



Pre-Departure Handbook for Study Abroad Students on IUPUI Programs

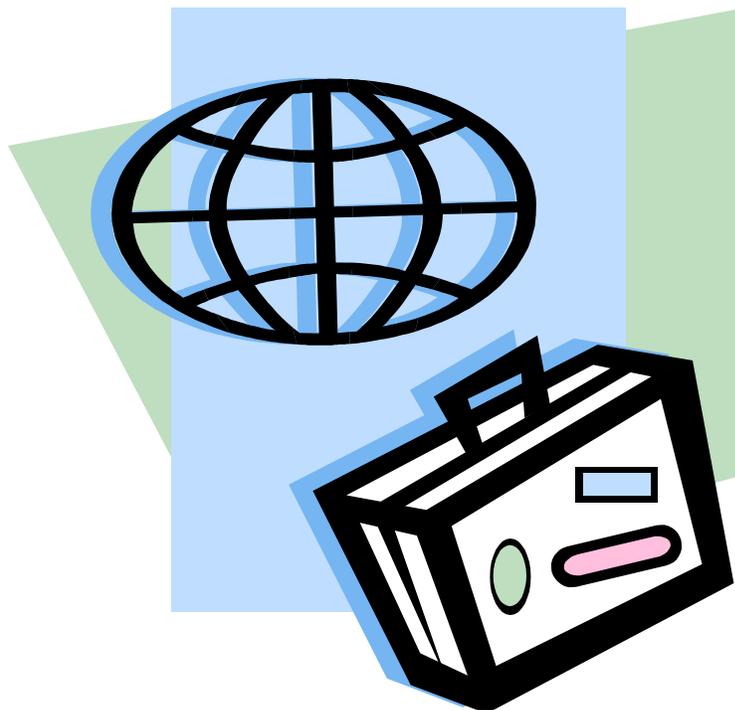


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Passport

Your passport is your most important legal document while traveling overseas. If you already have a passport, make sure that it is still valid beyond your return to the U.S. Some countries require your passport to be valid six months beyond the date of your trip. You should renew your passport before departure if it will expire while you are abroad. If you do not have a passport, you can apply for one at the post office on *125 W. South Street* or you can visit <http://iafdb.travel.state.gov/> to search for a location nearest you. For more information on passports please see the State Department's website: <http://travel.state.gov/passport/index.html>

To apply for a passport, you must provide the following:

- **Application Form:** DS-11 for first time application; DS-82 for renewal by mail. These forms are available at http://travel.state.gov/passport/forms/forms_847.html.
- **Proof of citizenship:** Official birth certificate, expired passport, or naturalization papers.
- **Proof of identity:** Valid driver's license or government identification card (must have your photo on it).
- **Two identical color photographs:** 2" square, taken within six months of the date of your application. Most photo shops and many discount stores (such as Wal-Mart or Walgreens) take passport photos. You may also get them on campus at *Emerson Hall Room 102*, (call for an appointment: 317-274-7478).
- **Payment:** The standard fee is \$100.00 for individuals 16 years of age and older. To renew your passport is \$75.

Obtaining your passport may take 6-8 weeks, so do not wait until the last minute. Once you have your passport, make two copies of the photograph page and any pages with current visas. Leave one copy with your family in the U.S. and take the other one with you. Keep your copy in a separate place from your original passport. The photocopy will make it much easier to replace a lost or stolen passport.

**Be sure your parents or designated emergency contact has a passport so in the event of an emergency they can go abroad.*

Visa

To visit certain countries you will need a visa. A visa is a stamp or sticker placed in your passport by a foreign government that permits you to visit that country for a specific purpose and for a limited time. For foreign entry requirements contact the country's embassy or see: <http://travel.state.gov/visa/americans1.html>.

**If you plan to travel to other countries after your program, be sure you are aware of those countries entry requirements (you may need another visa)!*

Registering with the Embassy

The Study Abroad Office strongly advises students to register with the U.S. Embassy in the country you are visiting before you leave. In the event of an emergency or an overseas disaster; the U.S. embassy will be able to contact you and assist you with your needs.

