

Acknowledgment

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Section I

Orientation Schedule

Schedule Overview

9:00 – 9:25 a.m.	Check-in & Registration	Mayer Lawn
9:30 – 10:30 a.m.	General Session	Mayer Theater
10:45 – 11:45 a.m.	Parents Session	Kenna Hall 104
10:45 – 11:45 a.m.	Student Group Sessions (<i>By Program / Location</i>)	See nametag
Noon	Lunch for Volunteers	Mayer Lawn

Program Schedule

9:00 – 9:25 a.m. CHECK-IN & REGISTRATION

All orientation participants are asked to check-in by last names to get their nametags and group meeting location.

9:30 – 10:30 a.m. GENERAL SESSION: KNOWING YOUR RESPONSIBILITIES

Mayer Theater Hear from key officials talking about SCU policies related to health & safety, student responsibilities, liabilities, visa, registration & billing procedures, and other important information.

Barbara Colyar, Study Abroad Programs

Carol Bonney, Office of the Registrar

Matthew Duncan, Office for Student Life

Alicia Ortiz, Office of the Bursar

Lori Johnson, Drahmman Academic Advising Center

10:45 – 11:45 a.m. PARENTS: Q & A SESSION

Kenna Hall 104 Parents of study abroad students are invited to bring their questions to this informal Q & A session.

Barbara Colyar, Director of Study Abroad

10:45 – 11:45 a.m. STUDENT GROUP SESSIONS (BY PROGRAM / LOCATION)

See nametag Students will break into study abroad program locations in the assigned locations to meet each other and get specific orientation. Small groups will be led by International Ambassadors and other study abroad alumni. *Please see your nametag for room assignment.*

11:45 a.m. PROGRAM ENDS

Mayer Lawn Lunch for International Ambassadors and other Volunteers

All student volunteers including International Ambassadors, Peer Advisers, and workshop leaders are invited to a lunch celebration on the Mayer Lawn immediately following the group meetings.

RECOMMENDED WORKSHOPS

May 12, 2009 Travel Writing Workshop

5:00 – 6:00 PM
Kenna 104

Ever wonder about the best travel writers today? Care to find out how to publish your thoughts and reflections from your study abroad experiences? Prof. Jill Gould from the English Department will discuss practical tips on journaling while studying abroad.

May 13, 2009 Being a Woman Abroad

6:00 – 7:00 PM
Kenna 214

This is a session designed to inform and educate women about their role and their safety abroad. We will address different safety issues that women abroad face and ways for them to maintain their security and as well as increasing their awareness of different cultural gender norms, and appropriate behavior. This discussion-based panel will be led by SCU international ambassadors and other female volunteers.

May 18, 2009 Succeeding Amidst Cultural Shock

5:00 – 6:00 PM
Kennedy Commons

When you leave home to head to a foreign country, you are essentially starting an entirely new life for yourself. This is obviously going to take a while to adjust to, as trying to adapt to a new environment including the basic things you take for granted friends, language skills, food, family, fashion style, and even Malley Center. When you place yourself in a foreign environment, you no longer have these privileges. How do you deal with the inevitability of culture shock? A panel of experts and SCU International Ambassadors will discuss practical tips on dealing with culture shock.

All rooms, times, and programs are subject to change.

Section II

Entering Another Culture

General Preparation

Learn about your location

First, take the time to learn about the country that you will be living in **before** you depart. Locate several good guidebooks and maps (*Lonely Planet*, *Eyewitness*, *Frommer's*, *Rick Steves'*, and *Let's Go* travel guides have all been recommended by students).

Familiarize yourself with as many aspects of the country as you can. Read up on the country's history and speak with students and faculty who are familiar with your destination- especially those who have been on your specific program. Also, keep up with current events – the internet has a wealth of local resources that will have you feeling more like a native and less like a visitor. The International Programs office also has a collection of guides you may find useful.

Your specific study abroad programs (Syracuse, IES, etc.) will provide detailed orientation materials pertaining to each particular city. Be sure to read this material carefully - it contains the answers to many of your most pressing questions. These study abroad orientation packets also often contain info on travel discounts, rail passes and the like.

Prepare for differences in the educational system

Depending on the program and country, school abroad can be quite different from SCU. Classes may have less formal structure and instructors often place more responsibility on the students to organize their studies. At times, you may feel a little lost and wonder if the study hours you are racking up will translate into those credits needed at SCU (they will!). However, also remember that while your studies are very important (because grades **do** transfer), so are immersion in the culture, developing new relationships, and traveling to see new things. When you are confronted by these doubts about schoolwork or classes, remember that your intellectual growth, improved language skills, and international experience will increase competitiveness for graduate school or in the job market, as well as helping you become a "citizen of the world."

After the first few days some will agree with the student who wrote from France that "things here were a little difficult and confusing at first but it's all fitting into place now. I like all the classes and I'm learning a lot."

After only a few more days, students' initial doubts are usually replaced by another concern - "My only regret or complaint is the fact that I am unable to stay here longer!"

Culture Shock

When you leave home to head to a foreign country, you are essentially starting an entirely new life for yourself. This is obviously going to take a while to adjust to, as trying to adapt to a new environment will most likely take you some time.

Consider all of the things that you have come to take for granted here at Santa Clara. You know how to get from one place to another. You know where and how to do your laundry. You know where the cafeteria is to get food from, and you also know where a grocery store is, and how much a particular item of food is going to cost. You can speak the language fluently, and can understand the meanings that lie behind "slang" and jokes.

When you place yourself in a foreign environment, you throw all of these privileges out the window. You're going to have to relearn all of these seemingly mindless tasks that you had grown so comfortable doing and using. People are going to speak and act very differently than what you expect from your fellow Americans.

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

Culture shock manifests itself in a series of stages. Will everyone go through all of these stages? Definitely not. Will everyone feel these stages at the same intensity? Again, no. We provide them here simply as possible answers for puzzling feelings and emotions that you may experience while overseas.

- **Initial Euphoria**

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

- **Irritability and/or Hostility**

As the differences become apparent and perhaps some difficulties are encountered, discomfort sets in and you may find yourself becoming irritable ("Haven't they ever heard of air conditioning?! Why is there NO ICE in my soda! Where can I do laundry?!") about certain aspects of your new country.

- **Gradual Adjustment**

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

- **Adaptation**

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

*Did you know that culture shock also exists when returning home? Some students feel that reverse culture shock can actually be **harder** than going overseas. To learn more about the end of the cycle, please see page 40!*

Values Americans Live By

This section is "food for thought" as to which values Americans tend to hold and live by (generally speaking, of course). As you enter a new culture, the things they do and say, the values they hold may seem odd or different. Looking over these may help you to understand the contrast between another culture and the American culture you may be accustomed to.

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

Change & Mobility: Change is seen as positive, good - meaning progress, improvement and growth.

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

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

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

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

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

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

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

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

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

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

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

(Adapted from: "The Values Americans Live By," L. Robert Kohl)

Section III

Academic & Financial Issues

Academic Records & Registration

How to insure that you will receive the correct credit for courses taken abroad?

You must completely fill out the Course Approval Form (Form C) for all courses you plan to take abroad. This form is part of the Petition to Study Abroad form that all students are required to complete through the International Programs Office and submit to Lori Johnson at the Drahnann Center. The approval must be completed as follows:

1. Abroad Course Number and Title
2. SCU Equivalent Course Number and Title
3. SCU Department Chair's signature if not pre-approved. For courses where a department chair has signed off in approval, please attach a course description or syllabus. *Students must still write "Pre-Approved" in lieu of the Department Chair's signature if a course is listed on the Study Abroad website as having been pre-approved.*
4. Indicate the University core or major/minor requirement that the course will satisfy.

The most common mistake that students make during the application phase is to submit an incomplete or confusing Course Approval Form, which leads to improper credit transfer. **It is always the student's responsibility to completely and clearly fill out the Study Abroad Course Approval Form and submit to the Drahnann Center before they leave for their program.**

What if I am unable to get into a class for which I originally received approval and need to enroll in another class?

Often students find that the courses they had planned on taking are not available. It is always highly recommended that students plan ahead for this reality by getting more courses approved on the Course Approval Form before they leave. The extra courses will serve as back up in the case that courses close.

If students are already abroad and need to get a course approved to meet a major, minor, or CORE requirement, they can email the appropriate Department Chair with all the necessary documentation (syllabus, course description) and try to obtain approval. Once a Department Chair has granted an email approval, a copy of that email must be forwarded to Lori Johnson, Special Programs Transcript Analyst (LJohnson@scu.edu) for proper filing. Also, please remember while you are abroad that there are many pre-approved courses online (and the list is growing all the time!) at the International Programs' website: <http://www.scu.edu/studyabroad/courses.cfm>

The least advisable option is to get course approval when they return to SCU. Obviously, this is very risky in that you could end up not getting approval leaving you with an elective unit you may not need for your major, minor, or core requirement. When you return to SCU, be prepared to provide (if needed) official course descriptions, course syllabi, coursework (such as papers and tests) and any other information to verify the course content for new approvals; save all of your relevant materials while you are abroad. Always make sure to get information in writing placed in your file confirming how a course has been counted for major or other requirements. Remember that the International Programs office is not able to determine whether a specific course satisfies a university, college, or major requirement. Interpretation of specific courses is the responsibility of the department or program offering courses in a relevant field.

NOTE: While you are studying abroad, your SCU eCampus will show 19 "dummy" units (UNIV 199) until the final transcript is received from your study abroad program. These units act as a placeholder to keep you as a full-time SCU student until the actual grades and units can be entered.

What's the difference between semester units and quarter units?

Most of the study abroad programs are on the semester system. Units from all approved SCU study abroad programs are accepted and computed into your GPA. Semester units are converted to quarter units as follows: 1 semester unit = 1.5 quarter units. Thus if you take 5 semester courses (average load) at 3 units apiece, that is 15 semester units, which would transfer back at 22.5 quarter units.

Please note: To graduate, you must complete a minimum of 60 upper-division quarter units. If you take some of your upper-division requirements abroad, please be aware that you will only receive the quarter unit equivalent to number of semester units earned. As most SCU upper-division courses are 5 quarter units, students have at times been short the upper-division units for graduation. You can track your requirement progress by using the Degree Audit available to you on Ecampus. Select Student Records and then select Degree Audit.

How do I ensure that my study abroad credits are registered in my eCampus for graduation audit?

