



# Student Study Abroad Handbook



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## A MESSAGE FROM THE ASSOCIATE DIRECTOR

Dear Study Abroad Student,

Studying abroad may be that defining moment in your education that will change your life. Nothing will be quite the same after you have studied in another area of the world. Your perspectives will be global, your attitudes will be international and you will have memories that you will carry forever. Your resume will be more attractive, in some cases your language proficiency will be advanced, and you will develop lifelong friendships.

The Center for International Programs has created this Study Abroad Handbook to answer the many questions you might have. It can be very detailed in some aspects, or very generic in others, but we are sure that it will be very useful for you in preparing and while you are traveling. As always, if you have any questions please visit our office!

Happy travels!

Maria D. Flores, Associate Director

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**As William W. Hoffa states in his “Study Abroad: A Parent’s Guide”**

**Study Abroad:**

- Enriches and diversifies undergraduate education by offering courses, programs, and academic learning of a sort not available on the home campus.
- Provide U.S. students with a global outlook that emphasized the ties among nations and cultures, the universality of human values, and the necessity of working together.
- Enhances career preparation by teaching cross-cultural and workplace skills of value to today’s employers, often through internships and other hands-on experiences.
- Deepens intellectual and personal maturity, foster independent thinking, and builds self-confidence.

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***PREPARING  
FOR DEPARTURE***

## CULTURE SHOCK

When you leave home to study abroad in a foreign country, you are starting a new life for yourself. Be patient, it will take a while for you to adapt to a new environment.

Consider all the things that you take for granted here at Saint Mary's. You know how to get from one place to another. You know everything about the cafeteria, laundry, grocery store, and the price of a particular item of food. You can speak the language fluently, as well as understand the meanings that lie behind slang and jokes. When you place yourself in a foreign environment, you must throw many of these privileges out the window. You will have to relearn how all of these seemingly mindless tasks are done in your host country. People are going to speak and act very differently than what you expect from your fellow Americans.

As you adjust to the sudden changes in your new environment you will most likely experience the phenomena known as "culture shock". Not everyone experiences it, especially those who have lived/studied abroad in the past, but culture shock can affect your life in a variety of ways: headaches, upset stomach, irritability, homesickness, and so on. If you experience any or all of these, don't worry, they are all completely normal reactions. Yes, they can be uncomfortable and disorienting, but they will go away with time and effort as you adjust.

Culture shock manifests itself in a series of stages, and every person finds a different experience awaiting them overseas. We provide these stages here simply as possible answers for puzzling feelings and emotions that you may experience while overseas.

### **Initial Euphoria**

Hardly recovered from jet lag and travel fatigue, you will soon be busy with registration, interviews, orientation, tours, parties, and getting acquainted with your hosts and peers. Everything is new and exciting and students purposely set off to accomplish their goals. Reality, essentially, has not yet set in.

### **Irritability and/or Hostility**

As the differences become apparent and perhaps some difficulties are encountered, discomfort sets in and you may find yourself becoming irritable about certain aspects of your new country. You might start to romanticize how great things were back home, and maybe start to feel a little blue or homesick.

### **Gradual Adjustment**

As you begin to better understand lectures and textbooks, pass one or two quizzes, and start to correctly interpret some of the cultural cues that have been so confusing, there is a gradual – sometimes hardly perceptible – adjustment taking place. Gradually, things will seem less forbidding and more comfortable, and your sense of humor will begin to work again in your new environment.

### **Adaptation**

You have adapted when you can fully function in two cultures, the new one and your old one. You will be able to handle with understanding any differences encountered, you'll be at ease with your college and peers, and find you can communicate more readily. In fact, you may find a great deal to enjoy, and relations with hosts and professors can deepen and mature.

## Values Americans Live By

This section is “food of thought” as to which values American citizens tend to hold and live by. As you enter a new culture, the things they do and say, the values they hold may seem odd or different. Looking over these may help you to understand why.

**Personal Control over the Environment:** People can/should control nature, their own environment and destiny; Future is not left to fate.

**Change & Mobility:** Change is seen as positive, good— meaning progress, improvements and growth.

**Time and Its Control:** Time is valuable – achievement of goals depends on productive use of time.

**Equality/Egalitarianism:** People have equal opportunities; people are important as individuals, for who they are not from what family they come. Little deference shown or status acknowledged.

**Individualism, Independence, and Privacy:** People are seen as separate individuals, not group members, with individual needs. People need time to be alone and be themselves.

**Self-Help:** Americans take great pride in their own accomplishments, not in name. Respect is given for achievements.

**Competition and Free Enterprise:** Americans believe competition brings out the best in people and free enterprise produces most progress and success.

**Future Orientation/Optimism:** Americans believe that, regardless of past or present, the future will be better, happier. Less value on past, constant looking ahead to tomorrow.

**Action and Work Orientation:** Americans believe that work is morally right; that it is immoral to waste time. More emphasis placed on “doing” rather than just “being.”

**Informality:** Americans believe that formality is “un-American” and a show of arrogance and superiority. They demonstrate a casual, egalitarian attitude between people and their relationships.

**Directness, Openness, and Honesty:** One can only trust people who “look you in the eye,” and “tell it like it is.” Truth is a function of reality, not circumstance. People tend to tell the “truth” and not worry about saving the other person’s “face” or “honor.”

**Practicality/Efficiency:** Practicality is usually most important consideration when decisions are being made. Less emphasis on the subjective, aesthetic, or emotional factors in decisions.

**Materialism/Acquisitiveness:** Material goods are seen as just rewards of hard work.

(Source: L. Robert Kohl, From The Values Americans Live By.)

## PASSPORTS

**Processing a U.S. passport application takes at least four weeks.** During rush periods, such as spring months or December, **it can take as long as six to seven weeks.** Your U.S. passport will be mailed directly to you. If you do not receive it within several weeks, contact the office where you applied.

**You will need a valid passport to study abroad.** Your passport is a valuable document and it will be your primary source of identification abroad, so guard it with care. **We recommend you that you make copies of the information pages** and leave them with your family prior to your departure. Also, it never hurts to have copies of your tickets, rail passes, traveler's check numbers and other important information.

**If you already have a passport,** make sure your passport will be valid for 180 days beyond the end of the program. If your passport has already expired or will expire soon, you need to apply for a new one immediately. You will need a passport before you can apply for a student visa.

**If you have never had a passport,** you must apply for your passport in person at once. Passport offices are very busy, especially in the spring and before Christmas, and you may need to call your parents for documentation, such as a birth certificate. Give yourself at least two months' time for this procedure.

**Where to renew or apply for a U.S. passport**

- You can apply for a passport at the Rheem post office, for a new passport or if it is expired or about to expire. Further information can be found at <http://travel.state.gov/download.applications.html>

**What you will need to apply for a U.S. passport:**

- A completed passport application.
- Proof of U.S. citizenship. This can be a previous passport, birth certificate with raised seal (no photocopies), naturalization papers, or a Department of State Affidavit. Hospital birth certificate will not be accepted.
- Two standard 2"x2" passport photos. You must have identical photographs taken within the last six months. Be sure you sign the photos on the reverse.
- Proof of Identity. This must be a valid document with your signature and picture, such as previous passport, driver's license, military card, or a state/federal ID. Social Security Number.
- Passport renewal form DS-82. The passport fee \$75. The execution fee is \$25 (if you apply in person). Expedited service fee is \$60. You may pay with a bank draft or cashier's check, check (certified, personal or traveler's), money order, or cash. These fees may change, so contact your local passport agency.
- New passport form DS-11. The passport fee \$55. The security surcharge is \$12. The execution fee is \$30. The total fee is \$97.

**If you lose your passport abroad,** notify the nearest U.S. consulate or embassy. It is helpful at this time to show a copy of the lost or stolen passport.

## VISAS

A visa is a document, provided by the country where you will be studying, which confirms your legitimate status as a foreign student. Not all countries require a visa.

**A visa is generally attached to a passport, so having a passport is necessary before you can apply for a visa.** Some visas are free and easy to acquire, while others may cost over \$100 and require a lot of documentation and planning ahead. You will receive visa information (either from Saint Mary's or from the NON-SMC program of your choice) regarding the official documents needed to apply for a visa. Some countries will require a letter of acceptance, proof of insurance, and proof of sufficient funds, among other documents, before they will issue a visa.

NON-US  
CITIZENS

If you are not carrying a U.S. passport, it is your responsibility to ensure that you have a valid passport from your country of citizenship. You must also contact the consulate of the country where you will study to determine visa requirements as they apply to you. Do this as soon as possible, since your visa application may have to be processed through a foreign capital city before you can be cleared. This is the most

**OTHER  
NECESSARY  
TRAVEL  
DOCUMENTS**

important thing you can do to prepare for your semester overseas, since a delay in obtaining a necessary visa means that you cannot take part in the program. You may contact your consulate or embassy through the following web site: [www.embassy.org](http://www.embassy.org)

The following list defines documents and articles that you may need in order to obtain official permission to study abroad. Your program will be sending you current information about which of these things you are actually required to have. You can also check the [travel.state.gov](http://travel.state.gov) website for current listings by country.

**Tickets:** As most students will fly to their study abroad destination, your plane ticket will serve as your primary travel document. For others, a train or bus ticket may suffice. Some countries will require you to show that you have a return or ongoing flight scheduled within the allotted time for your visa. Student visas can last from one month to one year depending on the country where you will be studying. If you plan to stay longer, you will need to extend your visa.

**Proof of Sufficient Funds:** Some countries also require proof of self-sufficiency while abroad. You may be asked to provide a bank statement with your current balance to show that you have enough money to pay for your needs while abroad without having to ask the country to provide you with monetary assistance. If your parents will finance your study abroad program, they need to submit an Affidavit of Support.

**Letter of Acceptance:** You may be required to show an official letter of acceptance to study abroad.

**Proof of Health Insurance:** You should have an insurance card or other document verifying that you have travel and health insurance.

**Prescriptions:** If you require prescription medications while abroad, you will very likely need to verify this requirement with a doctor's note. You may need a specially notarized prescription, translated into the host country language, if the country does not recognize American prescriptions.

**Confirmation of Good Health:** Some countries will require that a health form or letter of good health (confirmation that you are free from certain diseases, etc.) be provided to obtain a visa.

