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Checklist

Going abroad involves a variety of preparations. You have already done the work to be accepted to your study abroad program, now it’s time to turn your attention to the work that will eliminate potential problems and make the experience a successful one.

Some of these tasks need to be done as soon as possible and others can be done sometime before you board a plane. Some are simple tasks, while others are complex and require persistence. We are confident that you will be able to accomplish what is necessary. If you have any questions, please contact the Study Abroad Office.

Ongoing

☐ Maintain eligibility requirements (no financial holds, no academic probation, no disciplinary issues).

☐ Learn about the history, culture, current events, political system, and customs of your study abroad country. Start with conversations with previous participants and websites such as http://www.makeuseof.com/tag/the-best-free-online-international-travel-guides/ for useful tips, insights, and information.

Within the first two weeks after acceptance:

☐ Read this handbook, the program-specific handbook and all acceptance materials.

☐ Determine what information you should take with you while you are abroad.

☐ Verify that your passport is valid for six months beyond the date of return to the US and renew immediately, if necessary.

☐ Review the Centers for Disease Control (CDC): http://wwwnc.cdc.gov/travel/recommendations for vaccinations. Some vaccinations require a series of injections over a period of time (up to 6 months). If you will require more than one injection, get started now.

☐ Read through the process for obtaining your student visa and plan the dates by which you will need to obtain photos, notarize documents, and apply.

☐ Meet with your Academic Advisor to complete the Academic Advisor Approval form

☐ Check with the Financial Aid Office (FAO)

☐ Confirm your aid package for your time abroad.

☐ Confirm that 100% of your financial aid package will be transferred to your eCampus account to cover the costs of studying abroad.

☐ Make sure the FAO has 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 eCampus by the deadline.

☐ Notify the Study Abroad Program and your program provider if you receive disability resources or accommodations, so plans can be made for your time abroad.

Before the term ends:

☐ Attend mandatory pre-departure orientation.
Complete the SCU Study Abroad Course Approval Form and submit it to the Office of the Registrar: Attention Melinda Kong.

Consider filing FERPA forms through either the Registrar's or Bursar's Office to enable your parents/guardians to have access to some of your educational information especially your financial aid and billing information: http://www.scu.edu/students/ferpa/.

Update contact information in your eCampus account.

Ensure that your health insurance plan covers you outside the United States.

If it does, be sure to complete the on-line waiver form to opt out of the mandatory university health insurance. Go to www.scu.edu/cshc/insurance.cfm to complete the waiver. This must be completed before going abroad.

If you have other insurance, but fail to complete the waiver form by the deadline date, you will be enrolled into the SCU sponsored health insurance and your student account will be charged. Contact the Insurance Coordinator at 408-554-2379 for more information or to ask questions.

Before going abroad:

Meet with your healthcare provider to discuss your travel plans. Get needed immunizations, if you haven't already done so. Obtain copies of your current prescriptions. Organize all necessary prescription medications to take with you abroad. Document your immunizations, medications, healthcare provider’s contact information, and insurance information.

Discuss communication plans and emergency contact procedures with your family.

Scan and save copies or make photocopies of important documents: passport, visa, other ID, insurance cards, ATM/credit cards (both sides, since important phone numbers are on the back of the cards).

Contact your banking institution to let them know that you will be traveling outside of the United States. Find out fees for using ATMs abroad.

Contact your cell phone provider to see if your phone will work while you are abroad as well as how much it will cost to use your phone for local, regional, and international calls.
Goals for Study Abroad

These are some suggested goals for your time abroad as well as some ideas for how to make these goals a reality. Circle the goals and ideas you want to pursue. Add other goals to the list and make notes on how you will accomplish them.

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<tr>
<th>Possible goals</th>
<th>Steps (examples, ideas)</th>
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<td>Live like a local, and engage with the local culture.</td>
<td>Live with a family</td>
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<td>Volunteer</td>
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<td>Get an academic internship</td>
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<td>Join a student club</td>
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<td>Learn the language</td>
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<td>Eat regional food</td>
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<td>Honor local customs</td>
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<td>Pursue a strong academic experience.</td>
<td>Find good places and times to study</td>
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<td>Discuss assignments with teachers and/or fellow students</td>
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<td>Develop an understanding of the history and contemporary situation of the country in which you study.</td>
<td>Take a class</td>
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<td>Visit museums</td>
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<td>Interview people you meet</td>
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<td>Understand the impact that your presence has on the local community.</td>
<td>Write reflections in your journal.</td>
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<td>Consider opportunities for reciprocity – how can you give back to the local community that is hosting you and teaching you about their culture?</td>
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<tr>
<td>Connect your experience abroad with your experience at SCU.</td>
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Section I – Before You Go Abroad

Academic Records & Registration

You will receive Santa Clara credit for the coursework completed on your approved study abroad program. Santa Clara course numbers and titles will be recorded on your official SCU transcript. Grades earned on your study abroad program will be calculated into your Santa Clara grade point average (GPA). You will want to work closely with the Study Abroad Office, your Academic Advisor, Chairs of Academic Departments and the Associate Provost for Undergraduate Studies to ensure that the courses you take abroad fit your degree requirements.

SCU Study Abroad Course Approval Form
(http://scu.edu/studyabroad/students/forms/upload/Course-Approval-Form-2.pdf)

Complete and submit the SCU Study Abroad Course Approval Form to Melinda Kong in the Office of the Registrar prior to the start of your study abroad program. The form should have the following information for every course you plan to take abroad:

1. Your full name, email address, SCU ID, major(s), minor, term abroad, program provider and program location
2. Course Abroad (Course Number and Title)
3. SCU Equivalent Course (Subject/Number/Title)
4. Applied Toward (Major, minor, Core)
5. Approval signature (Department Chair or Associate Provost of Undergraduate Studies for Core requirements) [For pre-approved courses see ** below.]
6. Approved for all students or this student only (to be completed by person approving course)

**If the course is pre-approved, students must write “Pre-Approved” in lieu of having the Department Chair (major/minor courses) or Associate Provost for Undergraduate Programs (core courses) sign the approval for the course.

How to Request Study Abroad Course Approval for SCU Major, Minor, or Core Curriculum Requirements

First, check the Study Abroad Pre-Approved Course Database (http://www.scu.edu/registrar/studyabroad-courses/index.cfm) to see if the course has already been pre-approved at SCU. If the course has been pre-approved and you want to receive credit for the designated equivalent, you do not need to get the course reapproved. If you would like to have the course reviewed through a different academic department or if the course does not have a pre-approved course equivalent, please follow the instructions listed below for either core curriculum requirements or major/minor requirements.

For Study Abroad Courses that May Fulfill Undergraduate Core Curriculum Requirements

Step 1: Before you request approval, review the learning objectives for the relevant Core area to determine whether the study abroad course addresses all or most of them. Consult the Core Guide on the SCU Core Curriculum web site (www.scu.edu/Core) to find the learning objectives for each area of the Core.
Step 2: If the course appears to address the learning objectives, send an email to the Associate Provost for Undergraduate Studies (pbrown@scu.edu):

- The subject line of the email should be "Request for Study Abroad Course Approval"
- Be sure to specify within your email message
  - Which study abroad program offers the course
  - The title of the course
  - Which term and year you plan to take the course
  - Which Core area you think the course will fulfill.
- Be sure to attach a copy of the course syllabus (from the study abroad provider’s web site) to your email request. If you need assistance getting the syllabus, please contact the Study Abroad Office at studyabroad@scu.edu.

