

INTRODUCTION

The **Office of International Programs (OIP)** is delighted that you are exploring study or internship opportunities abroad during your 4 year career at Stonehill College. The overseas experience can broaden both your academic and personal life and can provide experiences that assist with building a variety of skills that can propel you into a variety of future opportunities such as graduate school, Fulbright and other competitive fellowships, as well as your future career beyond Stonehill. The OIP staff will assist you through the planning, predeparture, reentry, and reflection process. We hope that this planning guide will also provide you with comprehensive information to make a smooth transition into an overseas experience. We look forward to working with you and your family in the coming months.

Sincerely,

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Planning:

- Attend** one of the mandatory *Getting Started* sessions held every Monday (11:30 – 12:30 pm). Students should view the full event schedule on the Office of International Programs (OIP) web site for more details.
- Develop a **4-year plan** to include a semester abroad. Meet with your academic advisor to see how courses and/or internship opportunities abroad will enhance your academic plan. Consult the OIP website for the most current list of approved study abroad & international internship program offerings.
- Meet with an advisor in the Office of International Programs by calling 508-565-1645 to **schedule an individual 30 minute appointment** with International Programs. Students should prepare for advising appointments by reviewing program options from the OIP web site and preparing questions for their advisor. No appointments will be scheduled unless a student has attended a *Getting Started* session.
- Complete the Stonehill **on-line application by the necessary deadlines: September 19th for Spring 2009 Internships & October 10th for Spring 2009 study abroad.** http://web.stonehill.edu/international/on_line_application.htm.
- Peer Advisors** and study abroad returnees are available to answer a wide variety of questions about living and studying in an international setting. Consult the Peer Advisor schedule in the Kruse Center or obtain a list of returnees to learn more about a specific program or site you may be exploring.
- Complete the **program-specific application process** for your program according to their specific deadlines. Students are responsible for the application fee required by the abroad program provider. Some forms may require the signature of your OIP advisor. Please bring these forms to the office in a timely manner in order to meet deadlines.
- Course selection:** Follow the *“Study Abroad Course Approval”* process. In addition to your major department chair, the Associate Director of Academic Services, Ms. Kathleen Joint (Duffy 112) **must approve** transfer credit for all courses prior to **Nov. 30th** for Spring semester or **April 30th** for Fall semester.
- Cost:** Students enrolled in an approved study abroad program are charged and billed for current Stonehill College tuition, room and board if provided by the program. Students studying on nearly all programs are charged a **\$750.00 study abroad fee** during the Spring semester. If your study abroad program charges a fee greater than the amount that is charged by Stonehill, you will be responsible for paying the difference and you will be charged the amount on your student account. Discuss the financial aid impact with **your parents, the OIP office,** and the Student Aid & Finance Office.
- Financial Aid:** Students will be able to access federal, state, need- and merit-based aid while on a study abroad program.

Predeparture:

- Program Deposit:** Once accepted by the abroad program provider, submit a copy of the acceptance letter and the completed request for deposit form to the OIP. The College will pay the **non-refundable program deposit** to your abroad program provider only IF the request form is submitted. If a student withdraws after payment, they will be responsible for the repayment of this deposit to Stonehill College.
- The Office of International Programs (OIP) will need a copy of the photo page of your **passport, 1 passport-sized photo,** an **emergency contact information** sheet and the yellow copy of the **course approval form** by December 10th for Spring 2009.
- Attend the **mandatory pre-departure meeting** at the end of each semester (December 10th for Spring 2009).
- Note:** Some countries require students to obtain a **student visa in order to study in their host country.** Please consult the US Department of State’s website for specific information. <http://studentsabroad.state.gov/>

Reentry & Reflection:

- Students are required to complete a **program evaluation** upon their return in order to provide important feedback to the Office of International Programs.

INTERNATIONAL PROGRAMS CHECKLIST

Finding a Quality Program

_____ I have visited Stonehill College's Office of International Programs and/or looked through study abroad reference books and web sites.

_____ I have selected courses that are available through my study abroad program.

_____ I know whether or not I will be able to transfer the courses taken abroad to Stonehill College.

_____ I know that I will be charged current Stonehill tuition, room and/or board if provided in the program.

_____ I know that if I choose to study during the Spring semester, I may be charged a \$750 study abroad fee.

_____ I know where the program is located and where the overseas program office is located.

_____ I have checked the length of the program and what time of year the program is offered.

_____ I know in what language the courses will be offered.

_____ I understand what support services are available through the program in the U.S. and abroad.

_____ I know who is in charge of health and safety for the program.

_____ I have spoken with students that have participated in the program and/or read written evaluations from past participants.

Who Runs Your Program?

_____ I have asked my program's administrators how closely Stonehill will be working with my program coordinators abroad.

_____ I am aware of what kind of facilities my program has abroad (i.e. a one person office versus a comprehensive campus).

_____ I know whether I will be enrolled in a foreign university, a U.S. university or an independent program abroad.

_____ I understand what services and activities will and will not be provided for me by my program.

_____ I understand the costs that are not included in the program fees such as air travel, visa costs, excursions, personal travel, etc...

Travel Planning

_____ I have a safe place to keep my passport/visa/tickets while traveling (i.e. a hidden pouch or document holder).

_____ I have a safe and secure location to keep my passport/visa/tickets at my program residence abroad (i.e. a lock box or safe).

_____ I have photocopies of my passport/visa/tickets kept in a separate, secure place from my passport/visa/tickets. (i.e. Don't keep official documents and copies together.)

_____ I will not give my passport/visa/tickets to anyone who asks to view them without first checking that person's official credentials.

_____ I checked with my credit card company to find out if it offers insurance on the purchase of airplane tickets.

Medical Care and Insurance

_____ I am familiar with the health care system of the country where I will be studying, including the quality of facilities and the cost of services.

_____ I know the location of the nearest hospital to my abroad residence.

_____ I know what my insurance policy does and does not cover when abroad.

_____ I will be provided with a translator if needed during a doctor visit or hospital stay.

_____ I have an emergency contact in the U.S. and abroad.

_____ I have a first aid kit.

_____ I know how to refill needed prescriptions abroad if necessary and/or have received a prescription that will provide me with medication for the duration of my study abroad program.

Basic Health and Safety

_____ Before leaving, I have had a complete physical examination from my doctor.

_____ I have received all necessary immunizations required/recommended for entry to the countries I will study or visit, and I know where to obtain other inoculations abroad if needed later.

_____ I know who the emergency contact will be at the U.S. and overseas program office.

_____ I know who my emergency contact will be at home and abroad.

_____ I have asked whether or not the drinking water is safe to drink in the country where I will be studying.

_____ I know what precautions to take when eating local food.

_____ I have researched where to buy food that suits my dietary needs/restrictions (i.e. for vegetarians, diabetics, etc...)

_____ I know how extensive, safe and reliable the public transportation system is in the county or region I will visit.

_____ I am aware of the laws and codes of conduct that are likely to impact me.

_____ I understand that the use of alcohol and drugs increases my risk of accident and injury.

Risk Factors and Strategies to Reduce Risk

_____ I am aware of the prevailing local sentiment towards people of my cultural background, race, religion, sex, sexual orientation, etc.

