

University of Wisconsin – Eau Claire  
Center for International Education

# Study Abroad Handbook

UW-EAU CLAIRE



CENTER FOR  
INTERNATIONAL  
EDUCATION

Summer 2019-Spring 2020

# TABLE OF CONTENTS

## Introduction.....1

Who Should Use this Handbook? .....	1
How to Use this Handbook? .....	1
Study Abroad at UWEC.....	1
Your Responsibilities as a UWEC Study Abroad Participant.....	1
Staff Resources .....	2
Written/Video Resources .....	2

## Academics.....3

Initial Program Eligibility .....	3
Maintaining Program Eligibility .....	3
UWEC Study Abroad Registration.....	4
Registration at your host site:.....	4
Registering While Abroad for Your Next Semester at UWEC .....	4
Class Attendance .....	4
Credits and Course Load .....	5
Course Equivalencies .....	5
Petitioning Course Equivalencies .....	5
General Education Requirements.....	5
Liberal Education Requirements .....	6
Four-Year Contract Plan .....	6
Grades .....	6
Why Grades Count in Your UWEC GPA.....	6
Transcripts.....	6
Seniors and Delaying Graduation.....	6
Accessing the UWEC Library .....	7
Service-Learning .....	7

## Money Matters.....7

Payment Deadlines at UWEC .....	7
Final Study Abroad Bill.....	8
Costs Owed to Other Organizations .....	8
Consequences of Payment Failure .....	8
UWEC Withdrawal Deadlines .....	9
Withdrawing After the Program Begins.....	9

Additional Required Costs .....	9
Personal Travel.....	10
Top Student Tips: Money Matters .....	10

## Financial Aid..... 10

Applying for Financial Aid .....	10
Applying for Summer Financial Aid .....	10
Financial Aid Amount.....	10
Financial Aid Estimate.....	10
Financial Aid Paperwork .....	11
Refunds of Financial Aid.....	11
Power of Attorney.....	11
Paying Back Financial Aid .....	11

## Scholarships..... 11

UWEC Foundation.....	11
Blugold Commitment Study Abroad Grants .....	12
Wisconsin Study Abroad Grants .....	12
Benjamin Gilman Scholarship.....	12
Additional Scholarships .....	12

## Money Abroad..... 12

Planning a Budget .....	12
Currency Exchange .....	12
Strategy: Several Ways to Get Money.....	13
Credit Cards.....	13
Debit Cards.....	13
Traveler's Checks.....	13
Bank Account .....	14
Online Banking.....	14
Power of Attorney.....	14
Moving Money Quickly .....	14
Top Student Tips: Money Abroad .....	14

## Insurance..... 14

CISI Insurance .....	14
Creating a CISI Account & Logging In.....	14
CISI Insurance Card .....	15
CISI App .....	15
Pre-Existing Conditions.....	15
Claims to CISI .....	15

CISI Policy Exclusions.....	15	Duo Security.....	24
Extending your CISI Coverage .....	16	CIE Communication with Host Site .....	25
24-Hour Assistance .....	16	Before You Go .....	25
Continuous U.S. Insurance Coverage .....	16	While Abroad.....	25
<b>Health Issues .....</b>	<b>16</b>	Upon Return .....	25
Overview .....	16	E-mail Etiquette .....	25
Before You Go.....	16	UWEC Webmail.....	26
Prescriptions .....	17	Cell Phone.....	26
Disability Accommodations Abroad.....	17	Other Options .....	27
Mental Health.....	17	Keeping in Touch via Social Media .....	27
Health Records.....	18	<b>Travel Arrangements.....</b>	<b>27</b>
Immunizations .....	18	Purchasing Tickets .....	27
Zika Virus/Other Insect-Borne Diseases.....	18	Customs.....	28
Travel Health Website.....	19	Getting to Your Site .....	28
Food Restrictions .....	19	<b>Travel While Abroad.....</b>	<b>28</b>
Staying Healthy.....	19	Guidebooks .....	28
<b>Safety Abroad.....</b>	<b>19</b>	Hostels.....	28
Traveling Safely.....	19	Ride-sharing/Home-Sharing Services.....	28
Crime Victim or Arrest Abroad .....	20	<b>Cultural Adjustment.....</b>	<b>28</b>
Sexual Assault .....	20	Cultural Differences—What Are They? .....	29
Safety in Your Host Country .....	20	Reactions to Cultural Differences .....	29
Smart Traveler Enrollment Program (STEP).....	20	Preparing for Cultural Differences .....	29
Staying Safe in Times of Terrorism .....	21	Multicultural Students.....	29
Emergency Contacts.....	21	LGBTQ Students .....	30
24-Hour Assistance .....	21	A Sense of Purpose .....	30
Nearest U.S. Embassy.....	21	Getting Over “Culture Shock” .....	30
Reporting Health/Safety Concerns.....	21	How Cultural Differences Relate to You .....	30
How to Report? .....	22	<b>Preparing to Come Home.....</b>	<b>31</b>
<b>Required Documents .....</b>	<b>22</b>	UWEC Campus Housing.....	31
Passport.....	22	Upper Campus Parking .....	31
Visa .....	22	Tie Up Loose Ends.....	31
Visa Processing Companies .....	23	<b>Reentry .....</b>	<b>31</b>
<b>Packing Tips .....</b>	<b>23</b>	<b>Useful Names &amp; Addresses .....</b>	<b>33</b>
Luggage.....	24	<b>Travel Arrangements.....</b>	<b>34</b>
Clothing.....	24		
Past Student Tips: Packing .....	24		
<b>Communication .....</b>	<b>24</b>		

# INTRODUCTION

## Who Should Use this Handbook?

All students studying abroad through the Center for International Education (CIE), 3 Schofield Hall, University of Wisconsin-Eau Claire are under this Handbook. Students participating on faculty-led, intercultural immersion programs coordinated by the Intercultural Immersions Office are governed by a different set of policies and procedures available from that office.

## How to Use this Handbook?

You are responsible for knowing the content of this Handbook. Read it carefully and ask questions if there are items that you do not understand. You can print the Handbook if you prefer to have a hard copy.

Use the Handbook in conjunction with your specific program guide. Go to [www.uwec.edu/cie/studyabroad](http://www.uwec.edu/cie/studyabroad)). Choose the left sidebar: *Accepted Students*, then your term/year.

## Study Abroad at UWEC

Congratulations! You are one of the ~ 22% of UWEC students in a graduating class who will have studied abroad. UWEC ranks in the top 30 Master's granting institutions in the country for the number of students who study abroad.

**Mission:** The mission of the CIE study abroad unit is to enhance the University of Wisconsin-Eau Claire student experience by developing and administering high-quality international academic programs that are integrated into the campus curriculum. We provide students with opportunities to cultivate intercultural competency by engaging with people, cultures, languages, and systems abroad. This fosters global citizens who have personal and professional skills for lifelong learning in a diverse world.

We fulfill our mission through a commitment to:

1. Develop and promote international academic programs for all curricular areas.
2. Develop and promote international academic programs with a focus on whole world study.
3. Encourage participation by all students, particularly those traditionally underrepresented in study abroad.
4. Foster development of intercultural competency and communication skills.
5. Support students in planning, processing, and articulating their experience during pre-departure preparations, while abroad, and upon return.

## Your Responsibilities as a UWEC Study Abroad Participant

**Pre-Departure:** As stated in the *Statement of Participation* you signed in your BlugoldsAbroad account, participating in a UWEC study abroad program is a privilege that comes with several responsibilities. These include:

1. Turning in all forms/materials required for your program by the stated deadlines.
2. Attending both orientation sessions the semester prior to participation.
3. Knowing the information in this Handbook and the corresponding guide for your program.
4. Checking your UWEC e-mail account at least weekly.
5. Remaining in good standing (academic, financial and conduct) at UWEC the semester prior to departure.
6. Applying for and obtaining a visa, if required by your host country.
7. Educating yourself on your host country's laws
8. Making all program payments on time.

Failure to live up to these responsibilities may result in termination of participation.

**While abroad:** While abroad, you are subject to the same code of conduct and disciplinary measures that are in place on the UWEC campus. The [Blugold Code](#) includes policies for academic and non-academic misconduct.

If we receive a complaint of misconduct involving you from abroad, we will consult with the Dean of Students Office (DOS) to determine whether misconduct as defined by the Blugold Code has occurred and what disciplinary sanctions may apply.

If the DOS determines misconduct has occurred, they will contact you to arrange a conference. This may happen after your return. At the conference, you will present your information. You will then be notified as to whether you were found responsible or not, details regarding any sanctions assigned and information on how to file an appeal.

Some host universities and organizations have conduct codes that you must follow **in addition to** the Blugold Code.

If you have any grievances, the DOS has academic and affirmative action grievance and complaint policies, and formal hearing processes, on their website. In the case of direct enroll programs, these policies and procedures may be superseded by policies and procedures at the host institution.

As stated in the **Enrollment Agreement** that you signed in your BlugoldsAbroad account, the following behaviors may result in termination of participation.

- failure to maintain good academic standing or academic requirements of the program
- failure to maintain good conduct standing
- personal conduct that adversely affects other students or faculty
- conduct that violates the rules and regulations published in the Blugold Code

- conduct which violates the law of the country in which the program occurs

**Upon return:** You are responsible for checking your UWEC academic record to make sure your grades and credits from abroad are posted as you expected. If not, you must contact your study abroad coordinator for clarification.

### **Staff Resources**

**Study abroad staff:** The CIE has two staff members responsible for managing programs. See the ["Useful Names & Addresses"](#) page to learn who coordinates your program.

Contact the study abroad staff with questions about: host-site academics, health and counseling services, housing, the UWEC cost estimate for your program, UWEC academic eligibility and course equivalencies, as well as questions regarding your study abroad application, outstanding forms, study abroad registration, and CISI insurance enrollment.

**Peer advisors:** These are returned study abroad participants hired by the CIE. Your peer advisor will work with your group at orientations and send weekly reminders about important deadlines and cultural topics.

Contact your PA with questions regarding the weekly email, as well as packing, daily life, getting involved at your host site, personal travel, or cultural adjustment.

### **Written/Video Resources**

You will receive information at different points in the study abroad process. In addition to what is listed here, you may receive materials directly from your host institution.

#### **Prior to Orientation 1, you will receive:**

Budget planning & financial aid worksheets.
---

Pre-Orientation content/assessments in your UWEC study abroad account about
---

finances, country resources, health & safety, prescription medications & allergies, and orientation

This online handbook

Your online program-specific guide

#### Throughout semester prior to departure:

Weekly e-mails from your peer advisor or a study abroad staff member until shortly before the end of the semester

#### After Orientation 1:

An email with instructions on accessing your CISI insurance card and information

Information about visa processes for your host country.

#### At Orientation 2:

Goal-setting sheet, emergency contact card, packing list, UWEC letter for visa (if needed)

## ACADEMICS

### *Initial Program Eligibility*

To participate in a CIE program abroad, **you must be in good standing (academic, conduct and financial) and have the minimum cumulative GPA required** at the time of application. Requirements are on the program brochure pages which can be found on the <https://studyabroad.apps.uwec.edu/index.cfm?FuseAction=Abroad.Home>.

In addition, UW System recently adopted [UW System Policy 136](#) that requires students participating in study abroad to disclose if they have ever been:

- convicted of a felony (including pleading no-contest or guilty)
- expelled, dismissed, or suspended from a postsecondary institution for reasons other than academic standing or academic misconduct

Students who do not complete the disclosure will not be allowed to study abroad. Note that answering "yes" does not automatically exclude the person from participation. You will receive information about completing the disclosure during the semester prior to departure.

### *Maintaining Program Eligibility*

CIE staff checks grades and academic standing again at the end of the semester prior to departure, and the following policies apply. Please contact your study abroad coordinator if you have concerns about your academic performance at any time prior to your planned departure.