Step 3: If the course is approved, Prof. Brown will notify you and copy Melinda Kong (in the Office of the Registrar) regarding the approval so that your grade will be posted accordingly once you have completed your study abroad program and your study abroad transcript has been received by the Office of the Registrar.

Please remember when requesting approval of study abroad courses that only those courses with highly similar learning objectives will be considered for SCU Core approval.

For Study Abroad Courses that May Fulfill Major or Minor Requirements

Step 1: Email the course syllabus to the chair of the department at Santa Clara from which you are requesting course approval. If the full syllabus is not available, e-mail a course description. Syllabi and course descriptions can be found on the study abroad provider’s web site.

Step 2: The chair of the department will notify you and Melinda Kong in the Office of the Registrar about whether the course is approved.

For additional information, please visit our website at: http://www.scu.edu/studyabroad/students/before/courseapproval.cfm.

Helpful Tips:

- Having a course approved for SCU credit does not guarantee that you will get into that course abroad.
- It is always recommended that you request approval for more courses than needed, so that you have some alternates ready in case a first-choice course abroad closes or is canceled.
- You do NOT have to take the courses on your Course Approval Form; but if you do, you will know ahead of time that they are approved as certain SCU equivalents.
- The completed Course Approval Form will be used by the Registrar’s Office to appropriately transfer grades/credits to Santa Clara when your transcript arrives on campus at the end of your study abroad program. It is very important that the form is legible to avoid misattribution of your credits.

** It is the student’s responsibility to complete and clearly fill out the Study Abroad Course Approval Form and submit to the Office of the Registrar before they leave for their program.
What if, prior to the start of my study abroad program, I do not have access to the courses I will take?

If you are directly enrolling in a university abroad (that is, not through an SCU-approved partner program), you may not have access to the exact courses that will be offered prior to the start of the study abroad program. If that is the case, you should

- First, look in the database to see if courses from this program have already been approved. Look at the university website to familiarize yourself with the types of courses offered.
- Talk to your Academic Advisor about the types of courses you should take abroad.
- Once you have access to the course options/descriptions, follow the instructions above, including communicating with the chairs of departments or the Associate Provost of Undergraduate Studies, to get courses approved for major/minor or Core requirements.
- It is risky to wait until your program ends to try to get courses approved, as you may not receive the approval you expected.

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

Students often find that the courses they had planned to take are not available. It is highly recommended that students plan ahead for this possibility by getting additional courses approved on the Course Approval Form before they leave. The extra courses will serve as backup in case a course is closed or canceled.

If students are already abroad and need to get a course approved to meet a major, minor, or Core requirement, they can follow the steps outlined above to get a course approved either to fulfill Core or major/minor requirements. If a Department Chair or the Associate Provost for Undergraduate Programs grants an email approval, a copy of that email must be forwarded to Melinda Kong, Record Analyst, Office of the Registrar, at makong@scu.edu for proper filing. Also, while you are abroad, please remember that there are many pre-approved courses online (and the list is growing all the time!) at the Study Abroad Office’s website: http://www.scu.edu/studyabroad/courses.cfm.

It is less desirable to wait until you return to SCU to request course approval. (If you do so, you risk not getting approval, which would leave you with only elective credit for that course.) When you return to SCU, be prepared to provide official course descriptions, course syllabi, coursework (such as papers and tests) and any other pertinent information that could be used to verify the course content; save all of your relevant materials while you are abroad.

If a course is approved, be sure to request from the person who approved it, a copy of the written information that confirms how it has been counted toward a major or other requirements. Also, verify that the written information is placed in your file.

Keep in mind that the Study Abroad office is not able to determine whether a specific course satisfies a university, college, or major requirement. Evaluation of specific courses is the responsibility of the department or program offering courses in a relevant field.

Registration

The Study Abroad Office will work with the Registrar’s Office to enroll you in 19 "dummy" units (UNIV 199) for the term you are abroad. These units act as a placeholder to maintain
your full-time student status until the actual grades are received from abroad and the units can be entered into your student record. The Study Abroad Office is not able to enroll students who have holds on their accounts. Enrollment in the "dummy units" is contingent on 1) students clearing all outstanding balances with the Bursar’s Office in accordance with the Bursar’s Office payment schedule and 2) maintaining good standing with all departments, including the Office of Student Life.

What's the difference between semester units/ECTS credits 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 equals 1.5 quarter units. If you take 5 semester courses (an average load) at 3 units apiece, that is 15 semester units, which would transfer back at 22.5 quarter units.

Some programs in Europe follow the European Credit Transfer and Accumulation System (ECTS). One ECTS credit equals .75 quarter units. If you take 30 ECTS credits, that would transfer to SCU as 22.5 quarter units. Students must maintain status as a full-time student while abroad.

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, keep in mind that all semester units and ECTS units earned will be converted to quarter-unit equivalents. Since most SCU upper-division courses are worth 5 quarter units, students have sometimes miscalculated and fallen short of the upper-division units needed for graduation. You can track your requirement progress by using the Degree Audit available to you on eCampus. Select Student Records and then Degree Audit.

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

SCU credits for courses taken abroad on SCU-operated, -affiliated, or exchange programs are guaranteed, provided a student has:

- 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 it to the Office of the Registrar.
- Been accepted into the program to which a student applied and through which he/she has taken courses.
- Been 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 account before registration period.)
- Paid ALL outstanding balance to the Bursar’s Office via eCampus.
- Paid ALL other outstanding fees owed to the program.
- Confirmed that a transcript, sent directly from the student’s program, has arrived at the Registrar’s Office. (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 provided to the appropriate offices at Santa Clara University.
Is there a difference between taking classes in the United States and taking classes abroad?

In most countries, the “liberal arts college” does not exist; students pursue studies, often in only one subject area, at large, research-oriented universities which are similar to large, public research-oriented universities in the United States. At most overseas institutions, a high degree of autonomy is accorded undergraduates – with the expectation that they will pace their own studies throughout the academic term. This approach allows the freedom to pursue learning independently, directing one’s own reading and progress in the subject. The American notion of “continuous assessment” is not present in most overseas institutions. Thus, the approach is much less interactive than at Santa Clara. Large lecture classes are common, and sustained attention to individual students is unusual. Professors may expect to lecture without interruptions (such as questions and comments from students). In addition, students may find that faculty do not have established office hours nor make themselves accessible to students outside of class. Grades for individual courses are often determined by one final examination or paper. American students abroad should not expect frequent homework, quizzes, or midterms.

Naturally, students will be graded by standards which may differ from American grading norms. Many programs abroad offer courses specifically for visiting American students, taught either in English or the language of the host country. Despite the different student population, professors from the host country may follow their usual teaching philosophy and style, and they are likely to use host-country grading standards.

If I am studying abroad, how do I petition to graduate at SCU?

The process of petitioning to graduate will be moved to an online process starting fall 2013. The deadlines for petitioning to graduate are very important; students should refer to the deadline dates listed on the Academic Calendar on the Registrar’s website - scu.edu/registrar, click on “Academic Calendar”. For seniors studying abroad, it is advised that they petition to graduate prior to going abroad. Also, if a senior is studying abroad in their graduating term, it is vital that their transcripts are sent to the SCU Registrar’s Office as soon as possible. The Registrar’s Office has a time frame to post degrees and if that date has passed, and the Registrar’s Office does not have the students’ transcripts from their study abroad program, the student will need to move their petition to graduate to a later term.

Students With Disabilities or Health Issues

We want studying abroad to be a positive experience for all students. Some students may need to make special arrangements to support their health and success while abroad.

