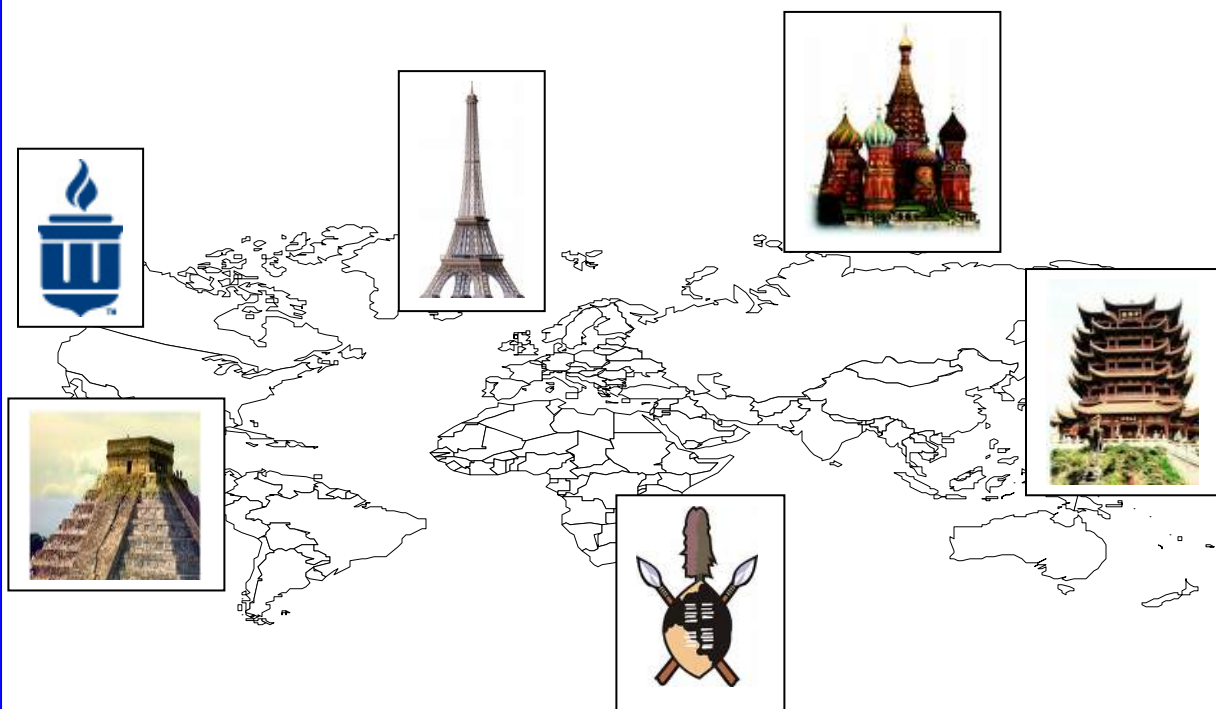


Study Abroad Handbook



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Ten Rules of Travel

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

-Author Unknown

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

I. Entry Requirements

US Department of State Bureau of Consular Affairs

For information regarding the required documents for entry and study in the country you will be traveling to visit: <http://studentsabroad.state.gov/> Be sure to verify information with the consular officials of the country you will be traveling to well in advance.

Passport

You need a passport to enter another country. The passport should be valid for at least six months beyond the date you will return to the US, in case of unforeseen difficulties that may delay your return. To find information about getting a passport, contact the U.S. Post Office nearest you, or go to <http://studentsabroad.state.gov/>. The procedure may take up to six weeks, so you should apply as soon as possible.

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

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

Visas

A visa is an authorization, usually a stamp in your passport, which permits you to enter and remain in a country for a stated period of time. You must apply for a visa directly with the Embassy or Consulate of the host country. To find information about getting a visa visit: <http://studentsabroad.state.gov/>

In most cases US citizens participating in summer programs will not need to apply for a visa. If a visa is required for your program, International Programs will notify you and provide instructions.

Semester-long programs will require US citizens to apply for a visa. Check with International Programs and the department that is arranging your program for instructions on how to obtain a visa.

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

General Considerations

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

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

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

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

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



This was my first time leaving the country by myself. My experience was amazing; from arriving in Mexico City to the day I arrived back in the states. Words can barely describes my experience ... I took over 200 photos and have memories of a life time! I will never forget this cultural experience as well as my educational experience while I was in Mexico, my Spanish has doubled and I can not wait to continue in my education process.

Heather Stone, Summer Intensive Spanish Language Program at the Universidad Autónoma del Estado de Puebla, Mexico.