**Confirmation of Vaccination:** You may also be asked to show proof of having received certain vaccinations to travel in regions with endemic diseases, like cholera, yellow fever, etc

**International Student ID Card:** You should consider purchasing an International Student ID Card (ISIC) as this can provide discounts, helps verify your travel purposes, includes a limited amount of insurance, and provides 24-hour assistance. For those of you purchasing your plane ticket through STA Travel, the ISIC Card will be given to you. Otherwise, you may choose to purchase your card independently by visiting: <http://www.isic.org/get-your-card/>.

**Power of Attorney:** While abroad it can be useful to designate another person to act on your behalf regarding financial and legal issues through a power of attorney. There are two types of Powers of Attorney's; special power of attorney which is more limited or general power of attorney which gives a person unlimited power over your financial and legal decisions. Powers of attorney can be obtained by any lawyer and also available at some office supply stores and legal forms shops. Keep in mind that you are legally responsible for any decision made through a power of attorney and the document itself should contain an expiration date coinciding with your return date to the United States.

●● Please have in mind that you should have 2 copies of all your travel documents. Leave one copy with a contact in the U.S., and bring the second one abroad. Remember to keep copies in a safe place, separate from where you keep your original documents.

## ACADEMIC PLANNING AT SMC

## STUDYING ABROAD ACADEMICS

Before you register for the classes you will take abroad, you must talk to your academic advisor at SMC. She/He is the key contact for all of your educational questions and decisions such as: which classes to take or dropping a class. When you decide what classes you will take, you must contact each Department Chair with your Transfer Credit Approval, and get their signature. Once you have all the signatures, your advisor needs to sign the form too, confirming that the classes you take abroad will be beneficial for you. The staff at the Center for International Programs office is happy to help, but we cannot offer advice on specific major requirements.

### Student Status

You are expected to be a full-time student during your semester abroad. To be considered full-time, you must register in at least 12 semester credits, or 4 courses (each course should be 3 semester credits).

### Registration at SMC

You can register for Jan Term/Spring courses using GaelXpress. Leslie Borquez, lcornish@stmarys-ca.edu, will send your registration instructions to your @stmarys-ca.edu e-mail account.

### Course Load and Jan-Term

SMC's tuition allows students to take 9 courses per academic year: 4 courses in Fall semester, 1 course in Jan Term, and 4 courses in Spring semester. While participating in an SMC/Exchange/Lasallian Consortium Program, SMC students are expected to enroll in 4 courses (3 semester credits each) during their semester abroad program. If your study abroad program starts in January, then you are expected to take 5 courses abroad (one of the courses will count towards Jan Term).

### EXCEPTIONS:

- Spring semester Oxford and London participants are only able to enroll in 4 courses even though the programs start in January. CMRS (Oxford) and QMUL (London) do not allow students to take more than 4 courses in one semester.

**NOTE:** Make sure you adhere to the recommended amount of courses to enroll in while abroad, otherwise you will be charged extra tuition fees for any additional credits.

### Course Add/Drop

After registration, you may change your schedule by adding or dropping courses in consultation with the resident director/overseas abroad coordinator. Please continue to refer to your Transfer Credit Approval Form to ensure you take courses that have been discussed with your SMC academic advisor.

### Class Attendance

Attendance is expected in all courses while abroad. Class attendance requirements are established by the instructors of each course. Instructors may set and announce penalties when excessive absences would seriously hinder achievement in particular courses. Instructors overseas may specify class participation as part of the final grade. One of the benefits of studying abroad is the ability to travel in your country of study. Each study abroad program plans field trips – some course related, others for general interest – to expand your understanding of the history, arts, and culture of your host country. Sometimes, however, students might get distracted and may tempt to ignore the importance of the classroom experience. We take the academic program seriously and so should you. It is your academic responsibility to attend classes regularly.

Student Standards Committee of the appropriate school or college.

### Grades

Passing grades in order of rank are:

A: 4.0; A-: 3.7; B+: 3.3; B: 3.0; B-: 2.7; C+: 2.3; C: 2.0; C-: 1.7; D+: 1.3; D: 1.0; D-: 0.7

**Academic Standards- Honor Code**

Students shall exhibit honesty in all academic endeavors. Cheating, or assisting another person to cheat, in any form is not tolerated. The submission of any work by a student is taken as a guarantee that the thoughts, and expression in it, are the student's own, except when properly credited to another. Violations of this principle include giving or receiving aid in an exam or where otherwise prohibited, fraud, plagiarism, the falsification or forgery of any record, or any other deceptive act in connection with academic work. Plagiarism is the representation of another's words, ideas, programs, formulae, opinions, or other products of work as one's own, either overtly or by failing to attribute them to their true source. Sanctions for violations will be imposed by the dean, faculty, or

**Independent Study Projects**

You may propose an independent study project if you need to satisfy a degree requirement in a topic not offered by the program abroad. You must obtain approval for an independent study project in advance by submitting a Proposal for Independent Study Course to the Center for International Programs by May 1 (fall semester) or November 15 (spring semester). Proposal forms are available by request at the Center for International Programs. Proposals should include the following:

- A description of the project
- The purpose of the project
- A timetable of completion
- Method of evaluation
- Number of credits (generally limited to three credits per semester)

**Continuing Students**

Students who have not initially applied for two semesters are encouraged to apply for a second semester abroad. Once you have been accepted for a second semester abroad, you will receive your government financial aid and NOT your SMC financial aid, if it is not a SMC study abroad program.

**Transcripts**

Official transcripts and grade reports are issued by the Registrar's office from the campus you are studying. SMC maintains a permanent academic transcript showing complete information of courses and grades earned for every student, matriculated or non-matriculated, who takes credit-bearing course work through any of the SMC programs. Transcripts may not be modified for any reason. SMC will not release official transcripts if you have an outstanding balance due on your account (This includes parking and library fines, or health "holds" for proof of immunization for rubella/rubeola). Grades sent from overseas generally arrive later than they do on the home campus.

**SMC Study Abroad Program- Paying Fees and Financial Aid**

Most of the SMC Semester Programs expenses are covered by one semester's tuition, plus international room and board and half of your air fare. Students who currently use TMS Management Services Monthly Payment Plan can use the plan for study abroad. Student Loans as well as Financial Aid Awards (Federal, State and SMC) may be used as well. The Center for International Programs will tell you when to pay a \$600 deposit that will ensure your place in the program and that will be credited towards the total cost of the study abroad. Both, the deposit as well as the tuition plus room and board fees (if applicable to your program) will be paid at the business office at SMC prior to departure.

**NON-SMC Study Abroad Program- Financial Aid and Paying Fees**

The only fee you will need to pay to Saint Mary's College is the \$200 processing fee. Each program has different deposit amounts, but they are about \$500. The deposit as well as the total program cost will be paid directly to your chosen program. If you have Federal Financial Aid you will be able to use it. Unfortunately, SMC scholarships (such as Presidential Scholarship) will not be transferred to a NON-SMC Program.

**WITHDRAWAL  
POLICY****Refund Policy for Withdrawal Prior to Departure**

Students who cancel/withdraw from their study abroad program may be subject to cancellation/penalty fees that Saint Mary's College cannot recover from its overseas partner or program provider. The \$600 study abroad deposit is non-refundable and will be used to cover such expenses and the Travel Credit of \$500 (applicable to SMC and Lasallian programs) will be reversed. In addition, if the cancellation/penalty fees by the partner institution exceed the study abroad deposit amount, you are responsible for paying the additional charges. However, if no additional cancellation fees are incurred, students can apply the study abroad deposit to their SMC tuition for the following semester.

**Refund Policy for Withdrawal While Abroad**

Students who withdraw once the study abroad program has begun, will automatically forfeit their \$600 deposit and their \$500 travel credit. In addition, students will incur any cancellation/penalty fees by the partner institution and will need to adhere to the College Refund Policy for Withdrawal, which states the following: 85% tuition refund to the end of the first week of class; 80% tuition refund to the end of the second week of class; 75% tuition refund to the end of the fourth week of class. **There is NO REFUND after the fourth week of the term.** The student will also be responsible for the room/board charges and any financial aid received will be prorated based on the withdrawal date and federal law.

**ADDITIONAL  
EXPENSES**

SMC programs as well as NON-SMC programs charge a general fee that usually covers your tuition, room and board, and some cultural activities. You should review what each program offers, since each program is different. Keep in mind that these general fees do not cover transportation (airfare), and personal expenses, which are estimated to be from \$2,500 to \$5,500, according to each student's individual needs. Take a realistic look at what you spend on campus in a semester: count on spending twice as much overseas, especially if you are planning to travel on weekends and over breaks.

Here is a small list of things you will have to pay for from your personal funds while you are overseas.

**Meals**

If you are on a homestay program 2 meals a day are covered by your program fee. Please review your program charges to find out exactly what is covered. If you are not on a homestay program you will be required to pay for your meals, for which you should budget between \$1,375 -\$2,375 per semester.

**Textbooks**

Expect to spend at least as much for textbooks overseas as you would on campus, approximately \$480.

**ADDITIONAL  
EXPENSES****Museum Entrance Fees**

Some museum entrance fees are included. You should, however, anticipate some out-of-pocket costs for excursions. Depending on your program and your course selection, you should budget around \$150 per semester for entrance fees.

**Independent Travel**

Like most participants, you will probably want to travel on weekends and during vacation periods. Some excursions are included, but independent travel expenses are not. During weekends and breaks, you will be responsible for your travel, accommodation and meals. Depending on your individual plans, you should budget at least \$2,000 per semester for personal travel.

**Cell Phones & Communication Costs**

Communicating with friends and family from overseas can add up to a considerable expense. You should not expect to use your hosts' telephone. Most students solve their communication needs with cell phones, prepaid phone cards and/or Skype. You will receive information on purchasing cell phones and calling plans during your in-country orientation, but you should anticipate paying \$150 or more for a cell phone (including calling minutes.) Please note: the cellular phone you use in the U.S. will probably not work overseas. Rather than paying for an expensive international phone prior to departure, purchase an inexpensive phone overseas.

**Personal Needs**

Don't forget to budget for your personal expenses. You will need to pay for laundry, dry cleaning, toiletries, personal hygiene, postage, and miscellaneous supplies. You may also want to allow for a few luxuries, such as newspapers, movies, taxi fares and entertainment. You will find that the prices overseas will be comparable or higher than the prices in the U.S. depending on the country. Buying American brands overseas, e.g. cosmetics and contact lens products, can be very expensive. Depending on your spending habits, you may want to budget between \$1,000 and \$1,200 for incidentals.