If you are currently registered with the Disability Resource Center on campus and receive related accommodations (such as extended test-taking time or note takers), please be aware that, if you wish to receive similar accommodations abroad, you are responsible for making such arrangements. It is important to check with your study abroad program about 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 letter from Disabilities Resources indicating approved accommodations, because your program may require a copy. Please give your program abroad substantial lead time to arrange your accommodations by communicating them well in advance of your departure from the United States.
Also, if you currently are under treatment for an eating disorder, depression, another psychological/emotional issue, or a physical disability or ailment 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 challenges that study abroad might give rise to or exacerbate. Please be sure to let your program abroad know if you need any additional assistance while you are overseas. If they are unaware of your needs, they are unable to help you.

**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 study abroad program, you will be asked to submit a deposit to your program in order to secure your place. Deposit 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. However, you DO need to complete the confirmation paperwork and send it in to the program by their deadline.*

Students participating on SCU-Operated Programs and Direct Exchange programs are not required to submit a confirmation deposit.

**How will I be billed for the study abroad program cost?**

As you have during your time on campus, you will continue to be billed by Santa Clara University via eCampus. This process will allow students to utilize their SCU financial aid to assist in paying for their study abroad tuition and program/housing fees. Payment deadlines are the same for students on campus or abroad.

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

All Santa Clara University students are charged the same tuition whether they study 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 please refer to:

- Study Abroad Website: [www.scu.edu/studyabroad/fees](http://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 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 penalty 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. Santa Clara University is not obligated to accept a study abroad transcript for students who have any financial holds on eCampus.

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

“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.”

**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 for the Winter Quarter and not for the Spring Quarter.

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

Yes, payment plans are available for each term in which you are studying abroad. You must rejoin the plan each term even if you are on a year-long program abroad. Payment plans are administered by Nelnet Business Solutions, an outside vendor, and can be set up online through the student’s ecampus account or as an Authorized Payer. For more information on enrolling in a payment plan, go to: [www.scu.edu/bursar/payment/payment_plans.cfm](http://www.scu.edu/bursar/payment/payment_plans.cfm).

**Do payment plans apply to summer study 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 through SCU is not available. However, students will follow the same study abroad petition and course-approval procedures as they would for a program during the academic year.

**SCU-Operated Summer Abroad Students:** Santa Clara does not currently offer payment plans for the summer session/program. Tuition and fees are due when billed.

*** Please complete a FERPA form before leaving for your program. This allows financial offices to discuss your account, financial aid or enrollment with your parents or other third parties whom you designate. FERPA forms are available at the Bursar’s Office. ***
Withdrawal Policy

As stated in the terms of your acceptance letter: A student who wishes to withdraw from off-campus study after submitting his or her signed confirmation letter should contact the Study Abroad Program as soon as possible. The student’s account will be charged a $500 withdrawal fee, as well as all unrecoverable costs incurred on the student’s behalf.

The withdrawal schedule for Santa Clara University programs is available on the Study Abroad website http://www.scu.edu/studyabroad/students/policies/withdrawal.cfm.

Students who withdraw may not defer their application to a subsequent term, but they may re-apply. Students are strongly encouraged to discuss their intent to withdraw with a staff member in the Study Abroad Office to be certain they fully understand the academic and financial implications prior to making their decision. Students who are involuntarily withdrawn or dismissed from a program are responsible for all program costs and may receive no credit. Students will not be able to register for classes on campus during their assigned registration appointment until their withdrawal is fully recorded by the Registrar’s Office; see Withdrawal Process below and the Withdrawal Schedule online for more information.

Withdrawal Process

To withdraw, students must email studyabroad@scu.edu with the subject line: “Withdrawal: Term Year – Last name – ID number Name of Study Abroad Program”

The withdrawal statement must include:

- The reason for withdrawal
- The date of withdrawal
- The student’s intent to return to or withdraw from Santa Clara University

The Study Abroad Program will work with the program provider to determine the implications for grades, credits and finances. The Study Abroad Office will notify the Registrar’s Office, Bursar's Office and Financial Aid Office that the student has been withdrawn within three business days of receiving the information from the student.

Funding Your Study Abroad Program

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

Yes. Santa Clara financial aid (federal, state, and University) will be applied to your SCU student account to offset the study abroad tuition, housing and program fees. Be sure to check with the SCU Financial Aid Office for disbursement procedures and to ensure that 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 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 a program-specific scholarship and it is not noted on your SCU bill, you are required to report it immediately to the Financial Aid Office. Be sure to include, along with your payment to the Bursar’s Office, a copy of the award letter or email from the program that details the award amount.

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; however, some aid may not be disbursed until the spring quarter.

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 408-551-1000 or OneStop@scu.edu.

It is highly recommended that you review your financial aid award and, if possible, schedule an appointment with your financial aid counselor before your program begins.

What if my financial aid overpays my study abroad charges?

Students who have 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 Bursar’s Office will begin processing refunds after the SCU on-campus Add/Drop period. Students have the option of receiving a refund via direct deposit or paper check. Please make sure you set up your direct deposit information in ecampus prior to leaving. After the SCU on-campus Add/Drop period, you can request your refund on ecampus, choosing the direct deposit option. If you anticipate not having internet access, please email onestop@scu.edu to request your refund before you leave. Your request will be held and processed after the Add/Drop period.

If you prefer to receive a paper check, please make sure your permanent address is correct in ecampus before you leave. The University does not mail checks out of the U.S. After the SCU on-campus Add/Drop period, you can request your refund on ecampus, choosing the paper check option. If you anticipate not having internet access, please email onestop@scu.edu to request your refund before you leave. Your request will be held and processed after the SCU on-campus Add/Drop period.

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

Check the Study Abroad Office’s website for more information/ideas about where to look for additional financial aid: www.scu.edu/studyabroad/handbook/funding.cfm.
Money Matters

Going abroad makes managing one's money much trickier. Read this section carefully to find out what you need to do to make your transactions run smoothly.

Spending Money Abroad

The costs of studying abroad can vary widely depending on the location. Your program might provide you with an estimate as to the personal expenses you can expect to spend while you are in your host country. Alternately, you could check out some guidebooks or talk with a student who was abroad at your site last year. Students have given 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 for changes. A good resource for currency conversion is xe.com.

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

ATMs are usually easy to find abroad, although the number of them will vary by country. If possible, before you leave, find a financial institution that won't charge you for making withdrawals from another institution’s ATM. If you transfer your money to an account at the less avaricious institution, it will save you money, as some banks are now charging up to $4 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 very safe until you need it; transaction fees can add up quickly, and they apply whether you withdraw $20 or $200. Also, keep in mind that many banks charge fees for point-of-purchase use. It is a good idea to tell your bank that you will be abroad and to find out what fees apply to various uses of your associated cards.

JOINT ACCOUNT: Many students find it helpful to open a joint account with a family member or a trusted friend before they leave for study abroad so that someone else back at home can help them maintain their account.

TRAVELER’S CHECKS: Some people bring a small amount of traveler’s checks, for example from American Express or Thomas Cooke. Record the numbers and amounts of all checks on a piece of paper that you keep separate from the checks. These are easy to carry around, can be replaced if lost or stolen, and can be helpful when you first arrive in your host country or if you spend a long period of time travelling. Keep in mind that most currency exchange booths charge a processing fee for redeeming traveler’s checks, and, especially in airports and big cities, you might receive an unfavorable exchange rate. (If you open an account at a local bank when you arrive, you may find a better deal.) Travelers’ checks are also a good backup if you lose your card or can’t find an ATM; if you still have some when you return, they can be used like cash at most places of business.
Some students bring a small reserve of local currency with them, which can be useful upon arrival, especially if an ATM cannot be found. Some students bring U.S. dollars with them, which can be exchanged in many banks, although usually at an unfavorable rate. It's also helpful to have some dollars with you on your way home.