### **Summer/Winterim Programs:**

If you are on academic warning, academic probation, or are suspended, you will be allowed to continue your participation in a Winterim or Summer study abroad program, just as you could continue to take a Winterim or Summer class on campus, for the purpose of improving your academic record. Grades and credits from abroad will be figured into your UWEC GPA, and the same conditions for continued study at UWEC after the Winterim or Summer program apply as on campus.

### **Semester Programs**

If you are on academic warning, academic probation, or suspension you will have the opportunity to file an expedited appeal with the study abroad appeals committee. The committee may include CIE and Dean of Students staff, as well as a representative from your College Dean's office. If your appeal is approved, you will be allowed to participate/continue to participate on the program. If your appeal is denied, you will not, and you will be responsible for all costs associated with the cancellation. If you are already on-site, the host coordinator will also be notified that your participation has been cancelled due to academic ineligibility.

### ***UWEC Study Abroad Registration***

1. Go to your MyBlugold CampS account and **sign your online PPA for the term during which you will be abroad**, just as if you were going to be on campus. NO ONE in your program can be registered for study abroad until EVERYONE signs their PPA. A delay in registration can have significant consequences for students who use financial aid.
2. Pay any **outstanding tuition and fees for the term prior to departure**. Until you do, you cannot be registered for study abroad.
3. You do not need to complete any other registration at UWEC. Once your PPA is signed, and all outstanding UWEC bills are paid, the Registrar's staff will register you for your program under a temporary course number for the term.

The temporary course number is worth 12 credits for a semester program; summer and winterim credits vary depending on the program. You may be taking more credits at your host university than the temporary course code indicates, that is not a problem.

#### **INTA or INTX course codes:**

Your temporary course number begins with an INTA or INTX prefix. **Once your grades from your host site arrive, your actual classes, credits, and grades will be posted on your UWEC transcript.** The INTA or INTX registration code will remain on your transcript so that UWEC can maintain historical records for study abroad. However, the credits will be removed and the INTA or INTX "course" will not be graded.

#### ***Registration at your host site:***

Specific registration information for your host site is in your program guide. UWEC does not control course availability and access at partner organizations and cannot guarantee specific courses abroad.

### ***Registering While Abroad for Your Next Semester at UWEC***

If you are a continuing UWEC student, you will receive two e-mails, generally in early-mid March for fall; early-mid October for spring:

1. From the CIE, when the class schedule is available on-line.
2. From Blugold Central - Registrar, with instructions on how to access your degree audit and registration time via your MyBlugold CampS account

**PAC Code:** If you are a sophomore (less than 60 credits completed) or are in a UWEC college that requires a PAC code to register, **you will need to e-mail your academic advisor directly to get your code.**

**Registration for the Semester:** You will register through MyBlugold CampS, just as if you were on campus. You can check your final registration online. **Due to different time zones and academic calendars around the world, your registration time may not be the most convenient for you!**

If you absolutely cannot access MyBlugold CampS, **you can register by e-mail.** Directions will be in the CIE class schedule email. You will be registered according to your assigned registration time. Personal travel is not a valid reason to not register yourself.

#### **Registering for Winterim/Summer:**

The Winterim schedule is available at the same time as the spring schedule, in early-mid October; the summer schedule is available online in December. You can register for Winterim or summer courses online.

#### ***Class Attendance***

You are required to follow the attendance policies of your host institution. In general, you are expected to attend all regularly scheduled classes and field trips unless illness or other unavoidable circumstances make this impossible. Absences must be approved in

advance by the instructor and may result in lower grades.

### **Credits and Course Load**

- Credits earned on UWEC programs abroad are UWEC resident credits.
- Classes you take abroad will count towards total graduation credits.
- **Grades will be figured into your GPA.**
- Semester students are required to carry a full-time course load (12-18 credits/semester). Dropping below full-time status may result in loss of financial aid and/or insurance coverage and must be approved in advance by the CIE.

### **Course Equivalencies**

UWEC course equivalencies are established by the relevant UWEC department chair. Established equivalencies are on Academic Pages of each program, found on the [CIE website](#), and/or on the [Transfer Credit Wizard](#).

**If a course you are interested in taking is not listed on the Academics page or in Transfer Credit Wizard, check your program guide for specific information about how and when new course equivalencies are established for your program.**

It is unusual for an equivalency to be changed, but if you believe an established equivalency is incorrect, you can request to have the course re-evaluated. This can be done before or after you take the course. You will need to provide your study abroad coordinator with documentation in the form of a course description, syllabus, reading list, or returned exams/papers, to support your request.

### **Petitioning Course Equivalencies**

If the equivalency is correct, but you hope to have a course count toward a specific graduation requirement where it doesn't currently apply, you can discuss a petition for substitution with your academic or faculty

advisor or the relevant department chair. The petition form is available online, but it must be initiated by the advisor or department chair (you cannot initiate it). You will need to do this after you return. Follow these steps:

- Supply all the information the advisor/department chair will need:
  - The college you are in, your expected graduation date and which catalog year you are
  - Which course you want to petition, how it currently counts, and how you would like it to count instead
  - a brief course description
  - course syllabus
  - course reading list
  - any exams or papers that you turned in
- From there, the advisor/chair will input the information (at which point you will be able to view the e-form)
- It will then be routed through the necessary people for approval
- If everyone approves, it will be routed to Degree Review and they will update your degree audit

### **General Education Requirements**

For eligible\* students in catalog years through 2015-2016, successful completion of semester study abroad fulfills the Foreign Culture requirement. The requirement is not automatically applied: please email Degree Review at [regrec58@uwec.edu](mailto:regrec58@uwec.edu) after completion to update your degree audit.

Winterim and summer programs may fulfill part of the requirement. See the Academics page for your program on the CIE website to determine whether the program will fulfill any of the requirement.

(\*Students earning a B.A., B.F.A. or B.M degree in the College of Arts & Sciences cannot



use study abroad to fulfill their foreign language/foreign culture requirement. See the university catalog for details.)

### ***Liberal Education Requirements***

Students in catalog years 2016 on can fulfill an integrated learning (I1) requirement upon completion of the study abroad integrated learning assignments. Details are in Learning Content in your BlugoldsAbroad account.

### ***Four-Year Contract Plan***

If you have developed a four-year contract plan and have specific requirements or courses you must take when abroad, be sure to do advanced research. While the Transfer Wizard is a great resource, **it is a historical document.** All courses listed are not guaranteed to be offered when you are abroad. For questions, please contact your study abroad coordinator and your academic advisor.

### ***Grades***

If your host site does not grade on the U.S. system, your grades from abroad will be converted as approved by the UWEC Registrar. Details are in your program guide.

**UWEC students abroad are not allowed to take classes pass/fail, and grades from your host site are posted to your UWEC transcript and figured into your UWEC GPA.**

### ***Why Grades Count in Your UWEC GPA***

When you get to your site abroad, you may learn from other U.S. students that their study abroad grades will not count into their home university GPA. They will get transfer or pass/fail (S/U) credit. Why does UWEC include study abroad grades in students' GPAs?

1. **Study abroad is an integral part of your academic career.** It is not a vacation, and it is not a trip. The cultural and personal learning is valuable, but academics take precedence from a university perspective.

2. **UWEC grants resident credit,** rather than transfer credit, for its study abroad programs. This is to your advantage in several ways: you remain a regularly enrolled UWEC student; you do not have a semester of transfer credit on your transcript, and if you are a senior, your last 24 credits are considered in residence.
3. **You can only take 12 credits pass/fail (S/U) during your entire academic career.** Most majors and minors allow only one S/U course to count, and some UWEC programs restrict S/U registration even further.
4. **Many graduate and professional schools will not accept S/U grades.** This means that study abroad students with S/U grades must contact the host institution and request that an official copy of the transcript be sent to the graduate school. This often takes a long time, and the official copy will not have grades translated into the U.S. system.

### ***Transcripts***

A grade report or transcript for your time abroad will be sent from your host site to UWEC, and courses/grades will be posted to your UWEC transcript. Grades from abroad are entered after on-campus grades, so even if your semester is done before the UWEC semester ends, you may initially receive a grade report with "NR" (not reported). In many cases, the term abroad ends later than the UWEC semester, or the grading system has an outside review built in, which makes grade reporting a much longer process than it is here.

### ***Seniors and Delaying Graduation***

If you are a senior studying abroad for your last term, different timelines in grade reporting may require you to delay your graduation. The UWEC Registrar must receive grades within 42 days of the last day of the UWEC semester in order to confirm your graduation that

semester. This is a UWEC requirement, and our partners abroad are unable to change their usual time lines to accommodate it.

### ***Applying to the College of Education, Nursing or other competitive programs***

If you plan to apply for admission to a UWEC professional program or other program that requires a transcript review for admission, check with your study abroad coordinator to be sure your grades will be available in time for the review. Again, our partners abroad are unable to change their usual time lines to accommodate such deadlines.

### ***NCAA Eligibility***

To be eligible to compete under NCAA rules, athletes must show acceptable academic progression towards graduation. Delayed transcript reporting deadlines may create issues with NCAA eligibility if not addressed in advance. Contact the University's NCAA Compliance officer for details on what is acceptable proof if the official transcript is not yet available.

### ***Accessing the UWEC Library***

As a UWEC student, McIntyre librarians are available to assist you with your research questions, even when you are in another country. You can reach a librarian by e-mailing [library.reference@uwec.edu](mailto:library.reference@uwec.edu), via online chat, or by clicking *Ask Us* (all available on the library homepage: [www.uwec.edu/library](http://www.uwec.edu/library)).

**Journal Articles:** You have access to McIntyre Library's online journal article collection even when you are not on campus. You even have access to journal articles from its print collection. McIntyre Library will scan and e-mail articles to students abroad at no charge.

**Books:** You also have access to more than 8000 e-books on a broad range of subjects through the McIntyre Library Catalog.

Find details on accessing these services here: [www.uwec.edu/Library/distance/abroad.htm](http://www.uwec.edu/Library/distance/abroad.htm)

### ***Service-Learning***

You may have opportunities to complete your service-learning requirement abroad. At many sites, there are offices or other resources available to help you identify projects.

If you are considering doing your service-learning abroad, identify a project and fill out the online form. To complete the non-credit option, you must work with both a project supervisor in your community abroad and a UWEC faculty/staff mentor to organize, conduct, and complete the project. You can review the [guidebook for service-learning](#) and submit projects online.

## **MONEY MATTERS**

**Cost Estimate:** The most current cost estimate for each program is on the [CIE website](#). The estimate includes costs you will pay to UWEC, costs you will pay directly to your host site, and additional costs to anticipate.

**UWEC housing charges:** If you are going abroad for spring semester and are living on-campus during the fall, the Housing Office will keep your UWEC spring semester housing charges on your MyBlugold CampS account until December. This is so that if you must withdraw from a program very late, you still have on-campus housing secured.

### ***Payment Deadlines at UWEC***

By the time you receive this handbook, you will have paid a non-refundable application fee (\$30) and a non-refundable deposit (\$150). The rest of the fees you pay to UWEC are due on the regular UWEC campus billing cycle for your term abroad.

## Final Study Abroad Bill

Your final bill will be available for viewing on MyBlugold CampS at the same time that on-campus bills are posted.

Program Term	Charges Appear on CampS
Summer	April
Fall	August
Winterim	November
Spring	January

**Study abroad final payments follow the normal campus billing cycle.** Click here for [final payment deadlines](#).

Your final charges will be posted to your MyBlugold CampS account. You will receive an e-mail when bills are ready to be viewed. The \$180 you have already paid will be credited to your final bill.

To find your charges:

1. Log into your student MyBlugold CampS account
  - Choose Self-Service
  - Choose Student Center
2. Under **Finances**:
  - Choose Account Inquiry
  - Choose Summary, [term]. This will give you your total amount due.
3. If you have been awarded financial aid or scholarships for that term, choose **Financial Aid**. **You will be able to see your Financial Aid award on the first day of the term.**
  - If you have promissory notes or any other paperwork that must be signed through the Financial Aid Office, be sure to take care of that, also.