**Emergency Money**

Hopefully you will not need it, but you should always add to your budget some emergency money that can be used in case of an accident, to spoil yourself towards the end of the program, or so that you are not completely broke when you come back home.

## FINANCIAL AID

The goal of the Center for International Programs is to help each students find a program that is suitable for them academically, personally, as well as financially. If you have questions about your financial aid package and how it transfers abroad, some basic information will be listed here (See SMC Program/NON-SMC Program Paying Fees and Financial Aid), but please make sure to check with the Financial Aid Office (925-631-4370) regarding your specific situation. In addition, you might want to contact them to see if you have any remaining eligibility for loans during the current year, or to check for parent of private loan eligibility that can be used for study abroad costs.

Even if you fill out a leave of absence form, you remain a Saint Mary's student while you are studying abroad, so you do not need to fill out the FAFSA form differently (if you are applying for financial aid at SMC). Also, you won't need to have loan checks or any financial information sent to the program/school where you will be studying abroad.

### ATM's and Credit Cards

In many countries, the simplest way to access cash is through an Automated Teller Machine (ATM). Be sure you know your PIN number for ATM cards you will use overseas. Keep the number in a safe place and do not give the number to anyone in order to maintain the security of your accounts. Daily withdrawals are usually limited to \$300. Exchange rates at ATM machines are very good abroad, and you avoid commission fees. However, like ATM machines in the U.S., you may have an additional transaction fee. Be aware that not all ATMs abroad are linked to international systems, so check the machine before you try to use your card in it. Some smaller towns may not have service available at all. If your ATM card is also linked to a credit line, such as VISA, MasterCard or American Express, you may be able to access cash through an ATM. In Italy, only VISA and MasterCard provide access to cash in designated automatic machines.

### Foreign Currency and Traveler's Checks

It is recommended that before you travel abroad you contact your bank and request some currency of the country you will be at, as well as some traveler's checks. Traveler's checks are a safe way to carry money around plus they are wide-world accepted.

### More Abroad Banking

If you find yourself short of money during the semester, there are a number of ways to transfer funds overseas; ATM cards and credit cards are the most convenient. If you do not have a credit card or access to an international ATM network, there are other options.

**Western Union:** Western Union will transfer cash abroad and charge it to your credit, however, this can be very expensive. Typical fees for transferring \$500 vary between and \$75, plus a \$10 credit card fee.

**Wiring Money:** If you have a local bank account, your parents can wire money to you. There can be substantial fees for both the sender and receiver of funds, and the transfer can take anywhere from two days to several weeks. You must inquire at the bank about arrival of funds; the banks do not notify when your money arrives.

**American Express:** If you and your parents are American Express members, they can pay for a money transfer with a major credit card. You can receive the transfere at the local American Express Office.

## HOW TO-FINANCES ABROAD

## SAFETY GUIDELINES WHILE STUDYING ABROAD

Some of the following is borrowed and adapted from the excellent website at <http://globaled.us/safeti/>. We highly recommend also checking out this site for more information on health & safety.

When thinking about safety around the world, it is important to have a balanced perspective. Safety is a global, national, regional, and local phenomenon. As Americans have come to realize, the U.S. is no more immune to acts of crime or violence than other parts of the world. **While no study abroad program can offer an absolute guarantee that students will be safe, there are many steps that can be taken to reduce the risk of becoming injured or a victim of crime abroad.** We encourage all students, their parents, and study-abroad program administrators to read through the following safety suggestions in order to better prepare themselves in the case of health or safety challenges abroad.

**Please read the following (maybe even twice!), to spare themselves pain and trouble:** Students and parents are understandably concerned about the safety and security of living and studying overseas. It is natural to be concerned about living in a new environment and it is important for anyone considering studying outside of their native land to gather as much information as possible.

### **HOW WE ALL WORK TOGETHER**

Parents, students, and study abroad programs all have a role to play in minimizing potential dangers.

#### **University Responsibilities:**

- Conduct a periodic assessment of safety conditions at the site.
- Provide safety information to prospective applicants so that they can make informed decisions concerning participation and concerning their behavior while on site.
- Provide an orientation to participants in order to help them improve their avoidance of high-risk situations and their skills in dealing with problematic events.
- Monitor the local environment and provide safety updates to participants.
- Take appropriate actions in the event of a serious deterioration of the local safety environment.
- Assist participants should a serious safety issue come to the attention of the local personnel.
- Evaluate the safety issues surrounding program events, excursions, or other services, whether arranged by the provider or by a third party.
- Secure or provide referrals for appropriate medical, legal, psychological or other professional assistance for participants experiencing difficulties.
- Make information available to students concerning health and travel insurance.

#### **Responsibilities of Student Participants:**

- Submit to the Center for International Programs at SMC, or to the study abroad program provider, health and psychological information, or any other information, that will be useful in planning for the participant's experience abroad.
- Read and carefully evaluate all materials issued by the provider that relate to safety, health, legal, environmental, political, cultural, and religious conditions at the site.
- Make personal decisions and conduct his/her private life in an intelligent fashion, paying particular attention to local conditions as outlined by the Provider and as observed by the participant.
- Assume responsibility for the consequences of his/her own decisions and actions.
- Purchase and maintain appropriate insurance policies and abide by the conditions imposed by the carriers of such policies.
- Abide by the Student Code of Conduct distributed by the Center for International Programs.

**Responsibilities of Parents and Guardians:**

- Obtain and evaluate safety information concerning the study abroad location.
- Be involved in the decision of the student to participate in a particular program.
- Engage the participant in a thorough discussion of safety and behavior issues related to the program overseas.
- Contact the program operator and/or Saint Mary's College with health and safety related questions.

**What Program Providers/Saint Mary's College Cannot Do:**

- Guarantee the safety of participants.
- Assure that risk abroad will not be greater than at home.
- Monitor the daily personal decisions, choices, and activities of individual participants.
- Stand in place of parents.
- Prevent participants from engaging in illegal, dangerous, or unwise activities.
- Represent the interests of participants accused of illegal activities.
- Assume responsibility for the actions of persons not employed by or otherwise engaged by the study abroad program operator.
- Assume responsibility for events that are beyond the control of the provider and its subcontractors.
- Assure that participants will only be accepted to sites that are appropriate to their personal limitations.
- Assume responsibility for situations which arise due to the failure of a participant to make full disclosure of pertinent information prior to departure.
- Assure the adherence to US norms of what is appropriate and acceptable behavior in matters of due process, individual rights, "political correctness" and sensitivity to others, relationships between the sexes and among diverse racial, cultural, and ethnic groups.

Students lucky enough to study abroad often count it as one of the best experiences of their college days. Based upon the available evidence on health and safety abroad, there is no reason for students to deny themselves this life-changing opportunity out of fear of what might await them in "foreign lands." At the same time, students, parents, and the Center for International Programs need to work together to obtain and heed information about health and safety of their international educational experience.

(Source: William Hoffa, From The Parent's Guide to Study Abroad, NY: NAFSA/Kaplan Books, April 1998.)

**SECURITY**

Exercise twice as much the same good judgment abroad regarding personal property and safety that you would at home. The staff at SMC is very concerned about security – approach them for advice and assistance.

**Laws and Codes of Conduct**

Make yourself aware of both the rules and regulations of the study abroad program sponsor, and the local laws and customs of the countries which you will be visiting. Understand that you will not only have to conform to the legal system of the country you will be visiting, but also obey the codes of conduct required of program participants. Always keep in mind that you are a "guest" in someone else's home (their country). This applies to living abroad and specifically to those living with a host family. Any breach of the public order such as intoxication or drug abuse can lead to expulsion from the school, the country, or a very stiff jail sentence. Trust us on this one: the last place you want to be while abroad is in a jail cell! The fact that you are a U.S. citizen means little when you are subject to the laws of another sovereign state!

**TRAVEL  
SAFETY  
AND  
AIRPORT  
SECURITY****Drugs in Your Host Country**

Attitudes towards drugs vary greatly in countries all over the world. Do not expect that the common beliefs about drugs in the United States are the same in other countries. While most drugs are illegal in the United States, you may find that in your host country some are legal and are easier to come by. Remember, however, that tolerance of drug use does not equal legality. Once you leave the U.S., you are not covered by U.S. laws and constitutional rights, and the U.S. consular cannot give you legal counsel or pay your legal fees. In many foreign countries, drug use and/or possession equals jail time. In some countries, they even institute the death penalty for drug offenders (in a growing number of countries, such as Saudi Arabia, Malaysia, Turkey, and Thailand). There is very little anyone can do to help you if you are caught with drugs. It is your responsibility to know what the drug laws are in a foreign country before you go, because "I didn't know it was illegal" will not get you out of jail.

**Setting an Example**

Set a good example. Remember you are an ambassador for Saint Mary's College and for American college students in general. Behave in a way that is respectful of others' rights and well-being and encourage others to do the same.

**Traveling Safety**

We want you to be aware of some basic precautions for your travel safety and convenience. Most of these consist of using common sense and staying alert. You should remember three important things when you travel:

- **Be informed** about current events: Before your departure read newspapers and listen to the TV or radio news. You can also check some recent travel publications.
- **Be inconspicuous**. Don't try to draw attention to yourself by looking too "American" or by talking noisily. Try to avoid places frequented by tourists. Don't put yourself at risk by drinking or staying out after local transportation has stopped running. Learn a few basic language phrases for each country you visit.
- **Be aware of your surroundings**. Use the basic precautions that are customary in any major city in the world today. Travel with a friend, if possible. Leave a copy of your itinerary with the center staff, your parents, or your hosts. While in a new city, plan your routes and walk confidently. If you are being followed or feel threatened, go into a store or other public area.

**Airport Security**

Added security at international airports has increased the time necessary to check-in, so be sure to give yourself plenty of time to go through security checks. You should be prepared for lengthy check-ins, since thorough security checks can take time. All carry-on luggage will be X-rayed and possibly hand-searched. Travelers themselves may be searched. If you are bringing a camera, radio, or cassette player with you, pack them in your carry-on bag. They will be examined as you go through security. If you have any questions about how much time to give yourself or what may or may not be carried abroad an airplane, contact the airline directly or check out their web site. In general, international flights recommend being at the airport 2 to 3 hours prior to departure. Also, keep in mind the following suggestions:

- Do not leave luggage unattended at any time.
- Do not pack valuables (passports, documents, contact lenses, medications, etc.) in checked luggage. Keep them in your carry-on bag.
- If you are bringing medications with you, you should have a doctor's prescription with them for identification.

