



UNION UNIVERSITY

INSTITUTE *for* INTERNATIONAL
and INTERCULTURAL STUDIES



External Study Handbook
Student
2011-2012

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**EXTERNAL PROGRAM
GUIDELINES FOR STUDENTS
Institute for International and Intercultural Studies**

Because we believe that study abroad and other external program opportunities are a valuable part of the college experience, Union University encourages students to participate in off-campus programs that enhance and complement their work on the Union University campus. The Institute for International and Intercultural Studies works with students to select high quality programs in a safe and appropriate environment. The following procedures will help ensure that the work you successfully complete in external programs can be counted toward your Union degree. Please read the information carefully, complete the forms according to the instructions and turn in all the materials requested to External Program Coordinator.

There are both general and program-specific pre-requisites for all external programs. Union has established the following pre-requisites for all programs:

- Must have completed one full semester at Union before applying for a program.
- Must have a minimum GPA of 2.50 for coursework done at Union University.

Getting Started

At the beginning of each semester, the IIS will hold an information/interest meeting to begin the Union application process. Students wishing to participate in an External Study Program the following semester or term **MUST** attend this initial meeting. You may contact the Program Coordinator at 731-661-5057 for more information or watch for announcements on campus. At this meeting you will be asked to schedule a meeting with the External Study Advisor and to complete an interest form to provide your name, contact information, and an idea of the types of places and programs that you might like to consider. Students who have filled out an interest form will be contacted about any scholarships awarded through Union for which they are eligible.

Choosing a Program

Students who wish to study off-campus can choose from many excellent academic opportunities in the United States and countries around the world. If you have discussed a program with one of your professors or already have a program in mind, the External Study Advisor will help you begin the application and approval process at that time. If you need additional information about opportunities that will work for you, the External Study Advisor will help you locate the materials you need to find out more information about the programs available.

It is important to remember that there are many types of programs and that they vary widely in what they offer. For example, some are affiliated with well-known universities abroad, some are private institutes specializing in one or two disciplines, some are international programs offered by U.S. institutions like Union, and some are programs developed by companies that specialize in international education.

To ensure that we are well acquainted with the programs we support, Union has decided to select a limited number of international program providers that we work with on a regular basis. These

include three consortia that offer a variety of programs around the world, universities and discipline specific institutes abroad, and several third-party providers. If these providers do not offer a program that meets your needs, we will work with you to select an institution or a program that is appropriate. Students working through the Institute will be concurrently enrolled at Union while studying off-campus. Dual enrollment facilitates the transfer of credit when you have completed your study program and keeps your place in our records system as a current student. You will have access to your email account and WebAdvisor while you are gone and you will not have to apply for readmission when you return.

If you choose to attend a program that is not supported by Union, you must handle your study program as you would if you were taking courses at another institution in the U.S. When you return, you will need to apply for readmission to Union. The Registrar will evaluate the transcript of your off-campus work after you provide an official translation to English and transcript evaluation by an approved agency. You are responsible for all contacts and arrangements for financial aid and housing after you return. These are time consuming and often expensive processes.

The Application Process

The earlier you begin to make decisions about your external program, the better! You should begin the actual application process nine months prior to a semester program and six months prior to a winter or summer program. You must complete the applications for both the Institute and the Program through which you wish to study before the appointed deadlines.

Once you have selected a program, you will need to apply for admission using the forms provided by that program's office. Please submit a copy of your completed application to the Institute along with the following documents:

- **Proposed External Study Review**: You will need to complete this form as soon as you know what courses you will be able to take during your off-campus experience. Speak with your advisor to determine what requirements the courses can fulfill. As you select courses, be sure to keep in mind the courses you have already taken for college credit. ***You cannot receive additional credit for a course that is a repeat of work for which you have already received credit.*** When you have all the classes listed and have attained all the necessary signatures, return it to the Program Coordinator in the Institute for International and Intercultural Studies. We will keep a copy of the completed form in your file in the Institute.