**Your final payment due should equal the final program charges minus past payments (i.e. \$30 application fee, \$150 non-refundable deposit), and any financial aid you have been awarded.** For example, if your final program

cost is \$10,000 and you have received \$5,000 in financial aid, your final payment should be \$4,820 (\$10,000-\$180 in payments-\$5,000 in aid= \$4,820 final payment).

Pay the amount due to Blugold Central - Cashiers by the due dates listed at the link above. Click here for instructions on [how to make the payment](#).

## Costs Owed to Other Organizations

The amount on CampS is **only what you pay to UWEC**. Estimates of additional costs you will pay directly to your host university or while abroad in your BlugoldsAbroad account under *Learning Content* -> *Cost Estimates* or on the CIE website for your program. Your host may have different deadlines for payment and it is your responsibility to know when those are and to pay in a timely manner.

## Consequences of Payment Failure

- If you do not pay in full by the first due date, you will receive a late charge.
- If you fail to pay in full by the second due date, you will have a hold placed on your record and will not be able to register for the next semester.
- During the last month of the semester, a final letter with your delinquent balance will be sent, giving you the opportunity to set up monthly payments. If you do not respond to that letter, the Blugold Central - Business Office and Collections will begin adding collection charges and preparing them for an outside collection agency.
- You can normally register for summer term before a hold would be applied during the spring semester. If your summer bill remains unpaid in mid-July, Blugold Central - Business Office will send a letter notifying you that your summer account must be paid in full by August 1, or your fall classes will be canceled.

## ***UWEC Withdrawal Deadlines***

Below are the UWEC study abroad withdrawal deadlines. **Your program may have additional, earlier refund regulations and withdrawal deadlines in addition to those outlined below.**

<b>Term</b>	<b>Refund Deadline</b>
Summer/Southern Hemisphere Fall/Academic Year	March 1
Northern Hemisphere Fall/Academic Year	July 1
Winterim	October 1
Spring/Calendar Year	November 1

No refunds are available after these dates. If you withdraw after the deadline, **you will still need to pay the remainder of the CIE administrative fees (\$425).** You may also be responsible for some or all of the fees due to your host site, and/or, depending on your reason for withdrawal, the insurance charges.

**All withdrawals must be made in writing.**

### ***Withdrawing After the Program Begins***

Withdrawing from your program after the UWEC and host school semesters have begun has a number of serious academic and financial consequences. Contact your UWEC Study Abroad Coordinator immediately if you are considering withdrawing.

Withdrawal outcomes are governed by the academic, registration and billing calendars at UWEC and your host institution. In the event of differences between the two, **the UWEC calendar supersedes the host institution's calendar.**

**Academic consequences:** Depending on when you withdraw, you will most likely either receive a "W" or an "F" for your class or classes abroad. The academic calendar of your host institution will determine what academic

designation you will receive. If you withdraw after the UWEC last day to drop with no record, UWEC requires that an academic record be submitted on your behalf. Please note that the UWEC Registrar must post whatever is listed on the transcript. **UWEC cannot change a failing grade to a withdrawal even if you have compelling reasons to return early.**

Your return date in relation to the UWEC academic and registration calendar will determine if you are able to enroll in UWEC after returning home. For example, if you are participating in a fall program and return home in October, you may not be able to enroll in UWEC for the fall semester, as mid-September is typically the last day to enroll in classes without the Dean's approval.

**Financial consequences:** The study abroad refund deadline will have passed by the time your program begins, so you will be expected to pay your UWEC program costs. Any fees paid directly to the host institution (e.g. housing, special course fees) will be governed by the host institution's billing and refund policies. You will need to work with them to either pay your bill or to recover funds that you have already paid.

**Financial aid implications:** If you received any type of financial aid (e.g. grants, scholarships, or loans), you may be required to return all or a portion of the aid, in addition to paying your program costs. Your withdrawal date and the UWEC refund and financial aid repayment notice will govern how much of your aid you will need to repay.

### ***Additional Required Costs***

Depending on your program, you may be responsible for paying your host site directly for some costs, such as housing, damage deposits, or books. You will also need to pay the cost of airfare, visa fees, and personal expenses such as telephone, laundry, or academic supplies.

**Be sure you understand what you will pay for, how much the cost is estimated to be, and when payment is due.** Read carefully anything you receive directly from your host site, as they may be reminding you of payments due or notifying you of changes.

### **Personal Travel**

Students often ask how much money they "need" for personal travel. This varies widely. Keep in mind is that you can spend as much money as you have but you do not need to! Spending more time in your host community can be a richer experience in many ways than traveling every spare moment.

### **Top Student Tips: Money Matters**

*"Make sure you budget your money for the entire term abroad. You may get bombarded with travel opportunities at the beginning, and you may feel like you have to make an immediate decision. Don't! Take your time to figure out what you want to/can afford to do."*

*"Be sure to save some money until the end. It's always more fun to have enough for one extra weekend excursion than to be wondering if you can pay for the taxi to the airport!"*

## **FINANCIAL AID**

If you qualify for UWEC financial aid, any aid awarded to you will apply to your study abroad program. Follow the steps below.

### **Applying for Financial Aid**

To apply for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA), at [www.fafsa.gov](http://www.fafsa.gov). See the Financial Aid website for details: [www.uwec.edu/finaid/apply/cklist.htm](http://www.uwec.edu/finaid/apply/cklist.htm)

Fill out the FAFSA just as if you were going to be at UWEC. The CIE notifies Financial Aid of all students going abroad, and Financial Aid adjusts your financial aid budget, which is

based on the cost estimates posted on the <https://studyabroad.apps.uwec.edu/index.cfm?FuseAction=Abroad.Home>. Additional personal travel you plan to do is not covered by financial aid, nor is the cost of dependents who may travel with you.

### **Applying for Summer Financial Aid**

There is a separate application for summer financial aid in your MyBlugold CampS student center, under the Finances section. Undergraduate students must be enrolled in a minimum of six credits for the summer to receive financial aid; graduate students must be enrolled in a minimum of four credits. If your study abroad program is fewer than six credits, you must enroll in additional credits/courses for summer in order to meet the minimum requirement for financial aid.

### **Financial Aid Amount**

To view your financial aid award, go to MyBlugold CampS, and select "Self Service" then click "Student Center" and finally "View Financial Aid".

**Adjustment:** Your aid cannot be adjusted to reflect the actual cost of your study abroad program until you are registered at UWEC for your term abroad. As mentioned, you cannot be registered until all students have signed their online PPA. Take care of that promptly!

**Disbursement:** Your aid cannot be disbursed until the beginning of the semester/term at UWEC. However, the amount of aid you receive will be applied to your final bill just as if you were on-campus.

### **Financial Aid Estimate**

To receive an estimate of how your financial aid may be adjusted for your term abroad, complete the top half of the *Study Abroad Financial Aid Estimate* worksheet, available on the [Financial Aid page](#) of the CIE website, and take it to Blugold Central.

### **Financial Aid Paperwork**

Before you leave for your program site, **be sure that you have signed all paperwork required to release your financial aid.** This may include both online and hard copies of promissory notes or other release forms.

### **Refunds of Financial Aid**

If you will receive more aid than what you owe to UWEC, sign up through Blugold Central to receive a refund. Log in to [MyBlugold CampS](#) from the Home Page, select Direct Deposit Signup/History on the left, and follow Important Notes to sign up. Direct Deposits can take up to three business days to deposit in your bank account.

Please email [Blugoldcentral@uwec.edu](mailto:Blugoldcentral@uwec.edu) with questions and [check this website](#) for updates.

If you are not able to set up direct deposit, your refund will be issued as a paper check.

- Checks are mailed to the mailing address you have on file at UWEC.
- **Keep your mailing address up-to-date on CampS so that checks mailed to you are received in a timely manner.**

### **Power of Attorney**

A Power of Attorney is a legal document that assigns another person the power to act as your legal representative (Attorney in Fact) in specific situations. If you complete the process, your Attorney in Fact can then take care of things such as completing some financial aid paperwork, handling issues related to deposit of financial aid checks, or processing banking transactions. (Please note: **An Attorney in Fact cannot sign a Perkins Promissory note.** Do that yourself before you leave campus!)

There are two ways to assign Power of Attorney. The first is to have an attorney draft a Power of Attorney document. This will require a fee to cover advice on the legal implications of assigning Power of Attorney,

the drafting of a Power of Attorney document, and the notarizing of that document. The [campus attorney](#) is able to assist with this.

The second approach involves purchasing a generic Power of Attorney form from an office supply store or downloading one online, filling it out yourself, and then having your signature(s) notarized.

There are several types of Power of Attorney forms. Students usually only need the statutory short form, as you will most likely limit the powers granted and the duration. The Power of Attorney should include the entire time you plan to be away, including terms of study, work, and travel. You should provide a copy of the Power of Attorney form to Blugold Central - Financial Aid.

### **Paying Back Financial Aid**

If you use financial aid to pay your program expenses and you drop below full-time registration or withdraw/are cancelled from the program before completing the term abroad, **you may be responsible for paying all program costs AND most likely for paying back your financial aid.** Be sure to discuss all financial obligations with your UWEC Study Abroad Coordinator **before** making a decision to withdraw.

## **SCHOLARSHIPS**

### **UWEC Foundation**

The UWEC Foundation has a number of study abroad scholarships. As of this writing you can apply for all administered by the CIE through the Foundation [Gold for Blugolds application site](#). Applications open in January for summer and fall students and in June for winterim and spring students. They are due:

<b>Term</b>	<b>App Due</b>
Summer	February 15
Fall/Academic Year	April 15
Winterim/Sp/Cal Year	August 15

## **Blugold Commitment Study Abroad Grants**

*(70 awards /year; up to \$2,000 for semester, academic year, or summer; up to \$1,000 for Winterim)*

All UWEC undergraduate students

- with an EFC of \$10,000 or less
- studying on an approved UWEC study abroad program that costs more than attendance at UWEC

are eligible to be considered. You must have a current Free Application for Federal Student Aid (FAFSA) on file; grants will be automatically awarded with other financial aid.

## **Wisconsin Study Abroad Grants**

*(10-20/term: up to \$2,000 for a semester, not available for summer or Winterim)*

Undergraduate UWEC Wisconsin resident students

- with an EFC of \$10,000 or less
- studying on an approved UWEC study abroad program that costs more than attendance at UWEC

are eligible to be considered for a Wisconsin Grant for Study Abroad. You must have a current application for financial aid on file; grants will automatically be awarded with other financial aid.

## **Benjamin Gilman Scholarship**

Undergraduate UWEC students in good standing, who are:

- U.S. citizens
- currently receiving a federal Pell grant

are eligible to apply for the [Benjamin Gilman Scholarship](#). Approximately 2,700 awards of up to \$5000 will be made nationwide.

## **Additional Scholarships**

There may also be other opportunities for which you meet the eligibility requirements. Visit these links for additional information:

- **Center for International Education:**  
[Study Abroad Scholarships](#)

- UWEC Office of Financial Aid:  
[www.uwec.edu/finaid/index.htm](http://www.uwec.edu/finaid/index.htm)

## **MONEY ABROAD**

### **Planning a Budget**

Many students are on a tight budget while abroad. Before you go, estimate as closely as you can how much money you have available for your time abroad. Then estimate your expenses. At your Next Steps meeting you received a cost estimate and budget planning worksheet. It is also linked in the Financial Information tab of the [CIE website](#).

There is also an [online financial calculator](#) and a budget worksheet you can adapt. The big category missing from the calculator is personal travel. If this is part of your plan for your time abroad, do not forget to budget it in!

Once you have a total on your budget worksheet, divide it by the number of weeks you will be abroad. Then, figure out how much this is in the currency of your host country. You can find [a currency converter](#) here. You now know your weekly budget limits!

Past students who have budgeted successfully recommend you keep a daily log of how much you spend. Be conservative at the beginning. It's always better to have a little extra for one more weekend trip at the end of the program. It's also important to know your priorities: do you really want to go out three nights a week, or would you rather have the money for some additional travel?

