

Faculty-Led Study Abroad Handbook



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I am not the same having seen the moon shine on the
other side of the world. - Mary Anne Radmacher Hershey

Contact Info

Study Abroad Office

Wickes 280
Office: (989).964.7337 | Fax: (989).964.6066
studyabroad@svsu.edu
www.svsu.edu/studyabroad

Office of International Programs

Wickes 251
Office: (989).964.4473 | Fax: (989).964.6066
oip@svsu.edu
www.svsu.edu/oip

Registrar's Office

Wickes 151
(989).964.4085
registrar@svsu.edu
www.svsu.edu/officeoftheregistrar

Student Financial Services

Wickes 173
(989).964.4350
cfsc@svsu.edu
www.svsu.edu/cfsc

Office of Scholarships & Financial Aid

Wicks 144
(989).964.4103
financial-aid@svsu.edu
www.svsu.edu/financialaid

University Health Center

2970 Pierce Rd. (Corner of Bay & Pierce Roads)
(989).583.0285
uhc@chs-mi.com
www.svsu.edu/universityhealthcenter

University Police & Parking Services

South Campus Complex A
On Campus: 9-911 | Off Campus: 911
Non-Emergency Police Calls: (989).964.4141
Parking Services: (989).964.4140



Registration

Study Abroad Course

- 🌐 The Study Abroad Office registers you for the appropriate study abroad course during the registration period for the semester in which your program falls
 - ✈️ Exceptions may apply for graduate students
 - ✈️ Students taking independent study courses must register themselves and provide the Study Abroad Office with a copy of the Independent Study form
 - ✈️ You must be enrolled as a full-time student (Fall, Winter)

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Wan

Billing

Study Abroad Billing Process

- 🌐 Your study abroad program fee will appear on your billing statement through Cardinal Direct (some exceptions may apply).
 - ✈️ You are responsible for this balance by the due date.
 - ✈️ When you have paid your bill in full to SVSU, or if you have adequate financial aid, the Office of International Programs (OIP) pays the program fee directly to the study abroad program provider.
- 🌐 Financial aid will be applied directly to your account.
 - ✈️ If you are waiting for financial aid to be processed, you may want to get direct deposit through Independent Bank for easier access while abroad.
- 🌐 If you have questions about whom to pay please ask BEFORE you leave.
 - ✈️ Ensure you meet payment deadlines, maintaining a \$0 balance on your account.

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Insurance

HTH Insurance Coverage

- 🌐 Faculty-led student participants are provided with HTH travel health insurance for the duration of their study abroad program
 - ✈️ You will be covered only during the specific travel dates for your program
 - ✈️ www.hthstudents.com

...to travel.
Just-

Financial Aid

Check & Check Early

- 🌐 Financial aid may be available for any program offered through SVSU
 - ✈️ Check in with the Financial Aid Office as soon as possible. Do not wait.
- 🌐 Complete your FAFSA form before you apply for financial aid, a FAFSA online application is available for your convenience at: www.fafsa.ed.gov/
- 🌐 Any financial aid and/or scholarship money awarded to you will be applied directly to your Cardinal Direct account.
 - ✈️ List of Travel and Study Abroad Scholarships: www.studyabroad.com/scholarships.aspx
- 🌐 You must be a full-time student in order to receive many types of Financial Aid. Check with the Campus Financial Services Center to see if this applies to your aid.
- 🌐 For Spring/Summer study abroad participants, you may need to fill out a form at the Campus Financial Services Center for your aid to be applied to

If a man empties his purse into his head, no one can take it from him. An investment in knowledge always pays the highest return.
- Ben Franklin

SVSU Code of Conduct

Stay Responsible

- 🌐 SVSU students abroad are subject to:
 - ✈️ SVSU's Student Code of Conduct policies
 - ✈️ The laws of their host country
 - ✈️ Academic and disciplinary regulations of the host institution or residential housing program
- 🌐 Make yourself familiar with both the laws and regulations of the U.S. and the host country before you leave. Please, think before you act!
- 🌐 Student conduct may affect SVSU's relations with the host institution, the local community, and may arouse anti-American sentiments

Code of Student Conduct 2014-2015

www.svsu.edu/studentconductprograms/codeofstudentconduct/

Friends and good manners will carry you where money won't go.
- Margaret Walker

Health Precautions

Stay Healthy

Good health is a prerequisite to an enjoyable stay abroad and crucial while you are traveling. You will be exposed to unfamiliar climates, food, medicine, and health care systems. A good measure of common sense and a healthy respect of your own body (and its limitations) will help to avoid medical problems.