We understand that sometimes you must change a course after you have completed the approval process. If this happens you will need to notify Program Coordinator in the Institute of the change as soon as possible. If the changes are made before departure, you should contact the Program Coordinator to revise the form before you leave. If you are already overseas you may email the Program Coordinator about the changes. The Program Coordinator will notify your advisor and the Registrar of the changes. Any changes may alter the course approval agreement.

- Proposed Financial Review: You will need to complete the form and attain the necessary signatures from the Financial Aid office. Please return the completed form to the Program Coordinator.
- General/Health & Medical Information: These forms will give us the basic information necessary.
- Insurance Information: It is crucial that you confirm with your insurance company that they indeed provide adequate coverage for healthcare and other unexpected expenditures, including emergency medical care in country and medical evacuation, repatriation of remains, and non-health related emergency evacuation (political unrest, natural disaster, etc.), while you are traveling in the United States or overseas. You must verify that your policy does provide the essential coverage. If your current insurance does not provide coverage for ALL expenditures listed above, please see the list of approved insurance providers on the Insurance Handout. You are welcome to purchase insurance through a provider that is not listed. If you purchase insurance through a provider that is not on this list, you must submit proof of adequate coverage and receive permission to carry that insurance from the Institute in order to be cleared for travel. You must have proof of insurance to participate in a Union University sponsored external study experience.
- Emergency Contact Information
Good communication procedures are an essential element of the best external study experiences. You are responsible for providing us with accurate emergency contact information, and for notifying us of any changes that occur prior to or during your travel.
- Code of Conduct: Union students participating in an off-campus study program are expected to behave in accordance with, and not contrary to, the behaviors outlined in the Union University Campus Life Handbook. In addition, Union students are expected to comply with all behavioral expectations set forth by the individual off-campus study program that they are attending. Any behavioral violations will be met with firm discipline, both by the off-campus study program leadership and by Union University administration. Because of the public nature of behavioral misconduct in an off-campus study program setting, because of the student's reflection on Union University, and because of the potential implications for Union's relationship with that program, Union will treat all behavioral violations with the highest level of seriousness. Again, Union students participate in off-campus study programs at the pleasure of Union University, and are expected to be ambassadors for both Christ and our university.
- Release for External Study Program: All students who participate in external programs while enrolled at Union are required to complete this form.

- Registration Permission/Permission to Release Information: This form gives the Institute permission to register, drop, or make any other changes necessary in the courses you are taking as part of your external program while you are studying abroad.

Almost all students who study abroad find that sharing the experience through conversations, letters, pictures or presentations is an important part of achieving the full benefit of the experience. At least every two weeks, and as much more often as you are able and willing, we want to hear from you while you are away from Union. Let us know how you are doing, and send pictures if possible. What you have to say about external study is also the strongest encouragement for other students to consider going. We are proud of you for making external study part of your education, and invite you to let us share your experiences with others through our web page, brochures, bulletin boards and other media.

- Travel Abroad Security Questions/Answer: For your privacy and security, please select one security question and provide the answer. We will require the answer to your security question before we will give out any information or discuss your travels with anyone. Please be sure to provide the individuals that would have a need to discuss your travel plans or information with the answer to your security question.
- Departure/Arrival Information: Provide information regarding the arrangements you made for your departure and arrival.

Passport and Visa Information

A passport is required any time you travel outside of the United States. If you already have a passport, check to see that it does not expire until **at least six months AFTER your anticipated return** to the U.S. If you do not have a passport, you will need to apply for a passport as soon as possible. You may find information on the passport application process on the following website: <http://travel.state.gov/passport/> . When you receive your passport, bring a photocopy of the **signed** information page to Program Coordinator in the Institute. You should also take a copy of your passport with you and leave a copy with your family. In the event that you should lose your passport, having a copy of the information page can be a great help in getting a replacement passport.

In addition to the passport, some countries require a visa, especially if you are staying in the country longer than a few weeks. The visa application comes from an office or consulate of the government of the country issuing it, and usually requires a letter of admission from the program that you plan to attend. Check your program guidelines for information about visas.

