



## WHAT DO YOU NEED TO KNOW AND DO BEFORE YOU GO? CHECK THE BOX IF YOUR ANSWER IS "YES".



- I have a passport and have made copies to leave at home and take with me.
- I know how to say "please" and "thank you" in my host country language.
- I know the entry requirements to my host country for persons of my nationality.
- I have spoken with a native of my host country.
- I know what electrical current they use in my host country.
- I have read a magazine, book, or newspaper from my host country.
- I can locate my host country on a map.
- I have gotten physical, dental, and eye check-ups, I have prescriptions ready, and a good supply of medicines I take.
- I know the health risks of the region where I will be visiting.
- I know the type of government in my host country and know the president's name.
- I know the time difference between Kansas and my host country.
- I have made copies of my credit cards and other important documents and have left copies at home in case of left.
- I know how to avoid looking like a dumb tourist in my host country.
- I can draw a recognizable map of my host country and know where the major cities are.
- I know the currency used in my host country and its value in U.S. dollars.
- I have spoken with the financial aid office and all arrangements are in place.
- I have a way to get emergency funds if I need them.
- I have a copy of my health insurance policy and know what it includes.
- I know how much a meal costs in my host country.
- I know how much money I am going to take overseas in cash.
- I have looked up my host country on the internet and know something about its history.
- I can recognize the national anthem of my host country if I hear it.
- I can name at least two important heroes in my host country.
- I know something about the predominant religions of my host country.
- Everything is up to date regarding my forms and payments.

### Count how many "yes" statements you have.

20 or more: You are ready to go! Have a great adventure!

15-19: Almost ready... just a few more things before you leave.

10-14: You'd better do more than pack before you go.

Less than 10: Are you sure you know where you're going? Take time to find out!

**You are a citizen of  
a very diverse world.**

If we shrank the earth's population to a "global village" of only 100 people and kept all the existing human ratios, there'd be:

**61** from Asia

**21** from China

**17** from India

**13** from Africa

**12** from Europe

**5** from the U.S.

**1** from Australia and New Zealand

**22** who speak a Chinese dialect, **18** of whom speak Mandarin

**9** who speak English

**8** who speak Hindi

**50** females

**50** males

**32** Christians

**68** non-Christians, **15** of whom are nonreligious

**19** Muslims

**6** Buddhists

**1** Jew

**30** who have enough to eat

**88** old enough to read, **17** of whom cannot read at all

**1** teacher

**And you are one person  
traveling that world.**



# Health & Safety Resources

## WU Study Abroad Contact Information

**Phone:** 785.670.2088

**Email:** [studyabroad@washburn.edu](mailto:studyabroad@washburn.edu)

**Web:** <http://washburn.studioabroad.com/>

**Emergencies:** 785.670.1153 (Washburn Police)

**Ms. Tina L. Williams** / Director, Study Abroad

Work: 785.670.2095

## U.S. Department of State Resources

### **Smart Traveler Enrollment Program**

Free service to assist U.S. citizens in an emergency

<https://travelregistration.state.gov>

### **Students Abroad**

Security considerations specifically for college and university students <http://studentsabroad.state.gov/>

### **Country-Specific Information Factsheets**

Safety and security details for hundreds of countries

[http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)

### **Links to US Embassies and Consulates Worldwide**

<http://usembassy.state.gov/>

## Travelers Safety & Security Resources

**Travelers' Health:** [www.cdc.gov/gov](http://www.cdc.gov/gov)

**Association for Safe International Road Travel:** [www.asirt.org](http://www.asirt.org)

**SAFETI Project Website:** [www.globaled.us/safeti/](http://www.globaled.us/safeti/)

**Travel Safety Information for Students:** [www.state.gov/r/pa/prs/ps/2009/01/115270.htm](http://www.state.gov/r/pa/prs/ps/2009/01/115270.htm)

**Travel and Living Abroad:** [http://travel.state.gov/travel/living/living\\_1243.html](http://travel.state.gov/travel/living/living_1243.html)

**Links to U.S. Embassies and Consulates Worldwide:** <http://www.usembassy.gov/>

**State Department Students Abroad Website:** <http://studentsabroad.state.gov/html-site/StudentAbroadHome.html>

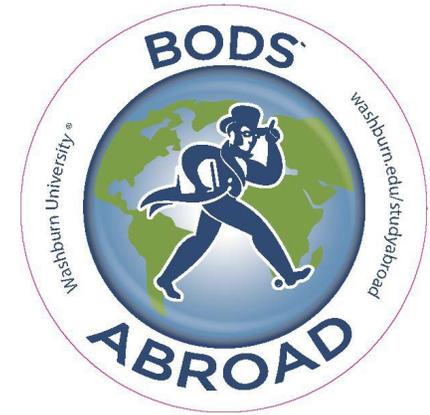
**Reports from the U.S. State Department's Overseas Security Advisory Council** on crime, security, and safety information for many countries and cities in the world: <https://www.osac.gov/Pages/Home.aspx>

## With Regard to Study Abroad - Washburn University:

- ◆ Cannot guarantee or assure the safety of participants or eliminate all risks from the study abroad environments.
- ◆ Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.
- ◆ Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
- ◆ Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
- ◆ Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor, for events that are not part of the program, or that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- ◆ Cannot assure that the cultural values and norms of the United States will apply in the host country.

