TO: International Academic Project Participant
FROM: Abby Rowell
   Education Abroad Advisor, Office of International Education
RE: Preparatory documents and forms

I understand from you, a faculty member, or some other source that you will soon travel abroad to participate in an international academic project (IAP).

What is an IAP?
Participants in international academic projects are engaged in independent study, a practicum portion of an on-campus course, a conference, or research that will be partially or wholly completed outside of the United States. Some participants in IAPs register for academic or research credit hours, as determined by the faculty member overseeing the project. Participants may or may not be accompanied by a GT faculty or staff member while abroad.

Students who are going abroad to conduct research on a full-time basis and are not seeking academic or research credit, may benefit from joining the Global Internship Program. This packet is not designed for students who are participating in an international internship or global internship. Students participating in an internship should visit the GIP website to obtain the proper preparatory instructions and forms: http://oie.gatech.edu/content/gip.

What do I need to do?
The following packet of materials has been gathered to help you prepare for your stay abroad. Please read and review all of the documents carefully. Two documents in the packet must be completed and returned to the Office of International Education (OIE) before your departure. Failure to submit these documents may result in your dismissal from the program.
   1) Study Abroad Participant Profile
   2) Assumption of Risk and Release Form

Financial Aid
Students who are receiving academic or research credit hours during their time abroad may be eligible to use their financial aid. A budget for the program expenses must be provided to the Office of International Education by the faculty/staff member overseeing the program.

Should you have any questions or concerns about the enclosed documents or about other matters related to your international academic project, please do not hesitate to contact the Office of International Education so that I or someone else on our staff may try to assist you:
Phone: 404-894-7475
E-mail: abby.rowell@oie.gatech.edu
Assumption of Risk, Waiver, Covenant Not to Sue, Indemnity and Release of Claims

Name of Participant: _____________________________
Date of Birth: ______________________

(If Participant is under 18 years of age, a parent or legal guardian must also read and sign this form.)

Georgia Institute of Technology Study Abroad Programs
Assumption of Risk, Waiver, Covenant Not To Sue, Indemnity and Release of Claims Form

THIS IS A RELEASE OF LEGAL RIGHTS—READ AND UNDERSTAND BEFORE SIGNING

This form applies to students participating in all Georgia Institute of Technology Study Abroad Programs, including Faculty-Led Study Abroad Programs, International Academic Projects, and Exchange Programs. Unless otherwise indicated, all text in this document applies to participants in each type of program.

- **A faculty-led study abroad program** is one that is organized and led by one or more Georgia Institute of Technology (hereinafter sometimes referred to as “Institute” or “GT”) professors for a group of students.

- **Participants in international academic projects** are engaged in independent study, a conference, or research that will be partially or wholly completed outside of the United States.

- **Exchange programs** are based on formal agreements with a university outside of the United States that allow for one or more students to study at that university abroad for a summer, a semester, or an academic year.

(Hereinafter, collectively, referred to as a “study abroad program”).

Program: ________________________________________________

The undersigned hereby agree(s) as follows:

1. **Eligibility.** I understand that I must be in good academic and disciplinary standing in order to participate and remain in a study abroad program. To this end, I give permission to Georgia Institute of Technology’s Office of International Education (“OIE”) to check my academic and disciplinary records to confirm my eligibility for participation at any time prior to the departure of or during my study abroad program. Further, I understand that dismissal from a study abroad program because of failure to meet the good academic and disciplinary standing requirement may result in the loss of all monies paid for participation in my chosen study abroad program. I understand that GT will share information with host institutions, program providers, and GT faculty/staff including, but not limited to: class work, grades, transcripts, and conduct records to the extent necessary for my participation in the study abroad program.

2. **Risks of Education Abroad.** I understand that participation in the Georgia Institute of Technology study abroad program specified above (the “Program”) involves risks not found in study at the Institute. These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social, and economic conditions; different standards of design, safety and maintenance of utilities, including computing facilities, buildings, public places and conveyances; local medical and weather conditions; and other matters. I acknowledge that participation in the Program involves possible damage to property, illness and injury, including death. I have made my own investigation, including a review of any applicable U.S. Department of State Travel Warnings and Travel Alerts and am willing to accept these risks.

3. **Export Control.** I understand that it is my responsibility to comply with applicable export control laws.

4. **Institutional Arrangements.** I understand that Georgia Institute of Technology does not represent or act as an agent for, and cannot control the acts or omissions of, any host school or institution, host family, transportation, carrier, hotel, tour organizer, or other provider of goods or services related to the Program. I understand that any reimbursement I might receive shall be in accordance with the orientation materials. I further understand that Georgia Institute of Technology is not responsible for matters that are beyond its control.

5. **Accompaniment for Exchange Programs and International Academic Projects.** I understand that I will not be accompanied by a faculty or staff member of the Georgia Institute of Technology when I go abroad.

6. **Health and Safety.**
a) If I am not a citizen of the United States, I understand that the services of the U.S. government may not be available to me while abroad, including assistance in an emergency. I further understand that I should contact the embassy of my home country in the country (-ies) where I will study to notify them of my study there and to obtain information about my government's services for citizens in foreign countries. If I am a citizen of the United States, I understand that the Institute strongly encourages me to register my travel with the US Department of State through their online registry system (STEP).

b) I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the Program. I recognize that the Institute is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility thereof. If I require medical treatment or hospital care, in a foreign country or in the United States, during my participation in the Program, the Institute is not responsible for the cost or quality of such treatment or care. I have had an opportunity to consult with a medical doctor with regard to my personal medical needs. I certify that there are no health-related reasons or problems that preclude or restrict my participation in the Program. I agree to maintain adequate medical, repatriation, and evacuation coverage, including, but not limited to, evacuation for medical, political unrest, and/or natural disasters.

c) The Institute may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety, including but not limited to medical treatment. I agree to pay all expenses related thereto and hereby release the Institute from any liability for any such actions.

d) I am aware that the Institute is collecting information from me in order to facilitate my participation in the study abroad program, including but not limited to my passport information. The Institute may use this information before, during, and/or after my program as part of safety and security protocols. The Institute has my permission to share my personal information with US Embassies, the US Department of State, Travel Agents, Program Providers, Hotels, and other entities as necessary to secure my participation in the program and when acting on my behalf to comply with safety and security requirements.

e) The Institute may, through the Dean of Students or his/her designee, contact my parent(s) or other designated emergency contact, and disclose otherwise confidential or private information, including, but not limited to, medical information if, in the Dean’s or designee's discretion, such disclosure is necessary or desirable in order to assist or resolve an emergency involving, me. Additionally, Stamps Health Services may provide the Dean of Students, his/her designee, my parent(s) or legal guardian(s) or healthcare personnel abroad medical information if, in the Dean’s or designee’s discretion, such disclosure is necessary or desirable in order to assist or resolve an emergency involving, me.

