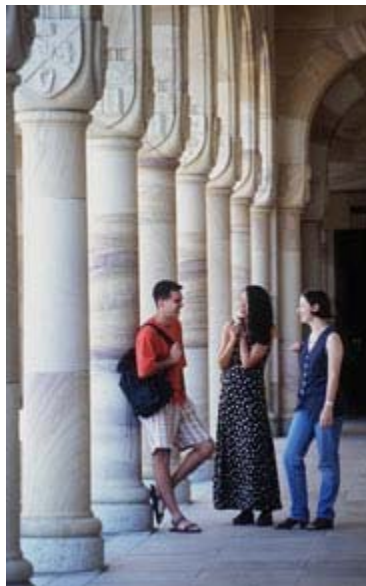


# **BAY PATH COLLEGE**

# **Study Abroad Program**

# **Student Handbook**

**( Updated April 2007)**



**Basic Information  
And  
Required Forms**

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## **PART I: INTRODUCTION**

### **Mission Statement**

The Study Abroad Program allows Bay Path students to study in another country for one semester or a full academic year. Bay Path College believes that acquiring greater international awareness and deeper understanding of other languages, cultures, and peoples by studying in a foreign country is key to preparing students to meet the personal and professional challenges of living and working in the global world of the 21<sup>st</sup> century.

The tuition for most of the College's overseas programs is comparable to the cost of a semester or academic year on campus. Also, students in the study abroad program work with their academic advisor, the Study Abroad Advisor and the Registrar to ensure that courses taken overseas fit their academic requirements at home, allowing them to graduate on schedule.

### **Study Abroad Resources at Bay Path College**

Bay Path students have a broad selection of programs and locations from which to choose when making their study abroad decisions. The College maintains either student exchange or partnership agreements with the following overseas institutions.

**Chaminade University of Honolulu:** <http://www.chaminade.edu>

Chaminade University of Honolulu, Hawaii, is a Roman Catholic, coeducational, private, four-year institution offering such programs as business, criminal justice, education, forensic science, interior design, and theology, as well as intensive programs on Polynesian language, culture, art, design, history, and geography.

Bay Path students may choose to study for a fall or spring semester at Chaminade University. Students are responsible to pay the Chaminade University room and board rate for campus housing, as well as air fare and other expenses. The College reserves the right to limit the number of students studying at Chaminade University during the semester.



Chaminade University provides a two-day orientation program each semester for all incoming students.

### **China Programs through The Alliance for Global Education**

<http://www.allianceglobaled.org>

#### **China in the 21st Century: Language and Cultural Studies in Beijing**

Hosted by Beijing Language and Culture University, this program offers students 12 class hours per week of Chinese language as well as the opportunity to examine modern China through courses in English in several disciplines including economics, film studies, women's studies, and cultural studies.

#### **Contemporary Chinese Society and Language in Shanghai**

Students will take classes at the International Cultural Exchange School (ICES) at Fudan University, which specializes in teaching Chinese to foreign students. ICES offers courses in Chinese language as well as a range of elective courses taught in English such as Chinese literature, philosophy, economics, and political science, and art history. **International Business in China**

The Shanghai University of Finance and Economics (SUFU) is a multi-dimensional university with a core focus on applied economics and management and offering majors in law, philosophy, and humanities as well. SUFE is administered by the Chinese Ministry of Education and has recently been selected as one of the "21st Century's Key Universities in China."

#### **Ewha Womans University (Seoul, S. Korea): [www.ewha.ac.kr](http://www.ewha.ac.kr)**

Founded as a missionary boarding school in 1886, Ewha Womans University is the largest women's university in the world with approximately 17,000 students. The college of Liberal Arts is the historic cornerstone of the university's fourteen colleges offering 62 major areas of study. International student dormitories are located on the campus.

Ewha U. also offers courses in Korean Studies and Women's Studies through its International Cyber University. They recommend that study abroad students who intend to study at Ewha take the Cultural and Social History of Korea course in the semester preceding her departure for Korea. Bay Path students who are not able to study abroad in the "real world" may register for that course or any of the others as a form of On-line Study Abroad.

**Royal Holloway University:** [www.rhul.ac.uk](http://www.rhul.ac.uk)

One of the colleges within the University of London, Royal Holloway is ranked among the top ten universities in the United Kingdom. It is located 19 miles west of the City on a beautiful 135 acre, secure, park-like campus. The campus includes recently completed suite-style housing. Commuter train service is available, regularly making the 35-minute trip to London's Waterloo Station.

The curriculum is based upon a traditional British model and students must exercise more individual scholarly discipline than here in the U.S. Students may select courses from over twenty different academic departments at Royal Holloway. The University is particularly strong in Biological Sciences, Media Arts and English.

**Tietgen Business College:** (Odense, Denmark): [www.tietgen.dk](http://www.tietgen.dk)

Tietgen is located in Denmark's third-largest city and the birthplace of Hans Christian Andersen. A state-of-the-art college it has traditionally focused on a business curriculum and offers many courses in English. These are divided into two main areas:

- Marketing Economist: including Global Communication, Global Economics and Business Law
- Multimedia Design (with Odense Technical College): including Communication and Graphic Design

**University of Leiden, Netherlands:** [www.leiden.edu](http://www.leiden.edu)

The oldest fully accredited university in the Netherlands (founded 1575) Leiden University is located in the beautiful old city of Leiden, about a half-hour's train ride from Amsterdam. Signage throughout the campus is bi-lingual, Dutch and English. Housing options include student apartments and the university will assist students in finding suitable arrangements.

The university has an extensive English language curriculum as well as English holdings in its library. Multiple courses are regularly offered in English in the following academic areas: Archaeology, Creative and Performing Arts, Cultural Anthropology, Biomedical Science and Psychology.

**University of Queensland** (Brisbane, Australia): [www.uq.edu.au](http://www.uq.edu.au)

U. of Queensland is ranked as one of Australia's top three universities. Every year nearly 4,000 international students select the U. of Queensland. as their study abroad destination. The total student population is approximately 33,000. Brisbane is located in south of the Great Barrier Reef on Australia's East Coast and has a population of 1.6 million.

U. of Queensland offers a wide range of world-class programs and students can choose from among 5,500 courses in 400 different programs. These include courses in the fields of Business; Health, including Occupational Therapy; Humanities; Legal Studies (Laws); Sciences, including Marine Studies; and Information Technology.

**None of these suit your Study Abroad objectives?**

Additionally, Bay Path students may elect to participate in one of the many programs available through the **College Consortium for International Study:**

[www.ccisabroad.org](http://www.ccisabroad.org) A variety of full-semester programs is available through the Consortium in Europe, the Middle East, Central and South America as well as Australia, New Zealand, Japan and China. Look at the individual programs and the housing options offered by each.

## **PART II: What are the basic requirements?**

1. Maintain a GPA of 3.0 or above and good academic standing at the College
2. Fill out the Application for Study Abroad and return it to the Study Abroad Advisor. This will include providing references and writing a brief essay.
3. Include a copy of your current BPC academic Degree Audit with the Application for Study Abroad.

**These requirements must be completed by the deadline (usually just before Spring Break) during the semester prior to the academic year when you intend to study abroad.**

### **Study Abroad Checklist**

To participate in the Bay Path College Study Abroad Programs, all applicants/students must meet the requirements and complete the procedures outlined below. *Keep this checklist with you throughout the entire Study Abroad process: from the time you apply until your grades from the foreign institution have been received by the Bay Path Registrar. The appropriate parties MUST initial and date the checklist to indicate you have completed each item.*

#### **Prior to Acceptance:**

- \_\_\_\_\_ 1. Make an appointment for a personal interview with the Study Abroad Advisor to discuss your Study Abroad objectives and the options available to you and scholarship sources.
- \_\_\_\_\_ 2. Maintain a QPA of 3.0 or above and good academic standing at the College
- \_\_\_\_\_ 3. Fill out the Application for Study Abroad and return it to the Study Abroad Advisor. This will include providing references and writing a brief essay.
- \_\_\_\_\_ 4. Include a copy of your current BPC academic Degree Audit with the Application for Study Abroad. The Degree Audit must contain **no** incomplete grades.

**The first four steps must be completed by the deadline (usually just before Spring Break) during the semester prior to the academic year when you intend to study abroad. You will be notified of your acceptance to the program no later than the final week of classes during that semester.**

**Prior to Departure:**

- \_\_\_\_\_ 5. Fill out the appropriate/enrollment forms provided by the foreign institution once you have been notified of your acceptance to Bay Path's Study Abroad Program. Be sure to include all necessary attachments (transcripts, passport photos, etc.)
- \_\_\_\_\_ 6. Meet with the Director of Financial Aid to discuss financial obligations, no later than the middle of the semester prior to when you will be studying abroad.
- \_\_\_\_\_ 7. Meet with your Advisor to make a preliminary selection of courses you plan to take abroad during the regular advising period.
- \_\_\_\_\_ 8. Meet with the Bay Path Registrar to be sure the courses in which you are enrolled will be accepted for credit towards your Bay Path degree. (Note: If you have not selected your study abroad courses before departure, you must e-mail the Bay Path Registrar for acceptance of selected courses.)
- \_\_\_\_\_ 9. Obtain a passport, and give a photocopy of the inside pages to the Study Abroad Advisor.
- \_\_\_\_\_ 10. Provide a copy of your letter of acceptance from the foreign institution to the Study Abroad Advisor.
- \_\_\_\_\_ 11. Meet with the Study Abroad Advisor to discuss the VISA application process (when required by your host country).
- \_\_\_\_\_ 12. Provide the Financial Aid and Business Offices with written instructions for tuition/fee payment to the foreign institution, as least one month prior to departure.
- \_\_\_\_\_ 13. Meet with your Advisor to complete the registration process for the semester you will be enrolled at the foreign institution.
- \_\_\_\_\_ 14. Make sure all financial aid documents (financial aid forms, loan applications) are completed, signed and received by the Financial Aid Office.
- \_\_\_\_\_ 15. Provide the Study Abroad Advisor with copies of your VISA (if required), travel itinerary, overseas address and phone number.
- \_\_\_\_\_ 16. Pay Bay Path tuition bill in full to the Business Office (Bursar) by the same due dates as if you were staying at the Bay Path Campus.
- \_\_\_\_\_ 17. Read and sign the "Term and Conditions of Participation—Waiver of Liability and Hold Harmless Agreement" form and submit it to Student Services no later than the end of the semester prior to when you will be studying abroad.

\_\_\_\_\_ 18. Provide documentation of health insurance coverage to the Student Services.

\_\_\_\_\_ 19. Return the checklist to the Advisor prior to departure, so he/she can make sure all of the processes have been completed. Remember, failure to complete the above steps, will result in not being able to participate.

**While at the Foreign Institution:**

\_\_\_\_\_ 20. Contact the Study Abroad Advisor via e-mail as soon as you have arrived/settled at the foreign institution. Provide to the Study Abroad Advisor your address, phone number and e-mail address overseas.

\_\_\_\_\_ 21. You are responsible to monitor your Bay Path College e-mail for notification about registering for the following semester classes, paying your deposit and participating in room draw if you are a resident student.

**Upon Return:**

\_\_\_\_\_ 22. Upon arrival back at Bay Path, meet with your Advisor and provide him/her with a copy of your grade transcript from the foreign institution.

\_\_\_\_\_ 23. Provide the Bay Path Registrar with an official transcript of your grades from the foreign institution.