Immunizations

- Some countries require immunizations before you are allowed into the country. You should visit the campus health center or your local county health department for immunizations.

Medication

- If you are currently using any prescribed medication, take a supply that will last through your entire trip. Keep it in the original container with the prescription data. Pack these items in your carry-on!

Over the Counter Medications/Vitamins/Pain Reliever

- Take a supply of your favorite remedies. It is unlikely you will find the same brands of these items abroad. Keep these in the original container as well. Take unopened bottles of these items.

Anti-diarrhea Medicine

- Take a supply of anti-diarrhea medicine; you may need it at some point.

Eating

- Traveling will bring your body in contact with different bacteria, which are not necessarily harmful, but the change can unsettle your stomach or cause health problems. Water, including ice cubes, milk, fresh fruit and unwashed raw vegetables could upset your system until your body adjusts to new surroundings.

Alcohol

- Consume alcohol in moderation. Inebriation can result in poor academic performance, higher risk behavior, and/or regretted sexual activity. Excessive alcohol consumption plays a role in many serious accidents and deaths involving students overseas.

Sexual Activity

- It is important to take measures to protect yourself from sexually transmitted diseases. If you anticipate having sexual activity, take protective devices with you, as they may not be easily accessible in your study abroad country.

It is better to travel well than to arrive. - Buddha

Safety Guidelines

Blend In

- 🌐 Do not dress or behave in a manner that will easily identify you as a tourist or an American
- 🌐 Be cautious about speaking loudly and speaking English in crowded areas

Be Alert

- 🌐 Be aware of your surroundings and the people with whom you are in contact
- 🌐 Be wary of people who seem overly interested in you
- 🌐 Be extremely hesitant about giving out your street address, phone number, or e-mail address to someone you do not know
- 🌐 Learn which areas of town should be avoided
 - ✈ If you find yourself in uncomfortable surrounding act assured and leave as soon as possible

Be Prepared for an Emergency

- 🌐 Have the phone numbers of your host program advisors and residence contacts handy at all times
- 🌐 Register with the U.S. Embassy before departure
- 🌐 Have a copy of your airline ticket, passport, and visa stored in a safe place
- 🌐 Know how to reach emergency services in the country
- 🌐 Have sufficient funds on hand for emergencies

Stay in Touch

- 🌐 Notify your site director when and where you will be traveling and when you plan to return
- 🌐 Maintain regular contact with home so family and friends know you are safe

Use your best judgment at all times.

Keep your wits about you, Batman.
- Robin

Packing Tips

General

- 🌐 Reference your suggested packing list
 - ✈ Pack prescription medications in original bottles in carry on luggage with prescription signed by your doctor
 - ✈ Don't take anything you can't afford to replace
 - ✈ Purchase and use a neck wallet or money belt
 - 🌐 This will help keep valuables close to you and out of a pick-pocket's reach.

Packing Tips

You don't need as much as you think!

- 🌐 Pack your suitcase and then walk around the block and up a few flights of stairs... then decide if you still need to take it all!
- ✈️ Imagine cobblestones, seven flights of stairs without an elevator, the subway, crowded airports – these are all obstacles you will face.

Electricity & Appliances

Outlets and voltage vary from country to country. Before you leave, determine voltage for the country you will be staying in: www.voltagevalet.com

- 🌐 Devices brought from home may not fit your host country's outlets or may not function due to the difference in voltage
- 🌐 Purchase the appropriate (refer to country's voltage and outlet specifications) adapter and converter for any electronic devices you take

Luggage

- 🌐 Choose sturdy-wheeled luggage that's very portable (even in and out of bathroom stalls)
- 🌐 Label your luggage, inside and outside, in case the tag is torn off
- 🌐 Pack essentials in your carry-on bag for easy access in case of lost luggage
 - ✈️ Things to pack in your carry on:
 - ✈️ List of important phone numbers
 - ✈️ Passport
 - ✈️ Airline ticket
 - ✈️ Program acceptance letter
- 🌐 Check with your airline for luggage allowances and restrictions like:
 - ✈️ Weight limitations
 - ✈️ Maximum number of luggage pieces
 - ✈️ Complete list of other restricted items
 - 🌐 Continue to check up to the day you leave (restrictions tend to change frequently)
 - 🌐 If taking more than one flight, with more than one airline, make sure you check all airlines for specific restrictions

Airport

- 🌐 Remember airport etiquette. Refrain from using inappropriate language and terms, even in a joking manner
- 🌐 You will be subject to random & routine airline searches of both your person and luggage
- 🌐 Distinguish your luggage from other people's, use something bright! (This helps at baggage claim!)

