



MARQUETTE
UNIVERSITY

OFFICE OF
INTERNATIONAL EDUCATION

Study Abroad Pre-Departure Handbook 2010



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Learning Outcomes and Personal Goals

Marquette's Vision

Marquette's Office of International Education follows the University process of assessment, reflection, and improvement by providing students with engaging international opportunities in the hopes that students will leave their programs having achieved the following learning objectives.

At the completion of a study abroad experience, a Marquette student will be able to:

1. Appreciate others he/she encounters from different backgrounds.
2. Describe the basic structures of the society of the host country (government, economy and commerce, health care, education, social services, religion, etc.)
3. Recognize one's self and cultural context in relation to others.
4. Demonstrate a commitment to social responsibility in the global sphere.
5. Function effectively within a new environment or system.
6. Demonstrate a level of facility communicating with people from other ethnic and/or linguistic backgrounds

The office also issues a **Global Perspectives Inventory (GPI)** to students as a way to monitor how closely the learning outcomes have been met. The GPI is a 45 question survey which all study abroad students are asked to complete online both prior to the study abroad experience and at the end of the study abroad experience. Within 2-4 weeks prior to your departure, you will receive an e-mail with an invitation to participate in the GPI. You will be invited again by e-mail just following your return to the US to complete the GPI once again.

Reflection and Crafting Personal Goals

Personal goal statements

We encourage you to use the following questions as a way to begin to reflect on your own goals for your study abroad experience. Your responses to these questions will not be collected; they are given to you to use as you find helpful. Some students have found it worthwhile to answer these questions at the beginning of their experiences and put them in a sealed envelope that they open again at the end of their study abroad experiences.

Questions for Reflection and Goals*

What are your reasons for studying abroad?

What do you hope to learn about the country in which you are studying? What are some possible ways for you to go about doing this?

What do you hope to learn about yourself?

What do you hope to learn about the US and views of the rest of the world towards Americans?

How will this experience help you in your future career or studies?

If you are studying a foreign language, what is your ultimate goal? What steps can you take to achieve this goal?

What courses do you plan to take advantage of that may not be offered at Marquette?

What other countries do you hope to visit?

How will you communicate with your family/friends?

How do you expect to portray yourself/Marquette/the US when abroad?

How will you *inform* others about your values (and various American values) without *imposing* them on others?

**Adapted in part from the Studyabroad.com Handbook, available at: <http://www.studyabroad.com/handbook/handbook.html>*

Entering Another Culture

Culture Shock and How to Ease Cultural Adjustment

You are about to embark on the voyage of a lifetime – learning firsthand about another part of the world, about your own country, and about yourself. If you are at all like the hundreds of Marquette University students who have preceded you overseas through the years, you will experience enormous highs and lows: you will have profound insights one moment and then feel totally confused the next; you may feel ready to forge out and be independent, and yet upon arrival may find yourself clinging to dependence. You shouldn't be surprised if you don't fully realize what "hit" you until months or years later when the experience has had time to sink in. Although no amount of information from brochures, research, websites or advice can fully prepare you for the adventure you're about to embark upon, it can't hurt to explore the wisdom of those who went before you.

(Adapted from "Introduction to your College Semester Abroad," School for International Training.)

How to prepare yourself for living abroad:

By not taking the time to learn about your new culture, you cheat yourself of the opportunity to add dimensions of breadth and depth to your life. Be sure that you seize the chance to learn about your host country even **prior to arriving in your destination**. This will minimize the potential for intercultural misunderstandings (which can lead to conflict and general frustration for all parties involved) and could help reduce culture shock.

How can you avoid inadvertently causing offense? The best way is to keep an open mind and keep the following seven points in mind:

Seven Lessons for Cross-Cultural Understanding:

Taken from Cross-Cultural Dialogues: 74 Brief Encounters with Cultural Differences by Craig Storti

One: Don't assume everyone is the same.

Two: What you think of as normal behavior may only be cultural. Much of human behavior is universal, but certainly not all. Before you project your norms onto everyone around you, consider the possibility that you might be making incorrect assumptions.

Three: Familiar behaviors may have different meanings. Something as simple as nodding "yes", for example, can exist in different cultures and not mean the same thing. Just because you've recognized a given behavior, don't assume you've understood it.

Four: Don't assume that what you meant is what was understood. You can be sure of what you mean when you say something, but you can't be sure how this is interpreted by someone else. Check for signs that the other person did or did not understand you.

Five: Don't assume that what you understood is what was meant. We all hear what others say through the medium of our own experience. You know what those words mean to you, but what do they mean to the person speaking them?

Six: You don't have to like or accept "different" behavior, but understanding where it comes from may help you find ways to deal with it.

Seven: Most people do behave rationally; you just have to discover the rationale.

American Values:

Keep in mind that those American values we hold to so strongly may not be as important (or may even be non-existent) in other countries you visit. *Adapted from American Ways: A Guide for Foreigners in the U.S., Gary Althen*

- 1) Individualism & Independence : We see ourselves as individuals, responsible for our own situations, and we emphasize self-fulfillment. We define ourselves by what we do, not by our birth situation. **Perhaps the country you're entering doesn't see society in the same way; they may value the collective over the individual.**
- 2) Privacy : We assume that everyone needs time alone, and we have rules about confidentiality. **In some cultures one is rarely alone and all translations of the word "privacy" carry a negative connotation of being isolated.**
- 3) Egalitarianism : We generally express strong belief in the principle that all people are created equal, with equal opportunities. We tend to enjoy stories of "self-made" individuals who rise from poverty to riches through hard work and initiative. Most Americans believe that individuals control their own destinies; children are told "you can be whatever you want to be." **Not all cultures view people in this way. Some countries hold to an ordered society where human value is placed on social position, age, or wealth. This isn't necessarily okay, but keeping this in mind will spare you the embarrassment and humiliation of unintentionally being rude and causing offense.**
- 4) Time : We are very concerned with time and efficiency and look for faster and more efficient ways of doing things. We talk about not "wasting time" or about "saving time". **In many other cultures, time "just is", and punctuality is not as important.**
- 5) Informality : We use first names, even with people older than we are and people who have more social status. **This can be a sign of utter disrespect in other countries; as a rule, it's always safest to start out formal.**
- 6) Future oriented : We are less concerned with history than other cultures. We value new things and ideas more than the old. We believe we can and should improve our

situation, as in "Don't just stand there, DO something." **Some other cultures have more of a reverence for the past, and believe that it's arrogant for human beings to believe they can change their fate.**

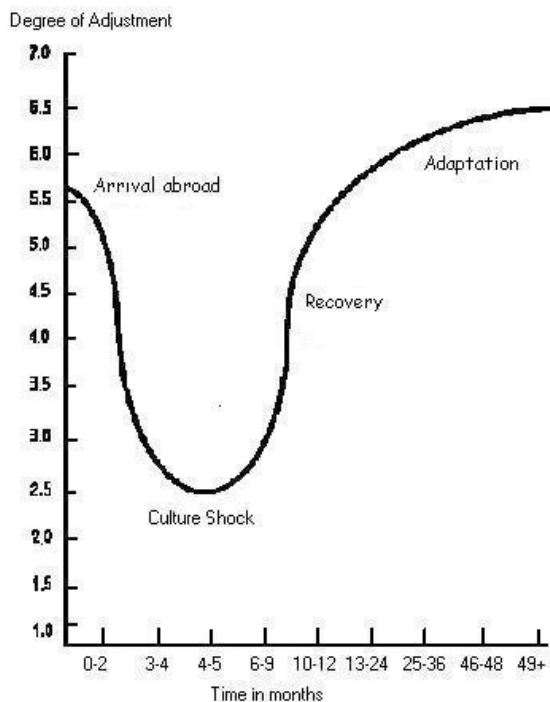
- 7) **Achievement and action oriented**: We value hard work and continually want to improve our situation. We feel that we never achieve enough and should always keep bettering ourselves. We are always doing something and we feel bored or guilty after "doing nothing" for several hours. **It shouldn't surprise you if you find other cultures treat their time differently; it can be perfectly acceptable to spend an entire afternoon eating and people watching. You may even find this refreshing.**
- 8) **Honesty and Directness**: We value "getting to the point" more than maintaining "face" (prestige or dignity). We do not like to have a third person mediate through issues. We believe it's important to tell the truth even though it may put us in an unfavorable light. **Some other cultures are more concerned with "saving face" and may say something indirectly or put a more positive spin on the situation in order to do so. Confrontation, being blunt, or taking the direct approach may make others uncomfortable or disrupt your relationships with others**

Tools for gaining cross-cultural knowledge:

