



NORTHERN ARIZONA UNIVERSITY



CENTER FOR INTERNATIONAL EDUCATION

Education Abroad Handbook

Semester, Year-Long and Summer Programs

Rev. 8/13

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BEFORE YOU GO

PRE - DEPARTURE CHECKLISTS

Before departure you should have done ALL the following:

A. PROGRAM PREPARATION TASKS:

- ☐ Apply for your passport. If you already have a passport, make sure it is valid long past the date of your anticipated return. If it is not, renew it NOW.
- ☐ Encourage parents/legal guardians to apply for passports as well in case they want to visit or there is an emergency that requires them to enter the country where you are studying.
- ☐ Make flight arrangements
- ☐ Collect documents required for your visa, if applicable
- ☐ Apply for and obtain the visa, if applicable
- ☐ Collect all entry documents that may be required by your host country (e.g., immunization records, financial records, letter of acceptance from university, etc.)
- ☐ Pay all required fees to sponsoring program. Discuss any problems with CIE staff.

**** Passports & Visas may take a while, so it is best to get started on these as soon as possible! DO NOT LEAVE THIS UNTIL THE LAST MINUTE!**



PRE - DEPARTURE CHECKLISTS

*This information was taken from the Studyabroad.com website.
You can access this information plus much more at www.studyabroad.com*

Before departure you should have done ALL the following:

B. ADMINISTRATIVE TASKS:

- ☐ Copy down names, phone numbers, postal and e-mail addresses of campus people and offices whom you MIGHT need to contact during your time away.
- ☐ Attend ALL general and country-specific orientation sessions
- ☐ Arrange for all required course approvals
- ☐ Check with your education abroad advisor to ensure that your application is complete
- ☐ Clear all registration holds and make sure any outstanding balances are paid
- ☐ Complete financial aid applications, if applicable
- ☐ Meet with a financial aid advisor to verify that everything is in order, if applicable
- ☐ If you do receive financial aid, make sure you either sign a direct deposit slip to have the aid deposited into your bank account or sign a “get-it-by-mail” slip to have them send a check to your permanent mailing address
- ☐ If you will be away during spring semester, get a Renewal Financial Aid Application and submit before the earliest deadline so as not to jeopardize your chances for aid when you return.
- ☐ Terminate all contracts with residence life, dining services, etc.
- ☐ Change your address on your louie account
- ☐ Notify the CIE if you change your summer or permanent address
- ☐ Fill out a change of address card at the post office
- ☐ If you are not a U.S. citizen, consult with a foreign student advisor to make sure your visa and other papers are in order
- ☐ Make sure NAU has the names and addresses of your emergency contacts

PRE - DEPARTURE CHECKLIST

Before departure you should have done ALL the following:

C. LOGISTICAL AND ECONOMIC TASKS:

- ☐ Plan a realistic budget. Take into account travel, housing, meals, souvenirs, entertainment, and general shopping.
- ☐ Have an emergency fund of at least \$250
- ☐ Bring the recommended amount of money for start-up costs. This amount is different for every program. Check with your education abroad advisor for specific recommendations.
- ☐ Arrange with your bank to have at least \$100 in the local currency to bring with you. This can also be done at the airport prior to departure or upon arrival in the host country.
- ☐ Contact your bank to discuss your planned education abroad and matters concerning your accounts (e.g., withdrawal fees, daily ATM limits, how your cards will function overseas, setting up online accounts, etc.)
- ☐ Make sure you have the credit and debit cards you plan to use and make sure they can be used internationally. Leave a photocopy of these cards with a responsible person at home.
- ☐ Share your bank account information with a responsible and trustworthy person at home (such as a parent or guardian) in case they need to deposit emergency money for you while you are away.
- ☐ Obtain rail passes, hostel cards, etc. if applicable
- ☐ Consider purchasing insurance for personal liability, property loss, trip cancellation, etc.
- ☐ Designate a person (parent or guardian) who will be responsible for your financial affairs. You may want to get a signed, notarized power of attorney naming a person who can act on your behalf. **For students using Financial Aid, this is required.**
- ☐ Discuss safety and terrorism issues with your family
- ☐ Develop emergency contact procedures with your family and friends
- ☐ Read your Health Insurance Plan; make sure you understand how it works and what it covers
- ☐ Get complete medical and dental exams
- ☐ Obtain all medical prescriptions, copies of the prescriptions, and adequate supplies. Keep these in your carryon luggage in its original container. Be sure these medications are allowed in your host country.

PACK LIGHTLY NO, REALLY LIGHTLY

Check with your airline for information on baggage limits for international flights. Visibly mark your luggage for easy identification (initials in bold type, color ribbon around the handle, neon luggage tag, etc.). Do not transport liquids or gels in your carry-on luggage. Use plastic bags to organize; you can later use the bags to separate damp items from dry or soiled items from clean. Pack small items inside shoes to conserve space.

Though most airlines allow you to check two bags and bring one carry-on, keep in mind that every item you pack may return to haunt your weary feet and aching back. You may want to consider purchasing an internal frame backpack, especially if you plan to travel a great deal while abroad. When packing, try to keep your load under 25 pounds and remember that large suitcases may not fit on buses or trains. Before you leave, try walking around the neighborhood with all of the luggage you plan to carry. If you find the weight is too much, reduce your load. Your best bet is to keep it simple.

Use this list as a guideline, and pack only what is essential for you:

clothing: layers!

- 2 pair walking/comfortable shoes
- 1 pair flip-flops or shower shoes
- 3-5 pairs socks
- 5-7 pairs of underwear
- 1-2 pairs of shorts
- 2-3 skirts/trousers
- 4-6 shirts
- 2 sweater/sweatshirt
- 1 poncho/rain jacket
- 1 light jacket
- 1 bathing suit
- 1 hat
- 2 semi-nice outfits

medicine and toiletries: clearly labeled!

- toothbrush and toothpaste
- soap and shampoo
- comb and/or brush
- sunscreen, moisturizers, cosmetics
- deodorant
- first aid kit
- contraceptives/condoms
- aspirin or other pain reliever
- tissues
- tampons
- razor blades (do not pack in carry on)
- eyeglasses, sunglasses, contact lenses and cleaning solution
- prescription medicine and prescriptions

miscellaneous

camera; Swiss army knife (do not pack in carry on); flashlight; address book; travel journal; books, guides and maps; conversion chart; day pack; sewing kit/safety pins; plastic storage bags; sleeping bag; change purse; umbrella; luggage lock; battery-operated alarm clock; batteries; adapter and voltage converter

documents, etc.

Passport; money belt or neck wallet; cash, debit/credit cards; insurance information; plane tickets!; copies of all important documents; host university acceptance letter

COMMON INTERNATIONAL CONVERSIONS

Temperature

degrees Fahrenheit to degrees Celsius:

$$^{\circ}\text{C} = (^{\circ}\text{F} - 32) \times \frac{5}{9}$$

degrees Celsius to Fahrenheit:

$$^{\circ}\text{F} = (^{\circ}\text{C} \times 1.8) + 32$$

Other metric conversions

8 kilometers = 5 miles

1 Kilogram = 2.2 pounds

1 liter = 2.113 pints

1 meter = 3.28 feet

1 gram = .036 ounce

Km to mi = X km (times) .62

Mi to km = X miles (times) 1.61

1.609 km = 1 mile

Clothing sizes

Men's suit, pants and coats

English 36 38 40 42 44 46 48

US 36 38 40 42 44 46 48

Europe 46 48 50 52 54 56 58

Men's shirts

English 14 14.5 15 15.5 16 16.5 17

US 14 14.5 15 15.5 16 16.5 17

Europe 36 37 38 39/40 41 42 43

Men's shoes

English 6 7 8 9 10

US 6.5 7.5 8.5 9.5 10.5

Europe 39 40 41 42 43

Women's dresses and suits

English 32 33 35 36 38

US 10 12 14 16 18

Europe 40 42 44 46 48

Women's shoes

English 3 4 5 6 7

US 4.5 5.5 6.6 7.5 8.5

Europe 36 37 38 39 40

MPH	KMH
20	32
30	48
40	64
50	80
60	96
70	112



T U I T I O N & F E E S

Exchange Tuition & Fees

Tuition:

Students on exchange programs will pay NAU tuition and fees through LOUIE, just as if you were on the NAU campus. Most scholarships and tuition waivers still apply.

