencies, information bureaus, banks or police. They CAN NOT help you if you break the law in a foreign country, so **don't do it.**

→ There is a copy of the SLU Safety and Risk Management Plan at the end of this booklet.

*Solitude is the furnace of transformation.*

*Henri Nouwen*

## 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/guardian.

Participants and their emergency contacts should be in communication throughout the program and ensure that all contact information (for both parties) is accurate and current.

Participants should immediately notify their emergency contacts in the event of any emergency, accident, serious health problem, or other serious mishap.

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.

The U.S. Department of State Office of American Citizens Services and Crisis Management will generally not release information about specific individuals to CIIS or to other third parties, *however*, as indicated on the U.S. State Department website, “Families in the United States whose U.S. Citizen relatives abroad are directly affected by a crisis can communicate with the Department of State through our Office of American Citizens Services and Crisis Management (202) 647-5225.”

### Sexual Harassment:

If you experience sexual harassment or assault while you are abroad, it is important that you report it immediately and seek any assistance you need. You should report it to the program director, the program assistant or Nancy Pierce (on campus). Nancy, director of off-campus studies, is an SLU Advocate, and can be reached at 315-229-5991, or [npierce@stlawu.edu](mailto:npierce@stlawu.edu).

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 any uncomfortable encounter as soon as it happens.

### Loneliness:

It can (and probably will) happen to you.

#### What to do?

Sometimes learning to do things alone will open up more opportunities to meet new people.

Having American friends is not a bad thing—as long as they aren’t the only people you hang out with. There are times when you will need to talk to someone who is going through the same thing you are, and quite frankly, Americans will tend to understand you best (although this isn’t always the case).

Get away from students. Homestays are a great tool for this. Family is important and contact with other generations can fill the gap you may be feeling. Activities outside the academic program are also a great place to expand your age range.

It will help your overall well-being if you make an effort to **stay healthy** while you are abroad.

- Make sure you monitor your health and don't overdue it.
- Everything in moderation!
- Eat a well-balanced diet. Consider vitamin supplements if you feel you aren't getting the necessary nutrition to stay healthy.
- Watch what you eat, and be cautious of raw foods and untreated water. The new foods may simply be hard for your body to digest in the beginning, so take it slow.
- Reduce your risk of STDs- use common sense, and then some paranoia. You can never be too careful.
- Locate the health care facilities when you get settled in so you know where you can go before the need arises.

*Imagination is a poor substitute for experience.*

Havelock Ellis

## COMING HOME

### To Do

- Before you **leave**, make sure you have taken care of all the paperwork.

Do you have a flight home and a ticket?

Give back **any keys** or things used during the home-stay.

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.

Un-register from the city- 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.

There are some great courses regarding study abroad that will ease the transition—check out the global studies listings and other international courses. Anthropology and Sociology courses can be helpful, too.

- Housing on Campus

Just check to make sure you have done your part.

### CUSTOMS REGULATIONS

-Customs regulations and procedures vary from country to country. If you are carrying unusual items, or something potentially problematic, contact the appropriate embassy beforehand.

-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, and no one is allowed to bring more than two liters. (On the same note, there is a limit of 100 cigars and 200 cigarettes.)

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

## Re-entry and cultural adjustment

Be aware of re-entry shock and what can happen to people when they return. Symptoms have been identified, most of which are strikingly similar to those of culture shock, but with a bit of a twist. This time the "new" environment is actually the "old" environment you left behind.

Why does it happen?

Typically, a student will have been away from home long enough to conveniently forget some of the bad things while cherishing (and possibly romanticizing) the good things, thus creating an idealized view of 'home.' Along those same lines, there is an expectation that things will be just as they were before departure, that nothing has changed, and it will be easy to slip back into the old way of life. Unfortunately, both of these expectations can be troublesome, making home feel even more foreign.

There are 4 stages to reverse culture shock:

1. **DISENGAGEMENT** (before you leave the host country you start dreaming of home and reducing involvement abroad)
2. **INITIAL EUPHORIA** (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)
3. **IRRITABILITY** (all those bad things that arise- from irritation to depression- also the part we focus on in this section)
4. **READJUSTMENT AND ADAPTATION** (it even sounds soothing, doesn't it?)

When this happens, you may experience a variety of feelings, which are common to returnees. Some of the following were **identified by students** in the past:

- You **can't explain** what it was like to people who haven't had a similar experience. Or perhaps you feel that **"no one wants to hear"** about the experience, or they lose interest too quickly. It's true - 'you had to be there.'
- Perhaps you will get **bored** with the everyday life at home. There won't be nearly as much stimulus and things aren't continuously new and exciting.



-Just like reverse culture shock, there may be **reverse homesickness**. You will 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, and it could feel like people notice the **wrong changes**, like little habits, and interpret them to be something undesirable. In the same way, 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. Use those adjustment skills you learned abroad, be patient, change what you can, and try to remain open-minded.

*"The trouble with using experience as education is that the final exam often comes before the class."*

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.