7. Standards of Conduct.

a) I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use, and behavior. I recognize that behavior which violates those laws or standards could harm Georgia Institute of Technology’s relations with those countries and the institutions therein, as well as my own health and safety. I will become familiar with, and will abide by, all such laws and standards for each country to or through which I will travel during my participation in the Program.

b) I acknowledge and agree that in consideration of permission being granted for me to participate in the Program listed above, the policies, procedures, rules, and standards of the Georgia Institute of Technology, including but not limited to the Georgia Institute of Technology Student Conduct Code and the Study Abroad Orientation materials, shall govern my participation in the Program and I agree to obey such policies and procedures at all times.

c) I agree that Georgia Institute of Technology has the right to enforce the standards of conduct described above, in its sole judgment, and that it may impose sanctions, including without limitation immediate exclusion from the Program, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, & welfare of the Institute, the Program, or other Program participants. In addition to normally available sanctions, if I am excluded from the Program, I consent to being sent home at my own expense with no refund of fees, and I understand that I may be subject to further disciplinary action upon my return to campus.

d) I will be responsible for and attend to any legal problems I encounter with any foreign nationals or government of the host country or any country to or through which I travel during my participation in the Program. I acknowledge and agree that Georgia Institute of Technology is not responsible for providing any assistance under such circumstances.

study.abroad@gatech.edu · www.oie.gatech.edu/sa
8. **Program Changes.** OIE, the Study Abroad Program, and the Institute have the right to make cancellations, substitutions, or changes in the case of emergency or changed conditions including without limitation the level of participant interest in the Program. I understand that the study abroad program fees and program charges are based on current airfares, lodging rates, and travel costs, which are subject to change. If I leave or am excluded from the Program for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes. If I become detached from the Program group, fail to meet a departure bus, airplane, boat, train, or other transit or become sick or injured, I will at my own expense seek out, contact, and reach the Program group at its next available destination.

9. **Credit and Financial Aid for Participants in Exchange Programs.** I understand that as a participant in this program, I must register for and pass, with the Georgia Institute of Technology grade equivalent of a C or higher, at least 12 GT credit hours, unless otherwise arranged in writing with OIE. I also understand that I must submit a completed Foreign Credit Approval Form granting me permission to transfer these credits, and I must submit to the OIE a completed Verification of Enrollment Abroad form within 2 weeks of the start of my overseas classes (or by the GT drop date, whichever is earlier). I further understand that if I receive Financial Aid through the GT Office of Student Financial Planning and Services, I must submit the Foreign Credit Approval form before I depart for my overseas program in order to be eligible for financial aid for the term(s) I am abroad.

10. **Assumption of Risk, Waiver, Covenant Not to Sue, Indemnity and Release of Claims.** NOW THEREFORE, knowing the risks described above, and in consideration of being permitted to participate in the Program and of the professional and educational enrichment and academic credit that I may derive from this educational experience, even though said activity may or may not be a requirement of my course of study, and other valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, the undersigned does, hereby, for myself, my heirs, executors, administrators, and assignees, waive, release, covenant not to sue and forever discharge the Board of Regents of the University System of Georgia and Georgia Institute of Technology and their members individually, officers, agents, servants and employees and the individual(s) responsible for, and employed by, the Program and their agents (each of the foregoing being hereinafter collectively referred to as the "University") of and from any and all manner of action or actions, causes or causes of action, foreseen and unforeseen, including, but not limited to negligence, suits, debts, accounts, damages, claims and demands of whatsoever in law, in admiralty, or in equity or otherwise, which I have or may acquire by reason of injury or death, damage or harm to person, or property while participating in said travel and/or study abroad program or study abroad programs, arising out of, or connected with, participation in said travel and/or study abroad program or study abroad programs. Further, I agree to defend, indemnify and hold harmless the University from any and all claims, demands, and/or causes of action arising out of my own actions while participating in the study abroad program.

11. **Orientation.** The undersigned acknowledges that I have received, read, and understand the orientation materials and all policies and procedures discussed in those handouts, that they are incorporated into this Assumption of Risk, Waiver, Covenant not to Sue, Indemnity and Release of Claims form by reference, and that I understand all of the terms and conditions, including those stated above for participation in a study abroad program.

I have carefully read and understand this Assumption of Risk, Waiver, and Covenant Not to Sue, Indemnity and Release of Claims Form. **No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made.** This agreement shall become effective only upon receipt of my application by the Georgia Institute of Technology and its offices in Georgia and shall be governed by the laws of the State of Georgia, which shall be the forum for any lawsuits filed under or incident to this agreement or to the Program.

Signature of Participant ___________________________ Date ___________________________

**If Participant is under 18 years of age:**
I (a) am the parent or legal guardian of the above Participant; (b) have read and understand the foregoing Assumption of Risk, Waiver, Covenant Not to Sue, Indemnity and Release of Claims Form (including such parts as may subject me to personal financial responsibility); (c) am and will be legally responsible for the obligations and acts of the Participant as described in this Release Form; and (d) agree, for myself and for the Participant, to be bound by its terms.

Signature of Parent/Guardian ___________________________ Date ___________________________
PARTICIPANT PROFILE

Submit Pages 1 AND 2 of the Participant Profile

All Students Participating in International Academic Projects
GT students participating in an International Academic Project (students engaging in independent study, a conference, or research that will be partially or wholly completed outside the US and are not part of a standard group program abroad are “International Academic Project” participants) should submit this form and an “Assumption of Risk and Release” to the Office of International Education.

All Students Participating in non-GT Programs
GT students participating in non-GT programs (e.g. programs sponsored by another university or organization) should submit this form, an “Acknowledgement of Policies and Procedures” form, and the “Foreign Credit Approval Form” to the Office of International Education.

Personal Information
Your Full Name ____________________________________________________________
GT Student ID #: __________ - __________ - __________ (begins with a ‘9’)
Major: _________________________________________________________________
Address: ______________________________________________________________
City, State, Zip: _________________________________________________________
E-Mail: ________________________________________________________________
Telephone: ______________________________________________________________

Program Details
Name of Program or Description of Project: __________________________________

_______________________________________________________________
Location (city and/or country) ____________________________________________
If applicable, name of university or organization sponsoring program:

_______________________________________________________________
When will you be abroad? (Semester and Program Dates)_____________________
How many credit hours (if any) will you take as part of this program? __________
Please list all financial aid, loans and/or scholarships that you receive:

_______________________________________________________________
PARTICIPANT PROFILE

Are you enrolled in the International Plan? □ Yes □ No
(If yes, and you would like to count this program towards the IP, please fill out the IP Approval form (enter “Non-GT” or “IAP” and the location of your program under Program Applied For). The form can be found on-line: http://www.internationalplan.gatech.edu.)

Biographical Data

Gender: □ Male □ Female
Citizenship: □ C - U.S. Citizen □ R - U.S. Resident Alien □ A - Nonresident Alien/Intl Student
Ethnicity: □ Not Hispanic or Latino □ Hispanic or Latino
Racial/Ethnic Group: □ B - Black □ I - American Indian/Alaskan Native □ P - Native Hawaiian/Other Pacific Islander □ M - Multiracial □ W - White □ Z - Asian

Academic Year at time you will be abroad: □ FR - Freshman □ SO - Sophomore □ JR - Junior □ SR - Senior □ Graduate student

How did you learn about your study abroad program?
□ Class presentation □ E-mail □ Friend □ Professor (name) ______________________
□ Study Abroad Fair □ Other (please specify) ______________________

Are you a resident of Georgia? □ Yes □ No

Have you studied abroad before? □ Yes □ No *If yes, as part of what program?