**CREDIT CARDS**: It is highly recommended that you bring a credit card (or two) with you. This can be helpful in emergencies or if you cannot find an ATM. Use of a credit card for a purchase often comes with a very favorable exchange rate. You might bring two cards and keep one in a safe location, to be used only if your wallet is stolen or if you have an emergency.

**WIRING MONEY**: Being far from home without cash can be a nightmare. Fortunately, there are several ways to be sent money – either local currency or negotiable checks – almost anywhere in the world. Unfortunately, the faster the service, the more expensive it is. Western Union, MoneyGram, and other companies can facilitate money transfers from someone in the United States to you abroad. If you think you need this option, check with your program for advice about how to undertake it.

**Planning a Budget**

Take time to estimate the cost of going abroad, using the list of possible expenses below. Add a cushion to your budget for emergencies. All items on this list may not be applicable to you (and others may not be listed), depending on where you will study, whether you also plan to travel, your program and other factors. Some things to consider:

Standard study abroad fees, like all University fees, are set by the Board of Trustees. Costs 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 encourages maximum interaction with local residents. Via eCampus, study abroad students are billed for the normal Santa Clara tuition for the quarter plus a "Housing & Program Fee." The Trustee's policy requires that only minimum housing and required meal plans (when available) are included in the SCU package. Any other housing, meal plan, or optional, non-curricular travel is not included in the SCU fee structure, and it is the responsibility of the student to pay directly to the program provider.

Please review the study abroad program fees page (www.scu.edu/studyabroad/fees) to avoid any confusion between the cost of the program as advertised by the providers and the actual fees billed to your eCampus account. For housing options, contact the program provider.

Some standard out-of-pocket expenses:

- **Food**: Some programs may not include meals in the Housing & Program Fees.
- **Course Fees**: Some programs charge an additional course fee for particular classes.
- **Excursions**: Additional field trips may not be part of the program fees.
- **Round-trip airfare**: For competitive prices, check student airfare websites like STA Travel (www.statravel.com) or Student Universe (www.studentuniverse.com).
- **Luggage**: You may want to obtain a sturdy bag with wheels. Large backpacks are useful for weekend traveling.
- **Transportation**: Include bus, subway, taxi, ferry, local train, Eurorail, Britrail, etc.
- **International Student ID Card (ISIC)**: This card entitles you to discounts on everything from transportation 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 Study Abroad Office.
• Books, supplies, lab fees: The costs will depend on which classes you take.
• Personal incidentals, like buying toiletries and doing laundry, etc.
• Non-curricular traveling expenses: Meals, lodging, entertainment, souvenirs, etc.

**See “Appendix B: Study Abroad Budget Planning Worksheet” on Page 51.**

**Medical Information**

The Center for Disease Control’s (CDC) website (http://www.cdc.gov/travel) will provide answers to most of your travel and country specific questions. It contains information on destinations, outbreaks, diseases, vaccinations, safe food and water, and more.

**Physical Examinations**

It is a good idea to have general checkups before you go – medical, dental, and optical. This may be a requirement for some programs.

**Immunizations**

A full series of vaccines can take up to 6 months, so find out now if you will need any. See www.cdc.gov/travel for the most current list of required and recommended vaccines for your country of study. Cowell Health Center may be able to help with some vaccinations.

**Health Insurance**

You are required to have health insurance coverage during your study abroad program. SCU’s Cowell Student insurance policy does cover you overseas. Forms are available in Cowell Health Center, or by contacting Cowell from abroad. Review the Cowell website http://www.scu.edu/cshc for up-to-date information on deadlines and policies. Students not enrolling in SCU’s Cowell Student Insurance Plan, must complete the health insurance waiver form to demonstrate proof of insurance.

Other insurance companies should be contacted before you go; policies vary widely from one company to another. For international study and travel, there are various types of insurance which you should consider prior to leaving the United States. 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. Some programs will provide insurance coverage; check with your program provider.

**How to handle emergencies abroad**

If you have a medical emergency, go to the hospital. Most study abroad programs will provide you with information on the local health care system and a list of doctors in the area. This should be one of the first things you confirm when you arrive in your host country: develop a personal emergency plan. Always keep the on-site staff informed of any medical issues/emergencies you have, since they can often assist with the situation. Check with your insurance company before you leave to learn the preferred process for payment or reimbursement. In an emergency, you can also contact SCU Campus Safety for advice at 1-408-554-4444.
**Prescription Medications**

If you regularly take a prescription medication you will need to bring enough medication with you for the *entire time* you will be abroad. In most cases you will NOT be able to refill your prescriptions abroad, so you must be sure that you have enough medication. In addition, you should ask your doctor for the generic name of your prescription, so, in case of an emergency, you can try to refill it overseas. Also, if you are carrying medication, bring a letter from your doctor to present to customs officials. You should always transport prescriptions in your carry-on luggage, in their original containers. Include your glasses or contact lens prescription. If you have it, bring an extra pair of glasses. **DO NOT EXPECT TO RECEIVE PRESCRIPTION MEDICATION BY MAIL.** If you must receive medication by mail, check with the consulate for your host country about the legality of receiving your medication abroad. The consulate should also be able to inform you of the proper documentation, such as a physician’s prescription, necessary for shipment. The Electronic Embassy (http://www.embassy.org) has direct links to the websites of all the embassies of our host countries.

**ACE American Insurance Company – Travel Assistance Program**

Santa Clara University enrolls all study abroad students in ACE’s Travel Assistance Program. This program does not replace health insurance coverage but does provide the following benefits:

In medical emergencies students should contact Europe Assist (part of ACE). The 24-hour access numbers for ACE:

- in the United States or Canada: call 1-800-243-6124
- outside the United States: call 1-202-659-7803

Call when:
- You require a referral to a hospital or doctor
- You are hospitalized
- You need to be evacuated or repatriated
- You need to guarantee payment for medical expenses
- You experience local communication problems
- Your safety is threatened by the sudden occurrence of a political or military event

These additional services are also provided.

- **Medical assistance** including referral to a doctor or medical specialist; medical monitoring when you are hospitalized; emergency medical evacuation to an adequate facility; medically necessary repatriation; and, return of mortal remains.
- **Personal assistance** including pre-departure medical referral information and while you are in transit: emergency medication, embassy and consular information, lost document assistance, emergency message transmission, emergency cash advance, emergency referral to a lawyer, translator or interpreter access, medical benefits verification and medical claims assistance.
- **Travel assistance** including emergency travel arrangements, arrangements for the return of your traveling companion or dependents and vehicle return.

SCU’s reference plan code/plan number is 01AH585. SCU’s policy number is ADD N0484905A.
See Appendix C for additional ACE information.

First-Aid Kit

Consider taking a well-stocked first-aid kit. Some items to consider (depending on where you are going) are: sunscreen, bandages, flashlight, cough/cold medicine, insect repellent, sterile pads, sterile wipes, adhesive tape, aspirin or other pain relief medication, antacid, anti-diarrhea tablets, anti-malarial medication, feminine protection, and rubber/latex gloves. Always carry plenty of clean drinking water or a sealed beverage.

Planning for Housing at SCU After Your Study Abroad Program

Housing at SCU

If you are planning on living ON CAMPUS when you return from study abroad, your contact person is Marc Alejandro in the Housing Office. You can reach him by phone (408-554-4900) or email (malejandro@scu.edu).