To register, please visit the Department of State's website:

http://www.travel.state.gov/travel/tips/registration/registration_1186.html



International Student Identity Card (ISIC)

The IUPUI Office of International Affairs (Education/Social Work Building, Room 2129) can issue this I.D., which entitles you to many discounts for travel (air and rail) and museum fees abroad. These discounts can save you quite a bit when traveling. It also includes limited medical insurance. Cost is \$ 22.00 and is valid for one year from the date it is issued. You will need one passport size photo (2"x2"), proof of school registration, and a photo ID, such as a driver's license. Credit cards and checks or money orders made payable to "IUPUI International Affairs" are accepted. Processing time is 1 business day.

For more information about the ISIC, check out their website at:

http://www.isic.org/sisp/index.htm?fx=istc_info



Absentee Voting

If you will be out of the country during an election don't forget to make arrangements to vote absentee. The following website describes the process to do this:

<http://www.in.gov/sos/elections/absentee.html>. If you are a resident of Marion County the office that can help you with this is:

Marion County Circuit Court Clerk
317-327-5100
200 East Washington, W122
Indianapolis, IN 46204

If you are a legal resident of another state contact your state's election board to determine the procedure for voting while you are out of the country.



Power of Attorney

You should consider giving a family member or trusted friend power of attorney while you are abroad. Power of attorney gives that designated person the power to act on your behalf in case a legal document requires your signature while you are away. Also, you might want to consider giving this person your permission to pay any bills that may be sent to you while you are away. Check with the student legal services office on your campus to obtain this document. You can also give someone power of attorney by simply writing what duties that person will be allowed to perform on your behalf and having the paper notarized.

FERPA

FERPA (Family Educational Right to Privacy Act) is a federal act that keeps student information from schools and universities private from *everyone* except the individual. If you have someone in the USA while you are abroad who will be helping you manage your IUPUI account, you may authorize a third-party to have access to your account. This can be done through Onestart. Additionally, if you would like for the Study Abroad Office to share information with you family while you are gone, you may fill out the appropriate form granting this permission on IUPUI's Registrar page: <http://registrar.iupui.edu/third-party/>



Communication

- **Calling cards:** International calling cards are a great way to stay connected with your friends and family without burning a hole in your pocket. The following websites will help you find the calling card that's right for you. Please be aware of the various fees and rounding minutes when determining the best deal.
<http://www.comfi.com/>
<http://www.callingcards.com/>
<http://www.nobelcom.com/>
- **Internet calling:** This is by far the least expensive way to call people. Often times the software is FREE or costs only 1 cent per minute. The one drawback to this option is that you need to have access to a computer with a higher speed internet connection. However, if you do have access to use a computer with a good connection, visit the following sites to see what your options are.
<http://www.skype.com/>

<http://voice.yahoo.com/>
<http://www.freeworlddialup.com/>

- **Cell phones:** Purchasing or taking your current cell phone abroad is the most convenient option, but can be expensive. Check with your cell phone provider to activate your phone for international usage and to compare cost.