Emergency Contact Information

Please provide information on how to contact the person Georgia Tech should call in case of an emergency:

Emergency Contact Name: _______________________________________________________

Relationship to you: ____________________________________________________________

His/her primary phone #: __________________ Secondary phone #: __________________

His/her email: ________________________________________________________________

Return this form and other required documents to:
Georgia Tech Office of International Education
Savant Building, Suite 211
Atlanta, GA  30332-0284
404.894.7475

study.abroad@gatech.edu  ·  www.oie.gatech.edu/sa
IMPORTANT THINGS TO REMEMBER

Travel Warning
GT does not permit students to participate in IAPs in countries that currently hold a US Department of State Travel Warning. A full list of current travel warnings can be found at http://travel.state.gov/content/passports/english/alertswarnings.html. If you would like more information about the appeal process to travel to one of these countries contact ashlee.flinn@oie.gatech.edu.

Credit Transfer
If you will be studying at a foreign university and wish to transfer credit back to GT from a non-partner institution, this is not the packet for you. Please refer to the Non-GT Programs portion of the website: http://oie.gatech.edu/non-gt

Readmission
If you will not be enrolled at GT for more than one semester (summer counts as a semester), you must submit an application for readmission for the term you expect to return to GT. Readmission applications are available from and must be submitted to the Readmission Office in the Office of the Registrar (Administration Building, Room 103). More information on the policy and deadlines can be found here: http://www.registrar.gatech.edu. It is highly recommended that you fill out the readmission application before you leave GT to go abroad.

Class Registration for the Semester You Will Return to GT
If you are away from GT for just one semester (summer counts as a semester), you will register for classes during regular registration periods (just as if you had stayed on campus). Information on registration periods, time tickets, etc. is available on-line: http://oscar.gatech.edu. If you are away from GT for two semesters or more (summer counts as a semester), you will have to apply for readmission before returning to GT. As a readmitted student, you may not be able to register until the last phase of registration (which is just before classes begin). Contact the Readmission Office at 404-894-0997 if you have questions about how readmission will affect your ability to register for classes the first semester of your return to GT.

Housing at GT
If you live in campus housing now and will leave to go abroad before the end of your housing contract, be sure to inform the Housing Office of your plans to study abroad before signing your housing contract. If you do not inform them, you can be held accountable (financially) for your contractual obligations. If you would like to live in campus housing when you return from abroad, you must abide by the standard housing application deadlines. Contact information for the Department of Housing:
Phone: 404-894-2470, E-mail: information@housing.gatech.edu
Website: http://www.housing.gatech.edu

GT Post Office Box
You should have mail sent to your GT mailbox forwarded to another address. You may complete the document requesting a forward on your mail at the GT Post Office. Please note that if you are not enrolled for more than one semester, you will lose your GT Box after the first semester you are not enrolled in GT courses or official internship. The GT Post Office will assign you a new GT Box when you apply for readmission.

GT E-mail Account
Please note that if you are not enrolled for more than one semester, your GT e-mail account will be disabled after the second registration period in which you do not register for GT courses or an official internship. The GT Office of Information Technology will re-activate your e-mail account when you apply for readmission.
HEALTH AND INSURANCE INFO

Health Information
It is important to know as much as you can about health issues in the country you’ll be visiting. You can and should access this information prior to your departure. As a study abroad student, you are advised to consult the website for the Centers for Disease Control and Prevention (CDC): http://www.cdc.gov/travel/. The CDC provides extensive information for travelers, including health information for specific destinations and information on outbreaks, vaccinations, and safe food and water.

You should also review the U.S. State Department’s “Health: What You Need to Know in Advance of Travel”: http://travel.state.gov/travel/tips/health/health_1185.html

If you are taking any prescription medications with you, we advise you to take enough for the duration of your stay. Be sure to take them in their original containers so that if you are asked about them as you go through customs, you will be able to show what the drugs are and that they were prescribed by a physician.

Immunizations Clinic
It is important for you to make sure that you have all necessary immunizations and/or vaccinations for your overseas experience. Georgia Tech’s Health Services has an Immunizations Clinic that provides all required and recommended immunizations needed for world travel. You will need to make a travel appointment to meet with a doctor well in advance of your trip to find out what, if any, immunizations and/or vaccinations you will need before you begin your travels.

Georgia Tech Stamps Health Services, Phone: (404)894-1420 or online at http://www.health.gatech.edu/

Insurance
Georgia Institute of Technology (GT) international academic projects do not provide participants with any insurance. As a participant in a GT international academic project, you are advised to carry health, evacuation (for medical emergencies, political unrest or natural disasters), and repatriation insurance for the duration of your stay abroad. You are also advised to review the other types of insurance available for purchase and determine whether or not you should purchase any of those types.

GT is not responsible in any way for the financial risks associated with participation in an international academic project. If a project is cancelled prior to departure or if it is interrupted and participants have to return to the U.S. before the scheduled end of the program, GT will ask the hosting organization or institution to make reasonable efforts to minimize the negative financial ramifications on participants; however, neither GT nor the hosting organization or institution guarantees that refunds will be possible and neither entity will absorb the financial losses.

In an effort to help participants in international academic projects understand the types of insurance available for purchase and then make decisions about whether or not to purchase these types of insurance, here are brief explanations of the most common types:

▪ **Health/Medical insurance** usually provides coverage for medical conditions.
▪ **Repatriation insurance** provides coverage for repatriation of remains.
▪ **Evacuation insurance** varies and could include medical emergency coverage, natural disaster coverage and/or coverage for political unrest.
▪ **Theft insurance** usually provides coverage to reimburse you for expenses associated with replacing a stolen passport, camera, or other items stolen while abroad.
Baggage insurance usually provides a reimbursement for loss, theft, or damage to baggage or personal effects. Some baggage insurance policies also provide reimbursement of expenses incurred if your baggage is delayed and you have to buy clothes and other personal items.

Trip cancellation and trip interruption insurance usually provide a reimbursement for unused, non-refundable expenses that were prepaid.

Trip delay insurance generally provides funding to help cover costs you incur if your trip is delayed substantially (usually by 12 hours or more).

Accidental death and dismemberment insurance usually provides funds to the insured in the case of injury while traveling and funds to a beneficiary in the case of accidental death while traveling.

Detailed information on the terms, limitations and costs of these types of insurance is available from the companies that sell such policies. Information on some companies that offer policies with these types of coverage is listed below. Georgia Institute of Technology in no way endorses any of the companies listed below, but provides this for informational purposes only.