**Study Abroad  
Washburn University  
Plass Learning Resources Center  
Room 217  
1700 SW College Avenue  
Topeka, KS 66621, USA  
<http://washburn.studioabroad.com>  
E-mail: [studyabroad@washburn.edu](mailto:studyabroad@washburn.edu)**

*This brochure has been adapted from Kalamazoo College. Rev. 09/2024*



## Health, Safety, & Security for Washburn University Study Abroad Participants

### Statement of Purpose

Because the health and safety of our study abroad participants are primary concerns, we have included these lists of “good practices” to provide useful practical guidance to institutions, participants, and parents, guardians, or families.

The following statements are intended to be aspirational in nature. Although no set of practices can guarantee the health and safety needs of each individual involved in a study abroad program, they address issues that merit attention and thoughtful judgment. They are intentionally general and they cannot possibly account for all of the inevitable variations in actual cases that arise.

Therefore, as specific situations arise, those involved must also rely upon their collective experience and judgment while considering the unique circumstances of each situation.

## Student Responsibilities

- ◆ **Read and carefully consider** all materials issued by the OIP and the host institution that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.
- ◆ **Conduct your own research** on the country(s) you are visiting with particular emphasis on health and safety concerns, social and cultural norms and customs, and political situations.
- ◆ **Consider your physical and mental health**, and other personal circumstances, when applying for or accepting a place in a program; make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- ◆ **Assume responsibility for all the elements** necessary for your personal preparation for the program and participate fully in orientations.
- ◆ **In consultation with WU Student Health Services or a reputable travel clinic**, obtain all necessary immunizations, prescriptions, and health teaching for the program abroad.
- ◆ **Obtain the WU Study Abroad Insurance Plan** and abide by any conditions imposed by the carriers.
- ◆ **Inform parents/guardians/families**, and any others who may need to know, about your participation in the study abroad program, provide them with emergency contact information, and keep them informed of your whereabouts and activities.
- ◆ **Understand and comply** with the terms of participation, terms listed in the Study Abroad Consent and Release form, and obey host-country laws.
- ◆ **Be aware of local conditions and customs** that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.
- ◆ **Avoid all illegal drugs** and excessive consumption of alcohol.
- ◆ **Behave in a manner that is respectful** of the rights and well being of others, and encourage others to behave in a similar manner.
- ◆ **Accept responsibility** for your own decisions and actions.
- ◆ **Become familiar with the procedures** for obtaining emergency health and law enforcement services in the host country.
- ◆ **Follow the program policies** for keeping program staff informed of your whereabouts and well being.

## Washburn's Office of International Programs (OIP) Responsibilities

- ◆ **Be in regular contact** with host institution or program, as well as other sources in-country and in the US about health, safety, and security issues.
- ◆ **Collect information** regarding available medical and professional services available at WU sponsored programs and as requested from non-WU programs; as necessary provide this information for participants and their parents /guardians / families, and assist participants in obtaining the services they may need.
- ◆ **Provide health and safety information** for WU program faculty leaders, including guidelines with respect to intervention and referral, that takes into account the nature and location of the study abroad program, and possible limitations inherent in such settings.
- ◆ **Have contingency and crisis** response plans.
- ◆ **Provide basic health, safety, and security** information to participants and parents; and indicate resources where participants and parents can inform themselves further.
- ◆ **Provide pre-departure orientation** to all study abroad participants.
- ◆ **Consider health, safety, and security issues** as well as disciplinary history when evaluating an individual student's application to a particular program.
- ◆ **Enroll all study abroad participants** in the WU Study Abroad Insurance Plan which includes medical evacuation insurance.
- ◆ **Respond to expressions** of health, safety, and/or security concerns by participants, parents, faculty or staff.
- ◆ **In cases of serious health problems**, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.
- ◆ **Provide all participants** with a study abroad handbook informing them of all applicable policies, regulations, and the Study Abroad Consent and Release form.
- ◆ **Provide information** for participants and their parents / guardians / families regarding when and where the sponsor's responsibility ends, and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.

## Parent, Guardian, and Family Responsibilities

- ◆ **Obtain and carefully evaluate** your student's program materials, as well as related health and safety information, as provided by the sponsor and other sources.
- ◆ **Be involved** in the decision of your student to enroll in a particular program
- ◆ **Discuss with your student** any of his/her travel plans and activities that may be independent of the study abroad program.
- ◆ **Engage your student** in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
- ◆ **Be responsive** to requests from the program sponsor for information regarding your student.
- ◆ **Keep in touch** with your student, but keep in mind that local conditions may prevent the student from immediately responding to you.
- ◆ **Be aware** that your student rather than the program manager may most appropriately provide information.
- ◆ **Be sensitive** to local customs and cultural norms in the host country and the homestay or dorm.
- ◆ **Remember time differences** when phoning your student.
- ◆ **Understand** that if you call the OIP about your student, we will contact the program and the student; however FERPA may prohibit us from responding to you directly.