Housing & Meals:

Housing and meals are paid according to the policies of your [host institution](#). Students on ISEP **exchange** programs pay room and board to NAU through LOUIE. ISEP **direct enrollment** will pay fees as outlined in Provider Programs.

Student Fees:

You will be responsible for the following NAU student fees while abroad:

Financial Aid Trust Fee

Information Technology Fee

AZ Student Association Fee.

ISEP **exchange** students must pay all NAU student fees. These fees will be applied to your LOUIE account.

Other Fees:

A \$100 application fee is billed to LOUIE once you submit your online application to CIE. ISEP exchange students are charged an additional administrative fee of \$500.

Faculty-Led Tuition & Fees

Tuition:

Students on faculty-led programs pay a program fee and also tuition for the number of credits earned on the program.

Tuition waivers and NAU scholarships do not apply i.e. Lumberjack Scholars, AIMS, Presidents Residents and Non-Residents, Deans, EARP and NAU Merit Awards and departmental tuition awards. **Some private scholarships and financial aid apply to faculty-led programs.**

Housing & Meals:

Housing is usually included in the program fee and meal fees vary depending on the program.

Student Fees:

You will be responsible for the following NAU student fees while abroad:

*Financial Aid Trust Fee

* Information Technology Fee

*AZ Student Association Fee.

* ISEP **exchange** students must pay all NAU student fees.

These fees will be applied to your LOUIE account.

Other Fees:

A \$100 application fee is billed to LOUIE. A non-refundable deposit of \$500 is applied to LOUIE upon your acceptance to the program. This will be applied to your program fee.

T U I T I O N & F E E S

NAU in Costa Rica & Sienna School for Liberal Arts

Tuition:

Students on the NAU Costa Rica and NAU Sienna programs pay a program fee. This fee usually includes tuition. **NAU tuition waivers and NAU scholarships do not apply to these programs** i.e. Lumberjack Scholars, AIMS, Presidents Residents, Non-Residents, Deans, EARP and NAU Merit Awards and departmental tuition awards. Some private scholarships and financial aid do apply. Please refer to the Center for International Education website for detailed cost of each program. (international.nau.edu)

Housing & Meals:

Housing is usually included in the program fee and meal fees vary depending on the program.

Student Fees:

You will be responsible for the following NAU student fees while abroad:

- *Financial Aid Trust Fee
- *Information Technology Fee
- *AZ Student Association Fee.

Other Fees:

A \$100 application fee is applied to LOUIE once you submit your online application to CIE.

Cancellation Fee: \$500 (after admittance to a program)

Provider Program Tuition & Fees

Tuition:

Students on provider programs do not pay NAU tuition. Tuition and fees are paid directly to the program provider or host institution. You will receive payment information directly from the provider after you have been accepted. NAU is not involved in the billing or payment process for these programs. i.e. Lumberjack Scholars, AIMS, Presidents Residents and Non-Residents, Deans, EARP and NAU Merit Awards and departmental tuition awards.

TUITION WAIVERS AND NAU SCHOLARSHIPS DO NOT APPLY TO THESE PROGRAMS

Some private scholarships and financial aid do apply. Please refer to the Office of Financial Aid and Scholarships (<http://nau.edu/FinAid/Other-Programs/Study-Abroad/>)_pages for more information.

Housing & Meals:

Housing and meals are paid directly to the provider or host institution.

Student Fees:

You will be responsible for the following NAU student fees while abroad:

- Financial Aid Trust Fee
- Information Technology Fee
- AZ Student Association Fee. These fees will be applied to your LOUIE account.

Other Fees:

A \$200 application fee is billed to LOUIE once you submit your online application to CIE.

FINANCIAL AID

If you receive financial aid, you are advised to meet with the designated advisor for education abroad students at the Office of Student Financial Aid, if you have not already. Contact info:

Studyabroadaid@nau.edu

Matters concerning your financial aid awards, the anticipated costs of your program, and disbursement of your aid should be discussed directly with the Office of Student Financial Aid.

Disbursement of Funds: Please note that any funds, including scholarships, grants and loans, will be disbursed to you approximately 10 days prior to your start date.

Important Note: It is your responsibility to have your school credits from the overseas university transferred to NAU one semester after the completion of your study abroad program. If your credits have not been transferred to NAU after two semesters and you are receiving financial aid and/or merit awards (i.e. NAU Merit, Deans, Presidents Resident and Non-Resident, AIMS, EARP, Lumberjack, and departmental tuition awards), this may affect your merit award renewal eligibility and Satisfactory Academic Progress (SAP).

You are encouraged to do a notarized Power of Attorney prior to your semester abroad. A Power of Attorney form will give someone who you trust the ability to transact business on your behalf while you are overseas. For example, this form is required if your parents intend to communicate on your behalf with the Office of Student Financial Aid. If you're interested in doing a Power of Attorney, please meet with your education abroad advisor.

Finally, if you haven't already, you should review the checklist provided by the Office of Scholarships and Financial Aid for education abroad students. A copy of this checklist can be printed from their web site:

http://www4.nau.edu/finaid/receiving_your_aid/studyabroad.html

Summer financial aid:

In order to qualify for financial aid, you must be enrolled in at least 6 credit hours of course work for the summer. However, please note that financial aid availability is very limited for summer education abroad so we highly encourage you to please speak with a Financial Aid advisor to review your options.

SAMPLE BILL

Your LOUIE account should reflect your program fee. You will be billed your regular NAU tuition, as a tuition charge. Any remaining balance for your program will appear as a Departmental (DPT) charge on your LOUIE account. Your Rec Center, Health Center, and Activity Fees should be waived, but you will be charged for the ASA fee, the FA Trust fee, and the ITS fee.

Below is a sample breakdown of how a student's fees might look. The example given is for an In-State student on a Fee Paying program. Your actual bill may vary depending upon your residency status, financial aid and where you study abroad.

EXAMPLE

In state student, fee paying program	Rev. 5/2012
NAU Tuition:	\$3,383
Remaining Education Abroad Program Fee (DPT Charge):	\$ 2100
FA Trust , ASA Fees, Technology fee, Green Fee and ASNAU	\$ 34.00, 2.00, 72.00, 5.00, 23.00
Total Program Cost & Amount Due:	\$ 5,619



RECOMMENDED READING LIST

Arco, Ann. Ed. Unofficial Guide to Studying Abroad. Macmillian Press, 2000.

Althen, Gary. Ed. Learning Across Cultures. NAFSA Publications, 1994.

Austin, Clyde. Ed. Cross-Cultural Reentry: A Book of Readings. Abilene, TX: Abilene Christian University, 1986.

Axtell, Roger & Fornwald, Mike. Dos and Taboos Around the World. John Wiley and Sons, 1993. See also Dos and Taboos of Body Language Around the World, 1998.

Bezruchka, Stephen. The Pocket Doctor: A Passport to Healthy Travel, 3rd Edition. Mountaineers Books, 1999.

Daniel, J. Studying Abroad/Learning Abroad. Yarmouth, ME: Intercultural Press, 1997.

Hubbs, Clayton, Ed. Alternative Travel Directory: The Complete Guide to Work, Study, and Travel Overseas. Transitions Abroad Publishing, 2000.

Kohls, L. Robert. Survival Kit for Living Overseas. Yarmouth, ME: Intercultural Press, 1984.

Layton, Marilyn. Intercultural Journeys through Reading and Writing. New York, NY: Harper-Collins Publishers, Inc. 1991.

Nwanna, Gladson. Americans Traveling Abroad: What You Should Know Before You Go (2nd ed). World Travel Institute, 1996.

Piet-Pelon, Nancy and Hornby, Barbara. Women's Guide to Overseas Living. Yarmouth, ME: Intercultural Press, 1992.

Rabe, Monica. Culture Shock. Graphic Arts Publishing Co., 1997.

Culture Shock is also a series of books written about individual cultures. Check to see if your country is in their series. We have many of these in the Resource Room of the International Office.

Samovar, Larry & Porter, Richard. Intercultural Communication: A Reader. Wadsworth Publishing CO., 1999.

Storti, Craig. The Art of Crossing Cultures. Yarmouth, ME: Intercultural Press, 1990.

Storti, Craig. Cross-Cultural Dialogues: 74 Brief Encounters with Cultural Difference. Yarmouth, ME: Intercultural Press, 1994.

Summerfield, Ellen. Survival Kit for Multicultural Living. Yarmouth, ME: Intercultural Press, 1997.