## ALCOHOL, DRUGS, AND INTERNATIONAL EDUCATION

- Don't carry your passport or money in a hip pocket, open hand-bag, or outside pocket on your back-pack. Pick-pockets mingle widely in tourist crowds, especially at airports, travel agencies, and American Express offices. A money belt or neck pouch is a good idea.
- Photocopy the front (data) pages of your passport, or copy the information and keep it separately.
- Keep a separate listing of the numbers of your traveler's checks.
- Be considerate of other travelers.

You should expect to feel "jet lag" on arrival overseas. It will take a few days for your system to adjust to the time and climate changes, so pace yourself. Get plenty of sleep before your trip, and drink lots of alcohol/caffeine free liquids on the flight to prevent dehydration.

You should be aware of the physical, social and cultural implications of drinking in a foreign country. Here are some suggestions, but remember that being informed, and common sense are the best alternatives to avoid unpleasant situations.

Alcohol is a sedative substance. Different cultures view alcohol in a number of different ways – as food, as a privileged drink, as a sacred element, as a complement to a meal, as a social way to unwind, and more. It may be reasonable, and indeed can be an enjoyable part of the study abroad experience, to consume alcohol in a legal and culturally appropriate manner – if you choose to drink at all. You do not have to drink; you can still be culturally appropriate and not drink alcoholic beverages. But, if you do drink, here are some reasonable guidelines to keep your drinking safe.

**Drink slowly.** Your body can metabolized about ½ ounce of alcohol per hour (one 12 oz. beer at 4% alcohol = one 4 oz. glass of wine at 12% alcohol = one oz. of spirits at 50% alcohol/100 proof). At one drink per hour you will not overdose yourself. If you have never consumed alcohol before, go slow. Just getting sick in itself is no fun and it makes you look like an irresponsible person.

**Drink aware.** Know the cultural context in which you are drinking. All countries and cities have places to avoid. Be intelligent and avoid those places and don't drink in them. Know the potency of what you are drinking; U.S. students may find some beer in the host culture which is 8-12% alcohol (two to three times the potency of beer sold in the United States). They may think they are drinking one beer and are actually having the equivalent of two or three. The amount can be different, too – 20 oz. to a pint instead of a 12 oz. bottle. The unexpected effect can catch you off guard. The same may go for wines or spirits which also have greater percentage alcohol than expected. Know the law and the drinking age. Do not violate the laws in someone else's home country; they will not take kindly to you.

**Drink with family/friends.** Make your drinking part of a social occasion rather than an endeavor to get high or get drunk. Consuming alcohol with your host family or your friends at a meal, and in a social setting, can be an enjoyable part of the cultural experience. Stay with your friends. Solitary drinking is a warning sign for escape from problems and your mood can influence how alcohol affects you.

**Drink while eating.** Food slows down the absorption of alcohol into the blood stream. Alcohol should complement food rather than substituting for it. Drinking on an empty stomach can lead to an unexpected effect because the alcohol will be immediately absorbed into your blood stream and quickly taken to your brain, where it can lead to unfortunate misjudgment and unintended misbehavior.

(Source: Howard W. Henry, Jr., Certified Social Worker-R, ACSW, CASAC Buffalo State, Office of International Education.)

**PRE-  
DEPARTURE  
MEDICAL  
MEASURES**

### **Alcohol Warnings**

(1) Alcohol is a sedative substance which causes loss of inhibition and loss of fine judgment and fine motor control even at small doses. This can make driving in a strange environment—already difficult—extremely hazardous. Overly rapid consumption of a large amount of alcohol can result in alcohol poisoning and even coma or death through stoppage of the involuntary muscles (heart and lungs).

Alcohol may have a greater and more rapid effect on women than on men because of different rates of metabolism.

(2) Because the sedating effect of alcohol sometimes overwhelms the individual's judgment—without the person's intent. Almost everyone who drinks will at least once in his or her life do something totally stupid! Four moderate drinks or less at any one sitting minimizes the likelihood of danger to you or to others. Don't do dumb things where you don't have your natural supports of family and friends to help you.

(3) If you have current health problems, these conditions can result in a more potent effect of alcohol upon you; cut back or even go without alcohol to prevent complications. Also remember that alcohol can interact with some medications (such as some anti-depressants) so make sure that you are aware of any potential complications and act accordingly and wisely.

**●●Incidents involving alcohol or drug consumption are among the leading causes of problems in study abroad. Don't let these incidents happen to you. This is something which is totally under your control. Keep study abroad an educational and entertaining experience, not an ugly one to regret.**

### **Health and Accident Insurance**

You must be covered by comprehensive health and accident insurance for the duration of your program overseas. In many cases, you will be required to provide proof of insurance in order to receive a student visa or residency permit. We recommend that you review the following issues with your parents and with your parents' insurance provider, or enroll in an insurance plan designed for Americans living or traveling overseas.

- Health care is just as expensive overseas as it is in the United States, so make sure you have that same amount of coverage protection abroad as you would in the United States. Your health insurance must provide full and comprehensive health and accident coverage while you are outside the United States.
- If you are not insured under a family policy that provides for overseas protection, you should enroll in an insurance plan designed for Americans living overseas. If you have Saint Mary's Insurance you will be covered for your study abroad program. If your insurance is not through SMC, but your other does not cover repatriation benefits, you can join the SMC one for the time you are abroad.
- If you have pre-existing conditions that short-term policies will not cover, such as asthma or diabetes, it may be possible to add a rider for overseas protection to your parents' policy. Check your parents' health insurance policy.

### **Limited Insurance coverage with the International Student ID Card (ISIC)**

The International Student ID Card (ISIC), which can be bought from the Center for International Programs, provides life insurance coverage, some supplement accident coverage, medical evacuation, and repatriation of remains. This coverage is not sufficient by itself, and you will need to carry additional coverage during your sojourn abroad.

**Making a Claim Abroad**

Carry a wallet-size ID card with your name, insurance company and policy number with you. If possible, obtain a list of your company's agents abroad, and carry one or two claim forms with you. Make sure you know how to make a claim from abroad. You should be aware that some insurance companies generally require that you pay your medical bills yourself at the time of treatment and submit a claim for reimbursement.

**Personal Property Insurance**

Many students bring valuable equipment such as laptop computers and cameras overseas. To protect your possessions against fire, theft, and vandalism, you may want to consult your parents' homeowners insurance. You may already be covered under their plans. However, in some cases you may want to consider purchasing short-term, personal property insurance designed for students living or traveling overseas.

**Cancellation Insurance**

If you are interested in Trip Cancellation Insurance, many companies offer special packages that cover lost or delayed baggage, flight cancellation or delay, and other potential circumstances relating to overseas travel. Please consult your insurance provider.

**Immunizations**

**Some study abroad programs require specific immunization precautions before you travel.** Vaccines can take up to 6 months for a full series, so check now to see if you need any. SMC can help with the Hepatitis A or B, TB, and meningococcal vaccines. Please make sure you have all your vaccines before traveling and plan accordingly in case of need.

**Dental Care**

It's a good idea to have a dental check-up before you leave for abroad.

**Glasses and Contact Lenses**

If you wear glasses or contact lenses, take along an extra pair and bring a copy of your prescription. Contact lenses are very expensive to replace overseas. You should also bring a supply of wetting and cleaning solutions, since your favorite brand may not be available overseas or may be very expensive. It may be possible to use another brand of solution instead; check with your ophthalmologist. If you use an electrical disinfecting unit for soft contact, you may want to switch to chemicals, since even with a converter the unit may not function well on electrical current in other countries. Never pack your lenses in checked luggage! If a suitcase goes astray, you don't want your lenses to be lost as well! Always pack lenses and any type of medication in hand-carried luggage.

**MEDICAL  
CARE****SMC health forms**

Insurance forms are due prior to your departure. If you neglected to turn in your insurance information with your application packet, do it now to prevent registration holds. Forms are available in the Center for International Programs. If you are abroad for the whole year, in March or April you will need to complete these same forms again from abroad so that you can register for Fall quarter.

Your first stop should be the website for the National Center for Infectious Diseases-Traveler's Health at <http://www.cdc.gov>. This indispensable page of resources will answer most of your travel and country specific questions. It contains information on Destinations, Outbreaks, Diseases, Vaccinations, Safe Food & Water, etc.

**First-Aid Kit**

Depending on where you are going to, consider to bring a well-stocked first-aid kit as a first line of defense. Some items to consider including are: sunscreen, bandages, flashlight, cough/cold medicine (such as Nyquil), sterile pads, insect repellent, adhesive tape, aspirin, antacid, anti-diarrhea tablets, anti-malarial medication, extra bottled water, feminine protection, condoms, rubber gloves, etc.

**Prescription Medications**

If you regularly take a prescription medication, bring enough with you for the time you will be abroad. Get your doctor to give you a generic breakdown (not just a generic name) of your prescription, so that you can refill your prescription overseas if necessary. Take a letter from your doctor to present to customs officials if you are carrying medication. Some countries have recently tightened their drug control laws. We do not recommend that your parents mail prescription medication to you. If you must refill a prescription while abroad, check with your physician on obtaining an equivalent generic prescription overseas. If you must receive medication by mail, please check with the consulate for your host country about the legality of receiving your specific medication abroad. The consulate should also be able to inform you of the proper documentation, such as physician's prescription, necessary for shipment. The Electronic Embassy ([www.embassy.org](http://www.embassy.org)) has direct links to the web sites of all the embassies of our host countries.

**Allergy Shots (General)**

If you regularly receive allergy shots and must continue treatment while you are overseas, please notify the Center for International Programs in writing, and complete the form: Health Information. Please contact our local staff upon arrival. The center staff will help you select a local doctor and will arrange to refrigerate your serum, if necessary. If possible, bring enough serum for your entire semester abroad. As with all prescribed medications you should:

- Bring your medication in the original containers
- Bring a prescription from your physician, which provides the generic breakdown and dosages
- Pack your medication in your carry-on luggage
- Do not mail prescription medication

**Special Medical Needs**

If you have chronic or temporary medical conditions that require special consideration or a doctor's attention, please contact us prior to leaving the U.S. We may ask you to document your medical condition for our records by completing the form: Health Information. If you are not certain whether a condition you have warrants such precautions, please check with your family doctor or student health services. It is a good idea to wear a medical alert bracelet (in English, and the foreign language of your host country) if you have a medical condition or drug allergies that might affect your treatment in the case of an emergency.