II. STUDY ABROAD INSURANCE, MEDICAL ASSISTANCE, PRESCRIPTIONS AND VACCINATIONS

Study Abroad Insurance

The costs of medical services, though unforeseen and unexpected, can be thousands of dollars. All students participating in WU study abroad programs are required to enroll in the Washburn University Study Abroad Insurance Plan Offered by T.W. Lord Associates International Benefits Division. The plan includes Health, Emergency Medical Evacuation and Repatriation Insurance. A copy of the policy is available in the International Programs Office and will be provided in the Study Abroad Orientation Packet you will receive before your departure. For more information contact TW Lord & Assoc. 1-800-633-2360.

Emergency Medical Evacuation

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

Repatriation

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

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

Claim forms are available in the Office of International Programs or from T.W. Lord & Associates 1-800-633-2360. To process a claim please obtain the following items:

* detailed, itemized lists of all medications and treatments you have received and any general hospital fees, translated into English by an authorized translator

* all costs should be converted into U.S. dollar amounts, and

* the lists must include a careful diagnosis and a description of the symptoms. Watch the terms the physicians use. Health insurance companies are very strict regarding this point, and they might refuse reimbursement because the condition is not well-defined.

Medical Assistance in Other Countries

Included in the WU Study Abroad Insurance Plan is access to the 24-hour Worldwide Assistance network for emergency travel and medical assistance anywhere in the world. Simply call the assistance center toll-free or collect. The telephone numbers from around the world are included with your card I.D. card and materials. The multilingual staff will answer your call in English and immediately provide reliable, professional and thorough assistance. The US Department of State also provides Consular Information

Sheets for each country in the world. Among many other things, these documents contain information about medical facilities and health issues in the host country. You may consult these Information Sheets at this website: <http://studentsabroad.state.gov/> Click on Embassies and Where in the World?

You can also request a list of medical, dental, and other health care providers or hospitals from the U.S. Embassy or Consulate in your host country. A list containing the Embassy and Consulates' contact information is found at the end of each Consular Information Sheet.

Prescription Medications

If you take prescription medications and you need to bring those into your host country, you should take a statement from your doctor describing your medical condition and explaining the need for medication. This statement should include the generic name and chemical contents of your prescriptions. Make arrangements with your family doctor and insurance company so that you will have the necessary supply of your medication. Check with the airline and your host country's Embassy or Consulate for specific restrictions about bringing medications into the country.

Vaccinations for Overseas Travel

The most common countries where Washburn operates programs do not require you to have any vaccinations to enter the country. Nonetheless, you should find out as early as possible if you need vaccinations to enter your host country because some vaccinations need a long incubation period.

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

* The Centers for Disease Control and Prevention maintains a list of recommended vaccinations for other countries visit: <http://studentsabroad.state.gov/>. Click on Health and recommended vaccinations.

* your family doctor

* Washburn University Student Health Services 785-670-1029

* the host country's Embassy or Consulate in the U.S.

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



“... everything was worth it ... I am looking forward to sharing experiences and encouraging people to do themselves this one favor of increasing their knowledge about a world outside their own.”

Adrienne Hamann, academic year abroad at the University of Klagenfurt, Austria.

III. MANAGING YOUR MONEY

How to Access Your Money While Abroad

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

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

3. **AAA Visa Travel Card.** A pre-paid, reloadable card that can be used worldwide anywhere Visa credit cards are accepted. Use it at ATMs to withdraw local currency. Reload (1,500 max) it up to 4 times on the internet. Visit the local AAA Travel Store or this website for more information <http://www.aaakansas.com/readweb.asp?wid=1784>.

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

5. **Traveler's checks.** Students increasingly report that they did not use, or barely used, the traveler's checks they brought with them. With debit/credit cards, and with easy access to ATMs, few students use traveler's checks. Traveler's checks offer a relatively secure way to have an emergency supply of cash available should you lose your debit/credit cards, because you will be reimbursed for lost or stolen checks. Make sure that you note the serial numbers of your checks and keep this information separate from the checks. Leave a copy of the serial numbers at home or with a friend in case you lose them and need to replace them. If the checks are lost or stolen, you must report the loss within 24 hours to the nearest bank or company that issued them.

Considerations before Leaving the US

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

You might want to give a family member power of attorney at home, so that somebody would be able to assist with financial problems in your absence by having access to your bank account and permission to see your Washburn account. Discuss this with your family, your bank and with the Financial Aid Office.

Changing U.S. Currency in the Host Country

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

Disbursement of Financial Aid for Students Studying Abroad

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

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

If you have completed all required paperwork and you have registered for the appropriate course number, your funds should be available to you before your program begins.