Health Information

- **Insurance:** Health insurance, including medical evacuation and repatriation, is mandatory for any person that wishes to go abroad on an IUPUI study abroad program, regardless of length. Students on programs administered by IU or IUPUI will purchase the plan arranged by the Office of Overseas Study. The cost is \$24.00 per month. Your program director will give you information about the insurance. For an insurance application form, visit:
<http://www.iupui.edu/~oia/SA/Faculty%20Insurance%20Enroll%20Form.pdf>.
**Remember, you must pay the physician or hospital at the time of treatment. After you have paid your medical bill you may submit a claim for reimbursement from HTH Worldwide. It is therefore extremely important that you have emergency funds to temporarily cover these medical bills until you are reimbursed by HTH Worldwide.*
- **Medical and Dental Check-Ups:** Before you leave for your experience abroad, it is recommended that you have a thorough medical and dental exam. Make sure your medical and dental records are up-to-date and bring a copy of them with you abroad.
- **Medications:** It is recommended that you take a supply of over-the-counter medications that you normally use in case of headaches, allergies, or colds. It can be difficult to select medication labeled in a foreign language and you may not find the brands you are used to using. **KEEP ALL MEDICATIONS IN THEIR ORIGINAL CONTAINERS.** If you are taking medications that require a prescription, you must carry a copy of that prescription with you to pass through customs. **AGAIN, KEEP ALL MEDICATIONS IN THEIR ORIGINAL CONTAINERS.**
- **Immunizations:** Before you leave the country it is a good idea to check that you are up to date with all your regular vaccinations, especially Tetanus. Ideally you will want to get all of your vaccinations at least four weeks before departure as some immunizations require a series of inoculations spanned over a few weeks time period. Certain destinations require specific immunizations. You may have to provide proof of immunizations upon arrival. Check the State Department's web site for vaccinations required to enter a country (<http://travel.state.gov/visa/americans1.html>). If you are planning to travel to other countries before, during, or after your program, you should be aware of these countries' immunization requirements as well. Even if the country you

are traveling to does not require immunizations, there might be some that are recommended by the Center for Disease Control (www.cdc.gov/travel). You can receive immunizations at Student Health Services in Coleman Hall 101, 317-274-8214. Also, you can call the Medical Diagnostics Center at University Hospital, 317-274-8660, to make an appointment. For a list of travel clinics throughout Indiana, visit: <http://www.in.gov/isdh/17199.htm>. In order to keep track of your immunizations you may purchase an International Certificate of Vaccination. You may be able to obtain one at the clinic that provides the immunizations. The cost is approximately one dollar. To purchase an international certificate of vaccination see the US government bookstore at <http://bookstore.gpo.gov/>.

- **Aids and Study Abroad:** If you are sexually active, use a condom. Take a supply with you. It may take time to develop the language skills and confidence to purchase condoms in a new culture and in some countries the manufacture and storage of condoms cannot be trusted. Condoms can reduce the risk of acquiring AIDS, but they DO NOT eliminate that risk.
- **Medical Care Abroad:** If you need medical care overseas, ask your program administration for recommended physicians, hospitals, and dentists. Make clear that you expect high standards of hygiene. If you are traveling independently, the US embassy or consulates in the country in which you are traveling may be able to provide information on medical providers: http://travel.state.gov/travel/abroad_embassies.html.
- **Blood Transfusions and Injections:** Many countries such as the U.S. and parts of Europe have mandatory screening of donated blood for the AIDS virus, but not all do. Therefore, it is recommended that you avoid blood transfusions unless they are absolutely necessary.

**For more health information, contact: Center for Disease Control: <http://www.cdc.gov>*



Packing Tips

Carry-on luggage

- Remember not to pack any sharp metal objects in your carry-on bag.
- Keep all your official documents and medication in your handbag or carry on.

- Pack a change of clothing and toiletry essentials in your carry on in case your flight is delayed or your luggage does not arrive with your flight.
- For information on the different airlines' regulations regarding the maximum weight and size of a carry-on, visit: http://www.luggageonline.com/about_airlines.cfm
- For detailed information of what you can and can't carry-on, visit the TSA website: <http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>