**Finding a Doctor Abroad**

During orientation, you will receive information about medical services in your host city. If you get sick or injured, you should contact our local staff immediately; they will help you obtain the medical care you need. The international Association for Medical Assistance to Travelers (IAMAT) provides information about English-speaking doctors abroad. You should contact them at least two weeks prior to your departure to receive information.

For more information on IAMAT, check their website at <http://www.wentex.net/~iamat>.

**AIDS & THE  
INTERNATIONAL  
TRAVELER****Food and Drink Safety**

Food and drink contamination are the major sources of intestinal illness while living or traveling abroad. Food and beverages should be selected with care. In general, hot beverages, such as coffee and tea, and canned or bottled beverages, may be considered safe to drink. Any raw or undercooked food could be contaminated. Salads, uncooked vegetables and fruit, un-pasteurized milk and milk products, raw meat and shellfish often pose the greatest concern. Food that has been cooked and is still hot is generally safe. For more information on traveler's health and safety, we recommend that you consult the Center for Disease Control web site as <http://www.cdc.gov>.

**Emergency options in a foreign country**

Go to the hospital if you are in a true medical emergency. Most overseas programs will have a list of doctors to which you can go. Check with your insurance company before you leave to see what the preferred process is. This should be one of the first things you work out when you arrive in your host country – [develop your own personal emergency plan](#).

**General Precautions**

Here are some general precautions against AIDS you can follow regardless of where you are in the world. Either abstain from sexual activity entirely, or if you are sexually active, practice "safe sex" and always use a condom. Take a supply with you as conditions, manufacturing, and storage in other countries may be questionable. In some countries, condoms may not be available at all. Also, do not use illicit drugs that require the use of needles and syringes that may have been used previously, and that could be infected with HIV virus. When traveling abroad, be aware of that some countries may require incoming foreigners, including students, to have an HIV antibody test. This is a test for antibodies to the human immuno-deficiency virus (HIV) that causes AIDS, and is usually required for long-term stays. If you are studying abroad, check with your institution or program to see if that country requires testing. You may need a "doctor's certificate" showing the results of an HIV antibody test. Your local consulate will carry information as well. Travelers should also know that some countries may not have the resources to adequately screen blood or provide sterile needles. In Third World countries, special care should be taken in regard to blood transfusions and blood products, and injections. Whenever possible, use a "western style" hospital in order to receive proper care. Regardless of the blood screening practices abroad, always try to reduce the risk of serious injury which may require blood transfusions by taking everyday precautions.

**Overseas Injections**

Be advised that some foreign countries will reuse even disposable equipment. In some countries, if injection is required, you can buy needles and syringes and bring them to the hospital for your own use. Avoid injections unless absolutely necessary. Caution regarding instrument sterilization applies to all instruments that pierce the skin, including tattooing, acupuncture, ear piercing, and dental work. The Center for Disease Control recommends that "Diabetics or other persons who require routine or frequent injections should carry a supply of syringes and needles sufficient to last their stay abroad." It is not uncommon to bring needles for your own use; however, be aware that carrying needles and syringes without a prescription may be illegal in some countries. Take a note from your doctor if you do need to carry needles and syringes. Living overseas may provide greater risks to facilities that cannot monitor the progress of such infections. Therefore, if you believe you may be infected, knowing your HIV status will help in planning your trip.

(Source: The Council for International Educational Exchange, From AIDS and International Travel.)

PART II

*LIVING ABROAD*

## IMMIGRATION AND CUSTOMS

All international travelers go through a similar sequence of steps, and students headed abroad for a study experience are no different. Once these steps are completed, students typically have the benefit of an on-site orientation to jump-start their adjustment to new surroundings.

Travelers entering any country from another on an international airline flight, or by other means, present their passport and any other required entry documents (such as a visa or proof of immunization) at the port of entry. Passport inspection usually occurs just after entering the airport, but before claiming your luggage. The inspection verifies the validity of the entry documents and the length of the traveler's authorized stay. The examining officer will stamp your passport accordingly, and he/she may ask you the purpose of your visit, and how long you plan to remain in the country. The inspection process can be a little unnerving at times to inexperienced and fatigued travelers, but it is generally routine and cannot be avoided. Students are advised to be extremely polite to officials and to dress neatly.

After your passport has been stamped and you have collected your baggage, you will pass through customs inspection. A customs declaration must be made, usually in writing. This will be examined by customs officials when they look at your luggage. Travelers' bags may be very carefully examined, and people may be detained or asked to pay duties if there are any irregularities or violations of customs regulations. Most passengers in most places, however, move through customs with no special delay or difficulty.

Customs officials can be especially suspicious of students, even more so if they are not well-groomed and respectful. Students should be warned against joking about bombs or smuggling items. Once past customs, you have officially, and legally, entered the country for the duration of your tourist or student visa. Before leaving the international airport, it is wise to purchase enough local currency to last you for the next week. It is at this point that students who have followed the advice to pack lightly will be glad they did.

## ORIENTATION

Paradoxically, arriving overseas and beginning the program you have thought about for the past months can be a major shock for students. Although most have taken airplanes before, the experience of stepping off the plane in a foreign country will be exciting and daunting, scary and exhilarating. Spirits will be high, but so will doubts and fears that the experience ahead will not live up to expectations. Most programs, but not all, ease this transition by meeting participants at the airport, or at some prearranged arrival point, then providing some sort of on-site orientation program. The latter is likely to include some or all of the following components:

- Assistance in getting to the program site
- Social and recreational activities
- An introduction to the program, the local cultural environment, and the program's rules
- Health and safety instructions and precautions
- Some language training
- Registration with the authorities
- Introductory lectures on the local culture and excursions to places of special interest
- Confirmation of registration for course work
- Setting up housing and/or introducing host families

The orientation represents an opportunity for all participants to get together with program leaders and others. There will usually be a review of all aspects of the program, plus some social activities and settling-in counsel. All programs do this differently, of course, as do foreign institutions and agencies.

## CULTURAL DIFFERENCES

Social customs differ greatly from one country to another. It is therefore impossible to give guidelines that are universally applicable. Generally speaking, you should act naturally, always remaining courteous. Keep in mind that you are a guest in someone else's country.

**Dress Code:** Your attire should be in accordance to the places you visit. For example, if you visit a religious temple make sure you wear modest or non-revealing clothing.

**Politeness:** In many countries, social encounters require a greater degree of formality than we are used to in the U.S. Become familiar with the local expressions used to offer a formal greeting to whomever you meet in your day-to-day activities.

**Speaking the language:** Most people will be extremely flattered by your efforts to communicate in their native language. Do not be intimidated or inhibited even if your command of the language is limited.

**Physical contact:** Physical contact may not be appreciated or understood by someone unfamiliar with the American idea of camaraderie. All cultures have different notions about social/personal space. Restraint is advisable until you learn how the locals interact.

**Drinking and drunkenness:** You will probably find that your hosts enjoy social drinking as much as any American, but they might not look upon drunkenness as either amusing or indeed tolerable.

**Talking politics:** Do not be at all surprised if your new friends and acquaintances engage you in educated political debate. There is certainly no reason for you to modify your convictions, but you should be *discreet* and *rational* in your defense of those convictions.

**Photograph etiquette:** Be tactful and discreet; it is always courteous and wise to ask permission before taking someone's picture.

## GENDER DIFFERENCES

### Women: A Special Address

You should keep in mind that despite your efforts you might find yourself in uncomfortable situations. In some countries, women are routinely whistled at, pinched, and even grabbed, especially foreign women. This may be because, in some countries, the cultural stereotype of western women is that they are more liberal about their sexuality. You can minimize unwanted attention by taking the following steps:

- **Dress modestly.** Avoid sleeveless tops and short skirts and shorts, even in hot climates. Try to dress in the same style as the local women do.
- **Be careful of making eye contact with men in the street.** What may seem to you like simple friendliness might be interpreted as flirtation. Watch the local women; see how they avoid and turn away unwanted attention, and mimic their behavior.
- **Avoid walking alone.** Take a group of friends with you when you go out at night and arrange a public meeting place when you get together with people you don't know.

(Source: The websites [www.princeton.edu/~sap/handbook/](http://www.princeton.edu/~sap/handbook/) and [www.studyabroad.com](http://www.studyabroad.com))

## ASSISTANCE FROM THE U.S. EMBASSY OR CONSULATE

Like everyone else, Students visiting another country are subject to the laws of that country. Those laws are likely to be different from those at home, as are enforcement and punishment practices. Students sometimes need to be made aware that U.S. legal procedures and civil rights protections, taken for granted at home, are left behind when you leave home. In particular, bail provisions as we know them in the United State are rare in many other countries, and pretrial detention without bail is not uncommon. Prison conditions in some countries may be deplorable. The principle of “innocent until proven guilty” is not found in all legal systems abroad. The best advice for students, as for any traveler, is to know the laws and obey them scrupulously.

Should students encounter serious social, political, health, or economic problems, you might be called upon to work with programs administrators to seek local assistance. Be aware that the American embassy can offer only certain kinds of assistance. It will:

- Provide U.S. citizens with a list of local attorneys and physicians
- Contact next of kin in the event of emergency or serious illness
- Contact friends or relatives on your behalf to request funds or guidance
- Provide assistance during a civil unrest or natural disaster
- Replace lost or stolen passport

\*\* Remember that the primary duty of U.S. embassies and consulates is to fulfill the diplomatic mission of the U.S. government – which is not always the same as helping travelers in distress. They do not provide the services of a travel agency, give or lend money, cash personal checks, arrange free medical service or legal advice, provide bail or get U.S. citizens out of jail, act as couriers or interpreters, search for luggage, or settle disputes with local authorities.

## OTHER IMPORTANT ISSUES

### Driving Abroad

You should not own, rent or operate a motor vehicle of any kind during your semester abroad. Driving regulations and habits in many countries abroad are different from those in the U.S., and driving overseas can be frustrating and potentially dangerous. Your family’s liability may not be valid overseas.