- 1) What historical events (e.g., WWII, Apartheid, colonization) have shaped the host country's perspective?
- 2) What is the education system like in the host country? What is the average level of education achieved?
- 3) What is the political system of the host country? Single party? Multi-party? Dictatorship? Monarchy? How has the political system changed over the course of the country's history? What are the impacts on everyday life?
- 4) What is/are the dominant religion(s) of the host culture? What is the role of religion in everyday life? Does it imply certain ways of relating or dressing?
- 5) What are the major sources of employment in the host country/city?
- 6) What are sensitive topics to members of the host country?
- 7) What is health care like in the host country?
- 8) How are eye contact, physical touch, and gestures used to communicate in the host culture?
- 9) How do people in the host culture establish relationships?
- 10) What is the importance of time in the host culture? Is punctuality important?
- 11) How are gender roles defined in the host culture?
- 12) How important is class in the host culture, i.e. social/economic status, literacy, educational achievement? Are class differences manifest in interactions between people? How? Language? Body language?
- 13) What stereotypes of other ethnic groups exist in the host culture? What are the impacts and effects of those stereotypes?
- 14) How does the host culture view the United States? What is its history with the United States? Are there particular topics that might prove sensitive to discuss?
- 15) **How might the answers to these questions have shaped the beliefs, personalities, and perspectives of the people you will meet?**

Adapted from: <http://www.businessweek.com/adsections/diversity/diversecompet.htm> and the National Multicultural Interpreting Project

If you experience culture shock, you are **not alone**. Almost everyone goes through a period of cultural adjustment. Why does this “sickness” suddenly swoop down on study abroad students? It boils down to a change in environment coupled with the fact that you’ve been taken out of your comfort zone (filled with familiar sights, friends, and family), and are being faced with new daily challenges/ideas/experiences. All of this new data being thrown your way can become a little overwhelming! Once the **initial euphoria** of being in a new place has worn off and the reality has set in, many students feel things like **irritability** and **hostility** (why are things so different here?), **homesickness**, and even such things as **headaches** and **upset stomachs**.



Culture shock symptoms: homesickness, isolation, sleep and eating disturbances, excessive drinking, loss of focus, extreme irritability.

4 stages of Culture Shock: Honeymoon phase upon arrival, deepening culture shock, recovery, adaptation.

See: www2.pacific.edu/sis/culture for more information on common culture shock symptoms, reactions, and stages.

Tips to help you get through this period include:

- o Talking to and connecting with other international or American students- they’re in the same boat as you after all.
- o Writing or emailing former study abroad participants- they’ve been there and probably have some great advice about what helped them get through the slump.
- o Journaling
- o Getting out – the sooner you become familiar with your new surroundings, its people and its customs, the sooner you will adjust and even feel at home in your host country.

Culture Shock- Coming Home

You came, you saw, you conquered, but what you may not have prepped yourself for was the re-entry shock of coming home. Coming home from an extended period abroad can cause a confusing mixture of feelings, both positive and negative.

Reasons for Re-entry Shock :

1) Realities vs. expectations

While abroad, many students combat homesickness and culture shock with thoughts of how terrific things will be once they return home. When the return home doesn't meet those expectations, it can make adjustment harder.

2) Personal changes and growth

Most students returning from an overseas experience feel that they've learned a lot, grown as a person, acquired new attitudes and knowledge, etc. Many students come back to the "same old thing" at home and find that friends, family, and people at school don't recognize or appreciate the "new you" or your experiences.

3) Becoming ordinary

As international students, many returnees got used to being automatically considered interesting, asked for their opinion as "the American", or were invited to interesting events, simply because of their status as a foreigner. Students also typically spent their free time doing exciting things (taking weekend trips to other countries, going to festivals and other cultural events, etc.). Coming back to the U.S. and returning to ordinary life and no longer being considered unusual can contribute to feelings of isolation and depression.

4) Isolation from changes at home

Many returnees find that it's hard to keep up with changes in friends, family, and pop culture that took place while they were overseas. While you may be excited about your experience and want to share stories from abroad, people here may not seem very interested or may be more interested in sharing with you what you missed while you were abroad.

Ways to Combat Re-entry Shock: Getting over re-entry shock is a balancing act. On the one hand, you don't want to devalue your experience abroad; on the other hand, you need to find ways to fit back into your life in the U.S. There are many ways to integrate your experience abroad with your life here. Think about some of the ways that you got over culture shock while you were abroad; becoming involved with activities, forming a routine, trying to interact with host-country, international, and other U.S. students. These can also be very helpful ways to get over re-entry shock. Whatever route you choose to follow, one way to ensure a successful re-entry is to find a peer group. Your fellow returnees are one of your best sources of support and of common experience. Also, keep in touch with friends from your host country. You'll enjoy having those ties even years from now.

Top Five Things NOT To Do After Returning From Abroad:

- 1) Don't go on and on and on: Your friends and family will initially be very interested in hearing about your explorations, but don't expect this interest to last indefinitely. People can only take so many photos and stories that begin with, "When I was abroad..." Consider bringing everyone together for one slideshow and "presentation" of sorts about your time abroad or invite your friends and family to experience your adventures in their own time by making pictures and stories available to them online.
- 2) Don't pretend to be from your host country: There is honestly nothing more annoying than the student who gets back and suddenly speaks with an accent or expects all of his or her friends to adopt new customs. It's okay to integrate new things you learned into your daily life, but you can't bring it all back with you.
- 3) Don't act "holier than thou": You may have been exposed to new tastes, perspectives, and practices that have caused you to reevaluate your own perspective, but nobody wants to be lectured to, or hear you bash their own tastes.
- 4) Don't flaunt it: It's important to remember you were incredibly lucky to have had the opportunity to go abroad and for many people this is not a possibility because of financial restraints, academic requirements, or family matters. Try and be sensitive in the stories you tell, and the manner in which you tell them.
- 5) Don't hate on the United States: Yes, the places you just came from may have been exotic and extraordinary, but that shouldn't diminish your home country in any way. There is still so much you've probably yet to discover back at home so don't lose sight of that. *Adapted from glimpse.org, Top 5: Things NOT To Do After Returning From Abroad*

Academic Records and Registration

Course Approval and Placeholder Course

Prior to leaving, students must fill out a Course Approval Form (CAF), which can be found here: <http://www.marquette.edu/abroad/start/documents/CourseApprovalForm.pdf>.

The process of filling out this form should be familiar to you by now, but instructions can be found here: <http://www.marquette.edu/abroad/start/courseapproval.shtml>. Students on sponsored or faculty led programs follow different procedures for course approval and will be advised by OIE.

It's crucial that courses you're planning on taking abroad are approved by your college in order for you to receive credit for them back at Marquette. If you find classes you'd like to take once you're already abroad which you did not have approved, you must email the appropriate course approval contact with the course information (title and description) AND your MU academic advisor so they can make note of this change/addition. After you receive email approval, you should forward the approval to your study abroad advisor to place in your file.

Before you leave to go to abroad, you MUST enroll in a placeholder course, which essentially holds your spot as a MU student while you're abroad. More information will be sent to you regarding this after you've been admitted to a program.

Registering While Abroad

While abroad, you will be responsible for registering for the following semester. The process will run exactly as it does back home: you will be assigned a sign-up time and during/after this period, you will be able to log onto Checkmarq and select the classes you'd like to take. Obviously you will not be required to meet with your MU academic advisor prior to course sign-up, but it's always a good idea to stay in close contact with them. Also, take note of your assigned time; with the time zone difference, you'll have to calculate where this sign-up time falls.

Billing Procedures

You've been accepted to a program and now it's time to think about how you're going to pay for it. The following section will break-down the various program types and payment plans. This might be a good thing to share with your parents too if they're helping to foot the bill! If you aren't sure which category your program falls under, please visit our website at: www.marquette.edu/abroad

- **Sponsored Programs and Faculty Led Programs:**
 - Tuition and program fees are collected by Marquette
 - Institutional and federal financial aid are applicable
- **Exchange Programs:**
 - Tuition only is collected by Marquette
 - Students pay housing and fees directly to host institution
 - Institutional and federal financial aid are applicable
- **Affiliated Programs:**
 - Tuition and some program fees are billed through Marquette
 - Institutional and federal financial aid are applicable
- **External Approved Programs:**
 - Tuition and program fees are collected by host institution
 - Federal financial aid only is applicable
- **Non-Marquette Programs**
 - Tuition and program fees are collected by host institution
 - Federal financial aid is applicable with completion of a consortium agreement

Money Matters

Many of us have trouble keeping track of our bank balances even at home. Handling banks, credit cards, and bills can get even trickier when you are out of the country. Study up on financial procedures and budgeting tips before you leave to ensure you aren't strapped for cash!