# Bring your Wellness

Evelyn Spangler

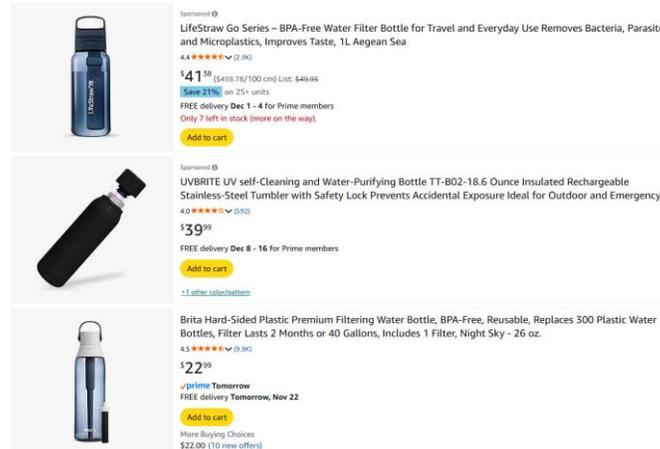
## → Study Abroad Wellness Tips

Washburn University  
Wellness Coordinator

### 1. Stay Hydrated

#### a. Reusable water bottle

##### i. IDEALLY – with a built-in filter to ensure safe drinking water



ii.

#### b. We tend to get more dehydrated while traveling

- not wanting to find a bathroom, or not wanting to buy an expensive water bottle in an airport

##### ii. Dehydration will lead to a bad time traveling and is relatively easy to avoid but will **take a concerted effort**

#### c. Fruits and veggies

- Things we eat carry a lot of water to our system as well
- They are also healthy and are a great source of fiber

### 2. Electrolyte additives are great way to help your body replace sweat

#### a. In our day-to-day lives it is likely the electrolyte water packs are overused, however in your case it will be an easy way to replace lost electrolytes

- Even if you don't notice directly you are losing a lot of sweat and electrolytes simply by traveling alone

### **3. Eat healthy**

- a. While you stay hydrated make sure, you're not forgetting about potassium
  - b. Potassium is an electrolyte that does many things
    - i. Balancing fluids in the body
    - ii. Helps muscles
      1. Including your heart
      2. Also, will help you avoid muscle spasms / cramps
    - iii. Protecting bone health because it reduces the amount of calcium lost when you urinate
    - iv. Preserves kidney function and helps avoid kidney stones
    - v. Regulating the nervous system
    - vi. Supports a healthy heart and healthy blood pressure
      1. And lowering high blood pressure
  - c. Drinking coconut water is a great way to aid in healthy hydration without all the sugar of Gatorade and other similar drinks because it is very high in potassium
  - d. BRING YOUR OWN SNACKS
    - i. You should expect to get hungry so plan on having access to food that will keep you full
      1. High protein snacks
        - a. Rule of thumb: 1 gram of protein per pound of body weight
      2. Easy to travel fruit like apples and oranges
- **Pumpkin seeds** – Easy, nutrient-dense, and safe for most allergies.
  - **ALOHA protein bars** –free of nuts, gluten, and dairy but still delicious.
  - **Protein powder** – Select based on needs, and allergies
  - **Collagen peptides** –
  - **Meat sticks**
  - **Sun butter to-go packets** – Eat them solo or mix into oatmeal. Great for protein and healthy fats.
  - **Greens powder** – for days when you're short on veggies.
  - **Dark chocolate** –packed with polyphenols.
  - **Seaweed snacks** – Naturally high in iodine and easy to pack.

- **Protein chips**

- e. KNOWYOUR BODY

- i. If there is something at home that irritates your gut or stomach it is going to irritate your stomach in another country even more (traveler's stress)

- f. Consider asking your doctor about these supplements:

- i. digestive enzymes – Naturally occurring digestive enzymes are proteins that your body makes to break down food and aid digestion

- 1. Symptoms that would suggest these might help

- a. Stomachaches
- b. Diarrhea
- c. Gas
- d. Excess gurgling or gastrointestinal distress

- ii. L-Glutamine – naturally occurring in the body as well

- 1. It aids the body in repairing especially gut repair

**→ In this category: Digestion**

- o Eating healthily and drinking water will keep you from getting constipated (which is uncomfortable for a number of reasons, especially while traveling)

## **4.Sleep hygiene**

- a. getting good sleep *before* your trip, supporting your body with **hydration, movement, and food**, and staying flexible during the travel chaos.

- b. Consider the time zone you are traveling to

- i. Is there a way you can start to gradually adjust to that before you leave

- c. ROUTINE

- i. While you are away lean into a “wind down routine” and stick to it as much as you can

- d. Tools:

- i. Sleep mask
- ii. Noise Canceling headphones

## **5. Exercise**

- a. Workout
  - i. The day before and if you can a light one the morning of your travel
    - 1. This will reduce tension
    - 2. Boost circulation
    - 3. Mental relief before being still for a long flight
- b. Be sure that walking to and from trains or airplanes is not the only exercise you get
  - i. Our bodies hold stress (including emotional stress) and exercising or moving is a great way to regulate your hormones and generally body functions