### Working Abroad

It is illegal to be paid to work abroad unless you obtain a work permit. If you are apprehended working illegally, you are subject to immediate deportation. Please consult your designated consulate for information on work permits. If you are interested in acquiring practical and professional skills during your time abroad, unpaid internships may be your best option. In some countries, you can intern part-time with your student visa.

### Probation, Suspension or Expulsion from the Program

Saint Mary’s reserves the right to limit your access to program services, or to suspend or expel you from the program, if your conduct violates the law of the host country or city, or violates the Saint Mary’s Student Handbook. You are bound by the rules in the Saint Mary’s student handbook and the host institution if attending an SMC study abroad program.

## LIVING IN A PRIVATE HOME

### Matching Students with Local Hosts

Our local hosts are carefully screened by our housing coordinators. Hosts come from all walks of life and professions. There are older families, retired couples, widowed, divorced or single parents, and young couples. Many hosts receive students semester after semester, but what makes a comfortable homestay for one student may not for the next.

Matching the right student with the right host is a delicate task, one that is undertaken with care by the housing coordinators, based on information you provide on your Housing Placement Form. They will make an effort to accommodate your housing preferences, but cannot guarantee you will receive all your requests. Students must be sensitive to the style and rules of the household, and should follow the advice given during orientation about local customs and expectations.

### Respecting Household Rules

You should be considerate of you host's wishes and respect the basic rules of the household. Keep the lines of communication open between you and your hosts. Together you should discuss basic rules, such as phone usage, meals and other details. If you are planning to miss a meal, let your host family know. (You are not reimbursed for missed meals.) Remember, adjusting to a new country involves a new set of rules, and the acceptance of situations as they exist. As you adjust your habits to the customs of your new country, here are a few things to consider:

- The cost of utilities, such as electricity, gas and telephone, can be expensive, and most families budget carefully. You must learn to turn of lights and close doors every timetime you leave a room. You should not expect to take long, hot showers everyday.
- The telephone will be off-limits in most cases (except in an emergency), or for incoming calls only. Consider purchasing a cell phone or calling cards.
- Local cuisine will be different form American food. Be open-minded about different styles of cooking, and realize that your hosts provide wholesome meals, even if they are different from what you may expect.

### Gifts

If you will be living with a family, you may want to bring a small gift for your hosts.

### Commuting to Classes

Many students express they wish to live within walking distance of the Universities. However, sometimes we are unable to accommodate this request and students will need to use public transport to get to class.

Generally, we try to place students in households which are not farther than a 30 minute commute from the University.

### Tenant Courtesy

You should keep your apartment/room clean and in good condition. As a courtesy, respect the rights of the other tenants and your neighbors. Most apartments are located in residential areas, so limit excessive noise, especially at night.

## LIVING IN AN APARTMENT

**TELEPHONES**

A new telephone system can be complicated at first, but it is really quite easy once you get used to it. One word of advice, do not arrange to call your family the day of your arrival abroad. You will be very busy and very tired. If your parents want you to call home, tell them you will call during the first week.

There are a number of ways to phone home. You may want to explore the following options:

**Cell phones:** You may want to purchase a cell phone and calling plan from a local service provider. Cell phones are certainly the most convenient way to stay touch with family and friends both at home and overseas.

**T&T, Sprint or MCI calling cards:** You will be able to call home from most countries by going through designated toll-free numbers. Calls may be billed to you're account or to VISA or MasterCard accounts.

**Phone cards:** Most public telephones accept phone cards. Fixed-amount phone cards may be purchased at tobacco shops and other local stores.

**Collect Calls (operator assisted):** You can make calls through an English speaking operator, but these calls are very expensive, as much as \$100 for 15 minutes. Only use this option in an emergency.

**Skype and other online services:** Download this software to your computer and it will allow you to make free calls, video calls and instant messaging over the internet. Plus it offers great value calls to phones anywhere in the world <http://www.skype.com/>.

**E-MAIL**

You will have access to email while you are abroad. Since computer facilities are limited, you must regulate your use of e-mail so as not to obstruct others from completing their course assignments. If you intend to access a webmail e-mail account, be sure to know your user-id and password prior to leaving the United States. Many students establish hotmail or yahoo accounts and access them though local cyber cafes.

**TIME CHANGES**

Don't forget there is a time difference between your host country and the United States. Remind your family and friends about times differences, especially if they will be calling you overseas, to your host family's number.

**LAPTOPS**

Opinions are mixed about bringing a laptop abroad with you. In general, it is a big risk to carry such an expensive device abroad, especially when many students advise that they are really not necessary. But some students bring their laptop and love every second of it. As mentioned above, most students find the computer/Internet access sufficient, whether at their campus or in Internet cafes or (most often) a little of both. If you decide to bring it, remember that you will need to find plug and voltage adapters so that you don't fry your laptop, since many voltage is different in other countries. Outlet adapters for your computer can be found at any travel supply store. You might also want to bring a surge protector if your computer does not have one built in.

**VISITS FROM  
FAMILY AND  
FRIENDS**

During your semester overseas, time will be your most precious possession. You will never seem to have enough time to do everything you want. There are field excursions and site visits that will keep you on the run, not to mention courses and homework. Attendance is important, and your grades will be affected if you are absent during regularly scheduled courses and mandatory field trips. If your parents or friends are planning to visit you overseas, we encourage them to delay their trip until the mid-semester break, when you will have more time on your hands. That way, you can welcome them properly and enjoy their company. Please remember, friends and family should not expect to stay with your host family, or in your apartment.

## IN CASE OF EMERGENCY

There are two types of emergencies that can arise while you are overseas. You may suddenly get sick and/or injure yourself, or there may be an emergency back home that you need to know about.

If an emergency occurs overseas, please contact local staff at the University. If it is closed, call the emergency numbers provided to you during the orientation at the beginning of your program. Our local staff can help you contact your parents. They can also keep your parents posted, if you are unable to talk to them yourself.

If an emergency occurs at home, your parents should contact the Center for International Programs at Saint Mary's College. Emergency numbers for Saint Mary's College staff are located on the inside front cover of this handbook. If our office is closed, your parents should call Public Safety at 925-631-4282.

## SAFETY PROCEDURES YOU MUST FOLLOW

Each semester, our staff handles phone calls from concerned family and friends who cannot get in touch with our students, especially during weekend breaks when many of you travel on your own. Please follow these procedures for safe travel and in support of Site Emergency Planning:

- Leave an itinerary with your family or with your family in the states. During the semester, leave travel/itinerary plans with staff at the host institution.
- Consult with the American Consulate website about your travel plans. Pay close attention to travel advisories.
- The Citizen's Emergency Center at the Department of State provides taped messages with the latest travel advisories at 202-647-5225.

The Citizen's Emergency Center at the Department of State will also help find you overseas in an emergency.

## GENERAL ADVICE FOR TRAVELING WHILE ABROAD

**Traveling while you are studying abroad varies widely depending on the country and the city where you will be. It may be as easy as hopping on a major train or a direct flight, or could involve such attractions as long bus rides, hikes, or boats. Travel is a prime attraction for many students who are thinking of going abroad.**

Pack lightly! Bring only what you really, truly need. Also remember that you can buy many of the same things abroad (shampoo, toiletries etc.) that take up a lot of space when traveling. Travel-sized toiletries and medications can come in handy as well. A good rule of thumb-bring half as many clothes as you think you'll need. Remember to take a smaller backpack/daypack for sightseeing – you can leave your luggage locked up for the day at most hostels. Use common sense. Attracting attention to yourself as an American tourist (loud behavior, carrying big wads of money, etc.) can target you for pick-pocketing. Money belts/neck wallets are a great idea. Never pack tickets or passports in an outer pocket of your luggage or other easily accessible location. Consider luggage locks even on backpacks and other carry-ons. Also, keep copies of all valuable documents in a safe place in your new "home" as well as back with your parents. If you choose to get an International Student ID Card, there is Travel Safe feature included with the card. (They can keep scanned copies of important documents which can be sent to you to facilitate replacement should you lose something. Don't overlook Tourist Information centers, often found right in train stations and airports, marked with a blue and white "I". Find out if your host country offers special discount cards for traveling and/or options for using passes such as EuroRail, BritRail, InterRail; options will vary depending upon host country and planned visitation spots. If you plan to buy a rail pass, you must do it before you leave the U.S., as it is difficult/ impossible to buy them abroad.

## TRAVELING BEYOND YOUR HOST COUNTRY

At the end of your programs, you may decide to travel on your own with friends or family. If you remain abroad after the date your program officially ends (as listed in the academic calendar); you do so at your own risk and expense. Saint Mary's College assumes no responsibility for students who stay overseas or travel independently at the end of the semester.

### Internet Resources

The Internet has become the single most exhaustive source of information, good and bad, for travel abroad. There are thousands of travel-related sites. You may want to start with the largest travel search engine, Travel.com (<http://www.travel.com>). You can get information on European sites from the European Travel commission (<http://www.visiteurope.com>). A directory of sites related to the United Kingdom may be found at Britain Express (<http://www.britainexpress.com>).

### Railpasses

Traveling by train is the best way to see Europe, and one of the most economical. If you plan to travel for two weeks or more after the semester is over, consider purchasing one of the many Railpasses available to students under the age of 26 (Eurail, BritRail, Europass, Flexipass, or Selectpass). Some Railpasses also include travel on ships and ferries to adjoining countries.

You must purchase your railpass in the United States, but you do not necessarily need to do this before you leave for Europe. Your parents can purchase a railpass for you and mail it to you, as long as they have your passport number. We strongly recommend that you wait to purchase your railpass until after you have had a chance to confirm your course schedule overseas. With all the course excursions and impromptu travel that will arise with your new friends, it is worthwhile to wait until you know exactly when and how you want to use your pass before buying it.

You must live overseas at least six months before you can buy certain Railpasses abroad; this is a strict requirement. We've heard stories about students who got around the six-month rule, only to lose their pass when a conscientious train conductor checked the entry dates stamped in their passports. If you are planning to study abroad for two semesters, however, you may qualify for the Interrailpass. This pass can only be purchased in Europe.