_____ I know which non-verbal behaviors are considered inappropriate/rude and which are commonly used (certain hand gestures, greeting by bowing, kissing or shaking hands, etc.).

_____ I know which areas are considered unsafe in the cities I will visit.

_____ I know which forms of public transportation are safest to use.

_____ I know where to get help if I need it.

_____ I have a small flashlight to carry with me at night.

_____ I have only given out my mailing address to people I know, and those people will inform me before they send me any mail/packages.

_____ I am aware of the prevailing local attitudes towards, and local laws dealing with, sexual harassment and sexual assault.

_____ I am aware of how past and current U.S. policy has affected/affects the countries where I will visit.

_____ I am aware of any travel advisories issued by the U.S. Department of State for the countries to which I will be traveling.

_____ I know how to avoid confrontations over politics/religion, and how to avoid provoking unwanted attention by not flaunting my "American-ness".

_____ I am aware of the prevailing national sentiment towards the U.S. and U.S. citizens in the countries I will visit.

Crisis Management

_____ In the event of serious injury or death, I have made my wishes clear to family in the U.S., and to my program director abroad.

_____ I am aware of what my program, the Embassy and the Consulate can and cannot do to assist me in the event of a crisis.

_____ I have been provided with comprehensive information from my program, and I have shared this information with parents/guardians/family members.

_____ I have more than one way to keep in touch with home while abroad (i.e. through e-mail, calling card, fax, etc...)

_____ I can identify the three phases of crisis, as well as the physical and emotional symptoms that may affect me during each phase.

_____ I know which active steps I will take in a crisis in order to make myself feel calmer and safer.

_____ I recognize the fact that I may experience emotional side-effects from crisis, and that my emotional responses to crisis are normal.

How Foreign Laws Apply

_____ I am familiar with the basic social laws of the countries to which I will be traveling, including laws related to drug and alcohol use.

_____ I am familiar with how the legal system works in each country I plan to visit.

_____ I know the location of the U.S. Embassy in each country I plan to visit.

_____ I have registered/will register with the U.S. Embassy in the country where I will be studying.

_____ I have proper insurance and a personal lawyer in case I should need legal counsel.

Methods of Communication While Abroad

_____ I know all the important telephone and fax numbers and addresses for my program's office both in the U.S. and abroad, including emergency after-hours numbers.

_____ I know the address and telephone number for my residence abroad.

_____ I know how my calling card plan works and how to use my card to call home.

_____ I know where to buy a cell phone abroad in case I need one.

_____ If I bring my PDA, its wireless service will work abroad.

_____ If it's important for me to have access to a satellite phone, I know where I can use one abroad.

_____ I have created an internationally accessible e-mail account address.

_____ All of my emergency contacts both in the U.S. and abroad have all of my contact information, and I have theirs.

_____ I know how the mail service operates abroad (efficiency, costs, etc.) and what to expect when mailing items.

_____ I have a list of everyone to whom I have given out my contact information.

_____ I have asked those to whom I have given my address to tell me before they mail me anything.

Culture Shock

_____ I am familiar with some major cultural differences between home and the country in which I will study (i.e. religion, language, laws)?

_____ I understand that it is normal to experience culture shock, including feelings of anxiety, depression and frustration.

_____ If my depression does not go away, I know where to get help (i.e. student counselor)?

_____ I expect to have both good days and bad when learning to overcome my culture shock, and I will be patient with myself as I learn to adapt.

_____ I know that I am not alone in how I feel.

_____ I will try not to be negative or overly critical of another country's culture. Instead, I will look for the positives that a culture possesses.

_____ I will make an effort to meet and make friends with locals rather than just hanging around other U.S. citizens.

_____ I will not let terrorist threats turn my culture shock into culture fear.

_____ Upon return home, I will be patient with myself again as I experience reverse culture shock. (This includes trying not to be overly critical of the U.S. just because being home is not like being abroad.)

Returning Home: Duties and Customs

_____ I have checked with my airline to find out what I can and cannot bring overseas and what I can and cannot bring back into the U.S.

_____ I have checked with the airports I will be flying to/from to find out any new regulations or requirements (i.e. arrive four hours early for international flights, no curbside check-in, etc...)

_____ I know what is legal and illegal to put in my carry-on luggage.

Re-Entry Culture Shock

_____ I understand that re-entry shock is normal and something that most students experience after returning from study abroad.

_____ I realize that I may need to deal with re-entry shock and I have already thought of some strategies for dealing with re-entry issues.

_____ I have thought about the four stages of re-entry shock, and can identify which stage I am in.

_____ I will be patient with myself while experiencing the frustrations of re-entry.

_____ I will try to not to be negative about American culture simply because it's different from the culture I became accustomed to abroad.

_____ I will try not get upset with friends and family when they don't seem as excited to hear my stories or see my photos as I would like them to be.

Making the Study Abroad Experience Count at Home

_____ I have arranged for course registration while abroad

_____ I have taken care of forms and applied for scholarships at my home campus while abroad

_____ I have thought of ways to add an international component to my studies at home

_____ I will try to find ways to integrate my study abroad experience with my world at home.

_____ I have begun looking at ways to use my study abroad experience to build my resume.

FREQUENTLY ASKED QUESTIONS

Q. What is Study Abroad?

It is the opportunity to earn credits towards a degree by studying in another country while living in a different culture and experiencing different attitudes, values, and ways of being. Stonehill College is committed to educating its students about the world and the best way to learn is through experience. An international experience will further your academic and personal goals and provide new skills that extend beyond the classroom. Students are strongly encouraged to add this experience to their four-year academic plan.

Q. Why Study Abroad?

Study abroad is undoubtedly a life-changing experience, which can affect the future course of both your life and your career. It can be of benefit to all students who are interested in and open to experiencing another culture and way of life. There are numerous reasons for participating in a studying abroad program.

Below are just some of the reasons to consider:

- Challenge yourself intellectually.
- Learn about your major/minor field of study from a different perspective.
- Greatly increase your level of fluency in a foreign language.
- Become acquainted with another culture and way of life.
- Attain a new worldview.
- See your home country with a different set of eyes.
- Make friends from different cultural backgrounds.
- Increase your marketability after graduation.

Remember, you will get out of a study abroad experience as much as you yourself put into it. You should clearly have both academic and personal goals in mind when considering studying abroad. Look beyond simply travel as a reason for leaving the country. You will certainly do that and have fun as well. The real key, however, is to profit from your experience in a more profound manner, which will be beneficial to you, intellectually and/or personally, for the rest of your life.

Q. How do I qualify to participate in a study abroad program?

Study Abroad programs are available to second semester sophomores, juniors, and first semester seniors, provided the following requirements have been met:

- Attending a mandatory Getting Started Session prior to making an appointment with an OIP staff member.
- Minimum cumulative grade point average of 2.8 by the end of the semester prior to application for study abroad; some programs may require a higher GPA for admission into their study abroad program.
- Level of maturity demonstrated by responsible behavior at the College;
- Serious intention to learn and grow in a different cultural environment;
- Approval of the Director of International Programs and Vice President for Student Affairs.

