



STUDY ABROAD STUDENT HANDBOOK 2009 - 2010

May 7, 2009

Dear Student,

Since the 1970, the University of Arizona has promoted study abroad and international exchange as a vital link in education. Study abroad is a once-in-a-lifetime opportunity whose benefits go far beyond academic learning. The opportunity can add significant dimensions to undergraduate and graduate study by enabling students to develop broader perspectives in their academic field of study and an ability to develop skills in cross-cultural adaptability, communication, and critical thinking applicable to everyday life.

The University of Arizona is a national leader in providing low-cost, high-quality study abroad programs, offering semester, academic year, summer, and winter break programs in over 50 countries throughout the world. Our offerings vary in structure from individually arranged programs and student exchanges to faculty-led programs. The UA Faculty Advisory Committee supports the development and coordination of our international programming, creating a dynamic combination of centralized and de-centralized management. This assures the highest standard of quality control and cross-fertilization among our international programs.

We hope that as you study, live, travel, and meet new people abroad, you will experience the same satisfaction that earlier students have gained from pursuing their international endeavors. Best wishes from the Office of Study Abroad and Student Exchange for a productive and fulfilling experience!

Sincerely,

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STUDENT HANDBOOK 2009 - 2010

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ACADEMICS

Study Abroad Student Registration

All students remain registered at the University of Arizona during their semester abroad, earn credit for approved coursework, and continue to be eligible for financial aid. Courses taken abroad may fulfill general education, major, minor, and elective requirements at the University of Arizona.

While you are abroad, your student link account will read: "GS 001 801 VAR UA STUDY: 12 hours" if you are studying abroad for a semester or academic year. If you are participating in a summer program your student link account will read: "GS 001 801 VAR UA STUDY: 6 hours." ***This does not indicate credit already earned; it is simply a place holder showing that you are registered as a full-time study abroad student.*** This is a non-unit bearing, non-gradeable holding category that will be replaced by the coursework that you complete abroad upon your return to the University of Arizona. There are two different categories of credit that can be earned from studying abroad:

Direct UA Credit:

Direct Credit programs are usually UA faculty-led summer programs, but there are exceptions. Direct-credit courses show up as UA courses on student accounts and on a Student Academic Progress Report (SAPR). Direct credit programs give students UA-specific course credit because the courses offered abroad are equivalent to UA courses. *Grades earned in direct credit programs are calculated into the University of Arizona grade-point average.* The following programs offer direct UA credit for student participants:

- Arizona in Brazil (summer)
- Arizona in Chile (fall, spring)
- Center for Mesoamerican Research, Guatemala (fall, spring, academic year, summer)
- Arizona in Italy (fall, spring, academic year, summer)
- Arizona in Oaxaca (summer)
- Arizona in Paris (summer)
- Arizona Russian Abroad (fall, spring, academic year, summer)
- Arizona Summer Study in Leipzig (summer)
- Arizona in Ukraine (fall, spring)
- Arizona in Yalta (summer)
- Desert Ecology and Conservation Biology in Namibia (summer)
- Germans, Jews and the Holocaust (summer)
- Konan Year in Japan (academic year)
- London Internship (summer)
- Medieval Europe Study Tour (summer)
- Myth and Landscape in Ancient Greece and Turkey (summer)
- Politics, Environment, and Development in Vieques (summer)
- Summer in Segovia (summer)
- Sustainability and Globalization in Germany (summer)
- Trident Language Program (summer)
- Universidad de Alcalá de Henares (fall, spring, academic year)
- Verano en México (summer)
- Yangtze International Study Abroad (fall, spring, academic year, summer)

Transfer Credit:

A University of Arizona student may complete degree requirements with courses from another institution. Advance planning ensures that transfer courses will apply toward a specific requirements in your major, minor, or General Education Program. The evaluation of any course work or exam from another institution or organization for acceptance by the University of Arizona will be based only on an official transcript from the institution originally offering the course work or exam. A few general policies: *credit is not given for grades lower than a "C" and grades from other institutions are not included in the calculation of The University of Arizona grade-point average.*

Use the following guidelines in order to ensure that the coursework that you complete abroad will be accepted by the University of Arizona *and* will work toward your degree requirements:

- Select appropriate courses with the help of your college or department academic advisor by providing course descriptions from the foreign institution's course catalog. Most foreign institution's course catalogs are accessible online; ask your Study Abroad Advisor for details.
- Obtain approval from your academic advisor for a course before you enroll at the foreign institution by completing and submitting a **Course Selection for Study Abroad** form. Your academic advisor will keep a copy of the form.
- Give one copy of the approved form to your Graduation Services Advisor for future reference. Click here to view a list of Graduation Services Advisors: <http://www.registrar.arizona.edu/graduation/advisors.htm>

Credit, Grades and Transcripts

When you return from study abroad the actual allocation of credit will be made. **You must bring back all of your work for each course (i.e. papers, projects, etc.), in case your advisor asks to see your work for credit evaluation.** Please note that it often takes one full semester for transcripts from your study abroad institution to reach the University of Arizona and for the grades to be processed. Once your transcripts have been received by the University of Arizona, they will be evaluated and posted to your student account. **Transfer credits appear in Section 4 of you SAPR.** It is important to remember that you must meet with your Academic Advisor once you see your transfer credits in Section 4 of your SAPR. Your Academic Advisor will then make the appropriate substitutions based on the course approvals that you received prior to your study abroad program.

UA Direct Credit programs:

Students receive both the units of credit *and* the grade that is earned for each class completed abroad. The grades that you receive for these classes *will* be calculated in to your University of Arizona grade-point average.

Transfer Credit programs:

Students receive *only* the units of credit for each class completed abroad. Credit is not given for grades lower than a "C." The grades that you receive for these classes *will not* be calculated in to your University of Arizona grade-point average.

University of Arizona Registration Information

While you are abroad, you can register for the classes that you will take at the UA upon your return to the United States. WebReg is the University's Web-based class registration tool, accessible through the password protected Student Link.

WebReg allows a student to:

- Add and drop classes to their schedule
- View their current schedule while making registration changes to it

Be aware that WebReg is not a course planning tool. Adding or otherwise changing your schedule in WebReg may affect your tuition and fee amounts owed. You can view UA Tuition and Fees here: <http://www.bursar.arizona.edu/students/fees/index.asp>

WebReg is available:

Times listed are Mountain Standard Time

Add/Drop classes

7 am - 8 pm, Monday - Friday

7 am - 6 pm, Saturday

With the following exceptions, WebReg is not available on Sundays:

- During priority registration (7 am - 6 pm): <http://www.registrar.arizona.edu/schedules/rsvpindex.htm>
- The Sunday before classes begin (from 7 am – 6 pm), for Fall and Spring semesters only

****Remember that you need to register for your classes during Mountain Standard Time!**

Academic Advisor Contact Information

- **Fill out the following form before you depart and take it with you when you go abroad.** You must have all coursework that you are planning to take abroad approved by your academic advisor before you leave.
- **You are responsible for contacting the appropriate faculty when necessary.** The office of Study Abroad and Student Exchange cannot be responsible for contacting academic advisors.

MAJOR	Departmental Address
Academic Advisor	Email
Phone	Fax
MINOR	Departmental Address
Academic Advisor	Email
Phone	Fax
OTHER	Departmental Address
Academic Advisor	Email
Phone	Fax

FINANCES

Study Abroad Costs

There are three categories of costs for study abroad through the University of Arizona.