- **CSA Travel Protection**
  - Phone: 1-800-711-1197
  - Website: [http://www.csatravelprotection.com](http://www.csatravelprotection.com)

- **T. W. Lord Associates**
  - International Benefits Division
  - Phone: 770-427-2461

- **Insurance Services of America**
  - Phone: 1-800-647-4589
  - Website: [http://www.insurancefortrips.com/](http://www.insurancefortrips.com/)

- **MedJet Assistance**
  - Phone: 1-800-527-7478
  - Website: [http://www.medjetassistance.com](http://www.medjetassistance.com)

- **STA Travel**
  - Website: [http://www.statravel.com](http://www.statravel.com)

- **Travel Guard**
  - Phone: 1-800-826-4919

- **Travel Insurance Center**
  - Cultural Insurance Services International
  - Phone: 1-866-979-6753
  - Website: [http://www.travelguard.com/](http://www.travelguard.com/)

- **Cultural Insurance Services International**
  - Phone: 610-254-8700
  - Website: [http://www.culturalinsurance.com/](http://www.culturalinsurance.com/)

- **International SOS**
  - Phone: 1-866-979-6753

- **HTH Worldwide**
  - Phone: 1-800-711-1197
  - Website: [http://www.hthworldwide.com/](http://www.hthworldwide.com/)

Also, phone numbers and web links to several travel insurance companies are listed in the U.S. State Department’s “Health: What You Need to Know in Advance of Travel”:

PASSPORT AND VISA INFO

Don't put it off! It takes 4-6 weeks to obtain a passport!

U.S. Passport Information
The U.S. Passport Services Office provides information and services to American citizens about how to obtain, replace or change a passport.

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

Application for a U.S. Passport
To obtain a passport for the first time, you need to go in person to one of 7,000 passport acceptance facilities located throughout the United States with two photographs of yourself, proof of U.S. citizenship, and a valid form of photo identification such as a driver’s license.

Acceptance facilities include many Federal, state and probate courts, post offices, some public libraries and a number of county and municipal offices. There are also 13 regional passport agencies, which serve customers who are traveling within 2 weeks (14 days), or who need foreign visas for travel. Appointments are required in such cases.

You'll need to apply in person IF:
• you are applying for a U.S. passport for the first time;
• your expired U.S. passport is not in your possession;
• your previous U.S. passport has expired and was issued more than 15 years ago;
• your previous U.S. passport was issued when you were under 16, or your currently valid U.S. passport has been lost of stolen.

For more information on getting a new passport, please go to http://www.travel.state.gov/passport

Renewal of a U.S. Passport
You can renew by mail IF:
• your most recent passport is available to submit and it is not damaged;
• you received the passport within the past 15 years;
• you were over age 16 when it was issued; you still have the same name, or you can legally document your name change.

If your passport has been, altered or damaged, you cannot apply by mail. You must apply in person. For more information on how to renew a passport, please go to: http://www.travel.state.gov/passport

U.S. Citizen Visa Information
Information on visa requirements for U.S. citizens is available online: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html If you are participating in a GT Summer Program, the Architecture Senior Year in Paris Program, the Pacific Study Abroad Program, or GTL, your Program Director/Coordinator will provide you with information on visa requirements, if any are required.

Non-U.S. Citizens
Because passport and visa requirements vary according to the country of citizenship, Non-U.S. citizens are required to contact the foreign embassy directly to get information on visas. Furthermore, non-U.S. citizens are responsible for applying for the required visas on their own. Please visit http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html for foreign embassy contact information.

Failure to obtain the proper visas is grounds for dismissal from GT programs, and therefore, students who do not acquire visas are not entitled to any refunds of program fees. GT International Students should make an appointment with an International Student Advisor in the OIE to ensure that they maintain their F-1/J-1 visa status in the U.S. while participating in GT study abroad; please e-mail info@oie.gatech.edu to schedule an appointment.

ALL INFORMATION SUBJECT TO CHANGE WITHOUT NOTICE.
PLEASE NOTE THAT VISA REQUIREMENTS MAY CHANGE AT ANY TIME. YOU MUST ALWAYS TRAVEL WITH YOUR PASSPORT WHEN CROSSING BORDERS; THIS INCLUDES ALL COUNTRIES IN THE E.U.
SAFETY ABROAD

Emergency Procedures
Fortunately, true emergencies are actually quite rare. You may lose your luggage, your plane ticket, or even your passport while you are abroad. While any of those occurrences would certainly be inconvenient, none is an emergency. Emergencies are situations in which there is an immediate threat to a student or staff member’s health and/or safety. Following are procedures to follow in the event of an emergency.

Emergencies/Crises Abroad
Before you leave the United States, International Academic Project participants should obtain the address and phone number of the consulate or embassy closest to your host city. U.S. citizens can find the U.S. embassy locations here: http://www.usembassy.gov/. Non-U.S. citizens should contact the embassy of their country of citizenship.

U.S. citizens should register with the U.S. Embassy or Consulate by providing them the length of your stay and contact information abroad. You may register online via: https://travelregistration.state.gov/ibr/. Non-U.S. citizens should register with their passport country’s embassy in the country(ies) in which they are traveling or studying. Non-U.S. citizens should understand that the services of the U.S. government provides to U.S. citizens while abroad (including assistance in an emergency) will not be available to them, even though they are hosted by a U.S. program. Therefore, it is imperative that you register with your home embassy.

Once you arrive in-country, you should ask what emergency procedures and resources will be available to you in the location of your stay (e.g. institution, company, hotel, etc). If you witness an emergency or are in an emergency situation yourself, your first call (after you have attended to any life-threatening matters) should be to your on-site contact or faculty leader. If you are on an independent study, contact the Georgia Institute of Technology by calling the GT Police Department at +1 (404) 894-2500. The GT Police Department can contact the Dean of Students 24 hours per day. The Dean of Students’ Office will activate GT’s Emergency Response Plan.

Emergencies Back Home While You’re Abroad
While abroad, you should communicate with family/friends directly about your safety and well-being. People need to know how to get in touch with you, especially if you are away from your program city or traveling on your own before or after the program. If there is a serious illness or death in your family, your family will want to be able to reach you. Or even if there is a crisis in the U.S. or elsewhere in the world, loved ones will often want at least to hear your voice and make sure you are okay.

We advise you to:

- Develop a plan for regular telephone calls and/or e-mail contact with your family and others with whom you wish to stay in contact. Develop your plan before your departure.

- If there is an emergency that requires you to leave your program and return to the U.S. for any length of time, you should notify your on-site contact BEFORE you leave. Also be sure to inform your faculty advisor and the GT Office of International Education.
Make sure that someone always knows where and how to contact you in an emergency and knows your schedule and itinerary when you are traveling. If your emergency contact changes at any time during your trip abroad, please update that information with the GT Office of International Education.

If you have any questions or concerns about safety or emergencies before your departure or during your program abroad, you should contact the Office of International Education.