General

- Pack light. You will be amazed how much you really don't need when you are traveling. Remember, you are the one who will be carrying everything. One rule of thumb is that you pack your bags and carry them around the block and up and down stairs. If it proves to be too difficult, lighten your load! Also, keep in mind that, for most international flights, you are allowed to check only two pieces of luggage. Airlines have restrictions for the weight of each piece of luggage so it is a good idea to check before you pack.
- Many airlines charge passengers a fee for both their first and second checked bags. For more information about these fees visit: http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=8714&channelId=13029&oid=9651&contentId=19374&pageTypeId=8211&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=FBC5
- Be aware of the local weather and pack accordingly.
- Keep copies of your passport and visa pages in several locations. Having a copy will greatly facilitate getting a replacement if it is lost or stolen.
- Keep a list of ALL documents you take with you, including their numbers, such as credit cards, health insurance documents, travelers cheques, driver's license, etc. (See Important Documents Numbers List inside this booklet.)
- If you are taking more than one piece of luggage, try to divide what you are taking into the two bags in case one piece gets lost or stolen.
- Be aware of the Customs regulations in your host country as well as in the U.S. See the State Department's web site for more information: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html.
- Make sure that all of your luggage has your name and phone number on it and that it is easily identifiable (tie on a colored ribbon or tag). Doing this will make it easier to find it at baggage claim and for the customer service in case a piece is lost or stolen. Put your name and phone number on the INSIDE and OUTSIDE.
- BRING COPIES OF ALL PRESCRIPTIONS IN GENERIC FORM, including glasses or contacts and medications.

- **BRING PRESCRIPTION MEDICATIONS IN THEIR ORIGINAL CONTAINERS AND GENERIC FORM** – bring enough to last for your stay if possible. However, many U.S. prescription plans won't allow you to easily purchase medications for multiple months. You might want to check on this as soon as possible.
- Consider packing clothing which you can leave behind. This will allow you to free up space in your bag and give to local organization or someone in need.
- The following is a list of packing suggestions taken from www.onebag.com:

| | |
|---|--|
| dressy jacket | alarm clock/watch (batteries?) |
| 2-4 shirts/blouses/tops | flashlight, headstrap, extra batteries (bulbs?) |
| 2 pairs trousers/skirts (shorts?) | multipurpose tool, scissors |
| swimsuit | spoon (fork? chopsticks? spork?), (coffee tin lid) plate |
| dark (cardigan) sweater | compass |
| rainwear (umbrella?) | whistle |
| parka, coat, or equivalent | rubber door stop [for security] |
| 3+ pairs socks | inflatable travel pillow |
| 3+ pairs undergarments | hostel sheet bag (sleeping bag? bivouac sack? blanket? tent?) |
| long (lightweight) underwear | |
| long T-shirt or sarong [cover-up] | safety pins, rubber bands, cord |
| necktie, scarf, hairband, bandanna | sewing kit, including large needle to accommodate dental floss |
| gloves / mittens | (Ziploc®) plastic bags, garbage bags |
| sun hat / knitted cap, hat clip | duct (or gaffer's) tape |
| 1 pair dressy shoes (laces?) | |
| 1 pair walking shoes/boots (laces?) | toothbrush, tooth cleaner, floss |
| flip-flops or sandals | razor, blades, shaving oil/cream |
| belt | comb and/or hairbrush |
| | shampoo, bar soap & container |
| travel pack or shoulder bag (& luggage cart?) | deodorant |
| daypack (fanny pack? purse?) | nail clippers |
| lightweight duffel/laundry bag | [unbreakable] mirror |
| luggage lock(s) (cable?) | viscose towel (washcloth?) |
| | |
| universal (flat) sink stopper | dark glasses, retainer, case |
| detergent, spot remover | lens cleaning cloth/supplies, copy of prescription (spare glasses?) |
| (surgical rubber braid) clothesline | earplugs (eye mask?) [to ease sleep] |
| inflatable hangers [to dry clothes] | |
| | passport, visas, extra passport photos, vaccination |
| toilet paper, water squirt bottle, antibacterial wipes | |

(chemical or mechanical) water purifier
analgesic of choice
diarrhea treatment of choice
infection treatment of choice
malaria tablets
insect repellent, mosquito net
sunscreen, lip balm
bandages, moleskin (other first aid?)
menstrual, contraceptive,
and/or prophylactic supplies
vitamins, necessary medications
(collapsible) plastic water bottle & cup

pen(s), small notebook, glue stick
[for notes, addresses, diary, ...]
personal address book (stamps?)
maps, guidebooks, phrase books, Post-it® notes,
restaurant lists, membership cards, business/calling
cards, telephone access numbers
reading material
large envelopes [to mail things home]

certificates
copies of important documents
(international?) driver's license, health insurance
information
travel tickets
charge & ATM cards, cash, traveller's cheques
2 personal cheques
security pouch [worn under clothes]