## **6. Self-care**

- a. Make sure you plan on being able to have access to things that help you regulate your body and emotions
  - i. Reading, meditating, coloring, or just a soft blanket
- b. Cleanliness
  - i. Bring laundry detergent strips or drier sheets
    - 1. The detergent of course will make it easy to wash your clothes on the go
    - 2. Drier sheets in your bag or suitcase will help make sure your clothes smell good wherever you go
  - ii. Wipes and sanitizer
    - 1. On the go traveling or not these are just helpful
  - iii. Pack your own haircare and skin care products
    - 1. Especially if you have skin sensitivity

### **→ In this category: Overstimulation**

- Temperatures
  - Planes and airports (and any other transportation port and system) are full of TEMP CHANGES
    - Layer your clothes so you can be ready for warm or cold temperatures
- Noises
  - Traveling is FULL of loud noises and unexpected sound disruptions
    - NOISE CANCELLING EAR BUDS

- These will be BETTER than the actual head cover headphones as those are disrespectful to wear in most group or learning settings
  - Noise canceling earbuds are discreet and will help you reduce the level of auditory disruption you experience



# WASHBURN UNIVERSITY

Travel Guard  
Services  
by  
AIG Accident &  
Health

## GLOBAL TRAVEL ASSISTANCE SERVICES FOR EDUCATIONAL ORGANIZATIONS

Traveling requires attention to a number of unique details. A study from the Forum on Education Abroad shows that mitigating health and safety risks is a fundamental goal of all stakeholders in education abroad. You are covered with travel accident insurance along with travel assistance services to help you with travel mishaps or emergencies during your trip; this insurance coverage is provided by your educational organization. Whether it's a medical emergency, flight delay or lost luggage, we are here 24 hours a day, 7 days a week to support you.

### 24/7 Travel Assistance Services ID Card

#### Contact in the event of:

- Emergencies
- Eligibility verification
- Medical evacuations
- Assistance services
- Benefit plan contact information

To access your 24/7 Assistance Services website, visit [aig.com/us/travelguardassistance](https://aig.com/us/travelguardassistance) or download the AIG Travel assistance app to your Apple or Android smartphone. Register with your policy number (using numerals only).

Report claims to [AHClaims@aig.com](mailto:AHClaims@aig.com)  
Accident & Health Claims Dept. | PO Box 25987 |  
Shawnee Mission, KS 66225



# 24/7 ASSISTANCE SERVICES

## MEDICAL ASSISTANCE

From physician referrals to assisting with emergency medical evacuations, we help travelers address their medical needs

with expediency and expert care.

- Hospital and provider assistance
- Emergency prescription replacement assistance
- Assistance with the renting and/or replacement of medical equipment

## TRAVEL ASSISTANCE

Flight delays, inclement weather, and other travel hassles are an unfortunate reality of travel today. We help keep travelers on the move with a broad range of assistance services, before, during and after their trip.

- Lost/stolen baggage assistance
- Lost passport/travel documents assistance
- ATM locator
- Identity theft assistance
- Emergency telephone interpretation coordination
- Legal/bail bond referrals
- Embassy and consulate information

## TRAVEL ASSISTANCE WEBSITE AND MOBILE APP

The mobile app contains the below features in addition to a one-touch "Help" button to connect you to Travel Guard and a GPS-enabled healthcare provider directory.

- Travel Security Awareness Training — online instruction modules
- Country reports, city guides, case studies and pre-travel tips
- Ability to subscribe to security email alerts
- In-depth travel health and safety information
- Medical translations tool
- Drug brand equivalency tool



# PERSONAL SERVICES

## SECURITY ASSISTANCE

Through the support of a global network of security consultants, we respond to minor security incidents and life-threatening events.

- Security evacuation assistance with on-the-ground physical response
- Security and safety advisories, global risk analysis and consultation specialist
- 24-hour response services to assist travelers and their families during an incident
- Online access to up-to-date security intelligence
- Risk management consulting
- Risk, vulnerability and threat assessments

## VIP PERSONAL ASSISTANCE SERVICES

Travelers also receive 24/7 concierge and personal assistance services.

- Ground transportation coordination
- Event ticketing
- Wireless device assistance



# REGISTRATION FOR MOBILE APP AND WEBSITE

1

To access the full website on your desktop or smartphone/tablet device, visit: [www.aig.com/us/travelguardassistance](http://www.aig.com/us/travelguardassistance). Visit the Registration Guide section to watch a video tutorial OR To access the mobile app, go to the Apple App Store or Android Play Store from your smartphone and search for AIG and tap on AIG Travel (you must be connected to Wi-Fi or cellular network). The app is only available on smartphones – not tablets.

2

Click on "Register." From the app tap on "Country where coverage was purchased" and select **"United States — Accident and Health"**

3

Provide name, email address (email address serves as your username) and policy number (on below Traveler ID card). If you receive a "duplicate email" error please click on "Forgot Your Password" to reset your password.

4

You will receive an automated email (check spam/junk folder) containing instructions to complete secure travel assistance website access. After you have successfully logged in and accessed the secure travel assistance website follow the below instructions for mobile access. In the event you do not receive an email please allow emails from **noreply@salesforce.com** and **AIGTravelAlerts@e5.aigdigital.com**.

5

You have the option to set up Touch ID to log in using your fingerprint or Face ID to log in using facial recognition (available only for phones equipped with Touch ID or Face ID).

Please detach the card below and carry it with you during the course of your trip.