Financial Information

The cost of study abroad for most of the programs that we use is comparable to the cost of study at Union. Travel costs and personal expenses vary according to program location and personal preference.

Non-university financial aid (external scholarships) does apply to external study provided the work is applicable to the student's degree program. Completion of the advising form will provide the necessary documentation. Concurrent enrollment also facilitates this process.

Institutional scholarships (internal Union scholarships) are not automatically applicable to external programs. You must meet with the Financial Aid Director for clearance to use loans for external study.

Union offers some competitive external study tuition scholarships. These are separate from all other scholarships offered by Union University. All students, including those who receive institutional scholarships, are eligible to apply for funds for external study.

- Application for Union University Scholarship. Students may apply for institutional scholarship money for tuition to study in external programs. These funds are independent of all other scholarship funds. Students who turn in an interest form will be notified of the application deadline. See The External Program Coordinator for an application form and additional information about deadlines.

If a student that has been awarded an external study scholarship from Union later chooses not to participate in the program or chooses to withdraw from the program for any reason after the program has begun, the scholarship will be rescinded and the student will be responsible for payment of the amount of the scholarship on his or her student account.

If a student that has been awarded an external study scholarship from Union is asked to leave the program for any reason, the scholarship will be rescinded and the student will be responsible for repayment of the amount of the scholarship on his or her student account.

- Application for other external study scholarships. Other scholarships for external study are available. The Powell Scholarship is a \$1500.00 scholarship awarded annually for semester-length international study. Applications are available from The External Program Coordinator. If other scholarships become available, we will notify all students who have turned in interest forms as well as post the information for students and faculty.

Pre-departure Meetings

During the semester before your departure, you will be notified of the dates of the pre-departure meetings for all students who will be studying off-campus. These are **required meetings** to review application processes, general international travel advisories, safety procedures, travel concerns, and some basic concepts of intercultural adaptation and culture shock.

Re-entry Meeting

During the semester following your external study experience, students will be notified of a Re-entry Meeting for all students who studied abroad during the last semester or term. This is a **required** meeting to discuss basic re-entry issues including course credit approval, reverse culture shock, and program concerns.

Student Name _____

ID# _____

UNION UNIVERSITY
EXTERNAL STUDY

REQUIRED FORMS AND DOCUMENTS
For Students Participating in Domestic and International Study

Required Forms

- _____ Proposed External Study Review
- _____ Proposed Financial Review
- _____ General Information
- _____ Health & Medical Information
- _____ Insurance Information
- _____ Emergency Contact Information
- _____ Code of Conduct
- _____ Release for External Study Abroad Program
- _____ Registration Permission/Permission to Release Information
& Travel Security Question/Answer
- _____ Departure/Arrival Information

Additional Documents

The following **documents** must be submitted in addition to the required forms:

- _____ Copy of Program Application
- _____ Copy of Passport Page (Only if you are studying outside the US)
- _____ Copy of Travel Insurance Card
- _____ Travel Itinerary
- _____ External Study Program Administrative Fee (All Students)
- _____ Faculty Course Evaluation Fee (\$50.00 minimum transcript/course
review – per course if required for course credit)

Student Name _____ ID# _____

PROPOSED EXTERNAL STUDY REVIEW

Term _____ External Study Program Provider _____ Type of Program (circle one): Domestic OR Abroad

Name & Location of Program _____ Travel Dates _____

Transfer of Credit

Course #	Course Title at Host Institution	Hours Credit	Course #	Union Parallel Course	Hours Credit	*Course Application	**Approval Signature	Credit Procedure		
								*** 1, 2, 3	Substitutes for	In combination with
TOTALS:										

- * Core, Major, Minor, Elective
- ** Major – Department Chair of Major; Minor – Department Chair of Minor, Core – Registrar, Elective – Director/Institute
- *** **1** – Credit awarded when official transcript from accredited external institution is received by IIS.
- *** **2** – Consortium agreement – UU awards credit per terms of agreement. Credit awarded upon receipt of documents by IIS.
- *** **3** – UU transcript – requires UU faculty direction/evaluation. Please attach to this sheet any course requirements, pre-requisites, post-requisites, or other stipulations which will be required in order for the student to receive credit as listed above. Credit awarded upon faculty submission of grade for course.