Q. What if I don't meet some of the eligibility requirements?

If a student does not meet all the requirements for approval he or she may submit a letter of explanation to the Director of International Programs requesting that an exception to the eligibility requirement be made. Students who do not meet the academic requirements must also provide a letter of support from a faculty member within their major and from their major Department Chair. Students who have not been approved by any office within the Student Affairs Division must meet with the Director of International Programs to discuss the appeal process. The Director will consider requests on a case-by-case basis.

Q. Where and when can I study?

One of the fundamental issues that you must decide is where you would like to study. In some cases, your decision may be influenced by factors such as the foreign language you have been studying or your particular major. Students should be aware that not all foreign universities follow the American academic calendar. Programs in Australia are generally held from early July to late November for the fall semester and early February to mid-June for the spring semester. Some programs in the UK (England, Scotland, Wales and Northern Ireland) are held from mid-September to mid-December for the fall semester and early January to mid-June for the spring semester. Although Stonehill College requires students to have earned a cumulative GPA of 2.8, many universities in England and Ireland require a minimum GPA of 3.0 for enrollment.

The Office of International Programs (OIP) has resource materials to assist you in finding a suitable program. Stonehill College has an **approved program list** of more than 100 study abroad programs worldwide. Consult the “Approved Program” list on the International Programs website:

<http://www.stonehill.edu/x10512.xml>

Q. What is a Stonehill-sponsored program?

Stonehill College has a direct relationship with the Granada Institute for International Studies (GRIIS) located in Spain, the University of Heidelberg in Germany and Quebec Universities, Canada. Students interested in these programs will work closely with the Office of International Programs to complete the application process. Students enrolled in a Stonehill-sponsored program receive a free ISIC card, supplementary medical insurance and are not charged a study abroad fee.

Q. How do I identify my study abroad goals?

Deciding where to study abroad is a tricky question and can only be answered after you have done some serious thinking about your goals for study abroad. Ask yourself the following questions in order to formulate some objectives for study abroad:

- Why do you want to study abroad?
- What are your academic interests and career goals and what can I do abroad to assist in reaching these goals?
- What do you want to do in addition to studying while you are abroad? Do a service project? Independent research? Learn a language? Travel?
- What do you want to do abroad in terms of language learning and cultural studies?
- How deeply do you want to be immersed in the host culture? Do you want to attend classes with students from the host country, or mainly with other Americans or foreign students? Do you want the classes to be on the American model, or on another model that may involve more independent work?
- Where do you want to live? If you are considering going abroad, do you want to live with a host family, in a dorm with students from the host country, or with other Americans?
- Where would you like to go? Do you prefer cities or small towns? Large universities or small programs?
- Is foreign language proficiency necessary to study in the country you are considering? If so, do you have the necessary proficiency, or do you have plans to gain it before you go?

Q. How do I apply?

Students are encouraged to apply early even if they are uncertain of their interests. Generally, if you are going abroad in the fall semester, you must submit an **on-line application** prior to **mid-March**. If you are going abroad in the spring semester, you submit an on-line application prior to **mid-September**. The on-line application can be found at the following:

http://web.stonehill.edu/international/on_line_application.htm.

Q. What is the approximate cost of a study abroad program?

The cost of the program is roughly equivalent to a semester in residence at Stonehill College. Students enrolled in an approved study abroad program are charged and billed for current Stonehill tuition, room and/or board if provided by the program. Students studying on nearly all non-Stonehill sponsored programs are charged a **\$750.00 study abroad fee** during the Spring semester only. If your study-abroad provider charges Stonehill a fee greater than the amount that Stonehill would charge you, you will be responsible for paying the difference.

Additional costs include airfare, visa fees (if necessary), meals (if not included in program fee), books, gifts, entertainment, and weekend travel. Students living in accommodations off-campus may incur commuting costs. Returning students report spending an average of \$2,500-\$3,000 for entertainment, gifts, souvenirs and weekend travel. Students should utilize the budget planning worksheet (see page 28) to forecast their budget while abroad.

Q. What about Financial Aid?

Students normally retain their federal, state, merit, and need-based financial aid while on a study abroad program. Students on tuition remission or tuition exchange will pay the direct cost of the program incurred by the College.

Students and parents are encouraged to consult with a member of the Student Aid & Finance Office for complete details and for exceptions.

Q. If I am approved by Stonehill to study abroad, do I need to complete the application process from a host institution?

Yes! Approval by Stonehill does not imply approval by your chosen study abroad program. While the Office of International Programs has an excellent track record of students being accepted by the programs for which they are approved, some students may be rejected from study abroad programs, most often due to the early filling of the program. In the event that you are not accepted by the program for which you were approved but you are still interested in studying abroad and have an alternative program which you want permission to attend, it is your responsibility to contact the Office of International Programs and the staff will then assist you with the procedure for gaining permission to study on a different program.

Q. What if my provider or host institution requires a deposit?

Upon acceptance into a program, the College will submit the required deposit to your provider or host institution. Submit the completed "Study Abroad non-refundable deposit Form" (see sample page 30) and a copy of your acceptance letter from the provider to the Office of International Programs. The deposit paid by the College, will become part of the regular tuition charged to your account for your semester away. If you do not attend the abroad program after the deposit has been paid by the College on your behalf, your Stonehill student account will retain this charge for which you will remain responsible, over and above normal tuition charges. You can download the "Study Abroad non-refundable deposit" Form from the Office of International Programs web site.

Q. What about course credits?

Most credits from academic courses taken while you are studying abroad will transfer to Stonehill College as transfer credit. You must have the course pre-approved (see sample on page 29) and earn a grade of "C" or higher to transfer the credits to Stonehill. It is extremely important to know whether the course you are taking

will grant you the equivalence of at least 3 (THREE) U.S. credits. As a general rule, courses that carry less than 3 U.S. credits will not transfer as a full course. Some courses in Ireland may carry 2.5 credits, in which case students should take the typical Irish semester load of 6 courses in order to earn a full semester of credits. Any exceptions to this rule must be pre-approved by the Department Chair and the Associate Director of Academic Services, Kathleen Joint. Students studying abroad must register for the equivalence of at least 12 American credits to remain in full-time status. If you receive less than 15 credits for your semester abroad work you may need to take an additional courses upon your return to campus, to reach the 40 courses necessary for graduation.

In addition, if you take less than a full course load abroad this may impact your financial aid status as well as any scholarships that you may receive while a student at Stonehill College.

Q. What should I do if any of the courses I was pre-approved to take in my major(s) or minor are not being offered when I get to my foreign university?

Don't panic! If you believe an alternate course will meet major, minor requirements or electives, e-mail the course descriptions to the *appropriate department chair* at Stonehill College. Please be sure to have the department chair designate the Stonehill course equivalency (e.g. HS 101). Also, be sure to copy the e-mail to Ms. Kathleen Joint at kjoint@stonehill.edu.

Q. What should I do if any of the courses I was pre-approved to take to fulfill general studies requirements/electives are not being offered when I get abroad?

Contact Ms. Kathleen Joint via e-mail (kjoint@stonehill.edu) or phone (508-565-1306) and send her the course description(s) for approval.

Q. Do I receive grades for the courses taken abroad?

Students studying at a foreign university earn pass-fail transfer credit for courses pre-approved by the Department Chairs and Academic Services and passed with a grade equivalent to or higher than the Stonehill grade of "C". Transfer credit is recorded on the student's transcript, but is **not included** in the cumulative grade point average.