-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 great medicine 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.

-Expect a time of adjustment, and keep **LAUGHING**.

-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 "reverse culture shock" on any search engine and discover endless websites about all aspects, or refer to our suggested reading list.

-**JOIN AFTER**—the community group on ANGEL for everyone who has returned from abroad.

*Don't cry because it's over, smile because it happened.*

But remember...

*...Success is never final. -Winston Churchill*

Another way to use that international experience is to share it with others. (This may even ease the re-entry shock at the same time!) Here are some suggestions:

- Ask high school foreign language instructors if you can give short guest lectures, illustrated with slides, photographs, or videos.
- Many local civic and children's organizations enjoy speakers who share their foreign travel anecdotes.
- Kiwanis, Rotary clubs, Girl and Boy Scout Troops may be able to utilize your experiences through presentations.

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

*So the journey is over and I am back again, richer by much experience and poorer by many exploded convictions, many perished certainties. For convictions and certainties are too often the concomitants of ignorance... I set out on my travels knowing, or thinking I knew, how men should live, how be governed, how educated, what they should believe. I had my views on every activity of life. Now, on my return, I find myself without any of these pleasing certainties... The better you understand the significance of any question, the more difficult it becomes to answer it. Those who attach high importance to their own opinion should stay at home. When one is traveling, convictions are mislaid as easily as spectacles, but unlike spectacles, they are not easily replaced (p. 3).*

*-Aldous Huxley upon his return from first trip around the world.*

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!

## Suggested 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
- Condon, John C. *Introduction to Intercultural Communication*, Bobbs-Merrill, Indianapolis, 1974.
- Hall, Edward T. *Beyond Culture*, Anchor Books, Garden City, NY, 1981.
- Hall, Edward T. *The Hidden Dimension*, Doubleday and Company, Garden City, NY, 1982.
- Hall, Edward T. *The Silent Language*, Anchor Books/Double Day, Garden City, NY, 1981.
- Hess, J. Daniel. *From Other's Point of View*, Herald Press, Scottsdale, PA, 1980.
- Kaufmann, Norman. *Students abroad strangers at home: education for a global society*. Yarmouth, ME: USA: Intercultural Press. 1992
- Kohl, L. Robert. *Survival Kit for Overseas Learning*. Intercultural Press, P.O. Box 768, Yarmouth, ME 04096, 1984
- Lewis, Tom J. and Robert E. Jungman, editors. *On Being Foreign: culture shock in short fiction: an International Anthology*, Intercultural Press, Yarmouth, ME, 1984.
- MESA: Minority Experience of Study Abroad*. Edited by Pamela Dudzik and Samantha Phillips. Brown University, 1991.
- Newman, Steve M. *Worldwalk*, William Morrow & Co., New York, 1989.
- Storti, Craig *The Art of Crossing Cultures*, (Intercultural Press)
- Storti, Craig, *The Art of Coming Home*, (Intercultural Press 1997) Yarmouth, ME
- Wagner, Kenneth and Tony Magistrale *Writing Across Culture*, Peter Lang Publishing, Inc., New York, 2003.

### Past 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>

ANGEL

<http://angel.stlawu.edu/angel>

### General Study Abroad Information

<http://www3.uop.edu/sis/culture/index.htm>

<http://www.studyabroad.com>

<http://www.usc.edu/dept/education/globaled/>

<http://www.finaid.com>

### Travel Guides

<http://www.fodors.com>

<http://www.frommers.com>

<http://www.letsgo.com>

<http://www.lonelyplanet.com>

<http://www.roughguides.com>

### General Travel Information

<http://www.travel-library.com> (Worldwide travel and tourism 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/vt/>

<http://www.isep.org/handbooks>

<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))

<http://www.interculturalpress.com> (Website for Intercultural Press)

### Career Resources

<http://www.stlawu.edu/career/ocp.htm>

## Questions

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

### The Basics

How big is the country? What's the population?

What is the weather like?

What do people do for work?

What is significant about the area/city you are going to?

What form of government do they have?

What are the current headlines? Which issues are most important there?

### What do *you* know?

How many people who are prominent in the affairs (politics, athletics, religion, the arts) of your host country can you name?

Who are the country's national heroes and heroines?

Can you recognize the national anthem?

Are other languages spoken besides 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?

Are the largest newspapers generally friendly in their attitude toward the United States?

How many people have emigrated from this country to the US? Other countries?

### Family

What is the hierarchy of authority in the family?

What behaviors are appropriate or unacceptable for children of various ages?

How are children disciplined at home?

### Food

What foods are most popular and how are they prepared?

What foods are favorites? What taboo? What typical?

What are the taboos or prescriptions associated with the handling, offering, or discarding of food?

### History

Do any ceremonies or festive occasions reenact historical events?

What folklore is important?

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 are customers expected to bargain?  
What is taboo in the society?  
What are the special privileges of age and/or sex?  
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, parochial?  
Where are the important universities of the country?