### **Currency Exchange**

United States dollars or traveler's checks can generally be exchanged for foreign currency at international airports, railroad stations, and banks. You pay a commission every time you exchange money, so budget wisely!

### **Strategy: Several Ways to Get Money**

Past participants suggest a combined approach to bringing money abroad.

Bring \$100-\$200 in the currency of your host country with you or exchange that amount in the airport upon your arrival into the country. Be aware of your arrival time: if you are arriving late, or on a weekend, the airport exchange counter may be closed, but an ATM may be available.

Bring a credit card (Visa or MasterCard) for purchases.

Bring a debit (cash/ATM) card for cash withdrawals.

Other possibilities could be pre-paid cards in the currency of your host country or traveler's checks, although they are increasingly difficult to cash.

### **Credit Cards**

If you are going to take a credit card (**strongly recommended**), Visa and MasterCard are most widely accepted. Things to keep in mind:

**Use your credit card for purchases**, rather than cash advances. Most card companies begin charging interest (9-18 %!) immediately on cash advances.

Know your daily credit limit.

Know how much the foreign transaction fee is. This is the cost that the card company charges you to make purchases in a foreign currency. Consider getting a card that has zero foreign transaction fees if possible.

Let your card company know you will be abroad. **Without prior notice of your travel plans, many companies will block transactions from abroad as a fraud prevention measure.**

If you need to use your card for a cash advance, there are ATMs in many locations. **You will need your PIN (personal identification number) to do this. Be sure to bring it with you and be sure it is valid in your host country.** Most international ATMs require a 4-digit PIN.

Keep a copy of your card (front and back), so that you have all of the information should it be lost or stolen.

### **Debit Cards**

To access cash abroad, get a debit card (cash card, ATM card) from your that is valid internationally. ATMs abroad will then give you the currency of the country you are in. Check directly with your card company for where the card will be accepted.

Debit cards draw directly from your bank account. Most banks charge a fee for each transaction, so take out larger amounts rather than several small withdrawals.

U.S. banks are allowed to block use of debit cards in countries where they feel "too much fraud" has been reported by the U.S. government. This is an institutional decision and varies by bank. **Check with your bank to be sure you will be able to use your card in your host country, and in countries where you plan to travel!**

If you make the necessary arrangements with your bank before you leave, someone at home can put more money into your local account for you to use.

**Find out what your daily withdrawal limit is, alert your bank or card company that you will be abroad, and keep a copy of your card (front and back),** so that you have all of the information about it should it be lost or stolen.

### **Traveler's Checks**

Traveler's checks are increasingly hard to cash. Many of our partner organizations recommend that you not use them. This information is listed in your program-specific guide.

If you do bring them, you generally have to cash them at a major bank, and **you must have your passport with you.** Most banks charge a fee for cashing the checks. Before cashing a check, ASK what the fee is. **Make sure you**



**record your check numbers and keep the numbers separate from the checks, in case you need to get them replaced.**

### **Bank Account**

If you are studying abroad for the full academic year, you may want to open a bank account in your host city. You will receive details at your host university's orientation, once you arrive abroad.

### **Online Banking**

Past participants recommend online banking to check your U.S. account balances and transfer money between U.S. accounts online. Check with your bank for details and availability.

### **Power of Attorney**

To ensure that someone at home can take care of your finances while you are abroad, you may wish to grant Power of Attorney. See the *Financial Aid* section of this handbook on p. 11.

### **Moving Money Quickly**

If you have budgeted in advance and followed the strategies for accessing money, you should be in good shape while abroad. But if the unexpected happens, it can take anywhere from 72 hours to 30 days to send money abroad, unless you have a credit/debit card. Work out an emergency transfer plan with your parents or another trusted person at home.

Have someone at home listed as a joint signatory on your checking account which will allow them to deposit money.

If you cannot access money electronically (i.e. your cards were lost/stolen), a Foreign Bank draft can be sent to you in the currency of the country you are in. This works like a money order: the sender pays for it in U.S. dollars, and it is then written like a money order, but in pounds or pesos, for example. You take it to a bank and cash it. Total time: 5-10 working days.

Someone at home can go to an American Express or Western Union office (often a travel agency can help) and wire money to an American Express or Western Union office abroad this generally takes 2-5 working days.

Money can also be wired directly from a U.S. bank to a bank account in your name, if you have opened one abroad this typically takes 5-7 working days.

Traveler's checks may provide a back-up in case you cannot get money electronically.

### **Top Student Tips: Money Abroad**

*"Online banking is a great way to transfer money and pay credit card bills all at once."*

*"The grocery store is your friend! When traveling pick up a meal or two and be sure to check out fresh food in markets."*

*"When purchasing souvenirs, ask yourself if you really need it. They add up over four months, and it will be a big dent in your budget and suitcase space. It is quite costly to send packages of souvenirs home. The key is moderation."*

## **INSURANCE**

### **CISI Insurance**

The UW-System requires all students going abroad on a UW program to carry [CISI insurance](#), which is included in your program fee. Your program may have insurance requirements, too; if so, they are in your program guide.

**The CIE will enroll you in CISI coverage during the semester prior to departure.** You will receive an e-mail once your enrollment is complete.

### **Creating a CISI Account & Logging In**

Once you are enrolled, follow the e-mailed instructions to login, create an account and reset your password. You can also access the

instructions at [myCISI Participant Portal](#). Upon completing this step, you can manage your CISI enrollment via the “myCISI” portal. In “myCISI,” you can:

- print your insurance card,
- print your proof of insurance letter for a visa application (if required for your program),
- access policy information,
- access claim forms,
- access emergency assistance numbers, and
- email information to a trusted friend or family member.

### ***CISI Insurance Card***

You will get instructions on printing your insurance card in your enrollment email. Bring it with you abroad. Should you lose your card, you can print another copy from the “My Documents” page of the CISI portal.

### ***CISI App***

If you bring a smart phone, you can download the “myCISI mobile app” to access your insurance documents, view country-specific travel alerts, search medical providers, etc. The app also has a “Check In” feature that can be used if you are in a city/country that suffers from a natural disaster, terrorist attack, etc. By checking-in, UWEC will be notified that you are safe or need assistance. We strongly encourage all students to download this app. [Click here](#) to download for iPhones. [Click here](#) to download for Android.

### ***Pre-Existing Conditions***

Losses (medical expenses incurred) due to pre-existing conditions are covered up to \$100,000 in the 2018-2019 UW System CISI policy. 2019-2020 limits were not available at the time of this printing.

CISI does not cover expenses incurred while in your home country. If you have a pre-existing condition that will require treatment while abroad, please:

- Consult with your current U.S. insurance company to see how care abroad will or will not be covered, **and**
- Contact Assist America, CISI’s global assistance provider, at [medservices@assistamerica.com](mailto:medservices@assistamerica.com) or 1-800 872-1414 to open a case so that medical care while abroad can be coordinated. Assist America can:
  - help locate a provider and a treatment facility as close as possible to where you will be studying.
  - check the availability and legality of medicines that you are currently using and possible alternatives.
  - If requested, try to schedule the next appointment that would fall during your study abroad.
  - If you will be studying in a non-English-speaking country, they can also try to find an English-speaking doctor or therapist.

When contacting Assist America, please provide your full name, date of birth, Assist America ID, coverage start and end dates (if already enrolled), study abroad location (city, country, address if possible), diagnosis/condition, current treatment details, and any current medications.

### ***Claims to CISI***

Keep in mind that with CISI insurance, **you will most likely have to pay up front and then file a claim**, since the foreign physician and/or hospital may not be able or willing to process medical bills through a U.S. insurance company. You can [access a claim form here](#).

### ***CISI Policy Exclusions***

A complete list of exclusions is included in the CISI brochure on the CISI portal. One to highlight is:

**High risk activities:** Several high-risk activities are specifically excluded from CISI coverage. In

the current policy, specific exclusions include: injury sustained while taking part in mountaineering where ropes or guides are normally used; hang gliding; parachuting; bungee jumping; racing by horse, motor vehicle or motorcycle; and parasailing.

### ***Extending your CISI Coverage***

CISI coverage is purchased in one-month increments for the length of your program. If you are planning to travel independently either before your program begins or after your coverage ends, you may purchase additional coverage directly from CISI through the on-line portal. You are only able to extend your coverage with CISI at the UWEC rate by one month, no more, no less. Choose "Extend Coverage" and print a new insurance card that includes the extended coverage dates. There are some differences in the coverage and cost when you extend your policy for personal travel than what you have while you are on your UWEC program. You can read the policy for your extended plan on the CISI portal.

### ***24-Hour Assistance***

Included in your CISI benefits is access to 24-hour Medical Assistance, Personal Assistance, Travel Assistance & Security Assistance through Assist America. You can find details about this benefit and the emergency assistance provider, Assist America, at the [CISI portal](#) or access the "[Assist America Global Emergency Services Brochure](#)" on the CIE website by following the path [Health and Safety/Insurance](#).

### ***Continuous U.S. Insurance Coverage***

The CISI insurance will cover you abroad and includes things such as medical evacuation and repatriation insurance that are often not covered by a standard policy. However, you should keep your U.S. coverage in order to have continuous coverage before, during, and after your time abroad. If you stop coverage and are injured or become ill while abroad, you

may experience a lapse in coverage while you are seeking to become re-insured and/or higher premiums due to your newly acquired pre-existing condition.

Contact your U.S. health insurance company prior to your departure to see what type of coverage you will have while abroad. This is particularly important if you have any pre-existing conditions that would not be covered under the CISI policy.

## **HEALTH ISSUES**

### ***Overview***

Your risk of becoming ill while traveling depends on location and personal circumstances. If there are specific, established health concerns for your site, there is information in your program guide. Also inform yourself of issues in your host country through the resources listed in this section.

"Travelers' Diarrhea" is a common affliction that may strike a few days after you arrive in a new country. It seldom lasts longer than four or five days. If you get it, drink lots of fluid to prevent dehydration. Your physician may be able to prescribe medication to take along for relief of the symptoms. If symptoms last longer than four to five days, seek out local medical assistance.

### ***Before You Go***

[UWEC Student Health Service](#) or your regular healthcare provider can assist you with preparation for study abroad. Schedule a travel consult to discuss your current needs, including medications, and discuss any health and safety needs while living and studying abroad. This may include medication for prevention of illnesses such as malaria, traveler's diarrhea, or the need for immunizations prior to leaving the U.S. Make an appointment at least two months prior to leaving the U.S. to accommodate preventative

medications and immunizations that must be taken prior to travel.

Take the following health precautions before you go abroad:

- have a complete physical
- have an eye exam (be sure you bring your current prescription information with you)
- have a complete dental check-up
- update all routine immunizations
- follow up on any other program-specific information in your acceptance e-mail or program-specific orientation guide
- talk to your counselor or psychologist, if you see one, specifically about study abroad
- call your U.S. health insurance provider to learn about what type of coverage you will have while abroad, especially for pre-existing conditions
- familiarize yourself with all of the resources available to you through the [CISI portal](#). Once you receive notice that you have been enrolled in CISI, click on "Resources and Links" on the left side, then go to "Health & Vaccinations." Click on "Personal Security Assistance" on the left sidebar, then choose "Services" at the top of the next page. Check out the "Global Health Information".

### **Prescriptions**

If you take prescription medication, bring enough for your **entire** time abroad if possible. This can take time to arrange so start now! Once you have been enrolled in CISI, they can assist with questions on accessing prescription medication. Call with the UWEC policy number and ask your question. For example,

- "I take *medication name* and plan to take a 5-month supply abroad with me. I will take the original prescription with 1-month's supply in my carry-on and the other 4 months with a copy of the prescription in my checked luggage. Will this be legal for arrival in X country?" or
- "I am unable to get a full year's prescription for the epilepsy medication I need to take

daily while in X country. I can bring 5 months, but my doctor wants to send the other 5 months. Will this be allowed and what do I need to know about mailing the prescription?" or

- "I can only bring three months of my prescription medication abroad; what should I do to get my prescription refilled while there?"