Take only what you need to survive! - Lone Starr to Princes Vespa (after unpacking her industrial sized hair dryer)

Finances Abroad

Take Money in a Variety of Forms:

- 🌐 Credit Card
- 🌐 ATM Card
- 🌐 Small amount of U.S. currency
- 🌐 Small amount of foreign currency

Bank

- 🌐 Inform your provider of the countries you will be visiting so they do not shut off your card for suspicious purchases

Be Prepared

- 🌐 Before you leave check the exchange rates
 - ✈ Check up to the day you depart and during your time abroad – exchange rates can vary daily
 - ✈ Currency converter: www.oanda.com/convert/classic

Annual income twenty pounds, annual expenditure nineteen six, result happiness. Annual income twenty pounds, annual expenditure twenty pound ought and six, result misery.
- Charles Dickens

Airline & Itinerary Affairs

Buying Tickets

- 🌐 Call travel agencies and check the web for the best price
 - ✈ Be aware of restrictions
 - ✈ Consider purchasing travel insurance
- 🌐 Once you have been approved into a study abroad program and know the arrival dates, purchase your ticket

Itinerary

- 🌐 Make sure you know the exact dates of arrival and departure for the program
 - ✈ There may not be accommodations for you if you arrive early/late
- 🌐 Copies of Itinerary
 - ✈ For parents or responsible individuals in the States
 - ✈ For OIP
 - ✈ For yourself to keep on you at all times while traveling
 - ✈ Pack one inside your luggage (in case luggage is lost)
 - ✈ For site director or party responsible for airport pick-up (if applicable)

The scientific theory I like best is that the rings of Saturn are composed entirely of lost airline luggage. - Mark Russell

Customs & Immigration

After Landing at Your Final Destination

- 🌐 Go through immigration; have your passport, visa (if applicable), and letter of acceptance (if applicable) readily available
- 🌐 Collect your bags
- 🌐 Go through customs and submit your customs form
 - ✈️ This can happen so quickly you may not even realize you went through... or it can take quite a long time, all depending on the country, airport, and time of day

Important information about U.S. Customs:

- 🌐 Clearing Customs: Follow the directions given to you by flight attendants and your program for the process of clearing customs.
- 🌐 Declaration Forms: In most cases, you will be given a card to fill out that will require your passport information, items you have purchased while abroad and are bringing back into the country, and the cost of these items.
- 🌐 Receipt of Purchase: Retain all receipts, or make an itemized list of purchases, prior to customs inspection.
- 🌐 Taxes: If the total cost of your purchases exceeds a certain amount, you will be asked to pay a tax on all items over the allotted amount.

Items You Cannot Bring Into the United States:

The following is a general list of items that cannot be brought into the United States from abroad:

- 🌐 Plants, animals (especially those on lists of endangered species), and all live birds, unless you have a valid certificate or license from the U.S. Centers for Disease Control and Prevention (CDC).
- 🌐 Drugs - even if a drug was legal in your host country or other countries, it may not be legal to bring it back to the United States. If you are carrying prescription drugs, it is important to have your prescription with you for proof.
- 🌐 Firearms, knives, explosives, and gas canisters.

Items You Can Bring Into the United States:

There are limits on bringing in substances that are not illegal, such as alcohol or tobacco. Check with customs for updates on these legal quantities. Even if a minor can purchase alcohol and tobacco in your host country or other countries, he or she cannot bring these substances back into the United States.

- 🌐 Smuggling: What may be legal abroad may not be legal in the United States, and vice versa. Smuggling can be a federal offense leading to fines or imprisonment.

People say there's delays on flights. Delays, really? New York to California in five hours, that used to take 30 years, a bunch of people used to die on the way there, have a baby, you would end up with a whole different group of people by the time you got there. Now you watch a movie and go to the toilet and you're home. - Louis C.K

Communication

Mail

- 🌐 Be aware that surface mail (for parcels) may take a long time to reach you overseas and vice versa.
- 🌐 Inquire with site director as to what address you should receive mail and packages at
 - ✈️ Varies with housing options

E-mail

- 🌐 Internet cafés (pay for time)
- 🌐 University Labs or Program Buildings (accessibility varies)
- 🌐 Personal laptops
 - ✈️ Check accessibility and safety
 - ✈️ Consider hassles of transporting laptop
 - ✈️ Invest in insurance to cover lost, stolen, or damaged devices

