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USC POLICIES AND PROCEDURES

ACADEMIC

Student Conduct

While you are overseas on a USC-approved study abroad program, the University Student Conduct Code and related university rules and regulations as stated in SCampus still apply to you.

Eligibility

Applicants are required to have a 3.0 cumulative GPA at the time of application to Overseas Studies and are expected to remain in good standing prior to departure. Students must also have no serious student conduct issues to be eligible for study abroad. If in the semester immediately prior to studying abroad a student’s grade point average falls to the point that he or she is placed on academic probation, or if a student conduct check reveals serious misconduct, that student loses his or her eligibility to study abroad. Any expenses committed by the student or on behalf of the student for the purpose of study abroad (e.g. airfare, visa application fees, etc.) will not be refunded by the university, and the student is subject to the withdrawal policy of the study abroad institution to which he or she applied.

Attendance Policies

You will be earning USC credit for your overseas study experience and you are expected to adhere to the existing attendance policy that is set forth by your program. In most cases, the attendance policy will be as strict or stricter than what you would encounter at USC. Be prepared to attend classes consistently.

Academic Advising

The Academic Advising Record for USC Overseas Programs that you completed with your application describes the specific academic policies that pertain to your program and confirms that you have received proper academic advisement before going abroad. In consultation with your academic advisor, you should have listed courses to be taken abroad and what you will take upon your return to USC.

If the actual courses you end up taking abroad differ from those listed on your Academic Advising Record form, you must notify your academic advisor and copy Overseas Studies on the correspondence. You are responsible for getting written documentation from your academic advisor regarding your ability to receive major or minor credit for the new courses.

If you take courses that do not apply to your major or minor, please keep two things in mind. First, not every course abroad is eligible for USC credit (e.g. Winemaking, Outdoor Education, Batik, etc.). If USC does not offer a similar course, there is a chance that it may not be eligible for USC credit. If in doubt, please e-mail Overseas Studies. Second, if you have a major in the College, please remember that you need to earn 104 units in the College. Courses abroad in subjects not offered in the College will not be considered for College credit (e.g. Czech Cinema, Brazilian Dance, Advertising, etc.).

Evidence of Coursework

We strongly suggest that you bring back to USC course syllabi and completed coursework (exams, papers & projects) after your semester/year abroad. This is essential if you are engaged in any kind of independent study or internship. The documentation that you provide can be a big help if there is ever a question about awarding credit for work done overseas. When in doubt, throw it all in your suitcase and bring it home.

Internship Credit

USC has very strict guidelines for those students who wish to receive USC academic credit for an internship abroad. USC may award no credit or less credit than that awarded by the host institution. Please see the Guidelines for Evaluating Internship Credit in the appendix of this handbook for more information if you plan on doing an internship while you are abroad.
Registration

USC Registration Status (Block Enrollment)
Later this semester, you will use USC Web Registration to register for up to 16 block units as a full-time student at USC for Fall 2009. The Office of Overseas Studies will provide you with the information you need to register for block units. This process will ensure that your registration is continuous and any financial aid you receive is not disrupted. USC Madrid Center and USC Semester in Paris students will be informed of special registration procedures specific to these programs. Year-long students will need to block enroll twice - once for Fall 2009 and again (around December) for Spring 2010. Before you can be registered for your semester abroad, you must clear any and all holds. You can check your holds online on OASIS. **DO NOT GO OVERSEAS UNTIL YOU ARE PROPERLY REGISTERED.**

Registration for Overseas Courses

Students typically register for their actual overseas courses at the overseas university or program site, which sets its own rules regarding when you must settle on your final course selection. This registration process is totally independent of the USC Block Enrollment (except for USC Madrid and USC Paris). These courses will only appear on your USC STARS Report after you have returned from your semester or year abroad and your transcript has been received by USC.

All students must take a full course load on their overseas program, regardless of how many units they need and regardless of what constitutes a “full-time” course load at USC. All students on the USC Paris and USC Madrid programs must take a minimum of 16 units. Students directly enrolled in foreign universities must take at least what is considered a full course load at that university. Students on programs run by third-party organizations (e.g. CIEE, IES, SIT, CYA, etc.) must take at least the minimum course load required by the organization. Requests to take less than the program’s minimum course load will be denied.

Registration for When You Return

Registration for Spring 2010 will begin in November 2009. Shortly before it is time to register, the Office of Overseas Studies will contact you regarding the procedures. You will be able to view the USC course catalogue online at www.usc.edu/soc.

In any case, YOU are responsible for obtaining D-clearances from the appropriate advisors before you register. This can be done by E-mail.

Your registration may be delayed if you have a financial (or some other type) hold. There are two ways to register for when you return:

(1) Use the online web registration system (www.usc.edu/webregistration): Consult the Schedule of Classes online, and then go to the web registration website to register. You can use the Auto Scheduler feature or select specific sections for classes.

(2) Ask a trusted friend or relative to register you via web registration. That person will need your ID number, PIN/password access code and clear instructions from you.

If these methods fail to work for you, please contact Veronica Gomez via email at gomezv@usc.edu for assistance.

Drop/add

If you decide to withdraw from a class during your semester away, the same rules regarding class withdrawal at USC apply, unless the other institution’s rules are stricter than those of USC. If the other institution’s rules are less strict than USC’s, you must follow USC’s rules, which are as follows:

You can officially withdraw from a course within the first 75% of the semester. If you drop within the first three weeks of the course, you will not receive a “W” on your transcript. If you drop after the first three weeks, you will receive a “W”.

If you stop attending a course during the last 25% of the semester, you will receive “NC” (No Credit) on your USC transcript.
Always get written documentation indicating drop and withdrawal dates, even if the overseas institution does not routinely use such documentation.

**Final Transcripts and Grades**

The Registrar of your study abroad program or overseas university will send your final program transcript to the Office of Overseas Studies. (Nanzan, Waseda, Florence, and AUC participants, please see note below)

If you are asked to provide a mailing address for transcripts or billing, please be sure to use the Overseas Studies address and not your home address.

Please be aware that it may take from several weeks to several months after completion of your program for your transcript to arrive at USC. Graduating seniors should keep this fact in mind.

Once your transcript has been received, Overseas Studies will forward it to the Office of Articulation for processing.

For most programs, although you will receive grades from your overseas institution, courses taken abroad will appear on your USC transcript only as Credit/No Credit, which will not affect your USC GPA. You must earn a letter grade of C- or higher to receive Credit. Students in New Zealand must earn a C or higher to earn USC credit. The only programs for which students receive letter grades on the USC transcript are the USC Paris Semester program and the USC Semester in Madrid program.

**PLEASE NOTE:** Although you may not receive letter grades on your USC transcript and your USC GPA may not be affected, please be aware that it is to your advantage to strive for the best grades you can get. Graduate schools, law schools, medical schools, and some employers may ask you to submit your letter grades obtained overseas in addition to your USC transcript.

Nanzan and Waseda University in Japan DO NOT issue transcripts to USC. Transcripts are only issued directly to students. Students on those programs are responsible for obtaining their own transcripts and bringing an OFFICIAL (sealed) transcript to the Office of Overseas Studies. Students on the Syracuse Florence and AUC programs must specifically request that their transcripts be mailed to the Office of Overseas Studies.

**HOUSING**

**Returning to USC Housing**

Semester study abroad students currently in USC Housing who wish to be released from one semester of a housing contract must complete the Semester Away Housing Form. When you submit the form to the Housing Office, they can advise you on returning to USC Housing.

You must return this form to Maria Flores in the Housing Customer Service Office in PSX by April 3, 2009.

**DO NOT SUBMIT THIS FORM IF YOU HAVE NOT YET BEEN ACCEPTED TO YOUR OVERSEAS PROGRAM BY APRIL 3, 2009.**

Once you turn in the form, your housing space will be assigned to another student. Overseas Studies will inform USC Housing on April 3rd of which students are still awaiting program admission decisions.

Students living in fraternities or sororities whose housing contracts are administered by USC Housing must get permission to return from the fraternity/sorority president, in addition to returning the Semester Away Housing Form by the deadline.

Students who study abroad for a full academic year or any two consecutive semesters and wish to return to USC Housing must apply for housing as a first time applicant. Applications are available online at http://housing.usc.edu/ Campus housing questions should be directed to housing@usc.edu.

**Overseas Studies Message Board**

Students seeking roommates or housing may post on the Overseas Studies online message board, which can be found at: www.usc.edu/overseas/students
Other Resources
Plan ahead. We suggest that you stay in touch with your friends and make arrangements early.

USC Alternative Housing Resource: www.housing4students.com/colleges/usc/index.html


The Daily Trojan, the LA Weekly, the LA Times, and Craigslist.org are other resources to investigate. There are also a number of property management companies that operate in the area. As you may be abroad when you are trying to arrange for housing near USC, we suggest that you enlist friends who will be at USC while you are abroad to assist you in your search.

Overseas Studies and USC take no responsibility for any off-campus housing arrangements.

FINANCIAL

Rate sheets
The rate sheet outlines the cost of your particular program. All costs are tentative. They are based on the latest information we have received from the host institutions. Some costs are based on current exchange rates and thus are subject to fluctuation.

It is your responsibility to familiarize yourself with the cost sheet and to arrange all the financial resources you will need BEFORE you depart.

On the rate sheet, costs are separated into two general categories—tuition expenses and estimated living expenses. The “Total Tuition Expense” (which includes the USC administrative fee, where applicable) is tied to Overseas Block Enrollment. Completing block enrollment will trigger the total tuition charge on your student fee bill. Although students will block enroll before July, it is not until early July that the tuition charge appears on OASIS and students' bills.

In the “Estimated Living Expenses” section of the rate sheet, only the items that are in bold type will be billed by USC and appear on students’ fee bills. These charges are billed based largely on cost estimates we receive from program providers. These charges may be adjusted later if the invoice USC receives from a program provider lists costs that are higher or lower than initially estimated or if there are significant exchange rate fluctuations.

The items that are not in bold type in the “Estimated Living Expenses” section of the rate sheet are very rough estimates of what students may expect to spend. These items are not billed through USC. Some students spend less and some spend more. The “personal expense” items on which students tend to spend the most money are travel during weekends and breaks, shopping, and entertainment. Students wishing to limit expenses are encouraged to explore local areas in depth, limit far-flung trips, scout out student discounts, and utilize youth hostels. The worksheet section of the rate sheet may be helpful in planning your finances.

Billing
These are the items most often billed by USC:

☐ Tuition and fees (for all programs)
☐ Housing (for most programs)
☐ Board (for some programs)
☐ Tuition refund insurance (Optional; Approximately 0.43% of your total tuition costs)
☐ Health insurance (USC Health Insurance in all programs; additional program-mandated insurance in some programs)
☐ Visa fees (for some programs)
☐ Orientation fees (for some programs)

All payments should be made to USC through the regular fee bill process. DO NOT MAKE PAYMENTS (INCLUDING DEPOSITS) DIRECTLY TO ANY LINKAGE/Sponsoring Organizations.

If you or your parents receive a bill directly from the sponsoring institution, please contact Overseas Studies. Students who receive housing bills from a UK university (except LSE) should forward the bills to USC promptly (in case the UK university did not send a bill to USC).
**Students Using the Payment Plan Option**

You should visit the Payment Plan office or website and fill out a new payment plan worksheet. One way to calculate monthly payments is to add up all the items on the rate sheet that are billed by USC and divide the total by the total number of months of your overseas program. Please submit your new worksheet directly to the Payment Plan office.

**Airfare**

As most program fees do NOT include airfare so you will need to make your own arrangements. Airfare can be billed to your USC account if you buy your ticket at the University Village branch of STA Travel. (You will incur a finance charge of 1% per month if you do not pay for your ticket in full when you receive the bill.)

**Exceptions:**

Housing Costs:
Students pay housing fees DIRECTLY to the housing provider (i.e. they will not be billed by USC) for the following programs:

- Australian National University
- Yonsei University
- University of Queensland
- NUI Galway
- University of Otago
- London School of Economics (LSE)
- American University of Cairo (off-campus)

**Deposits**

All students going abroad will have a commitment deposit charged to their student fee bill on or soon after April 17, 2009. The amount of this deposit will differ from program to program. When you become a fully enrolled student on your program abroad, this deposit will be refunded to your USC student account. After April 17, 2009, if you decide NOT to attend the overseas program, this deposit is non-refundable. Exceptions are rare and may be made only in case of family emergencies or other dire extenuating circumstances that prevent you from participating in the semester or year abroad program. If you are denied acceptance to the program, the deposit will be refunded.

Students who are accepted to a program but decide to defer admission to a future semester must notify Overseas Studies. In some cases the deposit is not deferred with admission.

- Estimated tuition charges will be posted on your USC fee bill automatically upon your registration for Overseas Block Units but will not be visible on OASIS until mid-July. The last day to register and settle without a fee will be August 21, 2009.
- Estimated room & board fees (with some exceptions) will be billed by the second week of September but may be adjusted when an invoice is received from the overseas program.
- Health insurance will be billed around late August, if not earlier.
- Room & board and insurance may be billed AFTER you have received an automatic refund in your account or after you have settled tuition fees. Please keep this in mind when budgeting expenses and planning payments. And check your student account on OASIS regularly.

It is your responsibility to keep track of your USC fee bill on OASIS and arrange payments while you are overseas.

**Withdrawal and Refund Policies**

You are subject to the stricter of your particular program’s refund policy and USC’s refund policy. USC’s policy of allowing students to withdraw by the end of the third week with little or no financial implications is generally much less strict than the refund policies of overseas institutions/program providers. The details of individual refund policies can be obtained in our office and are provided in your General Orientation folder. The amount of refund varies greatly from program to program and depends on the date you notify the overseas program of your withdrawal. If you decide to withdraw from a program, you must immediately notify in writing both the USC Office of Overseas Studies and the program sponsor.
Disbursement of Aid and Settlement of Account

Financial aid and scholarship funds should have been disbursed by the time the USC semester begins. There is a possibility, however, that some charges will not have been billed by the time the USC semester has begun. Please budget accordingly.

Students receiving financial aid should note that living expenses are included in the costs on your Rate Sheet, and as a result, you may have a credit on your fee bill. See below for information on accessing this credit.

If you still owe money after all financial aid has been disbursed, it is your responsibility to settle your account IMMEDIATELY. We strongly recommend that you check your account on OASIS before you leave to make sure your bill is settled. Then check OASIS regularly, especially early in the semester.

Students not receiving financial aid may receive a refund later in the semester if actual program costs are less than billed estimated costs.

“My program starts before the USC semester!”

If your program starts before the USC semester, your financial aid will not have been disbursed by the program start date. Fortunately, tuition and health insurance fees for these programs will not be due until the USC semester begins. Students on these programs, however, will need to bring sufficient funds for personal expenses and initial housing costs (for some programs) until their financial aid is disbursed at the beginning of the USC semester.

Accessing Student Account (Fee Bill) Credit

If you do have a credit on your fee bill account after all aid and scholarships have been disbursed and all charges have been billed, you can receive your financial aid money the following ways:

Refund Check via “Authorization to Release” Form

All students must submit this form to the Office of Overseas Studies. This form allows the Office of Overseas Studies to pick up loan disbursement checks or refund checks for you at the Cashier’s Office while you are abroad and mail them to your designated recipient in the U.S. This form is included in the packet of forms you can access on the Overseas Studies website.

Please note that the Office of Overseas Studies CANNOT endorse loan checks requiring your signature.