### Miscellaneous

What kind of public transportation is available?  
What kind of health services is available?

### **Questions for YOU:**

What am I looking for in a study abroad experience?  
What are my goals and expectations?  
What can I do to avoid having my passport stolen?  
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?

# Packing List Suggestions (an obscure list to get you thinking.)

Refer to country specific guides for more detail.

## Clothes

- walking shoes
- Hiking boots
- Slippers
- 1 all weather coat
- 1 suit/dress
- 1-2 pairs of slacks/skirts
- 1-2 dressy shirts/blouses
- 1 sports jacket/casual dress
- undergarments
- thermal underwear/leggings
- bathing suit
- robe and flip-flops
- 3-5 pairs of socks
- 1-2 shorts or jeans
- 1-2 sweaters
- light jacket
- 1 pair of dress shoes

## Bath supplies

- Dental floss
- Extra pairs of contact lenses
- Contact lens solution
- Anti-itch cream
- Condoms
- Medications
- Extra pair of eyeglasses
- grooming supplies
- feminine supplies
- medic alert emblem if you have conditions
- medical records (including vaccinations)
- prescriptions
- towel
- first aid kit
  - alcohol pads
  - antacids
  - antibacterial ointment
  - thermometer
  - band-aids
- vitamins
- sunscreen

## Miscellaneous

- Currency converter & adapter plug, if necessary
- Money pouch (belt or neck)
- Daypack
- sleeping bag and sleepsheet
- camera
- film
- insect repellent
- address book
- alarm clock
- credit cards
- journal
- pen
- small sewing repair kit
- bungee cord
- sunglasses
- rubber sink stopper
- small flashlight
- photos from home and school
- "swiss" army knife
- moist towelettes
- umbrella
- change purse
- batteries
- clothesline
- ziplock plastic bags
- earplugs
- dictionary
- calculator
- travel guide
- gift items
- youth hostel pass
- walkman
- extra passport photos
- bilingual dictionary
- travel guide
- cookbook
- corkscrew/can opener
- postcards from your hometown or state

\*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.

**Estimated Costs of participating in Off-Campus Programs**  
August 2006

| Program         | Photos<br>(including 2<br>for passport +<br>1 for ISIC) | Pass<br>port | Visa (all visas<br>also require cost of<br>priority postage) | Airfare<br>All students should expect<br>to pay first \$500.<br>Generally, group flight is<br>from NYC | Books         | Transportation<br>(in host city) per<br>month) | Insurance                                              | Other<br>(students may want<br>to purchase the<br>ISIC Card- \$22) |
|-----------------|---------------------------------------------------------|--------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------|
| Australia       | 3 / \$10                                                | \$97         | \$325                                                        | LA - Australia<br>NYC - LA (not included in<br>group flight)                                           | \$150         | \$200/semester                                 | Mandatory<br>Australian<br>insurance -<br>approx \$130 |                                                                    |
| Austria         | 6 / \$15                                                | \$97         | free                                                         | \$500 + connection                                                                                     | \$50          | \$55/month                                     | Yes                                                    |                                                                    |
| Canada          |                                                         | \$97         |                                                              | (transportation)                                                                                       | Depends       | Depends                                        | Yes                                                    |                                                                    |
| China           | 10 / \$18                                               | \$97         | Inc. in program                                              | \$500 + connection                                                                                     | Included      | \$100                                          | Yes                                                    |                                                                    |
| Costa Rica      | 9 / \$17                                                | \$97         | \$65 exit                                                    | Included                                                                                               | \$100         | \$75                                           | Yes                                                    |                                                                    |
| Denmark         | 17 / \$25                                               | \$97         | \$128                                                        | \$500 + connection                                                                                     | 0             | (Provided)                                     | included                                               | \$200 housing<br>deposit                                           |
| England         | 11 / \$20                                               | \$97         | Not required                                                 | \$500 + connection                                                                                     | \$100 - \$200 | \$140/month                                    | Yes                                                    | Expensive city!                                                    |
| France          | 11 / \$20                                               | \$97         | \$120 *                                                      | \$500 + connection                                                                                     | \$100         | \$100/month                                    | Yes                                                    |                                                                    |
| India           | 7 / \$16                                                | \$97         | \$60 - \$95                                                  | \$500 + connection                                                                                     | \$125 +       | \$100                                          | Yes                                                    |                                                                    |
| Italy           | 12-14 / \$24                                            | \$97         | \$30                                                         | \$500 + connection                                                                                     | \$200-\$300   | \$200                                          | Yes                                                    | Course fees and<br>supplies                                        |
| Japan ICU       | 12 / \$24                                               | \$97         | 0                                                            | \$500 + connection                                                                                     |               |                                                | mandatory                                              | Expensive city!                                                    |
| Japan<br>Nanzan | 9 / \$17                                                | \$97         | 0                                                            | \$500 + connection                                                                                     |               |                                                | Japanese<br>insurance                                  | Japan is<br>expensive                                              |
| Kenya           | 11 / \$20                                               | \$97         | \$50                                                         | \$500 + connection                                                                                     | See "other"   | \$20/month                                     | Yes                                                    | \$250 in cash                                                      |
| Spain           | Yr 19 / \$28<br>Fall or Spr<br>15 / \$20                | \$97         | \$100 + trip to<br>consulate                                 | \$500 + connection                                                                                     | \$100         | \$50/month                                     | Yes                                                    | Expensive city!                                                    |
| Trinidad        | 5 / \$15                                                | \$97         | \$15                                                         | \$500 + connection                                                                                     | \$100         | \$50                                           | yes                                                    |                                                                    |
| Washington      |                                                         |              |                                                              | Generally, all costs                                                                                   | \$100 - \$150 | \$100/month                                    | No<br>additional                                       | Expensive city!                                                    |