Receiving SCU credits for courses taken abroad on SCU-operated, affiliated, and exchange programs are guaranteed provided the students have fulfilled the following steps:

- Completed all application forms through the Study Abroad Office and have been approved to study abroad
- Completed the Study Abroad Course Approval Form and submitted to the Drahmman Center
- Accepted by the program to which a student applied
- Registered for Study Abroad – UNIV 199 by the Registrar's Office in consultation with the Study Abroad Office. Students can see the UNIV 199 course on their eCampus before Fall registration period.
- Paid ALL outstanding balance to the Bursar's Office via eCampus
- Paid ALL other outstanding fees owed to program
- Transcript sent to the Registrar's Office by the student's program. Note that this can take up to several months after the conclusion of the program.

It is always the student's responsibility to ensure accurate information is proved to the appropriate office at Santa Clara University.

How do I register for Winter SCU courses while abroad?

While you are abroad, you can view the entire schedule of classes for an upcoming term on E-Campus. You can also see this same information at the Student Records website (www.scu.edu/studentrecords). To find available/open classes, check the Course Availability page (www.scu.edu/courseavail).

Students who will be returning to SCU winter quarter will be given an appointment to register determined by the number of units completed and their units in progress for the Fall term. You will temporarily be give 19 in-progress units for each quarter that you are abroad.

Check your email for an announcement as to when your registration appointment will be available on Ecampus. You can access the schedule of classes on the Student Record's website.

You will be expected to register during your appointment set to California time. Be aware of the time difference between your appointment and your time zone in the country in which you are studying. Please make the appropriate contingency plans with friends or family members to log on and register you into your courses if you will be unable to register online yourself.

Students who will be abroad for the entire year will register for fall quarter classes during the May registration period. You will not be required to meet with your advisor prior to registration.

Can I take a class abroad as Pass/Fail?

The rules concerning which classes you can take as pass/no pass while you are abroad are the same as if you were here at SCU. Taken directly from the SCU Undergraduate Bulletin:

Pass/No Pass Option

A junior (more than 88 completed units) or senior with a declared major may choose to take an elective course on a pass/no pass basis. An elective course is one other than a University, School, college, department, or program requirement. A grade of "P" signifies that the quality of work done is equivalent to a letter grade of "C" or higher, while a grade of "NP" denotes work done at the level of C-, D, or F. Courses taken under the P/NP option will fulfill graduation unit requirements but do not affect grade point averages. Students may elect only one course per quarter on a P/NP basis.

If you meet all these requirements, then you need to talk to your study abroad program about taking the class as a pass/no pass. It must appear this way on the transcript that Santa Clara ultimately receives from your program. If your program has different standards for issuing a pass (i.e., you have to get a D or a C-), it is important to communicate with your program and your professor that you need to earn at least a C in order to pass. Please save any and all paperwork related to your decision to take a class as pass/fail so that we can use that when you are back at SCU if there is any problem with your class being recorded correctly.

Can I drop or withdraw from a class abroad?

Santa Clara requires that students maintain a full-time status while on a study abroad program. You must follow the academic policy and requirement of your program provider. Please check their website or their handbook if you are unsure. Most students abroad take a full 5 semester classes abroad (this may vary in some countries – ranging from 15-19 units). If, in conjunction with your academic advisor and with your study abroad program's permission, you wish to drop a class while you are abroad, please make sure to save all documentation of the withdrawal/drop. We have had students go abroad, think they understood how to drop a class and not save any of the withdrawal paperwork, and come back to SCU to find they received an F in the course. If you save your withdrawal paperwork, then we can help you retrace your steps if there is any problem with the class being recorded properly.

Students with Disabilities

If you are currently registered with the Disability Resource Center on campus, and receive special accommodations (extended test-taking time, note takers, etc.), please be aware that you are responsible for providing copies of your documentation including a copy of your letter from Disabilities Resources listing your approved accommodations to your study abroad program if you wish accommodation abroad. It is important to check with your study abroad program in advance as to the kinds of accommodations available in that country. The provision for an academic accommodation is at the discretion of the international program.

It is imperative that you take your documentation and letters of approved accommodations with you when you go abroad because your program may require a copy. Please give your program abroad sufficient lead time to arrange your accommodations by notifying them well in advance of your departure from the US.

Also, if you currently are under treatment for an eating disorder, depression, other psychological/emotional issue, or physical disability requiring medication, we recommend that you check with your therapist or doctor before you depart on a study abroad program to discuss some of the unique challenges that study abroad can bring to the surface. We want studying abroad to be a positive experience for all students. Please be sure to let your program abroad know if you need any additional assistance while you are overseas, that is what they are there for. If they don't know, they can't help.

Billing Procedures

”Students assume responsibility of all costs incurred as a result of enrollment at Santa Clara University. It is the student’s responsibility to be aware of their account balance and financial aid information, and maintain current valid address information at all times to ensure receipt of all University correspondence in a timely manner.” – *SCU Undergraduate Bulletin*

Who pays the confirmation deposit...the student or SCU?

- **For Affiliated Programs Students:** When you receive your acceptance email or packet from your program, you will be asked to submit a deposit to secure your spot on their roster. Amounts range from \$200 - \$2,000 depending on the affiliated program. SCU students are NOT responsible for sending this confirmation deposit directly to their program as it will be invoiced to Santa Clara. You DO need to complete the confirmation paperwork and send it in to the program by their deadline.
- **For Associate Programs Students:** Students participating in Associate Programs (Semester at Sea, International Honors Program, Antioch Buddhist Studies, Gonzaga Florence) will still be able to earn major, minor, and core credits consistent with existing academic policies. However, students will NO longer be eligible for SCU financial aid for the term abroad, will be billed directly by the providers for all expenses, and will need to withdraw temporarily from the University in order to take part in the program. It is the student’s responsibility to follow the relatively simple withdrawal procedure (<http://cms.scu.edu/advising/advising/topics.cfm#leave>) handled through the Drahmman Center (Kenna 101) before leaving the campus. Failure to complete the withdrawal protocol will prevent students from being reinstated at Santa Clara once the study abroad program is over. Summer students do NOT need to withdraw from the University, but everything else applies to them
- **For SCU-Operated Program Students:** Students participating in any of the SCU-operated programs (Costa Rica, Cuba, Durham, Freiburg, London, SCU Barcelona, SCU Rome Honors) are no longer required to submit a \$500 deposit. However, they are still required to abide by the withdrawal / refund policy for study abroad programs to avoid a \$500 withdrawal fee.
- **Direct Exchange Students:** Students participating in any of the Direct Exchange Programs (Sophia University, Ateneo de Manila, etc) during the Fall or Spring are not required to submit a confirmation deposit.

How will I be billed for study abroad program cost?

You will continue to be billed by Santa Clara University via e-campus as with your regular studies on campus. This will allow students to utilize their Santa Clara financial aid to assist in paying for their abroad charges.

How much will SCU charge me for my study abroad program?

All Santa Clara University students are charged the same tuition whether they are on campus or abroad. Study abroad students are charged an additional “Housing & Program Fees” depending on the program and location. For a complete list of the Study Abroad Fees announced by the University Board of Trustees in March please refer to:

- Study Abroad Website: www.scu.edu/studyabroad/fees
- Pre-Departure Handbook: Appendix A

Additional Fees: If you take any classes with additional fees, sign up for special field trips, or take advantage of certain types of housing (etc.) that are not covered in this base cost, then the program is authorized to bill you directly. If you receive one of these bills from the program, you need to pay it directly to them in order to prevent holds on your transcript at the end of your term abroad.

What will happen if I fail to pay?

Students are responsible to pay Santa Clara University in a timely fashion to avoid late payment fees. All students are charged a penalty fee for each month their account remains unpaid. Failure to pay will affect your ability to enroll in future courses at Santa Clara and may affect your ability to continue in your abroad program, and obtain transfer credits. Santa Clara University is not obligated to accept a study abroad transcript for students who have any financial holds on their e-campus.

Be sure to review the financial rights and responsibility on the Bursar's website section which states:

"A financial hold will be placed on all accounts with unpaid balances. This hold will suppress any future registration and issuance of transcripts and diplomas. Holds will not be removed until the balance is paid, a payment agreement is established or the student has sufficient financial aid pending to clear the balance." – *Bursar's website*

When will I be billed for my study abroad program cost?

The regular billing cycles will apply to students studying abroad. Below is a listing of billing dates and payment deadlines.

- **May 1st** : Summer billing statement available; **May 21st**: Summer Payment Deadline
- **August 1st**: Fall billing statement available; **August 21st** : Fall Payment Deadline
- **December 1st** : Winter billing statement available; **Dec 21st**: Winter / Spring Abroad Payment Deadline *
- **March 1st**: Spring billing statement available; **March 21st**: Spring Quarter Payment Deadline

NOTE: Students participating in a Spring Semester abroad program will be billed only during the Winter Quarter and not for the Spring Quarter with the exception of Gonzaga-Florence students who are required to participate in a year-long program and will be billed for all three quarters (Fall, Winter, Spring).

Can I set up a special payment plan to pay for my study abroad program cost?

Yes, payment plans are available year-round for the term/semester in which you are studying abroad. Payment plans are administered by TuitionPay, an outside vendor, and can be set-up online. For more information or to enroll in a payment plan, simply go to www.tuitionpay.com/scu

Do payment plans apply to summer abroad programs?

Affiliated Summer Abroad Students: SCU students enroll and pay tuition and fees directly to the provider institution for summer affiliated study abroad programs. Therefore, a payment plan via SCU is not available. You will follow the same study abroad petition and course approval procedures.

SCU-Operated Summer Abroad Students: Students enroll and pay tuition and fees through Santa Clara so a payment plan is an option.

***** Please make sure to complete a FERPA form, before leaving for your program, to allow financial offices to discuss your account, financial aid or enrollment with your parents or other third parties. FERPA forms are available at the Bursar's Office, Walsh Administration Building *****

Withdrawal Protocol

To officially withdraw from study abroad status, a student must ...

1) Send an email to studyabroad@scu.edu with the following the Subject Title: STUDY ABROAD WITHDRAWAL REQUEST FOR (FULL NAME – SCU ID)” In the body of the email, please state the following:

PROGRAM:

LOCATION:

TERM:

REASON FOR WITHDRAWAL:

Once the Study Abroad Office has confirmed the request, the Registrar’s Office will disenroll you from the “UNIV 199 – Studies Abroad” placeholder.