Pre-Travel Signatures:

Instructor Overseeing Study _____ Date _____

Instructor Evaluating Completed Study - transcribed by UU (#2,3) _____ Date _____

Academic Advisor _____ Date _____

Student _____ Date _____

External Study Advisor _____ Date _____

For Office Use Only

Orientation 1 _____
(Information Sharing)

Orientation 2 _____
(Logistics)

Debriefing _____

Evaluation _____

Program Fee _____

TSS Received _____

TSS Submitted _____

Student Name _____ ID# _____

PROPOSED FINANCIAL REVIEW

Term _____ External Study Program Provider _____ Type of Program (circle one): Domestic OR Abroad

Name & Location of Program _____ Travel Dates _____

Financial Information

Program Fees	Amount	Comments
Tuition – Paid to Program		
Union Tuition		
Housing/Board		
External Study Program Fee		
Course fees for work done at non-accredited institution – minimum of \$50 per course		
Other Fees		
Total		

Type of Financing	Payment Amount	Method of Payment
Scholarships – Please list		
Financial Aid		
Student Funded*		

Associate Provost _____ Date _____ Is this student paying Union tuition? _____

* I understand that I will be expected to pay any balance due on my account after scholarships and/or financial aid are approved and deducted before check will be issued by Union to external program or university.

Student’s Signature _____ Date _____

Director of Financial Aid _____ Date _____

Vice President for Business/Financial Services _____ Date _____

Student Name _____ ID# _____

UNION UNIVERSITY
EXTERNAL STUDY

GENERAL INFORMATION

Name EXACTLY as it appears on your passport: _____

Passport # _____ Date Issued ____/____/____ Date Expires ____/____/____

Driver's License # _____ Issuing State ____ Date Expires ____/____/____

Date of Birth ____/____/____ Gender: Male or Female

Cell Phone # (with area code) _____ - _____ - _____ Alternate Phone # _____ - _____ - _____

UU Email Address _____ Secondary Email Address _____

UU Box # _____ Classification: SR JR SO FR Cumulative GPA at Union _____

Major _____ Minor _____

ON-CAMPUS RESIDENTS:

Have you contacted Residence Life to inform them you will be living off campus during your external study semester? YES or NO

If you are going to return to Union University after your external study experience, have you contacted Residence Life to inform them of the date you will be returning to UU housing? YES or NO

Have you filed the paperwork necessary to return to Union University campus housing after your external study experience? YES or NO

PERMANENT ADDRESS OTHER THAN UNION:

Street Address _____

City _____ State _____ Zip _____

TRIP INFORMATION:

Location/Destination of Travel _____

Date of Departure ____/____/____ Date of Return ____/____/____

Department Sponsoring Travel _____

Student Name _____ ID# _____

UNION UNIVERSITY
EXTERNAL STUDY
HEALTH & MEDICAL INFORMATION

Student Name _____ ID Number _____

External Study Location _____ Dates of Travel _____

Please DO NOT give this form to your trip leader/professor. Please send this form directly to Aura Opris at aopris@uu.edu.

Because of the personal nature of the following questions, we want to assure you that this information will be handled confidentially by the Institute for International and Intercultural Studies. The disclosed information will only be released to pertinent staff (e.g., your group leader(s), onsite staff, Counseling Services and the Office for Disability Services, Dean of Students) on a need-to-know basis. It is important to note that exhaustion, limited sleep, altered schedules, and cross-cultural factors tend to heighten and/or bring medical and emotional issues to the surface.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and assured services and accommodations that provide equal access to Union University's activities and programs. However, Union University cannot guarantee that accommodations are provided in international locations (e.g., handicap accessibility, counseling services) during the course of your External Study experience.