Electronic Refund Authorization

We strongly recommend that you also set up Electronic Refund Authorization at the Cashier’s Office. If you arrange for an electronic refund, the Cashier’s Office will check electronically for a balance on your fee bill twice a week during the first four weeks of the USC semester. If there is a credit on your fee bill, the money will be automatically wired to your designated checking account on the Electronic Refund form.

To apply, you will need to attach a voided check to the application form and turn it in to the Cashier’s Office.

If you set up this authorization, monitor your checking account carefully. You do not want to spend money that was credited to your account erroneously.

Electronic refund authorization continues even after you return to campus. You must rescind it in writing at the Cashier’s Office.

WARNING:
If you receive a large refund during the first four weeks of school, be sure to check your fee bill on OASIS and see that all charges associated with your semester abroad are listed. Don’t spend a $5000 refund only to find out that you still owe $3500 for housing. Believe us, it happens.
Financial Aid Deadlines

It is imperative that you meet all financial aid deadlines for submission of all forms, including copies of tax returns or non-filing statements, CSS profiles, and FAFSA's, in order to be considered for financial aid for the 2010-2011 academic year.

Please see the financial aid website for specific deadlines at:
http://www.usc.edu/dept/fao/

Being on an Overseas Studies Program is NOT an excuse for late submission of financial aid forms. Each year we have several students who do not submit their forms on time, and as a result, have serious difficulties with their financial aid.

Tuition Refund Insurance

Tuition Refund Insurance offers a tuition refund in case a major illness forces you to leave your program early.

The cost is 0.43% of the total tuition and fees for your program, as listed on the Rate Sheet.

The Office of Overseas Studies strongly encourages you to get Tuition Refund Insurance even though you have the choice to decline it when you register for overseas block units.

Please read the brochure on USC's Tuition Refund Insurance Policy distributed at the General Orientation meeting.

PRACTICAL MATTERS

Passports

If you do not have a passport or a current passport that is valid through 6 months after the end of your program, you should apply for a new passport immediately.

Applications can be made at:
□ U.S. Post Office on Vermont Avenue (3585 S. Vermont Avenue at 36th Street)

Passport Hours: Mon.-Fri., 10:00-4:00
□ http://travel.state.gov/passport

You should usually allow 4-6 weeks for the delivery of a passport. Last year so me students waited for months because of a back-log. Don’t take any chances. Apply early. You will need all of the following when turning in your passport application:

- An official copy of your birth certificate OR expired passport, OR a certified copy of your naturalization or citizenship papers. If you do not have a birth certificate with the official seal, write to the County Clerk in your county of birth to obtain one.
- A photo ID with signature; examples include a driver’s license, California ID, or Military ID.
- Two identical passport photos, front view, 2” x 2” square, with a white background.
- $100 processing fee for new applications and $75.00 for renewal. Add $60.00 to expedite the service. Payment must be made by personal check or exact cash.

Visas

A visa is an official permission granted by the authorities of the country where you will study or travel that allows you to enter and remain in the country for a certain amount of time. A visa is usually in the form of a stamp or sticker placed in your passport. Some countries (e.g. Australia) now issue electronic visas for which nothing is placed in your passport; instead, the authorization to enter the country is linked to your passport number.

A student visa is required to enter many of the countries in which USC sponsors study abroad programs. Visa requirements for US citizens may vary from those for citizens of other countries.

The documentation and fees required to obtain a visa vary greatly from country to country. Some countries will require a signed medical form or letter from a physician or certain immunizations. Some require an HIV test, tax return, or criminal background checks.
For some countries you need to apply as far as 3 months in advance. Most consulates will keep your passport while they are processing your visa application. This may force you to alter pre-program overseas travel plans.

Please note that for some visa applications you need to apply in person at the nearest consulate in the US.

Most programs will inform you directly if you need a visa to enter your host country. If you have any questions, you can refer to a web site called the Electronic Embassy: http://www.embassy.org. The site lists all the embassies in Washington D.C., all of the consulate offices around the United States, and their areas of jurisdiction.

The following table indicates which countries will require a student visa and whether the student will need to apply for it directly or with the assistance of the program provider. In either case, it is ultimately the student’s responsibility to obtain the visa.

### Visas for Non-US Citizens

If you are not a U.S. citizen, you should consult the nearest consulate of the country of your citizenship and the nearest consulate of the country where you plan to study. The procedures you will follow are different from those for U.S. citizens. It is important to initiate this process as soon as possible in order to assemble the documents and allow time for lengthy procedures.

Non-U.S. citizens should also check to see if a transit visa is required for the countries they pass through on the way to their ultimate destination.

### Re-Entry to the U.S.

U.S. permanent residents must check with the U.S. Immigration Service concerning regulations for re-entry into the U.S. It is particularly important to verify procedures for those who contemplate being outside of the U.S. for more than one year.

International students must see an advisor at the Office of International Services (OIS) located in STU 300 to obtain important information regarding regulations and documentation to leave and re-enter the United States.

### PREPARING TO BE AWAY

#### Absentee Voting

You can cast a ballot from overseas. In order to receive an absentee ballot, you must be registered to vote at home. You can find all of the information you need to register for absentee voting at the following web site: www.declareyourself.com

#### Income Taxes

If you are planning to be abroad for Spring 2010, you may be out of the country between January 1st and April 15th when most of us are struggling to file income taxes. People temporarily living abroad can request an extension for filing taxes, normally until June 15th.

Tax forms are easily downloaded and filed at www.irs.gov/
Make sure that you can get your W2 forms sent to you overseas if you choose to file while you are abroad.

**Property Insurance**

Loss or theft of property can occur while you are overseas. USC Health Insurance does not include any property insurance. Many homeowners’ and renters’ insurance policies contain a clause about coverage of your personal property. Check your/your parents’ policies to see if it extends worldwide. Normally you will need to file a copy of a police report following a loss or theft of property. Please be advised that if a loss or theft occurs because of negligence on your part, your claim will usually not be honored.

www.nssi.org

**Power of Attorney/Proxy Status**

If you have financial or legal dealings that will be difficult to manage from abroad, consider assigning a power of attorney or proxy.

**Working Abroad**

People on student visas or tourist visas are usually barred from working legally in the host country. There are very few exceptions, notably Australia and the U.K.; if you are thinking about working while you study overseas, you should do your homework about what the possibilities are.

**PACKING YOUR BAGS**

Most programs will provide packing suggestions relevant to that particular program. Use the following lists as basic guidelines and pick and choose what is essential for you. The obvious things (e.g., underwear, shirts, toothbrush, etc.) are not listed. Be sure to consult the specific information provided for your program, as well as recommendations from former participants.

The best and most ignored advice is to travel light. You will hear this over and over again and for good reason. Do not bring more luggage than you can comfortably carry and/or roll by yourself. You may find yourself having to walk long distances with your bags. Any items that could be considered a weapon (e.g., scissors, Swiss Army knives, etc.) should not be packed in your carryon luggage but placed in your checked luggage.

Baggage allowances may differ for international flights to and from the U.S. and flights between and within other countries. Rules also vary from airline to airline. Check with your airline for carry-on & checked baggage regulations.

**Lost Document Kit**

Each semester we get reports of students abroad misplacing their important documents or having them stolen (through burglary, pickpocketing or mugging). Losing a passport and other documents can be a major headache; to reduce the hassle, we suggest that you take with you two U.S.-produced passport photos, a certified copy of your birth certificate (which you can shrink to wallet size), and the face page of your passport. Keep these items separate from your actual passport and leave a copy with your parents or trusted friend at home. You should also have two sets of photocopies of other important documents such as your USC ID card, driver’s license, and your credit, ATM and insurance cards; leave one set with your parents or trusted friend, and keep one set in your homestay or dorm separate from the actual documents.

**Important Documents**

(not a complete list)
- Passport, visa and photocopies
- Airline tickets (incl. e-ticket confirmations and receipts)
- Insurance cards
- Emergency information card
- International Student ID card (ISIC Card)
- Driver’s license (with photocopy)
- Hostel membership card
- Credit cards, ATM cards
- Prescription for contact lenses/glasses
- Prescriptions for medications (if any)
- Overseas Studies Handbook

**Medicine and Toiletries**

(not a complete list)
- Prescription medicine (carry a copy of the prescription too); and keep
medication in the original bottle/container it came in -- don’t mix pills in one bottle.
- Soap and shampoo (just enough to start with, then you can buy locally)
- First aid kit (small)
- Contraceptives/condoms
- Tampons/pads (enough for the first month; tampons may be hard to find in some developing countries)
- Extra eyeglasses
- Extra contact lenses and cleaning solution

Clothing
(not a complete list)
- Sturdy rainproof walking shoes
- Flip-flops (good for showering in hostels)
- Shorts (may not be appropriate in certain cultures)
- Sweater/sweatshirt
- Wind and rain gear
- Swimwear
- 1-2 nice outfits
- Winter coat, gloves, scarf, hat (depending on location)
- You can always buy clothes there!

Gift Suggestions
(for students staying in homestays)
- Clothing and items with University logo
- Cookbooks with American recipes
- Non-perishable foods (maple syrup, peanut butter, etc.)
- Baseball caps
- CDs of American music
- Calendars with U.S. scenery
- US-style paraphernalia (Disney, Warner Bros., NBA)
- Handmade crafts or jewelry

Miscellaneous
(not a complete list)
- Swiss Army knife (very useful when backpacking)
- Address book and journal
- Books, guides, maps, train schedules, handbooks
- Day backpack
- Heavy duty Ziplock bags
- Sewing kit
- Hostel sleepsack (foldedbed sheet, sewn on side)
- Luggage lock and tags
- Battery powered alarm clock
- Towel and Washcloth
- Money belt/pouch

Choose sturdy luggage that will stand up to rough treatment. A backpack is extremely handy if you plan to travel before or after your program. Make sure that your luggage is clearly labeled so you can recognize it easily. After you have packed everything, try carrying all of your luggage.

Computers
More and more students are bringing laptop computers with them overseas, but they are not required on any program. Students staying in homestays are generally not allowed to connect their laptops to the family’s home line for Internet/e-mail connection. Some homestays and dorms do not have internet connections. Don’t even think about taking a desktop computer or a printer. If you are considering taking a laptop/notebook computer with you, we strongly suggest that you do the following:

- Find out what kind of computer access is available at your study site overseas
- Find out if professors on your program expect work to be typed or if handwritten work is acceptable
- Find out if what kind of plugs are used and get the right plug adapter. (Radio Shack is one of several sources of such information.)
- If your computer does not automatically convert voltage, you will need to purchase a voltage converter.
- Remember to consider security and storage (especially if you will be traveling after the program ends)
- Check to see if your computer is covered under insurance policies you or your parents may have, such as homeowners insurance.

TRAVEL

The Office of Overseas Studies is not a travel agency and cannot arrange any travel for you. Please consult travel agents and/or guide books.

Traveling to Your Destination

Through a special arrangement between USC and STA Travel in the University Village (213) 743-4STA, you have the option of billing the airline ticket for travel to and
from your study abroad destination to your USC student account/fee bill. STA travel specializes in student travel at competitive rates. They also sell Eurorail and other train passes and can help you to plan ground transportation.

Some semester and year programs have group flights that you may want to join. Often STA (or other travel agencies) can get you on the same flight or a flight that arrives at the same time at a cheaper rate. It always pays to shop around!

Jet Lag

Jet lag is a real and often unpleasant part of international travel. Our physiological “clocks” are set to Pacific Standard Time, so when we travel to another country in another time zone, our clocks are out of sync with local time.

In order to reset your body’s internal clock, you should try to adjust as quickly as possible to your new schedule. Expose yourself to as much sunlight as possible during the first few days, especially in the morning. Make sure to drink plenty of fluids and eat regularly too, but avoid caffeine and alcohol as these can make you dehydrated. Being fatigued from jet lag can exacerbate any feelings of homesickness or sadness that you might be feeling during the first few days. Remember that this is a normal reaction.

Traveling While You Are Abroad

Train: There are many different kinds of rail passes available for travel in Europe and beyond. Some passes must be purchased in the U.S., while some may be purchased only overseas. Consult with a travel agency specializing in student travel before deciding which pass to get. Students sometimes buy passes prematurely, before exploring all the options, and regret having wasted their money.

Driving: We strongly discourage you from renting or buying cars while you are overseas. Driving in a foreign country is dangerous and traffic accidents are among the leading causes of injury and death of students abroad.

If you decide to travel by car, you will need to demonstrate that you are a legally qualified driver. Sometimes your US driver’s license will work, but you should consider obtaining an International Drivers License, issued by the American Automobile Club (AAA). They are valid for 1 year and cost $15 (a passport-sized photo is required).

Hostels

Hostelling is one of the truly great things about student travel. Youth hostels - many of which are not restricted to so-called “youth”, which in many parts of the world means under 26 - are cheap, mostly clean, often extremely well-located, and a great place to meet fellow adventurers and travelers. Most youth hostels are set up like dormitories, with large single-sex group rooms, usually bunk beds, but some offer private rooms too. Some youth hostels impose strict curfews and lock the front door at a certain time; some insist that you provide your own sheet; some ask that you pitch in and do a chore - usually sweeping the dormitory.

The International Youth Hostel Federation (IYHF) card is required for most youth hostels, and often can be purchased directly at a youth hostel. You can buy a membership online and learn a lot more about hostelling at http://www.iyhf.org/

Excessive Travel

Many students view a semester or year abroad as their “one shot” at traveling overseas. However, as the world gets smaller and the work place more global, many of you will have opportunities in the future to travel for work and for pleasure. We strongly advise against spending your entire time abroad as a “tourist.” For example, if you are in Florence for a semester, make sure that you spend some weekends in Florence like Florentines do. We understand that it will be tempting to jump on a train every weekend, but you will really miss out on some of the pleasures and subtleties of being a resident in a foreign city.
COMMUNICATION

E-mail

Most of the overseas programs offer e-mail access. At some sites, students will be able to open an account in conjunction with the overseas university or study center. However, do not expect the same degree of access, quality of service, or connection/modem speeds that you are accustomed to at USC. Do not expect 24/7 access either. Students in many countries do not depend on their school for all computing needs and routinely utilize Internet cafes. In some programs, e-mail access may be quite limited or unavailable, e.g., School for Field Studies. You may also gain access to internet at the local internet/cyber cafes near your program sites. Keep in mind that although you will stay in contact with family and friends, time you spend plugged into your home life is time you won’t have to build a new one abroad.

E-mail is our main line of communication with students overseas.

The Office of Overseas Studies will send e-mail only to the USC e-mail address that you listed in your study abroad application. If you open a different e-mail account, please ensure that e-mail sent to your USC account gets forwarded to your new account; otherwise, you will miss important information. You can access your USC e-mail account on the Internet at http://email.usc.edu

Telephone

Telephone (land-line) service may be relatively expensive in your host country. Often, all local calls incur charges. Telephone access in dorms and homestays may be rather limited.

Cell Phones

Many students opt to purchase cell phones overseas. Your U.S. cell phone will not work unless you have a tri-band or trimode phone, which must be “unlocked;” you can then purchase a new SIM card overseas. Check rates carefully!

In most countries outside the U.S., incoming calls on your overseas cell phone are free, and text messaging is often much cheaper than voice calls.

Consider bringing your U.S. cell phone along simply to use at the airport in the U.S. when you leave and reenter the country in case you want to inform people of flight delays.