If you go through the room selection process and officially defer your housing placement from Fall to Winter (or later) through the Housing Office, the specific room assignment you initially received will not be held for you, but you are guaranteed on-campus housing when you return. At that time, every effort will be made to place you in the hall of your choice. You must also notify the Office of Housing and Residence Life of your intention to defer your housing contract by their designated deadlines. Visit the Housing website for up-to-date procedures and deadlines at www.scu.edu/housing.

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 sublet to take your spot and to pay rent while you are abroad.

To find someone to sublet start with picking up the Guide to Off-Campus Living at the Office of Student Life, Benson Memorial Center, room 205 or view it online at http://www.scu.edu/studentlife/osl/StudentLifePublications/Guide-to-Off-Campus-Living.cfm. You may also post your listing on their website at http://www.scu.edu/studentlife/housing/list_rentals.cfm. Students post to this site at no cost for a month at a time and may repeat their posting 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 you leave, you might have problems finding one when your return. While planning before you go abroad can make your return less stressful, you still have access to all of the resources listed above as well as the ability to communicate with friends who might assist you while you are away.
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. For more information on the variety of types fraudulent practices, use the terms "sublease" and "scam" in any search engine.

**Passports / Visas**

*In preparing to study abroad, the first concern is having 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 intended period.*

**Getting a Passport**

If you already have a valid passport and it will expire soon, you must apply to renew it immediately.

If you’ve never had a passport, you must apply for one as soon as possible.

Processing takes anywhere from three to eight weeks, so give yourself plenty of time. (Passport offices are especially busy in the spring and in the month before Christmas.) After processing is completed, your passport will be mailed to you. Keep in mind that, in order to obtain a visa (which most students studying abroad will need), you will need a valid passport. If you are one of the students who will require a visa, you should begin the passport application ASAP.

Passport forms and instructions can be downloaded from [http://travel.state.gov/passport/passport_1738.html](http://travel.state.gov/passport/passport_1738.html).

After you have filled out the forms, take them to the nearest passport acceptance agency (usually a post office), which can be found according to ZIP code at [http://iafdb.travel.state.gov/](http://iafdb.travel.state.gov/). Be sure to call ahead for hours of operation.

**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-time course of study in the United States prior to going abroad to study. Notify the International Student Services Office (Varis Hall, first floor) of your plans to study abroad.

**List of Documents/Definitions:**

*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.*

**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 valid passport is necessary before you can apply for a visa. Some visas are free and easy to acquire, while others may cost hundreds of dollars 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 (to a program or institution), proof of insurance, and proof of sufficient funds before they will issue a visa. A letter from your 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 to see if this applies to you, as it may require some advance planning to make these arrangements. Depending on the country where you’ll be studying, your student visas might last from one month to one year. If you plan to remain in the country after your visa expires, you will need to have it extended.

**Tickets:** For students flying to their study abroad destination, plane tickets will serve as primary travel documents. For others, train or bus tickets may suffice. Some countries require you to show that you have a return (or ongoing) flight scheduled within the allotted time for your visa.

**Proof of Sufficient Funds:** Some countries require proof of financial 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.

**Letter of Acceptance:** You may be required to show an official letter of acceptance to a program or university or an invitation to study abroad.

**Proof of Insurance:** You should have ready an insurance card and description of your insurance benefits or other document verifying that you have travel and health coverage.

**Prescriptions (Translated):** If you will be traveling with prescription medications, you will need, at minimum, a doctor’s note to verify that you have been prescribed those medications. You may even 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. If you must obtain prescription medication while you are abroad, discuss the best way to do so with your program provider.

**Confirmation of Good Health:** Some countries will require that a health form or letter of good health be issued from a doctor or health clinic confirming 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 and yellow fever.

**Copies of Travel Documents:** Along with your originals, bring copies of all travel documents with you. Also, leave copies of your travel documents with a contact person in the U.S. and your program’s representative abroad. Remember to keep copies in a safe place, separate from where you keep your original documents.

**International Student ID Card:** 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 provide one of these cards; if not, you can get them from STA Travel (www.statravel.com).

Loss of Passport

Your passport is the most valuable item you own while abroad and should be guarded vigilantly. You should know what steps to take if you lose it or it gets stolen.

You will, of course, need your actual passport for the journey there as well as for border crossings, and identification. Even before you leave, make three copies of your passport (the inner cover with the picture and data) to be used in an emergency. Leave one copy with your family or a trusted friend, and place the other two copies in separate locations with the belongings you are taking, so that if one is lost, the other will remain. Or scan a copy of your passport and email it to yourself.

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 a passport agency. If you lose your passport abroad, notify the nearest U.S. consulate or embassy.

For emergency phone numbers and assistance, go to http://travel.state.gov. 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.

Absentee Voting

If you will be in your host country during a U.S. election and would like to vote absentee, you must make preparations at least two months in advance. The Federal Voting Assistance Program (FVAP) and instructions are available online (http://www.fvap.gov).

General Preparation for Entering Another Culture

Learn about your study abroad location

Take the time to learn about the country that you will be living in before you depart. Consult several guidebooks and maps: Lonely Planet, Eyewitness, Frommer’s, Rick Steves’, and Let’s Go guides have 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. Talk to returned study abroad students. Also, keep up with current events – the Internet has a wealth of local resources that can help you become more knowledgeable and comfortable.

Your specific study abroad programs (Syracuse, IES, etc.) will provide detailed orientation materials for your program. Be sure to read this material carefully: it contains the answers to many of your most pressing questions.

Culture Adjustment, a.k.a. “Culture Shock”

When you leave home and go to another country, you are essentially starting a new life for yourself. Trying to adapt to a new environment can be challenging, so expect a period of adjustment.
Consider all of the things that you have come to take for granted 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 to get prepared food, 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 behind "slang" and jokes.

When you place yourself in a new environment, you forego these privileges. You're going to have to relearn many of these routine tasks that you had grown so comfortable doing. People are going to speak and act differently than what you expect from your fellow Americans.

These sudden changes in environment can, and often do, give rise to "culture shock." Not everyone experiences culture shock, especially those who have lived/studied abroad in the past. Culture shock can manifest itself in a variety of ways including headaches, upset stomach, irritability, and homesickness. These are normal reactions. They can be disorienting, but they will go away with time.

Culture shock manifests itself in a series of stages. Not everyone will go through all of these stages. Not everyone will feel these stages with the same intensity. Below are descriptions of some puzzling emotions and occurrences that you may experience while overseas.

**Initial Euphoria:** Hardly recovered from jet lag and travel fatigue, you find yourself busy with registration, interviews, orientation, tours, parties, and getting acquainted with your hosts and peers. Everything is new and exciting – maybe even "quaint" – and students purposefully set off to accomplish their goals. The complex reality of a new culture has not yet been fully absorbed.

**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 am I supposed to do laundry?!”) about certain aspects of your new country.

**Gradual Adjustment:** As you begin to better understand lectures and textbooks and start to correctly interpret some of the cultural cues that have confused you before, there is a gradual – sometimes hardly perceptible – adjustment taking place. Gradually, things seem less forbidding and more comfortable, and your sense of humor begins to reemerge in your new environment.

**Adaptation:** You have adapted when you can function well in two cultures, the new one and your home culture. You find yourself able to handle differences, interact with others with empathy, be at ease with your college and peers, and 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.

**Values Americans Live By**

*As you enter a new culture, the things others do and say and the values they hold may seem odd. Examining the values many Americans hold and live by – which you may share or observe in your everyday life – may help you to understand different perspectives and actions in a new culture.*
Personal Control over the Environment: People can/should control nature, their own environment and destiny; the future is not left up to fate.