Specialty Items:

camera (lenses? flash? tripod? film? extra batteries?
charger? download adapter?)
cellular telephone (charger?)
laptop computer (flash drive? power cord/adapters?
network cable(s)?)
(solar) calculator
gifts

For additional packing information, visit: www.onebag.com



Money Matters

- **Cash Flow:** Determining the amount of money you will need during your stay abroad can be difficult, especially if you are a first time traveler. Different countries have different standards of living based on their economies. First, try to find out the cost of living expenses in the country that you are visiting, such as transportation fares, rent, products, etc. *Ask for advice from your program director* and from students who have been through the same program or been in the same country. Finally, it is recommended that you take *20% more* than what you think you will need as it will help you in unexpected situations such as lost or stolen money or items. While the IUPUI Study Abroad Office seeks to minimize any such impact on students, program participants should be prepared to cover unanticipated expenses that may come up during travel due to such incidents as canceled flights, missed flights connections, itinerary changes, etc.
- **Currency Exchange:** You should avoid carrying large amounts of cash with you. It is a good idea to exchange \$100 - \$200 dollars of the foreign currency before you leave so you have some on hand upon arrival. You can exchange American currency at most

international airports, major banks and train stations. Be aware of the exchange rates as they vary from place to place. Typically airports usually offer the worst rates and banks tend to offer the best rates. To view current exchange rates visit, <http://www.xe.com/ucc/>.

- **Traveler's Checks:** You may wish to carry at least some of your funds in traveler's checks since these can be replaced if they are lost or stolen. These can be purchased through many banks and through AAA for a small fee. Some banks overseas charge a fee for each check cashed so you may want to get them in larger denominations. Remember to record the check numbers and which checks you have used as you will need this information if your checks are stolen or lost.
- **Debit Card:** In many countries today, you can use your debit ATM card at banks and withdraw cash in the local currency. Make sure that you have a PIN number before you leave home. Usually you will get a good exchange rate. You will be limited in the amount that can be withdrawn per day. Students going to nontraditional locations should consult a travel guide or their bank for specific information about access to your account in the host country. You may also want to inform your bank that you will be traveling. Some banks may become alarmed when they notice foreign activity on your account and may freeze your funds until they can ensure that it is you who is withdrawing the money.
- **Credit Cards:** Most major credit cards are accepted abroad. They are convenient as they allow you to access cash through ATMs while abroad. Check with your credit card company to see if they charge a conversion fee for each purchase (usually 1-3% of the purchase price). Also, credit card companies generally charge a steeper fee for cash advances. Credit cards are a convenient way to obtain foreign currency. More importantly, they serve as a safety net in case of unexpected financial needs. It is recommended to inform your credit card company that you will be traveling. Some companies may become alarmed when they notice foreign activity on your account and may freeze your card until they can ensure that it is you who is withdrawing the money. Students going to nontraditional locations should consult a travel guide or your credit card company for specific information about your credit card and your destination. MasterCard and Visa provide ATM locators on line so that you can determine if this will be a convenient option for you.

MasterCard – www.mastercard.com/cardholderservices/atm/index.html;

Visa - <http://visa.via.infonow.net/locator/global/jsp/SearchPage.jsp>.

- **Chip and Pin:** Countries in Europe are beginning to switch to a chip and PIN system for the credit and debit cards issued in their countries. It is a new, more secure way of paying with credit or debit cards. Instead of using your signature to verify payments, you

will be asked to enter a four-digit Personal Identification Number (PIN) known only to you. For more information on Chip and PIN, visit:
<http://www.chipandpin.co.uk/index.html>.