**IMPORTANT:** Information about **IMMUNIZATIONS** is listed on reverse

The Center for International and Intercultural Studies (CIIS) has binders with student feedback on the money they spent while participating in each program, including recommendations on where to go and how to save money.

\* Permanent residents and international students will need a visa for Senegal (\$20)

s/recruitment on campus/additional costs



**Immunizations – and costs – required for  
Off-Campus Study**

| <b>Immunization</b>                              | <b>Needed for<br/>(country)</b>                                     | <b>Comments</b>                                                                                               | <b>Cost<br/>(at County<br/>Public Health<br/>Clinic) as of<br/>10/05</b> | <b>Cost<br/>(at SLU<br/>Health<br/>Center)</b> |
|--------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------|
| Yellow Fever                                     | Kenya, Senegal                                                      | Only County Health Depts and SLU Health Center are authorized to administer. Most doctors are not authorized. | 81.00                                                                    | <b>75.00</b>                                   |
| Hep B (3 shots;<br>price per shot)               | All countries                                                       |                                                                                                               | 38.00                                                                    | 67.00                                          |
| Hep A (2 shots;<br>price per shot)               | All countries                                                       |                                                                                                               | 32.00                                                                    | 65.00                                          |
| or                                               |                                                                     |                                                                                                               | or together                                                              | or together                                    |
| Twinrix (Hep A & B) (3 shots; price per shot)    | See above                                                           | Can take Hep A and B separately or together in this inoculation                                               | 51.00                                                                    | <b>Free</b>                                    |
| Td<br>(Tetanus/Diphtheria)                       | All countries                                                       | Must have had last booster within 5 yrs                                                                       | 31.00                                                                    | <b>20.00</b>                                   |
| Tetanus/Diphtheria/<br>Pertussis                 | All countries                                                       | As above but must have one dose of pertussis as an adult                                                      | N/A                                                                      | <b>35.00</b>                                   |
| Polio IPV                                        | Kenya, Senegal,<br>India                                            | Adult booster                                                                                                 | <b>15.00</b>                                                             | 35.00                                          |
| Typhoid shot (1<br>shot)                         | All <b>except</b> Austria,<br>Australia, Denmark,<br>England, Japan |                                                                                                               | 55.00                                                                    | <b>50.00</b>                                   |
| or                                               |                                                                     |                                                                                                               | or                                                                       | or                                             |
| Typhoid (oral)                                   | See above                                                           |                                                                                                               | 66.00                                                                    | SLU Health Center doesn't use                  |
| Menomune                                         | Kenya, Senegal                                                      |                                                                                                               | 100.00                                                                   | <b>85.00</b>                                   |
| <b>Malaria<br/>Prophylaxis</b>                   | Kenya, Senegal,<br>Costa Rica, India,<br>SE Asia                    | <b>Approximate cost<br/>for semester/10<br/>days</b>                                                          | <b>Dispensed at<br/>pharmacy;<br/>costs may vary</b>                     |                                                |
| Mefloquine<br>( <i>Lariam</i> )                  |                                                                     | \$210 sem/ \$70 for<br>10 days                                                                                | About \$10.00 per<br>pill. Significantly<br>cheaper in Kenya             |                                                |
| Atovaquone &<br>Proguanil<br>( <i>Malarone</i> ) |                                                                     | \$768 sem/ \$114 for<br>10 days                                                                               | About \$6.00 per<br>pill                                                 |                                                |
| Doxycycline<br>( <i>Vibrancin</i> )              |                                                                     | \$35/sem <b>Must</b> be<br>responsible about<br>taking it.                                                    | About \$7.00 for<br>a month's worth                                      |                                                |

Total cost for Kenya and Senegal if all the immunizations are needed: **\$225 + malaria medication**

## 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 for spring semester is **November 10**; for fall semester and the academic year the deadline is **April 5**. Proposals are reviewed by the International Education Advisory Committee and decisions announced about two 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 fill out a questionnaire and schedule an interview with the associate dean for international studies. They should do this as soon as possible after their acceptance and not later than **November 10 or April 5**.