Change and Mobility: Change (of content or location) implies progress, improvement and growth.

Time and Its Control: Time is valuable, and achievement of goals depends on one’s productive use of time.

Equality/Egalitarianism: People have equal opportunities to participate and to succeed; social status is shown little deference or, sometimes, not even acknowledged.

Individualism, Independence, and Privacy: People are seen as separate individuals (not group members) with individual needs; people are important as individuals, for who they are, not the family they come from; people need time to be alone and opportunities to be themselves.

Self-Help: Americans take great pride in their own accomplishments; achievements garner respect.

Competition and Free Enterprise: Competition brings out the best in people; free enterprise produces a high degree of progress and success.

Optimism/Future Orientation: Regardless of the past or present situation, the future will be better, happier; less value is placed on the past; it’s best to focus on tomorrow.

Action and Work Orientation: Work is morally right; it is immoral to waste time; there is more emphasis on "doing" than on "being."

Informality: Formality is a display of arrogance and superiority, whereas informality demonstrates an egalitarian attitude and indicates fair relationships between people.

Directness, Openness, and Honesty: One can trust people who "look you in the eye" and "tell it like it is;" truth is a function of reality, not based on circumstance; if one tells the "truth" it's not necessary to worry about saving another's "face" or "honor."

Practicality/Efficiency: Practicality is an important consideration in decision-making; less emphasis is put on the subjective, aesthetic, or emotional factors in decisions.

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

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

Psychological Intensity Factors

These factors interact with one another and affect your experience of cultural adjustment:

Cultural difference: the gap and your perception of the gap (whatever it is based on) between your culture and “theirs”.

Ethnocentrism: the attitude – both yours and theirs – that your (and your group’s) way of doing things is the best way.

Language fluency: – your ability (or lack thereof) to communicate in the language of your host country.
Cultural isolation: an "enclave" of people who view the host culture negatively (as compared to access to other Americans for constructive reflection).

Cultural immersion: increased contact with the host culture, supporting more agile learning from and adjusting to that context. (Students who are more deeply immersed in a new culture may make more social, linguistic, and cultural mistakes, but they also increase their abilities to acquire new perspectives and to grow personally.)

Prior intercultural experience: previous exposure to unfamiliar ways of thinking and acting, which makes encountering a new culture and context less jarring than it would be otherwise;

Expectations: anticipation of your experience is a new context, the realism of which is inversely proportional to psychological disruption after arrival. (That is, you are more likely to have positive feelings if you learn about your host country before you go there.)

Invisibility: salient elements of your identity that may be hidden or difficult to see, such as sexual orientation, political beliefs, vegetarianism, or disability. (Compare to visibility: the identity elements that may call others' attention to you, such as hair color, height, gender, or “American-ness.”)

Structured program design: the tighter/structured or looser/independent patterns of behavior encouraged or expected by the program.

Your personality: learned or innate traits become manifest in the ways you interact with people and contexts.

Meaningful reflection on previous experience: thoughtful consideration of prior interactions and of past reactions to various situations.

Informed strategizing: knowledgeable planning for situations anticipated in a new culture or context.

*Adapted from “Occidental College - Education Abroad Handbook.”

Stumbling Blocks in Intercultural Communication

Recognizing stumbling blocks is a first step toward reducing misunderstandings and increasing learning. It requires some effort to avoid potential pitfalls. Fortunately, these are skills that can be improved in order to make cross-cultural experiences more satisfying and rewarding.

1. **Assuming Similarity Instead of Difference**
   Both the guest and the host can easily fall into this trap. Especially when people dress in a culturally acceptable manner and speak some of the language, it is easy to believe that they basically have similar ways of communicating nonverbally and similar thoughts and feelings.

2. **Language**
   This seems obvious, but language refers not only to vocabulary, grammar, and slang, but also to understanding the meanings that are intended and implied by the words spoken or written. For example, in some languages and cultures it is common to use sarcasm, irony or plays on words, while in others it is not.

3. **Nonverbal Misinterpretations**
People from different cultures live in different “sensory realities” that is, they only see, hear, feel and smell things that have meaning or are important to them. Some nonverbal signs and symbols - gestures, posture and body movements--are relatively easy to observe, and with effort, understand. Less obvious cultural meanings, values or significance can be found, for example, in the value or use of time and space.

4. *Preconceptions and Stereotypes*
Stereotypes interfere with looking at things objectively: once stereotypes or preconceived ideas are formed, we are less likely to look for clues to help us understand someone else’s “reality,” because we assume we already know it.

5. *Judgments or Evaluations from One’s Own Perspective*
It is easy to succumb to the tendency to approve or disapprove of the words, actions, or ability of another person instead of working to understand the feelings and thoughts that are being expressed by the other person and trying to find the ways to look at the world from the other person’s perspective.

6. *High Anxiety*
People in entirely new cultural situations are often tense because the situations are full of uncertainty, which puts people in a high state of alert. Anxiety makes all of the other stumbling blocks worse.

The following traits describe people who are typically able to communicate effectively in intercultural situations:

- Open-minded
- Non-judgmental
- Flexible
- Curious
- Tolerant of differences and ambiguity
- Able to laugh at themselves and life’s incongruities
- Low “goal/task” orientation
- Willingness to risk failure

Kohls (*Survival Kit for Overseas Living*) suggests that the last three skills are the most important. What will be most important for you depends on your situation and the kind of encounters or interactions you face.

*Adapted from an adaption of an article of the same title by LaRay Barna, published in Intercultural Communication: A Reader, Fifth Edition, by Larry A. Samovar and Richard E. Porter

*Adapted from “Occidental College- Education Abroad Handbook”*

**Packing Tips**

Where do I begin?

Some basic considerations that will influence what and how much you pack:
1. Less is More: Keep in mind you probably won't need your *three* favorite pairs of jeans. We've never heard any student complain about taking too little. Even a very frugal person is likely to accumulate additional possessions while abroad, so make an effort to pack light.

2. Mind the 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. To Travel or Not to Travel: How much will you be moving from one place to another while abroad? Do you really want to lug several suitcases?

**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 your airline for luggage allowances. Remember that you may have to get from the airport to the train station (which might not be near each other) 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., it can be expensive to ship things back to the U.S. Also, most people tend to come home with more than they brought. Be mindful of the extra space you might need on the way back, or pack a small, light bag to bring things home.

**Backpacks**

When students want to undertake independent travel on weekends or holidays, we recommend daypacks -- a bag big enough for a change of clothes and a few necessities, but small enough that you don’t mind toting it around all day. Make sure that your bag is STURDY. (You wouldn't want to spill your belongings in the middle of a busy intersection.) Often manufactures will offer lifetime warranties on their equipment. Backpack pockets can be secured with small combination locks if your pack will be carry-on luggage.

**Airline Regulations**

Check that your luggage follows your airline's regulations (number of suitcases, weight, and size). Remember to put your name and address inside *all* luggage, backpacks, sleeping bags, etc. NEVER pack money, travelers’ checks, medicines, important papers or documents in your checked luggage. ALWAYS pack pocket knives or other items prohibited on the plane. Finally, if you secure any compartments in your checked luggage, do so with TSA-approved locks which inspectors are able to open.