“Even if I had an unlimited number of characters to write, it would be hard to put into words what studying abroad and traveling can do to you. I knew that going on this trip would be a great experience, but I did not expect it to have as large an impact as it has. The friends I made, people I came in contact with, and the exchanges we had in Europe have caused me to view the world, and myself in a positive new way.”

Adam Weaver, Cambridge International Summer School, England.

IV. WTE, ENROLLMENT and CREDIT TRANSFER

The Washburn Transformation Experience (WTE), International Education

To identify an appropriate experience to fulfill the WTE requirement (effective fall, 2006) students work with a faculty member or the study abroad coordinator to develop a proposal. Students Declare their program and submit an Activity Plan on the student tab at My Washburn. Students write a Pre-trip Background Research Paper on a relevant topic prior to their international experience to help prepare for the program abroad. Upon return, students submit a Final Written Assessment Report. This report will describe how the student's experiences have impacted his or her view of the world. Students also prepare a Public Presentation about their experience. Students may consult the WTE Mentor or the Office of International Programs about format and submission requirements. For more information visit the WTE website: <http://www.washburn.edu/wte>

Credit Transfer

The Study Abroad Admissions and Scholarship Application contains a Study Abroad Credit Transfer Form. It is important that you complete this form BEFORE you leave campus. Complete the top portion of the form and then take it to your major advisor along with course descriptions for the classes you plan to take. You and your advisor will complete the credit section by filling in the "Foreign Course Title" and the "Washburn Equivalent".

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

General Education Transfer

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

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

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

After you have completed the form and both the department chairperson and your advisor have signed it (and you have received the approval from other departments, if

necessary), return the form to International Programs. The original copy will be kept in your file, and you will receive a photocopy. Keep the photocopy for your records. You should also keep all course materials from your program in case questions about the credit arise as International Programs processes your transcript.

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

Enrollment at Washburn and Abroad

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

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

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

Grading

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

Tuition and Fees

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

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

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

Withdrawal from or Extension of Program

Follow these procedures to withdraw from or extend your program:

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



"Studying abroad has enhanced my personal boundaries in communication with other peoples and cultures, which will prove to be beneficial in my study and practice of law. "

Tami Gonzalez, Triple Major in Political Science, German, and English Literature, studied in Klagenfurt, Austria.

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

Campus Life Abroad

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

Student Life Abroad

Because the students you will encounter are products of a different system of education, you will probably find them more mature and well prepared to meet the academic demands of the university situation. Most likely they will have begun studying their major subject earlier than their U.S. counterparts, so expect them to have a more extensive knowledge of the subject. You will also find them to be serious about their studies. You will be surprised at how knowledgeable foreign students are about world affairs and how much they know about the rest of the world. It would be to your advantage to familiarize yourself with the history and politics of the U.S. and of the host country before you go. You will ultimately be involved in conversations concerning these subjects and students will always want to know your opinion.

It is more important to keep in mind that difficult situations are difficult mainly because you are encountering them for the first time. Take them one at a time, don't be too hard on yourself and keep a sense of humor. A sense of humor is essential throughout the process of adjustment. You have to laugh at yourself and with others when you make a language mistake or cultural faux pas and in all other circumstances that are present at the beginning of your experience.

Contacts in many societies may not be as easy as in the U.S. For example, the concept of "friend" is quite distinct from the concept of "acquaintance". It takes many months to make a "friend", but once a friendship is formed, it will last a lifetime. It is also helpful to note that in some countries a "friend" can mean either a boyfriend or a girlfriend. If you are "living with a family", don't expect to be immediately welcomed to the bosom of the family like a son or daughter. More typically your relationship will start off as that between boarder and landlord/lady. It will be up to both of you to build a stronger relationship if the family desires it.

VI. CULTURAL ADJUSTMENT

Never assume that the same comforts that are prevalent in the U.S. will be available in other countries. Some of our everyday habits are considered wasteful by many cultures outside the U.S. (e.g. long showers, overuse of electricity, "throw away" items like paper and plastic, etc.) **Remember to observe the foreign lifestyle and respect the host country's culture!**

Stages of Adjustment

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

Culture Shock - These feelings of culture shock are perfectly normal and will pass with time as you develop friendships and make progress in the language and feel more familiar with the culture. It is important at this point **not to give up** but instead to hang in there and keep going. This stage will pass—remember that your family and friends and all of us in the Office of International Programs believe in you and what you are doing. Bit by bit things will get better, the petty frustrations will disappear, and you'll finally figure out who you are, where you are, and why you are there. As you complete your adjustment cycle, you'll come to accept and then enjoy most things, including the academics, food, drinks, habits, languages and customs of the host country. And when you complete your experience, you may not want to leave when it is time to go home.