- **Wiring Money:** *Western Union* provides international service and allows you to receive money at a foreign bank or post office directly from your family in only a couple of days. *MoneyGram* is another way of wiring money. You can visit a MoneyGram agent location (such as some Wal-Marts) and send money to banks all over the world. You can also send money online. For more information, visit:
<https://www.emoneygram.com/eMoneyGram/index.do>



Safety Abroad

As a foreigner, you can feel very vulnerable in your new environment. The more prepared you are for unexpected situations, the better you will be able to cope with them. *Use your own judgment but stay aware.*

The IUPUI Study Abroad Office recommends that students follow these suggestions:

Communication:

- Stay in regular contact with program staff and fellow participants. Ensure when traveling or going out independently that the program coordinator, fellow participants, and family know where you are going and when you expect to return. Provide these individuals with an itinerary in advance, if possible, as well as emergency contact information.
- Establish a regular phone or e-mail contact schedule with family or friends.
- If at all possible, rent or buy a global (GSM) cell phone while abroad so family and other program members can readily be contacted. Calls can be made more easily (no need to have local calling cards, coins, etc.).
- Know how to use a pay telephone and have the proper change or token on hand. Know the local emergency number to dial in case you are in need of assistance (i.e. the local 9-1-1 equivalent.)
- Know at least a few phrases in the local language so you can signal your need for help, the police, or a doctor.

In-Country Behavior:

- Read and behave in accordance with any safety and/or emergency protocols set out by IU policy and the policies of your program director. For IU policy information see this link:
<http://www.indiana.edu/~overseas/policies/index.shtml>

- Don't wear expensive jewelry while traveling. Leave irreplaceable items at home.
- Consider registering with the U.S. Embassy. You can now register on-line at the following website: http://travel.state.gov/travel/abroad_registration.html

Carry a copy of the photograph page of your passport with you.

- Travel light. You can move more quickly and are less likely to set your luggage down, leaving it unattended.
- Avoid crowds or moving about the city in large groups of readily identifiable Americans.
- Maintain a low profile while in the host country; including adopting more regionally appropriate dress standards, speech patterns and behavior.
- Avoid locations known to be common gathering points for US citizens (including bars, restaurants, nightclubs, etc.).
- Avoid discussing politics or government/regulatory policies.
- Avoid public demonstrations and other civil disturbances.
- Don't use short cuts, narrow alleys or poorly-lit streets. Try not to travel alone at night.
- Avoid carrying large amounts of cash by changing traveler's cheques or withdrawing money only as you need currency. Carry small bills in different places on your body. Use a pouch that can be hidden under your clothes.
- Carry the following phone numbers and email addresses at all times:
 - Family at home and work
 - Study abroad program resident director, IUPUI International Office emergency contact numbers, or, if applicable, contact numbers for the foreign university international student office.
 - U.S. Embassy and/or local Consulate in any country you visit
 - Travel agent
 - Local police and fire service
 - Medical facilities
 - Your hotel, host family, residence hall

Be Informed:

- Know the local laws. When you are in a foreign country, you are subject to its laws.
- Monitor and assess safety issues in the region and country in which you are studying by
 - periodically checking the US Department of State consular information sheets and travel warnings (http://travel.state.gov/travel/warnings_consular.html)
 - reading local newspapers and guidebooks
 - reading the provided pre-departure materials

The Center for Global Education has produced a comprehensive on-line safety handbook that may be a good resource for you. It is available at: <http://www.studentsabroad.com/>.



Jet Lag

Jet lag is caused by a combination of different factors, the biggest being a change in time zones. It can affect you physically, mentally, and emotionally. A physical symptom is swollen feet, a mental example would be disorientation, and an emotional symptom is anxiety. Drinking plenty of water while on board can help to alleviate physical and mental symptoms of jet lag. Other strategies for coping include: adjusting your bedtime to the new, local timetable as soon as possible, spending some time every day outdoors, setting your watch to local time, and eating on local time. For more information, check out this website: <http://www.flyana.com/jetlag.html>.



Arrival Procedure

Upon arrival, you will have to go through Immigration before you can retrieve your luggage. You will have to show the Immigration Officer your passport, your visa and proof of immunization if required. The Immigration Officer might ask you additional questions regarding your stay. This can be quite intimidating but if you remain polite, serious and honest, you should not have any problems.