1. Students attending **UA Faculty-led Study Abroad Programs** are charged a comprehensive program fee which includes tuition, housing, orientation, and some excursions. Books, meals, and insurance *may* be covered within the program fee. Airfare and personal travel and expenses are generally not covered within the program fee. Below you'll find a list of current UA Faculty-led Study Abroad Programs:
 - Arizona in Brazil (summer)
 - Arizona in Chile (fall, spring)
 - Center for Mesoamerican Research, Guatemala (fall, spring, academic year, summer)
 - Arizona in Italy (fall, spring, academic year, summer)
 - Arizona in Oaxaca (summer)
 - Arizona in Paris (summer)
 - Arizona Russian Abroad (fall, spring, academic year, summer)
 - Arizona Summer Study in Leipzig (summer)
 - Arizona in Ukraine (fall, spring)
 - Arizona in Yalta (summer)
 - Desert Ecology and Conservation Biology in Namibia (summer)
 - Germans, Jews and the Holocaust (summer)
 - Konan Year in Japan (academic year)
 - London Internship (summer)
 - Medieval Europe Study Tour (summer)
 - Myth and Landscape in Ancient Greece and Turkey (summer)
 - Politics, Environment, and Development in Vieques (summer)
 - Summer in Segovia (summer)
 - Sustainability and Globalization in Germany (summer)
 - Trident Language Program (summer)
 - Universidad de Alcalá de Henares (fall, spring, academic year)
 - Verano en México (summer)
 - Yangtze International Study Abroad (fall, spring, academic year, summer)
2. Students attending **UA Student Exchange Programs** are charged their regular UA tuition for the semester or year that they will be abroad. Housing is usually a separate cost and is billed to the student directly from the university abroad. Contact your advisor for specific housing payment information.
3. Students attending **UA Study Abroad Programs** are charged a host institution tuition fee *plus* the UA Registration Fee of \$1500 per semester (\$500 for summer programs). Some programs may even have all or part of this fee built into the cost of the program. You can view all of the Estimated Program Costs here: <http://www.studyabroad.arizona.edu/costs/>. A detailed explanation of the UA Registration Fee can be found on the following page. Host institution fees can vary significantly and are dependent on current exchange rates. Housing for study abroad programs is *usually* a separate cost billed directly to the student, but there are exceptions: Denmark's International Studies Program, Institute for American Universities, Foundation for International Education (London Internship Program; FIE in Dublin), Yangtze International Study Abroad, AustraLearn, CEA, ISA, and API.

Study Abroad vs. Exchange Programs

Student Exchange Programs involve a student-for-student swap per institution. Each student pays tuition and registration costs at their home institution and is responsible for any additional fees assessed by the host institution (i.e. housing). *Study Abroad Programs*, on the other hand, involve sending a U.S. student to a foreign university without the reciprocal exchange. Students pay the host institution's fees plus the **UA Registration Fee of \$1500 per semester** (\$500 for summer programs).

The UA Registration Fee represents the costs necessary to provide study abroad at the University of Arizona, including: university financial aid to eligible study abroad students and administrative costs. All students participating on Study Abroad programs pay the UA registration fee to secure UA registration and the application of credit to their UA transcript.

Financial Aid Worksheet

The Office of Study Abroad & Student Exchange provides a Financial Aid Worksheet for each student planning to study abroad during the following summer, semester, or academic year. If you are currently receiving financial aid from the UA (grants, loans, or scholarships) then you will need to submit a copy of the worksheet to the Office of Student Financial Aid in order for your financial aid to be applied to your study abroad program fees. This budget is used as an estimate of funds needed – it is not a bill. The budget includes all fixed program costs including the UA Registration Fee (if applicable), and program related out-of-pocket expenditures. Please feel free to contact your Study Abroad Advisor if you have questions about your Financial Aid Worksheet.

Billing and Payment Procedures

Students participating in UA study abroad programs can expect the following:

\$80 Application Fee

- Due when you submit the online portion of your application

\$300 - \$1050 Non-refundable Program Deposit (depending on your program)

- Posted to your Bursar's account once you are accepted into your study abroad program and is subtracted from the total cost of your program

Program Fees

- Posted to your Bursar's account 4-6 weeks before the program begins

Payment in Full

- Study Abroad payment deadlines (for payment in full) coincide with UA Tuition Payment Deadlines: <http://www.bursar.arizona.edu/students/dates/index.asp>

Tuition and Fee Refund Policy

Students participating in **UA Study Abroad Programs** are subject to the refund policies of the hosting institution, which need to be determined directly from the program sponsor. The Office of Study Abroad & Student Exchange staff will provide assistance in finding out whom to contact to confirm these policies. Host institution web sites are often good initial resources for refund policies and procedures.

For all other University of Arizona study abroad programs, students are responsible for **all program costs incurred on their behalf** prior to cancellation or withdrawal from the program.

Cancellations or withdrawals must be made in writing and received by the Office of Study Abroad & Student Exchange prior to any refunds being granted. Any potential refunds will be given according to the University of Arizona refund policy after application fee, deposit, and any other expenses incurred on the students' behalf are deducted.

Tax Information: 1098T

In 1997, Congress passed the Tax Payer Relief Act, which included provisions for the Hope Scholarship and the Lifetime Learning Credit. Both Credits allow certain taxpayers who have incurred qualified expenses for higher education to take a credit against their federal income tax liability. Educational institutions are required by law to provide information to students who qualify for the education credits. Schools, colleges and universities report this information to the IRS and to students on Form 1098-T.

When a student participates on a UA study abroad program, their entire program charges are posted on their UA Bursar account. Tuition charges are separated out for the 1098-T. When you view your UA Bursar account, you will see a separate charge for "Tuition and Registration". This amount is what will be reported to the IRS on your 1098-T. If you have any questions regarding this, you can refer to the UA Bursar website for more information regarding the 1098-T.

Taking Money Abroad

There are many different ways to take and to use money while you are abroad. Some options include a bank account, traveler's checks, ATMs, credit cards and wire transfers.

Bank Accounts

In some countries it is easy to set up a local bank account as a student. Speak with your study abroad advisor or read the university's published materials to see if this is an option for you. Once money is deposited, you can use the local banks without an exchange rate and will have bank representatives to speak with in person if there is a problem with your account.

Traveler's Checks

Traveler's Checks are a good means of transporting money abroad because you are given a record of the check numbers making lost or stolen checks easily replaceable. American Express will cash their traveler's checks without charging a commission. Banks usually offer good exchange rates, but may charge a commission. Traveler's checks are a safe way to keep emergency funds and are a good way to tide you over for a few days upon your arrival to your host country.

Automatic Teller Machine (ATM) Card

If you have a major debit card (Visa or Master Card), there are ATMs in major (and lots of minor) cities in the world. Withdrawing money using your debit card is a lot more cost-effective than making wire transfers and safer than bringing a lot of cash with you. If you plan to withdraw money from a U.S. bank account, make sure that there are ATMs in your host city which are on NYCE, PLUS, or CIRRUS. Also, make sure to consult with your bank before you leave home as your bank may put a hold on your card if they see unusual card activity. Do not plan to rely exclusively on ATMs to obtain cash; the machines may charge a high usage fee and are not always reliable (especially in developing countries).