Signs of Culture Shock

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

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

Re-Entry Shock

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

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

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

A Plan for Addressing Culture and Reentry Shock

Before you go

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

During

1. Communicate with your friends and family with letters, emails, newsletters, or newspaper clippings from your hometown.
2. Keep up with other students' study abroad experiences so you won't feel like you're doing this on your own.

After

1. Complete a study abroad survey. Visit your faculty advisor and program coordinator. You can talk about your experience with a friendly and knowledgeable person. Ask about graduate scholarships and how to incorporate study abroad into careers or future studies.
2. Make the most of the experience when you return by telling others about your adventure. You can do this by talking to small groups, giving presentations, helping with study abroad fairs and staffing information tables around campus.
3. Enter the Study Abroad Photo Essay Contest. You could win \$100! Contest rules and entry forms are available in the International House or visit www.washburn.edu/iip.

VII. TRAVELING WHILE ABROAD

Public Transportation

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

Rail Travel Information

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

Car Rental

We recommend the use of public transportation. However, if you must rent a car, note the following:

*A U.S. driver's license is NOT recognized in many countries. An International Driver's license is required in many countries, and you can obtain one through AAA.

* Gasoline is more expensive in the rest of the world. Depending upon the country, gasoline can cost more than \$10 per U.S. gallon.

* In many cases you must be at least 25 years old to rent a car, though some companies rent to 21-year-olds.

*Familiarize yourself with international highway signs and the rules of the road for each country through which you plan to drive. Consult AAA for specific regulations



" This is one of the best things I could have done for myself here at Washburn."

Sarah Mckinnie, "Art and Architecture in Paris", France.

Travel Agencies & Traveler's Insurance

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

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

Start with STA Travel, a large nationally recognized student travel agency. Their web address is: <http://statravel.com/>. They also have a location in Lawrence on the KU campus. The phone number for that branch is (785) 864-1271.

Students have worked with the following travel agents in Topeka:

AAA Travel Agency	233-0222
Five Star Travel	478-2000
Jade Travel	273-1226

VIII. SPECIAL PRECAUTIONS WHILE ABROAD

U.S. State Department Travel Advisory or Warning

Please be aware if a US State Dept. Travel Advisory or Warning is issued for the country you are traveling to it may cause your program to be delayed or cancelled depending on the severity of the situation. More information can be found by visiting the US State Department website for a list of current travel warnings visit:

<http://studentsabroad.state.gov/> Click on News & Alerts.

Warning on the Use of Illegal Drugs

Drug laws vary in each country, and even as a foreign visitor you are subject to those laws. In many cases the laws are very strict, and punishments include expensive fines and jail time. If you are arrested on drug charges, the Consular or Embassy officer can do little or most frequently, **NOTHING AT ALL**. He/she cannot get you out of jail or out of the country. 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. You are advised never to buy or use illegal drugs while abroad.

AIDS and International Travel

The World Health Organizations states that "AIDS is not spread by daily and routine activities such as sitting next to someone, shaking hands, or working with people. Nor is it spread by insects or insect bites."

Transmission occurs through:

* intimate sexual contact—the virus can be transmitted from any infected person to his or her sexual partner, when semen, blood or vaginal fluids are exchanged.

*infected blood and blood products. This includes blood transfusions in which the blood donated either is not screened or is improperly screened for HIV antibodies

*contaminated needles or any other HIV contaminated skin piercing instruments. This applies to acupuncture, illicit drugs, steroid injections, medical and dental procedures, ear and body piercing, and tattooing.

Safety Precautions

Follow the same safety precautions and guidelines that you do in the US. Some of these include:

*If you are sexually active, use a condom. It is best to bring a supply of condoms with you if you plan to be sexually active. Language barriers and unfamiliarity with the local culture might make obtaining them difficult.

*Avoid use of needles for illicit drugs at all times.

*Avoid skin piercing and tattooing.