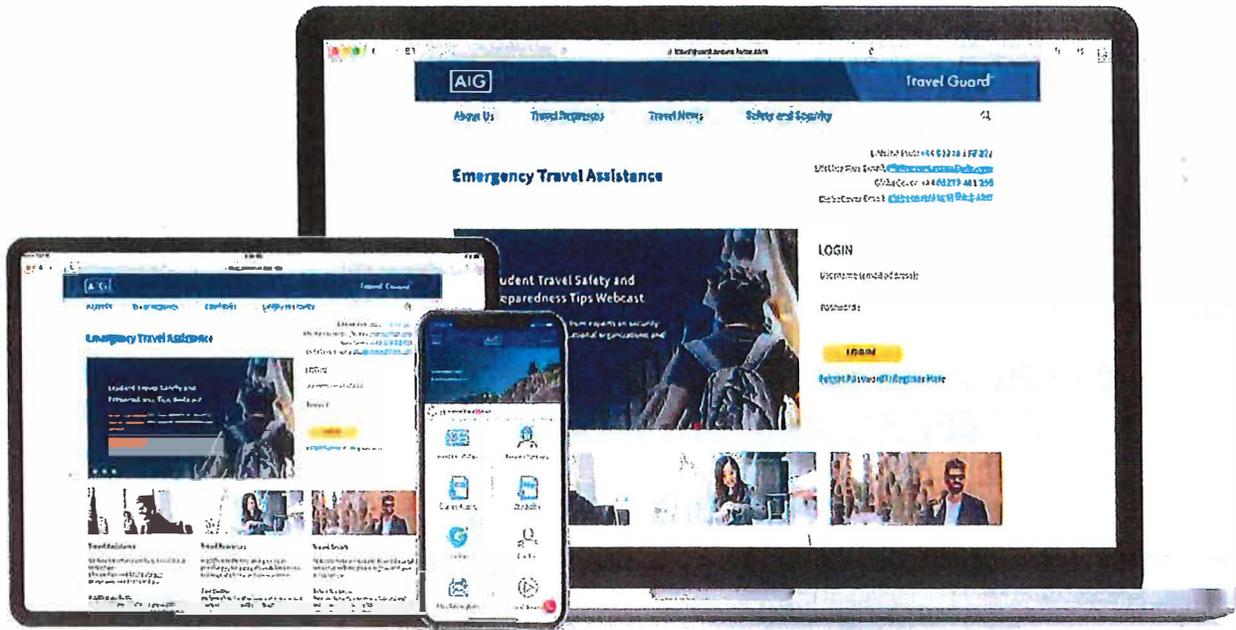


Travel Guard®

### TRAVELER ID CARD

Policyholder: Washburn University  
Policy Number: 9160474

Toll-Free/Free Phone (within the U.S.): **1-877-832-3523**  
Collect/Reverse Charge (outside the U.S.): **+1-715-295-1194**  
Email: [assistance@aig.com](mailto:assistance@aig.com)  
[aig.com/us/travelguardassistance](http://aig.com/us/travelguardassistance)



## TRAVEL ASSISTANCE WEBSITE AND MOBILE APP

Travelers have convenient access to our global network of service centers and providers on our travel assistance website. Members can view a full array of services and benefits available through their program, including:

- In-depth travel health and safety information.
- Travel information including visa/passport requirements.
- Country guides, city guides, security advice reports, case studies and pre-travel tips.
- Email alerts providing travelers with the latest updates on emerging situations for their selected travel destinations.
- Daily news reports covering political instability, civil unrest, extreme weather, and news from around the world.

Website and app demo available upon request.

Travelers have access to the travel assistance mobile app\* through Apple and Android smartphones and can access key features.

- A one-touch 'Help' phone button that directly connects travelers to one of our global service centers.
- A check-in feature lets users keep trusted contacts notified of their safe arrivals while traveling.
- Location Safety Ratings provided by GeoSure® indicate risk conditions on overall safety, physical harm, women's safety, theft, LGBTQ+ safety, political freedoms, and health for various locations within cities around the world.
- The provider directory is GPS-enabled and displays local health care providers.
- Medical translation tool translates medical terms into multiple languages.
- Drug brand equivalency tool generates equivalencies in other countries.
- Country Reports, City Guides and Security Advice Reports include risk ratings and information on conditions that may impact your travels with the ability to favorite reports.
- Travel security awareness training videos teach travelers how to be aware and prepared.
- Ability to subscribe to security travel alerts.
- My Trips enables travelers to add upcoming trips with the option to receive country alert emails and view trip advice.
- Currency Converter generates daily exchange rates.

\* Website features and device availability vary by policyholder access.

\* Mobile app availability and features vary by policyholder access.

\* City guides are currently only available in English language (not available on the France and Canada websites).