Students should be aware that the grades from abroad will impact future graduate school applications, Fulbright Fellowship applications, and potentially some positions. Grades from abroad will be figured into your overall GPA when applications for these various opportunities are reviewed for post-Stonehill opportunities.

Q. Where should I send my transcript from my abroad program?

Request that your official transcript be sent to:

Ms. Kathleen Joint
Associate Director of Academic Services
Stonehill College
320 Washington Street
Easton, MA 02357

Q. Do I choose courses for next semester?

If you are certain that your plans for next semester include a study abroad experience, you do not need to go through the course selection process. Conversely, if your plans are still tentative, you should select courses for next semester. Once your plans are finalized, contact the Registrar's office so that your courses can be dropped.

Q. How do I register for the following semester while I am abroad?

All students register on-line using their Hill Net account. The Office of International Programs will contact you via e-mail with explicit instructions on the process while you are abroad. The instructions will come in October for Spring semester and in March for Fall semester.

If you have any concerns about course registration from abroad you may contact the Office of International Programs, the Registrar's Office, as well as Kathleen Joint. We will be able to assist you with this process while you are overseas.

Q. How do I coordinate my housing while abroad?

Prior to leaving campus the Residence Life office will have you complete a room selection form. This is an important step in order to inform them of your plans to study abroad in addition to providing important information about your housing preferences for when you return to Stonehill. Students can find this form on the following web site:

Q. Which meetings do I need to attend?

- **Getting Started Sessions.** The OIP offers several sessions throughout the semester that cover the program requirements, application, and course approval procedures for study abroad. These sessions are mandatory and must be attended prior to gaining access to an advising appointment with an OIP advisor.
- **General Information Session.** The Office of International Programs holds a general information session at the beginning of each semester. These sessions are considered to be critical in assisting you in your decision to participate in the program. It is recommended that you attend one of these sessions.
- **Individual meeting** with the Director of International Programs or the Assistant Director of International Programs. This one-on-one appointment is helpful in determining the study abroad program that best suits your major(s)/minor interests. It also constitutes the last step in the screening process for admission into the program.
- **Pre-departure Orientation.** The predeparture orientation program is held near the end of the semester (usually on Reading Day) prior to your departure. Information regarding health & safety, academic life overseas, cultural information as well as final instructions are provided by the OIP, Registrar's office, Academic Services and Residence Life.

Q. What if I have other questions?

Several **Peer Advisors** are employed by the Office of International Programs and are available to answer a wide variety of questions about studying and living in an international setting. Peer Advisors have recently studied abroad and are willing to meet with interested students in the Kruse Center for Academic and Professional Excellence, Cushing-Martin Hall.

STUDY ABROAD COURSE APPROVAL PROCESS

STEP ONE

Complete the College's on-line approval form at www.stonehill.edu/international. You will receive information including a 3-part *Study Abroad Course Approval* form by mail.

STEP TWO

Begin to gather course descriptions and syllabi for course approval. Most Study Abroad programs have websites or Program guides available that include course descriptions. Many students who go abroad take a combination of courses that may be used to meet (1) major and/or minor requirements and electives, (2) General Education requirements and (3) general electives. You should select a number of alternate courses in each of the categories in the event the first choice courses are not available. **All students must take a U.S. equivalent of 12-15 credits abroad.** If you are not taking courses in your major or minor, skip to step four.

STEP THREE

Obtain approval for courses that will fulfill major or minor course requirements or electives within your major and/or minor. Only Department chairpersons can approve and determine the "*equivalent Stonehill course code*" for these courses. You must bring the 3-part *Study Abroad Course Approval* form, all course descriptions and syllabi when you meet with your department chairperson. Be sure the chairperson signs the form and indicates the equivalent Stonehill course code on the approval form. Be sure to have alternate courses approved.

STEP FOUR

All students must meet with Ms. Kathleen Joint, Associate Director of Academic Services. She will also approve courses that fulfill General Education requirements and/or general electives. Bring your appropriately signed (see Step 3) 3-part *Study Abroad Course Approval* form, all course descriptions and syllabi (major, minor, general education, electives, first and alternate choices) to this meeting. A copy of course descriptions and the white copy of the *Study Abroad Course Approval* will remain in your Academic Services file. **All Semester Abroad students must complete this process prior to going abroad.**

STEP FIVE

Return the yellow copy of the *Study Abroad Course Approval* form to the International Programs Office. Retain the pink copy of the *Study Abroad Course Approval* form.

STEP SIX

Continue to work with your department chairpersons and Ms. Joint on any changes to your approved plan of study while you are abroad.

Questions regarding this process should be directed to **Ms. Kathleen Joint**, Associate Director of Academic Services, Duffy Academic Center, Room 112, (508) 565-1306.

CULTURAL PREPARATION

Become familiar with the culture of the host country through coursework, informal interactions with international students, foreign movies, novels, etc. Familiarizing yourself with the culture of the host country means to understand the attitudes, values and beliefs of that culture and trying to approach the country where you will be living through the eyes of a native. One of the main reasons for being in a foreign country is to develop fluency in that language. Even if you are going to an English-speaking country, be aware that you will need to learn new vocabulary and get accustomed to a new accent.

Tip: Students should change their spell check on their laptop computers to the language of the host country. This will assist with avoiding simple mistakes the Americans typically make when writing papers when using British English or another language.

Start reading about current events not only in your host country but also in the United States. Students universally report that foreign students are much more politically aware than American students are. American students are often embarrassed when asked questions on United States foreign policy, which they cannot answer as easily as students from the host country.

Secure names and addresses from family and friends of overseas contacts. The initial call may be a difficult one for you, but students report that it really produces results. People are usually pleased to be called and given the opportunity to show you their country.

CULTURE SHOCK

Please be aware that most people who live abroad for an extended period of time encounter some form of culture shock. This occurs because most of the cultural cues and rules, which we are accustomed to at home, no longer apply. Even simple tasks become difficult because things are done differently in the host country and we are not yet familiar with this way of doing things (ex. mailing a post card home). The resulting disorientation, which can cause anxiety or severe stress, is what is known as culture shock. Fortunately, culture shock is predictable and manageable, and if you are prepared for it, you can do a great deal to control it. It is marked by four basic phases:

1. **Euphoria**--This is the tourist phase. You are excited about living in a new place, and at first glance, it strikes you that the people and the way of life are not that different from what you are used to.
2. **Irritation and Hostility**--After the initial excitement is over, you start noticing more and more dissimilarities between life in the foreign country and life in the U.S. Your initial curiosity and enthusiasm may turn into irritation, frustration, anger and depression. Symptoms experienced by people during this phase include homesickness, boredom, withdrawal (e.g., spending excessive amounts of time reading, only seeing other Americans, avoiding contact with local people), stereotyping of and hostility toward local people, loss of ability to work effectively, irritability, etc. Fortunately, most people only experience a few of these symptoms, but this second phase can be difficult. It is helpful to be aware of these symptoms, so that you can understand what is happening to you or your friends, and can take steps to counteract them.
3. **Gradual Adjustment**--Over time you gradually will learn to change your perspective and will be able to adapt to the new culture. Once you begin to orient yourself and are able to interpret some of the subtle cultural clues and cues, the culture will seem more familiar. You start feeling more comfortable and less isolated. Your self-confidence returns.
4. **Adaptation or Biculturalism**--Full recovery has occurred when you are able to function in two cultures with confidence. At that time you will find that you enjoy some of the customs, ways of doing and saying things and personal attitudes which bothered you so much in Phase 2. You may not realize how well you have adjusted to the new culture until you return to the U.S., at which point you may experience Reverse Culture Shock.