Let's Go and Lonely Planet series of travel books. You can find these books for regions all over the world in bookstores and on line.



TRAVEL TIPS

IMPORTANT DOCUMENTS

Passports

You should have your passport at least 4 weeks before your departure date; earlier if you are required to obtain a visa for the country in which you will be studying. We encourage you to apply as early as possible.

If you already have a passport, be sure that it will be valid for at least six months beyond your intended return date, as airlines are now requiring this. You can find passport information on the web at http://travel.state.gov/passport/passport_1738.html

Be sure to make multiple copies of your passport. Leave one with your parents or another responsible person. Take another copy with you and keep it in a different place from your original document. You should do this with **all of your important documents**, including credit cards, traveler's checks, etc. As stated previously, some students have found it helpful to email scanned copies of these items to themselves in case they might need to access them later.

Visas

A Visa is an official document issued by the host government before you enter the country of destination. Visas allow travelers to enter and remain in a country for a specific purpose and for a pre-determined amount of time. It is stamped in your passport. A Residence Permit is a document issued by the host government after you have entered the country. It is stamped in your passport.

Different countries have different requirements for obtaining either a Visa or Residence Permit. You should have received program specific material informing you if you need to get a Student Visa or Residence Permit for your program.

You are responsible for obtaining these documents as needed.
The Center for International Education does not provide this service.

If you will be traveling to other countries during your studies, many countries permit tourists to stay for up to 30 days without having a visa in advance. However, you should research requirements for prior to departing. This information is available through Consulate offices, Embassies, and travel information sites online.

M O N E Y

Traveler's checks:

You may want to bring some traveler's checks with you (*American Express* checks are usually accepted). Generally, traveler's checks aren't good for every day money access, however they are an excellent back-up and are insured against theft.

Debit Cards:

In most Western European countries and many Latin American and Asian countries, students may withdraw money from ATM machines with a debit card. If possible, the use of your debit card might be the most convenient, and you will probably receive the best rate of exchange.

- ✓ Check with your bank before you leave to learn about fees for ATM withdrawals overseas
- ✓ Your bank may have a partnership with a foreign bank that will allow you to use ATMs without fees
- ✓ Keep in mind that your bank may have daily withdrawal limits
- ✓ It may take several days for withdrawals to post to your account; monitor your balance carefully

Credit Cards:

The best credit card to take with you abroad is *VISA* - it is accepted almost everywhere. *MasterCard* is not as popular, but is becoming more useable under the *EUROCARD* name.

**Make sure you have more than one way to access funds while abroad
(e.g. traveler's checks, debit card, credit card, cash, etc.).**

Make sure you contact your bank and credit card companies to notify them that you will be living abroad so that when they see charges from another country, they do not mistakenly think the card was stolen and stop access to your account!

L A W

It is **your responsibility** to be aware of local laws while you are abroad. **You are subject to these laws!** Being an American does not make you impervious to the laws that govern citizens in a country you are visiting. Use common sense and be mindful of your actions!

SAFE TRAVEL

Air travel security:

- Be mindful of security measures at airports. Do not carry in your hand luggage anything that could be considered a weapon (knife, corkscrew, etc.). Matches and lighters also are not allowed. Limit liquids and gels to 3 ounces or less.
- You can find up-to-date information on restrictions at <http://www.tsa.gov>
- Make sure medications are properly labeled
- Put your name and address on each piece of luggage
- Check in with your airline as early as possible and proceed immediately through security checkpoints. Respond to all questions seriously and honestly; do not joke or use sarcasm with airport personnel.
- NEVER carry packages or letters for strangers and be mindful of unattended luggage.
- NEVER leave your bags unattended, even for a moment.

Train travel:

The train is often a safe, inexpensive and convenient way to travel outside of the United States. Research the train system of the country where you will be studying for country-specific details. Some general information:

- Most European countries offer railway passes for unlimited travel within their borders. It is a good idea to purchase these passes if you plan on doing a lot of traveling in your host country. Since there are a variety of passes available, it is important to determine which pass, or combination of passes, is most accommodating to your transportation needs. It is important to remember that *Euro Rail* passes can only be purchased in the United States, so you may want to do the research when you begin planning your education abroad excursions.
- Several Japanese universities provide their international students with discounted train tickets; you will receive these during Orientation at the beginning of the semester.
- Individual train cars may separate from each other at various points during the route with some proceeding to different destinations. Be sure that you are seated in the right section to reach your final destination.

Road travel:

Road accidents are the second leading cause of death for Americans abroad; illness is the first. We do not want to raise unnecessary fears about travel abroad. We do, however, want education abroad participants to make appropriate choices when seeking road transportation in countries of study and travel. Consular information sheets contain reports on road safety in countries of the world. We ask that you review these comments. Additional resources may be obtained by reviewing the following internet resource: Association for Safe International Road Travel (ASIRT) - www.asirt.org

OTHER TRAVEL TIPS

Hospitable Hostels

- Hostels around the world range in cleanliness and quality, but are generally inexpensive and simple.
- Hostels are desirable because you can meet other young travelers from all over the world.
- If the night life of a destination is alluring, make sure the hostel doesn't have a curfew.
- Most hostels have a place to lock your possessions.
- Keep in mind that taking a shower abroad can be a new experience. Do not assume which side the cold water may come from, or how long the hot water may last. This can happen not only in hostels, but in hotels and B&Bs alike.



Keeping in touch while abroad

There is good chance you may not be able to telephone out from the residence in which you are staying. Dormitories abroad do not always have phone jacks and your cell phone may not work. If it does, it may be very expensive. Check with your carrier.

- You may want to purchase calling cards to use at phone booths. Calling cards often have lower service rates than calling collect or direct.
- Many students find cell phones to be most convenient. You may want to purchase a prepaid cell phone when you arrive in your host country. These tend to be relatively inexpensive and have good local coverage.
- Skype is also an excellent option for keeping in touch while abroad. You can find information at <http://www.skype.com>
- Cybercafés are typically available throughout the world, particularly in urban areas. These will provide computer and international telephone access for moderate fees.
- Check your NAU email





MAXIMIZING YOUR EXPERIENCE ABROAD

BECOME A SELF-DIRECTED LEARNER

Some of the most interesting aspects of studying abroad are the various, unique, richly transforming learning experiences that students will encounter. The difficult part of education abroad is usually finding out how to truly learn from these experiences. The responsibility for this falls with the student: *you must be self-directed in your learning.*

Learning encompasses much more than information you will receive in the classroom. Education abroad programs are designed to move learning outside the classroom. All of your daily experiences, from the moment you wake up to when you go to sleep at night, have great *potential for education and personal exploration*. However, it is important to recognize that just because this potential exists, you will not automatically benefit from it. You must dedicate yourself to learning. Knowing how to do so will enrich your experience abroad and also give greater meaning to those experiences for the rest of your life.

For those who will be leaving your cultural comfort for the first time, your familiar ways of life will be dramatically transformed as you experience the novelties of your host country.

The following are examples of daily learning opportunities:

It was intensely hot on the southern tip of Madagascar in February, around 115 degrees Fahrenheit. The Antandroy tribal people walk an average of twelve kilometers a day to retrieve water in the arid spiny desert! With my host family, I lay on a sisal mat as still as possible to avoid using too much energy while my sisters prepared the dinner. Whenever I got up to walk to the bathroom, which was a prickly pear cactus of my choice a five-minute walk from the huts, my face would burn from the relentless western setting sun. When dinner was served and we were all seated around under the shade of the Baobab tree, for some reason my family started screaming amongst themselves in anger and chaos, every once in a while pointing at me. Unable to understand their rapid Malagasy, I was startled and confused, sensing I was definitely the cause of this upset.

What had happened?

My friend and I went to a McDonald's located by the Nishinomiya Train Station in Japan. We were in a hurry because we were to meet other international students in Osaka. We got the food to go and got on the next train headed for Umeda, the central stop in Osaka. We began eating and noticed that everyone was staring at us. I turned to my friend and asked, "Why are all the Japanese staring at us?" He replied, "Don't be silly, it's because we are Gaijin (foreigners)!"

Why were the Japanese staring at us?

Think you may know the answers to these peculiar examples? Read on to find the answers.