Credit Cards

Credit cards often give you the best exchange rates, though many small restaurants, stores, and cafes do not accept them. Make sure to find out which card is most commonly accepted in your host country. Again, consult with your credit card company before you leave home to avoid cut off or blocking systems that may be activated due to unusually activity on your card. Be aware that credit card fraud is a reality all over the world. Be cautious: tear up or save receipts, don't give your credit or debit card number over the phone, etc.

Wire Transfers

Banks, American Express offices and commercial agencies will wire money to a bank account or an agent abroad in 3-4 business days. There may be a large transaction fee both to send and to receive the money. Ask about these fees both at home and abroad before wiring money.

Money belts, which you wear **inside** your clothes, are a good idea. Another recommendation is to split your money in different places while traveling. Keep some in an out-of-sight, safe place where you are staying, some in your money belt, and some in your **front** pockets. Never keep anything of value in your back pockets or other easily accessible places. Make a copy of everything in your wallet. If you misplace or lose your wallet, you will have the important numbers in order to cancel and reorder the cards.

Financial Aid and Scholarships

Basic Facts Regarding Financial Aid for Study Abroad

By Charles Gliozzo, Michigan State University

Is Financial Aid Available for Study Abroad?

The Higher Education Act (HEA) of 1992 mandated that a student can receive financial aid for study abroad if the student is enrolled in a program approved by the home institution. Moreover, the student would be eligible to receive "grants, loans, or work assistance without regard to whether the study abroad program is required as a part of the student's degree."

What Types for Financial Aid are Available?

Federal and state governments, foundations, private and public organizations are primary sources of financial aid. Be sure to check with your financial aid director, study abroad advisor or bursar about whether your financial aid can apply to study abroad. Note the following types of financial aid:

FEDERAL AID

Federal aid can consist of loans, grants, scholarships, or work-study.

Loans:

1. The Federal Direct or the Guaranteed William D. Ford Loan is also called a Direct Subsidized Loan. It is available to students who demonstrate need. Federal government pays interest on the loans as long as the student is enrolled half-time. Repayment begins after you graduate, leave school, or drop below half time.
2. The Federal Direct or Guaranteed William D. Ford loan can also be an Unsubsidized Loan. It is available to students regardless of need but interest is charged to the students while in school. A student may choose to make the interest-only payments on the unsubsidized loan, or allow the interest to be added to the loan principal and then pay both principal and interest after leaving school.
3. Federal Plus loans are available to parents of dependent students. These loans are made either by the school (Direct loan) or through a private lender. Parents are responsible for all interest charges. Repayment begins 60 days after loan disbursements.

Grants and Scholarships:

1. Federal Pell Grant is awarded to exceptionally needy undergraduate students. Part-time enrollment reduces eligibility.
2. Federal Supplemental Educational Grant (SEOG) is awarded to exceptionally needy undergraduate students. Must be enrolled at least half-time.

The National Security Education Program (NSEP) and the Fulbright Program funded by the Federal government have grants and fellowships for undergraduate and graduate students for study and research overseas. Students should be aware that government organizations in other countries such as the German Academic Exchange Service (DAAD) offer funding opportunities.

STATE AID

This aid can be need-based or it can be merit based. These include grants or loans but may include tuition waivers or other types of aid. The HEA of 1998 stated in the Special Leverage Educational Assistance Partnership Program that "incentive grants are available to States from the Federal government to assist eligible students enrolled in study abroad programs that were approved for credit by the home institution."

INSTITUTIONAL AID

This aid is funded by the student's home institution. These scholarships can be based either on need or on merit. Institutional aid can come from a variety of sources, which includes alumni, faculty, endowments etc. Some aid can be specified for overseas study but other scholarships can be restricted to the campus, state, or for domestic programs, etc.

If you are planning to attend an overseas study program sponsored by another institution, the home institution through a written agreement between the schools might allow you to use your financial aid. But students should realize that policies vary among institutions of higher education and therefore, should check with their study abroad advisors and financial aid administrators regarding enrollments with another institution.

PRIVATE AND PUBLIC ORGANIZATIONS

Other than governmental and institutional aid, private organizations, foundations, corporations, and civic groups are additional sources of aid for study abroad. For example the Coca-Cola Foundation, Amoco, Chrysler Corporation, etc., have given funds for overseas study. The Rotary Foundation, which has a private, sponsored International scholarship program which provides funds for undergraduate, graduate, and vocational students. Some private and public organizations will give overseas study funding for students in a particular major or area of study. Ethnic and service organizations such as the League of United Latin American Citizens, Alliance Francaise, Dante Alighieri, Goethe groups, etc., are other sources of funding for overseas study and research.

UNDERREPRESENTED STUDENTS

Minorities, Students with Disabilities, and Non-Traditional Students:

Various types of financial aid from Federal to institutional might apply to assist underrepresented students enrolling in overseas study programs. Special grant or scholarships are specified for this purpose. The Robert Bailey Minority Scholarships sponsored by the Council of Educational Exchange (CIEE) is a prime example.

Since the passage of the Americans with Disabilities Act in 1990, study abroad and financial aid offices are required to meet the needs non-disabled and disabled students.

Study Abroad and Financial Aid: FAQs

Students interested in studying abroad may wish to consider the possibility of obtaining financial aid (generally including loans) to assist in funding a study abroad program. Students who do not qualify for need-based grants and the need-based subsidized Federal Stafford Loan may wish to utilize the non-need-based unsubsidized Federal Stafford loan or the PLUS loan. For more information on the types of financial aid available, visit the UA Office of Student Financial Aid website at: <http://finaid.arizona.edu>.

Before applying to a UA study abroad program, please request a Financial Aid Worksheet (see Appendices) from your study abroad advisor and take it to the financial aid office. This worksheet will provide you with the total estimated expenses associated with your study abroad program. While the amount of your aid may be increased due to the additional costs involved in studying abroad, (flight, passport, etc.) do not assume you will be awarded 100% of the money needed to cover the costs of your program. Always seek additional or alternative sources of funding.

If I currently receive financial aid, does that mean that I would receive financial aid for study abroad?

Students can usually apply their financial aid (grants and loans) to assist in covering the cost of study abroad. Current financial aid recipients are required to file the FAFSA yearly-remember to file early! Apply electronically at <http://www.fafsa.ed.gov>.

I've never applied for financial aid but would like to apply when I study abroad. What do I need to do?

You must fill out the Free Application for Federal Student Aid (FAFSA) form for the same academic period in which you plan to study abroad. The FAFSA is required to determine your eligibility for Pell Grant and other federal and state grants, federal loans (need based and non need-based) and PLUS loans. The FAFSA requires personal financial information and takes 2-6 weeks to process. Once your FAFSA is processed, you will receive an initial Financial Aid Award Letter based on the costs of attending the UA campus. Once this is done, you can take the Estimated Cost Worksheet (available from your study abroad advisor) to the UA Office of Student Financial Aid and your financial aid package will be re-evaluated to include the new costs for your study abroad program.

Could financial aid for a study abroad program affect my funding for next semester's aid?

There is a possibility that funding for future semesters might be affected resulting from financial aid given for a semester's study abroad program as your eligibility for certain types of aid might have expired. The financial aid office will be monitoring your progress toward your degree as to whether you have exceeded your eligibility requirements. The best advice is to check with a Financial Aid advisor about your funding.

How many credits do I need to receive financial aid (including loans) for study abroad?