In general, a railpass will not save you any money during the semester if you are just using it for weekend travel. However, if you are planning to travel over break or at the end of the program, for two weeks or more, railpasses can be a great deal. Consult your travel agent about the various options or check out the information on <http://www.raileurope.com>.

### Youth Hostels

Hostels run by affiliated organization are located all across Europe. Next to camping, they are the least expensive lodgings available. You may need to bring your own towel or be back by a designated curfew, but on the whole they provide convenient accommodations for student travelers. You can find general information on hostelling in most student guidebooks, or you can get a comprehensive overview of hostelling organizations worldwide at <http://www.hostels.com>. Many students use Hostelling International (formerly the International Youth Hostel Federation). Hostel directories are usually available with membership or for an additional fee.

There are many options besides hostels, however. You may decide it is worthwhile to spend a little more and stay in a room at a *pensione* or a "bed and breakfast." Many two- and three-star hotels also offer reasonable rates for student accommodations. See guidebooks for suggestions about student-budget accommodations or consult with local student travel organizations overseas.

PART III

# *COMING HOME*

**RETURN  
ANXIETY**

While there are always mixed emotions surrounding the return to Saint Mary's from abroad, Center for International Programs is happy to help smooth your transition back into Saint Mary's Campus life.

As you near the completion of your studies and face the prospect of retuning home, anxieties can intrude. Strangely enough, the student who has adjusted the best to the new culture will probably find the return home the most difficult. Most students realize how much they have changed since leaving home and wonder if it is possible to fit back in. You will once again be leaving friends and what has become a safe and familiar environment. These feelings may be compounded by changes that have occurred at home during your absence.

You will have a big step in front of you when you prepare to return home. Perhaps more will have changed over the months abroad than you noticed! There are many practical (and some very personal) details that you should keep in mind as you prepare for "re-entry":

**Practical Preparation**

- Confirm your flight arrangements.
- Get the last minute memoirs, gifts, etc. that you know you will want in the future.
- Gather information for future class projects. You won't be able to find the same
- Information (newspaper articles, books, pamphlets, etc.) back at Saint Mary's.
- Send your books home— it is cheaper.

**Emotional Preparation**

- Think carefully about the ways this experience has affected your thinking, i.e. politics, interpersonal relationships, priorities, view of time, community identification, etc.
- List some reasons why you look forward to coming home: Remember the things
- you pined for when you left so that you won't be discouraged when you come
- back.
- Make sure you've done everything you wanted to do.
- Say "Goodbye" to everything properly. This includes people and friends of course but also places and memories.
- Spend lots of time with your host family and friends who you know you will miss.

**Keep your study abroad experience alive**

- Continue taking classes in your second language. Being able to speak your host
- Country's language can help to keep your study experience alive. Get involved with the Center for International Programs Office. Spread the word about your program or the benefits of studying abroad. Become a part of Study Abroad Network.
- Learn more about your host country by taking related classes.
- Keep in touch with your friends in your host country. Address and stamp at least two envelopes so you write at least twice a year! Send photos.
- Subscribe to an international newspaper or a magazine from your host country.

**COMING  
BACK  
TO SAINT  
MARY'S**

To make your transition back to Saint Mary's College a little easier (and to allow you a space in which to reflect about your study abroad experience and how to use it once you are back!), we will be offering a Re-Entry meeting after each term. We hope you will consider joining us for this event.

Please take time to fill out an Evaluation form for your Study Abroad Program. This will help students in the future decide which study abroad options are best for them. Also, if you are willing to speak with future students about your program (via email or phone or whatever), please let Center for International Programs know so we can keep that info on file. We are always anxious and willing to see your pictures, hear your stories and listen to what made you abroad experience wonderful or challenging or a learning experience.

Be proud of how far you've come and what you've accomplished, and think of ways you can apply that to your life back in the U.S. You are now a citizen of the world, and your horizons have permanently expanded. No one can take that away from you!



Here are some basic guidelines or consideration to follow when starting to pack:

**Economy**

Keep in mind you probably won't need your five favorite pairs of jeans. We've never heard of any student who has complained about taking too little. You are likely to accumulate additional possessions while abroad so pack light!

**Weather**

Keep in mind the climate of your study abroad location when packing – check with students recently returned, or look at a guidebook to see what kind of weather you might expect.

**Travel**

How much traveling will you be doing while abroad? Do you really want to lug around several suitcases? (Probably not!)

**Luggage**

When packing, keep in mind that you will have to carry your own luggage: ***Do not pack more than you can carry and fit in the trunk of a SMALL taxi!*** Check with the airline you have chosen for luggage allowances. Remember that you may have to get from the airport to the train station and on to your study abroad center or meeting point by yourself. Because postage rates abroad are significantly higher than those in the U.S. are, it will be more expensive (often double) to ship things back to the U.S.

**The Backpack**

Often students want to do independent traveling on weekends or holidays. We recommend daypacks for these adventures – a bag big enough for a change of clothes and a few necessities, but small enough that you don't mind toting it around all day.

Make sure that your bag is **STURDY** – You wouldn't want to spill your belongings in the middle of a crowded Tokyo intersection.... Often manufacturers will offer lifetime warranties on their equipment. Finally, make sure you purchase **combination** locks (no keys to lose!) to secure the many compartments that packs are famous for.

## THE PACKING LIST

- 1 lightweight jacket &/or raincoat
- 1 lounge outfit/sweat pants
- 1 dress outfit for theatre/formal occasions
- 1 bathing suit
- Gloves, hat, scarf (for most places)
- 1 pair of long underwear (the silk kind is thin & easily packable)
- 2 pairs of pajamas (summer & winter)
- 1 pair of jeans
- 1 pair of khakis
- 1 or 2 skirts (men substitute another pair of pants)
- 1 or 2 dresses (men substitute a suit)
- 1 cotton sweater
- 1 dark cardigan sweater/sports coat
- 2 blouses/shirts
- 2 pairs of shorts
- Several t-shirts/summer shirts
- 1 week's worth of socks
- 1 week's worth of underwear
- 1 or 2 belts
- 1 pair of dress shoes
- 1 pair of VERY comfortable walking/hiking shoes (waterproof preferred)
- 1 pair of casual shoes/loafers
- 1 pair of slippers
- 1 pair of flip flops/sandals
- 1 towel
- Small travel size toiletries (optional)
- Antiperspirant
- Glasses/Contact solution
- 1 toothbrush
- 1 travel size manicure set
- 1 hair brush
- 1 razor
- 1 month's worth of menstrual supplies
- Sunglasses
- Umbrella
- Journal (Even if you don't usually keep one, we highly recommend taking one.)
- A small radio/alarm for listening to local stations and a sample of your favorite American music.
- Language dictionary &/or currency converter
- Small amount of stationary and a list of family/friends addresses
- Travel alarm clock
- A few photos of family and friends
- Travel guide
- A small sewing kit

- A few of Mom's recipes – to make for friends or your host family
- Small gift for your host family
- Camera
- Film
- Batteries
- Accessories help round out a seemingly sparse wardrobe. A belt of scarf adds a lot to an outfit and packs easily. However, do NOT pack expensive jewelry or clothes as these will mark you as “wealthy” - an invitation to crooks – and get lost in your travels.
- Please look at country-specific information for recommendations and warnings about taking prescribed drugs into your host country.

### **Day Trip Packing List**

- A sturdy backpack
- 1 neck pouch/money belt (discreet is best)
- International Student Identity Card (optional)
- International Youth Hostel Association Card (optional – see [www.hiayh.org](http://www.hiayh.org))
- Eurorail (or other rail) pass (optional)
- Guidebook
- Electronic or paper translator/phrase book
- Prescriptions, glasses, contact solution
- Camera, film, and batteries (Buy before you leave the U.S. – it's more expensive abroad.)
- Walkman
- Travel alarm clock
- Small compass
- Small first aid kit (You can make it yourself in-country.)
- Small sewing kit
- Laundry musts: small tube of soap (e.g. Shout or Woolite), cord for laundry line (can use dental floss), and a flat rubber drain-stop for doing your laundry in a sink.
- A door-stop for extra security in hostels.
- Travel journal
- Sleep sheet – you can purchase one or sew together two sheets sleeping bag-style
- Towel
- Swiss army knife
- Small flashlight and batteries
- Flip Flops
- Walking shoes/boots
- 2 complete outfits
- A few safety pins (just in case)
- Bug repellent (e.g. Avon Skin So Soft)
- Sunscreen
- Sunglasses

**Either Before or After Leaving Campus:**

Make sure you have applied for a passport and student visa (if needed). Information on this will come from your program. If you are going on a university exchange program, Center for International Programs can help you with visa information.

Check to see if immunization shots are needed for the country you are going. Hepatitis A & B are recommended for all if you don't already have these.

Check that your luggage adheres (re: number of suitcases, weight, size) to the regulations of the airline with which you are flying. Remember to put your name and address inside all luggage, backpacks, sleeping bags, etc. NEVER pack money, traveler's checks, medicines, important papers, passport, etc. in your checked luggage.

Bring a converter for your electrical appliances. Some items, such as hair dryers and travel irons, can be purchased with automatic converters (110V to 22V) but you will need the necessary plugs to fit the outlets. Check before you go!

If you need prescription drugs, bring a supply and obtain a doctor's prescription or note for any drugs you are bringing with you so as to permit a smooth custom's inspection.

Share with your parents or with whoever is paying your bills, all the financial forms & information.

If you will be staying with a host family, it is a nice gesture to bring a small gift from home for them. (something native to your area – Sees Chocolate, Saint Mary's t-shirts, picture book, etc.)

Read all you can about your host country. History (past and present), political system, customs... They will know all about the USA – impress them with your knowledge of their country!

## STUDY ABROAD NETWORK

## IMPORTANT CONTACT INFORMATION AT SMC

**Study Abroad Peer Mentors** are past Study Abroad Program participants at SMC. Members, who have studied abroad, volunteer to help current and prospective study abroad students by counseling, giving information, e-mailing, and attending informational meetings. You can become a Study Abroad Peer Mentor after your study abroad experience. It will be another valuable memory of your college life.

To contact current members or to find out more information about becoming a member, please e-mail [smcpeermentor@gmail.com](mailto:smcpeermentor@gmail.com).