Take Charge of your Personal Safety While Abroad

- Remember that there are things that increase your risk of being the victim of crime. Some of the things that increase your risk are:
  - Being intoxicated or under the influence of drugs
  - Being alone at night
  - Being in an isolated area
  - Being asleep in an unlocked or public place
  - Being new to the country
  - Being unable to speak the local language

- Do not think, "It can't or won't happen to me." It's very unpleasant to consider the possibility of danger when thinking about how exciting it is to be in a new place. The fact remains, however, that consequences can be more severe and unpleasant because this is a new place and should, therefore, be more seriously considered. Our advice to you is to try to think, “It CAN happen to me” and then act even more responsibly than you would at home.

- Students are most often victims of petty crime shortly after they arrive in the foreign country while they are still somewhat disoriented and uncertain of themselves and their surroundings. You may forget to lock your room, your purse or backpack may be snatched, or, in the confusion and newness, you may simply become careless. Be particularly vigilant of your personal possessions the first week or two after your arrival.

Before You Go

- Make copies of your travel documents – Passport and visas. Keep copies in a safe place (separated from the original documents) and leave a copy in the U.S. with someone you trust.

- Make a copy of your travel itinerary and leave it with your parents and/or emergency contact.

- Fill out the emergency info section of your Passport. Do not list someone who will be traveling with you as an emergency contact.

- Carry extra Passport photos – this can help to ease the process of replacing a lost or stolen passport once you are overseas.

- Be sure that a parent or legal guardian also has a valid passport in case of an emergency. He/she should be prepared to be able to get to your foreign location in less than 24 hours if necessary.
• Make copies of your traveler’s cheques and credit cards (customer service phone numbers and account numbers); keep copies in a safe place (separated from the originals) and leave a copy in the U.S. with someone you trust. If these are stolen you will be able to call companies to put a hold on your accounts and replace them. Many have numbers that you can call collect from abroad so check with your providers before you leave.

• Become familiar with the basic laws and customs of the country you plan to visit before you travel. Do not assume that because it is legal in the U.S., it is legal everywhere. Remember, while in a foreign country, you are subject to its laws.

• If you are taking a Laptop computer, please make sure to go to the following link and read the Safeguarding Information on Laptop Computers document: http://www.olt.gatech.edu/service/desktop-laptop-security/desktop-laptop-security

Once You Arrive

• Call home as soon as possible to confirm your safe arrival.

• Make sure you know how to use the telephone and have a calling card or other means of using the telephone in the country(-ies) that you visit as part of the program or on your own.

• Carry your insurance card with you at all times!

• Avoid public demonstrations, even peaceful ones. If there should be any political unrest, don’t get involved. Unsuspecting guests sometimes find themselves in downtown areas during protests. If this occurs, you should leave the area immediately.

• Try to act like you know what you are doing and where you are going so that you are less easily identified as a newcomer.

• Whether you are on foot or in a car, be aware of everyone around you and assess their probable intentions. This means occasionally looking behind you.

• If you’re being approached by a potentially threatening person, make some radical or abrupt change in your speed or direction, or cross the street.

• Try to walk in groups of four or more, especially at night or in areas with high crime rates. In most cases, the bigger your group, the safer you are.

• Avoid places where someone could be hidden (bushes, recessed doorways, "back alleys", etc.), especially if you are alone.

• As you walk, especially at night, be aware of good "escape routes."

• Avoid wearing conspicuous clothing and expensive jewelry.

• Remember that your life is more valuable than any of your possessions.

• Learn the transport system so you’ll know how to get home.
• Do not hitchhike.

• Do not ride bikes in the city, or on crowded streets – you could be hit by a car.

• Taxis are not safe everywhere, especially late at night. Read guidebooks and ask locals about the taxis.

• Avoid being alone on trains. If, for example, you suddenly find yourself alone in a train car, move to another one where other people are sitting.

• Do not leave your bags or belongings unattended at any time. Security personnel in airports and train stations are instructed to remove or destroy any unattended luggage. Do not agree to carry or look after packages or suitcases for anyone.

• Never keep all of your important documents and money together in one place or in only one suitcase.

• Have sufficient funds or a credit card on hand to purchase emergency items. At the same time, don’t carry excessive amounts of cash or any unnecessary credit cards.

• Keep informed of current political situations. In an emergency, advisories may be made to the general public through the media.

• Learn what the locals do to protect themselves (neighborhoods to avoid, places that are known to be safe, where to walk, where to shop, etc.)

• Take nothing of great value with you when you go out, and try to carry as little cash as possible.

• There are many on-line resources that provide safety information for travelers in general or specifically for study abroad students. Some of those resources, which we advise you to consult, are listed below:

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
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<tbody>
<tr>
<td>Association for International Road Safety</td>
<td><a href="http://www.asirt.org/">http://www.asirt.org/</a></td>
</tr>
<tr>
<td>Federal Aviation Administration: Site has security tips for travelers as</td>
<td><a href="http://www.faa.gov/">http://www.faa.gov/</a></td>
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<tr>
<td>well as information on a variety of aviation safety topics</td>
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<tr>
<td>GT’s Emergency Preparedness office can provide region-specific</td>
<td><a href="http://www.gatech.edu/emergency/">http://www.gatech.edu/emergency/</a></td>
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<tr>
<td>information</td>
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<tr>
<td>The Center for Global Education, SAFETI INFO</td>
<td><a href="http://www.globaled.us/safeti/">http://www.globaled.us/safeti/</a></td>
</tr>
<tr>
<td>U.S. Embassies’ Recommendations to Americans Abroad</td>
<td><a href="http://usembassy.state.gov/">http://usembassy.state.gov/</a></td>
</tr>
<tr>
<td>U.S. State Department booklet “A Safe Trip Abroad”</td>
<td><a href="http://travel.state.gov/travel/tips/sa">http://travel.state.gov/travel/tips/sa</a></td>
</tr>
<tr>
<td>U.S. State Department General Site</td>
<td><a href="http://travel.state.gov/">http://travel.state.gov/</a></td>
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<tr>
<td>International Emergency Contact Phone Numbers</td>
<td><a href="http://www.sccfd.org/travel.html">http://www.sccfd.org/travel.html</a></td>
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<tr>
<td>Department of State website for US students abroad</td>
<td><a href="http://studentsabroad.state.gov">http://studentsabroad.state.gov</a></td>
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STUDENT CODE OF CONDUCT

As a student enrolled in the Georgia Institute of Technology, you assume an obligation to conduct yourself in a manner compatible with the Institute’s function as an educational institution. The Student Code of Conduct defines the Institute’s expectations. As a student participating in a GT study abroad program, you are bound to the Student Code of Conduct just as you would be while taking classes on GT’s campus in Atlanta.

**Important Reminder:** You will have more interaction with GT professors and staff while studying abroad than a typical student does on campus. You will see faculty and staff outside of the classroom because of the structure of these programs. Even though you will probably eat dinner with faculty/staff, see them doing their shopping, and go on field trips with them, they are still employees of the Georgia Institute of Technology and you are still a student. So, you should conduct yourself according to the same rules that you would here on campus. You should show them the same respect they are given here on campus and you should address and treat them accordingly.