**Electrical Outlet Converters**

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.
The Packing List (items to seriously 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 for women; another pair of pants for men
1 or 2 dresses for women; a suit and tie for men
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 and/or comb
1 razor
1 month of menstrual supplies
Sunglasses
Umbrella
Journal (even if you don't keep one now, we highly recommend taking one)
Travel alarm clock
Flash drive
Camera (and film, if needed)
Batteries
mp3 player and a sample of your favorite American music
Language dictionary and/or currency converter
Some stationary and a list of family/friends’ addresses
A few photos of family and friends
Travel Guidebook (or the pages you’ll use)
Salient pages from this Handbook
A small sewing kit
A few favorite recipes – to make for friends or your host family
A small gift for your host family

** 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 thieves and scammers), and they easily get lost in transit.

**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
Walking shoes/boots
2 complete outfits
Sunglasses
Bug repellant and sunscreen
Guidebook
Small Compass
Medications and prescriptions
Towel
Glasses, Contact Solution
Swiss Army Knife or plastic utensils
Travel Journal
A few safety pins
Small flashlight and batteries
Flip Flops
International Student Identity Card (optional)
International Youth Hostel Association Card (optional – see www.hiayh.org)
Camera, film and batteries (Buy these before leaving the U.S.; it's more expensive abroad.)
Small first-aid kit (It's easier to put together before you leave.)
Laundry kit: small tube of soap, cord for laundry line (can use dental floss), and a flat rubber drain-stop for doing your laundry in a sink
Electronic or paper translator/Phrase book
1 neck pouch/money belt (to carry money discreetly)
Sleep Sheet (You can purchase one or sew together two sheets sleeping bag-style. Find directions online.)
Section II – While Abroad

Promoting Safety in Study Abroad

Santa Clara University is vitally concerned about the health and safety of students abroad. The Study Abroad Office 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 an absolute guarantee that studying abroad (or at home) will be 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, the Study Abroad Office 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.

To mitigate your risk, we do the following:

- 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 Study Abroad Office website
- 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 Study Abroad Office 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 a variety of locations, both 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 phenomenon. As Americans have come to realize, the U.S. is no more immune to acts of crime or violence than other parts of the world. While no study abroad program can offer an absolute guarantee that students will be safe, there are many steps that can be taken to reduce the risk of becoming injured or a victim of crime abroad. We encourage all students, their families, 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 (“Top Ten Ways...” and “Sexual Harassment...”) that every student heading abroad should take time to read (maybe even twice!)
to spare themselves pain and trouble. (Both are borrowed and adapted from the USC Center for Global Education/SAFETI at http://www.globaled.us/safeti/.)

Additional Web Resources: Safety

- U.S. State Department: http://travel.state.gov
- Center For Disease Control and Prevention: http://www.cdc.gov
- Mobility International Disabilities Abroad: http://www.miusa.org
- International Society of Travel Medicine: http://www.istm.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.” If you must wear jewelry, wear what’s local and inexpensive.

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 another 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. Then, 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. (However, also be aware that in some countries, the media are under government control. Find out before you depart.)
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.

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 (use online University resources to check their archives). 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 study abroad. It is simply better to enter another 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 visitors from abroad; 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 cuisine.

2. **Avoid known hotspots.** This advice 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 doesn’t consider 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 don’t want to rely 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/assistance 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 statements and requests for assistance that are translated into the local language.

Don’t take unnecessary risks. This includes limiting risky 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. Travel or explore with others so that if something happens to you, they can assist you 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**

By Nancy Newport

Cultural Sensitivity

We all want to be culturally sensitive, to get along, to be respectful, to fit in, and 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 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 serve 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 others.

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 another 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 not, 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." Some women might give a lecture on love to that individual ("How can you love me? You don't know me!") – generating a lot of verbal contact, even though it is intended not to be positive. Often it’s the *amount* of communication that can be important to the harasser, not the quality, content, or tone. Women who try to clarify the conversation in a forceful way might be surprised to discover that a 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 or 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, since even negative attention will do. It's important to know about the power of communication. When people approach you with interactions that you don't want, don't give them anything in return. Don't offer explanations. Get up and move, or ignore them. 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 women in that culture deal with it? Notice their effectiveness and use their response as a model.
Assertiveness

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 other person. Just because they did not accept your "no" does not mean that you must determine another reason or response. 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 don’t budge.

Trust

Trust must 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 a person that will help you determine his or her trustworthiness. In a new culture, watch for cues and clues 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, or 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 and that you avoid behaviors that make you seem like 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, but it is 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 a gift.

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 extremely 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 someone gives you more attention that you want or is finding excuses to touch you, this can be potentially dangerous to your safety. For example: a man approaches 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 may think, "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 that will 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 put what they learn into practice
- 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 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 are actually expanding your opportunities to have choices. 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.

Security

At a minimum, exercise the same good judgment abroad regarding personal property and safety that you would at home. 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 country which you will be visiting. You must both conform to the legal system of the country and also follow 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 in general and especially 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 time in jail. Not only is jail the last place
you want to be while abroad, 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 common beliefs about drugs in the United States are the same in other places. While most drugs are illegal in the United States, you may find that in your host country some are legal and some, legal or not, are easier to come by. Remember, however, that tolerance of drug use is not the same as legality. Once you leave the U.S., you are not covered by U.S. laws and constitutional rights, and a U.S. consular official cannot give you legal counsel or pay your legal fees. In many countries, drug use and/or possession triggers *automatic* jail time. In some countries (including Saudi Arabia, Malaysia, Turkey, and Thailand), there is even the death penalty for certain drug offenders. 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.

**Academics**

**Taking Courses Pass/No Pass**

The rules concerning which classes you can take as pass/no pass while you are abroad are the same as if you were on the SCU campus. The SCU Undergraduate Bulletin says:

**Pass/No Pass Option**

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 at the level of "C-" or lower. A maximum of six courses taken under the pass/no pass option in which a student receives a mark of "P" can be used to fulfill the unit requirements for graduation.

Some Courses are offered only on a pass/no pass basis. If a graded option is not available a course can satisfy Core, major and/or minor requirements. A student with junior or senior standing and a declared major may choose to take an elective course on a pass/no pass basis. Students may enroll in only one elective course on a pass/no pass basis per quarter. Students may choose the pass/no pass option for a class through the end of the fourth week of classes, but may not change the grading option after that date.

**Important Study Abroad Information:** 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 it if there is any problem with your class being recorded correctly when you return to SCU.
How do I Request to Take a Course Pass - No Pass?

Santa Clara defers to the program-specific criteria and schedule for students wishing to take a course on a Pass/No Pass (P/NP) basis during their participation in study abroad. In addition, students must be aware of the following restrictions:

- Students should consult their specific program to determine if limitations on taking a course P/NP apply and may not take courses on a P/NP basis unless offered by their specific program.
- Students may not take courses for major, minor, or Core requirements on a P/NP basis.
- Students may elect to take only one course per academic term on a P/NP basis.
- Once a P/NP request is approved, it is not possible to reverse this status.

If the program provider allows students to take a P/NP course, students who qualify under the terms above should request authorization to do so from the Study Abroad Office at Santa Clara. To request authorization students should email studyabroad@scu.edu with a subject line: [P/NP Request: Program, Term, Year, First name, Last name] and include the following:

1. Course number and title
2. Name of professor
3. Start date of program
4. Start date of class
5. Name and email of the person at your program responsible for approval

Withdrawing/Dropping a Course Abroad

Santa Clara requires that students maintain full-time status while on a study abroad program. You must also 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, if there is any problem with the class being recorded properly, we can help you retrace your steps.

Registering for the upcoming SCU term courses while abroad

While you are abroad, you can view the entire schedule of classes for an upcoming term on eCampus. You can also see this same information at the Registrar's 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 will be given an appointment to register determined by the number of units completed and their units in progress for the term abroad. Students will temporarily be assigned 19 in-progress "dummy" units for each quarter that they are abroad.

Check your email for an announcement as to when your registration appointment will be available on eCampus.