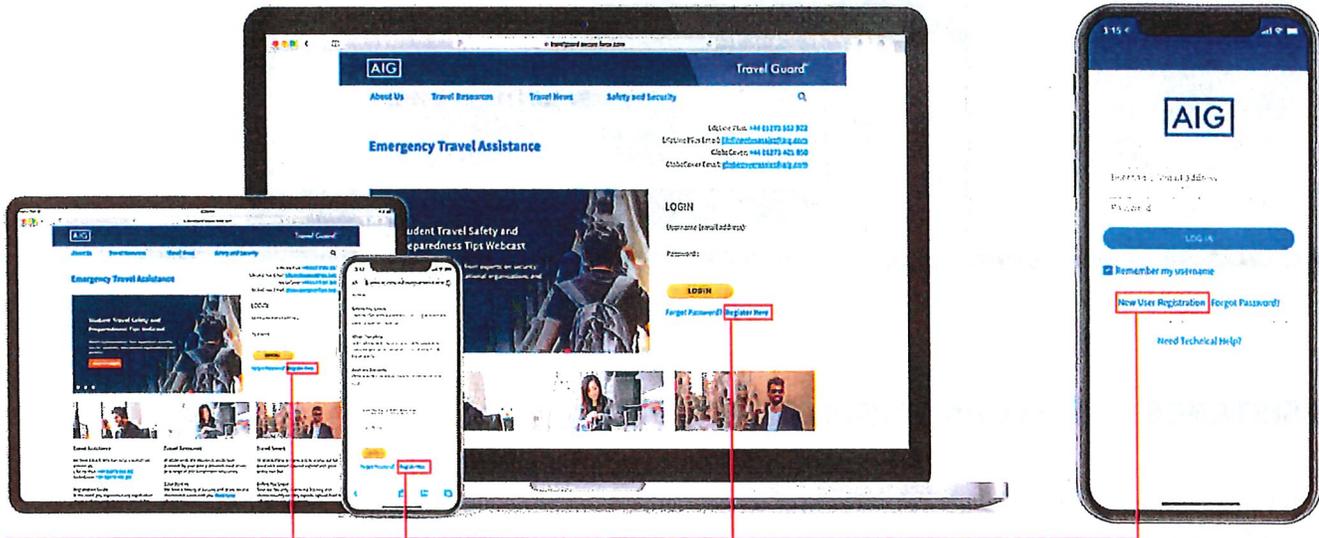
## Registration and Login Instructions for New Users on Desktop or Mobile

Once you have completed registration, the same login credentials may be used across all entry points (desktop/mobile site/mobile app).

- 1 To access the full website on your desktop or smartphone/tablet device, visit:  
[www.aig.com/us/travelguardassistance](http://www.aig.com/us/travelguardassistance) Visit the Registration Guide section to watch a video tutorial.

OR

To access the mobile app, go to the Apple App Store or Android Play Store from your smartphone and search for AIG and tap on AIG Travel (you must be connected to Wi-Fi or cellular network). The app is only available on smartphones – not tablets.



- 1 Register to our website on a desktop, smart phone or tablet web browser OR register on our mobile app.

2. Click on "Register." From the app tap on "Country where coverage was purchased" and select **"United States - Accident and Health"**
3. Provide name, email address (email address serves as your username) and policy number (if you do not know your policy number please contact your Human Resources or Risk Management Team). If you receive a "duplicate email" error please click on "Forgot Your Password" to reset your password.
4. You will receive an automated email (check spam/junk folder) containing instructions to complete secure travel assistance website access. After you have successfully logged in and accessed the secure travel assistance website follow the below instructions for mobile access. In the event you do not receive an email please allow emails from [noreply@salesforce.com](mailto:noreply@salesforce.com) and [AIGTravelAlerts@e5.aigdigital.com](mailto:AIGTravelAlerts@e5.aigdigital.com).
5. You have the option to set up Touch ID to log in using your fingerprint or Face ID to log in using facial recognition (available only for phones equipped with Touch ID or Face ID).

## Instructions for Existing Users on Desktop or Mobile

1. To access the full website, go to [www.aig.com/us/travelguardassistance](http://www.aig.com/us/travelguardassistance) on your desktop or smartphone/tablet device and log in with your existing credentials (do not click on "Register.")
2. To download the mobile app, go to the Apple App Store or Android Play Store from your smartphone and search for "AIG Travel" (you must be connected to Wi-Fi or cellular network) and log in with your existing credentials (do not click on "Register.") The app is only available on smartphones – not tablets.

*In the event you forgot your password or receive a "duplicate username" message when attempting to log in, please click on the "Forgot Password" link from the login page to reset your password.*

# Bods Abroad

## Financial Tips for Traveling Abroad

Smart travel tips to keep your finances safe.



### Before you leave the country:

- **Plan ahead!** Make sure you have at least two methods (ATM card, credit card, Travelers Cheques, etc.) of getting cash while abroad, in case one method is lost or stolen. Keep these items in separate places while traveling.
- **Contact the bank** that issues each of your credit or debit cards and let them know when you will be traveling out of the country. This will keep the bank from suspecting your account is being compromised when overseas activity is noted.
- **Get contact information** for a person at your local bank branch.
- Ask your bank about **purchasing foreign currency** prior to departure. This may take up to a week, so don't wait until the last minute!
- **Check the daily cash withdrawal limit or credit limit** for each debit and credit card.
- **Check the expiration date on each credit or debit card.** If it will expire while you're abroad contact your bank and request new cards with a new expiration date to be sent to you ASAP.
- **Sign up for Online Banking** so you can view daily account activity from abroad.
- **Memorize and test the PIN number** of each of your cards.
- **Purchase Travelers Checks** and be sure to sign the Checks once you receive them. Only countersign a check when you want to use it.
- **Photocopy credit or debit cards and all Travelers Checks** and keep separate from the actual cards and checks.