\_\_\_\_\_ 24. Meet with the Study Abroad Advisor to debrief and submit your completed Semester Abroad Evaluation. **This should be done no later than midterm of your first semester back at Bay Path.**

\_\_\_\_\_ 25. Be willing to meet and discuss with other prospective study abroad students about experience.

**Clearing Courses Abroad for the BPC Checksheet at Home**

Bay Path is committed to making sure that students who choose to study abroad do not lose time in their regular progress towards graduation. The College assists students to choose overseas programs and courses that fit well into student majors and course requirements here at home.

*Students themselves are responsible to carry through on the advice and directions provided by BPC to choose appropriate courses and to clear these courses through the Study Abroad Advisor.*

## **Pass/Fail Option**

A student studying abroad may choose to have the grades from all courses from the host institution converted to P/F grades by Bay Path College and not be included in her grade point average. The student may not select some courses as P/F and other courses as graded. The student must elect the option by indicating her choice on the Terms and Conditions of Participation form and the election is irrevocable. If a student fails to make an election, grades will be transferred in as the United States equivalent of letter grades (A to C-) and will be included in the calculation of her grade point average. A failing grade will not transfer in and, therefore, will not be included in the grade point average.

## **Getting a U. S. Passport**

One of the most important documents you must obtain before entering a foreign country is your passport. This is a relatively simple task, but it must be taken care of immediately. We have prepared a checklist to assist you in obtaining your passport.

U. S. passports are issued through the downtown Springfield Post Office and other major post offices. To determine if the post office in your region offers this service, simply call and ask. Following are the items you must take with you to the post office when you apply for your passport:

- \_\_\_\_\_ An official copy of your birth certificate
- \_\_\_\_\_ One form of picture identification (driver's license is best)
- \_\_\_\_\_ Two recent passport photos (Some Post Office locations are equipped to take passport photos.)
- \_\_\_\_\_ \$97 passport fee (Checks and money orders only; cash not accepted)

The post office will take care of the processing and your passport will be mailed to you in about 6 weeks.

## **Getting a Foreign Visa**

Your passport identifies you as a citizen of a specific country and allows you to travel in other countries. A visa is official permission by a foreign country for you to reside there for a certain length of time. Not all countries require a visa for a single semester's study. Each country has a different set of forms and requirements. Up-to-date information about visa requirements for every country is available online.

Get all visa information pertaining to your target country as soon as possible. Visa applications can sometimes be complex and it's not something which can be put off until the last minute.

Below you'll find information concerning visa requirements for U.S. citizens in the most popular study abroad destinations. If your target country is not among those listed here, check with that country's embassy here in the U.S.

If you are *not* a U.S. citizen, you will need to check the visa requirements of *any* country where you expect to study.

- **Australia:** United States citizens are required to obtain a visa when studying in Australia for a semester. For more information, including an on-line application process, visit <http://www.immi.gov.au/study/visas/index.htm>
- **Ireland:** United States citizens are not currently required to obtain a visa when studying in Ireland.
- **Netherlands:** United States citizens are not currently required to obtain an entrance visa (MVV) for a single-semester stay. However, it is advisable to have a copy of your acceptance letter from your Dutch institution with your passport when you meet with immigration officials at the airport.
- **South Korea (The Republic of Korea):** If you plan to stay in Korea for more than 90 days, you must obtain a long-term visa. For more information, visit [http://www.dynamic-korea.com/consulate\\_service/visa.php](http://www.dynamic-korea.com/consulate_service/visa.php)
- **United Kingdom (England, Scotland, Wales and Northern Ireland):** United States citizens are not currently required to obtain a visa when studying in the United Kingdom for one semester or less.

## **PART III: HEALTH AND SAFETY GUIDELINES FOR STUDYING ABROAD**

Bay Path College is committed to making overseas study a positive and rewarding educational experience for every student who participates. This goal can only be reached if all the people directly or indirectly involved in the experience understand and fulfill their roles. The three groups that play essential roles in assuring the success of the international learning experience include the College, individual students, and parents.

### **A. The College's Role**

1. Bay Path College campus services and conditions may not be replicated at the overseas institution.
2. Bay Path students are expected to become knowledgeable about their host institution's regulations and codes of conduct and to abide by them. Students must also abide by the laws of the countries in which they are guests.
3. Bay Path College is not responsible for the quality of services available to study abroad students at overseas institutions. Most aspects of the student's overseas experience are beyond the College's control.

## B. Guidelines for Participants

*Students participating in the Bay Path Study Abroad Program are advised to check the security of their study abroad program with the U. S. Department of State, Bureau of Consular Affairs. [http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)*

International study should not be seen as a sponsored vacation from the day-to-day routine of life at the home institution. Study abroad is a challenging and sometimes difficult undertaking. It requires students to take responsibility for their decisions and behaviors in ways that often bring personal growth and maturity in areas that are left undeveloped while living at home. To assure a healthy, safe, and rewarding study abroad experience, students must take responsibility in the following areas:

- **You** must assume responsibility for preparing yourself to go abroad. Students who do not meet with the Study Abroad Advisor and the Vice President for Planning and Student Development, will not be permitted to go abroad.
- Read and carefully consider all materials issued or recommended by the College that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.
- Consider your personal health and safety needs when accepting a place in a program.
- Make available to the overseas institution accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- Obtain and maintain appropriate insurance policies and abide by any conditions imposed by the carriers. Note: most domestic health care plans will not cover you if you are spending a full semester abroad.
- Inform parents, guardians, 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 while abroad.
- Understand and comply with the terms of participation and codes of conduct of the program, and obey host country laws.
- Be aware of local conditions, norms, and cultural expectations when making daily choices and decisions. Promptly express any health or safety concerns to the program staff on site or other appropriate individuals.
- Behave in a manner that is respectful of the rights and well-being of others,

represent Bay Path College and your nation proudly and with dignity.

- Accept the consequences of your decisions and actions while abroad.
- Upon return, complete an evaluation of your experiences while abroad, and provide feedback to assist the BPC Study Abroad Office in future program planning.

### **C. Guidelines for Parents**

Parents, guardians, and family members are often left out of the preparation for study abroad. This is unfortunate. Persons close to students who choose to go overseas play an important role in the health and safety of the participants by helping them make good decisions and by influencing their behavior overseas. Parents, guardians, and family members can help and support the student abroad by carrying out the following activities:

1. Obtain and carefully evaluate health and safety information related to the program that is provided by the College or by other sources. Ensure the student has health insurance coverage and proper immunizations. Submit accurate health documents required by Bay Path College and the overseas institution.
2. Be involved in the decision of the participant to enroll in a particular program.
3. Engage the participant in a thorough discussion of safety and behavior issues related to the program.
4. Be responsive to requests from the College for accurate information about the participant.
5. Keep in touch with the participant during her time abroad and first alert the authorities at the overseas institution then alert Bay Path College if you have any concerns about not hearing from your daughter.

### **D. BPC Study Abroad Liability Statement**

*Please read this statement and then sign the identical version at the end of this manual. The agreement at the end of the manual needs to be submitted and kept in your file at Bay Path College.*

#### **BPC Study Abroad Program**

#### **Terms and Conditions of Participation--Waiver of Liability and Hold Harmless Agreement**

**Fees and Payments:** As a participant in the BPC Study Abroad Program, I, the undersigned student, understand that I will be charged by Bay Path College for tuition at

a rate equivalent to tuition and the general fees charged on campus for the corresponding time period. I understand that BPC's tuition does not cover the costs of housing, meals, transportation, personal expenses, medical insurance, and passport and visa fees. I understand that participation in the program does not include any right to register at other institutions in the same location and that no fees will be paid on my behalf to the designated host institution.

**Course load:** I understand that as a participant in the BPC Study Abroad Program, I am required to register for a full course load (as defined by the host institution) for which grades will be awarded unless advance written permission is obtained to take a specific course on a pass/fail basis (see below).

**Withdrawal:** I understand that if at any time I decide to withdraw from participation in the Study Abroad Program, I must notify Bay Path College in writing. I further understand that after I am accepted by the host institution, deposits and/or advance payments related to my participation may be made to that, or affiliated, institutions. I authorize the College to make such deposits and/or advance payments, and I understand that should I withdraw voluntarily at any time or if my acceptance to the program is rescinded, I will be charged for any deposits and/or advanced payments made on my behalf via my BPC student account. I further understand that if I withdraw, I remain individually responsible for any unpaid balance due an affiliated institution.

I accept that decisions made after the study abroad program has begun and while the program is in operation are personal and that I am individually responsible for decisions to withdraw from the program, courses or return home early. I understand that there can be no guarantee of credit hours or refund should I withdraw from the program before the completion of scheduled instruction and examinations. I further understand that if I withdraw, I remain individually responsible for any unpaid balance due an affiliated institution.

**Cancellation:** I understand that all decisions concerning the cancellation or modification of the BPC Study Abroad Programs are made by Bay Path College in consultation with responsible authorities abroad and that the College's established policies on refunds will apply only after all financial obligations to affiliated institutions have been settled. The College's policies on refunds may be modified only if a decision is made by the College itself to cancel a College study abroad program.

**Emergency Medical Treatment:** I assume full responsibility for any emergency medical treatment that could arise while I am in the Bay Path Study Abroad Program.

**Insurance:** I am hereby informed that the College strongly recommends that students studying abroad obtain valid overseas insurance coverage to protect against the costs of hospitalization and physician care in the event of sickness, accident, disability, and death, and to offset expenses of unexpected emergency evacuation and repatriation, trip cancellation, or loss of property. I understand that I am solely responsible for

obtaining said insurance. I acknowledge that I am aware that there may be risks associated with foreign travel and I am voluntarily participating in this program.

**Conduct:** I understand and accept that as a participant in the Study Abroad Program, I am required to observe the laws of the country in which I will be residing and all academic and disciplinary regulations in effect at the host institution. I further understand and accept that while participating in the program I will remain enrolled concurrently as a degree candidate at Bay Path College and, as such, I agree to adhere to the College's policies and codes for appropriate ethical and academic conduct. I realize that violation of the foregoing and/or academic failure or disciplinary disturbances may constitute grounds for my expulsion from the program and referral of any violations to Bay Path College's Office of Student Affairs.

**Limits of responsibility:** I understand that the College in no way acts as an agent for the affiliated or host institution, transportation carriers, hotels or other suppliers of services connected with this program. Accordingly, I understand and agree that the College, its Board of Trustees and employees are not responsible or liable for any injury, damage, loss, accident, delay or other irregularity which may be caused by any vehicle, or the negligence or default of the host institution, or any company or person engaged in providing or performing any of the services for the host institution involved in this academic program. Further, I acknowledge and agree to accept all responsibility for loss or additional expenses due to delay or other changes in the means of transportation, other services or sickness, weather, strikes, or other unforeseen causes. I further acknowledge and understand that the College assumes no liability whatsoever for any loss, damage, destruction or theft, or the like, to my luggage or personal belongings, and that I have retained or have been advised to retain adequate insurance, or I have sufficient funds to replace such belongings, and will hold the College harmless from all liability therefor.

I understand and acknowledge there are certain dangers, hazards, and risks associated with foreign travel and study abroad, and in consideration of being permitted to participate in such program, I, on behalf of myself, my family, heirs and personal representatives, agree to assume all risks and responsibilities surrounding my participation in the program, the transportation, and in any other activities undertaken, either personally or as an adjunct to the program, and in advance release, discharge, waive and covenant not to sue the College, its Board of Trustees, officers, agents and employees. This Release and Waiver is for any incident whatsoever which may involve me arising out of or related to any loss, damage or injury, including, but not limited to, bodily injury and death, that may be sustained by me or my property while in, on, upon or in transit to the host country, the host institution, or any other place where I may travel while participating in this program.