SAFETY & HEALTH

The following information on safety is provided by First-Educational Travel Information (SAFETI) Clearinghouse of the University of Southern California's Center for Global Education in the Rossier School of Education. This information is made possible through support from the Fund for the Improvement of Postsecondary Education (FIPSE) of the U.S. Department of Education and can be read in its entirety at the following website:

www.studentsabroad.com

INTRODUCTION

When thinking about safety around the world, it is important to have a balanced perspective. Safety is a global, national, regional, and local phenomenon. As Americans have come to realize, the U.S. is no more immune to acts of crime or violence than other parts of the world. The resources provided assist you in understanding the particular safety challenges in the country where you will study. This resource gives a framework of information, checklists, questions, and resources that help you review the type of study abroad program you will choose/have chosen, the available support services, and ways for you to be prepared for the realities abroad.

While no international program can offer an absolute guarantee that students will be safe, there are many steps that can be taken to reduce the risk of becoming injured or a victim of crime abroad. We encourage all students, their parents to read through the following safety suggestions in order to better prepare themselves in the case of health or safety challenges abroad.

BASIC HEALTH AND SAFETY

The process of wellness starts before you go abroad with a visit to your doctor. You may need to get inoculations to protect yourself from infectious diseases endemic in the countries you will visit. You will also learn some tips to ensure you drink clean water and eat uncontaminated food.

- **What to Know about Your Country:** Learn all you can about the health and safety issues of the countries you plan to visit. This includes reading about the cultural and political climate of those countries, as well as learning about how others view people from your country, race, ethnic group, religion, gender and sexual orientation.
- **Infectious Diseases and Inoculations:** Find out about the infectious diseases endemic in countries to which you will be traveling, and get the appropriate shots and pills, and take the appropriate medications with you if your doctor thinks it's necessary. Find out about any potential side effects of shots and pills that you may take.
- **Physicals and Check-ups:** Get a complete physical, eye exam and dental check-up before going abroad.
- **Can You Drink the Water?:** Find out if water is safe to drink in the countries to which you will be traveling. Purify unsafe water before you drink it. Make sure water bottles come sealed when you buy them. Remember that ice can also be unsafe, as well as the water you use to brush your teeth.
- **Food Safety:** Poor refrigeration, undercooked meat, and roadside/outdoor vendors could pose problems related to food contamination. If you get diarrhea or food poisoning, remember to drink plenty of fluids to stay hydrated. As with any illness, consider seeing a doctor if your condition worsens. Give your body time to adjust to new types of foods you will be eating.

- **Laws and Codes of Conduct:** Make yourself aware of both the rules and regulations of the study abroad program sponsor, and the local laws and customs of the countries which you will be visiting. Understand that you will not only have to conform to the legal system of the country you will be visiting, but also obey the codes of conduct required of program participants. Bear in mind, as well, that as matriculated Stonehill College students, you must still abide by the Stonehill Code of Conduct while on an overseas program.
- **Mental and Physical Health:** Consider your own mental and physical health issues when applying for a study abroad program, and make all your necessary health information available to the program's administrators so they can assist you with any special needs, or advise you on the risks you might face. Study abroad may include both physical and mental challenges for students.
- **Prescriptions:** Get a doctor's signed prescription for any medication you have to bring abroad. Some prescriptions may need to be translated if you wish to fill them abroad. Generally, it is easiest to bring a full supply of your prescription medication for the duration of your time abroad. Include your glasses or contact lens prescription. Bring an extra pair of glasses.
- **First-Aid Kit:** Consider a well-stocked first-aid kit as a first line of defense. Some items to include are: sunscreen, bandages, flashlight, sterile pads, insect repellent, adhesive tape, aspirin, antacid, anti-diarrhea tablets, anti-malarial medication, extra bottled water, feminine protection, condoms, rubber gloves, etc.
- **Fitness and Exercise:** Try to get fit in the time you have before departing overseas. A healthy body can help you to fight off illness and recover faster if you do get sick. Also, try to stay fit while abroad, even though it may be harder to follow a structured workout routine.
- **Walking:** Get a good pair of comfortable walking shoes. Without access to a car abroad, you may have to do quite a bit of walking. Break in your shoes before you go.
- **Emergency Contacts:** Keep the program staff and an emergency contact at home well informed of your whereabouts and activities and provide these people with copies of your important travel documents (i.e. passport, visa, plane tickets, traveler's checks, and prescriptions).
- **Air Travel:** When you travel by air, drink a lot of non-alcoholic fluids, stay away from caffeine, eat light, and stretch often to avoid jetlag. A direct flight is usually easier for most travelers, but flights broken up by stops can also lessen jet lag.
- **Transportation:** Accidents involving in-country travel, whether by air, bus, train, taxi, car, etc., are a major cause of injury to students abroad. It is important to understand what the safe modes of travel are abroad.
- **Alcohol and Drugs:** Use and abuse of alcohol and drugs abroad can increase the risk of accident and injury. Many study abroad accidents and injury are related to the use and abuse of alcohol and drugs abroad. Violating drug laws abroad may result in very serious consequences. In some countries, being found guilty of violating drug laws can result in serious consequences.
- **Setting an Example:** Set a good example. Remember you are like an ambassador for Stonehill College. Behave in a way that is respectful of others' rights and well-being and encourage others to do the same.

RISK FACTORS AND STRATEGIES TO REDUCE RISK

In this section, you will find information on how to avoid being a target of crime. There are helpful tips on how non-verbal communication—like gestures or manner of dress—can help keep you safer. You will also learn how to become more aware of your surroundings. Based on anecdotal information, most of the incidents resulting in injury or death of students while participating in study abroad involve:

- travel/traffic accidents
- use and abuse of drugs or alcohol
- sexual harassment and assault
- crime/petty theft
- mental health issues/stress
- diseases and illnesses that exist in the host country

- **Precautions When Accepting Food and Drink:** Be cautious about accepting drinks from a stranger, alcoholic or non-alcoholic. Be cautious about accepting food from a stranger.

- **Risk Upon Arrival:** Travelers, especially those having just arrived abroad, are often targets of crime and at higher risk of harm, because they:
 1. Are unfamiliar with their surroundings
 2. Might not speak the local language well
 3. Are clearly recognizable as foreigners
 4. Have not yet learned the social norms or unwritten rules of conduct
 5. Are eager to get to know new people and the local culture
 6. Are naive to the intentions of people around them
 7. Are carrying all their valuables with them

- **Keeping in Control:** In addition to the circumstances involved with being new in a foreign country, which are often beyond one's immediate control, there are many situations that students can control. Some controllable factors that place students at greatest risk include:
 1. Being out after midnight
 2. Being alone at night in an isolated area
 3. Being in a known high crime area
 4. Sleeping in an unlocked place
 5. Being out after a local curfew
 6. Being under the influence of alcohol or drugs.