Credit level required for direct subsidized/unsubsidized loan eligibility for all semesters is full-time (a total of 24 credits per academic year).

For scholarships and grants, you need to maintain the enrollment level required for each aid program listed on your financial aid award letter.

What is a Power of Attorney?

If you are a recipient of Financial Aid, the Office of Study Abroad & Student Exchange recommends that you entrust a family member or another individual with power of attorney for the period of time that you will be abroad. Power of attorney enables the person that you have designated to sign reimbursement checks and other documents on your behalf. Obtaining power of attorney involves consultation with an attorney, and you should verify with the Financial Aid Office that someone else can sign the forms you require.

Where can I find further information on financial aid and funding for study abroad?

The following on-line and publication sources are very useful for students who wish further information:

<http://www.finaid.org> The Financial Aid Page: This service provides links to scholarship searches and comprehensive listing of financial aid information

<http://studentaid.ed.gov> Student Aid on the Web: Department of Education's site for information on funding education beyond high school.

<http://www.fastweb.com> Fast Web: This service provides a free customized list of financial aid sources including private sector scholarships, fellowships, grants, and loans.

<http://collegeboard.com> College Board Scholarship Search.

TRAVEL ARRANGEMENTS

Passports

When traveling outside the United States, you need to carry a passport (and possibly a visa). A passport is an internationally recognized travel document that verifies the identity and nationality of the bearer. A valid U.S. passport is required to enter and leave most foreign countries. Your passport must be valid for at least six months **after** your return from your host country. You cannot travel with an expired passport.

Apply for your passport early! Normal processing time is at least four to six weeks!

Visas

A visa is a stamp or a document inserted into your passport which authorizes you to enter and travel within a particular country. Visas are granted by the government of the country that you wish to enter. Visa requirements vary from country to country and also depend on the length and purpose of your stay. For information on Foreign Entry Requirements or consulate contact information, please visit the State Department's web site at <http://travel.state.gov/foreignentryreqs.html>. If you need a visa for your study abroad program, be sure to apply early as it may take several weeks or months to process your application, or you may need to apply in person at the nearest consulate.

Passport Application Acceptance Service at the University of Arizona

The University of Arizona has a passport service available for new passports and passport renewal. PAAS is located at 1128 East Mabel Street, near McClelland Hall, Eller College of Management. Parking is available at the nearby UA Park Avenue Garage or at metered parking on the street.

HOURS: Applications accepted 9:00 am – 3:00 pm weekdays

PHONE: 626-7161



Traveller's Checklist

Before You Go:

- Passport
- Visas
- Appt. with Dr/DDS
- Insurance information
- Credit Cards with PIN numbers
- Traveler's checks
- Currency of host country (about \$100)
- U.S. cash (dollar bills come in handy)
- Plane tickets
- Health Documentation
- Extra ID
- Intl Student ID card
- Emergency info (medical, itinerary, relatives)

Health Care Needs:

- Prescriptions/Birth Control
- Condoms
- First Aid Kit
- Band Aids
- Antiseptic cream
- Sunscreen
- Tweezers
- Aspirin, Tylenol etc.
- Antacid
- Diarrhea Medicine
- Malaria Pills (where needed)

Clothing:

- Drip dry, no iron, minimum care
- Layerable clothes for weather changes
- Waterproof jacket
- Comfortable walking shoes
- Sweats and slippers for cold rooms
- Socks-thin cotton, thermal, wool
- Hat or visor
- Gloves/scarf
- Skirt
- Trousers
- Tops
- Swimsuit
- Underwear

Important Basics:

- Luggage
- Travel pack or Daypack
- Moneybelt or Neck pouch
- Good padlock/keys
- Luggage Tags
- Camera and accessories
- Film and batteries
- Dictionary of the host language/grammar books
- Alarm clock (battery operated)
- Watch
- Pictures from home
- Small gifts from your home for host family and new friends

Paperwork:

- A copy of your Course Selection Sheet
- Name, email, phone number of your advisor(s)
- This study abroad handbook
- Your program handbook and other program materials
- Travel documents
- Photocopies of important documents

Miscellaneous:

- Cards, games
- Sewing kit, super glue
- Towel & washcloth (for travel)
- Leisure reading in English
- International phone card
- Umbrella
- Sunglasses
- Ear plugs
- Plastic zip-lock bags
- Journal
- Travel Guides
- Maps
- Stuff sacks
- Lots of patience
- A good attitude and a sense of humor
- Small Calculator

Your On-Site Contacts

Fill this out once you arrive at your study site for your reference.

UA Office of Study Abroad and Student Exchange

Your SASE Advisor	
Email	
Phone Number	

Office of Study Abroad and Student Exchange
University of Arizona
939 N. Tyndall Avenue
Tucson, AZ 85721

Phone: 520-626-9211 Fax: 520-626-9004 Office email: sase@email.arizona.edu

On-Site coordinator or office

Name		Name	
Office hours		Office hours	
Phone		Phone	
Email		Email	

Local Emergency Phone numbers

Doctor/Health Center	
Ambulance	
Hospital	
Police	
US Consulate	

Other useful info

(Local taxi info, housing/landlord, friends, etc.)

HEALTH AND SAFETY

Steps to Take to Protect Your Health Abroad

All students participating in a UA study abroad program must complete our Health Information Form which is included in our application materials. This form will take you through all of the required steps, outlined below, that will help you protect your health while you're abroad:

- Educate yourself about current health issues where you will be going and regarding available medical services. Please see the following websites and inquire with your Study Abroad Advisor:
 - Center for Disease Control: <http://wwwn.cdc.gov/travel/default.aspx>
 - State Department: <http://travel.state.gov/>
 - UA Travel Clinic: http://www.health.arizona.edu/webfiles/health_services_immunizations.htm
- Make an appointment with your primary care physician and/or mental health practitioner to review the Health Information Form and discuss any health needs and services you will require abroad.
- Review your current medical insurance coverage.
- Make an appointment with the Campus Health Service Travel Clinic to consult on the need for medications and immunizations that may be necessary based on the possible health risks associated with your destination.
- Keep a copy of the Health Information Form to take abroad to give to your Resident Director or homestay provider so that they will have this information in the case of an emergency.
- If you are a student with a disability requesting accommodations for your Study Abroad/Exchange experience you will need to register with the sponsoring institution's disability resources. If you are attending a UA sponsored program please contact Disability Resources at (520) 621-3268, uadrc@email.arizona.edu.
- Fill out the Emergency Contacts card that you received during SASE orientation.

Health Check for Travel Abroad

Make your medical conditions and medical needs known

If you require regular medical care for any condition you have, tell those in your host country who can be of assistance. This may mean simply identifying a doctor or other practitioner who will provide your care. Or it could mean discussing your condition with people in your dormitory and classes if you may need emergency intervention during your stay.

Ask questions

Lifestyles may be very different from home. This is true even in cultures that seem relatively similar to the United States. Ask about safety issues such as local transportation, traffic patterns, swimming practices at regional beaches, and use of electrical appliances. Ask about security issues such as neighborhood or building security, personal security during evening or other outings, and culture-specific behavior or security concerns related to gender. You can't assume that the expectations and practices you took for granted at home will be accepted in your host country. If you are not sure about something, ask someone you trust.