**Pass/Fail Option:**

A student studying abroad may choose to have the grades from all courses

from the host institution converted to P/F grades by Bay Path College and not be included in her grade point average. The student may not select some courses as P/F and other courses as graded. The student must elect the option by indicating her choice on this Terms and Conditions of Participation form and the election is irrevocable. If a student fails to make an election, grades will be transferred in as the United States equivalent of letter grades (A to C-) and will be included in the calculation of her grade point average. A failing grade will not transfer in and, therefore, will not be included in the grade point average.

**Please indicate your choice by placing a check on the appropriate line:**

**I choose to have the grades for all courses from the host institution converted to P/F grades by Bay Path College and not included in the calculation of my grade point average.**

**I choose to have the grades transferred in as the U.S. equivalent of letter grades (A to C-) and included in the calculation of my grade point average.**

**Signature:** I indicate by my signature below that I have read the terms and conditions of participation and agree to abide by them. I certify that all statements and responses I have made in this application are correct. I agree that the confidential supporting documents relating to this application shall not be disclosed to anyone other than to authorized faculty and administrators of Bay Path College and of the host institution abroad, persons hired to make local arrangements and/or persons otherwise permitted or required by law. I understand that the appropriate Bay Path College offices will be informed of my intention to study abroad. I further authorize the release of my name and local and permanent addresses/telephone numbers to fellow participants.

**I HAVE READ THE ABOVE AND UNDERSTAND THE SAME AND AM SIGNING THIS TERMS AND CONDITIONS OF PARTICIPATION, RELEASE AND WAIVER OF LIABILITY, AND INTEND TO BE LEGALLY BOUND BY IT.**

---

**Student Signature**

**Date:**

Note: Bay Path College reserves the right to change/update the policies contained within the Study Abroad Handbook.

**While abroad, students are responsible for accessing their Bay Bath College e-mail for notification of changes or updates.**

**Contact information:**

**While abroad my postal address will be:**

**While abroad my phone number will be:**

## **Respecting Bay Path College Policies & Procedures While Abroad**

During their time abroad in the College's established international study programs, students remain officially registered at Bay Path College. As such, they are still subject to the College's standard policies and procedures. Students who behave in a manner that disrupts the program and the lives of their fellow participants may face: 1) dismissal from the program and premature return home, and 2) appropriate disciplinary action in accordance with guidelines as presented in Bay Path College's Traditional Student Guidebook. Students should especially be mindful of the following BPC policies that are enforced at home and abroad.

- 1. General Standards of Conduct.** The student is obligated to behave in a manner that is not disruptive or destructive to the academic, living/learning, and social goals of the College.
- 2. Alcohol Policy.** Resident students who are of legal age are permitted to consume alcohol. Public drunkenness or disorderly behavior while under the influence will result in appropriate disciplinary action.
- 3. Drug Policy.** Individuals charged with use, possession or distribution of narcotics or other controlled substances can be disciplined under the College's conduct code and may be prosecuted under criminal statutes. Even if the criminal justice authorities choose not to prosecute, the College can pursue disciplinary action that may result in dismissal from the College.
- 4. Sexual Harassment.** Bay Path College is committed to a work and academic environment that encourages excellence in all aspects of collegiate life. This environment includes freedom from all forms of sexual harassment for all students, faculty, staff, and applicants who seek to join the College in some capacity.
- 5. Firearms Policy.** Individuals charged with possession of firearms can be disciplined under the College conduct code and may be prosecuted under. . . criminal statutes. Even if the criminal justice authorities choose not to prosecute, the College can pursue disciplinary action that could result in dismissal from the College.
- 6. Student Grievance Policy.** Bay Path College has the following student grievance procedure for the resolution of complaints: A student is encouraged to discuss his or her concern with the superior of the activity that gave rise to the difficulty. If the student is not satisfied with the response of the supervisor, he or she is directed to the department head, dean, or vice president. In addition, the President of the College maintains an "open-door policy" for all student complaints and concerns.

## Personal Conduct Code Statement

### Policy Statement

The goal of the College's International Study Programs is to offer each participating student one of the most memorable and most rewarding learning experiences possible.

To avoid the kinds of problems that can turn your time abroad into a negative disappointing experience not only for yourself, for the people around you, for the host institution, and for the reputation of Bay Path College, the following rules will be enforced. Although the college and your foreign hosts will show flexibility, understanding and support in most areas of your adaptation to the new cultures and new situations you will encounter abroad, students who violate any of the following rules will face immediate dismissal from the program and mandatory return to the U.S.

Upon return to Bay Path College, students who have committed any of the following offenses will face the standard processes of disciplinary action as it is outlined in the college's Student Judiciary System Policy Statement.

### Conduct Code

1. Any student found to be in possession of illegal drugs will be terminated from the program, may face legal action in the country where the violation occurs, and will be returned to the United States as expeditiously as possible.
2. Any student who breaks the law while living or traveling abroad will be subject to legal penalties by the country where the infraction occurs and will face termination from the program and immediate return to the United States.
3. Any student who willingly inflicts physical harm or serious emotional distress upon another person or persons will face dismissal from the program and return to the United States.
4. Any student who creates a serious and ongoing source of disruption to the program through alcohol abuse, inappropriate public behavior, or reckless endangerment of others will be subject to dismissal and repatriation to the United States.
5. Any student suspended from enrollment at the school due to academic or behavioral misconduct will face dismissal from the program and return to the United States.

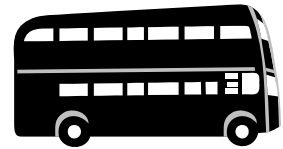
I acknowledge that I have read the above conduct rules and that I agree to abide by them during my participation in the international study programs offered by Bay Path College. *(This signature and acknowledgement is included in your Study Abroad application.)*

## Health Insurance and Insurer Verification Form

Students choosing to study abroad must provide evidence prior to departure that they do have health insurance that covers them while outside of the U. S. Participants have a number of insurance options available to fit individual budgets and individual needs. Overseas institutions may offer and/or require health coverage as part of their registration process. If you have further questions about student health insurance, please contact the Study Abroad Advisor at (413) 565-1183.

## Guidelines for Living and Traveling Safely Overseas

The guidelines that follow in this section are intended to reinforce and support the safe conditions that students generally will find overseas. These are common sense practices and behaviors that students and travelers in the past have found useful for avoiding trouble before it happens. It is suggested that the student contact the State Department prior to departure for travel advisories and warnings: [http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)



### Documents

- ❑ Take good care of passports, travel tickets, and any other important documents. It's best to make photocopies of all of them, and leave the copies with a parent or someone back home in case you lose the original.
- ❑ When traveling, keep your passport with you at all times, preferably in a **money pouch that you can wear on your body**. You should also keep proof of identity (any type of photo ID), as well as a note of your passport serial number, in a separate location; this will expedite the administrative process in the event that your passport is lost or stolen. At your study abroad campus, it is advisable to carry photocopied information with you at all times. When cashing travelers checks, you will need your passport.



### Personal

- ❑ Don't stand out: while "safety in numbers" is a good rule to follow, traveling as an identifiable American group of students will attract attention and possibly cause problems. Try to fit in with the surroundings and be "invisible."
- ❑ Whenever possible, speak in the local language.
- ❑ Report suspicious events immediately: Contact the study abroad coordinator/resident director at your study abroad campus if you observe suspicious persons within the premises of your educational environment. Act similarly if anything might indicate threats or an actual terrorist attack on the premises or on

student activities.

- ❑ Careless talk: Do not be free with information about other students. Be wary of new people. Do not give out your or anyone else's address or telephone number to strangers. Don't give away your class or field trip schedule.
- ❑ Official contact: Your resident advisor may have an agreement with you as far as leaving the campus site and staying with others. It can't hurt to let your advisor know if you will be staying overnight somewhere else, especially in case of an emergency.

### **Safety**

- ❑ Keep all valuables on your person in a discreet place, preferably stowed away in a money belt or a pouch that hangs around your neck and under clothing. You can buy these at any luggage store or at the airport.
- ❑ Try to avoid arriving late at night to cities with which you are not familiar, and take along a reliable guidebook that lists resources and hotels/hostels.
- ❑ It's preferable to travel with another person. It is not advisable to sleep on a train if you are traveling alone. Night trains are very popular ways for students to take weekend trips in Europe, and you can choose to pay extra for a sleeper car or couchette; however, remember that these areas are **NOT** secured, so your valuables are always vulnerable to theft while you are sleeping. Lock your luggage to racks with a bike chain and padlock, and try to keep them out of sight if possible.
- ❑ Do not agree to watch the belongings of a person whom you do not know.
- ❑ Do not borrow suitcases and ensure that nothing is inserted into yours.
- ❑ In all public places, remain alert.
- ❑ Remember that hitchhiking can be as dangerous abroad as it is in the US. Hitchhiking is not advisable.

### **Money**

- ❑ Don't carry more money than you need for your daily expenses. Deposit excess cash in a bank.
- ❑ Keep separately a list of travelers check serial numbers and credit card numbers

(as well as customer service numbers to contact), in case of loss or theft.

- ❑ Keep bank, credit, and calling cards in safe, out of sight places.

### **Handbags/Purses/Baggage**

- ❑ Never leave these unattended and make sure they are locked.
- ❑ If the item has a shoulder strap, wear it crossing the strap over your body. Even then, it is easy for a thief to cut it off of you when you are least aware.
- ❑ Do not put valuables in the exterior pockets of book bags or backpacks or in bags which are open at the top.

### **General Advice**

- ❑ Be street wise. Avoid deserted areas and exercise caution in crowds.
- ❑ Avoid impairing your judgment due to excessive consumption of alcohol.
- ❑ Be aware that pickpockets exist and tend to prey on people who look lost or who do not seem to be paying attention.
- ❑ Find out which areas are considered to be unsafe by the local people and avoid them.
- ❑ Do not leave valuables unattended. Travel light, so you can carry it with you.
- ❑ A Special Note for Female Travelers: Female travelers may be more likely to encounter harassment and other uncomfortable situations while traveling. Such situations can usually be avoided by taking the following precautions:
  1. Dress conservatively; while short skirts (or shorts) and tank tops may be comfortable, they may encourage unwanted attention.
  2. Avoid walking alone late at night or in questionable neighborhoods.
  3. Do not agree to meet a person whom you do not know in a non-public place.
  4. Be aware that some men from other countries tend to mistake the friendliness (or even eye contact) of American women for romantic interest. *Do not be friendly and open to male strangers in public places or when traveling--no matter how nice they seem on the surface.*

## **Part IV: ON THE ROAD -- TRAVEL TIPS FOR TURNING YOUR EDUCATION INTO AN ADVENTURE**

### **USING THE INTERNET:**

**A great source for travel and cultural information**

#### **Scholarships**

Study Abroad Scholarships: [http://www.studyabroad.com/forum/financial\\_aid.html](http://www.studyabroad.com/forum/financial_aid.html)

Freeman Asia Awards for Study in Asia: <http://www.iie.org/programs/freeman-asia/>

Gilman International Scholarship (for students receiving Pell Grant funding):

<http://www.iie.org//programs/gilman/index.html>

#### **Health & Safety Information**

U. S. State Department travel advisories and warnings:

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

Centers for Disease Control and Prevention Travelers' Health Page:

<http://www.cdc.gov/travel/>

#### **Eurail Pass**

<http://www.eurail.com>

#### **Student Health Insurance**

Associated Insurance Plans International, Inc:

<http://www.aipinternational.com/>

HTH Worldwide Insurance Services: <http://www.cdc.gov/travel/>

Marsh International Plans: <http://www.internationalplans.com/>

**International Guide to cybercafés** <http://cybercaptive.com>,

**Internet Guide to Hostels** <http://www.hostels.com/hostel.menu.html>

**Currency Converter** <http://www.xe.com/>

## **TRAVEL TIPS AND ADVICE**

Students are responsible for making their own travel arrangements for all of the Bay Path College study abroad programs. The International Study Office plays an active

support role in this process. Following are essential travel tips and on-the-road advice to assist students in their planning.