Violations of the Student Code of Conduct will be reported to the Dean of Students by the study abroad program. The Office of the Dean of Students will decide whether the sanctions should be immediate or upon return to campus. Failure to adhere to the GT Student Code of Conduct, especially behavior that is a danger to you, others, or the program, may result in immediate probation, which would require dismissal from the study abroad program. See the handout “Eligibility for Participation in GT Study Abroad Programs” for further information on the consequences of becoming ineligible due to disciplinary probation. Being overseas may increase the likelihood that misconduct would be seen as endangering you, others, or the program. Keep in mind that behavior that might go unnoticed on campus is more likely to be noticed abroad because of the close proximity of faculty and staff affiliated with your study abroad program.

The following excerpts from the GT Student Conduct Code are provided for the purpose of discussion at Study Abroad Orientation. You are responsible for knowing the content of the GT Student Code of Conduct, which is available in its entirety and in its most updated form online: [http://www.deanofstudents.gatech.edu/osi/plugins/content/index.php?id=31](http://www.deanofstudents.gatech.edu/osi/plugins/content/index.php?id=31)

**PROHIBITED ACADEMIC CONDUCT**
Examples of academic misconduct include but are not limited to the following: unauthorized access, unauthorized collaboration, plagiarism, false claims of performance, grade alteration, deliberate falsification, forgery and distortion.

**PROHIBITED NON-ACADEMIC CONDUCT**
Examples of non academic misconduct include but are not limited to the following: underage possession/consumption of alcohol, endangering behavior while intoxicated, disorderly conduct while intoxicated, possession/use/manufacturing of illegal drugs and/or substances, assault, harassment, sexual misconduct.
SEXUAL HARASSMENT
Handout prepared by the Office of International Education

Georgia Tech Policy on Student Sexual Misconduct, Sexual Harassment, Stalking and Intimate Partner Violence
Approved April 27, 2010

Students on study abroad programs may find that other societies have a different understanding of what constitutes sexual harassment than we do here in the United States. What may be considered sexual harassment in the United States may be seen in some countries as socially acceptable behavior. While United States sexual harassment laws do not extend beyond the borders of the United States, students studying abroad as part of Georgia Institute of Technology programs are bound by the Institute student policy on sexual harassment and misconduct. Some excerpts from that policy are:

“The Georgia Institute of Technology is committed to maintaining a learning environment that is safe and fosters the dignity, respect and worth of students, faculty and staff. Each member of this community has the responsibility to practice the highest ethical principles and standards of conduct. Persons who do not adhere to these principles and standards by the commission of sexual harassment or sexual misconduct damage the community and its members.

The Georgia Institute of Technology will not tolerate sexual harassment or sexual misconduct. Any kind of sexual harassment or sexual misconduct, including rape and other types of sexual assault, whether committed by a stranger, friend, or steady dating partner against women or men, is a violation of the law and the policy of the Georgia Institute of Technology. The Georgia Institute of Technology will also provide assistance and support for victims of sexual harassment or sexual misconduct and will work toward the apprehension of alleged assailants. Additionally, educational programs directed at prevention and awareness of sexual misconduct will be made available to the campus community.”

The complete policy regarding sexual harassment and misconduct can be found online: http://www.osi.gatech.edu/plugins/content/index.php?id=41

This web site includes the applications of and definitions within the policy, as well as procedures on filing a complaint and an explanation of the judicial process that follows. A section on resources and options for students who have been sexually harassed and/or assaulted is also included on this site.

If you feel that you have been the subject of sexual harassment during a study abroad program, you should report this to the GT Program Director or Administrator traveling with your group or you should contact the Office of the Dean of Students here on campus.

For assistance, contact:

- Georgia Tech Police – 404.894.2500 (24 hours a day / 7 days a week)
- Dean of Students – 404.894.6367
STAYING IN TOUCH
Communicating with your friends & family while abroad

In order to reduce the anxiety level of your friends and family back home and to keep yourself from getting homesick, it's important to stay in touch. Be sure to take an address list containing your friends’ and family’s phone numbers, fax numbers, and e-mail addresses. If possible, give your contact information to as many people as you can before you leave. Make sure that your family knows how often you plan to contact them. If they know that it is difficult for you to phone or e-mail, or that you will be traveling on certain days, then they will be less likely to panic when they have not heard from you in a while.

Phone Calls
Phone calls can be VERY expensive, so make sure you research your options before you leave the U.S. (In general, calling directly from a hotel phone, without a calling card, is the most expensive way to phone home. It can end up costing more for one phone call than for your hotel room itself!)

Ask your Program Director what past participants have found to be the most convenient way to phone from the country(ies) where you are going. Exchange students can ask the coordinator at their host institution, or ask GT students who have already participated in your program. Some countries might have cheap pre-paid phone cards; others may rent cell phones once you are there, etc.

Don’t forget to consider the time difference when calling the U.S., and tell the people calling you to remember too.

Calling Cards
An easy way to call home from overseas is to use a calling card from a U.S. carrier (e.g. AT&T, Sprint or MCI). When using one of these services, you will not usually need foreign coins and will not have to talk to an international operator. Special access codes in each country connect you directly to the AT&T, MCI, or Sprint network for potentially lower rates than going through the local telephone company. Be sure to ask your long-distance carrier for a list of the special access codes needed to get the network while you are abroad. Also, make sure you understand what the rates and surcharges are before you go. Ask the carrier(s) if they have special international calling plans. In some cases you may be able to get cheap rates on calls to one particular number (for instance, your parents’ number in the U.S.).

Tell your friends and family to check their phone rates as well if they will be calling you so that they can sign up for the international calling plan that makes the most sense for their calling needs. Many phone cards are available to call from the U.S. to other countries at websites like www.callingcards.com
Skype
You should also check out www.skype.com to find out about making free calls over the internet to anyone else who also has Skype. It can also be used to make calls to landline telephones and cell phones at very discounted rates. Make sure to investigate this option before you leave!

Cell Phones
Most U.S. cellular phones do not work overseas, unless you have international service, but you can check with your cellular phone company to be sure. In some cases, you can rent a cell phone to use while you are overseas.

There are organizations that provide such services:

- Planet Fone offers rental cell phones at www.planetfone.com that can be used in the U.S. and while you are abroad.
- Cell Hire is a new company that also offers rental services. Visit www.cellhire.com

Check with your Program Director and/or with past participants to find out if they used cell phones when they were on your program. Be sure to investigate all of the costs so that you don’t get an expensive surprise when you get the bills!

E-MAIL
Ask your Program Director or past participants about e-mail access on your particular program. GT webmail is now very accessible through the Zimbra system. You should be able to check your GT account regularly while abroad. If you intend to use an alternate e-mail while abroad, then be sure to forward your GT e-mail account to your personal account since you are responsible for checking your GT e-mail at all times. Once you have forwarded your GT account, test it before leaving the country! Many students in the past thought that they had forwarded their GT accounts, but did not check to make sure it worked.
CUSTOMS INFORMATION

Can I bring back anything I buy while I’m abroad?
Are there limits on how much I can bring back into the U.S.?
Will I have to pay duty (tax) on the things I bring back?