Attend to your well-being

Despite the change in your environment, you can still keep some of your daily routines from home. Get enough rest—a challenge during the few days of jet lag. Eat nutritiously, which may mean trying some foods you're not accustomed to. Get plenty of exercise to keep your mind and body working well. Don't isolate yourself. You will probably have to make the first move in developing friendships, but they are an essential part of any overseas experience and, more importantly, your emotional well-being.

Additional Health Precautions

Prescription Drugs

If you require special prescription drugs you must take an adequate supply with you and know how to administer them. You should also carry a copy of the prescriptions, including the generic names for the drugs, and written instructions from your physician in case of emergency. It may also be useful to have a translation of your prescription in the local language. If a medication is unusual or contains narcotics, carry a letter from your doctor attesting to your need to take the drug. If you have any doubt about the legality of carrying a certain drug into a country, consult the embassy or consulate of that country first. Pack medications in your carry-on luggage. It is appropriate to notify your on-site coordinator of any medications you are taking or any special health problems.

Glasses

If you wear glasses or contact lenses, take along an extra pair and your lens prescription. You may also want to include enough contact lens solution for your time abroad since it may be difficult to obtain in certain countries and is often very expensive when it is available.

Illegal Drugs

Violators will be apprehended if found using illegal drugs abroad and will be prosecuted subject to the laws of the host country.

General Precautions in Developing Countries

The following health precautions, taken from the U.S. Public Health Service Bulletin, are recommended for travelers in less-developed countries. Keep in mind that you will need time to adapt to differences in food, water, and climate.

- Drinking water and water for brushing teeth should be boiled. Remember that ice is water!
- When it isn't possible to boil your drinking water, we recommend that you purchase bottled water.
- Fruits and vegetables should be thoroughly cooked, except for fruits that you can wash and peel.
- Wash your hands often to avoid spreading germs.
- Milk should be pasteurized or boiled. Avoid eating locally prepared dairy products such as cottage cheese and ice cream that may not have been pasteurized.

Have on hand the names of physicians and the addresses of hospitals in the area in case of emergency. Devise a plan of what to do in case of a medical emergency. It's a good idea to give a copy of any pertinent medical information to someone on site that you trust (i.e. allergies, prescription drugs, etc.)

AIDS and Overseas Travel

What is AIDS?

AIDS, the Acquired Immune Deficiency Syndrome, is a viral disease which breaks down the body's immune system and leads to infections and cancers that may be fatal. Even though there are no known vaccines to prevent AIDS, there have been several medical breakthroughs recently in drugs and assistance in preventing AIDS, both in the United States and abroad.

The AIDS Virus Can Be Transmitted in Four General Ways:

1) Through intimate sexual contact - the virus can be transmitted from any infected person to his or her sexual partner, when semen, blood or vaginal fluids are exchanged. 2) Through infected blood and blood products. This includes blood transfusions in which the blood donated either is not screened or is improperly screened for human immuno-deficiency virus (HIV) antibodies. 3) Through contaminated needles or any other HIV-contaminated skin piercing instrument. 4) From an infected mother to her infant before or during delivery, or possibly while breastfeeding.

The AIDS Virus is Not Transmitted Through Casual Contact

The World Health Organization states: "AIDS is not spread by daily routine activities such as sitting next to someone or shaking hands, or working with people. Nor is it spread by insects or insect bites. And AIDS is not spread by swimming pools, public transportation, food, cups, glasses, plates, toilets, water, air, touching or hugging, coughing or sneezing. "

Why Special Concern for the Traveler?

When traveling abroad, be aware that some countries may require HIV antibody tests, a test for antibodies to HIV that causes AIDS. Travelers should also know that some countries may not have the resources to adequately screen blood or provide sterile needles. Living overseas may present greater risks to those who test positive for HIV. Many overseas locations have limited medical facilities that cannot monitor the progress of such infections. Therefore, if you believe you may be infected, knowing your HIV status will help in planning your trip.

If You Are HIV Positive

For those traveling abroad who are HIV positive, contact the consulate or the embassy of the country(ies) you plan to visit. Each country may have specific entry requirements, or requirements regarding carrying medicines, that you should know about before you leave.

General Precautions

The risk of getting AIDS depends upon you. Here are some general precautions against AIDS you can follow regardless of where you are in the world:

- Avoid exchange of semen, blood, or vaginal fluids with anyone. Either abstain from sexual activity entirely, or practice safe sex.
- Use a Condom! Both men and women should carry their own condoms. You may have trouble finding reliable brands of condoms abroad; some countries may not even sell condoms.
- Use water-based lubricants/jellies containing a spermicide in addition to a condom during vaginal and anal intercourse
- Do not use illicit injectable drugs. Do not use needles and syringes that may have been used previously.

For additional information, contact the following resources:

CDC National HIV/AIDS Hotline: 1-800-342-AIDS

In Spanish: 1-800-344-7432

For the Hearing Impaired: 1-800-243-7889

CDC National Clearing House: 1-800-458-5231

World Health Organization: 1-202-861-3200

This information was taken from "Health & Safety" available from CIEE at http://www.ciee.org/health_safety/health/AIDS_intl_travel.aspx

Health Insurance

The safety and well being of students participating in University of Arizona Study Abroad Programs is of paramount importance. To best meet the medical needs of those who study abroad, the University of Arizona requires all students to obtain health insurance that will cover them in the country where studies occur. There are a number of resources for study abroad health insurance. Students and parents should research the various options and determine which will be most effective for the program in which the student is enrolled. Below you will find a sample list of study abroad health insurance providers. It is important to research your options as prices and coverage vary widely:

- iNext:** <http://www.inext.com/>
- CMI Insurance Specialists:** <http://www.studyabroadinsurance.com/>
- Gateway:** <http://www.gatewayplans.com/>
- ISI International:** <http://www.internationalstudentinsurance.com/>
- HTH Worldwide:** <http://www.hthstudents.com/>
- All Aboard Benefits:** <http://www.allaboardbenefits.com/>
- Champion Insurance:** <http://www.champion-ins.com/>
- Cultural Insurance Services International:** <http://www.culturalinsurance.com/>
- On Call International:** <http://www.oncallinternational.com/>
- STA Travel:** <http://www.statravel.com/>

Culture Shock

Experiencing new cultures, and obtaining a better understanding of your own culture, can result in some of the most positive, life-changing experiences students have while studying abroad. When studying abroad, students experience differences in manners, beliefs, customs, laws, language, art, religion, values, concept of self, family organization, social organization, government, behavior, etc. All of these elements combine to form culture.

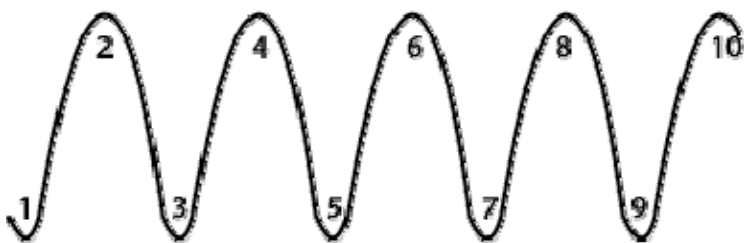
While the introduction to new and foreign cultures greatly benefits students, it can also be overwhelming. Cultural differences can be so great that a student may need extra time to adjust. *This is normal*. The new cultural elements a student encounters may be so different that they seem “shocking” in comparison to cultural norms they are used to at home. A student’s reaction of feeling “shocked” by a culture’s attributes can manifest itself in mood swings ranging from anger, to depression, to panic. It can be difficult to explain culture shock, especially if you have never been through it. As Bruce La Brack wrote in his article “The Missing Linkage: The Process of Integrating Orientation and Reentry”:

"Just as you can't really describe the taste of a hot fudge sundae to someone who has never experienced one, it is difficult to actually convey just how disorienting entering another culture can be to a student without any cross-cultural experience."