### **FINANCIAL AID OFFICE:**

Included in every application 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 \$500 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 at [www.stlawu.edu/sfs](http://www.stlawu.edu/sfs) for more information.

## 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 be exactly that- a guide to help you keep track of your spending habits and monitor your money – NOT a limit on how much you can spend. You can duplicate this form or create your own version.

It is a good idea to make a list of the things you would like to see, do, or experience while you are abroad. This will help you prioritize and keep things in perspective when you are there.

The things I HAVE TO DO while I'm here ('here' being your off-campus 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 in-your-face.

*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. As you're walking home from class, you pass by the fast food place and think about just stopping in, then reconsider and hit the grocery store. Wallah! Money saved. Livin' on a budget is cool.*

At the same time, this budget guide is not intended to spoil your fun. An off-campus experience is something to be cherished and enjoyed. Remember that you will only have this chance once. Enjoy every minute of it.

When creating a budget, you can decide whether you want a monthly or weekly sheet, considering the amount of time in a semester, I've found weekly guides to be most helpful, and it is possible to do both.

## Budget Worksheet

Week \_\_\_\_\_

|                                      | Planned per week | Spent per week |
|--------------------------------------|------------------|----------------|
| Food                                 | _____            | _____          |
| At restaurants                       | _____            | _____          |
| From the grocery store               | _____            | _____          |
| Books                                | _____            | _____          |
| Entertainment                        | _____            | _____          |
| Cover charges, cabs, etc.            | _____            | _____          |
| Refreshments                         | _____            | _____          |
| Activities, lessons, etc.            | _____            | _____          |
| Phone                                | _____            | _____          |
| Mail (postage, stationery, etc.)     | _____            | _____          |
| Cybercafes, internet access          | _____            | _____          |
| Urban Transport                      | _____            | _____          |
| Holiday/weekend Travel               | _____            | _____          |
| Transportation                       | _____            | _____          |
| Hotel/hostel accommodations          | _____            | _____          |
| Bath/miscellaneous supplies          | _____            | _____          |
| Shopping (clothes and gifts for you) | _____            | _____          |
| Gifts                                | _____            | _____          |
| Other _____                          | _____            | _____          |
| <br>Total                            | <br>_____        | <br>_____      |

\*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!

## 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 |                          |
| 236.6 ml | = | 1 cup        |                          |

### Temperature:

$((\text{Celsius} \times 9) / 5) + 32 = \text{Fahrenheit}$

#### Examples:

|      |   |        |
|------|---|--------|
| 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 |
|---------|---|-------|

## **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 would 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.*

You can also find more information online at <http://www.stlawu.edu/internationalqanda.htm>

**St. Lawrence University  
Center for International and Intercultural Studies**

**Release Agreement**

To confirm your acceptance in a St. Lawrence University off-campus program, each student participant and the parent/guardian must sign this Release Agreement and *return page 6* to the Center for International and Intercultural Studies by November 2, 2006.

**PLEASE READ THE FOLLOWING DOCUMENT CAREFULLY BEFORE SIGNING ON  
PAGE 6.**

**PREAMBLE:**

St. Lawrence University strongly supports study abroad as an excellent way in which students can prepare for living and working in a world of complex international interdependencies. For over forty years the university has maintained five of its own programs abroad (in France, Spain, Austria, England, and Kenya) and has selected additional programs run by other universities and international organizations in which our students may participate. The St. Lawrence University Center for International and Intercultural Studies has primary oversight for study abroad and is responsible for selecting well-qualified students, providing orientation and helpful information about health, safety, insurance and other risk concerns, and developing good practices in each program for the health, welfare, and safety of students. While St. Lawrence University is vigilant about its off-campus programs, it cannot eliminate all risks or guarantee the safety of each participant. To ensure that you have a full understanding of the risks and responsibilities of study abroad, we ask that you read the following carefully before you sign this Release Agreement.

**1. ASSUMPTION OF THE RISK AND GENERAL RELEASE:**

I understand that this off-campus program will be conducted in a foreign country, and that there are certain dangers, hazards and risks inherent in international travel, living and the activities included in the program, including but not limited to those arising from sanitary or health conditions, crime, civil disturbances, and travel or other accidents. I understand that these dangers, hazards and risks could include property damage and serious or even fatal injuries. I acknowledge that in choosing to participate in this program I have made an independent assessment of the risks involved and am not relying on the statements or representations which may have been made by St. Lawrence University regarding my personal safety or the safety of my property while participating in the program. I have read the accompanying U.S. Department of State Consular Information Sheet (also available at <http://travel.state.gov>), and I acknowledge that I am aware of and understand the risks and dangers of travel to and participation in this program.