Spending Money Abroad: The costs of studying abroad vary widely depending on where you have chosen to go. Studying in Japan for a semester, for example, may be more expensive than a semester in South Africa. Be aware of the estimated expenses for your program and try talking with students who have studied abroad at your site in previous semesters to see what their expenses were. Keep in mind that everyone has different spending habits. You can be as frugal or as extravagant while studying abroad as you choose to be. In addition, currency can fluctuate rapidly in value, so be prepared. A good resource for currency conversion is www.xe.com/ucc

ATM / CHECK CARD: One option for carrying your money is to use an **ATM/check card** (the ones with the Visa, MasterCard, or other major credit card symbol). These can be used anywhere major credit cards are accepted, and can also be used to withdraw cash from your account with a fairly decent exchange rate. A **four-digit** P.I.N. is usually necessary abroad, so check with your bank on changing your P.I.N. if it is not four digits. Also, as you know bankcards can sometimes get demagnetized, so check with your bank about how to get a new card abroad if you need one.

BANK ACCOUNTS: Joint Account - Many students find it extremely helpful to set up a **joint account** with their parents or with a trusted friend before they leave for study abroad so that someone else back at home can help them maintain their account and keep an eye on things. Cash machines are usually rather easy to find abroad. If possible, try and find a bank which operates in the US as well as your host country. It'll save you money, as some banks are now charging up to \$3 for each withdrawal from a non-affiliated ATM. Some credit unions might offer better rates – check around! When you do make withdrawals, try to take out larger rather than smaller amounts of cash and keep the excess cash somewhere safe at home until you need it; transaction fees can add up quickly, and they apply whether you take out \$20 or \$200. Also, keep in mind that many banks charge fees for point-of-purchase use. It is a good idea to talk to your bank and find out what they recommend for extended travel abroad as well as what fees apply when and where so you can be aware and save money. ***Also before you leave, make sure to notify your bank that you will be outside of the country for an extended period of time.**

Local Account – You may find it easier to open a bank account in your host country to store your money. This will allow students direct access to their accounts, access to the bank's ATM machines within the country, and reduce transaction fees. Keep in mind that some countries may have different policies regarding who can open bank accounts.

TRAVELER'S CHECKS: Some people bring a small amount of travelers' checks, for example from American Express or Thomas Cooke. These are easy to carry around and can be helpful when you first get to your host country or if you spend a longer period of time travelling (like over break). The only problem is, most currency exchange booths charge a processing fee, and they are known for giving you a bad exchange rate, especially the booths set up near major monuments or in big cities. However, it might be a good idea to have some money in travelers' checks, in case you lose your card or cannot find an ATM machine. Also some students bring a little of the **local currency** with them when they first arrive, again, in case you cannot immediately get to an ATM. Some students have reported that it is a good idea to also have U.S. dollars with you, just in case. These can be converted in international airports for immediate local currency upon your arrival and are good to have as a backup for emergencies. It's also nice to have around on your way home.

CREDIT CARDS: It is also a wise (and highly recommended) idea to bring a credit card or two with you. This will definitely come in handy for emergencies or if you cannot find an ATM, and also they often provide very favorable exchange rates. You might bring two and keep one in a safe location at home, to be used only if your wallet is stolen or if you have an

emergency. Please note that while Visa may be everywhere you want to be (and Mastercard), American Express is not widely accepted abroad. Do your research before you leave – credit cards are not widely used in some countries, and even Visa may not readily be accepted. **Also before you leave, make sure to notify your credit card company that you will be outside of the country for an extended period.**

WIRING MONEY: Being stranded far from home without cash is a traveler's nightmare. Fortunately, there are several ways to be sent money -- either local currency or negotiable checks -- almost anywhere in the world. Of course, the faster the service the more expensive it is. Western Union, MoneyGram, etc. all will help someone back home send you money abroad. Students with local bank accounts in their host country may be able to have money wired over with greater ease and lower costs than these services. Check also with your program for ideas if you need this option.

Have a plan in place for transferring and accessing your money overseas before you leave!!

for emergencies. Receiving money from home can take time – manage your spending wisely and make arrangements for additional funds well before you actually will run out! Try not to rely on one source only. It is a very good idea to arrange backups and supplements to whatever method you choose. For example, if you plan to use an ATM/Check Card, bring some local currency, US dollars, and/or traveler's checks with you

Office of International Education

Study Abroad Budget Planning Worksheet

This worksheet is intended to assist you in realistically budgeting for your studies abroad. For more information regarding specific Marquette study abroad program costs, please contact the Office of International Education or visit our website at www.marquette.edu/studyabroad. For non-Marquette programs, please contact the program provider. Information regarding the transfer of financial aid to your program can be obtained from the Office of Financial Aid at 414-288-7390.

| EXPENSE DESCRIPTION | AMOUNT |
|--|--------|
| A. Program fees | |
| Application fee | |
| Tuition or Program Fee | |
| Housing (If not included in program fee) | |
| Meals (If not included in program fee) | |
| B. Travel Documents | |
| Passport photos | |
| Passport | |
| Visa (May include travel expenses to apply in person) | |
| Health Insurance | |
| Immunizations | |
| C. Transportation | |
| Roundtrip airfare | |
| Ground travel to program site (if applicable) | |
| Local transportation during semester (subway, bus, etc.) | |
| D. School Expenses | |
| Books | |
| E. Spending Money | |
| Postage | |
| Cell phone/phone calls | |
| Internet usage | |
| Toiletries | |
| Gifts | |
| Travel transportation | |
| Travel lodging | |
| Entertainment | |
| F. Subtotal Estimated Cost | |
| G. Financial Aid/Scholarships | |
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| H. Total Financial Aid/Scholarships | |
| Subtract H. from F. | |
| TOTAL ESTIMATED COST OF ATTENDANCE | |

Health Tips for the International Traveler

Living in the U.S. or another developed nation, you are accustomed to an environment where government and a high standard of living ensure the safety and quality of food and water, swimming areas, roads and medications. When you leave this environment you leave the “safety net” behind. You face health situations which, at home, were risk free: having a glass of ice water, swimming at a public beach, purchasing an over-the-counter medication, being bitten by an insect. The following information is designed to provide you with information that will help you have a safe and healthy trip. To simplify things, the information is divided into three categories: pre-trip planning, your behavior while traveling, and the post-trip period.

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PRE-TRIP PREPARATION

With all the preparation involved for travel, it is easy to overlook the need for pre-trip medical preparation. Allow at least six weeks for adequate health planning before departure. Two to three months is preferable, in many cases, to ensure that all necessary vaccinations can be given in the proper sequence.

Basic items you should consider before international travel:

- **Learn about the specific health risks for your destination** and check for outbreak updates. All of this information can be found at www.cdc.gov/travel - check it at least twice before you depart.
- **If you have existing medical conditions**, consult your personal physician regarding special precautions you may need to take.
- **Have your physician prepare a summary** of your medical condition(s) that you can take with you, in the event you need medical care.
- **Obtain and carry a supply of all medications** you ordinarily take. Be sure you have enough to last the entire trip (including unexpected delays).
- **Keep medication in the original containers** and pack them in “carry-on” luggage.
- **Carry a copy of the prescription orders** (written using generic names) and a letter stating the need for prescription medications.
- **Translate the names of prescription and over-the-counter medications** you use. Learn the generic names and, if possible, find the commercial brand names of those medications in your host country.
- **Bring along your own supply of needles** and syringes if you have a known medical condition requiring injections (i.e. diabetes). Make sure you will have enough for the entire

trip. To prevent confiscation at Customs, bring along a letter from your doctor that states your medical needs.

- **Learn some medical terms in your country's language** especially if you have a specific health condition.
- **Learn about the healthcare system** in your destination country:
 - Be knowledgeable about how healthcare is administered in your country and if there is a difference in care between private and public hospitals.
 - Obtain some basic knowledge about that country's pharmacies.
 - § Learn the emergency telephone numbers for ambulance, fire, police, and poison control services.
- **Recognize that there are many different methods of delivering healthcare** and that the United States method is not the only effective way.
- **See your eye doctor.** If you wear glasses or contact lens, take an extra pair and a copy of the lens prescription with you. If you wear contacts, take an adequate supply of cleaning solution.
- **Schedule an appointment for a dental check-up.** Have a thorough dental check-up prior to travel. Schedule far enough in advance so that necessary work can be complete before departure.
- **Prepare for the psychological aspects of traveling abroad.** You will be making culture adjustments and may even possibly experience culture shock.
- **Get Medic Alert.** If you have allergies or major medical problems, wear a "Medic Alert" necklace or bracelet. These can be obtained through the Medic Alert Foundation, Box 1009, Turlock, CA 95381-1009; telephone 1-800-344-3226. These emblems are recognized internationally.
- **Provide medical consent forms** for dependents. If you are leaving your children behind, be sure to have a signed emergency treatment form on file with your hospital.
- **Check your insurance plan.** Check your health insurance plan to determine what provisions there are for payment of health care received while traveling. It may be helpful to take several claim forms with you and, when necessary, have medical personnel fill out the insurance form in legible English. Some foreign medical providers may not accept payment through a U.S. insurance company. Therefore, be prepared to pay cash; with the proper documentation, your insurance company may reimburse you. *In addition, there is now mandatory insurance for all students who will be studying abroad on academic programs or traveling overseas in conjunction with Marquette University academic coursework. For*

more information please visit <http://www.marquette.edu/abroad/resources/insurance.shtml>.