- **Non-verbal Communication:** Non-verbal communication (like body language and hand gestures) considered harmless in the U.S. may be offensive to people in other countries. The list of gestures considered rude in other countries can grow beyond the obvious.

- **Sexually Transmitted Diseases:** Keep yourself free from sexually transmitted diseases by using protection (like condoms or abstinence). Also, remember that “no” may not always be interpreted as “no” in other countries. Inform yourself about the types of diseases prevalent in the area in which you are traveling.

- **International Sources of Information:** Inform yourself as much as possible about your new environment, making use of as many different sources as possible - online, in the library, on television and radio news programs, and in the paper. Don't limit yourself to U.S. sources. Instead, contrast the U.S. information with that provided by other countries.

- **Understanding Locals:** Beyond tuning into yourself, make it a point to try to understand what locals are communicating to you, how they feel about you and about U.S. citizens in general, how you are fitting with their values, and how well you understand them. Obviously a stronger grasp of the native language will help you with these things, but even knowing a few essential phrases can be immensely beneficial.
- **How to Dress:** It is often best to dress conservatively – by local standards, so you can't be identified on sight as a tourist or a U.S. citizen. For example, avoiding insignia clothing, baseball caps, and other items that identify you as an American will not only allow you to fit in, but will assist in your safety by avoiding any unnecessary attention that you might bring to yourself by wearing these items in a foreign country.
- **Jewelry and Other Valuables:** Be cautious with how you display valuables (does it look like you're flaunting wealth?). Leave your good jewelry at home, and keep money in a safe place like a money belt or hidden pouch under your clothes.
- **Becoming Aware of Your Surroundings:** You should be aware of your surroundings, remembering to:
 1. Pay attention to what people around you are saying
 2. Find out which areas of the city are less safe than others
 3. Know which hours of night are considered more dangerous
 4. Stay and walk only in well lit areas
 5. Avoid being alone in unfamiliar neighborhoods
 6. Know where to get help (police station, fire station, phones, stores, etc.)
 7. Do not touch suspicious items like letters or packages
 8. Know what is "normal" and "not normal" to see on a daily basis in the areas
 9. Do not respond to explosions or gunfire by going to a window
- **Effects of U.S. Foreign Policy:** The foreign policy of the U.S. does not always sit well with citizens of foreign countries. In some cases, Americans living abroad can be targets of the frustrations of these individuals. Consider the nature of the political climate and relations between the U.S. and the countries you plan to visit.
- **Crimes against U.S. Citizens:** There are some steps you can take to avoid being targeted for politically motivated crime or anti-U.S. crime in general. Try to assimilate your style of dress and mannerisms as much as possible into the local norms. "Dressing like a U.S. citizen" (or any way conspicuously different from the native look) makes it easier to identify you as "the other" or an "outsider" and can make you a target.
- **Political Rallies:** Avoid political rallies, which can increase tensions and emotions or breed angry mobs for which a U.S. citizen may serve as a scapegoat.]
- **Political Conversations:** Try not to engage in conversations about contentious political issues with host nationals and avoid retaliating against hostile or bigoted remarks about Americans.

TRAVEL INFORMATION

PASSPORT

<http://studentsabroad.state.gov/>

You must have a valid United States passport in order to leave or re-enter the U.S. Once you leave the country, your U.S. passport will be your most valuable possession. Whenever you travel anywhere, you should keep it with you at all times. Never pack it in a suitcase. Passports must be valid for 6 months after the end date of your study abroad program. For example, if your study abroad program duration is September to December, your passport must be valid until June.

A passport is issued by the Department of State and is valid for ten years for people over 18 years of age. **Apply for a passport as soon as possible, preferably 6-8 months prior to departing the U.S.** You may need to apply for a visa two months prior to departure and this can only be done with a valid passport. Don't wait until the last minute!

As soon as you receive your passport, sign it in the place indicated and fill in the information on the inside cover. Make several copies of the title page and keep one copy separate from your original passport document when you travel. This will enable you to replace it if lost or stolen. Leave one with your parents and give one to the Office of International Programs (OIP).

VISA

<http://studentsabroad.state.gov/>

A visa is an official document issued by a foreign government which grants permission to a student to enter, study, or live in a particular country for a certain duration of time. Not all countries require a student visa in order to study for a semester or year abroad.

Students should begin to explore the requirements for their particular host country early in the process so that they will have sufficient time to complete the necessary steps for a visa. You may view the following web site for further requirements for all countries: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html

ISIC STUDENT IDENTITY CARD (ISIC)

An International Student Identity Card (ISIC) is beneficial to have while abroad. The ISIC card comes with a directory that includes discounts on accommodations, international calling, and international money transfers, and other activities such as museums and movies. Some study abroad providers will issue an ISIC card as part of their program. If your program does not include an ISIC card, it is suggested that you apply for the card either on-line or at one of the official locations. Students enrolled in a Stonehill-sponsored program in Granada or an International Internship must submit the completed application and all required materials listed on the application to the Office of International Programs. The ISIC application is available in the Office of International Programs or at ISIC website: www.isicus.com/

INSURANCE POLICY

Students enrolled in an approved program are provided with supplemental overseas health and accident insurance plan through their provider (AIFS, API, Arcadia, Butler, etc.). Some providers do not provide overseas supplemental insurance, so students are responsible for investigating the overseas coverage provided by their particular study abroad program provider in advance of departure. In addition to any supplementary policy, all students should retain their current medical coverage (Stonehill insurance or a parent/guardians' coverage) while abroad.

If students have questions about the particular insurance coverage, they should contact the program provider directly.

MONEY

When traveling abroad, it makes sense to handle your finances carefully and wisely. Utilize the budget planning worksheet (page 27) to plan for your financial needs while abroad.

It is recommended that you bring a small amount of **foreign currency** with you (approx. \$100) to cover any expenses on the day of your arrival. Most major airports do have currency exchange services, but fees tend to be higher and it may be crowded. It is much easier to "buy before you go." Local banks in the United States do not have foreign currency on hand, so you will have to order it in advance. Otherwise, main branches of large commercial banks do have supplies of most major foreign currencies. Be sure to check with any bank before going to purchase foreign currency.

Travelers' checks in U.S. dollars or foreign currencies can be used while abroad. Make sure to obtain such checks from an internationally recognized source, such as Visa, American Express, etc. Keep the numbers of the travelers' checks in a safe place separate from the checks themselves. This will ensure quick replacement if they are lost or stolen. Don't carry large amounts of cash around with you.

There are **ATM** locations overseas at which you can use your ATM cards (Cirrus or Plus system as a rule). ATM cards are even more valuable if they also contain the VISA or MasterCard logo. This combination will allow you to withdraw cash at even more locations. Check with your bank for locations overseas where your card is accepted. You should, however, not use an ATM card as you would at home. Though you usually receive a good currency conversion rate, there may be higher fees when abroad. Your local bank should be able to give you all the details. You should be aware that you can only withdraw funds from your primary checking. You cannot access your account balance and you cannot transfer funds between accounts.

If possible, bring a credit card, such as **Visa** or **MasterCard**. A credit card used wisely or only for an emergency can be very reassuring.