Consider using Skype (www.skype.com) to make virtual phone calls by computer (using voice-over-internet-protocol, or VOIP).

Major phone companies, such as AT&T, MCI, and Sprint, have calling cards that allow you direct access to U.S. operators from overseas. You may request information about this service from your long-distance carrier.

MONEY AND BANKING

The most common ways to access money while you are overseas are:

- ATM Cards/Debit Cards
- Traveler’s Checks
- Credit Cards

We suggest that, if possible, you have multiple options available to you just in case there is a problem with one or the other.

Find out the best method(s) of transferring money in your host country.

Ask alumni and do some investigating before and after you arrive at your host country.

ATM/Debit Cards

Make arrangements with your bank for an ATM card that you can use overseas. Check how much they will charge you each time you withdraw money abroad. These charges can really add up. Since your account balance may not show up on your ATM receipt overseas, it is important to track your balance via online banking.

Make sure that your PIN number has 4 digits and can be used internationally. Memorize your PIN by the numerical digits rather than by letters of the alphabet.
Don’t expect ATMs to be accessible 24 hours a day, even if you see a sign saying one is open 24 hours. Don’t expect all ATMs to accept your card.

You may find in some countries that you can use your card at ATM machines but not at “points of sale” such as stores and restaurants.

Traveler’s Checks

Traveler’s checks in US dollars are usually the safest way to carry money. They can be converted into the local currency at many locations. Purchase them in small denominations like $20s or $50s. Be sure to record the serial numbers of the checks and keep these in a separate place.

American Express traveler’s checks are the most widely known, but you can also carry Citicorp, Visa and Thomas Cook traveler’s checks.

Banks abroad usually offer the most reliable exchange rates. When exchanging traveler’s checks abroad, be wary of independent money exchange shops that may try to charge unreasonable commission fees.

Credit Cards

We strongly suggest that you bring a credit card with you overseas for emergencies. A credit card can help you secure accommodation, flights and other services in a hurry.

Credit cards often give the most favorable exchange rate. In general, Visa, Mastercard, and American Express cards are most widely used overseas. Major credit card companies charge currency conversion service fees, so check with your credit card company to find out how much those are.

Keep close track of your expenses. Make sure you have a way to make regular payments. Check your statements regularly and check to see if your card comes with fraud protection. Avoid letting your card out of your sight when dining or making purchases. Credit card fraud and theft are rampant in some countries.

Before going abroad, we strongly recommend that you contact your bank or credit card company and let them know you will be using your card overseas, what countries you plan on visiting, and the duration of your stay. They will then place a travel alert on your account so that your overseas card use is not mistaken for identity theft and fraud. Without the travel alert, they may block your card entirely if they detect suspicious card activity.

Cash

Depending on where you are, exchanging cash may be the best way to obtain local currency. Check with individual programs since carrying large amounts of cash can be dangerous.

Bank Accounts

Most students DO NOT open bank accounts overseas, except Australia and New Zealand students and some year-long students. If you want to open a bank account, be sure to understand the terms and conditions of your account, such as service fees.

Foreign Currency

Familiarize yourself with the currency you will be using. Follow the exchange rates for several days or weeks in the newspaper or on the internet. Consult the Universal Currency Converter: http://www.xe.net. By the time you arrive in your host country, you should know how much $1 US equals in the host country currency.

Changing Money

US airports usually DO NOT have very favorable exchange rates, so it may be preferable to exchange just enough for incidentals and transportation from the airport to your housing. Also, most international airports have currency exchange booths (though they may have limited hours) and now most international airports have ATM machines that will accept your US ATM card and issue money in the currency of your destination country, making it possible to exchange money after you arrive at the international airport at your destination overseas. Banks tend to have
the best exchange rates, but make sure you understand what rate of commission you are being charged. Try to avoid changing money in places like hotels, restaurants or shops. Changing money on the street may be very risky and is illegal in many countries.

**General Tips for Budgeting**

The overall cost of living abroad can sometimes be higher than at home because you are in an unfamiliar environment and you are confronted with a lot of possibilities and temptations to spend money. Here are a few budgeting tips to keep in mind:

- Make both daily and weekly budgets and try to stick to them. Learn the value of the money wherever you are. Be careful not to fall into the habit of equating one unit of foreign currency with $1 U.S.

- Costs for the first month are usually higher because you are settling in. After the first few weeks you should be able to do more with less money.

- Always be on the lookout for student rates and discounts. Most countries are far more generous with student discount tickets, travel, even meals, than the U.S. is, so keep your eyes open. Remember that an International Student Identification Card (ISIC— you can purchase this at STA Travel in the UV) gives you many discounts. Local students are a great source of tips and useful information.

- Staying relatively local and going off the beaten path will usually save you money (and give you a unique experience).

- Try to use libraries and the program’s resources before rushing out and buying a lot of books. Watch how students of the host country manage books and supplies.

- Try cooking for yourself whenever possible. Going to a grocery store in another country can be a very educational experience!

- When you travel, stay in youth hostels. They are fun, usually clean and well located, and you will meet students and travelers from all over the world. Check out: www.iyhf.org or www.hostelworld.com.

**INFORMATION RESOURCES**

Some students may be tempted to limit their exposure to information about the place they will visit. They may think that this is a good strategy to guarantee an experience full of surprises and discoveries. This is false logic. Even if you do a good deal of research on where you are going, you are sure to experience new things.

If you go with little or no knowledge at all, the amazing discoveries you make are often very superficial; you are just scratching the surface. When you go armed with some information, you’ll be ready to make much deeper discoveries and gain more profound insights!

Here is a summary of resources to consult before you go:

- LMU Center for Global Education
  http://www.lmu.edu/globaled/

- Worldwide Colleges and Universities
  http://www.globaled.us/wwcu

- STA Travel
  http://www.sta-travel.com

- ATM Locators
  http://visa.via.infonow.net/locator/global/

**Travel Guide Websites:**

- http://www.lonelyplanet.com
- http://www.letsgo.com
- http://www.whatsonwhen.com

**Useful Health Information**

- International SOS
  http://www.internationalsos.com

- Centers for Disease Control
  http://www.cdc.gov/travel/

- World Health Organization
  http://www.who.int

- International Newspapers
  http://www.nettizen.com/newspaper/

- International Radio Stations
  http://www.radio-locator.com
U.S. State Department Website
State Department Travel Information:
http://travel.state.gov
Select INTERNATIONAL TRAVEL from the menu.

On the same State Dept. website, you can link to the following:
- U.S. State Department Travel Publications
- A Safe Trip Abroad
- Your Trip Abroad
- Regional Tips and Information
- Consular Information Sheets, Travel
- Warnings, and Public Announcements

Refer to http://studentsabroad.state.gov/ for student specific info and advice from the US State Department.

Websites for Embassies
The Electronic Embassy
http://www.embassy.org

For contact information, including websites, for US consulates overseas see the Appendix of this handbook. Also see http://usembassy.state.gov/

Currency Conversion
http://www.xe.com
http://www.oanda.com/converter/classic

BOOKS

Travel:
- Let’s Go Travel Guides
- Lonely Planet Travel Guides
- Moon Publications Travel Guides
- The Rough Guide Travel Guides
- International Youth Hostel Handbook
- ISTC Hostel List, by International Student Travel Conference
- Blue Guides

Language:
- Lonely Planet Phrasebooks:

These phrasebooks include lots of practical, everyday language you may not have learned in your language classes. The Spanish Phrasebook, for example, contrasts vocabulary used in Spain and Latin America, and has sections on Catalan, Basque, and Galician.

Fiction:
Go to Amazon.com or a bookstore to get works of fiction by writers in your host country or set in your host country. Reading such works of fiction is a great way to pass time on an airplane, train, or bus.

Periodicals

Many newspapers and magazines around the world are now on-line. They are a great way to brush up your language skills and learn what’s going on in the place where you will spend a semester or year.

Language Center

At the Language Center on the 3rd floor of Taper Hall, there is a wide range of software available and there are televisions that receive programs by satellite from TV stations around the world.

EXPLORING CULTURAL DIFFERENCES

Understanding Difference

As much as you may be aware intellectually that people living in other countries have a different culture and hold different values and expectations from yours, living in and interacting with another culture 24 hours a day, 7 days a week is bound to pose some challenges. Try to value the cultural differences you encounter and make every attempt to empathize with the host culture’s values. Being aware of how a person expects to be treated (e.g. at a store, restaurant, or in an educational institution) can make cross-cultural experiences more understandable and less trying.

(Adapted from IES London by the Institute for the International Education of Students)

While you are studying abroad, you may encounter stereotypes of people from the United States. People in your host country may already have ideas about you through interactions with the media, tourists, or co-workers. The following is a list of common stereotypes that students have encountered. Americans are often seen as:

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□ hard-working
□ wealthy
□ confident they have all the answers
□ aggressive
□ racially prejudiced
□ extravagant, wasteful
□ naïve
□ disrespectful of authority
□ outgoing, friendly
□ loud, rude, boastful
□ optimistic
□ superficial
□ generous
□ informal
□ always in a hurry
□ ignorant of other countries

Why do you think these stereotypes exist?
What image do you project as an American, and what image do you want to project?

What stereotypes do you have about people in your host country? How can you challenge those stereotypes?

While others may have ideas about you as an American, it is also important to analyze how you perceive yourself. Dr. L. Robert Kohls, author of Survival Kit for Overseas Living, has composed a list of values that many Americans report that they adhere to:

□ There is no such thing as “fate”; everyone has control over what happens in his life.
□ Change is indisputably good, leading to development, improvement, and progress.
□ Time is of the utmost importance and needs to be used productively.
□ Americans see themselves as highly individualistic in their thoughts and actions.
□ Competition brings out the best in any individual in any system.
□ “Keeping busy”, even in times of recreation, is highly valued in American society.
□ Americans are informal in most areas of their life, from language to dress.
□ The direct approach is the best, most open, and most honest approach.
□ Americans are realistic, practical, and efficient, avoiding being overly sentimental in decision making.
□ Americans value newness and innovations, thus creating a constant need to upgrade to the next best thing and fostering materialism.

With which of these values do you agree? Which of these values do you anticipate may conflict with the values of your host country?

One reaction to such conflicts in values is to resort to stereotyping the entire culture. Such stereotyping can go both ways; that is, you generalize about your host culture, and people in the host culture generalize about Americans.

A great resource for further exploration of the issues introduced in this section is the University of the Pacific’s “What’s Up with Culture?” website (http://www.pacific.edu/sis/culture/), which is an online course for students about to study abroad that offers some great self-guided activities and exercises. Check it out!

CULTURE SHOCK

Culture shock is a real and usually temporary hurdle that occurs when you are totally immersed in a new culture. It is usually characterized by feelings of bewilderment, disorientation and mental fatigue. It is not uncommon for people going through culture shock to feel “fed up” and depressed about their new situation. You might find yourself going through a period of time in which you feel resentful of the new culture and new place that is placing so many challenges upon you. This is a normal reaction to living abroad and in some ways is a positive sign: you are really immersing yourself in a new culture.

We have included here a few short readings about culture shock. If you can recognize the signs of culture shock, you can deal with it more effectively.

Remember: It is temporary and a sign that you are being “culturally challenged”--ultimately a good thing.
The Stages of Culture or “Transition” Shock

(adapted from IES Family Guide by the Institute for the International Education of Students)

Adapting to a new environment and new culture has been compared to an emotional roller-coaster. While the diagram below depicts a fairly typical adjustment process, for each individual the highs and lows and twists and turns will vary significantly. The information below on the stages of transition and suggestions for culture shock is intended only as a rough guide. (see page 45)

**Anticipating Departure**

During this exciting time of preparation, people naturally form expectations and goals. For some the anticipation becomes overwhelming, while some try so hard not to build up any expectations that they also fail to make any preparations. It is important to remain realistic in your expectations so you will not face disappointments when you settle in while abroad.

Suggestions: Research the country, read some of its important works of literature, and read its newspapers on the Internet. Listen to online radio stations from your host country. It is also useful to start a journal that defines your goals and expectations for your time abroad. These activities will help give you a sense of understanding of and attachment to your host country.

**Arrival Confusion**

This can be a trying and disorienting period that includes jet lag, meeting new friends, language fatigue, new food, and new rules and customs.

Suggestions: During this period, you may find yourself calling home, upset about housing, the city, jet lag, or local people. It’s important to talk with the local program staff. They have dealt with many students in these situations and are ready and able to help you during this period.

**The Honeymoon**

In this stage, students are swimming in fascination and a sense of adventure. Many students report being on a cultural high and feel that everything is wonderful.

Suggestions: This is a good time to stockpile some of the good experiences for when times become more challenging. It’s also a good time to begin inquiring about differences in food, people, and other cultural variances. For students taking medication for anxiety or depression, this is not at all a good time to stop taking your medication despite the temptation to do so.

**The Plunge**

This is when the novelty wears off and reality sets in. You may feel frustrated and confused. Rather than simply observing others’ behavior, you need to start to change your own way of thinking and doing things. You need to begin adjusting to new ways of communicating and differences in living styles, food, social customs, and classroom interactions. Although difficult, this stage prepares you to engage with the new culture at a deeper level.

Suggestions: Avoid making value judgments on cultural differences. Instead, strive to understand these differences.

**Initial Adjustment**

As you develop language and social skills, you become more confident. Local transportation, communication, and social customs become a normal part of your everyday life. Many of the initially confusing differences begin to make sense and you may begin to be able to balance the positives and negatives within the culture.

Suggestions: Cultural differences are not problems to be solved. Understanding these cultural differences and responding appropriately are major accomplishments for which you should give yourself a pat on the back.
Confronting Deeper Issues

At this stage, you begin to confront cultural issues and personal differences at a deeper level and begin to see a multitude of approaches to your life abroad. You may question deeper assumptions about the world and may feel isolated at times during this stage.

Suggestions: Go ahead and explore your values and beliefs. Write in your journal and talk with friends to help process what is going on.

Adapting and Assimilating

You begin to identify with new ways of thinking and doing. You may establish strong friendships with local people or may have to accept that you will not have time to develop deep friendships. You are comfortable with your home identity as well as the adapted identity you’ve developed in the new culture.

Suggestions: Not all students reach this stage, especially in just a semester, so don’t beat yourself up if you don’t get there.

Going Home

The program is winding down and you want to take a few more pictures, visit places you still haven’t seen, say farewell to friends and pack for home, all while you are dealing with final exams and papers. You may start to reflect of what you’ve accomplished and where you have been. You may also feel sad about leaving the place you’ve just begun to feel used to!

Suggestions: Refer to the “Top Ten Immediate Re-Entry Challenges” listed later in this section. Give yourself time to make some psychological adjustments.

RECOGNIZING CULTURE SHOCK
(from University of Kansas’ Study Abroad Handbook)

The reaction to culture shock varies from person to person but may include irritability, depression, loss of appetite, loss of sleep (or conversely compensations such as overeating or sleeping excessively), anger, loss of self-esteem... A student with culture shock may want to go home (and sometimes he/she does) or may develop a very hostile stance toward the host culture.

Americans with Culture Shock: Four Common Behaviors

The Fugitive avoids contact and spends a lot of time in his/her room. Lots of letters and emails home and long hours of sleep are signs of this reaction. Blame falls on foreign culture and on self. S/he feels ashamed to feel homesick and after having dreamt of a great time abroad.

The Critic draws no comparisons and casts blame on all sides, playing no favorites. The weather is intolerable, the prices exorbitant, the people dull or rude, etc. The academic program is trivial, the teachers uninspiring, the students infantile and everything is going wrong.