- **Obtain Immunizations.** As soon as you know you will be traveling, determine your immunization status. Vaccinations for international travel can be grouped into three basic categories:
 1. **Those required to gain entry into a country** - Contact Marquette University Student Health Service or your private physician to determine if your travel itinerary includes countries requiring vaccinations.
 2. **Those you should always have as part of good health maintenance** - Check your health records to make sure you have adequate protection from the following diseases:
 - **Rubeola** – if born after 1956, two doses of vaccine after your first birthday; if born before 1956, one dose of MMR before departure.
 - **Rubella (German Measles)**- one dose given after your first birthday.
 - **Poliomyelitis** – a completed series of four oral or injectable doses, usually given during early childhood.
 - **Tetanus** – a dose every 10 years of your adult life.
 - If you have questions about your records or need vaccinations, contact Marquette University Student Health Service, 288-7184, or your physician.
 3. **Those you may want to consider**, in order to protect yourself against specific disease present at your travel destination:
 - **Hepatitis A Vaccine** – given prior to travel to protect you from Hepatitis A. Hepatitis A is a disease of the liver transmitted via contact with infected feces. This can occur by person-to-person contact or eating or drinking contaminated food or water.
 - **Hepatitis B Vaccine** – given to protect you from Hepatitis B, a disease of the liver transmitted through exposure to body fluids. Transmission can occur through use of contaminated syringes, needles, dental or medical instruments, or other means such as tattooing, acupuncture, ear piercing or sharing a razor. Transmission can also occur through contamination of open wounds, ingestion of blood, and sexual contact.
 - **Typhoid Vaccine** - given to protect you from Typhoid Fever, a bacteria infection transmitted by urine and/or feces of a human carrier. The disease is usually acquired by ingestion of contaminated food or water.
 - **Yellow Fever Vaccine** - given to protect you from Yellow Fever, which is characterized by yellow skin and eyes because of liver involvement. This disease is transmitted via infected mosquitoes. Some countries require this vaccine prior to entry.

For more information about these diseases, their preventive vaccinations, and determining whether you will be traveling to areas of risk, contact Marquette University Student Health Service, 288-7184, or your private physician.

Carry A Traveler's First Aid Kit

Including:

Disinfectant (i.e. hydrogen peroxide)
Scissors
Tweezers
Band-aids/gauze with tape
Thermometer
Soap
Small bottle of isopropyl alcohol
Paper and pencil
Small flashlight
Water purification tablets
Sunscreen (SPF 15 or greater)
Insect repellent containing DEET

Consider taking over-the-counter medications. Medications available by prescription or over-the-counter in many countries do not meet the standards of safety, reliability, and consistency commonly found in the United States. It is best to anticipate recurring problems such as menstrual cramps, hemorrhoids, constipation, athlete's foot, and motion sickness. Medications for allergies, colds, fever, and traveler's diarrhea should be included when appropriate.

BEHAVIOR WHILE TRAVELING

Staying Healthy

Staying healthy while traveling depends largely on the traveler's behavior and precautions taken. The two major areas are taking proper protection against insects that transmit diseases, and taking proper precautions with what you eat and drink.

Top Ten Ways to Try and Stay Healthy in a Foreign Country:

1. WASH YOUR HANDS
2. WASH YOUR HANDS
3. WASH YOUR HANDS
4. WASH YOUR HANDS
5. WASH YOUR HANDS
6. WASH YOUR HANDS
7. WASH YOUR HANDS
8. WASH YOUR HANDS
9. WASH YOUR HANDS
10. WASH YOUR HANDS

Wash your hands with **soap** and **warm water**, if possible, for at least 10 seconds. A great product to have on hand is the no water, alcohol antibacterial gel.

Food and Water Precautions

The fact that a city or hotel boasts that its water is chlorinated is no guarantee that it is safe to drink. Chlorine may significantly reduce the microorganisms count in water, but not destroy all the germs. In areas where sanitation and hygiene are poor, you should assume the only safe drinks are canned or bottled carbonated drinks, beverages made with boiled water, beer or wine. Even bottled water should be carbonated to ensure that the bottle has not been simply refilled with local water and recapped.

Avoid ice cubes. Freezing tends to preserve microorganisms rather than destroy them. Water that is unsafe to drink is unsafe for brushing teeth, rinsing contact lenses, or washing near your mouth.

Traveler's diarrhea is acquired through ingestion of fecal contaminated food and/or water. Avoid any foods that can not be cooked or peeled yourself.

Risky foods and beverages:

- raw meat
- raw seafood
- raw fruits and vegetables, unless peeled by the traveler
- unpasteurized milk products
- street vendor foods/beverages

Generally safe foods and beverages:

- cooked foods that are still hot
- fruit without broken skins, that is peeled by the traveler
- canned or bottled carbonated beverages
- wine or beer
- hot coffee and tea
- boiled water, or water appropriately treated with iodine or chlorine

In summary, "If you can't cook it, peel it, or boil it, forget it!"

Protection From Insect Dangers

Protection from insects that transmit disease is the principle approach to preventing vector borne disease. Mosquitoes, ticks, mites, and fleas are the most common carriers. Some vector mosquitoes are most active dusk to dawn while others are most active during the day. Wearing long-sleeved shirts, long pants and hats will minimize areas of exposed skin. Shirts should be tucked in. Repellants applied to clothing, shoes, tents and mosquito nets will enhance protection.

When exposure to ticks or mites is a possibility, pants should be tucked into socks and boots should be worn. During outdoor activity and at the end of the day, you should inspect yourself and clothing for ticks.

When accommodations are not adequately screened or air conditioned, bed nets are essential.

They should be tucked under the mattress and sprayed with repellent. Aerosol insecticides can be used to help clear rooms of insects.

Permethrin containing repellants are recommended for use on clothes, shoes, bed nets and camping gear. Permethrin treated clothes repel and kill ticks, mosquitoes and other arthropods and retains this effect after repeated laundering. There appears to be little potential risk from Permethrin treated clothing. Repellants containing less than or equal to 30% DEET are recommended for skin or clothing; increased concentrations of DEET are not significantly more effective and do have potential for toxicity.

Emergency

If an emergency arises and you require medical care, the American Embassy can provide names of hospitals and physicians known to be reliable and speak English.

Serious Emergency

In serious emergencies, you should get to the largest medical facility in the area as quickly as possible. Hotel staff or taxi drivers can help in these situations.

AIDS

AIDS is an infectious disease in which the immune system is disabled by the invasion of a virus (HIV). Once the immune system is crippled, a person is vulnerable to a variety of diseases that are able to spread unchecked and eventually result in death. The AIDS virus can be transmitted via intimate sexual contact, body fluids exchange, blood, blood products, contaminated needles and mother to infant. AIDS knows no geographic boundaries; avoiding infection relies on appropriate preventive behaviors:

1. **Abstinence from any sexual activity (homosexual or heterosexual) with unknown partners.** If you choose to be sexually active, use a condom and spermicide.
2. **Avoid receiving any injection overseas.** If an injection is necessary, insist all needles, syringes, and IVs, etc., are single use, pre-packaged, and pre-wrapped.
3. **Avoid blood or blood product transfusions,** unless you are in dire need of blood.

POST-TRIP PERIOD

The onset of illness picked up during travel abroad can take weeks or months after returning home. For example, Hepatitis B symptoms may not surface for as long as 180 days after infection. Keep this in mind after you return, particularly if you come down with an intestinal illness. Tell the doctor where you've been, what you did, how long you stayed, what you ate and drank, and if you recall being bitten by insects.

ALCOHOL AND SEXUAL ASSAULT

Questions to Think About:

- Does alcohol really increase a woman's risk of being sexually assaulted or raped?
- If alcohol really does increase the odds, how?