2) Send an email to your program provider (CIEE, IES, Syracuse, etc) requesting to be withdrawn from their program.

NOTE: Withdrawal from a program does NOT guarantee a refund. All refund policies are binding.

IMPORTANT DEADLINES: Be sure to review the Pre-Departure Checklist on page 43.

Funding Your Study Abroad

Can my University aid apply to study abroad tuition and housing fees?

Yes. Santa Clara financial aid (federal, state, loans, scholarships, grants, etc) will be applied to your SCU student account to offset the study abroad Tuition and Housing & Program Fees. Be sure to check in with the SCU Financial Aid Office for disbursement procedures and to ensure all required documents are complete before going abroad.

Can I apply for financial aid from my study abroad program?

Some programs may award need or merit-based scholarships. See individual program booklets/websites for more information. Students are responsible for reporting all financial aid to the SCU Financial Aid Office for proper processing. Be advised that any external aid may affect your overall financial aid package from Santa Clara. If you receive one of these scholarships and it is not noted on your bill, you are required to report it immediately to the Financial Aid Office. Be sure to include a copy of the award letter or email from the program that details the awarded amount along with your payment to the Financial Aid Office.

How will my financial aid be disbursed while I am abroad?

Generally, financial aid is disbursed at the beginning of each quarter (fall, winter and spring) to your student account. If you are abroad in the fall, there will be no change to the regular disbursement schedule. If you are abroad for the spring semester (January through May), the Financial Aid Office will make every effort to disburse your winter and spring financial aid at the beginning of our winter quarter, but some aid may need to be disbursed in the spring quarter. The following types of financial aid, however, must be disbursed in three equal disbursements: Cal Grant, Pell Grant, ACG, and SMART. If you are abroad for the entire year, disbursements will occur at the beginning of the fall quarter and winter quarter, with the exception of Cal grant, Pell Grant, ACG and SMART.

Who should I contact for questions related to my financial aid?

You should contact the SCU Financial Aid office if you have any questions regarding your aid. They can be reached at 408-554-4505 or financialaid@scu.edu. It is highly recommended that you review your financial aid award and, if possible, schedule an appointment with your financial aid counselor during the summer before your program begins.

What if my financial aid overpays my study abroad charges?

Students reflecting a credit balance on their account may be eligible for a refund. The Bursar Office staff will review and validate all refunds before they are processed. The refund process will begin during the first week of SCU's school term. Checks can not be mailed out of the country, so please make sure to maintain current address information in e-campus. If you would like your check sent to a specific address, simply notify the Bursar Office at bursaroffice@scu.edu with the mailing address details.

Reminder: If you are going to be abroad during the winter/spring terms, don't forget to re-apply for financial aid for the next academic year at www.fafsa.ed.gov.

Additional Study Abroad Financial Resources

The International Programs Office has several recent publications that you are welcome to browse pertaining to financial aid for study abroad, and Santa Clara's Orradre Library (Section "LB" in the Reference Room) also has some books and resources. Also, PLEASE make sure to check the International Programs' website for more information/ideas about where to look for additional aid money: www.scu.edu/studyabroad/handbook/funding.cfm

Money Matters

Many of us have enough trouble figuring out exactly how much we have in our bank account – even when we're at home! Going abroad makes things much trickier. Read this section carefully to find out what you need to do to make all your transactions run smoothly.

Spending Money Abroad

The costs of studying abroad can vary widely depending on where you have chosen to go. Your program might provide you with an estimate as to the personal expenses you can expect to spend while you are overseas, or you might check out some guidebooks, or talk with a student who was abroad at your site last year (if possible). Students give estimates of anywhere from \$2000 to \$5000 per semester, but this varies widely based on your personal spending habits and location. London and Hong Kong can be very expensive. Spain or Africa may not be. In addition, currency can fluctuate rapidly in value, so be prepared. A good resource for currency conversion is www.xe.com/ucc

ATM / CHECK CARD: The easiest option for carrying your money will probably be an **ATM/check card** (the ones with the Visa, MasterCard, or other major credit card symbol). These can be used anywhere major credit cards are accepted, and can also be used to withdraw cash from your account with a fairly decent exchange rate. A **four-digit** P.I.N. is usually necessary abroad, so check with your bank on changing your P.I.N. if it is not four digits. Also, sometimes as you know bankcards can get demagnetized, so check with your bank about how to get a new card abroad if you need one. You might also bring a back-up/emergency card with you.

JOINT ACCOUNT: Many students find it extremely helpful to set up a **joint account** with their parents or with a trusted friend before they leave for study abroad so that someone else back at home can help them maintain their account and keep an eye on things.

Cash machines are usually rather easy to find abroad. If possible, try and find a bank account before you leave that won't charge you for making withdrawals from a non-affiliated machine, and transfer your money there. It'll save you money, as some banks are now charging up to \$3 for each withdrawal from a non-affiliated ATM. Some credit unions might offer better rates – check around! When you do make withdrawals, try to take out larger rather than smaller amounts of cash and keep the excess cash somewhere safe at home until you need it; transaction fees can add up quickly, and they apply whether you take out \$20 or \$200. Also, keep in mind that many banks charge fees for point-of-purchase use. It is a good idea to talk to your bank and find out what fees apply when and where so you can be aware and save money.

TRAVELER'S CHECKS: Some people bring a small amount of travelers' checks, for example from American Express or Thomas Cooke. These are easy to carry around and can be helpful when you first get to your host country or if you spend a longer period of time travelling (like over break). The only problem is, most currency exchange booths charge a processing fee, and they are known for giving you a bad exchange rate, especially the booths set up near major monuments or in big cities. However, it might be a good idea to have some money in travelers' checks, in case you lose your card or cannot find an ATM machine.

Also some students bring a little of the **local currency** with them when they first arrive, again, in case you cannot immediately get to an ATM. Some students have reported that it is a good idea to also have U.S. dollars with you, just in case. It's also nice to have around on your way home.

CREDIT CARDS: It is also a wise (and highly recommended) idea to bring a credit card or two with you. This will definitely come in handy for emergencies or if you cannot find an ATM, and also they seem to often provide very favorable exchange rates. You might bring two and keep one in a safe location at home, to be used only if your wallet is stolen or if you have an emergency. Please note that while Visa may be everywhere you want to be (and Mastercard), American Express is not widely accepted abroad.

WIRING MONEY: Being stranded far from home without cash is a traveler's nightmare. Fortunately, there are several ways to be sent money -- either local currency or negotiable checks -- almost anywhere in the world. Of course, the faster the service the more expensive it is. Western Union, MoneyGram, etc. all will help someone back home send you money abroad. Check also with your program for ideas if you need this option.

Planning a Budget

Take time to estimate the cost of going abroad. Plan for emergencies and **add a cushion to your budget**. All items on this list may not be applicable to you (and others may not be listed below), depending on where you plan to study, how much you want to travel, your program and other factors. Some categories to consider:

- SCU Tuition
- Housing & Program Fees
- Food – some programs may not include food into the Housing & Program Fees.
- Course Fees – Some programs charge an additional course fee for particular classes
- Transportation – Additional field trips that may not be part of the program fee
- Round trip airfare – Check student airfare web sites for competitive prices like STA Travel (www.statravel.com) or Student Universe (www.studentuniverse.com). The International Programs' website Links section also lists other cheap places to find airfare.
- Luggage - You may want to purchase a sturdy bag with wheels. Large backpacks are useful for weekend traveling.
- Train Travel Pass - Eurorail, Britrail, etc.
- International Student ID Card (ISIC) - This card entitles you to discounts on everything from travel to museums to youth hostels.
- Additional insurance to cover you outside the United States - talk to your insurance company, your study abroad program provider, or the International Programs Office.
- Books, supplies, lab fees - this will depend on what classes you take.
- Weekend traveling expenses - Meals & beverages, lodging, entertainment, souvenirs, etc.
- Personal incidentals, like developing film (if you feel you can get a better rate abroad), buying toiletries and doing laundry...

Feel free to see “Appendix B: Study Abroad Budget Planning Worksheet”

Section IV

Health & Safety Abroad

Promoting Safety in Study Abroad

Santa Clara University is vitally concerned about the health and safety of students abroad. International Programs and the study abroad sites with which Santa Clara is affiliated are actively engaged in proactive risk management and pay close attention to the health and safety of students.

No institution or individual can provide a total guarantee that studying abroad (or at home) is totally risk free. It is important to remember that Santa Clara does not "send" students overseas, nor does it "order" them home. Our role is to provide advice and information so that students may decide whether or not an international educational experience is right for them. Obviously, International Programs would not recommend sites where extraordinary health or safety threats have been identified. Students, in discussion with family and friends, ultimately must assess the risks and assume responsibility for their well-being. Components of risk management include:

- Monitor U.S. Department of State, Center for Disease Control and other agencies' announcements about conditions in other countries
- Maintain close contact with local center directors
- Ensure that local administrators provide orientation and on-going advice about safe practices abroad
- Utilize the electronic network of professional study abroad professionals around the globe for on-the-spot information and evaluation
- Maintain contact with SCU students through a dedicated email list and the International Programs web
- Continue detailed health and safety discussion as core component of SCU pre-departure orientation
- Conduct site visits and participate in advisory boards of study abroad partner organizations
- Maintain professional development programs for International Programs staff

Should students decide to study abroad, all of the health and safety resources listed above will be available, along with academic and personal advising to insure a worthwhile academic and personal experience. If recent events have raised doubts about some international locations, remember that SCU has programs in small and large cities in Latin America and Caribbean, Asia, Africa, New Zealand and Australia, as well as Europe.

When thinking about safety around the world, it is important to have a balanced perspective. Safety is a global, national, regional, and local phenomena. As Americans have come to realize, the U.S. is no more immune to acts of crime or violence than other parts of the world. While no study abroad program can offer an absolute guarantee that students will be safe, there are many steps that can be taken to reduce the risk of becoming injured or a victim of crime abroad. We encourage all students, their parents, and study-abroad program administrators to read through the following safety suggestions in order to better prepare themselves in the case of health or safety challenges abroad. Below are two excellent articles that every student heading abroad should take time to read (maybe even twice!) to spare themselves pain and trouble.