These questions are not intended to hinder your participation, but to help us work with you in a proactive approach for the benefit of you, your classmates, and those with whom you will be working.

If you are uncomfortable answering these questions, you may speak personally with Aura Opris in the Institute for International and Intercultural Studies. However, if you fail to disclose information concerning a disability or medical issue, the Institute for International and Intercultural Studies holds the right to cancel your participation in External Study Programs.

Blood Type: _____

Do you have any known illnesses, allergies, or other medical conditions? **YES or NO**
If yes, please explain.

Do you have any known allergies to any medication? **YES or NO**
If yes, please list and describe severity.

Do you have any food allergies or special dietary needs? **YES or NO**
If yes, please list and describe severity.

Are you currently taking any over-the-counter or prescription medication?
If you are currently taking medication, please list each medication and purpose.

YES or NO

Does your personal and/or medical history include any of the following symptoms? Please check all that apply.
If yes, please list the date of the last episode.

- Heart disease/problems
- Asthma and/or other respiratory problems
- Intestinal or stomach problems
- Seizures
- Eating disorder
- Intentional bodily injury
- Thoughts of self-harm or self-injury
- Anxiety
- Panic attacks
- Depression or other mental and/or emotional struggles
- Substance abuse
- Traumatic event
- Recent death or significant loss
- Other disease or disability not listed

Please explain anything selected above.

Are you currently under the care of a professional counselor or psychiatrist?
If yes, please explain.

YES or NO

Have you ever been under the care of a professional counselor or psychiatrist?
If yes, please explain (include the date of your last visit and the length of time you were under the care of a professional).

YES or NO

Is there anything else the Institute for International and Intercultural Studies
or your leader should know that would impact your travel group or other
students you will be encountering in your location of study?
If yes, please explain.

YES or NO

Union University may require follow up and/or documentation of medical support prior to your participation in External Study Programs for incidents occurring within the past twelve months.

If requested, are you willing to provide a release of information to allow your medical care provider and/or counselor to communicate with the Institute for International and Intercultural Studies, your tour leader/third party provider, Union University's Counseling and Disability Services, and Dean of Students regarding your care and the implications for your participation in External Study? **YES or NO**

Again, these questions and the request for additional information are not intended to hinder your participation, but to help us work with you in a proactive approach for the benefit of you, your classmates, and those with whom you will be working.

By submitting this application and signing below, I am stating that I am in full understanding of the following:

- If I begin receiving medical care and/or counseling after submitting this application, it is my responsibility to inform the Institute for International and Intercultural Studies in writing regarding the change in my health and medical information.
- Changes to my health and medical information may require those over my care to provide further information regarding my ability to participate in an External Study Program.
- I acknowledge that the information given above is correct and complete. I understand that I will be responsible for any health-related consequences that may result from any incorrect or incomplete information that I have given.

Signature

Date

Student Name _____ ID# _____

INSURANCE INFORMATION

It is crucial that you confirm with your insurance company that they indeed provide adequate coverage for healthcare and other unexpected expenditures, including emergency medical care in country and medical evacuation, repatriation of remains, and non-health related emergency evacuation (political unrest, natural disaster, etc.), while you are traveling in the United States or overseas.

Please provide information in EITHER Part A or Part B

Part A

To be filled out by participant, if his/her insurance company or that of parent, covers ALL expenditures listed above.

Name of Insurance Carrier _____

Group Name _____

Group # _____ Policy # _____

Attach proof of adequate coverage.