Knowing the dangers, hazards and risks of such activities, and acknowledging that my participation is entirely voluntary, I agree to assume all the risks and responsibilities surrounding my participation in the program and any activities undertaken in connection with the program. I agree to release, waive and forever discharge and covenant not to sue St. Lawrence University, its governing board and its current and former Trustees, officers, agents, employees and any students acting as employees (hereinafter "St. Lawrence University") from any and all liability for any harm, injury, damage, claims, demands, actions, causes of actions, costs of any damage or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, unless such liability arises solely from the negligence, recklessness, and/or intentional misconduct of St. Lawrence



University, while I am in the off-campus program, and engaged in any activities in connection with the program, or in transit to or from the foreign country where the program is being conducted. I agree to hold St. Lawrence University harmless from any loss, liability, damage or costs that St. Lawrence University or any third party may incur due to my participation in any of the above described activities, provided such liability is due to my negligence, recklessness and/or intentional misconduct.

Without in any way limiting the scope and generality of the foregoing, and in consideration of being permitted to participate in the off-campus program, I also agree as follows:

## **2. PERSONAL CONDUCT:**

I understand that as a participant in this off-campus program I am subject to (a) the standards of conduct and academic regulations as stipulated in the St. Lawrence University Student Code of Responsibility in the *Student Handbook* (as may be modified from time to time and subject to section 11 below); (b) additional regulations set by this off-campus program and by the Center for International and Intercultural Studies; and (c) the laws of the host country. I accept the obligation to understand and respect norms of conduct and patterns of behavior that may be different from standards at home. I agree to abide by these rules and standards of behavior when I am participating directly in the program, socializing with other program participants, or alone with a host family or in the company of other host country citizens. I understand that specific room and housing assignments are within the sole discretion of program administrators.

## **3. MEDICAL HEALTH, TREATMENT AND INSURANCE:**

I have fully described on the Medical Report included in my application any health problems, and any relevant history of health concerns, both physical and psychological. I state that there are no undisclosed health-related reasons or problems which preclude or restrict my participation in this program. I further agree that I will promptly report any changes in my physical or psychological health status, prior to my departure for this program, to the associate dean for international studies.

I understand and agree that St. Lawrence University does not have its own medical personnel available at the off-campus program, during transportation, or anywhere in the host country. For those programs which it directly administers (France, Spain, Austria, England, and Kenya) St. Lawrence University makes arrangements for students to have access to local medical help in the host country. In the event of illness or injury to me, I authorize and grant permission to St. Lawrence University or any official representative of the off-campus program to secure medical treatment on my behalf including but not limited to surgery and the administration of an anesthetic; to notify my emergency contact if I am unable to grant consent or if circumstances warrant; and to grant, deliver or execute written or oral consents on my behalf to medical action as may be required or requested by service providers. I understand and agree that such action by St. Lawrence University shall be subject to the terms of this Release Agreement, and that St. Lawrence University assumes no responsibility or liability for any injury or damage which might arise out of or in connection with such authorized medical treatment. I further agree to accept all financial responsibility for such medical treatment and related services.

I understand that I am required to have adequate health, accident and hospitalization insurance, applicable worldwide; to cover myself while traveling to and from the off-campus program and during participation in the program. I have arranged for adequate insurance to meet any and all such needs. I am providing details about my insurance on the accompanying form. I agree that St. Lawrence University is not responsible for attending to any of my medical or medication needs, that I assume all risk and responsibility therefore, and that if I am required to be hospitalized or otherwise receive

medical treatment during this off-campus program, St. Lawrence University does not assume any responsibility for payment of such costs.

*In addition to the above insurance coverage, I understand that St. Lawrence University recommends that participants purchase *supplemental* insurance coverage for international travelers who may require medical evacuation or face other unusual costs; and that the University offers the opportunity to purchase the International Student Identity Card (ISIC) with additional insurance and/or the MEDEX insurance supplement.*

#### **4. TRAVEL/TRANSPORTATION:**

I understand that I will be traveling during the off-campus program by various modes of transportation, and I agree that St. Lawrence University is not responsible or liable for any loss of property, injury or death during such travel. I also understand that, due to unfamiliar traffic laws and regulations and traffic congestion, riding a bicycle and driving a motor vehicle in a foreign country can be extremely hazardous. I understand that St. Lawrence University strongly recommends that program participants not operate a bicycle or motor vehicle while abroad. I understand that insurance requirements and other financial responsibility laws vary from country to country, and I agree that if I choose to ride a bicycle and/or operate a motor vehicle, St. Lawrence University assumes no responsibility or liability should I be involved in an accident.

#### **5. OTHER SERVICE PROVIDERS:**

I understand that St. Lawrence University in no way represents, or acts as agent for, any host institution or program sponsor or for transportation carriers, hotels, and other suppliers of services that may be connected with this off-campus program. I understand and agree that St. Lawrence University is not responsible or liable for any injury, damage, loss, accident, delay or other irregularity which may be caused by the defect of any vehicle or the negligence or default of the host institution, or any company or person engaged in providing or performing any of the services involved in this off-campus program. I understand and agree that St. Lawrence University is not responsible or liable for any disruption of travel arrangements, or any consequent loss or additional expenses that may be incurred therefrom. I also understand and agree that St. Lawrence University assumes no responsibility or liability for any loss, damage, destruction, theft or the like to my luggage or personal belongings, and that I have retained adequate insurance or have sufficient funds to replace such belongings.