## **A. Getting Ready to Go**

No matter where you fly, **plan ahead**. That will save you the most money and, especially around the holidays and spring break, help guarantee you get the flight you want.

### **How Much Luggage Will I Really Need? Less!**

To decide how much luggage to take overseas, pack everything you think you will need into your bags. Then grab all your bags and carry them to the nearest bus stop. On your way back from the bus stop, give everything you no longer want to take to street people. They will appreciate it and so will you. Trust us.

The major airlines will allow you two large suitcases and one or two carry-ons (be sure to check with your airline for their specifications). Generally, each large suitcase is limited to 70 pounds. Anything over that may be subject to an additional per pound fee. Call your airline carrier if your luggage is over the weight limit and find out what extra charge to expect.

If there are things you would like to mail ahead, the best policy is to wait until you are settled at your overseas address. Then have your family put the boxes in the mail. Have packages sent to you via post office parcel post (surface/sea mail). Packages can be insured and costs may vary. There are special cheaper rates for book packages. The cost for all packages will depend upon the weight and destination. For specific rates contact your local post office. Surface/sea mail parcel post will usually take six to eight weeks to arrive. Remember that most packages sent abroad will be subject to being opened and searched by customs officials in the country of destination, and you may be contacted by customs officials for a statement about the contents of your package.

### **Packing Tips**

Most students who go abroad later say that they took about twice as much stuff as they actually needed. That becomes painfully clear as they drag their bags from the airport to bus stops, taxi stands, train stations, and sled dog drops on the way to their apartments overseas. Following is a suggested list of the items you can be sure you will need. The first thing you should do is go through the list and decide which things you can buy overseas. Then pack the remainder in your bags.

#### *Clothing*

- ESSENTIAL: 1-2 pairs of water-resistant walking shoes (make sure that your shoes

are comfortable and broken-in. Your feet will feel every meter of overseas travel that you do, especially when you are loaded down with luggage).

- ❑ Waterproof sandals
- ❑ Socks, underwear
- ❑ Sleep clothing, robe
- ❑ Shorts
- ❑ Skirts/trousers
- ❑ Shirts/blouses
- ❑ Sweater/sweatshirt
- ❑ Windbreaker/rain jacket
- ❑ Jacket/Light coat
- ❑ Bathing suit
- ❑ Hat
- ❑ A few nice outfits
- ❑ Winter coat, gloves, scarf, hat (as needed)



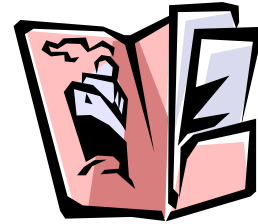
### *Medicine and Toiletries*

- ❑ Prescription medicine (enough to get you through your entire stay; carry a copy of the prescription in case you're questioned at customs)
- ❑ Toothbrush and toothpaste
- ❑ Soap and shampoo
- ❑ Comb and brush
- ❑ Sunscreen, moisturizers, cosmetics, lip balm
- ❑ Deodorant
- ❑ First aid kit
- ❑ Contraceptives and condoms
- ❑ Aspirin/Tylenol/Ibuprofen
- ❑ Tampons/pads
- ❑ Razors/blades
- ❑ Extra eyeglasses and sunglasses
- ❑ Extra contact lenses and cleaning solution
- ❑ Tweezers, nail files/polish, etc.
- ❑ Scissors and a sewing repair kit

### *Miscellaneous*

- ❑ Watch
- ❑ Camera (film too for non-digital camera; bring extra camera batteries)
- ❑ Flashlight (batteries can be bought)
- ❑ Address book
- ❑ Journal
- ❑ Books, guides, maps, train schedules, handbooks
- ❑ English language paperback novels (to read and swap with friends)
- ❑ Day pack/small, compressible knapsack

- ❑ Stuff bags/plastic storage zip-lock bags
- ❑ Umbrella (if rainy climate; can be purchased)
- ❑ Luggage lock and tags
- ❑ Battery-operated alarm clock
- ❑ Music/cassette tapes/CD's (portable, battery-operated CD "walkman")
- ❑ Adapter and voltage converter/appropriate plugs (see note below)
- ❑ Small American gifts for friends, host families, etc.
- ❑ Small locks for backpack; bike chain and padlock for locking luggage on trains
- ❑ American cookbook/favorite family recipes, measuring cups and spoons
- ❑ Linens (if not provided by program site)
- ❑ Towel/washcloth



*Documents, etc.*

- ❑ Passport and visa(s) + photocopies
- ❑ Tickets and rail passes
- ❑ Driver's license
- ❑ Copies of the above for reporting lost or stolen cards and travelers checks
- ❑ Money belt or neck wallet
- ❑ Cash, travelers checks, credit cards, calling card
- ❑ BPC Academic Checksheet
- ❑ A list of emergency contacts and phone numbers to carry with you at all times

Buy linens when you get there, if not provided. For staying in hostels, you will need a sleep sack rather than a sleeping bag. An alarm clock, camera, money belt or pouch, shoulder bag or backpack and good walking shoes are also useful items. Take some pictures of your family and home to cheer up your room and encourage conversation about your life in the U.S.

**The Electricity Problem:** The standard electric current in many other countries around the world is 220 volts. In the U. S. we operate on 110-120 volts. Also, the electrical plugs are a different configuration. This means that, to use an American appliance, you must have BOTH a plug adapter AND an electrical voltage transformer. You can buy these before you go (e.g., at Radio Shack) or you can wait to purchase them at your destination. Or (and this may be your best option), you can wait and buy inexpensive electrical appliances at your destination. However, if you are going to travel throughout Europe, for example, you'll still need plug adapters for each country you plan to visit, since the French system is different from the British system is different from the German system....

BPC students studying abroad in the past have recommended just waiting to buy a hairdryer or other small appliance at your destination. "Don't bring many appliances--they'll probably blow up--especially items that heat up!" The Radio Shack transformers are less than dependable (to put it nicely).

**Computers Abroad?** Yes, all BPC partner schools do have them. Many students ask whether they should take laptops for use overseas anyway. If you plan to do so, one concern is whether your computer software is set up for compatibility (re. printer drivers) with the computer technology available on site. All BPC partners abroad have E-mail access for students, as well as other standard computer services available on our home campus.

**Travel Warning:** Do not take expensive jewelry or luxury items with you overseas which would mark you as a worthwhile target for a casual thief or pickpocket. Carry your airline tickets, travel documents, credit cards, travelers checks and cash in a money belt or neck pouch while traveling.

**Laundromat/Dry Cleaning Facilities:** Your program's location will determine whether or not you have access to these services. In many locations, people still hand-wash their laundry. This is true in Europe as well, where washing and drying clothes are costly. You can beat the system by doing what the Europeans do: wash in the tub or sink by hand, then hang your clothes out to dry. Most student apartments in Europe are equipped with everything you need to do your wash this way. You just buy the soap.

**Local Transportation:** The best way to learn about a city is to walk. Not only is it healthy and without cost except for shoe leather, but walking at different hours of the day and by different routes leads to new and unexpected discoveries at every turn. A year spent walking the streets of a city will give you knowledge of the lay of the land and an understanding of the life of its people which probably cannot be matched by most residents.

The only danger--albeit a very serious one--is remembering to watch the traffic lanes and patterns carefully at street crossings. In some countries (e.g., the UK, Australia) vehicles travel in the left lane as opposed to the right lane as in the U.S. You must be very attentive when crossing streets when you are unfamiliar with traffic patterns. There will be times when the burdens of the day may force you to look for alternative means of transportation such as by taxi or more likely by underground/metro or bus.

**Rail Passes:** Wherever your travels may take you, chances are that trains will be your choice of transportation. Rail travel is usually the most affordable and simplest way to get from place to place, and it's one of the best ways to make new friends. See Internet listings for web sites with train information. You also get a timetable with your railpass.

If your railway plans are restricted to Europe, you should consider one of the many Eurail or EuroPass options. The choice of most travelers under 26 is one of the youth passes that allow five or more days of second-class travel over a two-month period. If you want a bit more comfort, or if you're 26 or over, first class Eurail Passes are available. Students generally buy two Eurail Passes to cover the four-month semester abroad. However, the passes must be purchased in the U. S. They are not available

in Europe. Many students start out with one, and if another is needed, they have family or friends send it over. With all Eurail Passes, you can avoid lengthy ticket lines at stations. Just hop the train and go! See Council Travel for further details.

**Youth Hostels: A Night's Rest at a Student's Rate:** Youth Hostels are cheap, reliable, and a great way to meet other young people from around the world. Generally hostels provide meals or cooking facilities and are much sought after, so it is advisable to book in advance. The YWCA and YMCA both have hostels. If you want to have access to International Youth Hostel Federation (IYHF) hostels, you must first become a member which you can do by contacting the American Youth Hostel Association (AYH National Office, P.O. Box 37613, Washington, DC 20013; tel.202-783-6<sup>161</sup>) or the Delaware Valley Council AYH (624 South 3rd St., Philadelphia, PA 19147, tel.215-925-600<sup>4</sup>). You might want to purchase the annual ***IYHE Handbook and Guide to Budget Accommodation*** for listings. Also, sleep sacks will be needed, and can be bought through IYHF. See Internet listings as well.

### **Income Tax Information**

***Attention Year-Abroad and Spring Semester Program Participants:*** If you have earnings which require you to file federal and state income tax returns, you must remember that you will be out of the country between January 1 and April 15. The best thing to do about this is to make arrangements with your parents to send you the necessary state and federal forms and other documentation so you can file your tax and return them by mail. Persons temporarily living abroad may normally request an extension on the deadline for filing federal income tax. The extension usually is until June 15. The best advice is to contact the American Consulate or Embassy in your host country overseas for information on your tax obligations; they may have 1040 forms and may even be willing to help you with questions.

**Power of Attorney:** If your signature will be needed for any official or legal documents during your absence, you should make arrangements for "power of attorney" to be held by an appropriate person to act on your behalf. You can do this by writing out in detail the ***specific*** duties that the person you choose will execute. Take this to a notary and have it notarized.

**Property Insurance:** It is wise to have insurance to cover at least partially any loss of money because of trip interruption or cancellation as well as loss of baggage and personal effects either while traveling or living abroad.

A final word about property loss/theft insurance: Note that many homeowner's insurance policies contain a clause about this coverage extending worldwide. Normally a copy of the police report filed at the time of loss or theft will be required by the insurer before any claim will be considered. Also, advice to obtain insurance against theft of one's possessions is often mentioned in student welfare publications; we therefore

assume that theft is not an altogether uncommon occurrence and you would be well-advised to take preventive measures.

## LIVING WISELY ON THE ROAD

**Money and Budgeting:** The overall cost of living abroad can sometimes be higher than at home because you are in an unfamiliar environment and are confronted with an almost endless array of entertainment possibilities and attractions.