BECOME A SELF-DIRECTED LEARNER

Answer to Example #1:

The Malagasy people, especially the rural tribal people, are very spiritual. They worship their ancestors in various ways several times a day. The soil that encapsulates the bones of their ancestors is considered sacred. It is taboo to go to the bathroom on the west side of a living area because that is where the souls of the ancestors dwell. I had just walked five minutes to the west (wrong!) side of the huts to go to the bathroom instead of walking five minutes to the east (correct!) side. Essentially, I had relieved myself on their ancestors' souls! From then on, when I had to go to the bathroom, I was led by the hand of my small host brothers and sisters in the appropriate direction.

Answer to Example #2:

While the Japanese are often curious and may stare at foreigners, especially Americans, this was not the reason so many people seemed annoyed with us. The Japanese do not eat or smoke on a commuter train because it is considered extremely rude. They also do not eat while walking on a street or riding busses. We were being very rude by eating on the train.

It is up to you to make your education abroad into an experience from which you can truly learn something new about your host culture, your own culture, your self and the world.

You may read through this section and think, “wow, this looks like a lot of work that I’m never going to want to do.” But most likely, if you don't put some effort into thinking about and processing your experiences while you are abroad, you will later wish you had.

On the next page you will find one suggestion for how to improve your self-directed learning abroad. It is very common to hear people say that, in retrospect, they wish they had written more about events, thoughts, and feelings while they were abroad so that they wouldn't forget them later. Doing something like this will provide a powerful learning tool for you to use throughout your experience and once you return home. You may choose to journal exactly as described on the next page; you may tailor this description to better fit your personality and needs; or you may choose a different strategy altogether.

Remember, it is up to you to be self-directed and motivated to reap all of the benefits of your time abroad. You have already demonstrated these qualities by applying and becoming accepted to the education abroad program. Don't let your experiences slide by with only vague recollections of what happened. Explore, evaluate, critique, dig deep, and look for ways that this experience will change you in ways that you could never have imagined.

HOW TO DIRECT YOUR LEARNING

Keep a journal, divided into the following sections:

1. Impressions

- ⇒ Make entries chronologically. Jot down places, people, events, concepts, ideas, and other triggers to help you remember experiences. Try to be detailed with the dates and names of people, places, events and cities. These entries may reflect what we all think of as a “typical” journal entry: “March 2. Josh and I walked to Karlsplatz, Marienplatz and visited the Residenz, the former palace of the Bavarian kings.”
- ⇒ Don’t get bogged down in the details. Use short, precise sentences you can later draw upon for memory.

2. Descriptions

- ⇒ Create a vivid description of the experience. Try to write an entry that would bring the experience to life for someone who wasn’t there. Include sights, sounds, smells: “It was a sunny day, the sun almost blindingly bright. It smelled like spring after yesterday’s rain. Very noisy in the city today, lots of traffic since it’s a Monday.”
- ⇒ Do not reflect upon or evaluate the experience in this section, just describe it.



3. Narrative

- ⇒ Write about your experiences as if you are telling a story. You may even want to embellish the story to make it more creative. Let your imagination fly with ideas.

4. Expressions

- ⇒ Use this section for introspecting, venting, hypothesizing, and evaluating.
- ⇒ For example, take a Descriptive entry and write about how you thought and felt during that experience. Draw out broader meanings and implications.
- ⇒ Explore where you are intellectually, emotionally, psychologically, and culturally.

Questions to ask yourself before you go (write the answers on the first page of your journal):

- What five things do I most look forward to about studying abroad?
- What are five cultural, social and personal values that define who I am?
- What are five cultural, social and personal values that define the country where I’ll be studying?
- What are two things I will learn from this experience that I couldn’t learn by staying at NAU?



CULTURAL ADJUSTMENT

CULTURE SHOCK

Culture Shock describes the psychological and physical reactions most people experience when they spend an extended period of time in a culture different from their own.

The anthropologist Kalervo Oberg coined the phrase “Culture Shock,” which he described in the following way:

Culture shock is precipitated by the anxiety that results from losing all our familiar signs and symbols of social intercourse. These signs or cues include the thousand and one ways in which we orient ourselves to the situations of daily life: when to shake hands and what to say when we meet people, when and how to give tips, how to give orders to servants, how to make purchases, when to accept and when to refuse invitations, when to take statements seriously and when not. Now these cues which may be words, gestures, facial expressions, customs, or norms are acquired by all of us in the course of growing up and are as much a part of our culture as the language we speak or the beliefs we accept. All of us depend for our peace of mind and our efficiency on hundreds of these cues, most of which we are not consciously aware...

(Spofford, William K., *Learning to Overcome Culture Shock*)

Characteristics of Culture Shock

- ♦ Intense discomfort
- ♦ Irritability
- ♦ Bitterness
- ♦ Resentment
- ♦ Depression
- ♦ Boredom
- ♦ Withdrawal
- ♦ Avoiding contact with host nationals
- ♦ Ethnocentrism
- ♦ Helplessness
- ♦ Stereotyping
- ♦ Hostility
- ♦ Psychosomatic physical symptoms (e.g. headache)
- ♦ Compulsive eating, drinking and/or sleeping



CULTURE SHOCK: EASING THE ADJUSTMENT

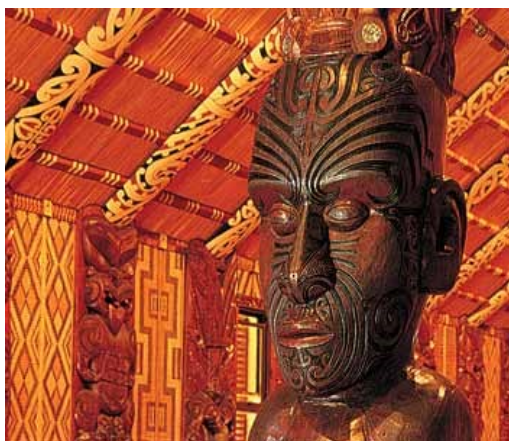
Before leaving:

1. Learn as much as you can about the host culture
 - ❖ Read books on the culture, history and customs of the country you will visit
 - ❖ Talk with people who have visited or lived in this country to learn what you should expect
 - ❖ Talking with people who have visited or lived in the country is also a great way to become familiar with what you may expect on your visit
 - ❖ The Center for International Education coordinates a program, International Friends, for NAU students to meet International students who may be from the country you will visit. Inquire at the CIE to learn more about this program.
2. Make an effort to explore your own cultural identity and values
 - ❖ Make a list of typical values that characterize your culture and family
 - ❖ Make a list of customs, attitudes and behaviors that are common in your culture and family
 - ❖ Think about which things on this list may be different while you are abroad



While abroad:

1. Relax your grip on your own culture so you can be open to learning and understanding
 - ❖ Try not to succumb to the temptation to criticize your host culture
 - ❖ Consciously seek logical reasons behind everything that seems strange, difficult, confusing or threatening
 - ❖ Try to look at every aspect of your experience from the perspective of your hosts
 - ❖ Realize that sometimes there are not always logical reasons for everything
 - ❖ Resist making jokes or comments that are derogatory to the host culture and avoid people who do this
2. Find a *Cultural Informant*: someone you can ask questions and confide in when you are looking for answers or confused. This may be a member of your host family, a peer, teacher, or friend.



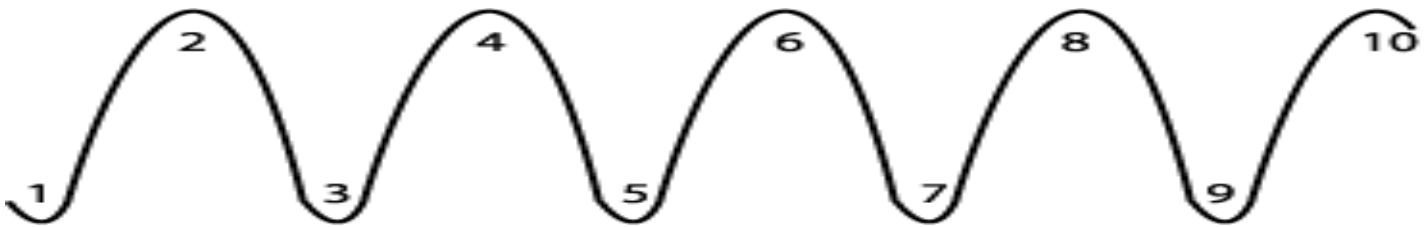
The information in this section has been adapted from the following sources:

1. Adler, P. S. (1975). "The Transitional Experience: An Alternative View of Culture Shock," *Humanistic Psychology*, 15(4).
2. Kohls, L. R. *Survival Kit for Overseas Living*. Intercultural Press, 1984.
3. UNC Charlotte, Office of Education Abroad, *Study Abroad Handbook*.