Also review the "**Bringing Medication Abroad**" handout that is linked in the Learning Content: "Study Abroad Update: Prescription Medication, Glasses/Contacts, and Allergies" in your BlugoldsAbroad account.

### **Disability Accommodations Abroad**

Not all universities offer the same resources to their students as UW-Eau Claire. Depending on where you are studying, you may or may not have access to disability accommodations, health services (on campus), or mental health services (on campus). On your program's brochure page, you can find more information on the level of services available at your host university.

It is also important to look at the level of accessibility your host country has in general. To find more information on this topic, please see the [State Department Country Specific Information page](#).

If you have questions or concerns, please contact your study abroad coordinator.

### **Mental Health**

If you currently see a mental health professional, speak with them prior to going abroad. Cultural adjustment is a normal part of going abroad, but sometimes sadness, anxiety, and/or depression may be more than culture shock. Discuss with your counselor how you might cope with these feelings.

If you do not currently see a counselor and would like to discuss concerns about going

abroad, or any other matter, Counseling Services on campus are available. Please contact them at (715)-836-5521 or visit them in Old Library 2122 to make an appointment.

If you would like to know more about the support services available at your host site, please make an appointment to meet with your Study Abroad Coordinator.

### **Health Records**

Bring personal medical records with you in case of an accident or illness, and leave a copy with someone at home, in a readily accessible place.

**This is particularly important if you have a pre-existing medical condition.** A good record includes the names of all medications you are taking, identifies any chronic ailments or allergies and also lists immunization history, blood type, eye-glass prescription, personal physician, health insurance, and policy number.

### **Immunizations**

The [Centers for Disease Control](#) (CDC) website has up-to-date information on immunizations and vaccinations for every country. **CDC recommendations should be taken very seriously.** There are very few required vaccinations for travelers anywhere in the world. Requirements can only be placed by the government of the country, and because such requirements often discourage tourists, governments are reluctant to establish them.

Since the CDC recommendations depend on the type of travel you anticipate or the length of time you are staying, you need to meet with a doctor to determine what's best for your individual situation.

**Be up-to-date on all standard US vaccinations, also.** Measles outbreaks have recently been reported in many European countries, and the disease remains common in many other parts of the world. Most people in the U.S. are vaccinated against measles as

infants (MMR), and if you have had the vaccination, no further action is necessary. However, if you have not, **CDC recommends that you complete the vaccination sequence 4-6 weeks before traveling.** Please consult your medical professional if you have questions or need to schedule the vaccination.

UWEC's Student Health Service offers immunizations (IG, tetanus, Hepatitis B, etc.) and health education on international travel. Tel. (715)-836-5360.

Your U.S. health insurance may cover the cost of immunizations. If your immunizations are not covered by your health insurance and you receive financial aid, you may want to meet with a financial aid advisor to inquire if these can be added to your financial aid budget.

### **Zika Virus/Other Insect-Borne Diseases**

The CDC also has information about Zika virus and other insect-borne diseases, such as chikungunya, dengue, malaria, West Nile virus, Lyme's disease, etc. Use the CDC website to inform yourself of diseases endemic to your host country and places you may travel. Also see this [CDC Factsheet](#) for suggestions on how prevent insect bites.

The Zika virus can be passed from a pregnant woman to her fetus. At this time, there is no vaccine or medicine for Zika. Not all areas of the world have cases of Zika. To see if the country you will be studying in has Zika, please see the CDC's website:

<https://wwwnc.cdc.gov/travel/page/zika-travel-information>

The CDC recommends that all pregnant women avoid travel to areas with Zika. In addition, if you are pregnant or your partner and you are planning to become pregnant, [this article](#) has recommendations for both males and females who will be traveling to Zika areas.

If you have questions or concerns, please contact your Study Abroad Coordinator.

### **Travel Health Website**

[IAMAT](#) is also has information about health risks at specific destinations, travel health tips, and information on planning healthy travel.

### **Food Restrictions**

**Food Allergies:** Depending on the level of severity, please plan to have information with you to disclose your food allergies to host families (if applicable), restaurants, etc. Write out key phrases such as “I’m allergic to gluten,” or “I’m allergic to fish,” etc. There are food translation apps you can download to your smartphone. There are also companies where you can order inexpensive food translation cards. **If you have a severe allergy, wearing a medical ID bracelet is strongly recommended.**

**Vegan & Vegetarian:** Depending on your destination, it could be challenging to find vegan/vegetarian options. A helpful resource is: <https://www.happycow.net>. Some cultures do not understand why people decide to be vegan/vegetarian, so you should be prepared to answer questions as to why you are vegan/vegetarian in a culturally sensitive manner. Also, in some culture’s meat is seen as a delicacy, and they may offer you meat out of respect or as a sign of welcoming. While you can choose to turn away this kind gesture, think in advance how you will do so without offending your host. Some past students have decided to forego being vegan/vegetarian during certain aspects of their study abroad program. These are personal decisions you must make. More information specific to your location can be found in your program guide.

### **Staying Healthy**

Basic steps to help stay healthy abroad include:

- **Give yourself time:** You don’t have to see everything, taste everything, and go

everywhere in your first few days or weeks! Pace yourself as you settle in.

- **Watch what you eat:** Eat and drink in moderation for several days, until your system has a chance to adjust to changes in climate and food. Adjusting to a new diet may slightly unsettle your stomach or cause other temporary health problems.
- **Take measures to reduce the risk of exposure to sexually transmitted diseases, including AIDS:** Take the same safe-sex precautions as you would at home.
- **Avoid illegal drug use:** In addition to increasing the risk of exposure to HIV (the virus causing AIDS), in many countries, drug use is subject to stringent laws. See the Safety Abroad section for details.
- **Know where to get treatment:** When you settle in, find out where health care facilities are and how to access them **before** the need for treatment arises. If you need to access health care while traveling, you can use the [CISI portal](#) to find out if there is an English-speaking doctor/therapist in the area.

## **SAFETY ABROAD**

*See the Health and Safety tab of the CIE website for more information specific to sexual assault.*

### **Traveling Safely**

Rule #1: use common sense. When everything around you is new and exciting, it is easy to forget safety precautions you would use when in the U.S. Suggestions include:

**Use a money belt or neck pouch:** Do not carry valuables in a purse, wallet, or backpack. Wear a money belt with your passport, credit cards, traveler’s checks and cash **under your clothing.**

**Never carry large amounts of cash:** Only keep as much cash on your person as you may need for the day.

**Keep a photocopy of your passport and visa:** The copies should be separate from the originals. In addition, leave a copy with the CIE and someone at home. Copies will help you obtain a replacement passport in the event your passport is lost or stolen.

**Always leave your travel itinerary with a friend or family member:** They know where to find you in the event of an emergency at home. It also helps locate you in the event you do not arrive at your next location on the expected day and time.

**Take precautions:** Hold your bags when checking train schedules; do not carry your passport or other valuables unless necessary; lock doors, especially at night.

**Know local laws and abide by them:** Your U.S. citizenship offers no protection if you are arrested while traveling. Ignorance of the law is no excuse.

**Avoid illegal drug use:** In many countries, drug use has harsh penalties, including long prison sentences or even a death sentence. Claims of ignorance and US citizenship do not protect you from such laws. If you are reported using illegal drugs during a program, all of the usual host university and UWEC disciplinary processes, including suspension from the program or expulsion from the university, may apply, and you may have charges under the Blugold Code upon return.

**If you drink, do it responsibly:** Many countries have laws against public drunkenness, and a drunk person is an easy target for a criminal. If you choose to drink, do so in moderation, respecting yourself and others. Alcohol is often a factor in crime here and abroad. In addition, drink-spiking occurs abroad just as at home: watch your drink being made or poured and keep an eye on it at all times.

**Do not walk alone at night:** This advice applies to both men and women, especially if you have been drinking, are in unfamiliar parts of a city, or are in isolated areas. Walking alone at night makes you an easy target for assault, theft, and in some places, transportation accidents.

**Do not fight with a mugger:** If you are mugged, **do not try to fight.** Give them your belongings and get away from the situation. Notify your on-site program staff and/or the police immediately.

### ***Crime Victim or Arrest Abroad***

If you are the victim of a crime or are arrested abroad, notify the program coordinator at your host site and/or get in touch with the nearest [U.S. consulate or embassy](#).

### ***Sexual Assault***

Sexual assault occurs abroad just as it does in the U.S., and it is 100% the perpetrator's fault. Anyone can be a victim of sexual assault. The most important thing you can do for yourself or a friend is to get support and medical care.

Please see the "Health and Safety" sidebar on the [CIE website](#) for more complete information on sexual violence prevention and response provided by UWEC Counseling Services staff.

### ***Safety in Your Host Country***

Safety in and around your host city will be discussed during your orientation abroad. Information on crime, road safety, drug penalties, and terrorist activity in your host country is included in the [State Department Consular Information for your host country](#).

### ***Smart Traveler Enrollment Program (STEP)***

Shortly before your program begins, CIE will enroll you in the [Smart Travel Enrollment Program \(STEP\)](#) through the U.S. Department of State for the dates of your program. The

nearest U.S. Embassy in your host country can then contact you via email about safety conditions in the country to help you make informed decisions about travel plans. It will also help the Embassy, family and friends get in touch with you in an emergency situation.

### ***Staying Safe in Times of Terrorism***

Tips that will keep you from being victimized in general, as tourists are often seen as easy targets for theft.

1. Do not wear clothing with U.S. logos (team or university logos, U.S. flags, etc.).
2. Stay away from "typical" U.S. hangouts abroad (McDonald's, Hard Rock Cafes). If you need to visit a U.S. Embassy, fine but don't hang around just to see it.
3. Maintain a low profile. Don't yell across the room at your friend in loud, U.S. American tones. Don't wear lots of jewelry or carry lots of expensive electronics.
4. Do not stop in the street to be "interviewed" or "surveyed" by anyone. This is usually a cover for theft.
5. Cooperate 100% with the international staff at your host site: Follow their advice: if they say to stay away from somewhere, do it!

### ***Emergency Contacts***

All UWEC programs have an on-site contact person who is available for consultation if difficulties arise. You will receive an emergency contact card at Orientation 2; be sure to keep it in your wallet at all times. It will also be posted to your BlugoldsAbroad account closer to departure.

### ***24-Hour Assistance***

If you are traveling outside the framework of the academic program, you may not be able to contact the coordinator for help. You have 24-hour assistance through your CISI insurance.

Find all details at the CISI portal:

[www.culturalinsurance.com](http://www.culturalinsurance.com) or access the information on the CIE website by following the path *Health and Safety/Insurance*.

Please print out the brochure and emergency assistance benefit card to carry with you whenever you travel.

### ***Nearest U.S. Embassy***

U.S. Embassies and/or Consulates also offer some assistance to U.S. citizens abroad. You can find a complete list of U.S. Embassies abroad on the CISI portal or at [www.usembassy.gov](http://www.usembassy.gov). They will assist in the following:

- provide a list of local physicians and lawyers
- contact next of kin in event of emergency
- provide assistance during civil unrest or natural disaster
- contact relations on your behalf to request funds or guidance in an emergency

### ***Reporting Health/Safety Concerns***

**Why Report?** If you or a friend experiences a health or safety incident abroad, we encourage you to report the incident to the CIE.

1. Reporting allows the CIE to provide support or resources needed to manage a health or safety concern abroad.
2. In some instances, UWEC has a legal obligation to report incidents that occur on study abroad programs under the Clery Act. Your report will help the CIE determine if an incident needs to be reported to the federal government. No personally identifying information will be shared.
3. Finally, reporting in-country incidents assists UWEC in evaluating the safety of existing study abroad locations.

**What to Report?** Our partners abroad often report serious concerns involving UWEC students abroad, but we would also like to hear from you about any of the following:

- Aggravated Assault



- Arrests
- Death
- Sexual Assault
- Sexual Harassment
- Theft
- Illness
- Injury
- Missing/Separated Person
- Other Safety Concerns: disease outbreak, fires, floods, equipment failure, etc.