The Chauvinist talks endlessly to those who will listen, underlining the contrast between the US and abroad. His appreciation for the US has surged upward and he puts the local culture down.

The Native cuts down the US and wants to melt into the crowd. A loner, he shuts off all contact with other Americans and feels tempted to never return to the States, that land without culture.

Coping Strategies: Culture Shock/Cultural Fatigue

While you cannot avoid initial culture shock, you can take steps to make it more bearable. Explore the area you’re living in, find a map and strike out on your own. Set attainable goals. Observe people closely and try and pick up the silent language. Avoid clustering with your American friends. Join a club or a sports group at your university. Keep a journal and watch yourself change. Above all, keep an open mind and try to accept the people and culture rather than resist them. This requires great maturity, perceptiveness, and skill in cross-cultural communication.
RE-ENTRY

Coming home after living abroad may seem like a very simple process; however, “re-entry shock” or “reverse culture shock” is common.

Your overseas study experience does not stop once you land on American soil. It would be a shame to compartmentalize your experience in between a definite start and end point. Students who integrate their experience into their life after returning to the U.S. find the effort very rewarding.

The Office of Overseas Studies holds a Reentry Social near the start of each semester. These socials include tips on readjustment and on integrating your overseas experience into your resume, further studies, and career plans.

The Top Ten Immediate Reentry Challenges

There are lots of reasons to look forward to going home, but there are also a number of psychological, social and cultural aspects which can prove difficult - often because they are unanticipated.

The following list was generated by interviewing students like you who have been through the experience. They offer the following thoughts on reentry for your consideration.

1. Boredom

After all the newness and stimulation of your time abroad, a return to family, friends, and old routines can seem very dull.

2. “No one wants to hear”

One thing you can count on upon your return: no one will be as interested in hearing about your adventures and triumphs as you will be in sharing those experiences.

3. You can’t explain

Even when given a chance to explain all the sights you saw and feelings you had while studying abroad, it is likely that you will become frustrated trying to present them coherently. It is very difficult to convey this kind of experience to people who do not have similar frames of reference or travel backgrounds, no matter how sympathetic they are as listeners.

4. Reverse “homesickness”

Just as you probably missed home for a time at the beginning of your stay overseas, it is natural to experience some “reverse” homesickness for the people, places, and things that you grew accustomed to while abroad. To an extent it can be reduced by writing letters, telephoning, and generally keeping in contact, but feelings of loss are an integral part of international sojourns and must be anticipated and accepted as a natural part of study abroad.

5. Relationships have changed

It is inevitable that when you return you will notice that some relationships with friends and family will have changed. Just as you have altered some of your ideas and attitudes while you were abroad, the people at home are likely to have experienced some changes as well. Alternatively, you may feel that you have changed a lot and “everything/everyone is the same” at home, which may be disconcerting.

6. People see the “wrong” changes

Sometimes people may concentrate on small alterations in your behavior or ideas and seem threatened or upset by them. Others may ascribe any “bad” traits to the influence of your time abroad. These incidents may be motivated by jealousy, fear, or feelings of superiority or inferiority.

7. People misunderstand

A few people will misinterpret your words and actions in such a way that communication is difficult. For example, what you may have come to think of as humor and ways to show affection or establish conversation may not be seen as wit, but as aggression or “showing off”.

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8. Feelings of alienation/critical eyes

Sometimes the reality of being back “home” is not as natural or enjoyable as the place you had constructed as your mental image of “home” while you were overseas. When real daily life is less enjoyable or more demanding than you remembered, it is natural to feel some alienation, see faults you never noticed before in the society around you or even become quite critical of everyone and everything for a time.

9. Inability to apply new knowledge and skills

Many returnees are frustrated by the lack of social opportunities to apply newly gained social, linguistic, and practical coping skills. To avoid ongoing annoyance: adjust to reality as necessary, change what is possible, be creative, be patient, and above all, use all of the cross-cultural adjustment skills you acquired abroad to assist your own reentry.

10. Loss/compartmentalization of experience

Being home, coupled with the pressures of job, family, and friends, often combine to worry returnees that somehow they will “lose” the experience, as if their experiences will become compartmentalized like souvenirs or photo albums kept in a box and only occasionally taken out and looked at. You do not have to let that happen. Maintain your contacts. Talk to people who have had experiences similar to yours. Practice your skills. Remember and honor the hard work and all of the fun that you had while you were overseas.

-Adapted from Dr. Bruce LaBrack, School of International Studies, University of the Pacific.

CULTURAL DIFFERENCES AND EXPECTATIONS FOR WOMEN

In some study abroad programs, women have had a hard time adjusting to attitudes they have encountered abroad, both in public and in private interactions between men and women.

Local customs with regard to both men’s and women’s (assumptions about gender) roles vary widely from country to country. Some men openly demonstrate their “appreciation” of women in ways that many women find offensive. American women are seen as liberated in many ways, and sometimes the cultural misunderstandings that come out of that image can lead to difficult and unpleasant experiences.

It is not uncommon to be honked at, stared at, verbally and loudly approved of, and, in general, to be actively noticed simply for being a woman, and, in particular, an American woman. Even eye contact or a smile from you may result in totally unexpected invitations. Sometimes the attention can be flattering. Soon, it may become very annoying and potentially even angering. Local women, who often get the same sort of treatment, have been taught, either explicitly or through experience, how to ignore the attention. Many American students have found that hard to do. You will have to learn what the unwritten rules are about what you can and cannot do.

Women can provide support for each other. Former students suggest that you get together several times early in your program to talk about what works and what doesn’t for dealing with the unwanted attention.

Please refer to the Health and Safety section for information on sexual assault risk reduction.

INFORMATION ON RACIAL AND ETHNIC DIFFERENCE

Regrettably, racism occurs in overt and covert ways all over the world. It is impossible to generalize accurately about the relative level of racism in various countries. The program resident director or university’s international students’ office can usually provide information and advice about local conditions. Minority students studying overseas have occasionally been the victims of overt racism. Keep in mind, however, that seemingly offensive behavior is not always due to racism. Some people in your host country may never have seen or met a minority before; they may be curious about you and may express their curiosity
in an awkward way. In other cases, racism may be due to ignorance, as some people know nothing about minorities other than the negative stereotypes portrayed in the media. Try to distinguish between genuine racists (who are probably few in number) and people who will really benefit from getting to know you. Keep an open mind. Remember that your host country has a very different historical background from the U.S.

Dr. Joy Carew, Director of the Center for Critical Languages and Cultures at Lincoln University in Pennsylvania, in writing about the U.S. minority student abroad, states:

“the experience is not always positive, but it is almost certainly constructive. If you are a minority student, you may learn a lot about your identity as an American through a first experience in a foreign culture. In some cases, you will be considered simply an ‘American’ with no regard to your identity as a “hyphenated American,” a situation that may leave you uncomfortable and force you to reassess your identity. Conversely, in other cases, locals may not be able to accept that you are a ‘real American’ if you do not fit their image of ‘Americans’ as Caucasians. Some minority students overseas experience a liberating freedom from the baggage of being a “hyphenated American.” If you have grown up as a minority in America, you have probably developed considerable skill in interpreting the sometimes perplexing behaviors and expectations of the majority culture. This mental skill will serve you well while abroad.”

In addition, so-called “heritage students” (e.g., Korean-Americans going to study in Korea) may encounter some unique issues. For example, a Korean-American in Korea may be expected to speak Korean well and follow Korean social norms, while Americans of other heritage may receive admiration for knowing only a little Korean and may not be expected to adhere to local social rules of behavior.

Recommended Readings:

Go Girl! The Black Woman’s Book of Travel and Adventure (1997)
This book edited by Elaine Lee contains 52 travel pieces presenting the perspective of black women, mostly African Americans. Contributors include Maya Angelou, Jill Nelson, Alice Walker and Jamaica Kincaid.


Study Abroad Matters: Top 10 Reasons for African American Students to Go Abroad http://www.transitionsabroad.com/listings/study/articles/studyjul1.shtml


www.diversityabroad.com

BEING GAY, LESBIAN, BISEXUAL, AND TRANSGENDERED ABROAD

It is important to be aware of the general attitudes of the populace in your host country toward the gay, lesbian, bisexual, and transgender members of their community.

Gay, lesbian, bisexual, and transgender students who are not familiar with the legal status and the attendant cultural attitudes toward sexual orientation and gender identification in the host country might consider purchasing the most current edition of one of the various gay and lesbian international reference guides or gathering information on-line.

Transgender students should consult with a study abroad advisor about gender identification on travel documents and health and safety considerations particular to their host country.

Information Resources

Books: Lonely Planet and Let’s Go travel guides often include information of interest to gay, lesbian, and bisexual travelers.
Websites:

Comprehensive site for U.S. Lesbian, Gay, and Bisexual Study Abroad Students:
http://www.indiana.edu/~overseas/lesbigay/

International
http://www.ilga.org

International
http://www.gayguide.net

Asia
http://www.fridae.com

Europe
http://www.gaytimes.co.uk/

Being/Coming Out

Weighing how “out” to be with your classmates, friends, host family, and so on is a personal decision. In other cultures the act of declaring one’s sexuality may be seen as important, silly, unnecessary, offensive, dangerous, or altogether foreign. Living in a homestay may present an additional set of challenges.

Your “gaydar” will most likely malfunction while you are in your host country. People who you think might be “queer” may not turn out to be, and vice-versa.

Safety

Attitudes toward safe sex may vary greatly. Know the risks and play safely at all times. There are times when it is not at all wise to “do as the Romans do.” For example, if men in the host country seem to be casual about condom use, don’t follow suit; always insist on condom use. Drugs and alcohol are notorious for causing lapses in judgment. Also, beware of police entrapment, blackmail, gay bashing, and other possible dangers. Learn the local rules about public displays of affection and what areas are considered relatively safe.

INFORMATION FOR STUDENTS WITH SPECIAL NEEDS

Students with disabilities and special medical, physical, psychological or dietary needs may also face particular difficulties in the study abroad setting.

Notify the USC Overseas Studies staff and the host institution program coordinator of any special needs you may have. Arrange before you leave the U.S. any necessary steps to ensure your health and safety.

Here are some useful websites:

International SOS:
http://www.internationalsos.com

Mobility International USA:
http://www.miusa.org/

HEALTH AND SAFETY INFORMATION FOR USC STUDY ABROAD PROGRAMS

HEALTH INSURANCE AND INTERNATIONAL SOS

All USC students are required to have sufficient health and accident insurance protection during their study abroad program. In order to ensure proper coverage, all students going abroad must enroll in either the USC Overseas Policy or the USC Student Health Insurance Plan (also referred to as USC Regular Insurance) for the semester (or year) during which they are abroad. Students may not waive out of USC insurance. Both the USC Overseas and USC Regular policies have a $150 deductible while you are overseas, after which your eligible medical expenses are covered at 100%. These insurance policies work on a reimbursement system, which means you will generally be expected to pay for your medical care and prescriptions out of pocket and then file a claim for reimbursement. When you submit a claim, you will need to attach all of your receipts for payment. If your receipts are not in US dollars, you must also submit exchange rate information.
Some foreign countries or universities will require students to have insurance that they provide or approve and don’t allow students to waive out with USC Overseas or Regular insurance.

We recommend that if you normally waive out of the USC Student Health Insurance Plan while you are on campus (because you have coverage through a family member’s health insurance plan for example), select the USC Overseas Policy but do not discontinue your coverage through the other plan (the USC Overseas Policy provides coverage while you are abroad ONLY). If you normally purchase the USC Student Health Insurance Plan each semester, continue to purchase this plan during your semester/year abroad.

Both the USC Student Health Insurance Plan (USC Regular) and the USC Overseas Policy include important medical evacuation and repatriation coverage (with a company called International SOS) that is not normally covered under domestic plans. The USC Student Health Insurance Plan for Fall 2009 is $405 and is valid from August 17, 2009 to January 10, 2010.* The USC Student Health Insurance Plan for Spring/Summer 2010 is $580 and is valid from January 10, 2010 to August 16, 2010.* The cost of the USC Overseas Policy is currently $74 per month and is not prorated.* For the USC Overseas Policy your total cost is based on the month of your departure and the month of your return. For example, if your program starts on January 13th and ends June 10th, you will be charged for 6 full months of coverage. PLEASE NOTE THAT THE USC OVERSEAS POLICY ONLY COVERS YOU WHILE YOU ARE ABROAD; it does not provide any coverage when you are in the United States. Before you go abroad you should review the policy plan statement and understand the limits of the policy.

*Please refer to page 45 for coverage table. These rates may change.

You can also read the full health insurance plan descriptions online at: http://www.usc.edu/student-affairs/Health_Center/ins.plan.description.shtml

When you go abroad you will have two cards (one for the USC Overseas Policy or the USC Student Health Insurance Plan, and one for International SOS) and two descriptive brochures: one with insurance carrier information and one with International SOS information. You should bring these with you overseas.

International SOS will serve as a “first stop” for all of your medical needs. If you get sick or have an emergency, you should call SOS first, and they will assist you. However, for minor injuries and minor illnesses, such as colds, the host university or program resident director can tell you where to go locally for treatment.

Some of your benefits with International SOS include:

□ 24-hour phone access to International SOS physicians who provide emergency and routine medical advice
□ 24-hour phone access to International SOS Global Alarm Centers for medical information, referrals, and emergency assistance
□ Medical and dental referrals
□ Emergency evacuation in the case of political or other unrest
□ Emergency medical evacuation
□ Repatriation of remains
□ Case Management
□ Medical Expense guarantee and payment --If you are hospitalized and cannot pay for treatment, call International SOS and request a guarantee of payment

Please refer to the brochure for a full description of your benefits. It is important that you become educated about your insurance coverage while you are abroad.

If you are thinking about engaging in any activity that could be considered high-risk (e.g. skydiving, whitewater rafting, bungee jumping, drag racing, downhill skiing, participating in political demonstrations, etc.), check your insurance policy first, as many high-risk activities are not covered by insurance. You can also call the USC Health Insurance Coordinator at (213) 740-0551 or uscins@usc.edu to check coverage and for other general questions.

International Student Identity Card (ISIC) It is also recommended that students purchase an International Student Identity.
Card (ISIC). The ISIC is recognized worldwide and entitles you to supplemental accident/sickness insurance, as well as significant travel and entertainment discounts.

You can purchase an ISIC at STA Travel.

**PRE-DEPARTURE HEALTH AND SAFETY ISSUES**

**Pre-departure Exams**

Some programs require medical examinations, immunizations, or a doctor’s certification of health prior to students’ departures. The USC Health Center can provide these services. Before your departure, be sure to get any check-ups (gynecological, dental, vision, etc.) that would fall within the time you are abroad.

You should bring the following important health records/information with you:
- Blood type
- Eyeglass and contact lens prescriptions
- Prescriptions for medications being taken (including the generic name of any prescription drugs)

**Prescriptions**

If you are currently taking prescription medicine, try to bring enough with you for the entire duration of your stay abroad. If your doctor normally prescribes your medication for short periods of time, explain how long you will be living overseas and request an exception. Don’t mix different medications in one bottle to save space in your luggage. Keep medication in the containers they originally came in. Do not stop taking prescribed medication while you are abroad without first checking with your doctor.