It is important to keep in mind that the students with whom you will be studying are all managing to survive and even to enjoy life on fairly limited means. Everything you can learn from your new peers will help you to conserve your own funds. The following suggestions may be helpful:

- ❑ Make both weekly and daily budgets and *stick to them*. Learn the value of the money wherever you are and be consistently alert for special student rates and discounts wherever you go. Be careful not to fall into the habit of equating one unit of a foreign currency with \$1.00. Exchange rates can be looked up on the Internet on a daily basis.
- ❑ Take advantage of less expensive alternatives wherever possible. Cook for yourself, and save even moderately priced restaurant outings for special occasions. Unless you are using a collegiate dining service, never purchase breakfast, which you can easily prepare for yourself. Always try to take your main meal in the subsidized collegiate cafeterias (if available), either at noon or before you leave for the day. This will leave you with a smaller, less expensive evening meal or snack to purchase or prepare for yourself.
- ❑ Plan your entertainment and recreational activities around the availability of free, inexpensive and discounted events.
- ❑ Plan to shop in street markets or chain supermarkets and avoid specialty shops and convenience stores that add a 20-30% markup. Part of your experience abroad should include learning how to get the best available value for your money. Try to put off making major purchases as long as you can. You may find that you can do without the item or will, at the very least, give yourself an opportunity to shop and compare goods and prices.
- ❑ Use your International Student Identification Card ([www.isiccard.com](http://www.isiccard.com)) to take advantage of special rates and discounts on travel, accommodation, entrance fees and some entertainment.
- ❑ One option when you travel to sites beyond your study abroad location is hostels or in modest bed-and-breakfast accommodations as opposed to hotels. You may want to get an International Youth Hostel Federation membership card, which would be

valid for their student hostels abroad.

- Take care of your belongings and safeguard your travelers checks and cash. Losses from carelessness are difficult enough at any time. They are even more troublesome abroad, and pick-pocketing is universally common, especially in large European cities like Rome and Paris, or on the trains at night.
- If you are in Europe, take advantage of the exemptions for overseas visitors, who are not from countries of the European Economic Union, from paying the value-added tax (VAT) on goods, but not on services. The trouble is worthwhile only if you are buying expensive items, and only certain stores participate in the program. Ask the store for a certificate of exportation when you make your purchase (they will need to see your passport), and present the certificate and the goods to the customs officer for validation when you leave the country. You must take the goods out of the country within three months of their purchase. Lines at airports are long so leave plenty of time. Once you depart, you can claim a refund of the tax from the store by mail-if possible, obtain it in US currency. You cannot reclaim VAT for goods you do not carry out of the country with you.

### **\$\$\$\$\$\$\$\$ Banking and Currency Exchange \$\$\$\$\$\$\$\$**

- For regular access to money during a one semester stay abroad, students are advised to use a check debit card. You may also use a Visa/Mastercard but this will be more expensive in interest charges unless you pay off your bills regularly. You can access your home account quickly and conveniently with a check debit or Visa/Mastercard. However, before you leave the U. S., be sure to verify with your bank that your credit card or bank card is on the PLUS or CIRRUS network. This allows you to withdraw money from bank machines around the world. **Also verify with your bank that your PIN Number will be valid overseas, and find out exactly what the charges will be for using your card internationally.** There is usually a small transaction charge for withdrawing cash overseas. **Be sure to notify your bank that you will be overseas for several months.** Don't just rely on one card or form of payment--always have multiple options, in case one fails.
- If you use a Visa/Mastercard, make sure you have someone at home to pay your bills regularly, or, better yet, deposit a large sum of money in your credit card account before you leave, providing a surplus that you can draw upon. Beware: plastic can be dangerous because it is easy to overspend. Keep careful records of your spending. This means keeping all credit card receipts and verifying in dollars how much you spend each week. **Very Important: always keep the emergency phone numbers to report a lost or stolen credit card and your credit card number on a separate piece of paper. Keep this paper in a safe place in your luggage while on the road and in your apartment when at school. Do not carry it in your wallet.**

- For students who plan to stay more than one semester abroad, it is advisable to open a bank account in the foreign country and to transfer money from home directly into the foreign account. You should consult your own commercial bank to find out about the various ways to send money abroad. There are several different ways, including purchasing an international bank draft in foreign currency and cabling money from one bank to another. The foreign currency bank draft is the easiest way to transfer funds and the service charge is not excessive except for small amounts. It must be drawn on a major bank and should be made out for deposit to an account in your name. You take the draft with you and once you have opened an account with it at a convenient branch of the named bank, you can have subsequent drafts sent to you, which will clear in seven to ten days. Interbank cabling follows the same principle and is faster in an emergency, but carries a higher service charge.
- For emergency money on the road, carry Travelers Checks. If you lose your credit card, you have an immediate safety net to fall back on. These may be purchased in foreign currency or US dollars from any number of companies, such as AAA, American Express, Barclay's, Citicorp, Thomas Cook, etc. They are safe because they are refundable if lost, but you must have a record of the check numbers lost in order to have them replaced. **Therefore, write down all travelers check numbers and put them in a separate place from the checks.** As a precaution, leave a list of the numbers with someone in the US.
- It will also be helpful for you to arrive with some of the foreign country's currency in various denominations already in your pocket. This will save you the trouble of having to exchange your dollars immediately and will let you pay for local transportation and other incidentals. Foreign currency may be ordered in advance from a local US commercial bank for a small service charge, or may be purchased on demand at large US banks in major cities. You can also get foreign currency at most major U. S. airports on your way abroad.

**Health Care on the Road:** You are advised to have a physical check up before you leave the U. S. This may alert you to health issues that can be taken care of very effectively if you know about them in advance. **Remember, as a traveler in a foreign land, you will probably walk much more than you do normally and you may experience many new physical demands in your daily routine.** If you have any concerns about your ability to walk a lot or to be on your feet for long hours while traveling, bring them up with your physician during the examination. Other tips:

- Take good care of yourself while traveling. Don't wear yourself down, watch out for excessive exposure to heat, drink plenty of fluids to avoid dehydration, and get plenty of sleep.
- Overseas Injections: The Center for Disease Control recommends that diabetics or other persons who require routine or frequent injections should carry a supply of

syringes and needles sufficient to last their stay abroad. It is not uncommon to do this, however, be aware that carrying needles and syringes without a prescription may be illegal in some countries. Make sure you carry a letter from your doctor explaining the need.

- Food and Water. In areas where chlorinated tap water is not available, or where hygiene and sanitation are poor (Western Europe is generally as safe as the U. S.), travelers are advised that only the following may be safe to drink:

1. Beverages, such as tea and coffee, made with boiled water.
2. Canned or bottled **carbonated** beverages, including **carbonated** bottled water and soft drinks.
3. Beer and wine.

Where water may be contaminated, ice (or containers for drinking) should also be considered contaminated. It is generally safer to drink directly from the can or bottle of a beverage than from a questionable container. Wet cans or bottles should, however, be dried before being opened, and surfaces that come into direct contact with the mouth should first be wiped clean.

- Food should be selected with care to avoid illness. In areas of the world where hygiene and sanitation are poor, the traveler should be advised to avoid unpasteurized milk and milk products, such as cheese, and eat only fruit that has been peeled personally by the traveler.
- Since the sources of the organisms causing travelers diarrhea are usually contaminated food or water, precautionary measures are particularly helpful in preventing most serious intestinal infections. However, even when people follow these general guidelines for prevention, they may still develop diarrhea. Diarrhea is nature's way of ridding the body of noxious agents; intestinal motility serves as the normal cleansing mechanism of the intestine. Most cases of diarrhea are self-limited and require only a simple replacement of fluids and salts lost through diarrhea. Fluids that are readily available, such as canned fruit juices, hot tea, or carbonated drinks, may be used. Travelers may prepare their own fruit juice from fresh fruit. Iced drinks and non-carbonated bottled fluids made from water of uncertain quality should be avoided. It is strongly recommended that the traveler consult a physician rather than attempt self-medication if the condition is severe or does not resolve itself within several days, if there is blood and/or mucus in the stool, if fever occurs with shaking chills, or if there is persistent diarrhea with dehydration.
- For more information on Health Issues, contact the International Travelers Hotline of the Center for Disease Control at **404-332-4559**.

- Prescriptions. If you have to take medicine containing habit-forming or narcotic drugs with you, you should carry a doctor's certificate attesting to the prescription. Label all medicines. Prescriptions from doctors in the US are usually not refillable at foreign drugstores. If you take any medication regularly (including contraceptives), consider taking along a large enough supply to last the length of your stay. You should also verify with a local physician or your family doctor what kinds of medication are available in your particular country that would serve as generic substitutes for your regular prescriptions. If you wear contact lenses, consider taking extra solution and a special sterilizing unit that can be used overseas, as well as a spare set of lenses or glasses.

### **The Law Abroad**

It is important to remember that while you are visiting another country you are subject to the laws of that country. You should also be aware that legal protection and personal rights that we take for granted in the U.S. are often left behind when you depart. The principle of "innocent until proven guilty" is not necessarily a tenet of legal systems abroad. The use of illegal drugs is one area where students will find little leniency in foreign countries. The U.S. standards of due process may not apply in overseas legal proceedings. In addition, free legal representation may not be provided to defendants.

### **Penalties for Involvement with Illegal Drugs**

Despite repeated warnings, drug arrests and convictions of American citizens are still on the increase overseas. If you are caught with either soft or hard drugs overseas, you are subject to local and not U.S. laws. Penalties for possession or trafficking are often the same. If you are arrested, you will find the following:

! Few countries provide a jury trial.

! Most countries do not accept bail.

! Pretrial detention, often in solitary confinement, may last months.

! Prisons may lack even minimal comforts: bed, toilet, washbasin.

! Diets are often inadequate and require supplements from relatives and friends.

! Officials may not speak English.

! Physical abuse, confiscation of personal property, degrading or inhumane treatment, and extortion are possible.

! If convicted, you may face one of the following sentences:

- Two to ten years in most countries.
- A minimum of six years' hard labor and a stiff fine.
- The death sentence in some countries.

*The message in all of this is simple: **Do not buy illegal drugs. Do not use illegal drugs. Do not be around other people who use illegal drugs.*** For those students who plan to study in Europe, do not foolishly assume that because marijuana is legal in Amsterdam it is accepted in the rest of Europe. Different countries in Europe have different drug laws. Students caught with marijuana in Monaco or Switzerland will find that very harsh penalties are in effect.

### **U.S. Embassies and/or Consulates**

#### *Embassy Aid Abroad*

There are several useful pamphlets about travel and residence abroad prepared by the Bureau of Consular Affairs of the US Department of State. Two are of particular interest, **A Safe Trip Abroad and Your Trip Abroad**. You can usually pick them up for free when you visit your Passport Office if you live in a major city. Otherwise you can order them from the Superintendent of Documents, US Government Printing Office, Washington, DC 20402. ***It is recommended that US citizens residing abroad for any extended period of time register with the local US Embassy or Consulate. This can be done online in advance. Visit <https://travelregistration.state.gov/ibrs/>***

#### *Legal Advice:*

If your passport is lost or stolen, notify local authorities and the American Embassy at once. After an investigation determining identification, the embassy will issue you a three-month temporary passport.