THE INTERCULTURAL ADJUSTMENT CYCLE

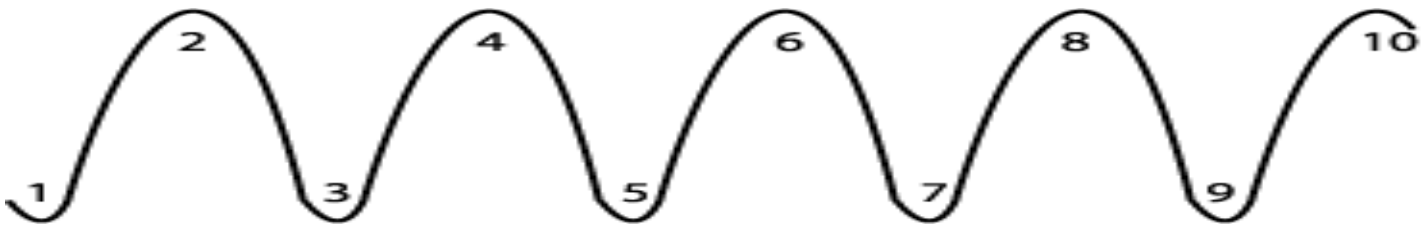
As people encounter cultural differences, they tend to progress through specific stages in the adjustment process. Naturally, the severity and length of adjustment phases a person goes through depends upon the length of time that he or she will be away from home and the support that he or she receives.

No matter how much time you spend in a foreign country, you can be relatively certain that you will feel many of the emotions outlined in the intercultural adjustment cycle:



1. **APPLICATION ANXIETY**: Anxiety over chances of selection and one's ability to handle the new opportunity. Many students anticipate cultural differences but have only a superficial awareness of potential adjustment problems.
2. **SELECTION/ARRIVAL FASCINATION**: Elation typically results when the application is confirmed. This excitement generally continues until after arrival in the foreign country, though there may be some anxiety just before departure. During this stage, expectations for the trip are high and the pre-departure/arrival proceedings are overwhelming and blissful in attention and activity. The new arrival is shown respect and concern which she/he may seldom receive in the home community.
3. **INITIAL CULTURE SHOCK**: The initial fascination will fade for a visitor who remains in a community for a long period of time. The novelty of a foreign culture wears off after a few weeks and most people enter a decline known as initial culture shock. Characteristics of this period are possible changes in sleeping habits, disorientation about how to work with and relate to others, language difficulties and mental fatigue from speaking and listening to a foreign language all day.
4. **SURFACE ADJUSTMENT**: After this initial "down," which usually does not last for more than a few weeks, some adjustment takes place and the visitor begins to settle into the new situation. Language skills improve so that basic ideas can be expressed without fatigue and the visitor learns how to navigate within a small group of friends and associates. The visitor may feel like he or she is becoming a member of the community.
5. **MENTAL ISOLATION**: At some point, all novelty fades while the difficulties remain. Frustrations increase and a more pervasive sense of isolation can set in. This period is often accompanied by boredom and a lack of motivation as the individual feels little stimulus to overcome deeper and more troublesome difficulties. There may be unresolved conflicts with friends, hosts or peers, or basic language problems which continue to cause difficulty long after the initial language adjust-

THE INTERCULTURAL ADJUSTMENT CYCLE



6. **INTEGRATION/ACCEPTANCE**: When the visitor is finally at ease with academics as well as with the language and new friends, he or she is able to examine more carefully the new society in which he or she is living. Deeper differences between self and others become understandable and the visitor finds ways to handle them. The visitor may feel a lack of true friendships but learns not to take this personally. Acceptance of the situation and oneself as a member of it allows the visitor to relax and feel at home abroad.

7. **RETURN ANXIETIES**: Once a person is well settled in, the thought of leaving friends and the new community raises anxieties similar to those felt during Stage 1. The visitor begins to sense how much he or she has changed because of this experience and apprehension grows at the thought that people at home will not understand this "new" self. The visitor may feel guilty for wanting to stay abroad.

8. **SHOCK/REINTEGRATION**: Once the former visitor is back home, the contrast of old and new may come as a shock. He or she probably will have changed a great deal while away and it may be difficult for family members and friends to accept the changes. Likewise, having been the center of attention in another country for a period of time, the returnee will soon realize that this glamour has been lost. He or she then faces the problem of adjusting to being one of the crowd again while longing for the friends left behind.

9. **READJUSTMENT**: The returnee often finds that no one is as interested in the details of his or her stay abroad as it seems they should be. He or she experiences conflicts while readjusting to family members and old friends and is frustrated by the inability to describe adequately the depth and nature of life abroad. All of this may make the home environment more depressing.

10. **Final resolution**: The individual experiences a shift in perspective and a new understanding of his or her own society and future development. The returnee must begin to become involved in new activities at home and to plan a life which is built upon the future rather than the past. Once this is achieved, he or she will be able to usefully integrate the experience and learning of the recent past and be productive in the "new" life.

(Reprinted from Bring Home the World, by Stephen H. Rhinesmith, pp. 54-57.)



COMMUNICATION ISSUES

COMMUNICATION WHILE ABROAD

Words to know

If you are studying or traveling in a non-English speaking country, you should already be relatively proficient in that country's language. In the event of an emergency, you need to be able to communicate and understand effectively. You need to be able to ask for help if injured, and ask for legal protection if your rights are in jeopardy. If you have a specific health condition, a special need, or if you are allergic to any medication, know exactly how to say so in the local language. Regardless of your language proficiency level, there are a few basic words, phrases, and questions that you should be able to pronounce fluently. You should fill out our Words To Know Sheet and take it with you for reference.

Phrases to know

Each student should develop his or her own personal list of essential words and phrases to know. You may encounter many other helpful and important phrases you would like to include on your own list. For instance, you may want to look up specific phrases pertaining to the country in which you are studying. Use our list as a guide or starting point; then add your own additional country-specific phrases. In addition, you should also know how to dial a country's 24-hour emergency phone number (equivalent to a 9-1-1 system).

Service Icons

You may find it helpful to copy and cut out our Service Icons Card that you can carry with you. The card contains a series of simple images that represent services you may require—including a telephone, post-office, taxi, and hospital. If you don't remember, or don't know, how to say a certain word in the language of the country where you are studying, you can point to the picture on the card that represents that word. For example, if you need to find a telephone, you can show someone the picture of a telephone on the card and they can assist you. It is better to already be able to comfortably communicate in the language of the country in which you will be studying. However, you should keep this card with you just in case you forget how to say a certain word, or, in the case of injury, you become physically unable to verbally communicate.



WORDS TO KNOW

WORD	TRANSLATION	WORD	TRANSLATION
airport		ambulance	
ATM		baggage claim	
bank		bathroom	
bus		computer	
consulate		doctor	
embassy		emergency	
emergency room		exchange rate	
fire		fire station	
food		help	
hospital		hostel	
hotel		insurance	
internet		law	
lawyer		luggage	
market		medicine	
metro		metro station	
money		nurse	
pharmacy		police	
Police station		post office	
restaurant		station	
store		street	
suitcase		taxi	
telephone		thief	
train		train station	
translation		translator	
university		water	

PHRASES TO KNOW

Food & Water

Where is the market?

Where can I get something to eat?

I am allergic to...

Is this safe drinking water?

I can't/don't eat meat/pork, etc.

General Info

My name is...

Please speak slowly.

Where is a (bathroom, bank, etc)?

Where can I find information about ...?

Can you show me on this map?

Can you contact this person for me?

I don't understand.

What (time, date, day) is it?

Can you give me directions to ...?

Can you write this down for me?

I'm lost.

Where is the closest internet café?

Help

This is an emergency

I need help.

Where is the police station?

Where can I get help?

Please help me!

Stop! Thief!

Medical

My blood type is...

Please take me to the hospital/doctor.

I'm allergic to penicillin/aspirin, etc.

I'm not feeling well.

How do I get to the (doctor, hospital)?

I am diabetic, etc.

Arrests

I am an American citizen.

Please call the American Embassy/
Consulate immediately.

I have a right to call the American Embas-
sy/Consulate.