**International Travel Medical Services**

The USC University Park Health Center and USC Campus Pharmacy provide a service called International Travel Medical Services. They can provide exams and letters required for certain visas, advise you on managing diabetes or other health issues overseas, and provide immunizations if needed. You can contact them at (213) 740-0472.

**International SOS Advice and Referrals**

You will receive an International SOS card. You may call the toll-free numbers listed on the card to get free advice about taking and obtaining medications abroad as well as referrals to English-speaking care providers.

Your SOS member card gives you access to their website, which provides health and safety information for most countries. Check this site regularly and make sure that you are up to date on the recommended vaccinations for your specific country.

**Managing Diabetes and other Chronic Illnesses**

It is likely that the country you are going to will have available insulin and disposable syringes. Check availability and prices with the program director or the foreign university’s international students’ office before you go. For any other chronic illnesses, it is important to consult with your doctor, USC’s International Travel Medical Services, or International SOS before you go.

**Immunizations/Vaccinations**

If the program director does not inform you of the necessary or recommended immunizations/vaccinations, consult the USC Student Health Center.

Regardless of the country you are going to, you should be up-to-date with your tetanus and diphtheria shots and vaccinations.

**Copies of Documents**

Make photocopies of your passport, your driver’s license, credit cards, bank cards and prescriptions and leave them in a safe place at home.

**Travel Warnings and Country Specific Information Sheets**

These U.S. Department of State publications include information about countries where one should avoid traveling as well as public announcements about threats to the safety and security of American travelers. Country
specific information sheets are available for every country in the world and include the location of the U.S. Embassy in that country, health, crime and security information (including road and transportation safety), currency information and entry regulations and more. The country specific information sheet for your country is the absolute minimum information you should have before traveling abroad. You can find country specific information sheets, public announcements and travel warnings on the U.S. Department of State Website: www.travel.state.gov.

STAYING HEALTHY OVERSEAS

Common Traveler’s Illnesses

Colds, flu, diarrhea and other gastrointestinal troubles are the most common ailments affecting travelers. Travelers are also at increased risks of hepatitis A, tetanus, malaria, HIV, and more, depending on their location and behavior. Carry a basic first aid kit that includes medications to treat common illnesses such as diarrhea, hay fever or colds. If you suffer from gastrointestinal troubles for more than a few days, you should seek medical attention.

Food

Discovering new foods can be one of the great joys of traveling but these new foods can sometimes cause serious illness. Make sure you are informed about what is and what isn’t potentially risky. Should you eat uncooked vegetables and fruits? Can you drink the water? Ask your resident director and host family, if appropriate. Especially at the beginning of your stay abroad, err on the side of caution when it comes to eating and drinking. Becoming accustomed to different kinds of food, portions, and meal times always takes some time. If you get sick from anything you eat, please discuss this with the resident director and always follow the precautions suggested by the program regarding food and water.

Environmental Conditions

If you are in a climate you are not used to, observe how locals dress and do the same. Dressing in layers is important in colder climates, and keeping well-hydrated is especially important in hot climates.

Smoking is more prevalent in other countries/cultures outside the U.S. In addition, air pollution can be a problem to contend with in some cities (e.g. Beijing, Santiago, and Milan). Allergies can crop up unexpectedly when exposed to allergens your body is not equipped to deal with.

If you are used to Los Angeles with its many days of sunshine, be aware that living in a city with fewer days of sunshine can affect your mood and even contribute to depression.

Eating Disorders

Different foods, different levels of physical activity, and the stress of adjusting to a new environment can sometimes lead to or intensify eating disorders such as anorexia and bulimia. Be aware of your eating habits and seek help immediately if you sense a problem. Program personnel, friends and family are people you should consider asking for support. International SOS can refer you to local clinical help, and you may also call the USC Counseling Center (213) 740-7711 (www.usc.edu/scs).

If you suspect a friend’s health is in serious danger from an eating disorder, please discuss it with him or her and request outside help if needed.

Exercise

Your lifestyle will change dramatically. Make a point of getting regular exercise. If you can’t do the same activities you are accustomed to here, join the locals in the sports they enjoy. This is one of the best ways to make friends and integrate into the culture, and it can also be a good way to combat depression.
Creativity and Spirituality

Catering to your creative and spiritual needs may also assist in maintaining optimal health. Involving yourself in local creative endeavors and spiritual pursuits can also lead to a stronger connection with the local culture and people.

Culture Shock and Depression

Students studying abroad experience emotional ups and downs and can sometimes feel lonely, homesick, and overwhelmed. These feelings are normal, and some degree of culture shock is an inevitable part of living abroad. Being able to recognize the process of culture shock and the homesickness that accompanies it can make it more bearable. Keeping a journal can really help you recognize your own emotional patterns.

Sometimes homesickness and culture shock can lead to depression. The USC Student Health and Counseling Services has prepared the following list of suggested steps to take if you are getting depressed.

- These are some simple ways to help you alleviate symptoms while you're waiting for other help or trying to keep things on an even keel. They may not solve the underlying problem but they will provide some relief.

- Use cognitive techniques to get you out of negative thought patterns. For example, “No one cares about me” is a negative thought so try to stop thinking that way. Besides, it is an inaccurate generalization.

- Try not to over-generalize -- that is, to think in terms of “never” or “always”.

- Plan your day with some activities you have to do and some activities you enjoy.

- Break down difficult tasks into smaller incremental parts.

- Give yourself credit for even the smallest things you get done.

- Remember that depression passes. Focus on living one day at a time.

- Get up in the morning and get dressed even when you don’t feel like it.

- Get emotional support from a friend, support staff or professional. Talk to an understanding, non-judgmental person for as long as you need to talk.

- Get involved in a fun activity that you enjoy.

- Go to class even when your impulse is to skip it.

- Listen to or help somebody else.

- Use whatever spiritual resources you are comfortable calling on.

- Get some exercise, whatever you can muster.

- Get as much sunlight as possible.

- Eliminate sugar, caffeine, and junk food from your diet. Eat three healthy meals a day.

- Limit use of alcohol.

Above all, if you do start to feel bad while you are overseas, don’t keep it to yourself. All of the programs we work with have on-site support staff and they are there for you. Use them! Finally, although you may be coping well, your classmates and friends may be facing larger challenges. If you notice serious problems, discuss them with your friend(s) and/or the resident director.

Mental Health

If you have a history of conditions related to mental health, such as depression, bipolar disorder, attention deficit disorder, anxiety/panic attacks, sleep disorders, etc., it is very important to discuss your study abroad plans with a mental health professional and your loved ones and develop strategies for managing such conditions should they continue, get worse, or pop up unexpectedly while you are overseas and far from your usual support system. Be sure to take enough of any medications you need, and do not discontinue medications without first consulting with a doctor.
Continuing Counseling

If you are seeing a counselor on a regular or periodic basis, discuss your study abroad plans with him or her. If you determine that it is in your best interest to continue seeing a counselor while overseas, inform your program director and/or counselor of your needs, so she or he can help you make the necessary arrangements. In addition, the Office of Overseas Studies can arrange for a counselor from the USC Counseling Services to call you overseas if you feel that this kind of intervention is needed.

International SOS and program directors can refer you to English-speaking mental health professionals overseas.

Alcohol

Most countries where USC has programs abroad have lower drinking ages than the United States, but they all have very different attitudes toward consumption of alcohol and public drunkenness. In many cultures, public drunkenness is very unacceptable and illegal. Learning about these attitudes will be part of your cultural adjustment. Sometimes students free from U.S. laws and attitudes toward alcohol slip into patterns of alcohol abuse while abroad. It is important for you to remember that alcohol and drugs can impair your judgment, especially while you are abroad in unfamiliar surroundings and can make you that much more vulnerable to unsafe sex, sexual assault, theft, and physical attacks or fights.

The majority of crimes and accidents involving study abroad students involve the excessive use of alcohol.

Other Drugs

Although alcohol is socially accepted in many countries outside of the United States, use of other drugs is almost never allowed. In some countries simple acquisition of prohibited drugs can result in heavy fines, deportation, or prison sentences. While you are abroad you will be subject to all local laws, and these can be very severe when it comes to illegal drugs.

If you are recovering from an alcohol or other substance abuse problem, you can find meetings of Alcoholics Anonymous and other support groups in many countries. Get locations and phone numbers before you go.

You may encounter clubs or other situations where marijuana, hashish and other drugs such as ecstasy, crystal meth (amphetamine), ketamine, GHB and the like are used more openly than you might see in the U.S. The sources of such drugs will be less familiar than any source you may have had in the U.S.; when you purchase or accept such drugs, you do not know exactly what you are getting and don’t know whom you can really trust. There have been cases of drugs being slipped into study abroad students’ beverages without their knowledge. Some of these drugs are known to sometimes trigger latent psychological problems such as depression, anxiety, schizophrenia, etc. It would be especially unwise to take such drugs without thoroughly educating yourself about all the risks involved. Drug dealers have been known to tip off police and get students arrested in hopes of getting a cut of a bribe or police protection. Besides, they are illegal in most countries. If you get arrested with illegal drugs in a foreign country, all the U.S. embassy can do is refer you to English-speaking lawyers and notify your family, and you will be subject to that country's laws and jail conditions.

Intravenous Drug Use

In some countries, I.V. drug use among college-age students is more prevalent than in the US. Even if you steer clear of such drugs, remember that having sexual relations with a person using drugs intravenously could expose you to HIV and Hepatitis B and C.

Safer Sex

Always practice safer sex whether you are at home or abroad. But while you are overseas, being safe and careful in this area takes on a special urgency. Some extra challenges you will face are:
Using a different language to negotiate and ensure safer sexual practices. You’ll find that even in other English-speaking countries, the vocabulary used in relation to sex is quite different from American English.

 Cultural norms and expectations in relation to sex.

 Your own level of judgment and decision-making. It’s interesting to see how some students who keep themselves well-guarded in the U.S. can become very flirtatious and careless abroad.

 Availability of information and types of protection.

 If you think there is a chance that you will be sexually active while you are abroad, bring protection with you. Some safer sex supplies and contraceptive methods that are easily found here are not always available in other countries. For example, you may not be able to access certain kinds of implants or shots, certain kinds of birth control pills, “emergency” or “morning after” pills, sponges, reliable condoms, etc.

 While they do not offer 100% protection against pregnancy, condoms are the easiest form of contraception to obtain around the world. Bottom line: if you have sex overseas, use a condom. Do NOT throw caution to the wind because you are in a totally new environment. Exercise good judgment, and weigh the risks (not just physical, but emotional too) of getting involved with someone overseas.

 Sexually Transmitted Infections (STIs)

 Sexually transmitted infections (including HIV) may occur in higher percentages of the population or occur in quite different populations than in the U.S. After abstinence, condoms used properly are the best-known protection from exposure to STIs but cannot prevent all exposure to STIs. Some STIs (e.g. syphilis) can be spread through skin-to-skin contact. Consider getting vaccinated against HPV (human papillomavirus).

 HIV, AIDS, Hepatitis B/C

 AIDS, caused by the human immunodeficiency virus (HIV), breaks down the body’s immune system and leads to infections and cancers that may be fatal. Be aware that the HIV virus is present in virtually every country. There are no known vaccines to prevent HIV infection. No one should put himself or herself at risk of contracting HIV.

 Hepatitis C is a liver disease caused by the Hepatitis C virus (HCV) found in persons who have the disease. HCV is spread by contact with the blood of an infected person. There is no vaccine for the prevention of HCV infection. Hepatitis B, however, is preventable. The Hepatitis B virus (HBV) can cause lifelong infection, cirrhosis, liver cancer, liver failure, and death. So get vaccinated!

 The risk of getting HIV, Hepatitis B/C depends on you. Here are some general precautions you can follow anywhere in the world:

 Avoid contact with others’ semen (including “pre-cum”), vaginal secretions, and blood. Either abstain from sexual activity or practice safer sex.

 USE A CONDOM. Men and women should both carry their own condoms.

 Have water-based lubricants available if needed.

 Do not share needles and syringes or use ones that may have been used previously.

 If you need an injection at a hospital, ask to see the needle removed from its original (new) packaging.

 Avoid excessive drug and alcohol use, as intoxication impairs judgment and negotiation skills in sexual situations.

 Getting tested for HIV in a foreign country can be a scary experience but does not have to be. International SOS or local AIDS organizations can provide information on testing locations, policies and procedures. If you are currently HIV positive, consult very carefully with your health care providers regarding your study abroad plans. Some
countries will not issue visas to people with HIV/AIDS.

Literature and supplies (condoms, etc.) for safer sex are available at the Health Promotion and Prevention Services in the Student Health Center (2nd Floor). Call 213-740-4777 for more information.

Blood Transfusions

Not all countries have mandatory screening of donated blood for the HIV virus. In some locales, ascertaining the availability of HIV screened blood and blood products may be difficult. Hepatitis C is also transmissible through unscreened blood. Because of obvious uncertainties, consider these precautions: If you are injured or ill while abroad, avoid or postpone any blood transfusion unless it is absolutely necessary. If you do need blood, try to ensure that screened blood is used.

Injections

In some countries even disposable equipment is reused. In some places, if an injection is required, you can buy needles and syringes and bring them to the hospital for your own use. Avoid injections unless absolutely necessary.

The Center for Disease Control recommends that diabetics or other persons who require routine or frequent injections carry a supply of syringes and needles sufficient to last their stay abroad. But carrying needles and syringes without a prescription may be illegal in some countries. Take a note from your doctor.

Tattoos

Should you decide to get a tattoo overseas, please make sure that all tattoo instruments are sterile and that the ink supply is fresh and has not been used on someone else.

SECURITY AND SAFETY ABROAD

Basic Rules

☐ You are a guest and should always behave with this fact in mind.

☐ All student conduct policies listed in SCampus apply while you are overseas. This includes the University's policies on alcohol and drug use, as well as sexual misconduct.

☐ You are still a USC student when you are abroad, even on programs not directly run by USC, and all incidents of misconduct will be reported to the USC Office of Student Conduct.

☐ The rules and recommendations given by your overseas program are in existence for good reason and are often based on real-life experience.

☐ Being “foreign” does not excuse you from knowing and obeying the laws of your host country.

General Precautions

☐ Take good care of your essential documents (passport, tickets, traveler's checks, etc.). Make photocopies and keep them in a separate location. Use a money pouch and keep your valuables discreet and well guarded.

☐ Don’t stand out; try to fit in with the surroundings and keep a low profile. One of the stereotypes about Americans is that we are loud! Prove them wrong. Be attentive to how the people of your host country dress and behave in public and in social situations. Integration into the host society is a safety issue.

☐ Avoid crowds, protest groups or other potentially volatile situations, as well as restaurants and entertainment places where Americans are known to congregate. While “safety in numbers” is generally a good rule to follow, traveling as a “pack” of American students may attract attention and possibly cause problems.

☐ Be wary of receiving unexpected packages and stay clear of unattended luggage or parcels in airports, train stations, or other areas of uncontrolled public access.

☐ Register online or upon arrival with the local U.S. consulate or embassy having jurisdiction over the region of your study abroad program. Many programs may take care of this for you. You can find consular information at http://usembassy.state.gov/

☐ Do not share your address, phone number, or other personal information with strangers.
□ Make sure the resident director, host family or foreign university official who is assigned the responsibility for your welfare always knows where and how to contact you in an emergency. Always give someone your schedule and itinerary if you are traveling, even if only overnight.

□ Develop a plan for regular telephone contact with your family.

□ Be streetwise; know where you are going—or at least appear to know. Avoid impairing your judgment through excessive consumption of alcohol.