If you are arrested and/or detained abroad, a consular official can visit you, inform you of your legal rights, and provide you with a list of reliable local attorneys and physicians. The consular officer protests, both orally and in writing, any violations of the prisoner's legal or human rights. He visits the prisoner as often as needed during the pretrial period and at regular intervals thereafter. He also provides humanitarian assistance-for example, insisting that the prisoner receive needed medical and dental care and adequate food and clothing. Finally, a consular official tries to ensure equal treatment under national laws during all phases of the legal proceedings against you.

A consular officer cannot provide certain services. For example, he cannot post bail, give legal advice or recommend a specific foreign lawyer, "spring" a US citizen from jail, or interfere in an arrested person's relationship with his/her lawyer. Keep in mind that bail provisions as we know them in the US are rare in other countries. Pretrial detention without bail is quite common. Prison conditions are often deplorable in

comparison with conditions in the US.

*Health Problems:*

In case of illness or accident, embassy people can make sure you are in an approved hospital, check on the fairness of billing procedures and explain your payment options. For smaller problems, the embassies provide lists of English-speaking doctors and dentists in various areas. Remember, adequate health insurance coverage is your responsibility.

*Money:*

While officially prohibited from furnishing cash or loan money, embassy personnel can suggest possible sources of financial assistance. They may also cable someone back home for money for you and deduct the cost of the cable when your cash arrives.

**Using the Office of Overseas Citizens Service**

Should your family need to contact you while you are traveling (e.g. after the program is over), emergency assistance is available through the Citizens' Emergency Center of the Office of Overseas Citizens Services (OCS) operated by the State Department's Bureau of Consular Affairs. That office is open from 8:15 am to 10:00pm, Monday through Friday, and can be reached at 202-647-5225. For emergency communication between 10:00 pm and 8:15 am, or over the weekends, contact can be made through the Overseas Citizens' Services duty officer at 202-647-1512, or at 202-647-5225 on Saturdays from 9:00 am to 3:00 pm. They can, for example, transmit emergency messages from your family, provide protection in the event of arrest or detention while abroad, transmit emergency funds to destitute nationals when commercial banking facilities are not available, etc. It would be wise for you to provide your family with at least a tentative itinerary so that in an emergency, they can give the State Department some idea where to begin looking for you.

**Staying In Touch With Home**

*Your Overseas Address.* You will receive the address for your study abroad stay during specific orientations for different locations. Note that you can expect long delays in regular mail delivery in some countries. In France, mail strikes occur all too often, which can delay mail for up to several weeks. Be sure to have other channels of communication open with your contacts back home. E-mail is an excellent way to keep in touch with family and friends. It's fast and inexpensive. In addition to your email access at your foreign university, you will find cyber cafes in most major cities (especially in Europe), and a search of the Internet will find you a list of cyber cafes in the locale you may be visiting.

**Telephone/E-mail/Television**

Be prepared to experience more difficulty finding access to phones, e-mail, and

television while in foreign countries. Although all of these services are available at Bay Path College's overseas study sites, there may be fewer machines available and less opportunity to use them than you are accustomed to in the U.S. Note: VCRs in different countries have different standards for tapes, so our American videotapes will not usually play in foreign VCR's, and vice versa. If you buy a videotape at a tourist site overseas to bring home, make sure you buy the version compatible with American VCR's.

### **Long Distance Calling Cards**

Most European countries have phone-card systems for pay phones. You buy the prepaid phone cards at post offices or tobacco shops ("tabacs" in France), and use them in the pay phones for either local or long-distance calls, measured in units. You can also make long-distance calls from your residences in some locations.

It is very useful to use a long-distance calling card with you are traveling abroad. However, CHECK THE RATES, since some of these companies (AT&T, MCI, Sprint, etc.) add exorbitant surcharges for overseas calls. We suggest that you look into the **new "call-back" overseas long-distance phone services** (e.g. Telegroup), some of which offer rates from international locations to the US at less than one-third the normal rate. Many companies also issue pocket-sized directories with the dialing codes you will need to call out of foreign countries. Get a directory. You will need it when traveling. If you still have trouble, with an American card, you simply call the number on the back of the card to access an American operator who can help you in English.

### **The pace of daily life overseas...and other cultural differences**

Students are often surprised at the endless variety of ways that people do things differently in different countries. Be prepared for a significant change of pace in literally everything. Here are a few examples of what to be prepared for.

- ❑ **The 24-Hour Clock:** Many countries have a 13:00 o'clock, a 14:00 o'clock, etc. This is most evident in all public timetables, like train schedules, bus schedules, planes, etc. Don't panic. It's the same time system used by the U. S. military. Just subtract 12 from anything between 13 and 24 o'clock and you'll have the same numbers you are used to back home.
- ❑ **New Holidays:** Yes, different countries have different holidays. This means that after walking an hour across town to mail an important letter and to buy stamps, you will find the post office locked up tight as a drum. If you look closely, you may find a little message indicating that it is closed for a strange sounding holiday you have never heard of in your life. Get a calendar at a bookstore shortly after you arrive in the country. Ask for one that has all the holidays marked. It will save a lot of wasted walking.

- **Mid-day store closings:** In much of Europe, especially in the Mediterranean region, the lunch is the main meal of the day, and most businesses close for 2-4 hours in the early to mid-afternoon. So, for example, if you decide to go out at lunchtime and do some afternoon shopping and errands, you may be very surprised to find that nothing is open, not even the post office! Find out what the normal business hours are in the community in which you will live and go to school, and don't assume that they are the same as "normal" American business hours. Also, know which day of the week stores are closed--it may be Sunday, but then again, it may be another day.
- **Customer Service:** One of the things about France, in particular, that seems to shock American exchange students is the way French service representatives, food servers and store clerks interact with their customers. In America, we are trained that "the customer always comes first" and "the customer is always right." A *very different cultural attitude* exists in France. Rather than believing that these people exist to serve us (the customer), the French who are customers consider themselves honored to be the guests and patrons of these merchants. When you walk into a store in France, you always catch the eye of the proprietor or salesperson and say "Bonjour, Madame" or "Bonjour, Monsieur"; you are never invisible. If you are browsing, be sure to say goodbye and thank you when you leave. Also, do not be impatient. Restaurant service in France is much more leisurely than in America. Waiters and waitresses do not always bring menus or take orders right away. They are flattered when you ask their recommendation, and when you treat them as persons of expertise.
- **Cultural sense of space:** Be prepared for a very different sense of space in other countries. This applies to interpersonal distance (for example, how far people stand from you when talking, or how close people get to you in public places) as well as our expectations about how much space we are entitled to (the size of apartments, rooms, parking spaces, cars, etc.). Since we Americans are generally accustomed to (and expect) broad open spaces, we often feel cramped and claustrophobic with the spatial norms of other countries.

## The Dreaded Metric System

The U. S. loves the pound, the quart, the gallon and the mile. The rest of the world has a more standardized system, which you will probably have to learn when overseas, or you will be forever confused. It's the same metric system that they never really taught you in middle school. Now's your chance to learn it! Following are some basic conversions to help you. The ones you will use most often are in bold print. You might use them when trying to determine how far it really is to the next town when on the road, or when you are buying fresh fruit and vegetables at the market, or if you ever need to gas up a car or motorcycle.

### A Useful Formula for Measuring Distance

On the road, you may have trouble judging the distance between locations because all the road signs are in kilometers. No problem. To convert from kilometers to miles, divide the number of kilometers by 8, then multiply the number you get by 5. For example, 80 kilometers divided by eight equals 10. Multiplied by 5, this equals 50 miles.

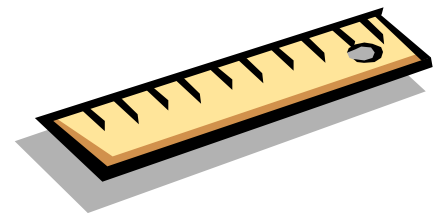
### Temperature: Just How Hot is This Place, Anyway???

It takes a bit of time to get used to temperature telling overseas. You will need to know the Centigrade scale. In degrees Centigrade, freezing is at 0 and boiling is at 100. Not a bad concept. Rather logical. In application, however, it's a bit of a bear to go from Centigrade to Fahrenheit. To do so, multiply degrees Centigrade by 1.8 and then add 32. To reverse the procedure from "F" degrees to "C" subtract 32 from F and divide by 1.8. Good luck. Take a calculator. The best advice is to practice thinking in terms of Centigrade temperature without making the conversion. It will help to know that your body temperature is about 37 degrees Centigrade. That means that when the weather hits the 30 + degree mark Centigrade, it's a hot day. Eighty degrees Fahrenheit comes out to about 27 degrees C. Etc.

### Hmmm, What Size Do I Wear Abroad???

#### **METRIC CONVERSIONS**

- ❑ 1 inch = 2.54 centimeters
- ❑ 1 yard = 0.9 meter
- ❑ **1 mile = 1.6 kilometers**
- ❑ 1 square yard = 0.8 square meter
- ❑ 1 square mile = 2.6 square kilometers
- ❑ 1 acre = 0.4 hectare
- ❑ 1 metric ton = 1.10 tons
- ❑ **1 liter = 1.06 quarts**
- ❑ 1 meter = 1.09 yards
- ❑ 1 gram = 0.04 ounces
- ❑ **1 kilogram = 2.20 pounds**
- ❑ **1 kilometer = 0.62 miles**
- ❑ 1 fluid ounce = 28.4 milliliters
- ❑ 1 US pint = 0.47 liter
- ❑ 1 US quart = 0.94 liter
- ❑ **1 US gallon = 3.78 liters**



During your time overseas, you may want to do some shopping. The prices will never be lower on top quality clothing than what you find in Italy, Greece, Spain, or in Eastern Europe. The problem is getting the right size. Here are a few things you will need to know.

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*Dresses, Sweaters, Underclothing:*

British	10	12	14	16	18	20
Us	8	10	12	14	16	18
Continental	38	40	42	44	46/48	50
inches	32/34	34/36	36/38	38/40	40/42	42/44
centimeters	81/88	88/91	91/96	96/102	102/107	107/112

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*Women's Shoes/Stockings*

British & U. S.	8	8.5	9	9.5	10	10.5	11
Continental	0	1	2	3	4	5	6

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*Men's Shirts (collar sizes)*

British	14	14.5	15	15.5	16	16.5	17
Us	14	14.5	15	15.5	15.75	16	16.5
Continental	36	37	38	39	40	41	42

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*Shoes--Men and Women*

British	3-3.5	4-4.5	5-5.5	6-6.5	7-7.5	8-8.5	9
Us	4.5 -5	5.5 -6	6.5 -7	7.5 -8	8.5-9	9.5 -10	10.5
Continental	36	37	38	39	40	41	42

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**DEALING WITH "CULTURE SHOCK"**

"Culture shock" is a term often used to describe an array of emotional and physical reactions to the stresses of adapting to a new cultural environment. The term culture "shock" may be misleading, since the symptoms of this condition can appear quietly and without great trauma. However, almost EVERYONE who adjusts to living in another culture experiences a well-documented cycle of emotional reactions, though the intensity of these reactions may vary from person to person.

1) Once you are in your new environment, the stages of cultural adjustment begin with a sense of intense excitement, exhilaration and fascination with the new culture: this is sometimes called the "**Spectator Phase**." During this period, you are mostly passive, but alert and observational. At this point, you are like a tourist: sight-seeing, taking pictures, writing in your letters home, "Wow! This place is so cool. I can't believe I'm actually here. It's awesome! The food is great, the scenery is amazing... I'm going to love it here!"

2) As you become more involved as a participant in the day-to-day aspects of your new life's routine, you may begin to feel minor frustrations accumulating. Trying to buy groceries in a market when no one speaks English ... having to walk up hundreds of steps at the end of a long day on campus ... realizing that it's just too expensive to call home and talk to your best friend in the U.S. every few days ... feeling offended because the woman who works in the post office treats you brusquely....