Telephone

- 🌐 Options:
 - ✈️ International cell phone service
 - 🌐 www.piccellwireless.com
 - 🌐 www.telestial.com
 - ✈️ Prepaid calling cards
 - ✈️ Host families may or may not let you make calls from the house
 - 🌐 Inquire with program provider
- 🌐 Prepaid Calling Cards
 - ✈️ Cheapest to use prepaid calling cards, or even prepaid cell phones
 - 🌐 Purchase a calling card once you arrive in your destination country.
 - 🌐 Prepaid phone cards: www.tele-king.com
 - ✈️ In some countries it is necessary to buy a calling card to activate payphones (Mexico)
 - ✈️ 800 numbers are not necessarily free calls or even accessible when dialed from a foreign country
 - ✈️ International dialing instructions:
 - 🌐 www.timeanddate.com/worldclock/dialing.html
 - 🌐 Country codes: countrycallingcodes.com/

Advice

- 🌐 Arrange a time for your family to call you and vice versa
 - ✈️ Remember the time zone differences
- 🌐 Contact family, to let them know you have arrived safely. Inform them before you leave it may be a day or two before you are able to make contact.
 - ✈️ Helpful Website: www.studentsabroad.com/methodsofcomm

Go forth. Act decent. Call your mother from time to time. - Simcha Fisher

Culture Adjustment

Cul· ture ('kəl-cher) *n.*

The way of life of a particular group of people. Everything a group of people thinks, says, does, and creates. It encompasses everything from systems of attitude and feelings to accepted norms and beyond.

- 🌐 The totality of socially transmitted behavior patterns, arts, beliefs, institutions, and all other products of human work and thought.
- 🌐 These patterns, traits, and products considered as the expression of a particular period, class, community, or population: Edwardian culture; Japanese culture; the culture of poverty.
- 🌐 These patterns, traits, and products considered with respect to a particular category, such as a field, subject, or mode of expression: religious culture in the Middle Ages; musical culture; oral culture.

Culture Shock

Culture shock, expresses a lack of direction, a feeling of not knowing what to do or how to do things in a new environment, including not knowing what is appropriate or inappropriate. Every individual experiences culture shock to some degree.

- 🌐 Symptoms:
 - ✦ Sadness, loneliness, melancholy
 - ✦ Preoccupation with health
 - ✦ Aches, pains, and allergies
 - ✦ Insomnia, desire to sleep too much or too little
 - ✦ Changes in temperament, depression, feeling vulnerable
 - ✦ Unwillingness to interact with others
 - ✦ Loss of identity
 - ✦ Developing stereotypes about the new culture
 - ✦ Developing obsessions such as over cleanliness
 - ✦ Longing for family and/or friends
- 🌐 Potential Remedies:
 - ✦ Develop a hobby
 - ✦ Include a regular form of physical activity in your routine
 - ✦ Relaxation and mediation
 - ✦ Maintain contact with your ethnic group
 - ✦ Maintain contact with the new culture, learn the language
 - ✦ Allow yourself to feel sad
 - ✦ Establish simple goals and evaluate your progress
 - ✦ If you feel stressed, look for help
 - ✦ If all else fails – keep a good sense of humor!

Everyone smiles in the same language. - George Carlin

Post Program

Non-Program Ventures

- 🌐 Take precautions and be informed when traveling past your program
- 🌐 Guide books are a good resource to keep with you as you travel
- 🌐 Youth hostels are an affordable way to continue your stay abroad

Returning Home:

- 🌐 Reference re-entry checklist
- 🌐 Take a few days to adjust
- 🌐 May experience cultural readjustment
- 🌐 Readjustment may be brief or may take several months
- 🌐 Family and friends will be there for support, but may not understand how you feel

Re-entry Advice:

- 🌐 Stay Involved
- 🌐 Speak to students about study abroad
- 🌐 Participate in study abroad information sessions
- 🌐 Sign-up to be an English Conversation Partner
- 🌐 Join the International Student Club
- 🌐 Submit an article to your home town newspaper and/or the Valley Vanguard
- 🌐 Talk to Career Planning and Placement about adding study abroad while building a resume

Additional Advice:

- 🌐 Keep a journal
- 🌐 Compile a photo journal
- 🌐 Photos can be entered in the study abroad fair photo contest once you return
- 🌐 Stay involved while abroad and once you return to the States
- 🌐 Communicate with family and the OIP staff before departure, once in country and upon return

Remember you are an ambassador for SVSU, the United States, and your family!