### **How to Report?**

You can report an incident through this [report form](#) found on the study abroad website. Go to *Health and Safety -> Incident Reporting*. You can report an incident anonymously or provide your name and contact details.

You can also report an incident by contacting your UWEC study abroad coordinator and providing the following information:

- Date of the incident
- Time (in-country time) of incident
- Country/city of incident (note these may be different than your program site if you are traveling)
- Nature of the incident (e.g. illness, injury, assault, theft, etc.)
- Individuals involved
- Activity/location at time of incident

Your coordinator may then ask you some follow up questions to identify appropriate support and complete the reporting process.

## **REQUIRED DOCUMENTS**

### **Passport**

If you do not have a passport, **please apply immediately**. Instructions are in Learning Content in your BlugoldsAbroad account. Also, be sure that your passport is valid for three to six months beyond the end of your program, depending on your host country's requirements.

Prior to leaving the U.S., sign your passport and **make two photocopies** of the page with your picture and passport number on it. Leave one at home with your family when you go abroad. Carry the second copy with you, separate from your passport, in case the original is lost or stolen.

If you do lose your passport while abroad, report the theft **immediately** at the nearest U.S. consulate or embassy. They will assist you in replacing it. Local police authorities should also be notified.

### **Visa**

A visa is official permission to visit a country granted by the government of that country.

**Please note that past criminal convictions may impact your ability to get a visa.**

Contact your UWEC study abroad coordinator with any concerns.

The CIE will provide basic immigration information, along with visa instructions and an application form/link to an application form if needed, as part of your pre-departure preparation. It is your responsibility to keep up-to-date about student visa requirements for your host country and, if required, to apply for and receive a visa from your host country's consulate or embassy.

Visa issuance is completely at the discretion of the consulate or embassy. They can choose to issue the visa **ONLY** for the dates of study, or they can refuse to issue a visa if your dates of study are shorter than the required time for a visa, even if you wish to extend your time with personal travel. They are free to deny any visa application without any explanation whatsoever. (The U.S. government reserves this same right with any foreign nationals requesting a U.S. visa.) Therefore, it is important that you:

1. **Remain pleasant and polite** when dealing with consular officers, whether via e-mail, on the phone, or in person.
2. **Remain calm and flexible** throughout the visa application process.
3. **Follow the instructions from the host institution if they differ from CIE information.** Please notify the relevant Study Abroad Coordinator of this information, since it is frequently sent only to the student.
4. Prior to submitting your visa application, **check the website of the consulate or embassy of your host country to make sure no changes have been made** since you received your orientation materials.
5. Become a Facebook or Twitter follower of the Consulate/Embassy of your host country as many issue visa updates via social media.

**Visas for personal travel:** If you plan to travel to other countries while you are abroad, you should verify visa requirements for each country by contacting the nearest consulate, embassy or your travel agency. Many countries do not require U.S. citizens to obtain visas for tourist visits of less than three months, but you need to know before you go!

**Visas for Non-U.S. Citizens:** Non-U.S. citizens should immediately contact the consulate of the country where they wish to study and follow their instructions. Obtaining a visa for non-U.S. citizens can be a lengthy process. Non-U.S. citizens are strongly encouraged to use a visa processing company as the visa rules and requirements are often different for citizens of other countries. CIE staff may not be aware of all the different rules and requirements that apply to non-U.S. citizens.

If you are an international student, contact UWEC International Student Services as well,

they may have additional paperwork they need to sign in order for you to return to study at UWEC.

### **Visa Processing Companies**

The CIE provides basic visa information, but CIE staff cannot offer immigration advice or call the consulate on your behalf. If you have a lot of questions about your visa application, and your host country allows it, consider using a visa processing company.

Visa processing companies charge a service fee in addition to the host-country visa fees. Service fees vary between companies, the type of visa (i.e. student vs. work), and whether you are pursuing regular or expedited service.

Below are the names and web addresses visa processing companies that may be able to assist you. Please address questions directly to the companies.

- **CIBT (UW-System preferred provider)**  
<https://uw.foxworldtravel.com/passport-services/>
- **Perry International**  
Web: [www.perryvisa.com](http://www.perryvisa.com)
- **TraVisa**  
Web: [www.travisa.com](http://www.travisa.com)

## **PACKING TIPS**

*These are general suggestions. You will receive a specific packing list at Orientation 2.*

Rule #1: **pack light.** The week before you leave, pack everything you think you need and walk around the block. If you have trouble, you have packed too much. To become the ultimate light packer, visit the [one-bag Website.](#)

Other ideas for packing include: rolling your clothes, putting items inside of shoes (e.g. socks or underwear inside dress shoes in your suitcase), using space saver bags, and putting

items such as underwear in Ziploc bags (if security searches your bag, they will quickly be able to see what is inside.)

Rule #2: **never pack essential documents or items** (i.e. passport, immigration documents, medicine, anything you could not do without for a few days) in **checked luggage**. Have important documents and money in a money belt and allowable personal items in your carry-on: a toothbrush, contacts, eyeglasses, medications, and a change of clothes.

Rule #3: There are many personal items you cannot pack in your carry-on. See the [Transportation Security Administration](#) for current information.

### **Luggage**

Many airlines permit you to check one piece of luggage free on international flights, but this varies by airline. You are also generally allowed one carry-on. Airlines have become very strict about size of carry-on luggage. Verify all requirements, including weight and size limits, with your travel agent or the airline itself.

If you plan to travel a lot while abroad, past participants recommend bringing a backpack. A suitcase with wheels or a collapsible luggage carrier can also be useful. It may be easier to carry two medium-sized suitcases than one large one.

Have luggage tags with the address of your host site, found on the Contact Page of your program guide on all bags. You do NOT want your home address on your luggage, as you do not want it sent back to the U.S.

All luggage should lock for travel within the country, but do not lock it for the airport sections of your journey. Padlocks can also be purchased for backpacks, or you may wish to purchase an external mesh covering, since it is difficult to lock every pocket.

### **Clothing**

Take clothing that is machine washable and does not wrinkle easily. Choose a color scheme and bring mix-and-match clothing that can be layered. Dark colors show dirt less quickly when you travel.

### **Past Student Tips: Packing**

*"Bring half of what you really want to bring!"*

*"Think practical, not fashionable. If your clothing is not comfortable, you won't be comfortable."*

*"Comfortable walking shoes are essential."*

*"Pack some basics: hangers, school supplies (notebooks, writing utensils, scissors, folders, flash drive, tape, post-its, calculator) and personal items. Then you can leave these things behind, making room for souvenirs."*

## **COMMUNICATION**

In your Statement of Study Abroad Participation, you agreed to **check your UWEC e-mail account at least weekly**. Most communication will be sent via UWEC e-mail, and a response is often required. In the event of an emergency in your host country, the CIE will email you to confirm your safety. Please be respond as soon as you can.

### **Duo Security**

You will need Duo Security software to access your UWEC email, BlugoldsAbroad account and Blugold CampS while traveling abroad. Install the Duo smartphone application on your phone. This application can be accessed anywhere in the world, regardless of **whether or not you have access to WiFi or cell phone service** and will allow you to see the number you will need to enter to access your email.

If you have questions about how to install the application on your phone, or any questions

about what Duo Security is, please contact the Helpdesk at [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu), OL 1106, of via phone: (715) 836-5711.

More information about Duo Security is here: <https://www.uwec.edu/kb/article/services-duo-overview/>

For directions on how you will use the application to receive the passcode needed to access your UWEC email, follow these steps: <https://www.uwec.edu/kb/article/services-duo-overview/#iphonepasscode>

### ***CIE Communication with Host Site***

As noted in your Enrollment Agreement, study abroad staff may share information from your study abroad application materials with staff at your host site. Please note that different countries have different regulations about sharing information.

### ***Before You Go***

Contact your UWEC Study Abroad Coordinator or peer advisor UNLESS you have a question arising from an e-mail sent directly to you from your host university/organization.

**If you get an email from your host site, read it carefully.** They may be informing you of a new procedure you need to follow, or they may be asking you to return a new form or send them additional information. **If you have questions, reply to the email and copy the UWEC Study Abroad Coordinator for your program.** Because universities abroad consider students to be adults, they often do not copy the UWEC study abroad staff on communication to you, so unless you copy us on your response, we will not know what information you have received or what questions you have about it.

### ***While Abroad***

If the question has **anything to do with the host site**, such as housing, getting into classes, medical care, field trips, etc., **contact the on-site program liaison.**

If the **question has to do with UWEC/UWEC regulations** about study abroad, or, if after you have contacted the appropriate person on-site, you still have questions or concerns, **contact your UWEC Study Abroad Coordinator.**

Again, if an emergency occurs, the CIE will contact you via email and will expect a response in 24-hours.

**Study Abroad Check-Ins:** While you are abroad, you will receive two check-in messages from the CIE. Please respond so that we know how things are going and can address questions you have.

### ***Upon Return***

Again, contact your UWEC Study Abroad Coordinator, UNLESS you have a question arising from an e-mail sent directly to you from your host university/organization. In that case, reply to the sender, but copy your UWEC Study Abroad Coordinator as well.

**Study Abroad Evaluation:** You will receive an evaluation at the end of your program. Please respond and help us improve the experience!

### ***E-mail Etiquette***

E-mail is an effective tool for questions about your study abroad program. However, **e-mail is viewed differently in different cultures.**

**E-mail Format:** You are using **e-mail as a means of formal communication.** It may form the first impression staff members here and abroad have of you. With iChat or Facebook messenger, communication is often very informal and includes slang or shortened

words. **This is not appropriate in intercultural e-mail communication.** Be sure to:

- Use a specific subject line. For example: "Study Abroad Cost Question."
- Use a greeting for each new e-mail topic. (If you exchange several e-mails on the same topic, it is like carrying on a conversation. A greeting is not needed each time.)
- Use capitalization and punctuation as you do in formal writing.

**Response Time:** In the U.S., people tend to respond to e-mail within a day or two. Some people even check and respond to work e-mail in the evenings or on weekends. **This is NOT the case in most other countries.** Business e-mails will be attended to during business hours, and **a response time of a full business week is not unusual.** And when you e-mail a question to a UWEC study abroad staff member, we may need to check with a colleague abroad before giving you an answer.

**E-mail Tone:** Intercultural communication can be frustrating, because people start with different assumptions or understand common terminology differently. Misinterpretations can happen very easily even in neutral e-mails, and there is no nonverbal expression. **It is very important to be sure you are not "angry" in an intercultural e-mail.**

Here are some questions to ask yourself:

- Would I say this to the person's face?
- What impression is the receiver going to form of me?
- How would I feel if I received this e-mail?

If you are uncomfortable with any of your responses, take a few deep breaths and try a different approach. **Your goal is clear and open communication.** Venting may feel good, but the result may be alienating someone who could be a good resource before, during or after your time abroad.

## **UWEC Webmail**

In order to receive official e-mails from UWEC while abroad, for registration, billing, etc., you **must be using your UWEC e-mail address.** Instructions for forwarding your UWEC e-mail account can be found on the [Helpdesk](#) website. Be sure to **re-set your UWEC e-mail password before going abroad.** If your password expires or you forget your password while you are abroad, you will need your PIN or the last four-digits of your social security number to reset your password. PINs cannot be given out over the phone or via email.

## **Cell Phone**

If you have a cell phone, check with your provider about a temporary international plan until you have time to figure out what plan may work best for you at your host site. It will also give you cell phone access while traveling, in case you are delayed and need to notify the host site, or to call your parents to let them know you have arrived safely.

**Calls or Texts?** With many phone plans and providers, it is cheaper to text than to call internationally. Check with your provider to find out what calls and texts will cost you from your program site.

## **Questions to ask your cell phone provider:**

- Will my phone work in my host country?
- Does it make sense to buy international voice, text, and/or data?
- How do I turn off my data (or whatever else you will not use) to avoid charges?
- When and for what will I be charged? What additional fees should I expect?
- Would a "disposable" or pay-as-you-go phone make more sense?
- Can you unlock my phone, so I can use it abroad?