This "**Increasing Participation**" stage is the most crucial in determining how well you can adjust to your new culture. If you dwell on the negatives and the frustration, you may find yourself spiraling downward. On the other hand, if you accept these difficulties as challenges to accept, rather than unpleasant situations to avoid, you can begin to gain more satisfaction, self-confidence and self-esteem as you become more involved in your new culture. The successful sojourner will acquire new patterns of behaving, feeling and responding that are appropriate to the new culture--realizing, of course, that these patterns are often in contrast to the behaviors you learned at home.

3) As the most basic level, living in another culture causes you to confront your own value system. Tom Lewis and Robert Jungman, in On Being Foreign, write:

There is a deep sense of the ambiguity of one's position: on the one hand, the newly acquired cultural identity opens significantly new vistas of experience, yet on the other hand, those vistas are gained through an awakening, which is both intellectual and profoundly visceral, to the insight that all experience--even the experience of one's self--is culturally determined. Hence, the sensation arises that life's deepest values are fundamentally a fabrication, an illusion, a kind of grand pretense supported by the vast majority of people.

What is called the "**Shock Phase**" usually occurs after you feel that you have had some

success at adapting to your new cultural environment. You may have been getting along quite well for some time, and then find yourself, for no easily identifiable reason, feeling depressed, indifferent or even angry. You may not recognize this as "culture shock" --but it usually is. You may have physical symptoms related to stress (headaches, intestinal disorders), or you may find your resistance to new viruses or infections has been lowered, and you will often get sick. Of course, being sick in a foreign land, away from the comforts of home, can reinforce your depression and feelings of loneliness or alienation.

In Studying Abroad/Learning Abroad, J. Daniel Hess lists some of the symptoms of culture shock:

- Fatigue, discomfort, generalized frustration
- Excessive preoccupation with personal cleanliness, manifested in worries about food, drinking water, bedding, and dirt; preoccupation with personal health, minor pains, skin rashes, etc.
- Fear of physical contact with natives (hosts); excessive fear of being cheated, robbed, or injured; a refusal to learn their language or practice common courtesies
- Irritability at slight provocations, criticisms; fits of anger over delays and other minor frustrations; constant complaining about the way things are done in your host country
- A strong desire to interact with, and be dependent upon, people of your own nationality
- A terrible longing for home, for letters, for home cooking; staring absent-mindedly; being disengaged from the present; in some cases, the strong desire to return home
- Decline in the quality of your work; loss of inventiveness, spontaneity and flexibility
- Difficulty in communicating your feelings to others

Culture shock is your psyche's way of forcing you to confront your own cultural identity and to learn about other people and their worldview. It encourages you to learn new skills in problem-solving and coping, skills which will be extremely valuable to you throughout your life (especially in the business world). As you work through your own fears, anxieties and problems, you gain new insights in terms of self-realization and self-affirmation. In short, you become a stronger and more mature person. You grow up.

4) If you successfully pull through the "shock phase" without dropping out of school and catching the next flight home, then you are well on your way to the "**Adaptation Phase.**" This is a condition that will seem well worth the wait, once you get there! At this point, you have acquired the proficiency to interact comfortably in the day-to-day social interactions of your new culture. You actually begin to appreciate the little quirks of your new culture rather than complaining about them. In effect, you learn to live more like a native does, rather than like a tourist. You embrace the new culture's values, at least while you are among them. This is when you really gain the most from your study abroad

experience.

5) The longer you stay in another culture, you are more likely to have a number of ups and downs as you face recurring challenges in cultural adaptation, but your adjustment becomes stronger and stronger. The last phase of culture shock is often called the "**Re-entry Phase**": it's coming home! Surprisingly to many of us, when our study abroad period is over and we eagerly return home, we must adjust to our home culture. We may find ourselves mourning the loss of our newly-adopted culture. This may surprise us and catch us off-guard, and may occur over a period of months or even a year after returning home.

## **Part V: Coming Home Again: How to Make the Most of the International Experience**

The study abroad experience does not end when you step off the plane at the end of the journey. In some ways, that is when the experience becomes most interesting not only to you, but to other people with whom you have regular contact. During the time abroad, so many unique experiences are compressed into one semester or year that it may take many years for you to process all that has been seen, felt, and learned. Once you are back home again, there is time to reflect upon and to learn from all that has been experienced. Through conversations with family and friends about specific experiences, through class discussions and assignments that have international connections, and in the process of day-to-day living and working, you will find that the time abroad not only remains an ongoing part of life, but becomes the source of much insight, understanding, and greater personal maturity.

The one place that international program participants are most likely to realize the value of their overseas experience is when they apply for work internships or full time jobs in their fields. During job interviews, they will find that employers are very interested in the unique experiences they have had abroad and the personal qualities that they developed by breaking away from the ordinary path of classroom-based education. This section informs students about re-integrating themselves back into life "at home," and gives valuable tips on how to incorporate the international experience into their personal and professional lives.

### **A. Dealing with "Reverse Culture Shock"**

Most people who go abroad have disorienting experiences in the first weeks after their return. It's called "reverse culture shock." It's never easy. But it is also a wonderful sign. It is an indication that the student has changed while abroad. She has learned new behaviors, new attitudes, and even a few new values. The experience abroad has taught the student to enjoy new foods, to appreciate new customs, to want to do things differently and to talk about new topics, issues, and ideas.

Once the returning student accepts and faces the personal changes and stops expecting the people back home to relate on an overseas level, the re-adaptation to home life can move forward more smoothly. This doesn't mean that the experience abroad should be pushed out of mind and forgotten, however. Quite the contrary. The student needs to continue to build upon the new parts of self and the new awareness of the world that have emerged during the time in another country. The following section offers tips and guidelines for keeping the international experience alive long after the return home.

## **B. Making the International Experience Part of a Lifelong Path of Learning**

It has long been said that traveling is an education in itself. Students learn what this saying really means during their weeks and months of living and studying in a foreign land. One of the worst things that can happen is for a student to return home and to go on with life as if the international experience never happened. That makes study abroad an expensive waste of time, money, and energy.

There are many ways not only to keep the overseas experience alive and fresh, but to build upon it. One of the wisest things a study abroad student can do is to make the international experience part of her or his lifelong path of learning about the world. This can be valuable as part of one's career path. It is equally valuable on a personal level for gaining a much deeper sense of what the human experience is all about and one's own place in the human story.

Some things students can do to continue the learning experience begun abroad include the following:

- Keep in touch with current ideas and issues in the foreign land. This can be done quite easily if a small effort is made to read a regular national newspaper and to watch international news updates on any of the major television or cable channels. Also, instead of renting only American films at the local video store to watch for pleasure on weekends, students can rent a popular foreign film now and then from the culture where they have lived. Such films will often bring up memories of personal experiences and places they visited while overseas, providing deeper insight into where they have been and what they have lived through.
- Take classes and attend lectures or seminars upon events and topics related to the country, culture, and people abroad. Not only will such things deepen understanding of personal experiences, but they provide valuable expertise that will prove very useful later on the job and in future interactions with people from abroad.
- Incorporate people from other countries and cultures into friendship networks. Students who have spent time abroad often find that they have a lot in common with people from abroad who are studying, living, or working here in the U. S. Also, once

a student has been a "foreigner in a foreign land," there is a much greater understanding of how difficult it is to be a newcomer without family or friends around to support and cheer one along. It can be a positive experience to reach out to foreigners here just as other people hosted and welcomed the student into their lives when he or she was abroad.

- Join foreign language clubs and other cultural/ethnic organizations. This is especially valuable for those students who master a foreign language while abroad. Very few Americans are able to speak a foreign language. Those who do are increasingly sought after in all career and educational fields. Joining a foreign language club or a cultural organization representing a specific nation allows returned students the means to maintain language skills and to deepen cross-cultural understanding.
- Become involved as a mentor in the BPC Study Abroad Programs, providing insights and inspiration to new students interested in having an international experience. Upon returning home, your expertise will be greatly needed to help recruit new international-bound students, plan and carry out pre-departure and re-entry trainings, and provide one-on-one counseling and support to students who are planning a trip or who are going through culture shock in a foreign country and need someone to talk to who's been there and lived to tell about it! You'll find that sharing your experiences will make you realize what an expert on intercultural living you really have become.

### **C. Preparing a Resume that Highlights the International Experience**

On a practical level, one of the most valuable benefits of the international experience is a professional resume that is guaranteed to catch the attention of prospective employers. Students who successfully complete a semester or a year overseas should include an entire International Experience section on their resume. Students should also be ready to answer questions about the specific items included in their International Experience section. Usually prospective employers will express a great deal of interest and curiosity about the personal experiences, insights and perspectives the student gained abroad.



Name \_\_\_\_\_ Phone(day) \_\_\_\_\_ (night) \_\_\_\_\_  
Address \_\_\_\_\_ Relationship to you \_\_\_\_\_  
\_\_\_\_\_ Email or fax \_\_\_\_\_

Name \_\_\_\_\_ Phone(day) \_\_\_\_\_ (night) \_\_\_\_\_  
Address \_\_\_\_\_ Relationship to you \_\_\_\_\_  
\_\_\_\_\_ Email or fax \_\_\_\_\_

Please provide two (2) personal and academic references (one of must be a former instructor):

Name \_\_\_\_\_ Phone(day) \_\_\_\_\_ (night) \_\_\_\_\_  
Address \_\_\_\_\_ Relationship to you \_\_\_\_\_  
\_\_\_\_\_ Email or fax \_\_\_\_\_

Name \_\_\_\_\_ Phone(day) \_\_\_\_\_ (night) \_\_\_\_\_  
Address \_\_\_\_\_ Relationship to you \_\_\_\_\_  
\_\_\_\_\_ Email or fax \_\_\_\_\_

**HEALTH and SAFETY information:**

*The student assumes full responsibility for any medical conditions that are life threatening.*

Physician's name and phone number \_\_\_\_\_

**Insurance Verification**

I attest that my health insurance coverage during my stay abroad will be provided by:

Company Name: \_\_\_\_\_ Policy/Group # \_\_\_\_\_  
Person whose name policy is in \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_

**CODE OF PERSONAL CONDUCT:** I acknowledge that I have read the conduct rules in the BPC Student Handbook and that I agree to abide by them during my participation in the international study programs offered by Bay Path College.

Certification: I certify that the above information is true and accurate to the best of my knowledge.

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Applicant's Signature

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Date

Certification: I certify that the above information is true and accurate to the best of my knowledge.

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Applicant's Signature

---

Date

## **Agreement**

**Fees and Payments:** As a participant in the BPC Study Abroad Program, I, the undersigned student, understand that I will be charged by Bay Path College for tuition at a rate equivalent to tuition and the general fees charged on campus for the corresponding time period. I understand that BPC's tuition does not cover the costs of housing, meals, transportation, personal expenses, medical insurance, and passport and visa fees. I understand that participation in the program does not include any right to register at other institutions in the same location and that no fees will be paid on my behalf to the designated host institution.

**Course load:** I understand that as a participant in the BPC Study Abroad Program, I am required to register for a full course load (as defined by the host institution) for which grades will be awarded unless advance written permission is obtained to take a specific course on a pass/fail basis (see below).