Here are the Facts about Alcohol and Unwanted Sex:

- College binge drinkers (those who have five or more drinks in one sitting) are 2.3 times more likely than non-bingers to have experienced forced sexual touching and 2.7 times more likely to endure unwanted sexual intercourse. (Presley, CA, Meilman, PD, Cashin, JR, and Leichter, JS. Alcohol and Drugs on American College Campuses: Issues of Violence and Harassment: A report to College Presidents. The Core Institute, Southern Illinois University at Carbondale, 1997.)
- 75% of the time, the offender, victim, or both have been drinking (Fisher, Bonnie S., Francis T. Cullen, and Michael G. Turner. (2000). *The sexual victimization of college women*. Washington, DC: U.S. Department of Justice, National Institute of Justice. Available at www.ncjrs.org/pdffiles1/nij/182369.pdf.)
- Based on the results of the National College Women Sexual Victimization (NCWSV) study in 1997, in which 4,446 college women were randomly surveyed, 9 in 10 victims of sexual assault knew their offenders. (Fisher, Bonnie S., Francis T. Cullen, and Michael G. Turner. (2000). *The sexual victimization of college women*. Washington, DC: U.S. Department of Justice, National Institute of Justice. Available at www.ncjrs.org/pdffiles1/nij/182369.pdf.)
- According to the UW-Madison University Police Department, the potential for Rohypnol related date rape exists, but the drug most often used for date rape on this campus is alcohol, with 80% of the reported acquaintance rapes related to this substance. (University of Wisconsin-Madison Police Department. Sexual Assault Prevention - What You Can Do to Reduce the Chance of Being Sexually Assaulted, 2000.)
- One in 4 college women will be sexually assaulted during their tenure as a student. (U.S. Bureau of Justice Statistics)

What's the Relationship between Sexual Assault and Alcohol?

- Many men's expectations are changed when they drink alcohol. Some men think that alcohol makes them more sexually aroused. This is true for women, as well. And if women feel "sexier" they will be more attractive to men. (Think about ads for alcohol and what people are told they will feel.)
- Men may misperceive women's sexual intent. In comparison to women, men tend to interpret verbal and nonverbal behavior (including ambiguous cases) in a more sexualized fashion.
- Use of alcohol becomes a way for some men to justify sexual violence. Alcohol provides some guys with an excuse to "write off" or dismiss their behavior ("It wasn't men; it was the alcohol").
- Alcohol affects women's ability to send and receive cues about their sexual intent. The more intoxicated they become, the more their judgment and ability to think sharply become impaired, making it hard to "read" and quickly make sense of what's going on between women and men.
- Alcohol affects a woman's ability to resist sexual assault. It's hard for a woman to think quickly, get out of a sticky situation, or fight back when she's drunk or passed out.
- Some men may think women are "easier" and "looser" after drinking alcohol.
- Another problem is that women are at a disadvantage when drinking with men, because of differences in how women process alcohol. For example, men have five times more alcohol dehydrogenase (a stomach enzyme that helps metabolize alcohol) than women. Men also usually weigh more and have more bodily fluids; both of these factors help dilute the alcohol. By comparison, a woman gets a lot more intoxicated on the same amount of alcohol even when she weighs as much as a man. If a woman is matching drinks with a man, she may easily get twice as intoxicated as he does.

****Alcohol is a date-rape drug, according with Wisconsin State Law.****

ALCOHOL and SEXUAL BEHAVIOR

Things to Think About:

- Unwanted sex often occurs under the influence of alcohol.
- Alcohol lowers your inhibitions and interferes with decision making, which makes for some potentially dangerous sexual situations. At best, deciding to sleep with someone while you're under the influence can put you in an embarrassing predicament the next morning.

At worst, it can cause you to be the victim of sexual assault or leave you with an STD. As many as 70% of college students admit to having engaged in sexual activity primarily as a result of being under the influence of alcohol, or to having sex they wouldn't have had if they had been sober (Facts on Tap, 2007).

- At least one out of five college students abandons safe sex practices when they're drunk, even if they do protect themselves when they're sober (Facts on Tap, 2007).
- According to WI state law, a person CANNOT consent to sexual activity if he or she is intoxicated.

A recent study of 288 heterosexual men and women, who received high dose of alcohol, revealed a direct relationship between alcohol intoxication and increased sexual risk-taking for men. For women, however, alcohol intoxication was only indirectly related to increased sexual risk-taking. These findings reveal that the pathways through which alcohol influences risky sexual behavior may differ for men and women. (Sexual Risk Behavior: The Role of Alcohol Intoxication and Sexual Arousal, Kelly C. Davis and William H. George, University of Washington; Julia R. Heiman, The Kinsey Institute; Jeanette Norris, Alcohol and Drug Abuse Institute; Journal of Sex Research, Feb. 2006)

Here Are the Simple Facts about Alcohol and Sex:

- Alcohol doesn't improve sex.
- Alcohol impairs sexual function (e.g., causes impotence and decreases vaginal lubrication) even at moderate doses.
- Sexual expectations are changed when alcohol is consumed.
- Use of alcohol becomes a way for some to justify sexual violence.
- Alcohol affects the ability to send and receive cues about sexual intent. The more intoxicated someone becomes, the more their judgment and ability to think sharply is impaired, making it hard to 'read' and quickly make sense of what's going on.

Here's What You Should Consider:

- Look out for one another and watch out for each others' safety.
- If you are uncomfortable with any kind of situation, trust your gut and get help.
- Know your limits of alcohol use.

GENDER DIFFERENCES AND ALCOHOL

Questions to Think About:

- All things being equal, are women more likely to become intoxicated than men?
- Why do women get more intoxicated on alcohol at certain times of the month?

Here are the Facts about Gender Differences and Alcohol:

- If a woman matches drinks with a male counterpart, she is likely to become significantly more intoxicated. This is true even when they weigh the same amount (see below).
- Some studies have found that people unwittingly tend to match drinking styles (e.g. amount, pace, etc.) when drinking together. Generally, men tend to be the pace setters when they are drinking with women.
- If you consider the usual weight differences for college women and men, a woman who drinks the same amount as a man will be nearly twice as intoxicated.

Here's why:

- 1) **Men usually weigh more than women.** The typical college man weighs 180 pounds, but the average college woman weighs approximately 130 pounds.
- 2) On average, a man's total body weight is composed of more water than a woman's (55-65% vs. 45-55%). The more water **in a person's body, the more alcohol gets diluted.**
- 3) Levels of **alcohol dehydrogenase**, a stomach enzyme that aids in the metabolism of alcohol before it enters the bloodstream (this is known as **first-pass metabolism**), are 70-80% higher in men than in women. These differences may make women more vulnerable to developing liver cirrhosis and cognitive impairment over time than men.
- 4) **Hormonal changes in women also affect BACs.** Studies have shown that women are likely to stay intoxicated for longer periods of time 1 week before and 1 week after menstruating.
- 5) Women who are using **oral contraceptives** are also likely to maintain the peak degree of intoxication for longer than they would otherwise. This prolonged peak appears related to an increase in estrogen levels.

THINKING ABOUT MODERATING YOUR DRINKING?

Decide what you want from drinking alcohol.

- Think about the pros and cons (short and long term) for moderating your use versus maintaining the status quo.
- Also consider what you absolutely want to avoid when you drink.

Set drinking limits.

- What's your upper limit on the number of drinks you consume per week?
- At what point do you decide you've had enough (consider a BAL limit)?
- What's the maximum number of days for drinking you will choose to give yourself?
- Use standard guidelines to determine what constitutes one drink: *A standard drink is: 1 ¼ ounces of 80-proof liquor; 4 ounces of wine; 10 ounces of beer with 5% alcohol ("ice" beer and many "microbrews"); 12 ounces of beer with 4% alcohol (standard beer).*

Count your drinks and monitor your drinking behavior.

- Try it! Most people are surprised by what they learn when they actually count how much they drink.
- Simply observe your behavior – this is like standing outside yourself and watching how you are acting when you are drinking.

Alter how and what you drink.

- Switch to drinks that contain less alcohol (e.g., light beers).
- Slow down your pace of drinking.
- Space drinks further apart.
- Alternate drinking nonalcoholic beverages with alcoholic drinks.

Manage your drinking in the moment.

- Stay on top of how you drink and what you're drinking when you're at a party.
- Choose what's right for you.
- Watch out for people, places or situations that make you drink, even if you do not want to.

Adapted from *Brief Alcohol Screening and Intervention for College Students (BASICS): A Harm Reduction Approach* by Linda A. Dimeff, John S. Baer, Daniel R. Kivlahan, and G. Alan Marlatt. Copyright 1999 by The Guilford Press.