I understand that all services and accommodations related to this off-campus program are subject to the laws of the country in which they are provided.

#### **6. CRIMES, POLITICAL UNREST AND OTHER POTENTIAL CAUSES OF LOSS:**

I understand and agree that St. Lawrence University assumes no responsibility or liability for any damage to or loss of property, expenses, injury or death arising out of crimes, political unrest, sickness, weather, strikes, hostilities, wars, natural disasters or other such causes.

#### **7. RESPONSIBILITY DURING FREE TIME:**

I understand that during free time within the period of the off-campus program I may elect to travel independently at my own expense. I agree to inform the off-campus program director or an official of the host institution of my travel plans, and I understand and agree that neither St. Lawrence University nor the program sponsor are responsible or liable for me while I am traveling independently during such free time.

I also understand and agree that neither St. Lawrence University nor its agents, such as a home stay family, nor the program sponsor nor the host institution is responsible or liable for me should I elect to travel independently before or after the program. I understand that student visas normally expire shortly after the program ends, and I agree to be responsible for adjusting my legal status and/or renewing my visa with the appropriate agency.

#### **8. POLICIES ON ILLEGAL DRUG USE AND ALCOHOL CONSUMPTION:**

I understand that illegal drugs in any form are not tolerated on this program and that any student found using or possessing illegal drugs is subject to the local laws of the host country and to immediate expulsion from the program. I understand that the use of illegal drugs may carry considerably greater risks abroad than at home and may meet with harsher legal consequences. U.S. citizens abroad are subject to the laws of the host country and cannot expect to receive U.S. due process or legal protections.

I understand that laws and social norms regarding alcohol consumption vary from country to country. I agree to abide by this program's regulations regarding alcohol consumption.

#### **9. LEGAL DIFFICULTIES:**

I understand that it is my responsibility to be informed of the laws of the host country or countries in which my program is based or in which I choose to travel while a participant on this program. I agree that should I develop legal problems with any foreign nationals or government jurisdictions, I will attend to the matters personally and from my personal financial resources. I also understand and agree that St. Lawrence University is not responsible for providing any assistance under such circumstances. I understand that the U.S. Embassy cannot obtain release from jail for a U.S. citizen but can only aid in obtaining legal assistance.

#### **10. WITHDRAWAL AND SUSPENSION OF PROGRAM:**

I understand that I am required to pay a non-refundable \$500 deposit to participate in this program, which is credited to my student account and will be applied toward the comprehensive fee for the semester. By making this deposit I commit to completing the program except under unusual circumstances such as severe illness or death in the immediate family. Should the program be suspended prior to commencement for any reason or if there exist widely recognized security concerns which lead a participant to withdraw prior to the commencement of the program, the deposit will be refunded.

If the program is suspended while in progress for security concerns and if students are unable to complete courses, St. Lawrence University students will be permitted to take an equivalent number of courses in a future semester, paying only the difference in tuition over the time period, subject to government regulations regarding federal financial aid. For non-St. Lawrence University students, the schedule for partial refund of tuition will apply (see university Catalog, Financial Information: Refund Policy). For all students room and board for the abroad program will be prorated and refunded.

#### **11. DISCIPLINARY ACTION:**

I understand and agree that St. Lawrence University and its agents and representatives -- the on-site director, the program sponsor, or the host institution -- may, at their discretion, impose disciplinary measures up to and including withdrawing me from the program should my actions or general behavior impede the operation of the program. Similarly, if my conduct violates university standards of conduct, program or host institution rules, or if my behavior is improper, unsafe, or brings the program into disrepute, I understand that I may be required to leave the program (with no refund of any monies

paid) at the sole discretion of an agent or representative of St. Lawrence University and that I may be referred to the appropriate University officials for further disciplinary action. I understand that the elaborated judicial processes that exist on campus cannot be replicated on a study abroad program. I understand and acknowledge that I will be subject to discipline by the program director, or agents for program sponsor or the host institution. I agree that a decision to withdraw me from the off-campus program will be final. I understand that St. Lawrence University students who are dismissed for cause will not be readmitted on the home campus during the same semester and must apply for readmission. I understand that if I leave the program on my own initiative or am dismissed for cause I am not entitled to a refund of fees.

## **12. GENERAL PROVISIONS:**

St. Lawrence University reserves the right to cancel without notice or penalty the offering and conduct of an off-campus program, to make changes to the program, to withdraw any part of the program, and to make any alterations, deletions or modifications in the itinerary and/or academic program as deemed necessary or desirable, in light of the program goals, by St. Lawrence University, the host institution, or the program sponsor. St. Lawrence University shall not be liable for any losses whatsoever to program participants by reason of such cancellation or change (excepting the policies stated in item 10). The University is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether the University makes a flight arrangement. Any additional expense resulting from the above will be born by program participants.