If you have an **American Express** card, you can cash checks from your U.S. bank account at American Express Travel offices. This money is converted into local currency. Check with American Express for more details.

Plan and spend wisely as you are likely to spend more money during the first month of your stay than at any other time (often the first month can be twice as expensive as the others can). There will be things you may have forgotten to bring, and it will take a few weeks to find the bargain shops, restaurants, entertainment, etc.

Students should also plan to travel wisely with their credit cards, traveler's checks, and cash. Students should plan to bring a money pouch or belt to carry these items under their clothes or out of the reach of pickpockets. It will be important for students to make a note both of the numbers of the traveler's checks but also make a note of the credit card number and the phone numbers in case these items are lost or stolen while abroad.

PHONES

It is strongly advised that you obtain a calling card, in order to place long-distance telephone calls with ease. Most U.S. long-distance companies have overseas calling plans that greatly reduce the cost of overseas calls. Sign up for these before you leave and get a list of local access numbers for each country you plan to visit. These numbers are toll-free or local call numbers that provide direct access to a U.S. operator. Also, once overseas, you may find that it is even less expensive to purchase pre-paid phone cards to use when calling home. These are similar to phone cards here in the U.S. -- you would purchase, for instance, a 10-euro or 10-pound phone card, dial the supplied access code and PIN number, and phone home for relatively little money. Like U.S. phone cards, they are issued by a variety of phone companies, and available just about anywhere.

You may also wish to purchase a cellular phone when you arrive overseas. Consult with the Peer Advisor for your destination to learn about the use of cell phones.

PACKING

Don't over pack! Many people have advised you to pack lightly and now is the time to take this advice seriously. Most airlines will allow you to check two pieces of luggage and a carry-on. Generally, there is a weight limit of 50 pounds per piece and a maximum dimension of 60" for check in and carry-one should not be greater than 9"x 17" x 18". **Check with your airline** regarding specific regulations.

You should bring the following with you:

- Battery-operated or wind-up alarm clock
- Umbrella and warm waterproof jacket
- First-aid and sewing kits
- Flip-flops for showering (especially if you are planning to travel via youth hostels)
- Film, camera, and walkman with extra batteries
- Photos of family and friends
- Any prescription medication (enough for the duration of your program)
- Backpack for weekend travel
- Maps and guidebooks
- Copy of the first page of passport
- Copy of plane tickets
- Important phone numbers for Stonehill, your program/host family, insurance, and other important information for your arrival.

Personal hygiene items such as shampoo, conditioner, soap, deodorant, contact lens solution, etc. are readily available; however, you may want to bring a small quantity of these items.

Electrical appliances do not work without an adapter and often do not work properly using an adapter. If necessary, purchase a hair dryer when you are settled in your new environment. A laptop is not necessary as students generally have access to computers at their university, or at an internet café.

Adaptors Information: <http://www.kropla.com/electric.htm>

Keep in mind the season during which you will be traveling. For specifics on what to pack, check guidebooks for the countries you are going to visit.

THINGS TO DO UPON ARRIVAL

- Call home – your families will appreciate hearing from you to know that you arrived safe and sound.
- Register with the US Embassy or Consulate (sometimes done by your provider);
- Locate the nearest Police Station;
- If you purchase a cell phone, provide the Office of International Programs with the number;
- Provide your overseas address to the OIP staff
- Inform the Office of International Programs if you change your e-mail.
- Read all emails from the Office of International Programs throughout your study abroad to ensure you are getting all important Stonehill Information.

RETURNING TO STONEHILL

COURSE SELECTION

Students participating on study abroad programs will be able to select courses exactly the same as when they are on-campus. Students will receive an email from the Registrar's Office outlining the specific dates and times (Stonehill time) when they can select courses. If students will have limited access to the internet or will be traveling during these dates you may contact the Office of International Programs, the Registrar's Office, or Academic Services for assistance with this process.

HOUSING (upon return)

Students that have resided on-campus previously are guaranteed housing upon their return from abroad. Students must complete a form while on-campus before you leave to make the necessary arrangements to ensure housing on-campus for your return. The Residence Life Office will ask that you complete a housing preference form prior to your departure in order to gather information on your housing selections for when you return to campus.

FINANCIAL AID

Students participating in study abroad programs will need to apply for financial aid if participating in a program during a spring semester. Students can complete the necessary FAFSA forms on-line via the Financial Services Office at Stonehill College. It is recommended that students and families complete these necessary forms prior to departure in order that important deadlines for financial aid will not be missed while abroad.

STONEHILL CONTACT INFORMATION

NAME	E-MAIL	PHONE	FAX
Stonehill College (Main switchboard) – Press “0” to reach Campus Police immediately	-----	508-565-1000	-----
Director of International Programs:			
Susan M. Atkins	satkins@stonehill.edu	508-565-1537	508-565-1428
Assistant Director of International Programs:			
Alice M. Cronin	acronin@stonehill.edu	508-565-1021	508-565-1428
Registrar:			
John Pestana	jpestana@stonehill.edu	508-565-1315	508-565-1434
Associate Director of Academic:			
Ms. Kathleen Joint	kjoint@stonehill.edu	508-565-1306	508-565-1492
Director of Campus Ministry:			
Fr. Jim Fenstermaker	jfenstermaker@stonehill.edu	508-565-1487	508-565-1423
Director of Counseling:			
Dr. Neal Price	nprice@stonehill.edu	508-565-1331	508-565-1691
Director of Residence Life:			
Ms. Ali Hicks	ahicks@stonehill.edu	508-565-1290	

Enter the contact information for your Faculty Advisor and major Department Chair.

Faculty Advisor	e-mail address	phone
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Major Department Chair	e-mail address	phone
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HELPFUL LINKS

For country specific on-line Study Abroad Student Handbooks, go to <http://www.studentsabroad.com> and click on your destination.

U.S. STATE DEPARTMENT

www.travel.state.gov/

Absentee Voting

Federal Voting Program - Provides links to state voting officials, state voting requirements and forms to register absentee and request ballots.

www.fvap.gov

Air Travel

Customs Information - Official government website for U.S. Customs information, including links for air travelers.

<http://www.customs.ustreas.gov/xp/cgov/toolbox/questions/>

Airports

Provides links to major international airports worldwide.

www.hotelstravel.com/airports.html

Alcohol and Drugs

A Discussion with SAFETI Project Director and SAFETI Newsletter Editor Gary Rhodes and Joel Epstein, Director of Special Projects, Higher Education Center for Alcohol and Other Drug Prevention.

www.globaled.us/safeti/

CDC

From the National Center for Infectious Diseases, this site contains a section called Travelers' Health which has information on diseases that can affect travelers.

www.cdc.gov/travel/index.htm

Communication

This site provides dialing access numbers (country codes) for international calls to or from any country in the world.

www.countrycallingcodes.com

Consulates and Embassies

Links to U.S. Embassies and Consulates worldwide.

www.travel.state.gov/travel/tips/embassies/embassies_1214.html

Culture Shock

Culture Shock! Easing Adjustment - Suggestions and advice for dealing with culture shock

www.cie.uci.edu/world/shock.html

Currency

Tells what the current exchange rates are for nearly every nation's currency.