Money

Do you take travelers' checks?

Do you take credit cards?

Where can I exchange money?

Where is the closest ATM?

I need a cash advance from my credit card.

What is the exchange rate for (dollars) to
(local currency)?

How much does this cost?

Where is the closest bank?

Transportation

How long is the trip?

How much is the ticket?

Can you take me to a
(bus,taxi,train,metro)?

Please take me to the airport.

Does this bus/metro stop at...?

Are there student rates?

Where can I get a (bus, taxi, train, metro)?

Where can I rent a car?

SERVICE ICONS

You may find it helpful to cut out the following icons to help with communication.



TELEPHONE/EMERGENCY



FIRE/FIRE STATION



POLICE



TAXI



AMBULANCE



HOSPITAL



COMPUTER/INTERNET



POST OFFICE



BANK



TELEPHONE



BATHROOM



DRINKING WATER



HOTEL



AIRPORT



METRO/STATION

Information for this section, Communication from abroad, was taken from The Center for Global Education, Education Abroad Safety Handbook, on-line:

<http://www.lmu.edu/globaled/studentsabroad/infosheet.html>



HEALTH AND SAFETY

HEALTH, SAFETY AND RESPONSIBILITY

Your health and safety is our concern

Your health and safety is of prime importance to the NAU Center for International Education. We are aware of the heightened concerns Americans have for their safety while abroad and at home. NAU's Center for International Education recognizes the importance of establishing policies and procedures that are designed to safeguard the safety and well-being of education abroad participants. We do, however, recognize and acknowledge that no single plan could address all contingencies that may arise.

In these rapidly changing times it is ever more important for you, the student, to remain prudent in protecting your own health and safety. Remember, common sense is often your best safety precaution. This section is designed to remind you about various matters. Please review it carefully!

Stay informed about your place of study

Make an attempt to become knowledgeable about the culture, history, politics, and customs of the country you are going to visit. This can be important in understanding subtleties that are inherently understood by citizens of a country but often misinterpreted or ignored by visitors.

Available for your review are country specific resources in the Resource Room located in the Center for International Education. Obtaining books from Cline or your local library is also a good idea. Of course, the Internet is another valuable resource to explore Information about the country or countries in which you plan to travel.

Some recommended resources:

Lonely Planet website

<http://www.lonelyplanet.com/worldguide/>

World News

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

University of Texas Perry_Castafieda Library Map Collection

<http://www.lib.utexas.edu/maps/index.html>

CIA The World Fact Book

<http://www.cia.gov/cia/publications/factbook/index.html>

U.S. Department of State—background notes

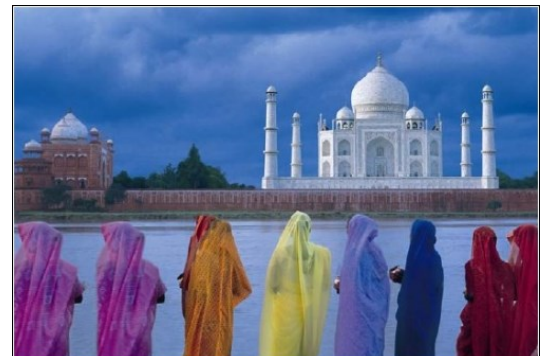
<http://www.travel.state.gov>

HEALTH, SAFETY AND RESPONSIBILITY

Upon acceptance to the program each student signs an “Assumption of Risk and Release” form. This form relates to Code of Conduct applications and restrictions. By signing this you acknowledge that you are aware of the added risks associated with education abroad programs, that you accept these risks and that you understand the prescribed Codes of Conduct.

To ensure your safety, also consider the following:

1. Read all information provided regarding health and safety, both general information and site specific.
2. Consider your own health and how it relates to participating on this type of education program. You should keep in mind that different sites may have different issues and concerns.
3. Honestly assess your own physical and mental health to ensure that you are prepared for study abroad. Bear in mind that living abroad can present various physical and emotional challenges that are different from those at home.
4. Provide complete and accurate health information to the CIE and any sponsoring organization.
5. Assume responsibility for your personal preparation for the program and attend all mandatory information and orientation sessions.
6. Obtain and maintain appropriate insurance coverage (see section on Insurance).
7. Inform family members and others about your participation in a education abroad program, provide them with emergency contact information, and keep them informed about the program as appropriate and needed.
8. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.
9. Obey host-country laws.
10. Be aware of local conditions and customs that may present health and safety risks when making decisions. Express any health and safety concerns to the appropriate program staff both on-site and at the NAU Center for International Education.
11. Become familiar with the procedures of obtaining emergency health and law enforcement services in the host country.
12. Accept responsibility for your decisions and actions related to your health and safety.



FINDING HEALTH AND SAFETY INFORMATION

The State Department has set up a special phone number for those concerned about travel abroad or about American citizen family or friends overseas.

The toll-free number to call is:

1-888-407-4747

Callers who are unable to use 800 numbers, such as those calling from overseas, can call:

1-202-501-4444

You should read the State Department's **Consular Information Sheet** for the country or countries in which you plan to study and/or travel during your education abroad.

***Consular Information Sheets** are issued as a matter of course, and are available for every country of the world. They include such information as location of the U.S. Embassy or Consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties.*

You should also consult any **Travel Alerts** and **Travel Warnings** that pertain to the country in which you plan to study or travel.

***Travel Alerts** are issued as required, and are a means to disseminate information about terrorist threats and other relatively short-term and/or transnational conditions posing significant risks to the security of American travelers.*

***Travel Warnings** are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country.*

You may access **Consular Information Sheets, Public Announcements, and Travel Warnings at:**

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

Use these resources to become informed about the health and sanitary conditions of the any countries to which you may travel.

You should consider things like water safety: is water from the tap safe for drinking? What bottled waters are considered safe? If tap water is unsafe, how about ice in beverages served at restaurants?

Also consider food safety: How is the food prepared? Are conditions considered safe or questionable? How and what foods should you be certain to clean?

THE IMPORTANCE OF FIRST IMPRESSIONS

Be mindful that as a citizen of your country, you not only represent yourself while you are abroad, but also your country. In addition, as a student representative of Northern Arizona University, you serve as an *ambassador* of sorts, extending relations between our partner universities and affiliate organizations.

Because of your broader social status, your actions carry greater significance while you are abroad. In any social situation we encourage you to practice courtesy and patience. You will undoubtedly find yourself in situations that will challenge your resolve in being mindful and acting appropriately.

Keep in mind that ***“How you present yourself will make a difference!”***

You should expect that those you encounter while abroad will be curious about your viewpoints and opinions on a wide range of issues. Don't be surprised if you are asked to discuss U.S. foreign policy issues, or anything relating to the U.S. or whichever country you represent. Being prepared for such instances may help you prepare to deal with them.

- Before you leave, educate yourself on U.S. policy and politics.
- Develop coherent opinions and decide which thoughts you feel comfortable sharing with others.
- Plan a strategy to avoid these conversations if you would prefer not to engage in them.



IN CASE OF EMERGENCY

It is essential that you know exactly what to do in the event of an emergency abroad.

You can try to prepare for emergencies in the following ways:

1. Always carry contact information for someone at the school you will be attending, such as the International Student Advisor.
2. Make sure you have contact information for your advisor at the Center for International Education. Know how to contact this person by phone, fax and email.
3. Memorize the emergency phone numbers in the country where you study.
4. Always carry change for the phone or a cab, either in your front pocket or a money belt.
5. Know the location of the nearest U.S. Embassy or Consulate and register with them (you can do this online). Information regarding Embassies and Consulates can be found at:

<http://usembassy.state.gov>

<http://embassyworld.com/embassy/directory.htm>

6. Try to obtain a phone number for your nearest Embassy or Consulate.
7. The Office of Overseas Citizens Services can assist U.S. students abroad in the case of an emergency. You can call 1 (202) 647-5225 at any time.
8. Complete an Emergency Card with your identification and contact information and keep it with you at all times.
9. Construct an Emergency Action Plan with your family and host university, so that you will know what to do in the case of an emergency at home or abroad.

How U.S. Consular Officers *Can* and *Cannot* Help U.S. Citizens Abroad

If students have trouble overseas, the Consular Officer at the nearest U.S. Embassy or Consulate can provide certain assistance. Staff are available 24 hours, either on-site or by phone.

Students who have an extreme financial emergency and have no source of money can ask Consular Officers about Repatriation Loans, which provide emergency funds to return to the U.S.