Answers to these questions and many others are included in “Know Before You Go,” a booklet written by the U.S. Customs Service. “Know Before You Go” gives detailed information on what you can and cannot bring back to the U.S. Before your departure, be sure to read “Know Before You Go,” which is available on-line: http://www.customs.ustreas.gov.

PARENTS

Do your parents have questions about study abroad or are they questioning your decision to go abroad?
If so, we have a recommendation for you.

William Hoffa, a well-known international educator, wrote Study Abroad: A Parent’s Guide to inform parents of the important role of international education in today’s world. Hoffa’s book touches on the fact that studying abroad is more than an extended vacation, and can, in fact, enrich academics and allow students to gain an understanding of other cultures and backgrounds. More practically, he points out that study abroad experience can also significantly enhance a resume. Hoffa’s intent is to set parents’ minds at ease as they assist their students in the study abroad process.

This book was published by NAFSA Publishers and is no longer in print. It can be found on Amazon.com for approximately $15.
MONEY MATTERS
Financial Considerations while Abroad

You will need to make some decisions before your departure about how you will handle money while overseas. We suggest that you carry money in a variety of ways so that if one mode fails you'll always have a back-up.

First, you need to know what the currency of your host country is and what your dollars will be worth in the host country. An online source of information about currencies and currency exchange rates is: www.oanda.com This web site has a currency converter that you can use to check currency exchange rates. Another helpful online resource is www.smartertravel.com. This site provides information on money and insurance topics for travel abroad.

NOTE: In 2001, many European countries began using a new currency, the Euro. Not all member states in the European Union use the Euro as their currency. For information on which countries now use the Euro, please visit: http://europa.eu

FINANCIAL OPTIONS WHILE ABROAD

ATM/Debit Card (convenient and easy, but charge fees)
The proliferation of Automated Teller Machines (ATMs) around the world provides one of the best ways of transferring money and exchanging currency. Many ATMs in the United States and abroad are connected to international networks such as Cirrus or the Plus System. This means that you can get cash in the local currency directly from your bank account in the U.S, and you will usually get a very favorable rate of exchange. Some countries have more ATMs that accept U.S. cards than others, so check with your Program Director/Coordinator about the particular country(-ies) where you will study. A debit card (with a MasterCard or Visa logo on front) is more useful abroad than a regular ATM card because the Visa or MasterCard logo allows the card to work at more machines.

NOTE: Be aware that most U.S. banks charge fees every time you use an ATM card, and sometimes these are high on international withdrawals. Check with your bank about fees associated with making cash withdrawals abroad.

Tips for Debit/ATM Card Use

☐ Contact your bank before going abroad.

✓ Inform them of your dates of travel. Many banks will freeze your account if you have not informed them of your international travel.

✓ Inquire about fees associated with international transactions.

✓ Ask for details and restrictions about your account and about accessing funds from abroad (i.e. daily withdrawal limits).

Credit Card (convenient, but watch out for fees)
Major credit cards such as MasterCard and Visa can usually be used all over the world. American Express is also widely accepted abroad. When you make a purchase in Mexican Pesos, Australian Dollars, or any other foreign currency, the money is charged to your credit card in American Dollars. In other words, when...
you receive your statement or do an inquiry on your account, the amount that you spent in a foreign location will automatically be reflected in U.S. dollars. You usually get a better exchange rate when using a credit card than you would when exchanging cash or traveler’s checks. You can also get a cash advance with your credit card, but be sure to look into fees and interest rates, as these are typically very high. Even if you don’t plan to use a credit card regularly, we suggest that you carry at least one major card to use for emergencies. Ideally, we suggest that you carry one Visa and one MasterCard it may be easier to use one or the other in your particular country.

**NOTE:** Beware of fees that most credit card companies charge on international transactions. Contact your credit card company to find out their policies before you go abroad!

**Tips for Credit Card Use**

- **Contact your credit card company before you go abroad.**
  - Ask for a customer service telephone number that you can use to contact them while you are abroad. Most companies have a collect telephone number that clients may use to call for reporting lost/stolen cards while abroad.
  - Register your dates of travel so that their fraud services do not freeze your accounts when they notice unusual international transactions.
  - For safety purposes, keep a list of your credit card numbers or make photocopies of the cards. Leave this information with someone at home and carry it with you (in a place different from the location of the cards themselves) in case your cards are lost or stolen.
  - Be sure to have someone at home paying the monthly minimum for you if you’re away for more than one month...you don’t want to come home to bad credit!

**Cash** *(a small amount as a back-up)*

For safety reasons, you should never carry large amounts of cash in any currency. If you choose to take U.S. Dollars in cash, be aware that they usually net the worst exchange rates when changed for foreign currency. You may wish to have a small amount of the local currency on hand when you arrive in the host country. If so, you can “buy” most major world currencies here in Atlanta at major banks or at a currency exchange service such as Thomas Cook. The bank will usually have to order the currency for you so allow up to a week for processing your request. Whatever bank you use, ask about fees associated with buying foreign currency and about the exchange rate the bank will use.

**Tips for Using Cash**

- Travel with the equivalent of $50 - $100 in local currency so you will not be empty-handed upon arrival. This can be helpful for buses, taxis, phone calls, tips, and other incidentals.

- We suggest that you travel with a little U.S. currency. It will not get you a good exchange rate, but past study abroad participants have said it is sometimes useful.

**Money Transfers**

iKobo is an online service which allows money to be transferred to someone anywhere in the world. Transactions are done online and a Visa debit card is mailed (via FedEx or a similar shipping company) to the recipient. The Visa debit card can be used at any Visa ATM to withdraw cash or to make purchases anywhere Visa is accepted. More funds can be added to the same card later via the iKobo website. A small fee is charged. Visit [www.ikobo.com](http://www.ikobo.com) to learn more.
International Money Orders

International money orders (up to $700) can be purchased at any US Post Office and mailed to a recipient. The money orders can be cashed at post offices in 30 different countries. For more info, visit www.usps.com/money/sendingmoney/sendmoneyinternationally.htm

GENERAL REMINDERS

Every time you change money from one currency to another, U.S. Dollars to Hong Kong Dollars or Swiss Francs to Euros, you lose money in the exchange. If you are traveling from one country to another, this means you should try to get only as much of a particular currency as you think you’ll use.

When changing money, keep in mind that banks usually give much better exchange rates than the currency exchange services found in railway stations and airports. Hotels and restaurants usually offer the worst rates of exchange and have high service charges.

THE STEREOTyped AMERICAN

The following list is of some of the most common stereotypes of Americans held by people in other countries. Go through it quickly and underline those attributes that you personally think are positive and put an X beside those attributes that you personally think are negative.

Do NOT mark according to what people you know think, or about what you think you are supposed to believe. Instead, put an X or underline according to how you perceive these attributes.

U.S. Americans are:

- Optimistic
- Outgoing, Friendly
- Informal
- Loud, Rude, Boastful, Immature
- Naive
- Hard Working
- Aggressive
- Judgmental, Moralistic
- Superficial
- Extravagant, Wasteful
- Confident they have all the answers
- Politically naive and/or Uninformed
- Ignorant of other countries
- Lacking in Class Consciousness
- Disrespectful of Authority
- Racially Prejudiced
- Wealthy
- Generous
- Impatient, always in a hurry

It’s also widely believed that the

- Women are promiscuous

While most Americans clearly perceive some of these as positive and others as negative, they are not viewed the same everywhere in the world.