(Borrowed and adapted from the excellent website by the USC Center for Global Education/SAFETI at <http://www.usc.edu/studentsabroad>)

Additional Web Resources: Safety

Taken from the Online Version of the Handbook (<http://www.scu.edu/studyabroad/handbook/handbookmain.cfm>)

USC Center for Global Education Study Abroad Safety Handbook: <http://www.usc.edu/studentsabroad>

U.S. State Department: <http://travel.state.gov>

Center For Disease Control and Prevention: <http://www.cdc.gov>

International Society of Travel Medicine: <http://www.istm.org>
Mobility International Disabilities Abroad: <http://www.miusa.org>

Top Ten Ways to Not Become a Victim of Crime Around the World

*By Malcolm Nance and Lisa Hughes
Real World Rescue—High Risk Travel Security Consultants*

10. Don't be an obvious foreigner.

In many parts of the developing world, you'll stand out no matter what you do, but make an effort to blend in as much as you can and respect local norms. The standard advice applies: T-shirts with corporate logos or flashy clothes are better left at home. Loud or boisterous behavior also advertises your presence in a negative way. Be a careful observer before you jump into the game.

9. Leave jewelry at home.

Robert Young Pelton, author of *The World's Most Dangerous Places*, captures perceptions of Westerners in the developing world this way: "as obvious as a naked man with hundred-dollar bills taped to his body." Wear local, inexpensive jewelry if you must look beautiful.

8. Keep copies of your passport and hide the original.

Carry three copies of your passport; keep two in separate areas of your baggage, and carry one on your body. Put the original in the safest place you can find, which will depend upon your living and traveling arrangements. Passports are the hottest commodities in the world, and yours is game for a clever pickpocket.

7. Listen to your gut.

Never ignore your sixth sense. When you get alarmed or spooked, there is probably a good reason for it. Stop and calmly think for a few seconds: observe and assess the situation around you and decide what your options are for getting to a safer place. Then make a decision and act.

6. Learn where your embassy or consulate offices are located.

It's always a good idea to check in with your country's embassy when you're staying in a foreign country, particularly one with a less-developed communications system. As soon as you arrive, look at a map and orient yourself so you can find your country's consular offices. Learn two or three different routes for getting there, as well as the best transportation methods, and stop by! Ask to speak to the Regional Security Officer and get a crime fact sheet for the area. They are there to help.

5. Read local English-language newspapers, if possible.

Local citizens and expatriates who write these papers can be some of the best sources of information about the local scene (although be aware that in some countries, the media are under government control—find out before you depart on your trip).

4. Avoid unexpectedly amorous men and women.

Attractive as you may be, be wary of people who approach and try to woo you the moment you arrive. Most of the time the real motive is gaining a foreign passport or your wallet, or taking you to a gift shop where you'll be pressured to buy. Listen to what your mother told you when you were 15—it still applies.

3. Become aware of real security threats.

Before you ever set foot out of your home, you should do some research. What is the political climate in the country you'll be visiting? Have there been recent demonstrations against the government? Might there be groups who have expressed strong anti-American sentiment due to political or economic developments? Most countries have some type of English-language media outlets on the Internet that publish local news; wire services such as AP and Reuters often cover such developments (check their archives); and political risk consulting companies often publish some of their assessments online for free.

The point is not to engender fear or find reasons not to go on your adventure. It is simply better to enter a foreign country with your eyes open. For example, Americans traveling to Iran will probably experience magnificent hospitality from Iranians, but sudden turns in political events might increase tensions (also for Iranians, of course—not just tourists) and make travel less pleasant. Be aware and be prepared. In some places it might take keen eyes and ears to detect rumblings of civil unrest that can increase dangers to foreign visitors; in other cases the signs are clear and simply need to be heeded. Not only will a heightened awareness of the political environment shorten your response time to potential warning signs, but gaining an education in local or national politics will demonstrate to those you meet that you have a greater depth of interest in your host country than sampling the local pastries.

2. Avoid known hotspots.

This, of course, follows directly from #3: countries and regions that have experienced severe levels of conflict and violence are probably best left off your study-abroad itinerary for the immediate future. Places that the US State Department advises against travel by US citizens and places that your institution doesn't consider safe or to have appropriate support services—these are places that should have dropped off your travel radar in recent years. Use the advice of campus experts, other study abroad professions, and travel safety experts. Consider the level of risk you are assuming. Others may have reported no problems during travel to the same location, but you want to avoid relying on luck to ensure your safety.

1. Control the things you can control and don't panic.

Choose a place to study and a program provider that can provide you with comprehensive support services abroad. Before you go abroad, learn about the country and in particular the health and safety support mechanisms. Bring an emergency card with a list of contact information for: the equivalent to "911" abroad, a US 24 Hour Contact, Insurance/Assistant Information and 24 Hour Contact, On-Site 24 Hour Contact, Local Medical Care Facility, Local Police Contact Information, US Embassy or Consulate Contact Information, etc. Also, bring a list of help statements translated into the local language.

Don't take unnecessary risks: This includes limiting unsafe activities like bungee jumping, river rafting, and mountain climbing. Don't get intoxicated by using alcohol or drugs that will limit your control over yourself and your interactions with others. Try to have others travel or explore with you so that if something happens to you, they can assist to avoid or respond to an emergency. Things happen in the world, some good and some bad. While your travels overseas are likely to create some of the most valuable and positive experiences of your life, maintain a common-sense expectation that things may not always go as planned, and react as calmly as possible if they do not. In a crisis situation, panicking only leads to more confusion and potentially poor decisions. Think carefully and watch cautiously everything around you.

Sexual Harassment and Prevention In College Students Studying Abroad

(Comments adapted from article by Nancy Newport, RN, LPC –Licensed Professional Counselor, Consultant to Peace Corps)

Cultural Sensitivity

We all want to be culturally sensitive, to get along, to be respectful, to fit in, to not offend. In training, cultural sensitivity is emphasized and highly valued. It can be the doorway through which a college student studying abroad gains entry to and acceptance with the community abroad. However, it is very important that the cultural sensitivity training provided never requires that you submit to behaviors that invade your personal boundaries and that feel unsafe or even uncomfortable to you. If it feels inappropriate or makes you uneasy, get yourself out of the situation. Never sacrifice yourself or your sense of safety for the sake of cultural sensitivity.

Personal Boundaries

Personal boundaries are the personal space around us, physically and emotionally, that serves to preserve our physical and emotional integrity. When someone gets "too close", an alarm sounds inside. We need to listen for, respect, and respond to that alarm. We also need to respect the personal boundaries of each other.

Concept of Male Friendship – A Boundary Misunderstanding

American women are accustomed to the concept of male friendship. It has a meaning that may not translate in the new culture. Being seen with a man, talking with a man, going out with a man may have a different "meaning" in the culture than a female student may intend. What does it mean in the culture you are in? Is that your intention? If no, change your behaviors to send the message you intend.

When someone is being approached by a stranger or unwelcome individual, the amount of communication should be kept to a minimum. In Latin culture, for instance, a man may sit next to a female student on a bus and begin an uninvited conversation with "Oh, baby. I love you." There is a tendency on some women's part to give a lecture on love to that individual ("How can you love me? You don't know me.", etc.)— providing a lot of communication, even though it is intended not to be positive. Remember it's the amount of communication that can be important to the harasser, not the quality or content (negative or positive). This woman is then surprised to discover that the man continues and even escalates the harassment rather than moving away.

When confronted by a situation that makes you uncomfortable it is more effective to:

- Ignore the harassment/pretend ignorance
- Feign confusion/lack of understanding
- Move away/remove yourself from the situation

Confrontations of any type serve to encourage harassers who want attention, even negative attention will do. It's important to know about the power of communication. When people come at you with interactions that you don't want, don't give away anything in return. Don't offer explanations. Get up and move, or ignore. Harassment behavior and language varies from one culture to another. How do men harass women in the culture in which you are visiting? How do national women in that culture deal with it? Notice their effectiveness and use their response as a model.

ASSERTIVENESS

Actions

Actions speak louder than words. Make sure your body language is congruent with your words. If you say no with a smile on your face or in a weak, unconvincing voice, the words lose their force and power. Say no firmly and swiftly and follow that up with removing yourself from the situation and getting assistance if needed to back you up.

Persistent People

Use the broken record technique when faced with a situation when someone will not take no for an answer. Do not be coerced into backing down from your position by the persistence of the person insisting. Just because they did not accept your "no" does not mean you now need to come up with another reason or excuse. Keep saying the same answer over and over again, without developing a new reason or excuse each time the other person doesn't accept it. You don't have to be creative. Stick to your answer and just don't budge.

Trust

Trust needs to be earned. Many people have the mistaken notion that people should be trusted until proven otherwise. Actually, it is prudent to stay in a neutral position about a person, neither trusting nor distrusting them at first. Gather information from this person that will help you determine the trustworthiness of the person. In a new culture, watch for clues and cues from people who know the person and figure out how trusted he/she is by the community.

Making Yourself Less Vulnerable

In the wild, when an animal is either separated from the herd, is weak, young, injured, or otherwise vulnerable, it is likely that a predator will spot the animal, consider it prey and attack. It is essential to your safety that you never allow yourself to be vulnerable to attack, that you avoid behaviors that can make you prey. You may have the right to walk down the beach at 2:00 in the morning, but if you do, you are making yourself prey to a waiting predator.

You may want to go to a bar or a party and have some fun, let off some steam, kick back and have a good time but if you drink alcohol or use any mood altering substance, you are now potential prey. It's as if you said to the strangers/acquaintances around you, "I'm going to relinquish control of myself/my body now. I put myself in your hands." Being under the effect of substances of any kind sets us up to be vulnerable to the attack of a predator.

It's not fair. Of course, it's not. But it's true—and staying in control of yourself can save your life. Being awake and aware allows you to pick up on warning signs that alert you that something is wrong. In the book *The Gift of Fear*, Gavin deBecker describes the "gut feeling", the intuitive sense, that something is not right—that some danger may be present—as the gift of fear.

Fear alerts us if we are awake and aware and respectful of the feelings we get. We must not override our sense of fear by saying to ourselves, "I don't know what I'm worried about, I'm sure nothing's wrong here", instead of paying attention to that little voice in our gut that says, "I don't know what's going on here, but something's up". It is really, really important to pay attention to our intuition, that little sense of knowing that something is amiss here, and not to dismiss it or deny it.