Professional help is available if you want to talk with someone about moderating or cutting down on your drinking. Contact the Marquette University Counseling Center at 414-288-7172 for a consultation. If you are concerned about your drinking, a free, confidential anonymous alcohol screening is available on our website: www.marquette.edu/counseling.

Safety Suggestions While Abroad

- 1) Make sure you have a signed, valid passport and visa, if required. Also, before you go, fill in the emergency information page of your passport.
- 2) Leave copies of your itinerary, passport data page, and visas with family or friends at home, so that you can be contacted in case of an emergency.
- 3) Be familiar with the location of the local U.S. consulate. They can help you in emergencies. Register with the nearest American embassy or consulate.
- 4) Let others know where you are. Remain in contact with your Resident Director or the foreign student office at your university, as well as with your parents. Let them know your whereabouts and welfare so that in event of emergency they will be informed and can assess rumors accurately. Check in with your family regularly.
- 5) Read the Consular Information Sheets and Travel Warnings (www.travel.state.gov) for the countries you are visiting.
- 6) Avoid travel to any location that is presently dangerous. Review US State Department warning sand advisories before traveling outside of your country of study abroad.
- 7) Familiarize yourself with the laws, culture, customs and language of the countries in which you are traveling and respect them. Remember, while in a foreign country, you are subject to its laws.
- 8) Women in particular should exercise caution when communicating with strangers of the opposite gender. Remember, cultures may dictate very different interpretations of actions than what is customary in the U.S.
- 9) Carry emergency contact numbers on you at all times.
- 10) Carry a cell phone operable in your country of residence.
- 11) Be alert to your surroundings and the people with whom you have contact. Be wary of people who seem overly friendly or overly interested in you, just as you would be in the U.S.
- 12) Never keep all of your documents and money in one place or one suitcase. Wear a money belt for larger sums of money and your travel documents. Don't flash money or documents in public places. Keep small bills accessible and use them over large bills. Be particularly discrete when displaying your passport.

13) Use caution when in large cities. Pickpockets will be less likely to target you if you carry a reasonably sized purse or briefcase with a shoulder strap and a secure closure (preferably a zipper) that you can carry against your body and under your arm.

14) Use discretion in public places regarding behaviors or clothing that might draw attention to your American nationality, such as loud or inappropriate speech, conspicuous clothing labels, etc. Students in foreign countries can be targets for theft and petty crime. It is advisable to not wear clothing that will give away your American status. Use caution when speaking English in public places.

15) Do not congregate in large groups of Americans, especially in locations that are typically frequented by American students. Avoid or spend little time in bars, restaurants, banks, travel offices, embassies and consulates, schools, or churches normally identified with Americans.

16. Use caution when traveling in groups of Americans. Use caution when traveling alone.

17) If you find yourself in uncomfortable surroundings, try to act like you know what you are doing and where you are going.

18) Avoid demonstrations and other situations that may become unruly, or where anti-American sentiments may be expressed.

The decision to study abroad must be made by each student and his or her family in light of their own interpretation of events. It is regrettable but true that nowhere in the world, including many U.S. cities, can one expect a completely safe environment. It is impossible for anyone to predict future events or give guarantees about the course of events in the world.

[The information provided above is based on "U.S. State Department Suggestions for Security While Overseas"; "Safety Precautions", University of Minnesota's Global Campus and "Recommended Guidelines for Overseas Students", Michigan State University.]

Top Ten Ways to Not Become a Victim of Crime Around the World:

By Malcolm Nance and Lisa Hughes, Real World Rescue—High Risk Travel Security Consultants

10. Don't be an obvious foreigner.

In many parts of the developing world, you'll stand out no matter what you do, but make an effort to blend in as much as you can and respect local norms. The standard advice applies: T-shirts with corporate logos or flashy clothes are better left at home. Loud or boisterous behavior also advertises your presence in a negative way. Be a careful observer before you jump into the game.

9. Leave jewelry at home.

Robert Young Pelton, author of *The World's Most Dangerous Places*, captures perceptions of Westerners in the developing world this way: "as obvious as a naked man with hundred dollar bills taped to his body." Wear local, inexpensive jewelry if you must look beautiful.

8. Keep copies of your passport and hide the original.

Carry three copies of your passport; keep two in separate areas of your baggage, and carry one on your body. Put the original in the safest place you can find, which will depend upon your living and traveling arrangements. Passports are the hottest commodities in the world, and yours is game for a clever pickpocket.

7. Listen to your gut.

Never ignore your sixth sense. When you get alarmed or spooked, there is probably a good reason for it. Stop and calmly think for a few seconds: observe and assess the situation around you and decide what your options are for getting to a safer place. Then make a decision and act.

6. Learn where your embassy or consulate offices are located.

It's always a good idea to check in with your country's embassy when you're staying in a foreign country, particularly one with a less-developed communications system. As soon as you arrive, look at a map and orient yourself so you can find your country's consular offices. Learn two or three different routes for getting there, as well as the best transportation methods, and stop by! Ask to speak to the Regional Security Officer and get a crime fact sheet for the area. They are there to help.

5. Read local English-language newspapers, if possible.

Local citizens and expatriates who write these papers can be some of the best sources of information about the local scene (although be aware that in some countries, the media are under government control—find out before you depart on your trip).

4. Avoid unexpectedly amorous men and women.

Attractive as you may be, be wary of people who approach and try to woo you the moment you arrive. Most of the time the real motive is gaining a foreign passport or your wallet, or

taking you to a gift shop where you'll be pressured to buy. Listen to what your mother told you when you were 15—it still applies.

3. Become aware of real security threats.

Before you ever set foot out of your home, you should do some research. What is the political climate in the country you'll be visiting? Have there been recent demonstrations against the government? Might there be groups who have expressed strong anti-American sentiment due to political or economic developments? Most countries have some type of English-language media outlets on the Internet that publish local news; wire services such as AP and Reuters often cover such developments (check their archives); and political risk consulting companies often publish some of their assessments online for free. The point is not to engender fear or find reasons not to go on your adventure. It is simply better to enter a foreign country with your eyes open. For example, Americans traveling to Iran will probably experience magnificent hospitality from Iranians, but sudden turns in political events might increase tensions (also for Iranians, of course—not just tourists) and make travel less pleasant. Be aware and be prepared. In some places it might take keen eyes and ears to detect rumblings of civil unrest that can increase dangers to foreign visitors; in other cases the signs are clear and simply need to be heeded. Not only will a heightened awareness of the political environment shorten your response time to potential warning signs, but gaining an education in local or national politics will demonstrate to those you meet that you have a greater depth of interest in your host country than sampling the local pastries.

2. Avoid known hotspots.

This, of course, follows directly from #3: countries and regions that have experienced severe levels of conflict and violence are probably best left off your study-abroad itinerary for the immediate future. Places that the US State Department advises against travel by US citizens and places that your institution doesn't consider safe or to have appropriate support services—these are places that should have dropped off your travel radar in recent years. Use the advice of campus experts, other study abroad professionals, and travel safety experts. Consider the level of risk you are assuming. Others may have reported no problems during travel to the same location, but you want to avoid relying on luck to ensure your safety.

1. Control the things you can control and don't panic.

Before you go abroad, learn about the country and in particular the health and safety support mechanisms. Bring an emergency card with a list of contact information for: the equivalent to "911" abroad, a US 24 Hour Contact, Insurance/Assistant Information and 24 Hour Contact, On-Site 24 Hour Contact, Local Medical Care Facility, Local Police Contact Information, US Embassy or Consulate Contact Information, etc. Also, bring a list of help statements translated into the local language. Don't take unnecessary risks: This includes limiting unsafe activities like bungee jumping, river rafting, and mountain climbing unless you have strong expectations for your safety. Don't get intoxicated by using alcohol or drugs that will limit your control over yourself and your interactions with others. Try to have others travel or explore with you so that if something happens to you, they can assist

to avoid or respond to an emergency. Things happen in the world, some good and some bad. While your travels overseas are likely to create some of the most valuable and positive experiences of your life, maintain a common-sense expectation that things may not always go as planned, and react as calmly as possible if they do not. In a crisis situation, panicking only leads to more confusion and potentially poor decisions. Think carefully and watch cautiously everything around you.

Documentation

Passport

You must have a valid passport in order to leave and re-enter the U.S. If you are not in possession of a valid passport, you should begin the application process **immediately**. Processing the application can take as much as four to six weeks, so do not wait until the last minute. A U.S. passport is valid for 10 years from date of issue (for applicants age 18 and older) and should be valid for at least 6 months beyond your expected date of return. You must reapply for a passport if yours has expired. Keep additional copies of your passport with you for emergencies.