I always wonder why birds choose to stay in the same place when they can fly anywhere on the earth, then I ask myself the same question. - Harun Yahya

Additional Resources

US Department of State:

www.state.gov/

US Department of State Services and Information for American Citizens Abroad:

travel.state.gov/visa/americans/americans_1252.html

US Department of State Tips for Living Abroad:

travel.state.gov/travel/living/living_1243.html

Travel Warnings and Consular Information Sheets:

travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

US Department of State— Medical Information for Americans Abroad:

travel.state.gov/travel/tips/brochures/brochures_1215.html

Centers for Disease Control and Prevention – Traveler’s Health:

www.cdc.gov/travel

Web MD—Travel Information:

www.webmd.com/hw/home_health/te7637.asp

AHA Health & Safety Abroad:

www.ahastudyabroad.org/health-safety/crisis-protocols.html

CIA Country Profiles:

<https://www.cia.gov/cia/publications/factbook>

Student Travel Information:

www.studenttraveler.com

ISIC International Student ID Card:

www.isic.org

Currency Conversions:

www.xe.com

Weather Information:

www.weather.com

Electricity and Converter information

World Electric Guide:

traveloasis.com/world-electric-guide.html

Travel Information Guides

Passports and Visas:

www.travel.state.gov

Frommer’s Guides:

www.frommers.com

Let’s Go Guides:

www.letsgo.com

Lonely Planet Guides:

www.lonelyplanet.com

DK Eyewitness Travel:

www.traveldk.com

MapGuides:

www.randomhouse.com



Packing List

Essentials: Keep on your person or in your carry-on

- Passport (with Visa if necessary)
- Several forms of money: Credit/debit cards, Travelers' checks, Cash
- Flight itinerary & ticket
- Photo ID (i.e. driver's license, student ID)
- Insurance card
- ISIC card
- Program acceptance letter
- Immunization record
- Copies of passport, visa, airline ticket & credit cards (with customer service phone number). Keep separate from originals and leave copies with your family.
- Phone card (with international access number)
- Contact phone numbers (home and destination)
- Passport pouch
- Medications
- Prescriptions for medication and/or eye glasses
- Reading material
- Ear plugs
- Toothbrush & toothpaste
- Nail clippers
- Hand wipes
- Kleenex
- Tylenol or Motrin
- One complete change of clothes
- Camera (batteries & film)

Clothing: Remember to pack one change of clothes in your carry-on. Pack clothes that coordinate so you can mix & match. Light, quick drying clothes are recommended.

- Clothing – culture and climate appropriate
- Comfortable walking shoes already broken in
- One nice outfit (for special occasion or going out)
- Sandals and/or shoes to wear with nice outfit
- Socks
- Underwear
- Pajamas (decent, as the bathrooms may be down the hall)
- Swimsuit
- Coat that will take you through several seasons if applicable
- Raincoat/rain poncho or jacket

Toiletries: Pack liquids inside plastic bags to prevent leakage.

- Glasses, contact lens & supplies
- Extra pair of glasses or contacts
- Soap and soap dish
- Toothbrush & toothpaste
- Deodorant
- Hand sanitizer
- Comb or brush
- Shampoo & conditioner
- Basic styling products
- Razors
- Pads/tampons
- Condoms
- Manicure items
- Small, unbreakable mirror
- Small towel
- Kleenex
- Cosmetics

Packing List

Health Items: Keep on your person or in your carry-on

- Medication in original containers (for authentication purposes)
- Copy of prescriptions (including glasses/contact lens prescription)
- Band aids and antibacterial cream (Neosporin)
- OTC cold medicine
- Aspirin or Tylenol
- Vitamins
- Sunscreen
- Anti-diarrheal medicine (Imodium or Pepto Bismol)
- Mosquito repellent

Accessories:

- A day pack or small bag for short trips
- A neck wallet or money belt
- Adapter/voltage converter (if you are taking appliances)
- Flashlight (small)
- Battery-operated alarm clock
- Camera (batteries, film/digital accessories)
- Travel sewing kit (safety pins, needle, thread)
- Reading material for traveling
- Guide book
- Phrase book or dictionary
- Gifts
- Sunglasses
- Compact umbrella
- Water bottle
- Zip-lock plastic bags
- Photos of family and friends
- Address book
- Reminders of home (e.g. favorite music)

For Serious Traveling (i.e. backpacking, remote areas):

- Laundry soap
- Sink stopper
- Clothes line with suction cups
- Swiss army knife
- Cable lock to lock luggage to bed frame
- Instant coffee/tea and creamers
- Chocolate or energy bars
- Dried and instant foods
- Water purification system
- Malaria pills