This Release Agreement shall be governed by the laws of the State of New York, which shall be the forum for any lawsuit filed under or incident to this Release Agreement or the off-campus program and which shall be venued in St. Lawrence County or the Northern District of New York. The terms and provisions of this Agreement shall be severable, such that if any term is for any reason held to be unenforceable or in conflict with any law governing this Agreement, the validity of the remaining portions shall not be affected.

This Release Agreement constitutes the entire agreement between the undersigned persons and St. Lawrence University pertaining to the subject matter hereof. It is agreed that no oral or written representations, statements or inducements have been made, except as expressly set forth in this Release Agreement. No supplementation, modification, waiver or termination of this Release Agreement shall be binding unless executed in writing by the undersigned persons and St. Lawrence University.

**PLEASE NOTE THAT THIS FORM REQUIRES THE SIGNATURE OF BOTH STUDENT AND PARENT OR LEGAL GUARDIAN REGARDLESS OF THE STUDENT'S AGE.**

You may fax the signed copy of this agreement (page 6 only) and the additional forms to the Center for International and Intercultural Studies (315-229-5989) or you may return them by mail to CIIS in Carnegie Hall, St. Lawrence University, Canton, New York 13617 by **November 2, 2006**.

I wish to participate in the off-campus program noted below. I understand that my participation is contingent upon attending all orientation meetings, reading all orientation materials, and submitting all required documents in a timely fashion. I further understand that I am obligated to maintain the academic, physical and psychological health, and disciplinary records on which my acceptance is based. I will report any changes in the above records to the associate dean for international studies promptly.

I have read and understand all of the terms of this Release Agreement as stated above, and I agree to be bound by those terms. It is my express intent that this agreement shall also bind my family, estate, heirs, administrators, personal representatives and assigns. I state that I am at least 18 years of age and fully competent to sign this Release Agreement, and that I have signed this Release Agreement as my own free act.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

Name (please print) \_\_\_\_\_

Program Name \_\_\_\_\_

Semester or Year of Participation \_\_\_\_\_

As the parent or legal guardian of the participant whose signature appears above, I have read and understand all of the terms of the Release Agreement as stated above, and in consideration of my child/ward's participation, agree to be bound by those terms, and have given my child or ward permission to participate in this off-campus program. This program is considered a "St. Lawrence Program" and, therefore, my child/ward will pay regular comprehensive fees to attend and will receive his/her usual financial aid. In consideration of my child/ward's participation, as parent or guardian I hereby guarantee the payment of all fees for tuition, housing, and all other financial obligations incurred or hereafter incurred by this student while participating in this program.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Name of Parent/Legal Guardian (please print) \_\_\_\_\_

ST. LAWRENCE  
UNIVERSITY

Canton, New York 13617-1475

HEALTH INSURANCE COVERAGE AND EMERGENCY CONTACT FORM

Student's Name (Please Print) \_\_\_\_\_

Program \_\_\_\_\_

**TO BE COMPLETED BY PARENT/GUARDIAN:**

*I have checked with the insurance company and I have verified that my son/daughter has worldwide accident and sickness coverage.*

Health Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

Name of Parent/Guardian (please print) \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

**In case of an emergency, the following parent/guardian should be notified:**

Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**In addition, is there someone else who should be notified?**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Return completed form to: Center for International and Intercultural Studies  
St. Lawrence University  
Canton, NY 13617**

**Or FAX it to: 315-229-5989**

contact-emerg.ins.form.doc

The Patti McGill Peterson Center for International and Intercultural Studies  
(315) 229-5991 FAX (315) 229-5989

## 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. Assis Malaquias, Associate Dean

[amalaquias@stlawu.edu](mailto:amalaquias@stlawu.edu)

-For major concerns regarding policy or the program

Nancy Pierce, Director of Off-Campus Programs

[npierce@stlawu.edu](mailto:npierce@stlawu.edu)

-For general questions regarding classes and personal issues

Sara Trimm, Assistant Director of Off-Campus Programs

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## Acknowledgements

A special thanks goes out to the following for providing background materials, ideas, and inspiration:

Anna Alexander, Let's Stay Abroad in Madrid  
Antioch Education Abroad  
Association for Safe International Road Travel (ASIRT)  
Cultural Experiences Abroad  
Council on International Educational Exchange (CIEE)  
Denmark's International Study Program  
Expatriate Expert [www.expatriateexpert.com](http://www.expatriateexpert.com)  
International Student Exchange Program  
Kettering University International Office  
L. Robert Kohls, Survival Kit for Overseas Living  
SUNY Brockport Office of International Education  
University of California, Education Abroad Program  
University of North Carolina Exchange Program  
University of Richmond Office of International Education  
University of Rochester Center for Study Abroad and Interdepartmental Programs  
University of St. Andrews, Scotland  
University of Southern California Center for Global Education  
University of Wisconsin Study Abroad  
Wooster Office of International Student Affairs  
Worldwide Classroom