Visa

A visa is an authorization stamped into your passport by a foreign government that permits you to enter a country for specific lengths of time and purposes (i.e., tourism or study). It is the students' responsibility to obtain a visa, if required by their host country. This Web site contains contact information for consulates and embassies around the world : www.embassyworld.com/embassy/directory.htm

Check immediately to see if the country(s) you intend to visit require a visa. Some tourist visas are available at the border as you enter a country. Others must be obtained in advance from the embassy or consulate of the country you wish to enter. Usually, you must submit your passport, a photo, an application, and a processing fee. If applying by mail, processing a visa can take up to three weeks. Be sure to check the consulate's Web site as some consulates require that you apply for your visa in person. Upon receipt of your visa, makes copies of the visa or if your host country does not stamp visas, have the pertinent identification information which they have indicated.

Helpful Suggestions

Packing Tips

The most important thing to remember when packing is to *PACK LIGHTLY*. You'll be surprised how easily you get by with only the bare essentials. Heavy bags are burdensome and remember that you'll need room to bring back all that you have acquired while abroad. Chances are you won't come back from studying abroad wishing you had brought more clothes. For the most part, the basics will be easy to find anywhere you go, so there is no need to weight down your bags with a year's supply of toothpaste - Only pack enough for a

week and then purchase what you need in your host country. Do include, however, any specialty items such as contact solution or makeup. Packing is going to vary for every individual.

Here are some general guidelines to keep in mind:

- Check your airline's luggage policies. Almost all carriers charge fees for check-in baggage nowadays and be sure to check guidelines for what can and cannot be packed in carry-on or checked baggage.
- Pack as light as possible. You should be able to lift, if not carry, your bags on your own.
- Leave valuable or sentimental items (such as expensive jewelry) at home.
- Be aware of the seasonal conditions in your host country. If you are going to be in India during the summer, odds are you won't need a heavy coat.
- Pack all of your important documents (passport, tickets, prescriptions, etc.) in your carry-on bag. You should also to pack some basics (change of underwear/clothing, toothbrush, and toiletries) in your carry-on in case your luggage is delayed, lost, or not otherwise not immediately available upon your arrival.
- Laundry equipment and detergents abroad may be more expensive and harsher on your clothes, and some countries do not use dryers. Try to bring sturdy clothes in fabrics that are easy to wash and dry. Anything that needs to be dry-cleaned should be left at home.
- Pack clothes that can be mixed and matched, instead of bringing several individual outfits.
- Make sure you understand your host country's standards of modesty and/or neatness in dress. In some countries, students dress more formally than American students typically do, and shorts and sweats may be strictly for use at the gym or beach. Some tourist sites (such as churches) may not allow visitors to enter wearing shorts or sleeveless shirts. Some upscale clubs may not allow you to enter wearing tennis shoes or t-shirts.
- Electrical currents and sockets are not the same around the world. Look to see if your appliances have wattage settings that can be adjusted. You may want to purchase electrical converters (plug adapters) or consider buying these items in your host country. If you want to bring them home, purchase an electrical converter in your host country.
- Allow room for the personal purchases, gifts, and other things you may acquire while abroad and be aware of your luggage capacity while you are shopping.

Communication Abroad

There's going to be a lot of amazing things happening abroad, but it's good to keep in touch with your family and friends to let them know how you're doing. Here are some tips for contacting home:

By Phone

Some students like to look for international phone cards for sale within their host country that allow you to talk on the phone relatively cheaply (but check the connection charges!), while others prefer to set up an international calling plan before they leave. With careful research, you should be able to find a plan that is easy to use and will give you much better rates than calling collect or simply charging the call on a normal phone bill. Generally, it is less expensive to call from the United States than it is to call to the United States, but this varies by country. If you sign up with a long-distance provider make sure to find out what the local access number is that you have to call to access the network. If you want to go the phone-card route, ask around once you get to your country and see what is the cheapest. Also, there are also a number of other resources on the Internet for international phoning – you might want to check out sites like www.speedypin.com to compare International Phone Card rates. Depending on your country, some students also find it valuable & convenient to purchase or rent a cell phone for use abroad. Make sure you do some comparison shopping before buying or renting one. Ask other students at your location what has worked for them. Local students may be willing to help you navigate the buying or renting process. Some companies exist where you can buy a phone before you leave the U.S. (such as Telestial, www.telestial.com). In many parts of the world outside the U.S., cell phone time is bought in prepaid chunks, so there's no monthly bill. Also, incoming calls are often free. **Make sure that you are aware of all cancellation fees for cell phone plans!!** Don't be blindsided at the end of your trip by unexpected expenses.

By Mail/Post

On average, a letter sent from Europe or Australia to the United States can take up to 2-3 weeks to arrive, and other points of origin can take even longer. Mail service varies by country and time of year. Mail coming from the United States usually arrives a lot quicker, usually taking anywhere from 5-10 days. Some postcards have been known to arrive months after students get home (worst case scenario!). Sending large packages is possible, but not recommended for a variety of reasons. For one, anything weighing more than a few ounces is going to make your wallet weigh a lot less - shipping prices are high at home and abroad. Also, foreign customs offices can be pretty cranky about what they allow in and out of their country (especially after September 11) - even boxes marked as used books are known to have been opened and searched. If you do send things, make sure they go airmail and not by boat, and remember that it can be very expensive, so we don't recommend sending a lot of stuff.

By E-mail

Be aware that internet access may not be readily available to you abroad depending on where you will be studying. Check your program information to see if internet access is available at your housing location and how much it will cost. Some locations will offer internet access as part of your housing fee while others may charge you monthly according to your use. While computers at your campus may be available, the times during which they are accessible may be limited. Programs do not have an equal number of computers and students- this means you must share the computers with the entire campus. Expect the computer area to be packed around the time of midterms and finals. Most cities also have a plethora of Internet cafes; although it may be costly, they are generally much faster and less crowded. Make sure to bring some disks to save your information on as well. In addition, students have found Internet cafes to be good places to find flyers about local events, as well as discounts on social happenings.

Facebook, MySpace.com, etc.

Be mindful of the information you post on websites such as Facebook and MySpace.com. Regardless of whether you are posting on your own page or someone else's page, do not put information that can personally identify you, others, and your location. While you are abroad, you do not want to present an additional opportunity for someone to bring harm or take advantage of you.

Skype

Skype is an internet phone service downloadable at Skype.com. **It is free to make calls to and video chat with other Skype users** and provides extremely cheap rates to landlines and cell phones. You can also instant message to other Skype users. Skype is found on most computers at internet cafes around the world and is easy to use. Have your family members and friends set up accounts so that you can speak and video chat for free. Students have reported that this is the most inexpensive way of communicating on a regular basis with others. Note: if your laptop or computer is not pre-equipped with a microphone, you will need a microphone headset to make voice calls.

Laptops

The opinions are mixed about bringing a laptop abroad with you. Be aware that if you take your laptop abroad, you are risking theft or mechanical difficulties. Still, some students bring their laptop and love every second of it. Check with students who have gone to your location. Most students find the computer/Internet access sufficient, either at their campus or in Internet cafes or (most often) a little of both. If you decide to bring it, remember that you will need to find plug and voltage adapters so that you don't fry your laptop, and also since many plugs are different in other countries. You might also want to bring a surge protector if your computer does not have one built in. If your laptop has wireless internet capabilities, one benefit of bringing it abroad is that many major cities have wireless internet access points, as do some schools.

Things to Consider

Arrival Arrangements: Make arrangements for your transportation from the airport to your place of residence before you leave the U.S. Are you going to be met by program staff or do you need to find your own transportation? Will you be able to take all your baggage with you at once or will you need to arrange for a delivery service?

Travel:

Eurorail: If you are studying in Europe, Eurail is a flexible train-pass allowing unlimited travel between countries during a specific amount of time. It is most economical if you are doing continuous travel (backpacking for two straight weeks). If you buy a Eurail, you may wish to purchase the insurance; if it is lost there are no replacements. Eurail may not necessarily save you money if you plan to visit outside countries once or twice a month. You can buy it before your departure or order it abroad from <http://www.eurail.com>.

Travel Guides: These books are essential for traveling to other cities and countries. Generally they provide a specific country's statistics, history, language, accommodations, sights and lots of useful hints. *Lonely Planet* and *Let's Go* are very popular travel guides aimed at young budget travelers.

Student Discounts: Many travel providers or services have student rates. Ask around to make sure you are getting the best deal while traveling in your host country. Check with local students or other study abroad students at your host institution for tips or suggestions on the best deals or ways to travel.