### While out of the country:

- When you pay with your credit or debit card, **check the sales voucher carefully!** You are liable for the amount written in the box marked "Total", so make sure it is filled in before you sign.
- **Keep a copy of all ATM transaction records and sales receipts** and check these against your online or written statement.
- Countersign your Travelers Cheques **only when you are finalizing the purchase.**

### Get cash safely:

- Look for ATMs that display the logos on the back of your card, or those recommended by your bank.
- Be alert and look around you! If too many people are loitering around the ATM machine, go to another ATM.
- If the ATM machine is in a booth, do not let anyone enter the booth with you. Do not enter a booth while someone else is waiting.

### For more information:

- [Visa® Travel](#)
- [Mastercard® Cardholder Services](#)
- [American Express®](#)
- [U.S. Department of State](#)

Congratulations on receiving a scholarship from the Study Abroad Office! Scholarships make it possible for you to experience the world abroad.

Scholarship donors love to hear from students who receive their awards. The process is not only meaningful to the donor, but also makes a big impact for additional scholarships.

Please take a moment to write a thank you, using the stationery on the other side of this sheet, using the following format as your guide. When you are finished, please submit your thank you to [studyabroad@washburn.edu](mailto:studyabroad@washburn.edu).

~~~~~

***Date***

***Dear Donor, (include the specific name if it has been provided)***

***First paragraph:*** State purpose of letter (I am writing to thank you for [the name of the award you received]...)

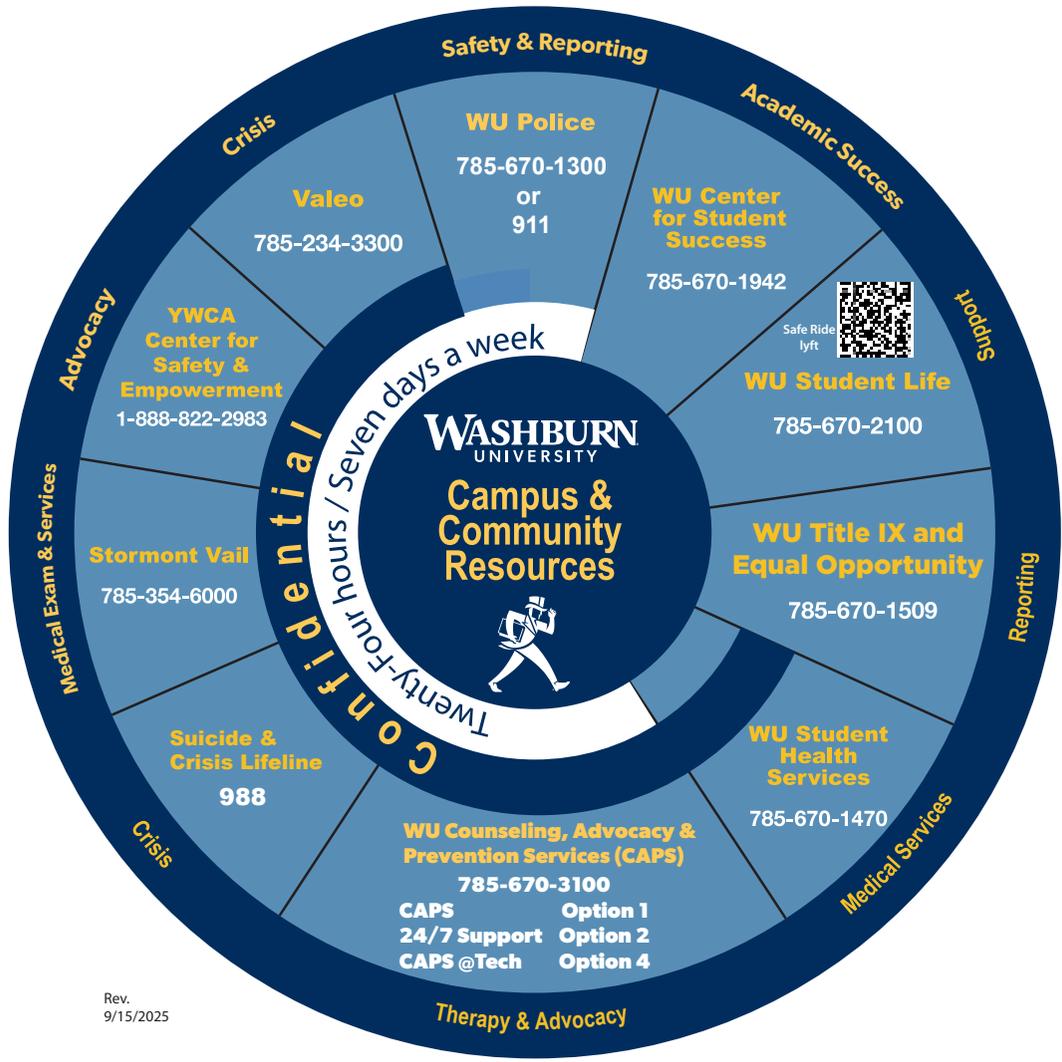
***Second paragraph:*** Share a little bit about yourself, your major, year, where you're from, where you will be studying abroad, indicate why the scholarship is important to you, goals for the future.

***Third paragraph:*** Close with an expression of gratitude from your heart for the scholarship and make a commitment to do well with the donor investment.

***Sincerely,  
Sign your name  
Address  
City, State, Zip***



THANK  
YOU



go from here.



# PREP-LIST

## Plan Ahead

- Obtain your Passport or any required visas as soon as possible. For more information, visit: [http://www.travel.state.gov/passport/passport\\_1738.html](http://www.travel.state.gov/passport/passport_1738.html).
- Register your trip at <https://travelregistration.state.gov/ibrs/ui/> so officials can contact you in case of an emergency.
- Investigate the local conditions, laws, legal system, political landscape, weather, and culture of the country you're visiting.
- Check out any appropriate Travel Warnings, Consular Information Sheets, and Public Announcements available at [www.state.gov](http://www.state.gov).
- 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.
- Find out if you have valid health and travel insurance that will cover you while abroad. Check out [http://travel.state.gov/travel/tips/brochures/brochures\\_1215.html](http://travel.state.gov/travel/tips/brochures/brochures_1215.html) for a list of providers.
- Find out if it is required or recommended to get any vaccinations, immunizations, shots, or medicines at <http://wwwn.cdc.gov/travel/destinationList.aspx>.
- Register to vote absentee if you'll be abroad during any State or national elections by visiting [www.fvap.gov](http://www.fvap.gov).
- 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.
- If you decide to take a pet abroad, check with the embassy of your destination for specific requirements that must be met before a pet may enter the country.