□ Have an action plan in mind for various types of emergency situations.

Emergency Contact Numbers

Know the number to dial in case of an emergency in your host country. Know to whom you should report a crime. Your program’s resident director or university’s international students’ office often provides lists of emergency contacts as well as procedures to follow in various emergency situations. Make sure that you know what these are.

International SOS also provides assistance and services to USC students in security and crisis situations. In the case of a security emergency such as civil unrest, attempted coups or acts of terrorism, International SOS can provide political evacuations, emergency and contingency plans, crisis centers and referrals. The International SOS website is a great resource for general travel security information and region-specific information: www.internationalsos.com. Make sure that you have an International SOS card on you at all times while you are overseas.

Crime

The most common types of crime students experience abroad is theft of personal belongings, often by pickpockets, and fraud. We strongly recommend that you carry your money and bank cards in a money belt while traveling. Always remain extremely vigilant about keeping a close eye on your purse, bags, and pockets.

Ipods & USB Flash Drives

□ "Snatch & run" theft of Ipods is common in some countries.

□ Avoid identity theft; keep personal information secured and don’t store personal information on your USB Flash Drives, which are very easy to lose or misplace.

Reporting Crimes and Incidents

Authorities and the general public in other cultures may respond to reported cases of crime and incidents (including sexual assault and harassment) differently than might be expected in the U.S. If you are the victim of a crime, call International SOS and seek assistance from your study abroad program staff. They may be in a much better position to deal with local authorities.

High-Risk Activities

Your insurance may not cover you if you engage in certain high-risk activities, such as scuba diving, skydiving, bungee-jumping, drag racing, whitewater rafting, joining political protests, etc. Read your insurance policy carefully.

Transportation Safety

Traffic-related accidents are the most common cause of injury and death among students who study abroad. Alcohol consumption is often a contributing factor. Among such accidents, many occur while riding on motorcycles or walking across the street. Pedestrians often do not have the right-of-way in many countries, and traffic may flow in the opposite direction than expected.

While it is tempting to rent a motorbike and ride around that Greek isle or Spanish village, realize that the chances of being involved in an accident are quite high. When taking local transportation, including buses, trains, ferries, and domestic flights, always consult with locals about the level of safety. If a bus or van driver is driving erratically or looks intoxicated or overtired, consider getting out and finding alternate means of transport.
Driving in countries where cars drive on the left-hand side of the street is especially dangerous. Those used to driving on the right-hand side may react inappropriately (e.g. pressing the wrong pedal or veering the wrong way) when faced with “close calls” from other drivers or when under stress or fatigue.

Civil and Political Instability

Political demonstrations abroad can sometimes culminate into anti-American demonstrations. Demonstrations anywhere can shift very quickly from peaceful, controlled events to violent chaos.

Do not get involved in any social or political unrest or illegal movements, no matter how sympathetic you are with the cause or the people involved.

If a brewing or ongoing situation becomes increasingly dangerous, follow the instructions of the resident program director. Upon arrival in your host country, be sure to register with the nearest U.S. consulate or embassy. If you are not a U.S. citizen or permanent resident, register with the embassy or consulate of your country.

U.S. Embassy and Consulate Assistance

The U.S. Embassy or Consulate cannot get you out of jail or out of a legal dispute. The protection of American law and legal procedures does not apply in foreign countries.

SAFETY TIPS FOR WOMEN

The following is a list of safety tips for women (and men) everywhere:

☐ Carry a whistle or an alarm beeper
☐ When walking, appear confident. Always look as if you know where you’re going
☐ Always be aware of what is happening around you and watch out for potential problems
☐ Always follow your instincts. If a situation seems unsafe, get out of there as quickly as possible
☐ Try not to walk alone at night. Instead, take a taxi, have your friends walk you home, etc.

☐ If you know you’re going to be out late at night, arrange for a ride home beforehand (make arrangements with a friend or taxi company, or carry the phone number for a taxi)
☐ Never hitchhike or accept a ride from a stranger
☐ If you suspect that someone is following you and you want to make sure, try crossing the street several times. Go into a public place or find a police officer
☐ Avoid shortcuts through poorly lit areas and parks
☐ Carry your keys in a separate place from your address, preferably in your pocket (in case your purse is lost)

In the Appendix you will find a letter from Danielle Lançon, Director of the USC Center for Women and Men, outlining support services available to you.

SEXUAL ASSAULT RISK REDUCTION

The following is an outline of steps that can be taken to reduce the risk of sexual assault while overseas. The Center for Women and Men in the Division of Student Affairs at the University of Southern California can provide more detailed information regarding sexual assault risk reduction, as well as post-assault counseling. The telephone number is 213-740-4900. The website address is http://www.usc.edu/cwm.

Victims of sexual assault may be men or women. Ninety-nine percent of perpetrators are male regardless of the victim’s gender. In this document the victim is referred to as “her”, with the acknowledgement that this is for the sake of clarity and continuity.

While there is no guarantee that a sexual assault will not occur even if you take every precaution, a few safety measures can reduce your risk. Statistics show that most sexual assaults are committed by someone the victim knows. It could be a student from another country, a local you’ve met in a nightclub, coffee shop or library, or a member of the host family with whom you are staying. The following are ways to reduce the risk of sexual assault and unwanted sexual contact.
Cultural Awareness

The “culture” at USC may be quite different from the culture in a foreign country. Here it is not uncommon for males and females to be friends; to share the same dormitories and apartment buildings; to crash on each other’s couches; and to socialize without any sexual expectations. But in some foreign countries these very things may be interpreted as unintentional invitations or may be exploited by sexual predators. In some cultures a woman going out in public unescorted by a male could be imagined as a sign she is seeking unsolicited attention. Before you go abroad to study in a foreign country you should familiarize yourself with the local customs surrounding male/female relations. When you arrive you should observe how the locals interact, how they define “personal boundaries”, how the women dress in public, and what is considered appropriate socializing between genders.

Some Avoidance Techniques

Define Your Personal Boundaries. Personal Boundaries are both physical and emotional. You must decide what your boundaries are. For instance, will you allow a man to put his hand on your knee while talking to you? Will you allow him to ask probing questions about your previous or current relationships? What if a man just seemingly “accidentally” brushes against you? Should you allow a man whom you just met to buy you a drink at a coffee shop, bar, or nightclub? You may want to be more thoughtful about personal boundaries overseas than you would at home.

Make Clear Your Personal Boundaries

Be firm and direct. If a man touches you in a way you do not like, attempt to remove yourself from the situation. If you choose to say, “I don’t like that. Don’t do it again” and he does it again, then you should take this as a signal that he does not respect your personal boundaries and remove yourself from the situation. Be conscious of both your body language and your words. Saying “No” with a smile on your face provides a mixed message. Whether overseas or at home predators may test personal boundaries to see what you will allow and escalate inappropriate and criminal behavior as they feel successful.

Trust Your Instincts

If a person or a situation feels “creepy” to you, it probably is. Don’t talk yourself out of how you feel. Don’t say, “Something feels wrong here, but it’s probably just my imagination.” It’s better to go with your gut and get yourself out of the situation.

Stay Sober

Alcohol and drug consumption are involved in many sexual assaults. Some things you should remember:
- If you drink, only drink with trusted friends who can watch out for you.
- Never accept drinks from strangers.
- Do not leave drinks unattended.
- Go home in a group. Be responsible for each other. Do not leave a friend in a vulnerable position.

Socialize Safely

When socializing or dating in a foreign country, always do some research first. Ask around. Find out what areas of the city or town are considered dangerous. Find out what clubs or bars should be avoided.

Maintain Contact with Friends

Plan your social activities ahead of time. If you are going out with a stranger or recent acquaintance, leave word with someone where you are going, with whom you are going, and what time you plan to be back. Bring a cell phone. If there are any changes to your plans, let someone know. If you find yourself in an uncomfortable situation, call a friend and ask them to come and meet you.

Keep Emergency Contacts at Hand

Always carry your USC emergency information card, your insurance card, International SOS card, and any other local or international numbers you might need. Know how to contact the local police and ask for medical assistance in the local language. Know where the closest hospital or health
If you are the victim of a sexual assault during your overseas study experience, contact your USC program coordinator who can provide support and information regarding your options for medical care, reporting and counseling. International SOS is also available by phone 24 hours a day to assist with these issues. If you are participating in a study abroad program sponsored by another institution, there may be other staff available on-site for immediate assistance.

These safety precautions are not meant to infringe upon your overseas study experience. They are meant to enhance it. A good resource for personal safety while overseas is the Center for Global Education SAFETI (Safety Abroad First Educational Travel Information) website: http://www.globaled.us/safeti/. Click on “SAFETI On-Line Newsletter” and you will find numerous articles about creating safety while overseas. Of special note are:

“Sexual Harassment and Prevention in College Students Studying Abroad”, by Nancy Newport.


**GETTING THE MOST FROM THE STUDY ABROAD EXPERIENCE**

**Traveler vs. Tourist**

(Adapted from the University of Alberta’s Education Abroad Handbook)

Before you depart on your adventure, you should consider what kind of visitor you will be and what you will be carrying as baggage.

As a tourist, you take your country with you wherever you go, or at the very least, expect it to be there once you’ve arrived. You go to see but not to feel. A tourist may even have a light backpack (although that’s rare), but the preconceived notions and critical outlook through which the world is filtered are often quite heavy.

As a traveler, you are content to leave it all behind, preferring to call home the place where you hang your proverbial hat. A passport, a credit card, a notebook and a hat are the only burdens of the ideal minimalist traveler. You leave your shopping list, must-see list, travel books, ipod and all preconceived notions of safety at home. Rather than make an impact on the world he or she visits, a traveler tries to absorb as much as possible while passing through.

Striking a balance between being a tourist burdened with cultural baggage and a traveler with an empty suitcase is difficult to achieve. But those aren’t your only options. You can also become a resident, having the greatest opportunity to absorb a culture and give of yourself to others. If you choose to be a resident, besides the passport, credit card, notebook, and hat, there are three other essentials that take up no room so long as you bring them, but become a terrible burden if you do not.

First, bring your sense of humor. Without it, you will be doomed to suffer countless maladies, but with it, you’ll gain a sense of perspective, and a cure-all for most mishaps.

Second, bring empty space and room to grow, a sort of empty suitcase for your psyche. If you leave yourself open, you will discover new things about your new residence and new things about yourself. Some of the space will fill without you even noticing but sometimes you’ll have to make an effort to meet people, try new foods, learn new words, or ask more questions.

Third, bring a sense of self. Don’t be afraid to challenge yourself or ask yourself why you believe what you do. You are not a chameleon; some things about yourself are special. Be proud of these things because they make up who you are, no matter where you go.

Finally, be ready to explore new things. The longer your usual ways remain the sole
way to fulfill your needs, the more your new residence will seem like a place you’d rather not be. Sometimes it’s nice to go away and feel like you’ve never left home, but ideally living abroad should cause the definition of “home” to grow. If this happens, it’s a good indicator that you packed what you needed and left behind what you did not.

Goals and Expectations

Surveys of students who have studied abroad and rated the quality of their experience indicate that those who set specific goals and fine-tuned their expectations along the way had a richer experience.

• Setting Goals

Just showing up in the host country and going with the flow of attending class and participating in program activities is probably not the best strategy for getting the most out of your experience. Setting concrete goals, and occasionally re-thinking your goals, can add some shape to your time abroad.

While goal-setting is a very individual activity, here are some examples from previous study abroad students:

- learning all about the cinema industry in Italy with the hope of eventually working there
- learning how to make Spanish tapas and other dishes such as paella
- making friends with a similar interest in political activism and environmental issues
- understanding how manga and anime shape the culture of young Japanese
- forming solid friendships and possibly a romantic relationship
- becoming much more fluent in the language of the country
- seeing and understanding how racial and ethnic identity are viewed in the host country
- learning all there is to learn about rugby
- traveling off the beaten path in the host country and seeing things that most tourists don’t get to see

How would you go about pursuing the goals listed above or the goals you set for yourself?

• Fine-tuning Expectations

As much as we try to embark on new endeavors without building up too many expectations, it’s inevitable that we do have expectations of some sort, whether they are conscious or subconscious. It’s important to reconsider your expectations when your goals continually seem unreachable to the point of frustration and disappointment.

Be proud of your “baby steps.” In the first few weeks, your accomplishments will probably include such lofty tasks as buying a cell phone, riding the subway without getting lost, or exchanging pleasantries with a person at a coffee shop.

Here are some examples of expectations that students often find themselves having to fine-tune:

a) expecting to make friends easily with a lot of locals in the host country.

Making friends with locals in your host country can be challenging. Think about how difficult it might be for a visiting student from another country who does not speak great English to make a circle of good friends during a semester abroad at USC. Would you as a USC student go seek out such an exchange student and try to make friends with him or her? What kind of effort would that exchange student have to make? Students in other countries tend to already have a close group of friends and don’t feel the need to seek new friendships, especially with people who will be around for just four or five months. Making new friends can be difficult, but virtually everyone who has made the effort has said that it was worth it, even if the effort resulted in short-term acquaintances rather than lifelong friendships.

b) expecting the experience to be similar to that of a friend or sibling who has already studied abroad.

You are a unique individual and are responsible for shaping your own experience. If your friend had a great time in a certain city over a certain holiday and highly recommends that you do the same, you may want to caution yourself against
expecting the same kind of experience. You may end up having a much worse, or much better, time.

c) expecting to become fluent in a foreign language.

One semester is a relatively short time in the process of acquiring a language. While everyone’s definition of fluency differs, it is unlikely that a student with two semesters of a language, for example, will attain native-like fluency in just one semester abroad. Rather than get frustrated and give up if not speaking like a local by the third month, the important thing is to stick with the effort to use the language as much as possible and reward yourself for the real progress that you make.

Students sometimes say they want to study in a foreign country because it will “force” them to use the language they have been studying. More likely than not you will be in a program with other American students and will be free to speak English as much as you want outside of class and/or your homestay. Using the language will be a voluntary act that is entirely up to you. Rather than hoping the environment will “force” you to speak, sometimes it’s more useful to think of using the language as a process of opening yourself (and your ego) to new opportunities to express yourself and hear what others want to express to you.

**Being Open to Difference**

Many of the same attitudes that help you appreciate all that a diverse city such as Los Angeles has to offer will help you appreciate and enjoy your time living abroad. Some attitudes and character traits that promote cultural learning are:

- high regard for culture
- eagerness to learn
- desire to make connections
- readiness to give as well as receive
- being curious (vs. passive)
- being secure (vs. guarded)
- being humble (vs. haughty)
- willingness to suspend judgment
- tolerance for ambiguity
- a good sense of humor

We often become excited about entering a different culture but become annoyed once we get there by many of the differences. It helps to be aware of how your own values and ego shape your reactions to the cultural differences you encounter abroad.

**Suggestions from Alumni**

Do not perceive and judge things based on American standards, but instead take things the way they are. (CIEE, Taiwan)

A study abroad program will not improve your language skills for you; you need to make the decision to improve. You need to take control of your own language immersion. Do research and find clubs and activities where you will be with native speakers. (IES, Freiburg, Germany)

The best thing to do is take classes you’ll be interested in. (Queen Mary, University of London, England, UK)

It’s not about seeing as much as possible—knowing a place means staying there for a while to explore on your own because guidebooks are for tourists, not travelers. If you have a week, go to two cities, not four or five. You can’t “do” Paris in a weekend. (Syracuse U. in Florence, Italy)

Have fun and live up your time. A great experience involves trying new things, making new friendships and learning more about a different culture. (Australian National University, Canberra, Australia)
## USC CAMPUS CONTACTS

The USC website, www.usc.edu, has direct links to OASIS, the current Schedule of Classes, Course Catalog, the Faculty/Staff Directory, and more. Many of your questions can be answered through these resources. If possible, please start by consulting these resources.