Emergency Contact Information For Marquette Students Abroad and Their Parents

Your program will provide you with on-site emergency contact information. Should an **emergency or need for assistance** arise while you are abroad, please follow the steps below:

- 1) **Seek medical attention** where necessary. For recommendations on local medical service providers and/or assistance with a medical concern, you may find information through the following:
 - Your local program provider or resident director
 - Your on-site program director or staff may be helpful in providing a contact for a local medical service provider. If you are studying with a Marquette sponsored program with a Marquette faculty director, the Marquette faculty director can assist you with navigating the local health care culture. If your program does not have an on-site director or if you are unable to reach your on-site director, you may seek assistance through AIG Assist (see below).
 - AIG Assist:
 - +1-800-472-0906 (from US) and**
 - +1-13-267-2525 (call collect from outside US)**
 - AIG Assist is the assistance arm of your overseas medical insurance through CISI
 - AIG assist will take care of transport needs to the nearest quality medical facility
 - AIG Assist will guarantee payment of medical expensesIf medical care is needed, your overseas insurance through **Cultural Insurance Services International (CISI)** should cover costs of treatment (see plan details provided at orientation and on the web at: <http://www.marquette.edu/abroad/resources/insurance.shtml>). There are no network limitations and no deductibles. All students **MUST** enroll in the mandatory insurance plan with CISI through the Office of International Education prior to departure. **The Marquette policy number is GLB 9112926.**

- 2) **Notify Marquette University**

Office of International Education, Alumni Memorial Union, 425
During regular business hours (M - F, 8 am - 4:30 pm)
+ 1-414-288-7289

Marquette Public Safety
After hours emergencies
+ 1-414-288-1911

Public Safety will assist you with your concern and, where necessary, will contact the Marquette Office of International Education's on-call emergency coordinator via cell phone.

- 3) **File claim** with CISI. Claim forms are distributed at orientation and are found at <http://www.marquette.edu/abroad/resources/insurance.shtml>. Be sure to keep all receipts for medical expenses incurred whether you pay for these out of pocket or whether a guarantee of payment is made on your behalf by CISI.

- 4) If you need immediate assistance with advance of emergency personal cash and/or with lost or stolen documents, please call Marquette at the numbers listed above and a staff member will facilitate your needs with our University international assistance program.

Tip: It is a good idea for at least one family member to have a valid passport in the event of a serious medical emergency.

Office of International Education

Step-By-Step Guide to Studying Abroad

PRE-APPLICATION STAGE (1-3 years prior to studying abroad)

- ____ 1. Visit the Marquette Study Abroad Web site at www.marquette.edu/studyabroad to create an online study abroad profile and familiarize yourself with programs, policies, and procedures.
- ____ 2. Attend a general study abroad advising session to learn about studying abroad (Recommended as early as Freshman year). Sessions are held every Friday throughout the academic year. Please reserve your place at one of these sessions by calling 288-7289 or stopping by the Office of International Education (OIE), AMU 425.
- ____ 3. Attend the study abroad fair and a program-specific information session to learn in-depth information about individual programs. These are held within the first month of each semester. Schedules are available on the Web site at www.marquette.edu/abroad/start/info meetings.shtml.
- ____ 4. Consider enrolling in the pre-departure course "Cross-Cultural Issues in Study Abroad" (ARSC 1005) for 1 credit.
- ____ 5. Meet with your academic advisor to discuss your academic plan, degree requirements and the courses you desire to take abroad. Please bring a list of remaining course requirements, for your major, minor, UCCS and college core to your first one-on-one appointment with a study abroad advisor.

Note: If you intend to study abroad your senior year, contact your college's record office to discuss the "Senior Residence Requirement".

- ____ 6. Schedule a one-on-one appointment with a study abroad advisor. To schedule an appointment, call 414-288-7289 or stop in to OIE, AMU 425.

Note: ALL BUSINESS STUDENTS must meet with Dr. Jamshid Hosseini. To schedule an appointment, call 414-288-3433 or stop in to David Straz Hall 101.

- ____ 7. Apply for your passport! **The process can take up to 10 weeks**, and you will need to receive it before you can apply for a visa. For detailed instructions, visit the US State Dept. Web site, www.travel.state.gov.

Note: Freshman year is not too early to apply!

- ____ 8. Start budgeting for your studies abroad. A budget planning sheet along with more financial information can be found at www.marquette.edu/abroad/aid/index.shtml. Visit an advisor in the Office of Student Financial Aid to see how/if your financial aid will transfer for the program(s) you are considering. If you are an EOP student, please see Jackie Walker.

Note: If you are approved through OIE to participate in a non-Marquette program, you must complete a consortium agreement if you are seeking financial aid or if you need to be considered full-time for loan deferment or insurance purposes. Please visit www.marquette.edu/abroad/aid/nonmu.shtml for more information.

APPLICATION STAGE (Semester prior to studying abroad)

____ 1. Complete the Marquette study abroad online application. General requirements include:

- Program specific online application form
- Typed-double spaced motivation essay
- One academic recommendation (*some programs may ask for more than one recommendation*)
- College transcript

Most requirements can be submitted through the online application system and all required hardcopies should be turned in to the Office of International Education, AMU 425. Business students should submit hardcopies to the International Business office, David Straz 101.

Spring Deadline: **October 1**

Summer, Fall, or Academic Year Deadline: **March 1**

Note: If deadline falls on a weekend, forms must be submitted the following business day.

____ 2. Upon acceptance by Marquette to study abroad, complete and submit the appropriate program-specific requirements by the indicated deadlines. For non-MU programs, contact the program directly for requirements.

____ 3. Collect a Course Approval Form from your college or from the web. Turn in the original form to your college for approvals 2-3 weeks before the general pre-departure orientation where you will be required to submit a completed copy. For detailed procedures, visit www.marquette.edu/abroad/start/courseapproval.shtml.

Note: Business students should work with the international business office on course approvals and do not need to submit the form at orientation.

____ 4. Mark the date for the general pre-departure orientation session on your calendar. Attendance is MANDATORY at a day-long general orientation. A program-specific orientation is also required for MU programs and is usually held during the general orientation but may be held on a separate day. General sessions are held in November and April. Specific dates will be announced on the Study Abroad Web site at the beginning of each semester.

PRE-DEPARTURE STAGE (2-3 months prior to studying abroad)

____ 1. Obtain the appropriate travel documents, including a student visa (usually 4-12 weeks to process), if required for your host country. For more information, visit www.marquette.edu/studyabroad.

Remember: You MUST hold a valid passport and often must submit documents such as a program acceptance letter and proof of insurance along with your visa application and other required documents. We recommend that you begin collecting necessary visa application materials 3-4 weeks prior to submitting your application.

____ 2. Investigate the required, and recommended, immunizations you may need at least two months prior to your departure date by visiting the Marquette Travel Clinic and the Center for Disease Control Web site: www.cdc.gov/travel.

____ 3. Declare your major no later than the semester before you study abroad. In Arts and

Sciences, majors are declared through academic departments; in all other colleges, see the College office.

- ___ 4. Meet with your academic advisor to discuss the degree requirements you intend to fulfill abroad and which courses you will take the semester you return to Marquette. Submit your signed advising card, if required by your college.
- ___ 5. Register for the appropriate study abroad placeholder course for the semester you will be abroad. Summer study abroad students must also do this. Placeholder courses are e-mailed to you; registration does not need to occur on the designated registration day, but must be completed by the indicated deadline.
- ___ 6. Check with the Office of the Bursar if you are receiving a refund check, or if you have an outstanding balance. If you are receiving a refund or loan or scholarship check, you should make arrangements for direct deposit.
- ___ 7. Check with the Office of Residence Life to confirm all housing issues have been resolved.
- ___ 8. Update yourself on any risks or concerns you should be aware of in your host country by visiting: State Dept: www.travel.state.gov SOS International: www.sosinternational.com (Marquette member number: 11BSGC000025)
- ___ 9. Complete the Global Perspectives Inventory (GPI) which will be sent to you by email from OIE.

WHILE ABROAD

- ___ 1. Check your Marquette e-mail account regularly, as all communication from OIE will come to that address.
- ___ 2. Do not forget to register in CheckMarq at your appointed time, if abroad during a registration period. Consider registering in the study abroad re-entry course.
- ___ 3. If your program does not automatically send transcripts, please remember to request them.
- ___ 4. Remember to bring all course materials and syllabi back to campus in the event you need to have courses approved or reviewed after your return.

UPON RETURN

- ___ 1. Visit your CheckMarq account to make sure your grades/credits have transferred as expected for program which only credits transfer. Remember to look at the credit transfer report.

Note: Transcripts are usually received by MU 1-3 months after the end of your program. Be patient!

- ___ 2. Complete the re-entry survey and Global Perspectives Inventory (GPI) which will be sent to you by email.
- ___ 3. Participate in the OIE sponsored re-entry events and consider attending the statewide re-entry conference.