## Before You Go

- Leave copies of important documents with family and/or a trustworthy friend at home:
  - Passport identification page
  - 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
- 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.
- Familiarize yourself with the current TSA luggage guidelines for air travel at [www.tsa.gov](http://www.tsa.gov) and find out how much luggage your airline will allow.
- Know the credit limits on all your credit cards as well as how to contact those companies from abroad.
- 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](http://www.studentsabroad.state.gov) to record this information.
- Schedule a complete physical with your physician.
- Know how to contact a personal lawyer abroad in case you need legal counsel.
- 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.
- Arrange to get any needed immunizations, vaccinations, shots, follow-up inoculations or medicines.
- Order foreign currency and/or traveler's checks. (Try **not** to carry around excessive amounts of cash!)
- Create an itemized list of all that you've packed in your luggage for insurance purposes.
- Arrange for a contact person at your destination to ensure acceptance of delivery for any items you decide to ship ahead of time.
- Arrange transportation to and from your airport(s).

*go from here.*



# PACK-LIST

## **Carry-on**

- Passport and any necessary visas
- Airline tickets
- U.S. and foreign currency; and traveler's checks (preferably worn under your clothing in a pouch or money belt)
- Copies of important documents and emergency contact information
- Credit and debit cards
- State driver's license
- International Driving Permit (if driving abroad)
- International calling card
- A completed Students Abroad wallet card
- Prescription medication in original container, back-up supply, and letter from doctor
- Instructions for treating any allergies or unique medical conditions
- Undeveloped film and/or disposable camera(s) (If you are concerned that your undeveloped film may be damaged by an x-ray machine, you can request TSA screeners to manually check your film.)
- Camera
- Laptop and other small electronic devices
- Extra batteries
- Cell phone and charger (if using one)
- Extra change of clothing and undergarments
- Wash cloth and small bar of soap
- Books and/or magazines

## Checked luggage

- Extra copies of important documents and emergency contact information
- Seasonally and culturally appropriate clothing, undergarments, bathing suit, shoes, and accessories
- Toiletries
- First aid kit\*
- Sewing kit\*
- Eye glass repair kit\*
- Nail clipper\*
- Electric or manual razor for shaving\*
- Over-the-counter pain reliever
- Eye glasses and/or contact lenses
- Extra laptop battery, disks and/or flash drive
- Small umbrella
- Extra sweater and scarf to cover arms and hair for certain holy sites
- Travel alarm clock
- Small purse or pouch
- Blow dryer
- Travel iron
- Converter or transformer for 110-volt electrical devices
- Plug adapter
- Sunscreen
- Small flashlight

*\*May get confiscated if placed in carry-on baggage for security purposes. Check with [www.tsa.gov](http://www.tsa.gov) for updates on restricted items.*

# TSA: LIQUIDS & GELS REGULATIONS FOR CARRY ON LUGGAGE

3

**3 ounce** or smaller containers of liquid or gel

More than 3 ounces permitted in checked baggage

Container size is a security measure



For more information visit [www.tsa.gov](http://www.tsa.gov)

1

**1 quart-size**, clear plastic, zip-top bag holding 3 ounce or smaller containers

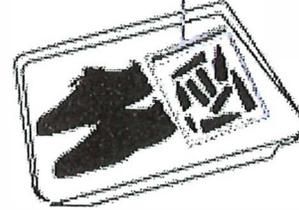
Bag limits total volume per person



1

**1 bag** per traveler placed in the security bin

Isolating liquids speeds screening



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