If you are not able to get an answer, please direct your inquiries to the appropriate contact person listed below. Please allow a minimum of three days for a response.

### General Program Questions:
E-Mail one of the staff of Overseas Studies.

### Academic Advisement Questions:
E-mail your major or minor advisor with a “cc” to Overseas Studies.

### Registration Questions:
E-mail Veronica Gomez <gomezv@usc.edu> with a “cc” to Overseas Studies.

### Billing Questions:
E-mail Wendy Cook <cook@usc.edu> with a “cc” to Overseas Studies.

### Housing Questions:
E-mail Maria Flores <mflores@hrh.usc.edu> with a “cc” to Overseas Studies.

### Financial Aid Questions:
E-mail Susan Garibaldi <garibald@usc.edu> with a “cc” to Overseas Studies.

### STA Travel Questions:
E-mail <uscsstatravel.com> with a “cc” to Overseas Studies. Changing of any student fare ticket, although possible for a fee, must be done with a student travel office abroad. It cannot be done through the airline or STA Travel here at USC.

### IMPORTANT NOTE:
If you do not receive a response from Overseas Studies within a week, please re-send your message (with the proper “cc”) and request a confirmation.

## IMPORTANT DATES

<table>
<thead>
<tr>
<th>NOW</th>
<th>Passport: Apply for it NOW if you do not have one.</th>
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</thead>
<tbody>
<tr>
<td>ASAP</td>
<td>Travel Arrangements: You can use STA Travel where you can have your airline ticket fare put on your USC fee bill or with your own travel agent.</td>
</tr>
<tr>
<td>April 1, 2009</td>
<td>General Orientation meetings: Your attendance at one of these meetings is mandatory. Non attendance jeopardizes your permission to study abroad.</td>
</tr>
<tr>
<td>April 2, 2009</td>
<td>Country-specific meeting: See the list of meetings in the General Orientation folder. Please e-mail our office ahead of time if you cannot attend.</td>
</tr>
<tr>
<td>Friday, April 3, 2009</td>
<td>Semester Away Housing Form to Maria Flores in PSX: <a href="mailto:mflores@hrh.usc.edu">mflores@hrh.usc.edu</a> if you are currently in USC housing. (Do not turn in until you have heard of your official acceptance from your program)</td>
</tr>
<tr>
<td>TBA</td>
<td>Financial Aid information meeting: For all students receiving loans, grants, and/or scholarships</td>
</tr>
</tbody>
</table>
| Friday, April 17, 2009 | Forms Due to Office of Overseas Studies (Forms marked with a * are required from ALL students)
1. *Release Form
2. *Medical Treatment Authorization Form
4. Authorization to Release Form: This authorizes Overseas Studies to pick up refund/loan checks from the Cashier’s Office and mail them to the U.S. address you designate.
5. Financial Aid Agreement
6. Electronic Refund Deposit Authorization (Return directly to Cashier’s Office in King Hall 204)
7. *Know Before You Go/Informed Consent Form
8. Financial Services/Collection Privacy Release
9. *Withdrawal Policy Form
10. *Insurance Selection Form |
| Friday, May 8, 2009 | Forms Due to Office of Overseas Studies
1. *Transportation Form
2. *Photocopy of Passport (Please photocopy your passport before applying for a visa) |
FORMS CHECKLIST FOR FALL & YEAR
2009-10

Here is a list of the USC overseas studies forms and deadlines, which you should download at: www.usc.edu/overseas

Please check off the forms as you turn them in. This checklist is for your use and does not need to be turned in. Please make a photocopy of all forms for your own records!

ALL STUDENTS MUST TURN IN THE FOLLOWING ITEMS

DUE BY FRIDAY, APRIL 17, 2009:

☐ RESPONSIBILITY FOR READING OVERSEAS STUDIES HANDBOOK
☐ RELEASE FORM
☐ HEALTH INSURANCE SELECTION FORM
☐ MEDICAL TREATMENT AUTHORIZATION
☐ WITHDRAWAL/REFUND POLICY ACKNOWLEDGEMENT
☐ AUTHORIZATION TO RELEASE
☐ KNOW BEFORE YOU GO/INFORMED CONSENT FORM
☐ ELECTRONIC REFUND DEPOSIT AUTHORIZATION
☐ FINANCIAL SERVICES DISCLOSURE PERMISSION FORM
☐ FINANCIAL AID AGREEMENT

DUE BY FRIDAY, MAY 8, 2009:
(or as soon as you make your travel plans and have your passport:)

☐ TRANSPORTATION FORM
☐ PHOTOCOPY OF THE INFORMATION/SIGNATURE PAGE(S) OF YOUR PASSPORT

Note: Please submit the ELECTRONIC REFUND DEPOSIT AUTHORIZATION FORM to the Cashier’s Office in King Hall 204.

PRE-DEPARTURE CHECKLIST

ADMINISTRATIVE
☐ Make copies of your personal documents (both sides of credit cards and ATM/debit cards, passport, insurance cards, driver’s license, etc.); leave one set of copies at home and bring one with you
☐ Complete all required forms for USC and return to the Office of Overseas Studies
☐ Complete all required program/host institution forms and return promptly to program sponsor
☐ If you have a parking permit at USC, turn it in to Transportation Services and get information from them about obtaining a permit when you return to campus
☐ If you are in USC Housing, turn in your Semester Away Release Form

CONTACT INFORMATION
☐ Change your local address (usually to your permanent address) on OASIS so that your mail from USC gets to the right place.
☐ Make sure that the study abroad provider/foreign university has your updated contact addresses and contact information.
☐ Make sure that your USC e-mail gets forwarded to any non-USC e-mail account you may be using. You will be expected to read all email coming from our office and take action when necessary. We will not send emails to a non-USC account; check your USC email account regularly to make sure you are not over quota.

TRAVEL
☐ Obtain your visa, if required
☐ Provide your family with your overseas contact information and your travel itinerary
☐ Make photocopies of your passport—leave one at home and bring one with you
☐ If you are not a US citizen, be sure to consult with an advisor in OIS before leaving USC
☐ Find out if it is appropriate to bring a laptop computer to your host country/program
☐ If you are bringing electrical equipment, find out about the electrical current and plug adapters in your host country and obtain the appropriate transformers, converters and adapters
☐ Before packing your bags, find out about local standards of dress, temperature, etc. Pack lightly and appropriately
☐ Research rail passes, hostel cards, and purchase before leaving the U.S. if appropriate
FINANCIAL
□ Familiarize yourself and your parents with your program Rate Sheet
□ Attend financial aid meeting if you receive financial aid
□ Inform the Office of Overseas Studies if you are an outside scholarship recipient
□ Meet with a financial aid counselor if you have questions about your financial aid package and study abroad
□ Meet all financial aid deadlines for 2010-2011
□ Verify that you have correct 4-digit PIN numbers for your credit/debit and/or ATM cards
□ If you purchase travelers checks, record the check numbers and keep a copy at home
□ Arrange for someone to be able to deposit funds into your US bank account
□ Notify your credit card and bank companies about living abroad

ACADEMIC
□ Bring a copy of your Overseas Studies advising record with you overseas (we have copies in student files)
□ Bring your major advisor’s contact information with you abroad
□ Register for Overseas block units for Fall 2009
□ Check with your major departmental advisor and the Office of Degree Progress to verify your requirements

HEALTH
□ Inform Overseas Studies staff about any pre-existing conditions which may affect your participation at some point or which may be critical to know if you become ill/injured and are unable to communicate.
□ Bring your health insurance card and your INTERNATIONAL SOS card with you overseas
□ Get appropriate vaccinations/immunizations for your host country
□ Obtain enough of your prescription medications to last you for the duration of your stay abroad
□ Keep prescriptions in their original packaging/containers from the pharmacy
□ Bring copies of your prescriptions including the generic drug names of all medications

OTHER
□ Find out if it is appropriate to bring a laptop computer to your host country/program
□ If you are bringing electrical equipment, find out about the electrical current and plug adapters in your host country and obtain the appropriate transformers, converters and adapters
□ Before packing your bags, find out about local standards of dress, temperature, etc. Pack lightly and appropriately
□ Research rail passes, hostel cards, and purchase before leaving the U.S. if appropriate

(Ε)
LETTER FROM THE CENTER FOR WOMEN AND MEN

Dear Study Abroad Student:

Congratulations on being accepted into one of USC’s Study Abroad programs!

We are to remind you that while you are studying overseas in a USC-sponsored program, you may continue to access the services that the University of Southern California offers its students who find themselves in any difficulty or need.

When you travel to another country, you may feel as though student services such as those offered by Student Affairs are far away. We are very aware, however, that you may need our services, no matter where you are studying. We assure you that you may continue to contact the USC Center for Women and Men. The Center offers confidential crisis intervention, advocacy, and referrals to students dealing with any kind of gender-related harm or abuse such as sexual harassment, discrimination, sexual assault, stalking or intimate partner violence.

We hope that nothing will go wrong while you are studying abroad. But laws, cultural norms, and customs about gender roles and sexual orientation vary widely country to country. You may find, for example, that your host institution deals with reports of sexual harassment differently than you would expect at USC.

When arranging its programs abroad, USC asks your host institution to provide an environment free from harassment and other harm. I encourage you, before you travel, to review USC’s policies and services related to student well-being, detailed in SCampus. In the event that you have a gender-related concern, please do not hesitate to contact either your program leader or the USC Center for Women and Men directly at cwm@usc.edu or 213-740-4900.
The USC Office of Overseas Studies, of course, is always available to address any matters that arise during your time abroad. Their e-mail address is overseas@usc.edu.

On behalf of the USC Center for Women and Men, we wish you the best as you embark on your study abroad. Be assured that the staff and faculty at USC will remember you while you’re away and look forward to welcoming you back.

Sincerely,
Danielle Lançon
Director
USC Center for Women and Men
March 2009

GUIDELINES FOR EVALUATING INTERNSHIPS FOR USC CREDIT

UNIVERSITY OF SOUTHERN CALIFORNIA
ARTICULATION OFFICE
ACADEMIC RECORDS AND REGISTRAR

Students who plan to do an internship while on a study abroad program may be interested primarily in the experience and not care whether they earn units at USC for the internship. However, students who wish to earn USC credits should be aware of the following policies.

Only internships which receive credit on the official overseas program transcript are potentially available for credit. However, even internship courses which are granted credit on the study abroad transcript will not necessarily be granted units by USC. (This is true whether or not the institution is a college in the US, such as Syracuse University.) The USC curriculum committee has established guidelines for internship courses given by USC, which indicate what criteria they must meet in order to be approved as unit-bearing courses, and how many units should be given. These same guidelines are used by the Articulation Office in evaluating internships taken abroad, to determine if they will receive any elective units, and if so, how many. If you wish an internship which has been granted elective units to be used for major or minor credit, it must also be reviewed by the major or minor department to determine if it can be used to fulfill major/minor requirements.

In almost all cases, internships cannot be approved for credit in advance, because it is necessary to review the work produced during the internship. Therefore, you should keep all materials produced during an internship for review upon your return (see “Summary” for details). One exception: at Australian National University, the Public Sector Internship A has been reviewed and will receive credit, but the internship B has not been pre-approved and would need to be reviewed upon return.

USC may grant the same number of units for an internship as the overseas institution, fewer units, or no units at all. If no units are granted, the internship will not be entered on the student’s USC record (though it will appear on the transcript from the overseas institution).

The following information is summarized from the “Guidelines for Undergraduate and Graduate Internship Courses” prepared by the University Curriculum Committees:

“An internship is intended to provide practical experience in applying knowledge to relevant work settings and to enable the student to acquire needed skills and knowledge that cannot be gained in the traditional classroom.

Generally, one unit of credit for an internship requires 4-5 hours per week of offsite work experience over a 15-week semester, or 60-75 hours of work at the internship site per unit of credit.

Before beginning an internship, the student is generally asked to complete in writing a pre-approval agreement which includes: number of internship units to be earned; specific work site and the nature of the work that will take place there; how the internship will further the student's program of study (i.e., what academic value is expected to occur from the internship beyond what a mere job would offer); specific goals that should be achieved from the internship; and how the students will be evaluated. [If there is no such official requirement overseas, students should, on their own, determine all these matters.]

If a student is already employed at a workplace, credit is not generally given for performing work activities that the student would have to do anyway at their workplace.

A faculty member should be responsible for grading. If an on-site supervisor other than the faculty member has input into the grading, the interaction between the faculty member and
supervisor in grading must be clear.

Typically after completing an internship, students are encouraged to reflect on their experience and summarize their learning. They may be asked to write an appropriately substantial paper reflecting on the nature and value of the internship, how it furthered their academic program, and how well the goals specified in the pre-approval agreement were met. [If no such paper- or any other tangible product- is required by the overseas site, it will probably be required by USC if credit is to be granted.]

The student should be supervised at the worksite, either by the faculty member (instructor of record) or by a specified on-site supervisor. If the faculty member is not the supervisor, generally a student has formal contact with the faculty member at least once during the semester to assess progress towards the goals identified in the pre-approval agreement.”

Summary

In general, course credit will not be given for office work such as xeroxing and answering phones, even if this is done in a foreign language. The student must do something of academic value and provide evidence of this activity.

Students (or their institutions) should provide as much as possible of the following information upon the student’s return, verified by the instructor or the overseas institution:

1. Course syllabus, goals, or pre-course agreement, and any related information which describes what is expected during the internship. The information in the pre-approval agreement described above should be covered (academic value of work to be done, nature of supervision and work site, contact with faculty member, method of evaluation, etc).

2. Log or other record of number of hours worked. Approximately 60-75 hours of work at the internship site are required per USC unit.

3. Final paper(s) or other products, including such items as a research report prepared for the supervisor, a reflective paper on what was gained from the experience, a report presented to other students in the class, etc.

4. Evaluation and any comments or reports by the instructor or supervisor.

TIPS FOR STUDENTS
(from the U.S. Dept. of State website: http://travel.state.gov)

The Department of State offers the following information for student advisors and for their students who plan to travel and/or study abroad.


This is an official U.S. Government source. Inclusion of non-U.S. Government links does not imply endorsement of contents.

LEARN AS MUCH AS POSSIBLE ABOUT THE COUNTRIES IN WHICH YOU PLAN TO TRAVEL OR STUDY

□ Students should read the State Department’s Country Specific Information Sheet for the countries in which they plan to study or visit, and check for Public Announcements or Travel Warnings that may pertain to that particular country. A Country Specific Information Sheet is available for every country in the world and provides an overview of conditions pertaining to travel in each country.

□ Encourage students to learn about the history, culture, politics and customs of the country/countries in which they travel and study, and to respect the country’s customs, manners, rules and laws. For instance, various countries and cultures respect certain manners and dress codes. American students should also abide by these manners and dress codes as much as possible.

□ It is a good idea for students to learn as much as they can of the language of the country in which they plan to travel or study. Learning basic phrases of the language can be helpful, and it indicates a willingness on the part of students to make an effort to communicate in the language of the country.