Prepare yourself for some down times; they happen to practically everyone trying to make it in a culture they have never lived in before. Realizing that what you are feeling is natural, and that other students are probably experiencing the same thing, will help you to avoid discouragement. Culture shock has its ups and downs, good days and bad—but you will pull through. Many students studying abroad experience times when they feel depressed. However, the overwhelming majority comes away from their experience abroad even stronger and better adapted for living and working with others.

Culture shock and its effects can occur in a number of stages. However, culture shock is not an exact step-by-step process; every student doesn’t experience culture shock the same way or at the same time. When things are going well, a student may feel comfortable, adjusted and relaxed. When negative or stressful situations spring up, a student often lapses back into feeling depressed rather than happy and well-adjusted. Sometimes a “normal” level of stress that a student can easily deal with at home suddenly turns into a high-stress situation abroad because a student is outside of his/her comfort zone. The following 10 steps of cultural adjustment outlined by Steven Rhinesmith show how culture shock can be like a roller coaster ride of emotions:

Rhinesmith’s Ten Stages of Adjustment



1. initial anxiety
2. initial elation
3. initial culture shock
4. superficial adjustment
5. depression-frustration
6. acceptance of host culture
7. return anxiety
8. return elation
9. re-entry shock
10. reintegration

Riding the roller coaster of culture shock, a student actually follows a natural pattern of hitting peaks and valleys. The high points of excitement and interest are succeeded by lower points of depression, disorientation, or frustration. Each student will experience these ups and downs in different degrees of intensity and for different lengths of time. The process is necessary in order to make the transition from one culture to another; it helps a student or traveler to balance out and adjust.

Source: Returning Home, Canadian Bureau for International Education, 1984, p. 7.

Prior to going abroad, students may be excited about new adventures to come. The student arrives and perhaps begins to develop increasing independence as he/she starts to experience a country's culture. At first, a student's expectations may be too high. Through close contact with orientation advisors, introduction to housing, and supported group tours, a student may see things almost as a tourist would during the first few weeks abroad.

A student may be heavily comparing and contrasting his/her home culture with the culture abroad. It is common for students to focus on what they see as weaknesses in foreign cultures. Students tend to point out what a foreign culture lacks; this often leads to feelings of frustration over what is "missing" or what can't be obtained abroad the same way as at home. Students may be challenged on a regular basis by different ways of living abroad (banking, eating, relationships, etc.). Negative feelings and frustrations may reach a level where you begin to recognize you are going through "culture shock".

As a student gets used to the ways abroad, things that seemed like a "crisis" may now simply be seen as different ways of doing things. Most students gradually adjust their lifestyles to be balanced with a country's own cultural norms. The cultural traits that once annoyed or bothered a student generally come to be accepted as normal. Students usually begin to understand and appreciate the cultural differences between the U.S. and abroad. However, if significant problems arise, a student may briefly return to the "frustration" stage of culture shock.

As a student begins to adapt more and more, he/she may have a new set of friends, may be traveling more, and may even be dreaming in another language. The culture abroad may now become the "normal" way of living. The challenge here is that the better a student becomes integrated to the ways of a country's culture, the more difficult it may be to re-adapt to the U.S. upon return home. The U.S. just won't look the same way it did before leaving to study abroad; a student may see home with new eyes and may also be more critical of

U.S. cultural traditions once thought to be “normal”. This is called reverse culture shock. Fear of experiencing reverse culture shock should not deter students from trying to integrate as fully as possible while abroad. No matter how integrated a student becomes while abroad, he or she will probably still be “shocked” by differences noted at home after so much time spent abroad.

Making Friends

While abroad, try to make friends with locals. These people can help explain cultural practices and customs. Learning about a country’s culture firsthand from the locals may make you more tolerant and lessen your culture shock. They can help you with the language and introduce you to things that tourists and vacationers never experience. They also protect you from the worst blows of culture shock that come from the temptation to only hang around with other Americans. Above all, pay attention to the unique viewpoints you bring with you. Just as a foreign culture will offer new insight to you, so too can you offer new insight to locals you meet. Making friends while abroad can help foster the international camaraderie that overseas living is all about.

Stress

Stress has many definitions. Stress affects everyone differently. The additional/new kinds of stress you may encounter abroad may lead to anxiety/panic disorders, depression, paranoia, eating disorders, and other phobias. Any mental health challenges you have prior to going abroad may become more severe once you experience the effects of culture shock. Even mental fatigue from constant language immersion and time change may cause the symptoms of culture shock to seem overwhelming.

Worldwide Concern

The symptoms of cultural adjustment a student experiences may be more intense due to the events of September 11th and other worldwide threats. Students, parents and administrators may have additional anxiety; they may also take studying abroad and safety abroad more seriously than they did prior to September 11th. Any added feelings of panic or fear related to the international war against terrorism can directly affect how well a student deals with culture shock. Because terrorism is an international phenomenon, terrorist threats in one part of the world--away from where you are studying--may create a chain reaction with consequences for the country in which you are studying. A threat to one country may be taken as a threat to all.

It is important to remember not to fear another country’s culture; no culture is wrong or bad—it’s just different from your own. If you let world events turn your culture shock into culture fear, you will not be able to fully adapt or integrate into the culture of the country in which you are studying. Remember, counseling is always a good option; talking to someone can usually help to work through anxiety or fears. Students can also talk to a study abroad staff member about their challenges in cultural adjustment abroad. For some students, the process is relatively simple, others may need counseling to help deal with their mental health challenges and stress abroad.

Source: The Center for Global Education. “Study Abroad Safety Handbook: How to Get There... And Back.”

COMING HOME

Re-entry Culture Shock

The Process of Re-entry

In this section, you will learn how to cope with reverse culture you may experience upon return to the U.S. One of the biggest challenges for students who participate in study abroad can be the difficulty in re-adapting to the realities in the U.S (otherwise known as "re-entry"). Many students who studied abroad went through many changes, re-examining their priorities, their values, and what they think of themselves and the U.S. The "return culture shock" may be more difficult than the "culture shock" they felt when abroad. If return culture shock is severe, it is important that students are able to seek help/counseling to help them through this. So what is reverse culture shock? First, let's examine the process of re-entry. There are usually two elements that characterize a study abroad student's re-entry:

1. an idealized view of home
2. the expectation of total familiarity (that nothing at home has changed while you have been away)

Often students expect to be able to pick up exactly where they left off. A problem arises when reality doesn't meet these expectations. Home may fall short of what you had envisioned, and things may have changed at home: your friends and family have their own lives, and things have happened since you've been gone. This is part of why home may feel so foreign.

Feelings You May Experience

The inconsistency between expectations and reality, plus the lack of interest on the part of family and friends (nobody seems to really care about all of your "when I was abroad" stories) may result in: frustration, feelings of alienation, and mutual misunderstandings between study abroad students and their friends and family. Of course, the difficulty of readjustment will vary for different individuals, but, in general, the better integrated you have become to the culture abroad and overseas lifestyle, the harder it is to readjust during re-entry. This is where reverse culture shock (sometimes called re-entry shock) comes in.