Progressive Intrusive Invasion of Boundaries

If in a situation there is someone giving you more attention that you want, or is finding excuses to touch you, this can be potentially dangerous to your safety. For example, a guy comes up to a woman and gently brushes his shoulder up against her, flipping her hair off her shoulder, grazing her hand. She's thinking, "This is creeping me out, but I'm sure I'm overreacting, I'm sure he doesn't mean anything." This is where danger begins. He is thinking, "How much will she tolerate and allow? How long can I get away with this without her calling me on it? How far can I go?" If this initial touch is not objected to or stopped, often it will progress. Don't be afraid to get up, move, or to say no – be assertive.

There are steps to take to minimize risk in while traveling abroad and maximize fun and a rich cultural experience. It is important for women to:

- Integrate into their community
- Make friends with the women of the city, village, or community
- Learn from the women about self protection and practice what you learn
- Dress according to local customs
- Interact with men according to the local customs
- Behave according to the local customs
- Stay in control; staying sober and alert keeps your senses in place to protect you
- Have a buddy system: having at least one other person with you that you trust can help you in regular circumstances as well as in problematic situations (what if someone spikes your drink). It is generally a good idea to travel in groups
- Pay attention and respond to any inner signal (intuition) that "something isn't right" and remove yourself from the situation

Do not try to behave like you would in the States. You are going abroad to experience a different way of life, one that allows you to assimilate into your city, to "join" the community, to have a full, rich cultural experience. Enjoy it. You are not giving up yourself—you, indeed, are expanding on your choices as a female. This is an invitation to you to be awake and aware and to acknowledge the realities of potential safety issues around you. To live your life as if this isn't so is to deny yourself adequate protection. Treat yourself well.

Medical Information

First stop - <http://www.cdc.gov/travel>

This indispensable page of resources will answer most of your travel and country specific questions. It is the web site for the Center for Disease Control's National Center for Infectious Diseases/Traveler's Health. It contains information on Destinations, Outbreaks, Diseases, Vaccinations, Safe Food & Water, etc.

Do I need a physical?

Yes, it is a good idea to have general checkups before you go - medical, dental, optical.

What about vaccines?

Vaccines can take up to 6 months for a full series, so check now to see if you need any. Again, see www.cdc.gov/travel for the most current list of recommended vaccines in your country. Cowell Health Center may be able to help with some vaccinations.

What are my emergency options in a foreign country?

Obviously, if you are in a true medical emergency, go to the hospital. Most study abroad programs will also have a list of doctors in the area to which you can go. Check with your insurance company before you leave to see what the preferred process is. This should be one of the first things you work out when you arrive in your host country – develop your own personal emergency plan in case the unexpected happens. For more details on how to do this, please see

<http://www.lmu.edu/dept/education/globaled/studentsabroad/creatingpeap.html>

What about insurance?

SCU's Cowell Student insurance policy does cover you overseas. Other insurance companies should be contacted before you go; companies vary widely with their policies. For international study and travel, there are various types of insurance which you should consider purchasing prior to leaving the U.S. These include major medical, emergency evacuation, repatriation of remains, 24 hour emergency help line, legal assistance, baggage, accidental death and dismemberment/life, motor vehicle, and kidnapping and terrorism insurance. For more information see

<http://www.lmu.edu/dept/education/globaled/studentsabroad/insurance.html>

How should I handle medications and prescriptions?

Regardless of your insurance company, it is very important that you take all documentation of your prescription with you. A note from your doctor (signed by him or her) listing the generic names of the medications & prescriptions you take, how often and why may also be helpful. Your insurance may allow for a "vacation" supply of medication, so check with them now. You should also always carry prescriptions in your carry-on luggage, in their original bottles. Some prescriptions may need to be translated if you wish to fill them abroad, so always make sure you know the generic medication name for what you take, as the brand name may not be available abroad. Include your glasses or contact lens prescription. Bring an extra pair of glasses.

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

Santa Clara health forms- what do I need?

Insurance forms are due in May for SCU. Forms are available in Cowell Health Center, or by contacting Cowell from abroad. If you are abroad for the whole year, in March or April you will need to complete these same forms again from abroad so that you can register for Fall quarter.

Additional Web Resources: Medical Help and Preparation

Taken from the Online Version of the Handbook (<http://www.scu.edu/studyabroad/handbook/handbookmain.cfm>)

Cowell Student Health Center: <http://www.scu.edu/cshc>

Center for Disease Control Traveler's Health Site: <http://www.cdc.gov/travel>

Security

Exercise the same good judgment abroad regarding personal property and safety that you would at home- and then some. The staff at the study abroad program sites are very concerned about security - look to them for advice and assistance.

Santa Clara University Conduct Code: SCU reserves the right to review student conduct that occurs on and off campus when one's behavior is inconsistent with the expectations stated in the Student Conduct Code. If you receive disciplinary action for misconduct by your study abroad program you may also receive disciplinary action from SCU upon your return.

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

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

Setting an Example: Set a good example. Remember you are like an ambassador for Santa Clara University and for American college students in general. Behave in a way that is respectful of others' rights and wellbeing and encourage others to do the same.

Alcohol, Drugs and International Education

*Used by Permission, Howard W. Henry, Jr., Certified Social Worker-R, ACSW, CASAC
Buffalo State, Office of International Education*

These are some thoughts & facts about having a SAFE experience if you choose to drink alcohol. It is important that you are aware of the physical, social, and cultural implications in choosing to drink while you are abroad.

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

If you drink, do it SLOWLY. Your body can metabolize about 1/2 ounce of alcohol per hour (one 12 oz. beer at 4% alcohol = one 4 oz. glass of wine at 12% alcohol = one oz. of spirits at 50% alcohol/100 proof). At one drink per hour you will not overdose yourself. If you have never consumed alcohol before, go slow. Just getting sick in itself is no fun and it makes you look like a jerk! Vomit is not socially cool. (Talk this over with your family if you have not previously used alcohol; get their input on it.) Caution: Stay under 4 drinks at any one sitting. See the Warning.

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

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

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

Warnings: (1) Alcohol is a sedative substance which causes loss of inhibition and loss of fine judgment and fine motor control even at small doses. This can make driving in a strange environment—already difficult—extremely hazardous. Overly rapid consumption of a large amount of alcohol can result in alcohol poisoning and even coma or death through stoppage of the involuntary muscles (heart and lungs). Alcohol may have a greater and more rapid effect on women than on men because of different rates of metabolism. (2) Because the sedating effect of alcohol sometimes overwhelms the individual's judgment—without the person's intent. Almost everyone who drinks will at least once in his or her life wind up do something totally stupid! Four moderate drinks or less at any one sitting minimizes the likelihood of danger to you or to others. Don't do dumb things where you don't have your natural supports of family and friends to help you. (3) If you have current health problems, these conditions can result in a more potent effect of alcohol upon you; cut back or even go without alcohol to prevent complications. Also remember that alcohol can interact with some medications (such as some anti-depressants) so make sure that you are aware of any potential complications and act accordingly and wisely.

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



Section V

Documentation

Passports / Visas

The very first item to be considered in preparing to study abroad is a valid U.S. passport. Your passport will be your primary source of identification, which you must keep on you at all times. Your passport must be valid for the length of time you plan to stay abroad plus six months (180 days) beyond the estimated period.

If you already have a valid passport and it is close to expiring, you must apply for a **new one immediately**.

If you've never had a passport, you must apply for one as soon as possible. Processing takes anywhere from two to eight weeks since passport offices are extremely busy especially in the spring and immediately before Christmas. Give yourself plenty of time to get your passport – **do not wait until the last minute**. After processing is completed, your passport will be mailed to you. Keep in mind that you will need a completed passport in order to obtain your visa, thus students needing visas (most will need them) need to allow more time for the whole process.

Where to Apply

Passport forms can be downloaded from <http://travel.state.gov> along with instructions. After you have filled out the forms, you can take them to many local post offices to turn in your application. The closest post office to campus is the one in the Franklin Mall, near City Lights Espresso and the Park Central Apartments (Lafayette and Homestead). Check for hours of operation – avoid going in during the lunch hour if at all possible.

NON-U.S. CITIZENS: Non-residents of the U.S. who plan to study abroad should contact the nearest consulate of their country of citizenship for passport information. If you are an international student currently studying at Santa Clara on an F-1 visa, please be aware that in order for a student to use the time spent studying abroad toward the one full academic year requirement for practical training eligibility, the student must have spent at least one full academic term in a full course of study in the United States prior to going abroad to study. Make sure to notify the International Student Services Office in Benson of your plans to study abroad.

What You Will Need for a U.S. Passport

The following is a list of common items most people need to apply for a U.S. passport:

1. Completed passport application form (visit <http://travel.state.gov>)
2. Proof of U.S. citizenship (previous passport, birth certificate, naturalization papers, or Department of State Affidavit)
3. Two standard passport photos. These must have been taken in the last six months, must be 2"x2", must be identical, and signed on the reverse. Passport photos can be obtained through copy centers such as Kinko's, Walgreen's, Costco, or Wolf Camera. *(Note: Your program may also require additional passport photos. If you haven't already gotten them, you might want to save time by getting them all at once. Check with your program to see how many you may need).*
4. Proof of identity in the form of a valid document with your signature and picture (previous passport or driver's license)
5. Passport Processing Fee: \$85 (verify the amount at <http://travel.state.gov>)

List of Definitions/Travel Documents:

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

- **Visa:** A visa is a document, provided by the country where you will be studying, which confirms your legitimate status as a foreign student. Not all countries require a visa. A visa is generally attached to a passport, so having a passport is necessary before you can apply for a visa. Some visas are free and easy to acquire, while others may cost over \$100 and require a lot of documentation and planning ahead. Check with the U.S. State Department—or the local embassy or consulate of the country where you will be studying—to determine if you will need a visa, and for information on how to apply for a visa if you do need one. Your program will be sending you information and official documents needed to apply for a visa, if you require one. Some countries will require a letter of acceptance, proof of insurance, and proof of sufficient funds before they will issue a visa. A letter from the program provider confirming all of the above may be sufficient in some cases. Also: some consulates may require that you deliver your visa application materials **in person**; check well in advance to see if this applies to you, as it may require some traveling.
- **Tickets:** As most students will fly to their study abroad destination, your plane ticket will serve as your primary travel document. For others, a train or bus ticket may suffice. Some countries will require you to show that you have a return or ongoing flight scheduled within the allotted time for your visa. Student visas can last from one month to one year depending on the country where you will be studying. If you plan to stay longer, you will need to extend your visa.
- **Proof of Sufficient Funds:** Some countries also require proof of self-sufficiency while abroad. You may be asked to provide a bank statement with your current balance to show that you have enough money to pay for your needs while abroad without having to ask the country to provide you with monetary assistance.
- **Letter of Acceptance:** You may be required to show an official letter of acceptance or invitation to study abroad.
- **Proof of Insurance:** You should have an insurance card or other document verifying that you have travel and health insurance.
- **Prescriptions (Translated):** If you require prescription medications while abroad, you will very likely need to verify this requirement with a doctor's note. You may need a specially notarized prescription, translated into the host country language, if the country does not recognize American prescriptions. Also, keep in mind that some prescription medicine is not available in other countries. If possible, it is best to bring enough with you to last the duration of your time abroad. Your doctor may be able to help you with this by writing an extended prescription for you to fill before you go.
- **Confirmation of Good Health:** Some countries will require that a health form or letter of good health (confirmation that you are free from certain diseases, etc.) be provided to obtain a visa.
- **Confirmation of Vaccination:** You may also be asked to show proof of having received certain vaccinations to travel in regions with endemic diseases, like cholera, yellow fever, etc.
- **Copies of Travel Documents:** Along with your originals, bring a copy of all travel documents and leave copies of your travel documents with a contact in the U.S. and abroad. Remember to keep copies in a safe place, separate from where you keep your original documents.
- **International Student ID Card:** You should consider purchasing an International Student ID Card (ISIC) as this can provide discounts, helps verify your travel purposes, and includes a limited amount of insurance and 24-hour assistance. Your study abroad program may very well provide one of these cards, but if not you can get them from STA Travel (www.statravel.com) or from the International Programs Office at SCU.

Loss of Passport

Your passport is the most valuable item you own while abroad and should be guarded vigilantly. You should, however, be prepared in case you happen to lose it or it gets stolen.

While you will, of course, need your actual passport for the journey there, as well as for border crossings, etc., but before you leave, you should make three copies of your passport (the inner cover with the picture and data) to be used in such an emergency. Leave one copy with your folks or a trusted friend, and place the other two copies in separate locations with your stuff so that if one is lost, the other will remain. Some students have recommended making a color copy of the photo page of your passport and laminating it to carry with you around town and on short trips.

If you lose your passport within the United States, you must immediately notify the nearest passport agency or the Department of State, Washington D.C. 20524. In an emergency situation before departure, you may obtain a passport within 24 hours at the agency. If you lose your passport abroad, notify the nearest U.S. consulate or embassy. Also check <http://travel.state.gov> for emergency phone numbers and assistance. For travel-related emergencies (whether you are traveling or you urgently need to contact someone else who is traveling), call the Overseas Citizens Services 24-hour hotline at 202-647-5225.

FOR ADDITIONAL HELP

National Passport Information Center (NPIC) at <http://travel.state.gov>.

IMPORTANT PASSPORT REMINDERS

*Allow yourself plenty of time for the passport and visa processes, as the two combined can take 6 weeks or more! YOU CANNOT GO ABROAD WITHOUT YOUR PASSPORT AND PROPER VISA, NO MATTER WHAT.

*Retain copies of original documents sent for processing

*Register all mail containing passports and documents (meaning you receive a signed card back stating when your mail has been received)

*Specific information on visas, particular to your program, should be obtained through the preparation information sent to you from your study abroad program, or through contacting the program directly.

Section VI

Helpful Tips

Housing Options

Housing Abroad Fees

All University fees including the standard study abroad fees are set by the Board of Trustees. Prices are based on the basic standard double occupancy room on the Santa Clara campus. In keeping with Santa Clara's academic immersion goals, the pricing structure also encourages maximum interaction with local residents. Study abroad students are billed via e-campus the normal Santa Clara tuition for the quarter plus a "Housing & Program Fees." The Trustee's pricing policy requires that only minimum housing and required meal plans (when available) are included in the SCU price. Any housing, meal plan, or optional non-curricular travel is not included in the SCU price and is the responsibility of the student to pay directly to the program provider. Please review this page to avoid any confusion between the cost of the program as advertised by the providers and the actual [fees](http://www.scu.edu/studyabroad/fees) (www.scu.edu/studyabroad/fees) billed to your e-campus account as set by the SCU Board of Trustees. For information on housing options, contact the provider.

Each program varies on what kind of housing options are available. Here are a few examples of the housing options students have while studying abroad: A) Placement with a local family Apartments or houses (arranged by the program), B) Student Housing Facilities (such as dorms), C) Independent housing (find your own)

Housing at SCU

Maggie Malagon in the Housing Office should be your contact person if you are planning on living ON-CAMPUS when you return from study abroad. If you have not done so already, please contact her now (phone 554-4900 and email mmalagon@scu.edu).

If you go through the room selection process and defer your entry from Fall to Winter (or later), the specific room assignment will not be held for you, but you are guaranteed housing when you return. Every effort will be made to place you in the hall of your choice upon your return.

You must also notify the Housing and Residence Life of your intention to defer your housing contract by August 1st. Please include the name of the program in which you are participating and the date of your anticipated return. If you choose to cancel, you will forfeit according to the forfeiture schedule in the Housing Contract.

Off-Campus Housing at SCU

If you plan to live off-campus when your return from studying abroad, you need to decide before you leave where (and with whom) you will live when you get back. If you decide to live in an apartment or house, you will probably have to find a sub-leaser, or possibly a friend, to take your spot and to pay rent while you are abroad.

To find a sub-leaser, start with contacting the Office of Student Life, Benson Memorial Center, room 205 to pick up a copy of the *Guide to Off-Campus Living* and to post your listing on their website at www.scu.edu/studentlife/housing. Students post to this site at no cost for a month at a time and may repeat as often as necessary. You may also post flyers on the bulletin board in the basement of the Benson Memorial Center through the Information Booth at no cost for two weeks at a time.

Flyers may be posted around various locations around campus. You might choose to post your listing on craigslist.com or with the local newspaper.

If you decide not to find a place to live before your leave you might have problems finding one when your return, but you do have access to all of the resources listed above along with your friends. Letting them know what you are looking for and when can be very helpful. Planning before you go abroad can make your return less stressful.

DON'T BE A VICTIM OF SUBLEASE SCAM! Please be alert to sublease scam artists. For more information, consult the Office of Student Life website.

Communication Abroad

Communicating your experience with your friends and family is a great part of being abroad. Not only does it allow them to hear about your adventures, but it allows you to save and cherish the memories (especially if you communicate in some form of writing). Here are some tips on the different ways to communicate internationally.

By Phone

Some students like to look for international phone cards for sale within their host country that allow you to talk on the phone relatively cheaply (but check the connection charges!), while others prefer to set up an international calling plan before they leave. With careful research, you should be able to find a plan that is easy to use and will give you much better rates than calling collect or simply charging the call on a normal phone bill. Generally, it is less expensive to call from the United States than it is to call to the United States, but this varies by country. If you sign up with a long-distance provider make sure to find out what the local access number is that you have to call to access the network.

If you want to go the phone-card route, ask around once you get to your country and see what is the cheapest. Also, there are also a number of other resources on the Internet for international phoning – you might want to check out sites like www.speedypin.com to compare International Phone Card rates.

Depending on your country, some students also find it valuable & convenient to purchase or rent a cell phone for use abroad, although in some countries they can be expensive and inconvenient. Some study abroad programs will now provide cell phones, and in other locations you will be responsible if you are interested in purchasing or renting a phone. Some programs even bring in cell phone companies during orientation to make the process easier, but make sure you do some comparison shopping before buying or renting one. Some companies exist where you can buy a phone before you leave the U.S. (such as Telesial, www.telesial.com). In many parts of the world outside the U.S., cell phone time is bought in prepaid chunks, so there's no monthly bill. Also, incoming calls are often free. More and more often, if it is convenient and a fair price, our students are telling us they prefer to use cell phones abroad for much of their communication.

By Mail/Post

On average, a letter sent from Europe or Australia to the United States can take up to 2-3 weeks to arrive, and other points of origin can take even longer. Mail service varies by country and time of year. Mail coming from the United States usually arrives a lot quicker, usually taking anywhere from 5-10 days. Some postcards have been known to arrive months after students get home (worst case scenario!). Sending large packages is possible, but not recommended for a variety of reasons. For one, anything weighing more than a few ounces is going to make your wallet weigh a lot less - shipping prices are high at home and abroad. Also, foreign customs offices can be pretty cranky about what they allow in and out of their country (especially after September 11) - even boxes marked as used books are known to have been opened and searched. If you do send things, make sure they go airmail and not by boat, and remember that it can be very expensive, so we don't recommend sending a lot of stuff.

By E-mail

Communication via email can be easy or difficult depending on locations. It might be a good idea to set up a Hotmail, Yahoo, or other web-accessible alternate email account before your departure, since Santa Clara's server and GroupWise can sometimes be difficult and finicky, even from the USA. **HOWEVER, IF YOU CHANGE YOUR EMAIL ADDRESS PLEASE UPDATE YOUR ECAMPUS ACCOUNT.** We mostly use email to communicate with you when possible, and cannot do that if we don't have the current email address that you check. If you change to a non-SCU email account (Hotmail, Yahoo, etc.) check with I.T. about setting up a rule to forward your SCU email to your new account. This will prevent you from missing out on any official SCU news that is sent via email to all students.

Most programs make an effort to do the very best they can to ensure students Internet connectivity, but you must remember that they are also constricted by the local accessibility and costs. While facilities vary greatly from campus to campus, it is now a pretty good bet that your school will have at least some form of electronic communication for you to use **(although it's almost guaranteed that it will not be as fast or as available as what you are used to in the United States).**

While computers at your campus may be available, expect the time to be limited. Programs do not have an equal number of computers and students- this means you must share the computers with the entire campus. Expect the computer area to be packed around the time of midterms and finals. Most cities also have a plethora of Internet cafes; although it may cost more, they are generally much faster and less crowded. Make sure to bring some disks to save your information on as well. In addition, students have found Internet cafes to be good places to find flyers about local events, as well as discounts on social happenings.

Facebook, MySpace.com, etc.

Be mindful of the information you post on websites such as Facebook and MySpace.com. Regardless of whether you are posting on your own page or someone else's page, do not put information that can personally identify you, others, and your location. While you are abroad, you do not want to present an additional opportunity for someone to bring harm or take advantage of you.