□ The Department of State publishes Background Notes on countries worldwide. These are brief, factual pamphlets with information on each country’s culture, history, geography, economy, government and political situation. Background Notes are available for approximately 170
countries and often include a reading list, travel notes and maps.

- It is important that students learn about the local laws abroad and obey them. Remember, while in a foreign country, you are subject to its laws! This year, the State Department has issued two press releases: a press release for college newspapers on travel safety abroad for students and a press release on spring break in Cancun, reminding students about drug laws and drunk and disorderly conduct during spring and summer breaks.

**OBTAINING PASSPORTS AND VISAS TO TRAVEL, STUDY AND OR WORK ABROAD**

- Students must have a signed, valid passport and visas, if required. Students studying abroad must be sure that they have the proper visa to study there. A visitor’s visa or entry without a visa may not allow one to study. Refer to our Foreign Entry Requirements brochure for information on foreign visas and to Your Trip Abroad for U.S. passport information.

- Students should remember to fill in the emergency information page of their passport.

- It is a good idea for relatives of students abroad to obtain and maintain a valid passport as well, in case of an emergency requiring them to travel.

- Students who wish to work part-time in conjunction with their studies or when their studies are finished, should make sure that they understand the laws that apply and comply with them.

- The United States requires student visas for study in the United States.

- Students should make copies of their passport’s data page and any visas. They should keep a copy separately from the originals while traveling and leave one at home with their family and with their student advisor. This will help to obtain a replacement passport in the event that a passport is lost or stolen. Refer to our brochure Your Trip Abroad for more information on U.S. passports.

- Students are encouraged to travel with extra photos, in case they need to get a new passport quickly. Refer to our brochures Passports - Applying for Them the Easy Way and Your Trip Abroad for more information.

**LEARN ABOUT MEDICAL INSURANCE AND EVACUATION INSURANCE IN CASE OF A MEDICAL EMERGENCY ABROAD**

Every year, hundreds of students become ill or suffer injuries overseas. It is essential that students have medical insurance and medical evacuation insurance that would cover a medical emergency abroad. For further information, see our flyer on Medical Information for Americans Traveling Abroad, Your Trip Abroad and visit the Centers for Disease Control and Prevention’s web site at http://www.cdc.gov. STUDENTS ARE ENOURAGED TO KNOW THE LOCATION OF THE NEAREST U.S. EMBASSY OR CONSULATE AND TO REGISTER. If students are going to be in a country for more than a couple of weeks, they should register at the American Embassy or Consulate. This is helpful to students and their families, if there is need to locate family members in the event of an emergency. See our links to U.S. embassies and consulates worldwide.

**WHAT U.S. CONSULAR OFFICERS CAN AND CAN NOT DO TO HELP U.S. CITIZENS ABROAD**

- If students find themselves in trouble overseas, the Consular Officer at the nearest U.S. embassy or consulate can provide certain assistance and advice. Consular Officers can also help in the event of illness, injury, natural catastrophe, evacuations, destitution, or death. See our brochures Crisis Abroad, U.S. Consuls Help Americans Abroad and Overseas Citizens Services for more information.

- In the United States, the Office of Overseas Citizens Services can also assist American students abroad and their families in the USA in emergency cases. There is a 24 hour number to call (202) 647-5225.

- There are certain things that consular officers at American embassies CAN NOT do for American citizens abroad. For example, they can not cash checks, lend money or serve as your attorney. See our brochure U.S. Consuls Help Americans Abroad.
GENERAL PRECAUTIONS FOR TRAVELING OR STUDYING ABROAD

- Remember not to leave luggage unattended and not to carry packages for anyone. The packages could contain drugs or other illegal items. Refer to our brochure Travel Warning on Drugs Abroad.

- Do not become a target for thieves by wearing conspicuous clothing and expensive looking jewelry. There are restrictions on photography in certain countries. Students should check the Consular Information Sheet for the countries where they plan to visit or travel. Students should avoid demonstrations or civil disturbances, which could turn violent. Demonstrations could also turn anti-American. The Department of State is engaged in outreach efforts to education-related organizations to publicize road safety risks in other countries. Students, who may choose less expensive, often less reliable methods of local travel while in foreign countries, should be aware of the potential danger.

<table>
<thead>
<tr>
<th>USC Student Health Insurance (Costs Approximate)</th>
<th>USC Overseas Health Insurance (Costs Approximate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2009: $405 Coverage from 8/17/09 to 1/10/10</td>
<td>$74 per month Coverage only from beginning of month of program start date to end of month of program end date</td>
</tr>
<tr>
<td>Spring/Summer 2009: $580 Coverage from 1/11/09 to 8/15/09</td>
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<td>Coverage for Spring &amp; Summer is only available combined &amp; CANNOT be purchased separately</td>
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<tr>
<td>Covered in U.S. and abroad</td>
<td>Not covered in U.S.</td>
</tr>
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<td>Medical evacuation and repatriation coverage (SOS) included in premium</td>
<td>Medical evacuation and repatriation coverage (SOS) included in premium</td>
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From page 26: HEALTH INSURANCE
These rates may change as of July 1, 2009.

From page 20: The Stages of Culture Shock
<table>
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<th>Contact Country</th>
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<th>Contact Address</th>
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<th>Telephone</th>
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<td>Australia</td>
<td>Canberra</td>
<td>Embassy</td>
<td>Moonah Place, Yarralumla, ACT 2600</td>
<td><a href="http://usembassy-australia.state.gov">http://usembassy-australia.state.gov</a></td>
<td>(02)-6214-5600</td>
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<td>Brazil</td>
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<td>Embassy</td>
<td>SES - Av. das Nações, Quadra 801, Lote 03, 70403-900 - Brasilia, DF</td>
<td><a href="http://www.embaixada-americana.org.br">http://www.embaixada-americana.org.br</a></td>
<td>(55-61) 3312-7000</td>
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<td>Brazil</td>
<td>Sao Paulo</td>
<td>Consulate</td>
<td>Rua Henri Dunant, São Chacara, Santo Antonio, São Paulo- SP, 04709-110</td>
<td><a href="http://saopaulo.us">http://saopaulo.us</a> consulate.gov</td>
<td>(55-11) 5186-7000</td>
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<td>Chile</td>
<td>Santiago</td>
<td>Embassy</td>
<td>Ave. Andres Bello 2800, Las Condes Santiago</td>
<td><a href="http://www.usembassy.cl">http://www.usembassy.cl</a></td>
<td>562232 2600</td>
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<tr>
<td>China</td>
<td>Beijing</td>
<td>Embassy</td>
<td>Xiu Shui Bei Jie 3, Beijing, China 100600</td>
<td><a href="http://beijing.usembassy-china.org.cn/">http://beijing.usembassy-china.org.cn/</a></td>
<td>(86-10) 6532-3831</td>
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<tr>
<td>Costa Rica</td>
<td>San Jose</td>
<td>Embassy</td>
<td>Calle 120 Avenida 0, Pavis, San Jose</td>
<td><a href="http://sanjose.usembassy.gov/">http://sanjose.usembassy.gov/</a></td>
<td>(506)519-2000</td>
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<td>Czech Republic</td>
<td>Prague</td>
<td>Embassy</td>
<td>Trziste 15, 118 01 Praha 1, Czech Republic</td>
<td><a href="http://prague.usembassy.gov/">http://prague.usembassy.gov/</a></td>
<td>(420-2) 57-022-000</td>
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<tr>
<td>France</td>
<td>Paris</td>
<td>Embassy</td>
<td>2 avenue Gabriel 75382 Paris Cedex 08</td>
<td><a href="http://www.amb-usa.fr/">http://www.amb-usa.fr/</a></td>
<td>33 1 43 12 22 22</td>
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<tr>
<td>Germany</td>
<td>Berlin</td>
<td>Embassy</td>
<td>Neustätische Kirchstr. 4-5 Berlin 10117</td>
<td><a href="http://www.usembassy.de">http://www.usembassy.de</a></td>
<td>(030) 2385-174</td>
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<tr>
<td>Ghana</td>
<td>Accra</td>
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<td>No.19 Fifth Link Road, Cantonments, Accra</td>
<td><a href="http://accra.usembassy.gov/">http://accra.usembassy.gov/</a></td>
<td>(233-21) 741-100</td>
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<td>Greece</td>
<td>Athens</td>
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<td>91 Vassilisis Sophias Avenue, 101 60 Athens</td>
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<td>India</td>
<td>New Delhi</td>
<td>Embassy</td>
<td>Shanti Path, Chanakya Puri New Delhi 110 021</td>
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<td>2419-8000</td>
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<tr>
<td>Ireland</td>
<td>Dublin</td>
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<td>42 Elgin Road, Ballsbridge, Dublin 4</td>
<td><a href="http://dublin.usembassy.gov/">http://dublin.usembassy.gov/</a></td>
<td>353 1 668-8777</td>
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<tr>
<td>Israel</td>
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<td>14 Agron Road, Jerusalem 27 Nablus Road, Jerusalem</td>
<td><a href="http://jerusalem.us">http://jerusalem.us</a> consulate.gov/</td>
<td>972-2-6227230</td>
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<tr>
<td>Israel</td>
<td>Tel Aviv</td>
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<td>71 Hayarkon Street Tel Aviv 63903</td>
<td><a href="http://telaviv.usembassy.gov/">http://telaviv.usembassy.gov/</a></td>
<td>972-3-519-7575</td>
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<tr>
<td>Italy</td>
<td>Rome</td>
<td>Embassy</td>
<td>via Vittorio Veneto 121 Roma 00187</td>
<td><a href="http://www.usembassy.it/">http://www.usembassy.it/</a></td>
<td>(39) 06.4674.1</td>
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<td>Italy</td>
<td>Florence</td>
<td>Consulate</td>
<td>38 Lungarno Vespucci Firenze 50123</td>
<td><a href="http://florenc.us">http://florenc.us</a> consulate.gov/</td>
<td>39 055-266-951</td>
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<tr>
<td>Japan</td>
<td>Tokyo</td>
<td>Embassy</td>
<td>1-10-5 Akasaka 1-Chome Minato-ku, Tokyo 107-8420</td>
<td><a href="http://tokyo.usembassy.gov/">http://tokyo.usembassy.gov/</a></td>
<td>(03)3224-5000</td>
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<tr>
<td>Japan</td>
<td>Nagoya</td>
<td>Consulate</td>
<td>Nagoya Int’l Center Bldg. 6F, 1-47-1 Nagono, Nakamura-ku, Nagoya 450-0001</td>
<td><a href="http://nagoya.us">http://nagoya.us</a> consulate.gov/</td>
<td>(052)581-4501</td>
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<td>Jordan</td>
<td>Amman</td>
<td>Embassy</td>
<td>Consular Section Amman 11118 Jordan</td>
<td><a href="http://amman.usembassy.gov">http://amman.usembassy.gov</a></td>
<td>962-6-590-6950</td>
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<tr>
<td>Kenya</td>
<td>Nairobi</td>
<td>Embassy</td>
<td>United Nations Avenue Nairobi P.O.Box 606 Village Market, 00621 Nairobi</td>
<td><a href="http://nairobi.usembassy.gov/">http://nairobi.usembassy.gov/</a></td>
<td>3636000</td>
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<tr>
<td>New Zealand</td>
<td>Wellington</td>
<td>Embassy</td>
<td>29 Fitzherbert Terrace, Thorndon, Wellington</td>
<td><a href="http://wellington.usembassy.gov/">http://wellington.usembassy.gov/</a></td>
<td>644 462 6000</td>
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<tr>
<td>Nicaragua</td>
<td>Managua</td>
<td>Embassy</td>
<td>Km 5 1/2 Carretera Sur Managua</td>
<td><a href="http://managua.usembassy.gov/">http://managua.usembassy.gov/</a></td>
<td>011-(505)-252-7100</td>
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<td>Russia</td>
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<td>Bolshoy Deviantinsky Pereulok No.8, Moscow</td>
<td><a href="http://moscow.usembassy.gov/">http://moscow.usembassy.gov/</a></td>
<td>7-495-728-5500</td>
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<td>Russia</td>
<td>St.Petersburg</td>
<td>Consulate</td>
<td>Ulitsa Furshtadtskyaya, No. 15 St. Petersburg</td>
<td><a href="http://stpetersburg.usconsulate.gov">http://stpetersburg.usconsulate.gov</a></td>
<td>7-812-331-2600</td>
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<tr>
<td>South Africa</td>
<td>Pretoria</td>
<td>Embassy</td>
<td>PO Box 9536, Pretoria 0001 877 Pretorius St, Arcadia, Pretoria</td>
<td><a href="http://pretoria.usembassy.gov/">http://pretoria.usembassy.gov/</a></td>
<td>(27-12) 431-4000 x.4020</td>
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<td>South Africa</td>
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<td>Consulate</td>
<td>2 Reddam Avenue Westlake 7945</td>
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<td>(27)0217027300</td>
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<td>South Korea</td>
<td>Seoul</td>
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<td>32 Sejong-no Jongno-gu, Seoul 110-710</td>
<td><a href="http://seoul.usembassy.gov/">http://seoul.usembassy.gov/</a></td>
<td>82-2-397-4114</td>
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<td>Spain</td>
<td>Madrid</td>
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<td>Serrano 75 28006 Madrid</td>
<td><a href="http://www.embusa.es/">http://www.embusa.es/</a></td>
<td>91587-2200</td>
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<tr>
<td>Taiwan</td>
<td>Taipei</td>
<td>Citizen Services Office</td>
<td>American Institute in Taipei No. 7 Lane 134 Sec. 3, Hsin Rd., Da-an District</td>
<td><a href="http://www.ait.org.tw/en">http://www.ait.org.tw/en</a></td>
<td>(02)2162-2000 x.2306</td>
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<td>United Kingdom</td>
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<td><a href="http://www.usembassy.org.uk/scotland/">http://www.usembassy.org.uk/scotland/</a></td>
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Last updated March 2009
STUDENT RESPONSIBILITIES

In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during the program and by their day-to-day choices and behaviors.

Participants should:

□ Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.

□ Consider their health and other personal circumstances when applying for or accepting a place in a program.

□ Make available to the sponsor accurate information about physical and mental health issues as necessary to plan for a safe and healthy study abroad experience.

□ Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.

□ Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.

□ Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program. Provide them with emergency contact information, and keep them informed on an ongoing basis.

□ Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program. Obey the laws of the host country.

□ Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.

□ Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.

□ Accept responsibility for their own decisions and actions.

□ Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.

□ Follow the program policies for keeping program staff informed of their whereabouts and well-being.

□ Look out for your fellow students. If you notice that their health is being endangered, please bring that to the attention of the appropriate program representative or USC representative, or others, as you deem necessary. Please understand that program and USC representatives are limited by law in what they can tell students’ parents in cases where the student’s health seems to be in jeopardy.

PARENT RESPONSIBILITIES

□ Discuss with the student any of his/her travel plans and activities that may be independent of the study abroad program.

□ Keep in touch with the student. But keep in mind that local conditions may prevent the student from immediately responding to you.

□ Be aware that the student rather than the program may most appropriately provide some information.

□ Be sensitive to local customs and cultural norms in the host country and the home-stay or dorm.

□ Remember time differences when phoning your student.

Understand that if you call us about your student, we will contact the program and the student; however Federal Education Rights of Privacy Act of 1974 (FERPA) may prohibit us from responding to you directly. At the postsecondary level, parents have no inherent rights to access or to inspect their son or daughter’s education records. This right is limited solely to the student.