For example, most Americans think that being informal is positive because it puts everyone on the same level and makes people feel comfortable and “at home”. This is definitely not the point of view of all
cultures. Try to learn how the culture of the country you are visiting perceives these traits and values. Then, think about how your own attachment to some of these traits might make it either difficult or easy for you to adjust to the host culture.

Do you think these stereotypes are accurate? If not, then which ones do you think are inaccurate?
It’s important to realize that some of the people you encounter will attribute these traits and values to you before knowing you, because of the stereotypes they formed before meeting you. How will you react? We suggest that you try to remain calm rather than becoming angry or defensive and that you try, if possible, to break the negative stereotypes people have of Americans.

What ideas (stereotypes) do you have about the people from the host country? What ideas do other Americans have about them? Where do these ideas come from?
Most likely, you have stereotypes about non-Americans in general and about those who live in the country where you will study. Though not necessarily wrong, stereotypes do prevent us from moving to the deeper level of understanding that is beyond them. Hence, educate yourself about your host country and its culture before you leave. Also, learn about current events and try to talk to people who are from the host country or who have extensive experience there. Once you're in the country, you will hopefully be able to go beyond the stereotypes and come to understand why things are different.

PACKING TIPS FOR OVERSEAS PROGRAMS

Go light, wash frequently, minimize weight and volume

Travel with no more baggage than you can easily carry. Be sure to check with your airline for their weight and size restrictions.

THINGS TO PUT IN YOUR CARRY-ON

- Passport
- Health Insurance Card
- Ball Point Pen (to complete forms when you arrive in your host country; write down information)
- Credit and ATM cards, US cash (suggested: $50) and some currency of the host country (suggested: equivalent of $50 US)
- Copy of Travel itinerary; names and phone numbers of ground transportation (taxi, bus, metro) and final destination (hotel, university). If possible, print copies of public transportation maps, and a map detailing the area around your final destination before you leave.
- Access numbers for your U.S. phone company and the company’s long distance calling card. Alternately, you can use a phone service local to your host country, using either a prepaid SIM card or cell phone.
- Ear plugs and/or eye shades, headphones
- Jacket/Sweater
- Time-Passers (books/magazines, mp3 player, handheld games, snacks, etc)
  - Laptop with appropriate plug adapters for the country(-ies) you are travelling to
- Change of clothes or two (with toiletries for about 24 hours) in case of lost luggage

NOTE: Please abide by airline standards for allowable items (1 qt size bag holding liquids/gels, etc. of less than 3 oz.)
HOW TO PICK/PACK YOUR SUITCASE

You should plan to pack in only one suitcase for your outward journey; the best are rolling duffel bags, the kind with retractable wheels, or “Travel Packs” that can convert from suitcase to backpack. Leave as much room as possible for souvenirs on your return, or pack a second soft-sided, collapsible bag simply for that purpose.

Clothing

Be sure to take clothes that are easily washed and dried and require minimal ironing. You may not have access to a washer/dryer at some points on your trip and will have to wash clothes (for example) in a hotel bathroom and hang dry. Work around a basic scheme of mixing, matching, and layering (do not restrict any one clothing item to a single outfit). We suggest you take a waterproof jacket. You should also read up on the country(-ies) you will visit to be sure your clothing will be appropriate for the temperature as well as for the culture. You want to be comfortable, but you definitely don’t want to stand out as a tourist…that will make you much more susceptible to theft and robbery.

Numbers for packing light:

→ For a semester exchange program:
  ○ 5-6 bottoms, 10-12 tops (allow for layering and seasonal changes)
  ○ 2 jackets (one waterproof, other climate appropriate)
  ○ Enough undergarments to last a week

→ For a summer program
  ○ 2-3 bottoms, 5-6 tops (allow for layering)
  ○ 2 jackets (one waterproof, one light)
  ○ Enough undergarments to last 3-4 days (plan to wash frequently)

Shoes

You must have a comfortable pair of walking shoes. Make sure you have casual shoes as well as a pair of dress shoes. If you’re going to use a hall shower, think about taking a pair of flip-flops.

Personal Hygiene, Toiletries, Etc. (some of this can be bought upon arrival)

→ Toiletries: toothbrush, toothpaste, shampoo, soap, face wash, deodorant, razor (non-electric), comb/brush, dental floss, etc.

→ Washcloth/ Towel

→ Any prescription drugs you might need for the duration of your trip (talk to your doctor about getting them ahead of time)

→ Small collapsible umbrella

→ Small flash light

→ Personal First Aid kit: Band-Aids, antiseptic, pain reliever, tweezers, lip balm, cold medicine, etc.

→ Spare pair eye glasses/contacts, contact solution

School Supplies (some of this can be bought upon arrival)

→ Textbooks

→ Notebook and paper (You may find that American notebook paper doesn't fit into notebooks purchased in other countries and vice versa.)
- Pens and pencils
- Calculator
- Anything you’re accustomed to using to organize yourself academically

**Miscellaneous Items**
- Map of host country/city and/or guidebook with local listings, cultural info, etc.
- Camera with extra memory
- Small sewing kit
- Swiss army knife (pack this in the bag that you check, NOT your carry-on!)
- Combination lock for suitcase, especially for traveling on weekends or staying in hostels
- Converter and adapter (U.S. electrical devices will not work abroad without an adapter and/or converter so this is a “must” if you need to take electrical devices with you. Country specific travel guides/books usually indicate the voltage & AC frequency needed.)
- Chargers or spare batteries for any electronics you are taking
- Travel journal

**MORE PACKING TIPS**
- If possible, avoid pressurized containers since they are more likely to leak or “explode” during the flight.
- Pack all containers of liquids in zip lock bags.
- Do not take expensive jewelry items.
- Be sure you have a list of the phone numbers for all of your credit and ATM cards so that you can call to have them replaced if they are lost or stolen. Also, leave a copy of this list in the U.S. with someone you trust.
- Keep a copy of your passport in a different place than your actual passport. Leave a copy of your passport in the U.S. with someone you trust.
- Keep prescription drugs in their original containers so that if your luggage is checked it will be easy for the Customs official to know which kind of medicines you have.
- There are lots of web sites that give detailed lists of what to pack and/or packing tips. A few we suggest you check out are:
  - [www.onebag.com](http://www.onebag.com)
  - [www.studyabroaddomain.com/packing.aspx](http://www.studyabroaddomain.com/packing.aspx)
  - [www.independenttraveler.com/resources/article.cfm?AID=96&category=9](http://www.independenttraveler.com/resources/article.cfm?AID=96&category=9)
- Remember that your luggage may be subject to inspection by the Customs Officials at your foreign destination. You may wish to contact the foreign embassy/consul of the country that you will be visiting. Contact information can be found at: [http://travel.state.gov](http://travel.state.gov)