Laptops

The opinions are mixed about bringing a laptop abroad with you. In general, it is a big risk to carry one abroad, especially when many students advise that they are really not necessary. But some students bring their laptop and love every second of it. Most students find the computer/Internet access sufficient, either at their campus or in Internet cafes or (most often) a little of both. If you decide to bring it, remember that you will need to find plug and voltage adapters so that you don't fry your laptop, and also since many plugs are different in other countries. You might also want to bring a surge protector if your computer does not have one built in. If your laptop has wireless internet capabilities, one benefit of bringing it abroad is that many major cities have wireless internet access points, as do some schools.

Packing Tips

Adapted from the IES Website www.iesabroad.org

Where do I begin?

Here are some basic guidelines/considerations to follow when starting to pack:

1. **ECONOMY:** Keep in mind you probably *won't* need your three favorite pairs of jeans. We've never heard of any student who has complained about taking too little. You are likely to accumulate additional possessions while abroad so pack light!
2. **WEATHER:** Keep in mind the climate of your study abroad location when packing—check with students recently returned, or look at a guidebook to see what kind of weather you might expect.
3. **TRAVEL:** How much traveling will you be doing while abroad? Do you really want to lug around several suitcases? (Probably not!)

The Luggage

When packing, keep in mind that you will have to carry your own luggage: **Do not pack more than you can carry and fit in the trunk of a SMALL taxi!** Check with the airline you have chosen for luggage allowances. Remember that you may have to get from the airport to the train station and on to your study abroad center or meeting point by yourself. Because postage rates abroad are significantly higher than those in the U.S. are, it will be more expensive (often double) to ship things back to the U.S. Also, most people tend to come home with more stuff than they brought, due to souvenirs. So be mindful of the extra space you might need on the way back, or pack a small, light bag to cart stuff home!

The Backpack

Often students want to do independent traveling on weekends or holidays, we recommend daypacks for these adventures-- a bag big enough for a change of clothes and a few necessities, but small enough that you don't mind toting it around all day. Make sure that your bag is **STURDY** -- You wouldn't want to spill your belonging in the middle of a crowded Tokyo intersection....Often manufactures will offer lifetime warranties on their equipment. Finally, make sure you purchase **combination locks** to secure the many compartments that packs are famous for.

The Packing List (the bare minimum to consider)

1 lightweight jacket &/or raincoat
1 lounge outfit/sweat pants
1 dress outfit for theater/formal occasions
1 bathing suit gloves, hat, scarf (for most places)
1 pair of long underwear (the silk kind is thin & easily packable)
2 pairs of pajamas (summer & winter)
1 pair of jeans
1 pair of khakis
1 or 2 skirts (men substitute another pair of pants)
1 or 2 dresses (men substitute a suit)
1 cotton sweater
1 dark cardigan sweater/sports coat
2 blouses/shirts
2 pairs of shorts
Several t-shirts/summer shirts
1 week's worth of socks
1 week's worth of underwear
1 or 2 belts
1 pair of dress shoes
1 pair of VERY comfortable walking/hiking shoes (waterproof preferred)
1 pair of casual shoes/loafers
1 pair of slippers
1 pair of flip flops/sandals

1 towel
Small travel size toiletries (optional)
Antiperspirant
Glasses/contact solution
1 toothbrush
1 travel size manicure set
1 hair brush
1 razor
1 month of menstrual supplies
Sunglasses
Umbrella
Journal (even if you don't keep one, we highly recommend taking one)
Ipod and a sample of your favorite American music.
Language dictionary &/or currency converter
Small amount of stationary and a list of family/friends addresses
Travel alarm clock
A few photos of family and friends
Travel Guide
A small sewing kit
A few of Mom's recipes – to make for friends or your host family.
Small gift for your host family
Camera
Film
Batteries

*** Accessories help round out a seemingly sparse wardrobe. However, do **NOT** pack expensive jewelry or clothes as these will mark you as "wealthy" --an invitation to crooks – and get lost in your travels.*

***Please look at country-specific information for recommendations and warnings about taking prescribed drugs into your host country.*

Day Trip Packing List

A sturdy backpack
1 neck pouch/money belt (discreet is best)
International Student Identity Card (optional)
International Youth Hostel Association Card (optional - see www.hiayh.org)
Guidebook, Small Compass, Electronic or paper translator/Phrase book
Prescriptions, Glasses, Contact Solution
Camera, film and batteries (buy before you leave the U.S. – it's more expensive abroad)
Small first aid kit (you can make it yourself in-country)
Laundry musts: small tube of soap (e.g. *Shout*), cord for laundry line (can use dental floss), and a flat rubber drain-stop for doing your laundry in a sink.
Travel Journal
Sleep Sheet – you can purchase one or sew together two sheets sleeping bag-style
Towel
Swiss Army Knife
Small flashlight and batteries
Flip flops
Walking shoes/boots
2 complete outfits
A few safety pins
Bug repellent and sunscreen
Sunglasses

Pre-Departure Checklist

IMPORTANT DEADLINES

- April 14:** Summer registration begins for SCU-Operated Summer Programs
- April 15:** Last day International Programs Office accepts study abroad application for Fall & Summer Programs
- April 21:** 88 unit eligibility requirement audit; ineligible students will be contacted by Barbara Colyar
- May 8:** International Programs Office releases list of study abroad candidates to Registrar's Office, Office of Student Life, Bursar's Office for Final Eligibility / Approval Audit
- May 14:** Eligibility audit completed; ineligible students will be contacted by Vidalino Raatior
- May 15:** Approved students are registered into "UNIV 199: Study Abroad" and a Study Abroad Advisory Hold is put on their ecampus accounts preventing them from registering for on-campus classes.
- May 18 – 29, 2009:** Fall Registration for on-campus students; study abroad students in UNIV-199 cannot register
- May 21:** Student final date to clear financial holds and declare major.
- May 21:** Summer payment deadline. Students may view bill via ecampus beginning May 1st.
- June:** First Monday after Commencement Weekend: Last day of the study abroad late registration period for Fall programs.
- July 1:** Complete all Financial Aid documents including applications for parent PLUS loans and/or miscellaneous outside loans. www.scu.edu/financialaid
- August 21:** Fall payment due. Students may view bill via ecampus beginning August 1st.
- December 21:** Winter payment due. Students may view bill via ecampus beginning December 1st.
- March 21:** Winter quarter and Spring Semester payment due. Students may view bill via ecampus beginning March 1st.

BEFORE YOU LEAVE CAMPUS:

- See your advisor during Mandatory Spring Advising.** This is a good time to remind him/her that you will be studying abroad for fall/full year and that advising might take place over the internet while you are gone. Please be aware that the meetings you had with your advisor to complete the study abroad Academic Planning Sheet do not substitute for this Mandatory Spring Advising meeting.
- Visit the SCU Post Office to fill out any necessary mail forwarding paperwork to your permanent address.**
- Check your ecampus account to update your record:** Students are responsible to update all contact information on via their ecampus accounts.
- Visit the Registrar's Office and /or the Bursar's Office at Walsh Administration Building** to fill out the FERPA Form giving rights to your parents to have access to certain information pertaining to your student records **IF** you want them to take care of billing and other services which parents normally do in your absence.

☐ Turn in your On-Campus Housing forms: Turn in your housing forms and deposit by the published deadline if you plan to return to on-campus housing. Please keep in mind that specific spaces are not held while students are abroad. There is a substantial need for on-campus housing during the fall and winter quarters and for this reason, final room assignments are made based on cancellations received at the end of each quarter. Students returning from studying abroad will have priority for available on-campus housing when they return."

☐ Waive your Mandatory SCU Health Insurance: Complete your online health insurance waiver for the 2008-2009 academic year by the deadline date. If you fail to do this, you will be automatically enrolled and charged for the SCU sponsored health insurance plan. For more information, contact the Cowell Health Center.

☐ Check with the Financial Aid Office to make sure you are clear about your aid package and that 100% of your financial aid package will be transferred to your e-campus to cover costs of studying abroad. Make sure they have your correct address to mail forms/checks that need your signature before aid can be disbursed. Sign all appropriate papers and accept your aid via e-campus by the deadline.

☐ Return all library books. Overdue books can also result in a hold being placed.

☐ Turn in any additional approvals on your Study Abroad Course Approval Form- to the Drahmman Center. (If you are going on a direct enrollment, and don't know what classes you will be taking before you leave, you can turn this in when you return.)

BEFORE YOU LEAVE FOR YOUR PROGRAM:

☐ Check to see if immunization shots are needed for the country you are going.

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

☐ Bring a converter for your electrical appliances. Some items, such as hair dryers and travel irons, can be purchased with automatic converters (110v to 220v) but you will need the necessary plugs to fit the outlets. You can also buy these electrical converters in the country to which you are going.

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

☐ If you will be staying with a host family- it is a nice gesture to bring a small gift from home for them, if you feel so inclined. They are always appreciated. Here are some ideas for general gifts:

- Anything from Santa Clara (t-shirts, postcards, picture book, etc.), or something from your neck of the woods (Pacific Northwest Salmon, California wine, Hawaiian macadamia nuts, etc.)
- Collectible Currency - Silver dollars, or unique coins
- Picture book of your city, town, state or United States
- Cultural Novelties - Jelly Bellys, See's Candy, Candy Corn, Root Beer, Peanut Butter, Wild Rice, Hot Sauce, etc.

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

Traveling While Abroad

Pack Lightly

(See tips above) Bring only what you really, truly need. Also remember that you can buy many of the same things abroad (shampoo, clothes, etc) that take up a lot of space when traveling. Travel-sized toiletries and medications can come in handy as well. A good rule of thumb - bring half as many clothes as you think you'll need. Remember to take a smaller backpack/daypack for sightseeing - you can leave your luggage locked up for the day at most hostels.

Use Common Sense

Attracting attention to yourself as an American tourist (loud behavior, carrying big wads of money, etc.) can target you for pick-pocketing. Always keep your bag in front of you, one hand on your purse, and an eye on your surroundings. Money belts/neck wallets are a great idea...never pack tickets or passports in an outer pocket of your luggage or other easily accessible location. Consider luggage locks even on backpacks and other carry-ons. Also, keep copies of all valuable documents (i.e. passport) in a safe place in your new "home" as well as back with your parents.