Consular Officers can also help in the event of illness, injury, natural catastrophe, evacuations or death.

Consular Officers can NOT cash checks or serve as an attorney abroad.

T H E F T

Don't make yourself susceptible to unnecessary losses

Simply being a foreigner will make you susceptible to theft. You will stand out in behavior, speech and dress though you may not realize it. Be aware of this reality so that you are not an unsuspecting target.

Before departure

- Remove all superfluous credit cards and documents from your wallet or purse. Leave only things you will need while abroad.
- Make photocopies of your passport, credit cards, and other important documents that you will bring with you. Bring one copy in your luggage and leave copies with responsible individuals in the U.S.
- If possible, also scan these documents and email them to yourself so that you can access them from anywhere.
- Buy a money belt or prepare another way to safely and securely transport your money and documents.

While abroad

Remember that your American passport may be worth a great deal of money abroad and is the most important document you carry. Protect it at all times. Do not carry your passport with you unless you need it for a specific purpose; it is safer locked in your room.

If your passport is lost or stolen:

- Contact the nearest U.S. Embassy or Consulate
 - Having a photocopy of your passport will make the passport replacement process much faster and easier
-
- ✓ Beggars may approach you with screaming children. Local children may offer to carry your bags, but be aware: some beggars are in genuine need but others make as much as several hundred dollars a day. Most of the time it is a ploy. Giving money is a personal decision, but use common sense.
 - ✓ Do not carry anything of value in a fanny pack, back pockets, or backpack which could be snatched from behind.
 - ✓ Anything that could distract your attention (someone asking the time, asking directions, spilling something on you, etc.) is an opportunity for a thief to steal a bag. Always have everything attached or in direct contact with your body at all times.

WOMEN ABROAD

We do not want to seem alarmist or perpetuate unfair stereotypes, but it is important for women studying abroad to recognize the specific risks that may pertain to them. Female students should be especially carefully about where they go, when, and with whom. In certain locations, women may have to adjust to attitudes that are unfamiliar, both in public and private settings. For example, eye contact between strangers or a smile on the street—which are both common in the U.S.—may have different implications in other countries. Be aware of the norms of the country in which you are studying.



DATING AND SEX

It is important to recognize that different countries have different gender norms governing overt and covert behavior. Men and women should be aware of norms governing dating and sexuality in the countries in which they will be living and traveling. Such things as eye contact, styles of dress and body language can send very different messages depending upon countries and cultures.

While not advocating or condoning intimate relationships while abroad, the NAU Center for International Education advises students to be cautious and prudent in their choices. If you choose to be sexually active, practice safe sex and protect yourself and your partner against sexually transmitted diseases, AIDS, unintended pregnancy, and misunderstandings about the meaning of the relationship. If you think you may be sexually active while abroad, bring condoms with you as availability may be limited and quality may vary considerably between different countries.

We cannot stress enough the importance for you to be aware of your host culture's views towards gender, dating, sex and morality.

HEALTH ISSUES ABROAD

U.S. students may find that the Western model of health care is not prevalent in countries they visit and should be prepared for treatment different from what they are used to. Health care practitioners in the host country may not be accustomed to treating the range of problems raised by U.S. students, especially in areas related to sexuality and lifestyle choices.

Blood transfusions in ***developing countries*** should be refused unless to do so is life-threatening; some countries do not screen blood for HIV or hepatitis. Sources of safe blood should be identified in advance in case of an emergency; these may include U.S. and western European embassies, private hospitals and clinics and U.S. military bases.

Medical and Legal Emergencies

If you have a serious medical or legal emergency in your host university area, contact your program representative **immediately**.

If you are away from your education abroad area, you should contact the nearest U.S. Embassy or consulate for information. Don't forget you can always try to reach us at the CIE:

Phone: 001-928- 523-2409 (during business hours)

Non-medical emergency contact:

Within the U.S. and Canada: 1-800-285-3943

Outside the U.S. and Canada: 602-234-9105

Fax: 001-928- 523-9489

E-mail: cie@nau.edu



Vaccinations:

It is your responsibility to determine whether any vaccinations are required or recommended for your place of study and for any countries to which you will be traveling.

- Make an appointment to meet with your family physician or at the Student Health Center
- Discuss necessary vaccinations or other travel precautions appropriate to the country or countries you will visit

You can also find information related to travel medicine and vaccines from the Center for Disease Control web site (www.cdc.gov), and the Embassy/Consulate web site of the particular country you will be visiting.

M E D I C A T I O N S A B R O A D

Medications:

You may find it difficult to obtain certain over-the-counter medications abroad, depending upon the country or countries you will visit. It will also be difficult to obtain your prescriptions while you are there.

- Meet with your doctor to see whether you can get a long-term supply of your prescriptions to bring with you when you leave the country.
- If you take any over-the-counter medications regularly, bring a supply with you.
- Leave all medications in their original, labeled containers and bring a copy of the original prescription with your doctor's contact information, if possible.
- Check the Embassy or Consulate of your host country to see whether any medications are not allowed in the country.

Diabetics and others who self-inject medication are advised to carry enough needles for their full stay and to check in advance about regulations governing the transport of needles. Please advise all program directors of any medical conditions you may have prior to departure.

I N S U R A N C E

All education abroad participants will receive travel insurance through HTH Worldwide, unless your host university provides its own coverage. This will be billed to your student account.

- Carefully read the insurance policy to familiarize yourself with its provisions and limitations.
- Bring your insurance confirmation letter with you in your carry-on luggage. You may want to make multiple copies to have with you abroad and to leave with family members at home.

You should maintain health coverage in the United States while you are abroad. **Do not cancel this coverage.** If there is a medical emergency that requires you to return to the U.S. you will need to have U.S. coverage.



ACADEMICS

HOW TO GET YOUR NAU CREDIT

1. Complete your E-Courses in STUDIO ABROAD before you leave

Enter the courses you plan to take at your host university along with the NAU equivalents. Make sure that each course is approved by an academic advisor before you leave.

2. While you are abroad

If you add or change any courses while you're abroad, be sure to let your academic advisor know so that the course can be approved. You can add new courses to STUDIO ABROAD and have them approved from abroad.

If you have been instructed to bring back specific materials (e.g. syllabi) to get final approval for a course, it is your responsibility to provide those materials to your advisor upon your return.

Students on faculty-led programs are required to take the course(s) taught by the NAU faculty-member leading the program, even if a university abroad is offering additional courses to NAU students.

3. After you return

If you attend an NAU-approved program the Center for International Education will take the CIE 299 off your transcript and add the NAU equivalent courses and credit hours you had established using the process above and the NAU equivalent grades (A,B,C,D,F) of those you earned abroad. If you attended a non-NAU program, your courses will be treated as transfer credit.

GRADES

You will earn GRADES (A,B,C,D,F) for all classes normally graded at NAU.

Education abroad students are **not** eligible to take classes Pass/Fail unless the equivalent class is normally a Pass/Fail class. If this is the case students are allowed to have one class approved for Pass/Fail credit. Any additional classes must be specially approved by the Associate Provost for Academic Administration.

Grade conversions can be found at: <http://www.wes.org/gradeconversionguide>

All courses taken abroad must be reported unless a student has dropped the course with the host institution or in accordance with the terms of the drop policy for Education Abroad participants. In that case, the student must notify the Center for International Education of the intentions of dropping the courses **prior** to dropping it.

Ultimately, your transcript will look like you took classes at NAU. Courses taken abroad can count toward your major, minor, liberal studies requirements and electives.

TIME FRAME FOR TRANSFER CREDIT

If you used financial aid: You have two semesters (summer counts as one semester) after your program ends to get CIE 299 cleared from your transcript, otherwise your financial aid will be suspended for the following semester. After two semesters, if CIE 299 has not been removed, those 15 credit hours automatically convert to the grade of "F" until you successfully transfer your grades.

If you didn't use financial aid: You have two semesters (summer counts as one semester) after the end of your program to have your transcript updated to list your education abroad credits. After that time if CIE 299 has not been removed, 15 credit hours of "Incomplete" automatically convert to the grade of "F" until you work with the CIE to have the OIS499 replaced with your classes, credits, and grades from abroad.

DROP POLICY

All students must follow the drop policies from the host university. If you do not officially withdraw from the course and it appears on your transcripts from the host university, this grade and course WILL be reported on your NAU transcript.