**Withdrawal:** I understand that if at any time I decide to withdraw from participation in the Study Abroad Program, I must notify Bay Path College in writing. I further understand that after I am accepted by the host institution, deposits and/or advance payments related to my participation may be made to that, or affiliated, institutions. I authorize the College to make such deposits and/or advance payments, and I understand that should I withdraw voluntarily at any time or if my acceptance to the program is rescinded, I will be charged for any deposits and/or advanced payments made on my behalf via my BPC student account. I further understand that if I withdraw, I remain individually responsible for any unpaid balance due an affiliated institution.

I accept that decisions made after the study abroad program has begun and while the program is in operation are personal and that I am individually responsible for decisions to withdraw from the program, courses or return home early. I understand that there can be no guarantee of credit hours or refund should I withdraw from the program before the completion of scheduled instruction and examinations. I further understand that if I withdraw, I remain individually responsible for any unpaid balance due an affiliated institution.

**Cancellation:** I understand that all decisions concerning the cancellation or modification of the BPC Study Abroad Programs are made by Bay Path College in consultation with responsible authorities abroad and that the College's established policies on refunds will apply only after all financial obligations to affiliated institutions have been settled. The College's policies on refunds may be modified only if a decision is made by the College itself to cancel a College study abroad program.

**Emergency Medical Treatment:** I assume full responsibility for any emergency medical treatment that could arise while I am in the Bay Path Study Abroad Program.

**Insurance:** I am hereby informed that the College strongly recommends that students

studying abroad obtain valid overseas insurance coverage to protect against the costs of hospitalization and physician care in the event of sickness, accident, disability, and death, and to offset expenses of unexpected emergency evacuation and repatriation, trip cancellation, or loss of property. I understand that I am solely responsible for obtaining said insurance. I acknowledge that I am aware that there may be risks associated with foreign travel and I am voluntarily participating in this program.

**Conduct:** I understand and accept that as a participant in the Study Abroad Program, I am required to observe the laws of the country in which I will be residing and all academic and disciplinary regulations in effect at the host institution. I further understand and accept that while participating in the program I will remain enrolled concurrently as a degree candidate at Bay Path College and, as such, I agree to adhere to the College's policies and codes for appropriate ethical and academic conduct. I realize that violation of the foregoing and/or academic failure or disciplinary disturbances may constitute grounds for my expulsion from the program and referral of any violations to Bay Path College's Office of Student Affairs.

**Limits of responsibility:** I understand that the College in no way acts as an agent for the affiliated or host institution, transportation carriers, hotels or other suppliers of services connected with this program. Accordingly, I understand and agree that the College, its Board of Trustees and employees are not responsible or liable for any injury, damage, loss, accident, delay or other irregularity which may be caused by any vehicle, or the negligence or default of the host institution, or any company or person engaged in providing or performing any of the services for the host institution involved in this academic program. Further, I acknowledge and agree to accept all responsibility for loss or additional expenses due to delay or other changes in the means of transportation, other services or sickness, weather, strikes, or other unforeseen causes. I further acknowledge and understand that the College assumes no liability whatsoever for any loss, damage, destruction or theft, or the like, to my luggage or personal belongings, and that I have retained or have been advised to retain adequate insurance, or I have sufficient funds to replace such belongings, and will hold the College harmless from all liability therefor.

I understand and acknowledge there are certain dangers, hazards, and risks associated with foreign travel and study abroad, and in consideration of being permitted to participate in such program, I, on behalf of myself, my family, heirs and personal representatives, agree to assume all risks and responsibilities surrounding my participation in the program, the transportation, and in any other activities undertaken, either personally or as an adjunct to the program, and in advance release, discharge, waive and covenant not to sue the College, its Board of Trustees, officers, agents and employees. This Release and Waiver is for any incident whatsoever which may involve me arising out of or related to any loss, damage or injury, including, but not limited to, bodily injury and death, that may be sustained by me or my property while in, on, upon or in transit to the host country, the host institution, or any other place where I may travel while participating in this program.

**Pass/Fail Option:**

A student studying abroad may choose to have the grades from all courses from the host institution converted to P/F grades by Bay Path College and not be included in her grade point average. The student may not select some courses as P/F and other courses as graded. The student must elect the option by indicating her choice on this Terms and Conditions of Participation form and the election is irrevocable. If a student fails to make an election, grades will be transferred in as the United States equivalent of letter grades (A to C-) and will be included in the calculation of her grade point average. A failing grade will not transfer in and, therefore, will not be included in the grade point average.

**Please indicate your choice by placing a check on the appropriate line:**

**I choose to have the grades for all courses from the host institution converted to P/F grades by Bay Path College and not included in the calculation of my grade point average.**

**I choose to have the grades transferred in as the U.S. equivalent of letter grades (A to C-) and included in the calculation of my grade point average.**

**Signature:** I indicate by my signature below that I have read the terms and conditions of participation and agree to abide by them. I certify that all statements and responses I have made in this application are correct. I agree that the confidential supporting documents relating to this application shall not be disclosed to anyone other than to authorized faculty and administrators of Bay Path College and of the host institution abroad, persons hired to make local arrangements and/or persons otherwise permitted or required by law. I understand that the appropriate Bay Path College offices will be informed of my intention to study abroad. I further authorize the release of my name and local and permanent addresses/telephone numbers to fellow participants.

**I HAVE READ THE ABOVE AND UNDERSTAND THE SAME AND AM SIGNING THIS TERMS AND CONDITIONS OF PARTICIPATION, RELEASE AND WAIVER OF LIABILITY, AND INTEND TO BE LEGALLY BOUND BY IT.**

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**Student Signature**

**Date:**

Note: Bay Path College reserves the right to change/update the policies contained within the Study Abroad Handbook.

**While abroad, students are responsible for accessing their Bay Bath College e-mail for notification of changes or updates.**

**Contact information:**

**While abroad my postal address will be:**

**While abroad my phone number will be:**

**Lady Margaret Thatcher and Salina Leary Scholarships for International Study**

Awards are for American students who wish to participate in the Bay Path College Study Abroad Program. Awards will be given on an annual basis and amounts will be determined at the time the student applies. Students who are applying for a Fall semester of international study must submit their completed application by April 20<sup>th</sup> for a May 1<sup>st</sup> notification. Spring semester applicants must submit completed applications by November 15<sup>th</sup> for a December 15<sup>th</sup> notification. Please note: students cannot apply for both scholarships. Students will be notified in writing by the Financial Aid Office.

**APPLICATION FOR SCHOLARSHIP**

Scholarships are for American Bay Path College students who wish to participate in a College approved international study program. To qualify, students must meet all criteria stipulated in the Study Abroad Handbook.

- Please word process or type your application.
- Send the Application Form accompanied by a personal essay indicating your reasons for international study as well as your financial need along with a letter of recommendation to:

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Current Address: (valid until / / ) \_\_\_\_\_  
\_\_\_\_\_

Permanent Address: (if different) \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Institution you plan to attend: \_\_\_\_\_

Have you been officially admitted to that program? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be receiving any other funding? \_\_\_\_\_

Contact person at that institution: \_\_\_\_\_

Contact person's e-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Study Abroad Checklist**

**NAME:** \_\_\_\_\_

To participate in the Bay Path College Study Abroad Program, all applicants/students must meet the requirements and complete the procedures outlined below. Keep this checklist with you throughout the entire Study Abroad process: from the time you apply until your grades from the foreign institution have been received by the Bay Path Registrar. The appropriate parties MUST initial and date the checklist to indicate you have completed each item.

### **Prior to Acceptance:**

- \_\_\_\_\_ 1. Maintain a QPA of 3.00 or above and good academic standing at the College.
- \_\_\_\_\_ 2. Fill out the Application for Study Abroad and return it to the Study Abroad Advisor. This will include providing references and writing a brief essay.
- \_\_\_\_\_ 3. Include a copy of your current BPC academic Degree Audit with the Application for Study Abroad.
- \_\_\_\_\_ 4. Make an appointment for a personal interview with the Study Abroad Advisor at the time you submit your Application.

**The first four steps must be completed no later than the final day of classes during the semester ending one full year prior to when you intend to study abroad, e.g., those intending to spend Spring semester 2006 abroad must have completed these steps by the final day of classes in Spring semester 2005.**

### **Prior to Departure:**

- \_\_\_\_\_ 5. Fill out the appropriate application/enrollment forms provided by the foreign institution once you have been notified of your acceptance to Bay Path's Study Abroad Program. Be sure to include all necessary attachments (transcripts, passport photos, etc.).
- \_\_\_\_\_ 6. Meet with the Study Abroad Advisor to discuss potential scholarship sources.
- \_\_\_\_\_ 7. Meet with the Director of Financial Aid and the Bursar to discuss financial obligations, no later than the middle of the semester prior to when you will be studying abroad.
- \_\_\_\_\_ 8. Meet with your Advisor to make a preliminary selection of courses you plan to take abroad.

- \_\_\_\_\_ 9. Meet with the Bay Path Registrar to be sure the courses in which you are enrolled will be accepted for credit towards your Bay Path degree. (Note: If you have not selected your study abroad courses before departure, you must e-mail the Bay Path Registrar once you have selected your courses.)
- \_\_\_\_\_ 10. Obtain a passport, and give a photocopy of the inside pages to the Study Abroad Advisor.
- \_\_\_\_\_ 11. Provide a copy of your letter of acceptance from the foreign institution to the Study Abroad Advisor.
- \_\_\_\_\_ 12. Meet with the Study Abroad Advisor to discuss the Visa application process.
- \_\_\_\_\_ 13. Provide the Financial Aid and Business Offices with written instructions for tuition/fee payment to the foreign institution, at least one month prior to departure.
- \_\_\_\_\_ 14. Meet with your Advisor to complete the registration process for the semester you will be enrolled at the foreign institution.
- \_\_\_\_\_ 15. Make sure all financial aid documents (financial aid forms, loan applications) are completed, signed and received by the Financial Aid Office.
- \_\_\_\_\_ 16. Provide the Study Abroad Advisor with copies of your Visa, travel itinerary, and overseas address.
- \_\_\_\_\_ 17. Pay Bay Path tuition bill in full to the Business Office (Bursar) by the same due dates as if you were staying at the Bay Path Campus.
- \_\_\_\_\_ 18. Complete the Study Abroad Contact Information form and meet with the Vice President for Planning and Student Development no later than the end of the semester prior to when you will be studying abroad.
- \_\_\_\_\_ 19. Return the checklist to the Study Abroad Advisor prior to departure, so he/she can make sure all of the processes have been completed. Remember, failure to complete the above steps, will result in not being able to participate.
- \_\_\_\_\_ 20. Provide documentation of health insurance coverage to the Bursar.

**While at the Foreign Institution:**

- \_\_\_\_\_ 21. Contact the Study Abroad Advisor via e-mail as soon as you have arrived/settled at the foreign institution. Provide to the Study Abroad Advisor your address, phone number and e-mail address overseas.

\_\_\_\_\_ 22. You are responsible to monitor your Bay Path College e-mail for notification of registering for the following semester classes, paying your deposit and participating in room draw if a resident student.

**Upon Return:**

\_\_\_\_\_ 23. Upon arrival back at Bay Path, meet with your Advisor and provide him/her with a copy of your grade transcript from the foreign institution.

\_\_\_\_\_ 24. Provide the Bay Path Registrar with an official transcript of your grades from the foreign institution.

\_\_\_\_\_ 25. Meet with the Study Abroad Advisor to debrief and submit your completed checklist. **This should be done no later than midterm of your first semester back at Bay Path.**

\_\_\_\_\_ 26. Be willing to meet and discuss with other prospective study abroad students about experience.