IX. PRE-DEPARTURE CHECKLIST

Required:

- Passport/Visa:** Obtain your Passport or any required Visas as soon as possible. For more information, visit: <http://studentsabroad.state.gov/>
US citizens who participate in a summer program generally do not need a visa. US citizens who participate in a semester-long program usually need a visa—check with International Programs or the sponsoring department.
Non-US citizens are responsible for contacting the host country's Embassy or Consulate to inquire about entry and visa requirements. If a visa is needed, contact International Programs for guidance and supporting documents that must accompany the visa application.
We recommend using a Visa Processing Service such as:
Travisa: <http://www.travisa.com/>
- Insurance:** Enroll in the Washburn University Study Abroad Insurance Plan Offered by T.W. Lord Associates International Benefits Division. The plan includes Health, Emergency Medical Evacuation and Repatriation Insurance.
- Tuition & Fees:** You must pay your WU tuition and fees before departure. If you are participating in another institution's program, you must follow all their payment deadlines.
- Financial Aid:** If you receive any scholarships, loans or grants, you must make Arrangements with the Financial Aid Office so that you can receive these funds to use for program costs.
- Enroll:** Register for you WU Study Abroad Courses & Host University Courses.
- Vaccinations:** Find out if it is required or recommended to get any vaccinations, immunizations, shots, or medicines at: <http://studentsabroad.state.gov/>. Some vaccinations require follow-up inoculations or medicines plan accordingly.
- Orientation:** Attend the Study Abroad Pre-Departure Orientation. If you are unable to attend the scheduled pre-departure orientation, you will need to contact the OIP or the sponsoring department to schedule an individual meeting.

Strongly Recommended

- Copies of Documents:** Leave copies of important documents with family and/or a trustworthy friend at home:
 - Passport identification page (Submit a copy to the OIP, Keep a copy with you, separate from original)
 - Visa page (if required)
 - Airline tickets
 - Driver's license
 - Credit cards
 - Serial numbers of your traveler's checks
 - Your contact information abroad (addresses and phone numbers)
 - Emergency contact information abroad
 - Insurance information

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

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

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

CONSIDER

☐ **International Student ID Card**

The International Student ID Card (ISIC) provides access to a broad network of discounts and benefits for students while you're abroad. The ID can be obtained at STA Travel, and their web address is: <http://statravel.com/>. They also have a location in Lawrence on the KU campus. The phone number for that branch is (785) 864-1271.

☐ **Vote:** Register to vote absentee if you'll be abroad during any State or national elections by visiting www.fvap.gov.

☐ **Rail Pass:** Check with STA Travel or another travel agency about Eurorail passes and other discounted in-country transportation options.

☐ **Youth Hostel Card:**

These cards can give you access to discounted hostel rates. Check with STA Travel or another travel agency about youth hostel cards.

☐ **Arrangements for receiving mail:** Provide the post office with a forwarding address to your permanent location in the US, and ask a family member or trusted friend to sort through it for you. If necessary, they can forward important mail to you.

☐ **Driving:** If you plan on driving abroad, obtain an International Driving Permit (IDP) from <http://www.aaa.com/vacation/idpf.html>. Also, find out if you need additional auto insurance coverage.

Packing Tip:

Pack light do not take your entire wardrobe with you. Most people pack much more than they actually need or use. Don't forget that you have to carry everything yourself through airports, train stations, and subways. Consult a travel guidebook for your host country—most include a list of items to bring and a list of what you should leave at home.

Safe Travels!, Bon voyage!, Buen viaje!, Ciao!, Gute Reise!, Yi lu shun feng!, Yoi Tabio!...

Home Institution Study Abroad Coordinator Contact Information

Fill out the following information before you depart.

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

WU International Programs

Department
785-670-1051/785-679-1067

Phone/Fax
international@washburn.edu

Email

WU Academic Advisor

Department

Phone/Fax

Email

On- Site Coordinator or Office

Fill out the following information when you arrive on site.

Name

Department/ Office

Phone/Fax

Email

Name

Department/ Office

Phone/ Fax

Email

Other Useful Information

Local taxi info, housing/landlord, friends etc.

Name

Name

Name

Contact Information

Contact Information

Contact Information

Emergency Wallet Card:

Student Study Abroad Emergency Contacts	On Site Emergency Addresses & Tel: #'s
My Residence phone: _____	Emergency Contact Name and Phone _____
Address: _____	Onsite Coordinator Name and Phone _____
Insurance Provider and number _____	U.S. Embassy Address and Phone Number _____
Blood type _____ Allergies _____	U.S. State Dept. (202) 647-5225 _____
Medical Conditions _____	To report your Credit Card lost or stolen _____
Passport Number _____	To report your Debit Card lost or stolen _____
WU Contacts: Uni. (785) 670-1010 Intl. Progs: (785)670-1051 Baili Zhang, Director of Intl. Programs: 785-670-2086 Tina Williams, Study Abroad Coordinator: (785) 670-2095	