REGISTERING FOR NAU COURSES WHILE ABROAD

While overseas, you will be able to access NAU course offerings and register for the next semester through LOUIE.

When it is time to register for the following semester's classes:

1. Use LOUIE and the NAU course catalog (<http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>) to find out what is offered next semester. Contact your academic advisor if you have questions about your degree requirements.
2. Clear all holds on your student account (Student Health Center, charges, library charges, parking fines, etc.) before you register. If you have any holds on your account, you cannot pre-register. If you have any holds on your account, notify the Center for International Education so we can help remove the holds.
3. Register on-line using LOUIE using the same procedure as usual.
3. Your schedule and any receipts from on-line payments that you make will be sent to your **NAU e-mail** account. If you are using another e-mail address and forget your log-in or password for your **NAU** account, send an email to studentcomputing@nau.edu telling them your name, your situation, your NAU ID, your phone number abroad, and a time (in Arizona time) that they can contact you. They will call to verify your identity and reset your password. Because you can now use webmail from any computer that has internet access, we recommend that you continue to use your **NAU** account while abroad instead of signing up for another account through hotmail, yahoo or other accounts. Webmail makes **NAU** just as portable and more reliable than other free portable e-mail accounts.



COURSE OVERRIDES WHILE ABROAD

Students may find an override authorization is necessary for certain classes override, especially if pre-requisite classes are being taken overseas.

General procedures for obtaining over-ride authorization (Business students see below)

1. Contact the instructor of the class via email and let him or her know that you would like to take their class (be sure to indicate **which class, which section, and class number**. ex: BIO182, TTh 9:35-10:50, class number 1234). Inform the instructor that you are taking the prerequisite on an NAU approved education abroad program and that it has been approved as an equivalent for the necessary pre-requisite NAU class.
2. Ask for permission to override into the class.
3. If and when the instructor replies with verification that you will be allowed to override into the class, forward that email to registrar@nau.edu and **include the following information:**

your name

NAU ID#

the Subject/Catalog number (ex: BIO182)

the 4-Digit Class number found in LOUIE (ex: 1134)

the title of the class (ex: Unity of Life II).

BE SURE YOU INCLUDE ALL OF THIS INFORMATION!!!

4. Keep a copy of the email for your own records.
5. Check your LOUIE account regularly to make sure you are registered for the class. Follow up by contacting the Registrar if you are not registered within one week.

Business course overrides:

Use the online petition form at:

<http://www.franke.nau.edu/StudentResources/Forms/Overrides.aspx>

The College of Business Advising Center will inform students if authorization has been approved.



RE-ENTRY

STAGES OF RE-ENTRY

The first stage of re-entry starts while you are overseas and is called disengagement.

You begin to start thinking about moving back to the U.S. and moving away from your overseas experience and friends. For many, saying the dreaded “Good-bye” brings closure to a period abroad. Although you may truly believe that you will see your friends, instructors and administrators from abroad again, arranging a formal good-bye can reduce your anxiety and potential regrets.

The second stage of re-entry entails feelings of excitement.

You may be very pleased, even euphoric, to be back in your own country and your family and friends may be equally delighted to have you back. After people express their pleasure at seeing you again and listen politely to your stories for a few minutes, you may suddenly and painfully realize that they are not particularly interested in what happened to you and would much prefer to talk about their own affairs. Be prepared to listen closely to what they say even if it seems insignificant to your experience. Their lives are just as important and meaningful as yours. Some people may be jealous or resentful of your experience. Other may want all the details. Be sensitive to your listeners.

In the third stage you experience dampened euphoria.

If you find yourself in this stage, you may begin to experience feelings of alienation, frustration and anger. You may feel like an outsider—a foreigner in your own country. You may find you feel irritated with others and impatient with your own inability to do things as well or as quickly as you had hoped. Resentment, loneliness, disorientation, and even a sense of helplessness may pervade. America will be different from how you remembered it. Some students have told us they were physically ill or depressed when they returned home.

The fourth stage of re-entry includes a gradual readjustment to life at home.

During this stage you will no longer be shocked by the variety you find on the supermarket shelves and you will be able to contain your disparaging comments. If you have had difficulty filtering out the foreign words in your conversation, you will find that your English-only conversational skills will improve during stage four. It will be helpful for you to identify fellow returnees. They will be able to relate to your growing pains and can provide you with needed support as you readjust to living at home.

ADJUSTING TO RE-ENTRY

There are many positive ways of progressing through your re-entry. The process of readjustment can take weeks or months and it is very important to attempt to progress with the experience. Perhaps the most vital strategy is to recognize that what you are going through is normal and very common. Expect a period of stress and know that re-entry is a natural part of the readjustment process. The following are strategies that have been suggested by former education abroad returnees:

- Talk with people who understand your situation.** All of us in the Center for International Education have spent time abroad and love to hear about your experiences. Make friends with other return education abroad students or international students at NAU and keep in touch with people from your host country and from your program.
- Tell others about your education abroad experience.** Help the Center for International Education recruit and prepare future education abroad participants by helping with information meetings, pre-departure meetings, presenting to classes and clubs, sitting at a table in the Union answering the question, “Ask me where I’ve been,” or writing an article for the Lumberjack. Contact your local schools and ask if there are any classes or clubs that would benefit from a cultural presentation on the country where you studied. Seek out foreign exchange students in the high schools to help you with a presentation.
- Continue to be a multicultural person.** Seek out situations in which international experiences and perspectives are appreciated. Volunteer to work with minority groups on or off campus. Join language or culture clubs. See foreign films. Host cultural parties or dinners. Join the NAU International Club or the International Friends Program (details at the Center for International Education). Keep up your reading about international current events.
- Relate your experience to your academics.** Look for courses where you can directly apply what you learned from your recent academic and travel experiences. Talk to your instructors about conducting projects that extend themes addressed in your education abroad experience.
- Keep a journal.** Journals are an excellent way to record your reactions to a new environment. Take time out of your busy schedule to write what you are now experiencing. This is a great way to reflect upon these and other issues. Some possible questions to ask yourself are:
 1. What did I learn about the host culture? About myself? How can I apply what I learned to my life back in the U.S.?
 2. Do I think of the U.S. any differently now that I have returned? What do I like the most about my home culture? The least?
 3. What advice would I give to those who are leaving tomorrow for my host culture? How did I learn these things?
 4. How could I describe the “world” that now surrounds me? How does this differ from the “world I left in my country of study?”



WEB RESOURCES

WEB RESOURCES

Absentee Ballot—Voting from Abroad

<http://www.fvap.gov/> **Federal Voting Assistance Program**
<http://www.sec.state.ma.us/ELE/elevf/howabs.htm> **Massachusetts Elections Division**

Communication

<http://www.cybercaptive.com> **cyber café search engine**

Money

<http://www.oanda.com/converter/travel> **currency converter**

Special Interest Groups

<http://www.journeywoman.com> **travel magazine for women**

<http://www.indiana.edu/~overseas/lesbigay> **resources and information for gay, lesbian and bisexual students**

<http://www.miusa.org> **resources for travelers with disabilities**

General Travel

<http://letravelstore.com> **travel info and gear**

<http://www.transitionsabroad.com> **study, work, travel abroad resources**

<http://www.statravel.com> **ISIC info, airline tickets and more**

<http://iyhf.org> **Hostelling International**

<http://www.europeanhostels.com/> **List of over 1,550 hostels in Europe**

WEB RESOURCES

General Travel Continued...

<http://www.voltagevalet.com/idx.html>

Voltage/outlet information

<http://www.ecola.com>

links to newspapers worldwide

http://travel.state.gov/passport/passport_1738.html

passport and visa information

<http://www.embassy.org/embassies>

Embassy info

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

**US State Department travel warnings
and consular information sheets**

<http://www.customs.ustreas.gov/>

U.S. Customs

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

**US State Department information for
students abroad**

Travel Medicine/Health

<http://www.statravel.com>

Student travel resources

<http://www.istm.org/>

**The International Society of Travel
Medicine**

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

**Center for Disease Control &
Prevention/Travel Health**

Flights

<http://www.cheaptickets.com>

<http://www.orbitz.com>

<http://travelocity.com>

<http://kayak.com>

<http://ticketstoeurope.com>

<http://Expedia.com>

<http://travelzoo.com>

<http://studentuniverse.com>

<http://Hotwire.com>



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Education Abroad Programs