Part B

If your current insurance does not provide coverage for ALL expenditures listed above, please see the list of approved insurance providers below. You are welcome to purchase insurance through a provider that is not listed below! **If you purchase insurance through a provider that is not on this list, you must submit proof of adequate coverage and receive permission to carry that insurance from the IIS in order to be cleared for travel.**

Provider Name	Provider Website	Name of Plan
Gallagher Charitable	www.imglobal.com/applications/plp/	Partner Link Plan
HCC Medical	www.hccmis.com/atlas-travel-insurance-quote/	Student Secure
International Student Protection	www.intlstudentprotection.com/insurance_plans/US_students_studying_abroad.php#traveler	Traveler Basic or Enhanced

Name of Temporary Carrier _____

Address _____ Phone #: _____

Date of Coverage: _____ Date Policy Secured: _____

Policy #: _____ *Attach a copy of insurance card*

Student Name _____ ID# _____

EMERGENCY CONTACT INFORMATION

Stateside Program Contact:

Name of Program Provider: _____
(CGE, CEA, ISA, etc.)

Stateside Program Contact Person: _____

Phone: _____ Email: _____

Personal Contact #1:

Name: _____

Relationship to you: ___ Family ___ Friend ___ Other _____

Address: _____

Cell Phone: _____ Home Phone: _____

Email: _____

Personal Contact #2:

Name: _____

Relationship to you: ___ Family ___ Friend ___ Other _____

Address: _____

Cell Phone: _____ Home Phone: _____

Email: _____

On-site Contact Information (Destination):

Person meeting you at airport: _____

Relationship to you: ___ Program Rep ___ Friend/Family ___ Other _____

Assigned On-site Contact Name: _____

Address: _____

Phone #: _____ Email: _____

Alternate On-site Contact:

Name: _____ Address: _____

Phone: _____ Email: _____

Student Name _____

ID# _____

UNION UNIVERSITY
EXTERNAL STUDY

CODE of CONDUCT

All students who participate in external programs while enrolled at Union are required to complete the code of conduct form.

Union students participating in an off-campus study program are expected to behave in accordance with, and not contrary to, the behaviors outlined in the Union University Campus Life Handbook. In addition, Union students are expected to comply with all behavioral expectations set forth by the individual off-campus study program that they are attending. Any behavioral violations will be met with firm discipline, both by the off-campus study program leadership and by Union University administration. Because of the public nature of behavioral misconduct in an off-campus study program setting, because of the student's reflection on Union University, and because of the potential implications for Union's relationship with that program, Union will treat all behavioral violations with the highest level of seriousness. Again, Union students participate in off-campus study programs at the pleasure of Union University, and are expected to be ambassadors for both Christ and our university.

I have read the Code of Conduct and agree to abide by it while participating in an external study program approved by Union University.

Student's Signature

Print Name

Date

Student Name _____ ID# _____

UNION UNIVERSITY
EXTERNAL STUDY

**RELEASE FOR EXTERNAL STUDY PROGRAM
FACULTY, STAFF, AND STUDENT OVER 18**

In consideration of my participation in the _____ Program of Union University, I hereby release, discharge, and agree to hold harmless Union University, its officers, trustees, employees, agents, administrators, successors and assigns (collectively referred to herein as "Union") from any and all claims, demands, damages, costs, expenses, actions and causes of actions, present or future, on account of injuries to my person or property, including injuries, accidents or illnesses which could result in my death, arising out of or in connection with my participation in the _____ Program. I agree to indemnify Union for all costs and expenses incurred by Union, including attorneys' fees, as a result of any claims made which are released in this document.

I understand that travel outside the United States of America could pose unusual risks to my person and property, which could include but not be limited to forces of nature, civil unrest, terrorism, means of transportation not operating according to standards common inside the United States, legal requirements or actions of foreign governments, contagious or unusual illness, inadequate availability to medicine or medical care, or negligent or willful conduct on the part of others. I therefore agree to undertake such risks in order to participate in this program, and I assume the risk of the consequences of any and all such actions.

I agree that I have no physical, mental or medical condition which would prohibit or unreasonably restrict my participation in this program or activity.

This Release shall be binding upon myself, and all my representatives, heirs, successors or assigns.

I agree that while I am traveling or participating in this program, I will at all times abide by the rules and policies of Union University as set out in the Union University Handbook, or otherwise adopted by Union. I also agree to follow the directives of Union personnel in charge of this program while traveling.