Reverse Culture Shock

Reverse culture shock is usually described in four stages:

1. Disengagement
2. Initial euphoria
3. Irritability and hostility
4. Readjustment and adaptation.

Stage 1 begins before you leave the host country. You begin thinking about re-entry and making your preparations for your return home. You also begin to realize that it's time to say good-bye to your overseas friends and to the place you've come to call home. The hustle and bustle of finals, good-bye parties, and packing can intensify your feelings of sadness and frustration. You already miss the friends you've made, and you are reluctant to leave. Or, you may make your last few days fly by so fast that you don't have time to reflect on your emotions and experiences.

Stage 2 usually begins shortly before departure, and it is characterized by feelings of excitement and anticipation – even euphoria – about returning home. This is very similar to the initial feelings of fascination and excitement you may have when you first entered the country where you studied. You may be very happy to see your family and friends again, and they are also happy to see you. The length of this stage varies, and often ends with the realization that most people are not as interested in your experiences abroad as you had hoped. They will politely listen to your stories for a while, but you may find that soon they are ready to move on to the next topic of conversation.

This is often one of the transitions to **Stage 3** of Reverse Culture Shock, which parallels the Culture Shock you may have experienced when you first entered the country where you studied. In fact, your transition into Stage 3 might occur sooner than it did when you first went overseas. You may experience feelings of frustration, anger, alienation, loneliness, disorientation, and helplessness and not understand exactly why. You might quickly become irritated or critical of others and of American culture. Depression, feeling like a stranger at home, and the longing to go back overseas are also not uncommon reactions. You may also feel less independent than you were abroad.

Most people are then able to move onto **Stage 4**, which is a gradual readjustment to life at home. Things will start to seem a little more normal again, and you will probably fall back into some old routines, but things won't be exactly the same as how you left them. You have most likely developed new attitudes, beliefs, habits, as well as personal and professional goals, and you will see things differently now. The important thing is to try to incorporate the positive aspects of your international experience with the positive aspects of your life at home.

Source: The Center for Global Education. "Study Abroad Safety Handbook: How to Get There... And Back."

APPENDICES

Contact Information

Office of Study Abroad & Student Exchange
University of Arizona
939 N. Tyndall Avenue
Tucson, AZ 85721
Tel: 520-626-9211
Fax: 520-626-9004
Web: <http://studyabroad.arizona.edu>

Office Hours

Monday: 8:00 am to 5:00 pm
Tuesday: 10:00 am to 5:00 pm
Wednesday: 8:00 am to 5:00 pm
Thursday: 8:00 am to 5:00 pm
Friday: 8:00 am to 5:00 pm
Closed daily for lunch: 12:00 pm to 1:00 pm

Staff

- **Dr. David Wright**, Director: wrightd1@email.arizona.edu
- **Laura Thornes**, Assistant Director: thornesl@email.arizona.edu
- **Jill Calderón**, Project Director, Latin America: jcaldero@email.arizona.edu
- **Harmony DeFazio**, Study Abroad Advisor: defazioh@email.arizona.edu
- **Eric Deschamps**, Student Exchange Coordinator: deschamp@email.arizona.edu
- **Molly DeStafney**, Study Abroad Advisor: mollyd@email.arizona.edu
- **Lindsay Downs**, Study Abroad Advisor: lmdowns@email.arizona.edu
- **Eric Ferguson**, International Initiatives Coordinator,
Eller College of Management: efergus@eller.arizona.edu
- **Renee Griggs**, Program Coordinator, Sr.: griggsr@email.arizona.edu
- **Juliet Naone**, Exchange Coordinator: jnaone@email.arizona.edu
- **Stella Rios**, Student Specialist: srios@email.arizona.edu
- **Cara Simon**, Program Coordinator: Italy@email.arizona.edu

Study Abroad Advising Schedule:

<http://studyabroad.arizona.edu/saseforms/basics/AdvisorSchedule.pdf>

University of Arizona Campus Offices

Office of Curriculum and Registration

University of Arizona
1401 E. University Blvd.
Administration Building, Room 200
Tucson, AZ 85721-0066
520-621-3113
<http://www.registrar.arizona.edu/>

Financial Aid Office

University of Arizona
1401 E. University Blvd.
Administration Building, Room 208
Tucson, Arizona 85721-0066
520-621-1858
<http://finaid.arizona.edu/>

Scholarship Office

University of Arizona
1401 E. University Blvd.
Administration Building, Room 208
Tucson, Arizona 85721-0066
520-621-1858
<http://scholar.web.arizona.edu/scholars.htm>

Useful Websites

Arizona Daily Star

www.azstarnet.com

Arizona Daily Wildcat

www.wildcat.arizona.edu

University of Arizona Student Link

https://www.arizona.edu/student_link/

University of Arizona Schedule of Classes

<http://garnet.ccit.arizona.edu/schedule.cgi>

Bursar's Office

University of Arizona
University Services Building, Suite 104
888 N. Euclid Avenue
Tucson, AZ 85721
520-621-3232
<http://www.bursar.arizona.edu/>

Dean of Students Office

University of Arizona
Old Main Building, Room 203
Tucson, Arizona 85721-0021
520-621-7057
<http://www.dos.web.arizona.edu/>

Campus Health Services

University of Arizona
1224 E. Lowell Street
Tucson, AZ 85721
520-621-9202
<http://www.health.arizona.edu/>

Metric Conversion Tables

Temperature		Distance		Line Measure			Weight			Volume				
F° = (C° x 9/5 + 32)														
C°	F°	km	mile	cm	m	inch	ft.	yard	kg	oz	lb	liter	Qu.	Gal.
-5.0	23.0	1.0	0.6	1.0	0.01	0.4			0.23	8.0	0.5	0.47	0.5 (1pint)	0.12
0.0	32.0	1.6	1.0	2.54	0.03	1.0			0.45	16.0	1.0	0.95	1.0	0.25
5.0	41.0	2.0	1.2	30.5	0.30	12.0	1.0	0.33	1.0	35.3	2.2	1.0	1.06	0.26
10.0	50.0	3.0	1.9	91.4	0.9	36.0	3.0	1.0	2.0	70.5	4.4	2.50	2.64	0.66
15.0	59.0	4.0	2.5	100	1.0	39.4	3.3	1.1	5.0		11	3.79	4.0	1.0
18.0	64.4	5.0	3.1		3.0		9.8	3.3	10.0		22	5.0	5.3	1.3
20.0	68.0	10.0	6.2		5.0		16.4	5.5	15.0		33.1	10.0	10.6	2.6
22.0	71.6	20.0	12.4		10.0		32.8	10.9	20.0		44.1	15.0		4.0
25.0	77.0	30.0	18.6		25.0		82.0	27.3	30.0		66.1	20.0		5.3
28.0	82.4	50.0	31.1		50.0		164.0	54.7	50.0		110.2	30.0		7.9
30.0	86.0	100.0	62.1		75.0			82.0	75.0		165.3	40.0		10.6
35.0	95.0	200.0	124.3		100.0			109.4	90.0		198.4	50.0		13.2

Useful Websites

US State Department: <http://www.travel.state.gov/travel>

- How to apply for a US passport
- Entry requirements to foreign countries for US citizens
- US State Department Travel Warnings and Consular Information Sheets
- Tips for travelers