Tourist Information Centers

Don't overlook Tourist Information centers, often found right in train stations and airports – marked with a blue and white "i". Sometimes they'll even make reservations for you!

Discount Fares

Find out if your host country offers special discount cards for traveling and/or options for using passes such as EuroRail, BritRail, InterRail; options will vary depending upon host country and planned visitation spots. If you plan to buy a rail pass, you must do it before you leave the States, as it is difficult/impossible to buy them abroad.

Recommended student/cheap airlines include www.openjet.com, www.easyjet.com, and www.ryanair.com. Your on-site program staff when you get to your study abroad location may also be able to recommend cheap local airlines or other preferred methods of travel. Also, the Student Travel Agency (STA) has offices worldwide, as well as a website at www.statravel.com. You can also try Student Universe for travel deals (www.studentuniverse.com). The International Student ID Card is helpful for travel and other discounts, such as museums and hotels. It also provides supplemental insurance. The card is available from STA Travel or SCU International Programs, although many programs provide them to students as part of the program fees. Additional travel links and recommendations from past study abroad students are available on the International Programs website at <http://www.scu.edu/studyabroad/links.cfm>

Culture Shock – Coming Home?

Return Anxiety

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

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

Practical Preparation

- Confirm your flight arrangements.
- Get the last minute memoirs, gifts, etc. that you know you will want in the future.
- Gather information for future class projects. You won't be able to find the same information (newspaper articles, books, pamphlets, etc.) back at Santa Clara.
- Send your books home book-rate-it is cheaper.
- Don't save packing until the last minute. It can make your last hours more stressful.

Emotional Preparation

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

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

Section VII

Contact Information

Peer Advisors

The Study Abroad Peer Advisors are on the staff at the International Programs Office at Santa Clara University. Feel free to contact them at phone: 408-554-6940; fax 408-554-2340 or via their email as noted. Please visit our website for their profiles and contact information:

<http://scu.edu/studyabroad/aboutus/advisors.cfm>

International Ambassadors

The International Ambassadors are former study abroad students who volunteer to outreach to students about their specific study abroad experience. We encourage you to contact these students before you leave for your program. *The list of International Ambassadors continues to grow as more students join. Please check at the International Programs Office or our website for most updated list. We encourage you to join when you return from your study abroad program.*

<http://scu.edu/studyabroad/ambassadors/profile.cfm>

SCU Directory (abridged)

INTERNATIONAL PROGRAMS / STUDY ABROAD OFFICE

Phone: 408-554-6940; Fax 408-554-2340

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Executive Director of International Programs

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Barbara Colyar

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408-554-6940 (phone)

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Section VIII

Appendices

APPENDIX A: Study Abroad Fees 2009 - 2010

IMPORTANT NOTE: The price of quarter, semester, and summer study abroad programs is set by the Board of Trustees. Prices are established based upon the principle that the cost of SCU-operated programs and exchanges should be comparable to the cost of a quarter's tuition and accommodations on campus. The price of affiliated programs is based upon SCU tuition plus housing, program fees, and additional administrative costs. Due to these additional expenses, in many cases the price for affiliated programs charged by SCU will be greater than "wholesale price" advertised by the program provider. The difference in price is due to the additional costs to SCU which include site visit travel, risk management, academic assessment/accreditation, on-site student support activities, consortium membership fees, and other expenses unique to affiliated programs.

SCU-Operated Programs Fees

SCU PROGRAMS	Tuition Quarter	Housing & Program Fees Quarter	Total Tuition & Fees Quarter
SCU Cuba	\$12,000	\$3,800	\$15,800
SCU El Salvador - Casa	\$12,000	\$3,800	\$15,800
SCU London	\$12,000	\$3,800	\$15,800
SCU Barcelona¹	\$12,000	\$3,800	\$15,800
SCU Rome Honors²	\$12,000	\$3,800	\$15,800
SCU Burkina Faso	\$12,000	\$3,800	\$15,800

¹ Students who opted for the standard IES Barcelona Program will be charged the Affiliate - Level Two fees.

² Students in the IES Rome program are required to participate in the SCU Rome Honors program.

Affiliated Programs Fees

AFFILIATED PROGRAMS ³	Tuition Quarter	Housing & Program Fees Quarter	Total Tuition & Fees Quarter
LEVEL ONE	\$12,000	\$3,800	\$15,800
LEVEL TWO	\$12,000	\$5,250	\$17,250
LEVEL THREE	\$12,000	\$9,115	\$21,115

³ SCU students participating in an affiliate program are charged one of three price points based on the program cost of housing and other fees.

NOTE: To see which price level pertains to your program, please visit the [Program Options](#) page and select your location from the drop down menu.

Exchange Programs Fees

EXCHANGE PROGRAMS	Tuition Quarter	Housing & Program Fees Quarter	Total Tuition & Fees Quarter
Santa Clara Students at Exchange Institutions ⁴	\$12,000		\$12,000

⁴ SCU students studying at exchange institutions pay housing and other fees directly to the exchange institution.

SCU-Operated Summer Abroad Fees

SUMMER PROGRAMS ⁷	Tuition	Housing & Program Fees	Total Tuition & Fees
El Salvador (10 units)	\$2,650	\$1,950	\$4,600
Costa Rica (10 units)	\$2,650	\$2,200	\$4,850
England - London (10 units)	\$2,650	\$5,450	\$8,100
Scotland - Stirling (1st & 2nd Session - 15 units)	\$3,975	\$4,325	\$8,300
Scotland - Stirling (2nd Session only - 10 units)	\$2,650	\$4,000	\$6,650
Germany - Freiburg (9 units)	\$2,385	\$1,650	\$4,035
Italy - Rome (10 units)	\$2,650	\$4,000	\$6,650

⁷ Students from other institutions not admitted to degree status at Santa Clara are charged a \$75 registration fee in the summer.

Affiliated Summer Programs Fees

SCU students enroll and pay tuition and fees directly to the provider institution for summer affiliated study abroad programs.

Participants in affiliated summer programs will still be able to earn major, minor, and core credits consistent with existing academic policies. However, SCU offers no financial aid for summer terms and students are billed directly by the providers for all expenses.

Associate Programs Fees

SCU students enroll and pay tuition and fees directly to the following Associate Programs:

- Gonzaga University - Florence Program
- Antioch College - Buddhist Studies Program
- Semester at Sea Program
- International Honors Program

Participants in Associate Programs will still be able to earn major, minor, and core credits consistent with existing academic policies. However, students will NO longer be eligible for SCU financial aid for the term abroad, will be billed directly by the providers for all expenses, and will need to withdraw temporarily from the University in order to take part in the program. It will be the student's responsibility to follow the withdrawal procedure (<http://cms.scu.edu/advising/advising/topics.cfm#leave>) handled through the Drahnann Center (Kenna 101) before leaving the campus. Failure to complete the withdrawal protocol will prevent

students from being reinstated at Santa Clara once the study abroad program is over. Summer students do NOT need to withdraw from the University, but everything else applies to them this policy will apply to your unique situation.

Financing Study Abroad

Financial aid and scholarships are available for SCU-operated programs, exchanges, and affiliated quarter and semester programs. Study abroad students need to work directly with the [Financial Aid Office](#) on available financial aid options including grants, scholarships, loans, etc. Once the aid package has been accepted by the student, that financial aid will be automatically used for the study abroad fees.

Study abroad students may also apply for other aid available outside of the University's official financial aid offerings. [Read more](#)

Housing & Program Fees

All University fees including the standard study abroad fees are set by the Board of Trustees. Prices are based on the basic standard double occupancy room on the Santa Clara campus. In keeping with Santa Clara's academic immersion goals, the pricing structure also encourages maximum interaction with local residents. Study abroad students are billed via e-campus the normal Santa Clara tuition for the quarter plus a "Housing & Program Fees." The Trustee's pricing policy requires that only minimum housing and required meal plans (when available) are included in the SCU price. Any housing, meal plan, or optional non-curricular travel is not included in the SCU price and is the responsibility of the student to pay directly to the program provider. Please review this page to avoid any confusion between the cost of the program as advertised by the providers and the actual [fees](#) billed to your e-campus account as set by the SCU Board of Trustees. For information on housing options, contact the provider.

APPENDIX B: Budget Planning

STUDY ABROAD BUDGET PLANNING WORKSHEET

This worksheet is designed to help you plan ahead for the required SCU study abroad fees (to be billed to your ecampus account) as well as other estimated expenses related to your time abroad. **Remember that Santa Clara's study abroad fees are different from those publicized by our Affiliated Programs' website and brochures.** Check the International Programs Office website for updated program billed cost.

A) STUDY ABROAD FEES

Visit the Study Abroad website (www.scu.edu/studyabroad/fees) to view Santa Clara University's study abroad fees. These fees will be billed via ecampus.

SCU TUITION: \$ _____
HOUSING & PROG FEES: \$ _____
SUBTOTAL FEES: \$ _____ (To billed via ecampus)
TOTAL AID: \$ _____ (See subtotal of Financial Aid)
BALANCE: \$ _____ (Out of pocket expenses)

B) ESTIMATED ADDITIONAL EXPENSES

These expenses are not covered in the study abroad fees. You can find these published on the affiliated program's websites and in their brochures. Be mindful that foreign currency exchange rates can also impact these expenses.

PASSPORT APPLICATION: \$ _____
STUDENT VISA: \$ _____
ROUND-TRIP AIRFARE: \$ _____
TEXTBOOKS: \$ _____
CELL PHONES: \$ _____
LOCAL TRANSPORTATION: \$ _____
OPTIONAL FIELD TRIPS: \$ _____
PERSONAL: \$ _____
SUBTOTAL: \$ _____ (Out of pocket expenses)

C) FINANCIAL AID

Use this section to track any anticipated financial aid. Remember that you can use 100% of your Santa Clara aid package towards the expenses billed to your ecampus account.

SCU SCHOLARSHIPS: \$ _____
PRIVATE AID: \$ _____
STATE GRANTS: \$ _____
FEDERAL GRANTS: \$ _____
TUITION REMISSION: \$ _____
OTHER _____: \$ _____
SUBTOTAL AID: \$ _____

About the Cover

Santa Clara University is centered around the 1777 Franciscan Mission Church named for Saint Clara of Assisi. Students and faculty are portrayed traveling and participating in class activities at sites around the world where International Programs conducts courses.

Acrylic painting by Edward Rooks ©1999

This handbook is also available online:
www.scu.edu/studyabroad/orientation