I give my consent for Union University, its employees, agents, representatives and contractors to arrange for emergency medical, surgical and dental care and treatment necessary to preserve my health while I am a participant in this program. I acknowledge that I am responsible for all charges that may be incurred in connection with any care of treatment given.

Witnessed:

Signature

Date

(Print Name)

Student Name _____ ID# _____

UNION UNIVERSITY
EXTERNAL STUDY

REGISTRATION PERMISSION

While I am participating in an External Study Program in _____, I give Dr. Cynthia Jayne, Associate Provost, or whomever she may designate, permission to register, drop, or make any other changes in the courses I may be taking in my external program or will need to take when I return to Union. I understand that it will be my responsibility to submit all information to the Institute in writing by email (aopris@uu.edu) or fax (731-661-5175).

PERMISSION to RELEASE INFORMATION

While I am participating in the _____, I give Dr. Cynthia Jayne, or other person(s) designated by her, permission to share information about my trip with the following people:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

TRAVEL SECURITY QUESTIONS/ANSWER

For your privacy and security, please select ONE security question. We will require the answer to your security question before we will give out any information or discuss your travels with anyone. Please be sure to provide the individuals that would have a need to discuss your travel plans or information with the answer to your security question.

What is your mother's maiden name? _____

In what city were you born? _____

Print Student Name _____

Signature _____ Date _____

Student Name _____ ID# _____

UNION UNIVERSITY
EXTERNAL STUDY

DEPARTURE/ARRIVAL INFORMATION

I have made the following arrangements:

Departure:

Name of person bringing you to point of departure _____

Relationship to student _____

Cell Phone _____ Home _____

Arrival:

Name of person picking you upon your return _____

Relationship to student _____

Cell Phone _____ Home _____

***If any of this information changes, it is the responsibility of the student to give the updated information to the Institute for International & Intercultural Studies.**

STUDENT TRAVEL GUIDELINES

In just a few weeks you will be on your way to begin your external study. Those of you who have traveled internationally know what an exciting time this will be. If this is your first trip to another country, we hope that it will be the first of many wonderful experiences abroad.

It is important for you and your family to have a record of the details of your travel in several places. Your contact person(s) at home need to know your travel schedules, and you should take a complete and detailed copy of your itinerary with you as well as all the tickets for your travel. You must have a printed ticket for international flights. An electronic ticket is not sufficient.

The following information is important to have at all times:

FLIGHT INFORMATION

Departure Date:

Airline (carrier) and Flight number:

Departure location:

Departure Time:

Connecting flight(s):

Same information as above

Return Date:

Airline (carrier) and Flight number:

Departure location:

Departure Time:

Connecting flight(s):

Same information as above

Train/bus/ship

For all other modes of transportation you should have the same information.

Hotel/Lodging Information

Name of hotel/hostel or family that you will be staying with:

Dates that you will be staying at this location:

Address:

City:

Telephone:

If you will be staying in several locations, give the information for each location.

AIRPORT INFORMATION

Groups need more time to check in than individuals. Group check-ins can be severely hampered if one or more members of the group fail to show up on time. Please be prompt! There is a waiting area in front of the counter. The Nashville and Memphis airports are medium-sized facilities and very “user-friendly”. You should have no problem finding the counter or the group.

If you are flying in to meet your group at the primary departure airport, you should send your flight information to the IIS and the resident director or group leader, and confirm your meeting arrangements with them three to five days before departure.

Luggage/Security

Each person must go through check-in and security individually. International check-in and security take longer than domestic. Remember that you are allowed only ONE carry-on bag plus a briefcase or purse. The carry-on items must be small enough to fit under the seat or in the overhead compartment. While many of us have seen people board planes with more than the allotted amount of carry-on luggage, you cannot count on being allowed to do so, especially on international flights and especially during the vacation season. You risk having your luggage taken at the gate and checked at the last minute if you take more than allowed.