Centers for Disease Control: <http://www.cdc.gov>

- Health information by country

US Postal Service: <http://www.usps.com/>

- International shipping rules, regulations and rates

Currency Conversions: <http://www.xe.net>

Map Quest: <http://www.mapquest.com>

- Maps of various cities around the world

The World Clock: <http://www.timeanddate.com/worldclock/>

- International time zones

Tourism

- Tourism offices worldwide: <http://www.towd.com>
- Hostels by country: <http://www.hostels.com>
- International Youth Hostels: <http://www.iyhf.org>
- Student Travel Association: <http://www.sta.com>
- European Rail Passes: <http://www.railpass.com> or <http://www.raileurope.com>

Travel Guides

- Lonely Planet: <http://www.lonelyplanet.com>
- Rough Guides: <http://www.roughguides.com>
- Let's Go: <http://www.letsgo.com>
- Fodors: <http://www.fodors.com>

Resources for Women

- US State Department Travel Tips for Women: http://travel.state.gov/tips_women.html
- CIEE: http://www.ciee.org/program_resources/knowledge/women.aspx

Resources for Students with Disabilities

- Mobility International: <http://www.miusa.org>

Resources for LGBTQ Students

- CIEE: http://www.ciee.org/program_resources/knowledge/identity.aspx

State of Arizona – Travel Assistance Program

Made available by UA Risk Management & Safety (<http://risk.arizona.edu/index.shtml>)

Accurate as of 10/2/07

General travel assistance and security assistance is available to all university employees, students, and volunteers while traveling on university business or as part of a university sponsored program or activity. These services can assist travelers in difficult or problem circumstances during a trip. Services include assistance with emergency medical issues, lost documents, translation services, embassy information, repatriation, and emergency evacuation.

General Travel Assistance Services (including Medical Assistance)

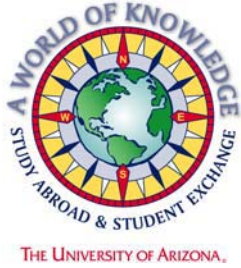
- Pre-Trip Assistance
- Legal Referral Assistance
- Emergency Travel Agency Services
- Emergency Message Services
- Emergency Translation Services
- Lost Document Services
- Vehicle Repatriation Services
- Hospital Admission Deposit
- Medical Monitoring
- Dispatch of Dr. or Specialist
- Companion expenses for Emergency Evacuation
- Companion expenses for Repatriation of Remains
- Emergency Medication Services
- Embassy & Consular Information
- Emergency Cash Advance
- Benefits Verification & Claims Assistance

For 24-Hour Emergency Medical, Personal or Travel Assistance shown above, call collect:
(202) 659-7777; *Refer to Plan No. 01 SP 585*

Security Assistance (through Control Risks Group)

- Security Crisis Center
- Emergency Evacuation Services - political threat
- Crisis Management Planning

For general security advice (before or during your travel) or urgent security action, call collect:
(202) 659-7777 or see www.cr24.com



STUDY ABROAD FINANCIAL AID WORKSHEET

If you intend to use GRANTS or LOANS for your study abroad program, submit this form to the Office of Student Financial Aid ([Administration Bldg., Room 208](#)). This form will allow the cost of your program to be taken into consideration for financial aid purposes. Please drop off the form and allow 2-3 weeks for processing. You will receive a revised award notification through Student Link.

REMINDERS:

- **FAFSA:** Be sure you have completed a current [FAFSA](#) (Free Application for Federal Student Aid.)
- **SUMMER AID:** To receive financial aid for a summer study abroad program, you must complete the Summer Aid Evaluation Form. This form is available in MARCH from the Office of Student Financial Aid: <http://financialaid.arizona.edu/forms/>. It is recommended you attach the Summer Aid Evaluation to this form. Please allow 2-3 weeks for processing.
- **SCHOLARSHIPS:** Generally, UA Scholarships (including the President's Award for Excellence, Arizona Excellence, and Wildcat Excellence) cannot be used for study abroad programs. If your program is in the Fall or Spring semester, you will need to complete scholarship deferment paperwork: <http://financialaid.arizona.edu/forms/>. For all other scholarships, check with the Office of Student Financial Aid and/or the scholarship donor to see if they can be used while abroad.
- **FOLLOW UP:** Check the status of your financial aid *before* you leave for your program. See https://sl.arizona.edu/student_link/finaidStatus.asp. If your program begins before your aid is scheduled to disburse, please see the Office of Student Financial Aid for a temporary loan.
- **NON-UA STUDENTS:** If you are a non-UA student you must apply for financial aid through your home institution.

To be completed by Student:

Student Name: _____ Student ID: _____
 Telephone: _____ Email: _____
 Study Abroad Program: _____ Term/Year: _____

Estimated Total Cost: \$ _____
 Confirm costs at: www.studyabroad.arizona.edu/costs/

To be completed by the Office of Student Financial Aid:

	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
Pell Grant	\$ _____	\$ _____	\$ _____
Stafford Loans			
▪ Subsidized	\$ _____	\$ _____	\$ _____
▪ Unsubsidized	\$ _____	\$ _____	\$ _____
Parent PLUS Loan	\$ _____	\$ _____	\$ _____
Perkins Loan	\$ _____	\$ _____	\$ _____
Scholarships	\$ _____	\$ _____	\$ _____
Other:			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total:	\$ _____	\$ _____	\$ _____

STUDY ABROAD PRE-DEPARTURE CHECKLIST

- _____ **Apply for a passport** (if you haven't done so already) AND make sure that your passport is valid for at least six months *after* your program ends.

- _____ **Apply for a Student Visa** (if needed). If you aren't sure you need a Student Visa, ask your Study Abroad Advisor.

- _____ **Update your contact information in Student Link.** Make sure that you update BOTH your emergency contact information and your address.

- _____ **Drop your UA classes.** It's important that you drop any UA classes you may be registered for, so that the Office of Study Abroad & Student Exchange can register you for your study abroad program. We will register you for 12 units of Global Studies if you are studying abroad for a semester and 6 units of Global Studies if you are studying abroad during the summer to keep you enrolled full-time at the UA.

- _____ **Submit any outstanding documents to the Office of Study Abroad & Student Exchange.** Contact your Study Abroad Advisor if you aren't sure which documents you need to submit.

- _____ **Make copies of important documents to bring with you.** Bring copies of your passport, UA Course Selection Sheet, Health Insurance Policy, and any other relevant items with you for your information while you're abroad!

- _____ **Make a list of important names and contact information** that you may need while you are abroad. For example, make sure that you know your Academic Advisor's contact information if you need to make any changes to your classes while you are abroad.

- _____ **Finalize your finances.** Make sure you know how you will be paying for your study abroad program! If you are unsure what the cost of your program is or how to pay for your program, ask your Study Abroad Advisor.
 - **Financial Aid:** If you will be using financial aid to pay for your program, make sure that you have submitted your Study Abroad Financial Aid Worksheet to the Financial Aid Office and have spoken with a Financial Aid Counselor about your financial aid award package.
 - **Scholarships:** If you receive a UA Scholarship, make sure you to check with the Financial Aid Office to see if your scholarship can be applied to the cost of your study abroad program. *You may need to apply for a scholarship deferment* if your scholarship cannot be applied to the cost of your program. Contact the Financial Aid Office for details.

- _____ **Register your travel abroad with the State Department.** For more information about traveling abroad and about Travel Registration, visit the State Department's website at www.travel.state.gov.