**Pre-paid phones:** Some students choose to buy a pre-paid cell phone while abroad, rather than bringing a cell phone. "Pay as you go"

phones are an inexpensive option. Such plans allow you to communicate with other students on the program and local friends and roommates. Providers and plans will differ with each program site.

### **Other Options**

**Calling cards:** Calling cards are another option for calling home if your site has a phone available for student use. There are many providers and rates, so some research may be necessary to find the best deal! When you buy calling cards, make sure to read the fine print. You want to make sure you are calling from “outside the U.S.” and “into the U.S.”

**Skype:** If you have a laptop or tablet, [Skype](#) is good for inexpensive international calling and can be downloaded for free off the internet. All you need to make a phone call is your computer, a headset, and a microphone. If you call another computer that has Skype, the call is free. If your computer has a camera, you can also video chat.

**FaceTime:** FaceTime is a popular tool for iPhones that allows video or voice calls to other Apple users. You can use FaceTime via your data package or where Wi-Fi is available.

**Communication apps:** Viber, Text+, WhatsApp are apps that you can download free to a handheld device and/or computer to make free international texts and/or calls over Wi-Fi.

**Blogging:** There are many different blog generators that you can use including [www.blogspot.com](http://www.blogspot.com) which works through a Gmail account.

**On-site options:** Communication options at your site are included in your program guide.

### **Keeping in Touch via Social Media**

Friends and family want to hear about your adventures abroad, and social media makes

keeping in touch easy. Having a clear communication plan will make life easier for everyone.

**First, let loved ones know that they may not hear from you every day:** While it is important to keep in touch, it is equally important to live in the moment. Agreeing upon expectations for communication can reduce stress on both sides.

**Think before you post, tweet, or snap:** Ask yourself what your friends and family on the other side of the world will think of that video, particularly if they don't understand the context.

**Your online persona may follow you forever:** Employers are increasingly looking to social media to get the “real story” about job applicants. That funny drunken post of today may mean not getting a job tomorrow.

## **TRAVEL ARRANGEMENTS**

### **Purchasing Tickets**

It is your responsibility to make travel arrangements to your host site.

- Information about dates and airports will be in your program-specific guide or e-mailed to you when available.
- Many countries require **roundtrip tickets** for a student visa application. **Be sure you know the requirements for your country before booking a flight.**
- Consider traveling with another program participant, a travel companion can make arrival in a new country much less intimidating! You will be able to discuss travel with other program participants at Orientation 1.
- See the appendix of this handbook for more information and guidelines on booking.

The cost of your airline ticket is your responsibility. **You may wish to purchase travel or trip cancellation insurance** when you buy your ticket in case your plans change unexpectedly. Discuss your options with your travel agent and know exactly what the policy covers. (For example, most policies specifically exclude travel disruption due to acts of war.)

### **Customs**

Once you clear immigration, follow the signs to baggage claim. You must carry your own luggage through customs.

If your luggage does not arrive with you, contact any airport official in the baggage claim area. Fill out a *Lost Luggage Claim* with your address abroad and find out how to claim your bag once it arrives. You may be tempted to wait for your luggage to appear, but experienced travelers recommend that you do not. It is almost always a waste of time.

### **Getting to Your Site**

Your program guide will have specific information on how you get from the nearest airport to your host site.

## **TRAVEL WHILE ABROAD**

Many host sites offer some form of organized travel, whether required or optional. Details are in your program guide. You may also wish to take advantage of your time abroad to do some personal travel. **Remember that this is not an essential element of a successful study abroad program.** Often students who stay in their host community and make connections there through volunteering or getting involved in student organizations have the richest experiences, ones that they can build on in the future.

### **Guidebooks**

Travel guides such as *Let's Go*, *Rough Guides*, and *Lonely Planet* receive good comments

from study abroad participants and are available at any major bookstore. Both the University library and the Eau Claire public library have several if you wish to compare before you buy.

### **Hostels**

Youth hostels provide an economical alternative to hotels for the budget traveler. Hostels have varying regulations and restrictions. Some impose curfews, some require that you have your own sheets, etc. Many will require that you have an International Youth Hostel pass. For more information, call the Hosteling International/AYH national office at (240) 650-2100 or visit their website at [www.hiusa.org](http://www.hiusa.org).

Advice from a past student: "*When it came time to plan my travels, I set up the hostels first.*"

*\*A tip for staying in a hostel--bring your own sheets. Sew two sheets together so they look like a sleeping bag. Attach a pocket to put a pillow in. This allows you to sleep in something clean.*

### **Ride-sharing/Home-Sharing Services**

Ride-sharing and home-sharing companies, such as Uber or AirBnB, are regulated differently in different countries, and sometimes even in different cities within countries. In some countries they are illegal; in some countries they are legal but unregulated. Because this is an ever-changing environment, **monitor the status of such companies in your host country and places you will be traveling, in order to make an informed decision about whether or not to use them.**

## **CULTURAL ADJUSTMENT**

Studying abroad can be an exhilarating experience AND it can be a series of bewildering and frustrating incidents that leave you longing for home. Most students

experience both sides of study abroad, but they often only talk about the exhilarating parts. However, much of the deep learning can come from the challenges! **For stories on how past students met these challenges, see the University of Michigan's "[Resilient Traveling](#)" website.**

Aside from the basic preparation of the "how" and "where" of your program, take some time to investigate the "what am I likely to encounter". Evaluate the things that will happen as you live with people whose values and attitudes are different from your own. By thinking and preparing for these encounters, you will certainly enrich your experience abroad. **To see a visual representation of cultural adjustment, please see page 30.**

### ***Cultural Differences—What Are They?***

Our own culture influences who we are and how we relate to the world. Because we have grown up with this culture, we are comfortable in it. We have learned our values and attitudes about who we are and how things "should be" in our native culture. What happens when we suddenly lose those cues that orient us to situations of daily life? The psychological discomfort which we feel is commonly known as "culture shock."

### ***Reactions to Cultural Differences***

Culture shock is a logical reaction to differences we encounter in a new culture. Luckily, it is only one phase in the process of getting into the culture of a foreign country. The various phases which you might find yourself going through in this process include:

- Being fascinated with all the new things you are experiencing.
- Feeling uncomfortable because you don't belong.
- Rejecting the new culture and people as being strange.
- Learning to decipher foreign behavior and customs.

- Accepting and enjoying the new culture. Our reactions to these various phases will influence how we relate to local citizens. Being excited about new behavior and customs will help to pave the way for positive interaction. Conversely, acting hostile and aggressive toward those "strange and un-American" customs will perpetuate the "ugly American image" and cause others to want to avoid us.

### ***Preparing for Cultural Differences***

To begin:

- Read as much as possible about where you are going. Your reading list might include guidebooks, international newspapers and magazines, novels, plays, poetry, and political and economic analyses.
- Talk with international students and past participants from your program.
- Do the culture learning exercises and readings that your Peer Advisor will send you via email.

### ***Multicultural Students***

UW-Eau Claire defines multicultural students as students who identify as Asian American, African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, American Indian and Alaska Native.

Study abroad can be an enriching experience for students of color, but it can also pose unique challenges. Thinking about the issues below may help you better prepare for the experiences you may have abroad.

### ***Racism is a Global Phenomenon:***

While racism does not typically define experiences for students of color studying abroad, racist statements or gestures are always painful and difficult experiences. Your own level of racial literacy and understanding of related issues are valuable in helping you address these experiences.



[Race Abroad for Americans of Color Preparing to Live Abroad](#) addresses common considerations for and concerns of US students of color studying abroad and has short articles from multicultural students who have studied abroad.

If you have any questions or concerns, please contact your UWEC study abroad coordinator.

### ***LGBTQ Students***

It is important to remember that when abroad you will no longer be protected by US laws. Some countries may have discriminatory laws against same-sex behavior and expressions of LGBTQ identity. Resources such as [ILGA directory](#) may help you recognize which countries have the harshest laws against LGBTQ forms of expression. This [Country Fact Sheet](#) includes [Spartacus Gay Travel index](#) rating of countries where UWEC currently sends students on an ongoing bases.

If you have any questions or concerns, please contact your study abroad coordinator.

### ***A Sense of Purpose***

Have a clear idea of what you specifically want to accomplish by going abroad. The goal setting exercise you will do during orientation and over the course of the semester will help you define your priorities.

It might be helpful to try to figure out what you want to accomplish in your time abroad by answering the following questions:

- Who am I? (Awareness of my personal beliefs and attitudes.)
- Where do I come from? (Awareness of U.S. cultural beliefs and customs.)
- Where am I going? (Awareness of foreign culture customs, behaviors, and values.)
- What am I going for? (Interest in foreign countries, to see famous sights, to leave the U.S., to impress my friends.)

- What am I willing to consider? (How open will I be to different ways of doing things? Will I "try on" some of the behavior and values of the local population?)

### ***Getting Over "Culture Shock"***

Culture shock can happen during the first few days in a new culture, but it is more common after you've been somewhere for a few months. The main thing to know is that, whenever it strikes, it is perfectly normal. The next thing to know is it usually only lasts a little while. Don't give in to that urge to change your plane ticket and come home! Instead, realize that culture shock is a specific type of stress. Think about how you handle stressful situations at home. A few possibilities include exercising, talking/e-mailing with friends or family, journaling, joining a club or activity, or planning a weekend trip. Above all, give yourself time to adjust, and you'll do fine.

### ***How Cultural Differences Relate to You***

Discovering cultural differences and experiencing culture shock are powerful learning tools. You gain self-understanding and personal growth, as well as insight into what it means to be an American and into how the rest of the world's population lives and thinks. Bad moments (even days) are often quickly forgotten, and even the experiences that seemed trying at the time are priceless.

NOTE: Just as you will be going through many adjustments while you are abroad, if you are leaving a significant other at home, s/he may also have some difficulty adjusting to your absence. University Counseling Services asks that you let your significant other know that staff is available to help students deal with such separations.

# PREPARING TO COME HOME

## *UWEC Campus Housing*

If you are abroad in the fall and plan to live on campus the spring you return, you will need to pay a housing deposit and complete an application. The application is available beginning in mid-September on the [Housing website](#). You will get your assignment in early January.

**If you will be abroad in the spring** and will be living on campus the following fall, you will be notified directly via email by Housing and Residence Life when room sign-up takes place and whom to contact. Room sign-up typically takes place in late February/early March.

## *Upper Campus Parking*

**If you are abroad in the spring**, will be living on campus the following fall, and want to apply for the Upper Campus Parking Lottery, you will need to contact Blugold Central during the week that lottery applications are being accepted, typically in late April.

## *Tie Up Loose Ends*

Make sure you've paid library fees, turned in keys, made copies of syllabi, turned in a transcript request, whatever it is your host site requires you to do before leaving -- so that they can send us your transcript when it is ready. You don't want to have your transcript held up because of something you forgot to do!

# REENTRY

**The reverse of culture shock:** A lot of time is spent encouraging students going abroad to prepare for the experience. Spending time in a new culture is something that deserves careful thought and planning. Returning to the U.S., on the other hand, gets little attention.

But study abroad research has shown that coming home can be more unsettling than going abroad. There's even a term, "re-entry shock", to describe the way many returned students feel in their first weeks, or months, back home.

The fact that everything and everybody at home seems the same can contribute to the shock. International returnees often find that they themselves have changed a great deal, and it can be difficult to find people who truly understand their new perspectives.

Re-entry shock is something that affects each individual in a different way. There are several ways to work through the reentry phase and keep your international experiences alive at the same time.

Common symptoms of re-entry shock include:

- difficulty readjusting to being home
- missing aspects of the study abroad experience
- heightened awareness of the home culture's values, customs, and traditions.

Having a positive mindset about returning home can have tremendous benefits as you re-adjust and re-learn your home culture. Asking yourself the following questions before you leave your host site can help you begin the re-entry process:

1. How have I changed as a result of studying abroad?
2. How might things have changed at home during my stay abroad?
3. How, if at all, has my identity changed? How might I accommodate this new identity back home?