### Center for International Programs

- Maria D. Flores  
Associate Director  
P.O. Box 3091  
Moraga, CA 94575-3091 U.S.A.  
Phone (925) 631-4107  
Fax (925)631-0764  
mdf3@stmarys-ca.edu

- Susie Miller-Reid  
Director  
P.O. Box 3091  
Moraga, CA 94575-3091 U.S.A.  
Phone (925) 631-4352  
Fax (925) 631-4651  
msm9@stmarys-ca.edu

### Registrar's Office

- Leslie Borquez  
P.O. Box 4748  
Moraga, CA 94575-4748 U.S.A.  
Phone (925) 631-4214  
Fax (925) 376-8339  
lcornish@stmarys-ca.edu

### Office of Campus Housing

- Marie Lucero  
P.O. Box 4347  
Moraga, CA 94575-4347 U.S.A.  
Phone (925) 631-8631  
Fax (925) 631-0461  
gmw1@stmarys-ca.edu

## Emergency Contact Information

### **ROME, ITALY**

**SAI 911 Emergency Contact: Claire Hennessy**

**SAI Programs Director in Italy**

+39 3357146699

Lungarno delle Grazie 2

Firenze, 50122

[claire@saiprograms.com](mailto:claire@saiprograms.com)

**SAI Housing Emergency Contact: Loriana Broglio**

**JC Welfare**

Viale di Trastevere 209

00153 Roma

phone +39 06-5817236

mobile +39 392 9058061

[loribroglio@campusjcw.com](mailto:loribroglio@campusjcw.com)

**Lisa Guido**

**Rome Program Coordinator**

Study Abroad Italy

Via Corsini, 1

00165 Rome ITALY

Tel: +39 06 583 32262

Fax: +39 06 58157156

Cell: +39 3357146300

[lisa@saiprograms.com](mailto:lisa@saiprograms.com)

**Jasmine Boeri**

**Assistant Program Advisor**

Study Abroad Italy

Via Corsini, 1

00165 Rome ITALY

Cell: 39 3357146450 wk cell

Fax: 011-39-0658157156

[jasmine@saiprograms.com](mailto:jasmine@saiprograms.com)

**US Embassy Rome**

Via Vittorio Veneto, 121

00187 Roma

(+39) 06.46741

**Police: 311 or 211**

**Ambulance: 118**

**Fire: 115**

Ospedale Fatebenefratelli, Isola Tiberina Tel: 06/68371

Emergency:06/6837299

Ospedale S. Camillo, Circonvallazione Gianicolense 87 Tel: 06/58701

c: 06/58703102

Ospedale di S. Spirito, Lungotevere in Sassia, 1 Tel. 06/68351

Ospedale Nuova Regina Margherita, Viale Trastevere, 72 Tel. 06/58441  
Emergency: 06/58446650

Ospedale S. Giacomo, Via Canova, 29 Tel. 06/36261 Emergency: 06/36266354  
Salvator Mundi International Hospital, Viale delle Mura Gianicolensi, 67

Tel. 06/588961  
Rome American Hospital, Via Emilio Longoni, 69 Tel. 06/22551

## **AIX-EN-PROVENCE, FRANCE**

Institute for American Universities  
27 Place de l'Université  
13100 Aix-en-Provence, France  
33/4 42.23.39.35

### **Program Emergency Contact:**

Aix Center Director and Academic Dean  
Dr. Jacqueline Chanda  
Office: 33/4 42.23.02.82  
Mobile: 33/6 82.59.64.48

### **Housing Emergency Contact**

Yamina Boudellal  
10, rue Joseph Jourdan  
13100 Aix-en-Provence, France  
Office: 33/4 42.23.02.82  
Mobile: 33/6 07.89.02.00  
yamina.boudellal@iaufrance.org

### **Nearest Consulate:**

American Consulate in Marseille  
12, boulevard Paul Peytrel  
13006 Marseille, France  
04.91.54.92.00

### **911 equivalents:**

**General: 112**

**Fire: 18**

**Police: 17**

### **Hospital:**

Centre Hospitalier du Pays d'Aix  
avenue Tamaris  
04.42.33.50.00

## **SEVILLA, SPAIN**

### **CIEE Seville Center Director**

Maritheresa Frain, Center Director  
CIEE Study Center in Seville  
c/ Muñoz y Pabón 9  
41004 Sevilla, Spain\*  
Tel: 011-34-954-412-002  
Fax: 011-34-954-222-470

Email: mfrain@ciee.org

## **BARCELONA, SPAIN**

### **Program Emergency Contact:**

Tallulah Forrest Watters  
Sant Joan de La Salle, 42-08022 Barcelona, Spain  
Tel (+34)932 111 100  
www.salleurl.edu/tforrest@salleurl.edu

### **US Embassy in Madrid**

Embajada de los Estados Unidos de América  
C/ Serrano, 75  
28006 Madrid

### **American Citizen Services**

Telephone: 91-587-2240 (Monday-Friday from 8:30am-1pm)  
Telephone: 91-587-2200 (emergencies after office hours)

Fax: 91-587-2303

Internet: <http://madrid.usembassy.gov>

### **U.S. Consulate Agency Seville**

#### **Address**

Plaza Nueva 8-8 duplicado  
2ª planta, E2, Nº 4  
41001 Sevilla

Horario de oficina: 10:00-13:00

Tel.: 95421-8751

Fax: 95422-0791

### **CONSULAR SECTION OFFICE HOURS**

Monday-Friday: 10:00-13:00

Tel.: 95421-8571

Fax: 95422-0791

### **Emergency Numbers within Spain:**

**General Emergency Number: 112**

**Policía Nacional: 091**

**Policía Local: 092**

**Fire Department: 085**

**Medical Emergency: 061**

## **OXFORD, ENGLAND**

OXFORD, ENGLAND

CMRS EMERGENCY

## CONTACT INFORMATION

Centre for Medieval and Renaissance Studies  
St Michael's Hall  
Shoe Lane  
Oxford, OX1 2DP  
England

Office Hours:  
Tel: 01865 241071  
Email: [enquiries@cmrs.org.uk](mailto:enquiries@cmrs.org.uk)

Out of Office Hours:  
CMRS Junior Dean:  
Tel: 01865 792108 x 225

Duty Junior Dean:  
Mobile: 07753 280187  
Medical Practice: 01865 311811

Emergency Services:  
(Fire, Police, Ambulance) 999 or 112

### TEL DIALING PREFIXES

To dial Oxford from anywhere in UK: 01865 + #

To dial Oxford from overseas:  
International Prefix +44 +1865 +#

To dial USA from overseas:  
International Prefix +1+area code+#

### US EMBASSIES

London: 0207 499 9000  
Edinburgh: 0131 556 8315  
Cardiff: 02920 026419  
Belfast: 028 9038 6100  
Dublin: 0353 1 668 8777/668 9612  
Paris: 01 43 12 22 22  
Rome: 06 467 41  
Berlin: 030 8305 0  
[www.americanembassy.com](http://www.americanembassy.com) <<http://www.americanembassy.com/>>

### ISIC HELPLINE

24-Hour Assistance for:  
Medical, Legal, Emergency  
Evacuation or Travel Services.  
Dial the operator and ask to make a reverse charge call to:  
+ 44 0208 762 8110

## **PERTH, AUSTRALIA**

### **The Education Abroad Network (Office in the U.S) Study Australia/Study New Zealand/Study Asia**

The Education Abroad Network  
505 N LaSalle St., Suite 200  
Chicago, IL 60654-7103  
Tollfree: 800.585.9658 (9-6 EST)

### **Study Australia, LLC Office in Australia**

Lucy Ditzel, Perth Resident Director  
Perth Mobile number: 04 5161 1833  
[lucy.ditzel@teanabroad.org](mailto:lucy.ditzel@teanabroad.org)

Sean Lennon, Director and TEAN Co-Founder  
Perth Mobile number: 0417 920 596  
[sean.lennon@teanabroad.org](mailto:sean.lennon@teanabroad.org)

## **CAPE TOWN, SOUTH AFRICA**

### **Emergency contact**

#### **CIEE Resident Director in Cape Town**

Quinton Redcliffe  
CIEE Study Center  
International Academic Programs Office (IAPO)  
Lovers Walk, Lower Campus  
University of Cape Town  
Private Bag  
Rondebosch  
7701, South Africa  
Tel: 011-27-21-650-2822  
E-mail: [Qredcliffe@ciee.org](mailto:Qredcliffe@ciee.org)

#### **Nearest Embassy Consulate: Pretoria (H E Mr CR Hume)**

Phone number: 011.27.12.3421048

Address: 877 Pretorius Street

Arcadia

0083

or

PO Box 9536

Pretoria

0001

#### **Equivalent 9-1-1: 10111**

Nearest hospital: Private Vincent Palotti  
UCT Academic Hospital

Provincial - (in the event of an emergency and if they don't have any medical aid details on them an ambulance will take them to Grootte Schuur Hospital)

## **CUERNAVACA, MEXICO**

### **Academic / Resident Director:**

**Dr. Alvaro Ramirez**

Cellular number: 011-52-1-777-183-3186

### **Embajada de los Estados Unidos (U.S. Embassy)**

<http://www.usembassy-mexico.gov/sacs.html>

### **Francisco Cisneros. Director of Universidad Internacional, International Programs Office:**

Telephone number: 011 52 777 317 10 87 extensión 102.

### **Emergencias Medicas Privadas (Medical Emergencis)**

Hospital Henry Dunant

316-04-89

### **Cruz Roja (Red Cross)**

315-35-05

### **Inovamed**

311-24-82

### **Hospital Bellavista**

317-17-64

### **La Enfermeria de la Universidad (Health Center at the University)**

Tel: 317-10-87 Ext. 119

### **Emergencias 24 horas (24 hour emergencies)**

Policía, Emergencias, Protección civil

Tel: 080 y 060

### **Bomberos (Fire Department)**

317-14-89

### **Ambulancias y atención medica surgemed (Ambulance)**

Tel: 3 13 72 72

119 42 14

## **LONDON, ENGLAND**

Emergency no. in the UK: 999. The caller is than asked which service they require - police, fire, ambulance.

Queen Mary, University of London numbers:

Security - emergency 0207882 3333

non-emergency 5000

Health Centre 8710

### **Other numbers:**

Local police station (non emergencies) 03001231212

National drugs helpline 0800776600

Drinkline 08009178282

Samaritans 08457909090

London Victim Support 08453030900

Students can use yell.com to find the taxi number for local companies