www.oanda.com/convert/classic

Disabilities

SAFETI On-line Newsletter article by Pamela Houston, Former Project Assistant to the National Clearinghouse on Disability and Exchange.

www.globaled.us/safeti/disabilities.html

Drugs

Details the penalties for drug possession and what the U.S. consular officers can and cannot do for you in the event you are arrested.

http://www.travel.state.gov/travel/living/drugs/drugs_1237.html

Financial Issues

This site gives advice about budgeting, currency exchange, credit cards, and transferring money.

www.globaled.us/safeti/151studentguide.html

Gay/Lesbian/Bisexual Travelers

Site dedicated to lesbians, bisexuals, and gay students traveling abroad.

www.indiana.edu/~overseas/lesbigay/

Health

Advice on how to deal with environmental hazards ranging from hurricanes to air pollution.

www.cdc.gov/travel/index.htm

Legal Assistance

Furnishes advice on all legal issues, domestic and international.

www.travel.state.gov/law/index.html

Medical

Offers information on what consulates or embassies can do if an American citizen becomes seriously ill or injured.

www.travel.state.gov/travel/abroad_health.html

Minority Students

This site gives minority students' perspectives on their experiences abroad.

http://www.brown.edu/Administration/OIP/pdf_docs/diversity_st_abroad01.pdf#xml=

<http://search.brown.edu/search/tehis/webinator/search/xml.txt?query=>

booklet+on+diversity&db=db&id=402f57fc0

Parents

SAFETI Newsletter article by William Hoffa, which helps parents participate in their student's study abroad experience.

www.globaled.us/safeti/v2n1_hoffa.html

Passports

Extensive information on passports, passport services, restrictions, fees, where to apply for a passport, etc.

www.travel.state.gov/passport/index.html

Subways

A virtual tour of subway routes for all major cities throughout the world.

www.subwaynavigator.com/subway_site/eng/accueil/fset_subway.htm

Telephone numbers

List of important telephone numbers for overseas citizens: who to call in case of robbery, arrest, detention, abduction, crisis, or death abroad.

www.travel.state.gov/travel/overseas_contact.html

Time Zones

Provides all time zones and running, up-to-date clocks for all capital cities.

www.timeanddate.com/worldclock/

Translations

A helpful site for on-the-spot translations of words, phrases and paragraphs into a long list of world languages.

www.babelfish.altavista.com/

Travel Guides

Site of the publisher of another one of the most popular student guidebooks on the market today, with links on where to buy.

www.letsgo.com/

Women Travelers

Travel tips geared toward women, including everything from personal travel stories to what to wear.

www.journeywoman.com/

Note: The above named resources are provided by First-Educational Travel Information (SAFETI) Clearinghouse of the University of Southern California's Center for Global Education in the Rossier School of Education. This information is a partial listing and is made possible through support from the Fund for the Improvement of Postsecondary Education (FIPSE) of the U.S. Department of Education. For a complete list of resources available go to:

www.studentsabroad.com

BUDGET PLANNING WORKSHEET

Expense Description	Estimated Cost
<i>Program Fees</i>	
<input type="checkbox"/> Stonehill tuition	
<input type="checkbox"/> Less Financial Aid	
<input type="checkbox"/> Stonehill housing (if included in program)	
<input type="checkbox"/> Study Abroad fee (if applicable) - \$750.00 for spring programs	
<i>Travel documents & immunizations</i>	
<input type="checkbox"/> Passport and Passport size photos	
<input type="checkbox"/> Visa Cost (if any)	
<input type="checkbox"/> Travel insurance	
<input type="checkbox"/> Entry/exit/re-entry tax	
<input type="checkbox"/> Immunizations	
<i>Transportation</i>	
<input type="checkbox"/> International airfare	
<input type="checkbox"/> Train, bus or domestic travel from airport to program site	
<i>Textbooks/Materials</i>	
<input type="checkbox"/> Books	
<input type="checkbox"/> Art or other course supplies	
<input type="checkbox"/> Pens, notebooks, etc.	
<i>Room and/or Board (if not included in program fee)</i>	
<input type="checkbox"/> Meals not included in program fee	
<input type="checkbox"/> Housing if not included in program fee	
<input type="checkbox"/> Housing/meals over breaks	
<i>Personal Living Expenses</i>	
<input type="checkbox"/> Local transportation (bus pass/subway pass)	
<input type="checkbox"/> Communication (phone/phone card)	
<input type="checkbox"/> Toiletries	
<input type="checkbox"/> Emergency cash	
<i>Spending money</i>	
<input type="checkbox"/> Social activities	
<input type="checkbox"/> Souvenirs/gifts	
<input type="checkbox"/> Independent travel/field trips/optional excursions	

STUDY ABROAD COURSE APPROVAL
SAMPLE

In order to insure that your courses transfer to Stonehill, and satisfy your graduation requirements, complete the following information. Please attach course descriptions.

Name: _____ Class of 200 _____ Semester Abroad F/S 200 _____

Foreign Institution: _____ # of Abroad courses: _____ Total Credits: _____

Major(s): _____ Minor: _____

List courses that will fulfill your Major: _____ Equivalent Stonehill course code

_____ Credits _____

_____ Credits _____

_____ Credits _____

_____ Credits _____

Major Department Chairperson (please print): _____

Major Department Chairperson's signature: _____

List courses that will fulfill your 2nd Major or your Minor: _____ Equivalent Stonehill course code

_____ Credits _____

_____ Credits _____

_____ Credits _____

_____ Credits _____

2nd Major/Minor Department Chairperson (please print): _____

2nd Major/Minor Department Chairperson's signature: _____

List courses that will fulfill General Education or Elective: _____ Equivalent Stonehill course code

_____ Credits _____

_____ Credits _____

_____ Credits _____

_____ Credits _____

Ms. Kathleen Joint _____ Date: _____

Associate Director of Academic Services, Duffy 112

Student's signature: _____ Date: _____

Stonehill College

STUDY ABROAD NON-REFUNDABLE DEPOSITS

SAMPLE

I, _____, have applied to participate in a study abroad
(print name)
program through Stonehill College (the College). I understand that I am obligated to pay Stonehill tuition, fees, room, and, if appropriate, board to the College in order to participate in a study abroad program offered through/approved by the College. I further understand that I am responsible for any program costs not included in the billed charges; and, if the cost of my abroad program exceeds the amount Stonehill would charge me for the same academic period, I will pay the College the difference.

In order to secure my opportunity to participate in a study abroad program, I understand that the College may have to submit a deposit to the study abroad provider on my behalf.

If I do not attend the study abroad program for any reason whatsoever, I understand that I am obligated to reimburse the College the full amount of any non-refundable deposit(s) made on my behalf in addition to any obligations regarding the fees¹. I understand that failure to reimburse the College may affect my ability to register or enroll in classes at the College, and I further understand that I will not receive any diplomas, certificates, degrees, or transcripts until all obligations have been fulfilled.

Student Signature

ID# _____

Date

\$ _____
Amount of Deposit

Study-Abroad Provider

Study-Abroad Location

Endorsed by:

Office of International Programs

Associate Director for Student Accounts

For example, if you decide not to attend a study abroad program but return to Stonehill College instead, you must pay all fees associated with attending Stonehill and you must reimburse the College for any deposit the College made to a study abroad program on your behalf.