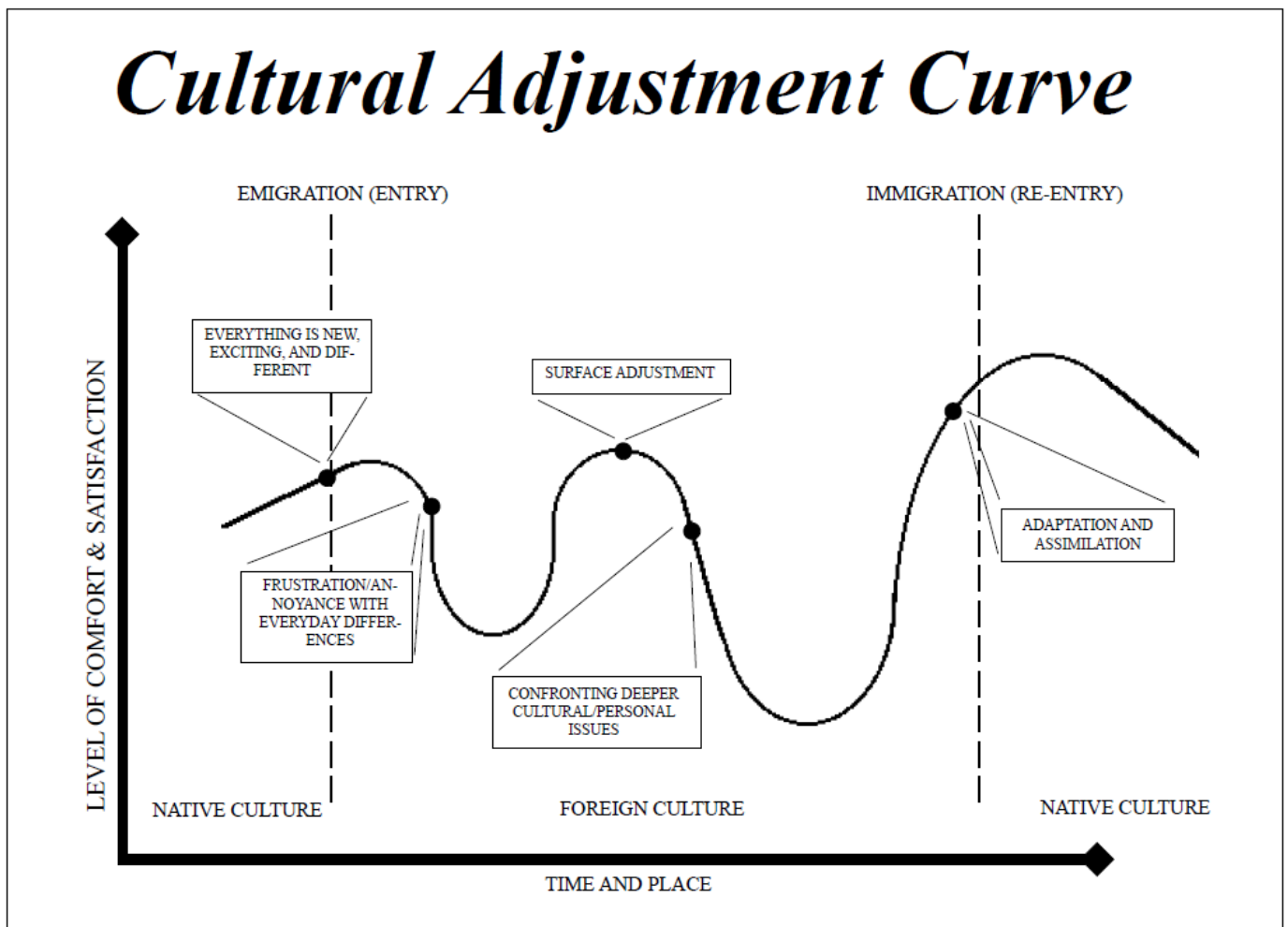
Please refer to the CIE Study Abroad website for useful links, videos, and articles regarding re-entry shock. On the left sidebar, go to *Returned Students* and click on the *Re-entry Advice* tab.

The CIE also hosts events for returnees of UWEC study abroad programs. Keep up-to-date with these events and more by reading your e-mails. Global Outlook, the CIE e-newsletter for study abroad returnees, will be sent to your UWEC e-mail address monthly during the academic year. Liking our [Facebook page](#) and following us [on twitter](#) also allows

you to keep up with all of our activity before, during and after you're abroad!

Other involvement suggestions include:

- Participating in orientation for the next group going to your site
- Getting involved with international students at UWEC
- Keeping in touch with host country friends
- Taking internationally-focused classes
- Joining an internationally-focused student organization
- Following the news from your host country
- Working/volunteering in the CIE
- Planning how to go abroad again!



# USEFUL NAMES & ADDRESSES

## Center for International Education

3 Schofield Hall | 715-836-4411 | [studyabroad@uwec.edu](mailto:studyabroad@uwec.edu) | [uwec.ly/studyabroad](http://uwec.ly/studyabroad)

Jenna Krosch, Study Abroad Coordinator: [kroschjm@uwec.edu](mailto:kroschjm@uwec.edu)

Australia, China, Costa Rica, France, Ghana, Greece, Japan,  
New Zealand, Poland, South Africa, South Korea, Sweden, Thailand, Semester at Sea

Cheryl Lochner-Wright, Study Abroad Coordinator: [lochnecb@uwec.edu](mailto:lochnecb@uwec.edu)

Austria, Chile, Germany, Ireland, Italy, Mexico, Peru, Spain, United Kingdom (England & Scotland)

Rachel Steuer and Courtney Brost, Study Abroad Staff: [studyabroad@uwec.edu](mailto:studyabroad@uwec.edu)

Colleen Marchwick

Director

## Other UWEC Offices

### Blugold Central

Old Library 1108 | 715-836-3000 | [blugoldcentral@uwec.edu](mailto:blugoldcentral@uwec.edu)

General questions about your student account, financial aid, registration, etc.

Transfer Credit Wizard | <https://transfer.uwec.edu>

For questions about how classes you are taking abroad will transfer back to UWEC, you can consult the Transfer Credit Wizard.

### Counseling Services

Old Library 2122 | 715-836-5521

### UWEC After Hours Numbers

In an after-hours **emergency**, you can call one of these numbers and the University police will contact a CIE staff member. Leave a message if there is no answer; someone will be in touch shortly. (715) 839-4972 or (715) 577-9045

## CISI Insurance

[www.culturalinsurance.com](http://www.culturalinsurance.com)

Claim questions: [claimhelp@mycisi.com](mailto:claimhelp@mycisi.com)

1-203-399-5130

24 Hr. Assistance Access Numbers from ANYWHERE Abroad, call collect:

1-609-986-1234

From within the US, call toll free:

1-800-872-1414

Medical Emergency E-mail: [medservices@assistamerica.com](mailto:medservices@assistamerica.com)

# TRAVEL ARRANGEMENTS

Following is a list of travel agents, airlines and travel booking websites that UWEC students have used in the past. This is by no means an exhaustive list it is simply a starting point. You will probably want to call several agencies/check several on-line agencies to find the best price.

## POSSIBLE TRAVEL AGENCIES/WEBSITES\*

Higgins Travel 715-836-2686 <a href="http://www.higginstravel.com">www.higginstravel.com</a>	STA Travel** 1-800-781-4040 <a href="http://www.statravel.com">www.statravel.com</a>	Student Universe <a href="http://www.studentuniverse.com">www.studentuniverse.com</a>
Qantas <a href="http://www.qantas.com.au">www.qantas.com.au</a>	Korean Air <a href="http://www.koreanair.com">http://www.koreanair.com</a>	Delta Air Lines <a href="http://www.delta.com">www.delta.com</a>
American Airlines <a href="http://www.aa.com">www.aa.com</a>	Icelandair <a href="http://www.icelandair.us">www.icelandair.us</a>	Lufthansa Air Lines <a href="http://www.lufthansa.com">www.lufthansa.com</a>
British Airways <a href="http://www.britishairways.com">www.britishairways.com</a>	Emirates Airlines <a href="http://www.emirates.com">www.emirates.com</a>	China Southern Airlines <a href="http://Global.csair.com">Global.csair.com</a>
Kayak <a href="http://www.kayak.com">www.kayak.com</a>	Travelocity <a href="http://www.travelocity.com">http://www.travelocity.com</a>	Travel Hub <a href="http://www.travelhub.com">www.travelhub.com</a>

\*The agencies/websites listed are for your convenience and there are many more options to choose from. They are in no way endorsed by the Center for International Education.

\*\*STA offers students a "book now/pay later" option where you can pay a deposit to lock in a ticket price and pay the rest of the fare closer to departure.

Note that while you may find better prices on-line, working through a travel agency can be helpful in the event of airline strikes, flight cancellations or other unanticipated travel changes. **You may also wish to purchase trip cancellation/travel insurance.** Discuss your options with your travel agent.

Students sometimes ask if they can buy one-way tickets. **For many countries, roundtrip tickets are required for you to get a student visa.** Be sure you know your country's visa requirements before purchasing a one-way ticket. In addition, while it is often easy to find inexpensive one-way tickets out of the US, it is much more difficult to find one-way tickets to the US. Be sure you check into that before deciding to purchase a one-way ticket.

Keep in mind that advance booking is required, so begin exploring your options soon! **Don't forget to turn in your ARRIVAL INFORMATION either to your host site or to the CIE as soon as you have booked your flight.**

## GENERAL GUIDELINES FOR MAKING RESERVATIONS

Do not make flight reservations until your program dates have been confirmed by your host site.
To participate, you must maintain program eligibility requirements through the term prior to departure. Other unexpected circumstances may also force you to change your plans. Wherever you choose to book your ticket, <b>be sure it has a low cancellation fee.</b> <i>(Note that a non-refundable ticket means just that--the airline or agency will not refund anything if you do not use the ticket.)</i>
Be sure to buy a ticket with a <b>low change fee. Change fees can run anywhere from \$50 to \$350 or more. International flights tend to be on the higher end of the range from \$250 to \$300.</b>
Changing your return date is subject to <b>seat availability.</b>
It is generally <b>less expensive to fly on weekdays</b> than on weekends.
Do not purchase a one-way ticket unless you know it's allowed by your host country's visa process.
You may be able to get a better price if you are willing to take a <b>less direct route.</b>

### When calling travel agents or searching online, you will need the following information:

- 1) The date you plan to ARRIVE in the country and the date you plan to DEPART from the country
- 2) If you have an **International Student Identity Card**, have the number handy. The best fares available are generally student or youth fares, and travel agents use the ISIC card to verify your eligibility. If you find a fare that requires the card, you can usually get one through the travel agency.

## ONLINE AGENCIES

Below are questions to ask to help ensure that the online agency you are dealing with is reputable:

1) Is this website approved by the Better Business Bureau Online (BBB Online)?
2) Are transactions secure? Look for Verisign or TrustE insignias, which assure users that privacy policies and SSL encryption are in place.
3) Does the Website clearly post a privacy policy and terms of use?
4) Does the Website "bait & switch" customers? Are rules of purchase/deals clearly displayed?
5) Is there a customer service center that can be contacted in case of questions or emergency? Try calling them before you book, to see if the phone is actually answered.
6) Who does the Website partner with? Have you heard of these partners?
7) What airlines would you be flying on? Are they well known carriers?
8) Are the route/itinerary clearly displayed, and is there enough time to make connecting flights?
9) What are the rules, restrictions and penalties for ticket cancellations or changes? Can these be made directly with the carrier?
10) Is the site understandable and easy to use? A website is an online shop, and the quality of the website is a testament to the company's commitment to their product.
11) Does the website sell ARC endorsed tickets and/or e-tickets? These are the best way to go online, because the agency has paid for the ticket prior to departure. Some student travel agencies sell their own paper tickets for air travel and reimburse the airlines only after the customer's travel is completed. If the agency goes bankrupt, this can cause many problems for the ticket holder.