You will be expected to register during your appointment time in California. Be aware of the time difference between California and your host country. 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 during your registration appointment time.
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. We highly recommend checking ecampus to see if your account has a financial hold which will impede your registration.

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 study abroad experience, 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.

Phone

Some students look for international phone cards for sale within their host country that allow phone conversations 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 obtain the local access number you have to use to access the network.

If you want to use a pre-paid phone card, once you get to your country ask around to find the cheapest one. Also, there are a number of other resources for international phoning on the internet; 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 and convenient to purchase or rent a cell phone for use abroad, although in some countries this option can be expensive and inconvenient. Some study abroad programs now provide cell phones; in other locations, you must make the arrangements to purchase or rent a phone. Some programs even bring in cell phone companies during orientation to make the process easier. Still, make sure you do some comparison shopping before buying or renting one. Some companies allow you to buy a phone before you leave the U.S. (such as Telestial, www.telestial.com). In many parts of the world, cell phone time is bought in pre-paid chunks, so there’s no monthly bill. In many cases, incoming calls are free. More and more often, if it is convenient and priced fairly, our students are telling us they prefer to use cell phones abroad for much of their communication.

Postal Mail

On average, a letter sent from Europe or Australia to the United States can take up to 2-3 weeks to arrive, and, from other points of origin, 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. In the worst cases, some postcards have been known to arrive months after students get home. Sending large packages is possible, but not recommended for a variety of reasons. First, anything weighing more than a few ounces is going to make your wallet weigh a lot less: shipping prices are high. Also, foreign customs offices can be pretty strict about what they allow in and out of their country; even boxes marked as used books are known to have been opened and searched. If you do send things by postal mail, make sure they go airmail and not by boat. Given the expense, so we don’t recommend that you send a lot of stuff.
Email

The SCU Study Abroad Office uses your SCU email address to communicate with you while abroad so check this email address for updates from us and other SCU Offices.

Most programs make an effort to ensure students Internet connectivity, but you must remember that they are also limited by 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, even if it will not be as fast or as accessible as what you are used to in the United States.

While computers at your campus may be available, expect the access time to be limited. Programs do not have as many computers as they have students, which means that you must share computer time 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 than what your program provides. Also bring a flash drive to save your information. In addition, students have found Internet cafes to be good places to find flyers about local events, as well as discounts on social happenings.

Social Networking

Be mindful of the information you post on websites such as Facebook, Twitter, and Tumblr. 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 take advantage of your situation or cause any confusion or harm.

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 are glad that they did so. Most students find their computer/Internet access sufficient, either at their campus or in Internet cafes (or 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 electronics, 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. If bringing your laptop, you should make sure it is insured abroad so that if it breaks down or gets stolen, your insurance company can help with fixing it or replacing it.

Traveling While Abroad

Make sure to notify the on-site staff and home stay family of your travel plans. Do research on the area you plan to travel to before going there.

Pack Light

Bring only what you 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 over-the-counter medications can come in handy. 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; most hotels will allow you to leave your luggage locked up for the day.
“Common Sense” Security

Attracting attention to yourself as an American tourist (loud behavior, carrying wads of cash, etc.) can target you for pick-pocketing. Always keep your bag/backpack/purse in front of you, preferably with one hand on it, 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 with your family in the U.S..

Discount Fares

Find out if your host country offers special discount cards for traveling and/or passes such as EuroRail, BritRail, and InterRail; options will vary depending upon host country and your planned visitation spots. If you plan to buy a rail pass, you must do it before you leave the States, as it is difficult or 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 at your study abroad location may 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 some supplemental insurance. The card is available from STA Travel, although some 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.

Housing Options

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:

- Placement with a local family apartments or houses (arranged by the program)
- Student Housing Facilities (such as dorms)
- Independent housing (find your own)

If you will be staying with a host family, it is a nice gesture to bring them a small gift from home, if you feel so inclined. Here are some ideas:

- Anything from Santa Clara (t-shirts, postcards, picture book, etc.), or something from your hometown (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, such as Jelly Bellys, See’s Candy, Candy Corn, Pop Rocks, Hot Sauce
Section III – Returning From Abroad

Cultural Adjustment – Coming Home

Returning home can be more difficult than you thought. Perhaps more will have changed over the time you've spent abroad. There are many practical (and some very personal) details that you should keep in mind as you prepare for "re-entry."

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 often find the return home 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.

Practical Preparation

- Confirm your flight arrangements.
- Get last-minute gifts or photographs 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 if the host country offers a cheaper book rate.
- 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, political views, 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.
- Spend time with your host family and friends that you know you will miss.
- Say a proper "Goodbye" to everyone and everything you’ll miss. This includes people, friends, places and memories.
- Be proud of how far you've come and what you've accomplished, and think of ways you can apply your new knowledge and experience 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!

**Remember we have a Comm 186B- Global Interpersonal Communication class that is being offered for returning study abroad students.
Section IV- Contact Information

SCU Directory (abridged)

Study Abroad Program
Global Engagement Office
Phone: 408-551-3019
Fax: 408-554-2340

Andrea Muilenburg
Assistant Director of Study Abroad
amuilenburg@scu.edu

Randa El Jurdi
Study Abroad Coordinator
reljurdi@scu.edu

STUDY ABROAD EMERGENCIES
Call Campus Safety
408-554-4444

ACADEMIC ADVISING
Drahmann Advising Center
408-554-4318 (phone)
408-554-1802 (fax)

Leavey School of Business:
408-554-4791 (phone)
408-551-1831 (fax)

FINANCIAL AND BILLING ISSUES
Enrollment Service Center
408-551-1000 (phone)
onestop@scu.edu

HEALTH & SAFETY
Counseling Center:
408-554-4172 (phone)
408-554-5454 (fax)

Office of Student Life
408-554-4583 (phone)
408-551-1937 (fax)

CLASS REGISTRATION & TRANSCRIPT ANALYSIS
Registrar's Office
Melinda Kong
MKong@scu.edu
408-554-4331
408-554-6926 (fax)
Section V- Appendices

APPENDIX A: STUDY ABROAD FEES 2013-2014

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 the "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.


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.*

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 student has accepted the aid package, the 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.

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 eCampus 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 alternative housing or meal plan as well as any 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 eCampus account as set by the SCU Board of Trustees. For information on housing options, contact the provider.
APPENDIX B: 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.

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<td>SCU Tuition</td>
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<td>Housing &amp; Program Fees</td>
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<td><strong>Subtotal Fees:</strong></td>
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<td>(To be billed via eCampus)</td>
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<td>Total Aid</td>
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<td>(See subtotal of Financial Aid)</td>
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<td><strong>Balance:</strong></td>
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<tr>
<td>(Out of pocket expenses)</td>
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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 international currency exchange rates can also affect these expenses.

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<tr>
<td>Passport</td>
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<td>Student Visa</td>
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<td>Round-Trip Airfare</td>
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<td>Textbooks</td>
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<td>Cell Phone</td>
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<td><strong>Local:</strong></td>
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<td><strong>Subtotal:</strong></td>
<td>$__________________</td>
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<td>(Out of pocket expenses)</td>
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C) FINANCIAL AID

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

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<td>SCU Scholarships/Grants</td>
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<td>Tuition Remission</td>
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<td>Federal Grants</td>
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<td>State Grants</td>
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<td>Direct Loans</td>
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<td>Federal Plus Loan</td>
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<td>Private Loans</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>Total Aid:</strong></td>
<td>$__________________</td>
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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:
http://www.scu.edu/studyabroad/safety/pre-departure-handbook.cfm