After you have decided what to take, see if you can leave about half of it at home. It is possible to travel very comfortably for a month with just one or two small (18” x 24”) bags. Take small sizes of toiletries and leave home those that are not absolutely necessary. Take fewer clothes and shoes and plan to wear things several times or wash them while you are there. The less you have to handle or worry about, the easier your travel will be. It is nice to have a small canvas duffel as an extra bag to bring home in case your purchases take up too much room in your suitcases.

No matter how long you stay, **you need to be able to handle all of your own luggage.** Those traveling on study tours, winter term or summer term programs should plan a “test run” for luggage. Pack your bags, and then carry them up three flights of stairs. If you cannot do this, you should repack your bags, eliminating as much as possible.

DO NOT FORGET that items like nail clippers, tweezers, or knives (even very small ones) can cause you to be pulled from the security line and searched. The items will be confiscated and not returned. Send such things in your checked luggage, if you must take them at all.

At all security points in the United States you are asked to remove all computers, and you may be asked to remove other electronic equipment (cell phones, handheld devices, computers, CD players, etc.) and send them through the x-ray separately. Sometimes you must turn on each item. If you take such equipment with you, it is helpful to have it readily accessible where it is easy to remove from your luggage. In many overseas airports these items -- even computers-- do not have to be removed from the luggage.

In overseas airports, there may be more than one security checkpoint for each flight. Often travelers go through a second check and X-ray at the gate. The security or immigration personnel may ask you a number of questions about your luggage and the purpose of trip. Please

Remember that airport personnel everywhere in the world usually do their best to be friendly and courteous, but they do not find jokes about security issues at all funny. Many groups travel during certain times of the year, but in general educational tours will not be treated as a group by security. Each person in the group will be screened and questioned individually.

All airlines give detailed information about their luggage and security guidelines. You can go to any major carrier's web site to check for more details. (www.aa.com or www.iberia.com, for example)

Passport/Identification

Before leaving home, be certain that you have your passport with you. You will not be able to travel without it! It is also helpful to have a driver's license or other second form of picture identification. Whenever you travel leave a copy of the photo/information page of your passport at home and also take a photocopy of that page with you.

A passport is an extremely valuable document. It is very important to keep it in a safe place at all times. The ticket agents and security personnel will ask to see your passport along with your ticket when you travel. You will need it to cash traveler's checks or conduct other bank transactions, make certain duty free purchases, as well as for proof of your identity and citizenship.

The name on your ticket must be the same as the name on your passport. If you have changed your name for any reason, have your passport updated. If you choose not to do so, be sure that you take documentation of your name change (marriage license, for example).

Immigration and Customs

In all countries there are two steps to the entry process. First, you must show your passport at the immigration checkpoint. The officer will stamp the passport to indicate that you have been officially admitted to the country.

Next, you go through customs. At this point you are asked to declare what you have brought into the country. In most cases people have only personal items, a limited amount of money and perhaps a few small gifts. This normally means that they have "nothing to declare". When returning to the United States, each person is currently allowed to bring back into the country purchases amounting to \$400.00 without paying any tax or duty. If you bring back more than that amount, you may be asked to pay taxes on the excess. Even if you spend far less than the allowance, it is a good idea to keep receipts of your purchases in an envelope so that you can get to them easily when you prepare your customs statement on the plane as you return home.

While some food items are perfectly acceptable to bring back, others are restricted. For example, processed foods like candy or cookies or even nuts are usually easily brought back. (Chocolates from Belgium or France are highly recommended, of course, as well as Spain's wonderful *turrón*, and teas from China...!) Fresh fruits and vegetables will be confiscated. It is always best to ask the customs agent when you arrive if you have something you are not sure will pass inspection. Customs officials are generally very helpful, but they can be quite stern when people deliberately try to bring in items that are not allowed.

It is common practice in U.S. airports to use dogs in the customs area. The officer and dog will walk up to you so that the dog can sniff you and the luggage. Just stand quietly as they work. The officers are usually happy to answer any questions you might have.

Trip Director Contact Information

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