After your passport is stamped, you will be able to collect your luggage. You will then have to take it through the Customs checkpoint. If you properly fill out the Customs declaration form handed to you on the plane, you should not have any problems. However, Customs Officers can still ask you questions regarding the content of your luggage or proceed to a more thorough inspection. Respect the Customs regulations to avoid any problems. Searching of bags is quite common, so be prepared for this.

Culture Shock

“Culture shock” is the term used to describe the disorientation that many students experience to some degree when spending an extended period of time in a new culture. It is a natural part of cultural adjustment. It usually sets in after the period of excitement from the newness of your host country is over. You may feel homesick and if you do, this is quite normal. If you feel this way for several weeks or feel depressed, you should consider talking to your program coordinator or someone who can help you work through the issues you are experiencing. Once

you pass through culture shock, you may find you have a new appreciation for your host country. You will probably not accept everything, but you will feel more comfortable with yourself and the cultural differences you see around you.

12 STEP PROGRAM FOR DEALING WITH CROSS-CULTURAL TENSIONS, ANNOYANCES, AND MISUNDERSTANDINGS WHILE TRAVELING OR LIVING ABROAD

(How to process those behaviors and beliefs that annoy or distress you in your host country – without lapsing into false stereotypes or mischaracterizations.)

1. **Keep an open perspective.** Start from the premise that diversity is interesting and illuminating, that we grow when we learn about other ways of life, and that most behaviors and beliefs make sense when examined in context. Open up to learning about things that take you into new cultural worlds.
2. **Develop a contextual (relativistic) understanding.** Attempt to see the behavior/belief within its context by learning about the political and economic frameworks (both local and global) that have shaped it, the meaning it holds for the people who do it or believe in it, and its functional impact especially for the person engaging in the behavior/belief.
3. **Self-reflection.** Consider how your own position, national background, and beliefs are shaping the way you view the situation. Of equal importance, consider how your own actions or those of your nation have played into the situation you are trying to understand.
4. **Assess the degree of harm.** Ask yourself whether this belief/behavior really harms anyone; in other words whether it distresses you simply because it is different from what you know or because it is actually harmful on a serious level.
5. **Avoid assumptions of uniform cultural superiority.** Ask yourself if there are any behaviors/beliefs from your own country that might similarly shock or annoy people from another country.
6. **Avoid overgeneralization.** Do not over-generalize from the actions of one or two people to an entire society. Be careful to distinguish different groups, social classes, and roles within a society, recognizing that not everyone does the same thing. And do not let one or two negative traits lead you to condemn a society as a whole.
7. **Get to know people.** Interact with the people of the country on a personal level, come to see life through their eyes, and hear their explanations. Begin to learn the language, participate in local events, and let the bonds of friendship lead you to a deeper understanding.
8. **Try it, maybe you'll like it.** If you no longer view the behavior or belief as harmful, consider trying it yourself. Not only will you understand it better, you might actually enjoy it.
9. **Give things time.** Understanding another way of life is a multi-stage process. What is distressing at first may become second-nature to you later. Let the passage of time do its work.
10. **Recognize when you are stressed.** Consider how your own homesickness, loneliness, or travel fatigue may be aggravating the situation. Take a break from stress by pulling back for a while, listening to your favorite music, taking a walk, etc. Come back to the situation refreshed and ready to view it in a new light.

11. **Decide what action to take if the behavior/belief is truly negative.** If, after all of the above, you have decided that the behavior/belief is truly harmful or beyond what you can accept, rationally decide what you will do. Consider the various options of avoidance, reporting, confronting, and negotiating. Discuss these options with members of the local group who may feel similarly to you about the behavior/belief.

12. **Focus on the positive.** Even if there are some behaviors/beliefs you do not like, identify those which you enjoy and move these to the forefront of your experience. Make sure you give yourself every opportunity to enjoy where you are and to grow from diversity.

*Organized by Dr. Susan Sutton: ssutton@iupui.edu



Returning Home

- **U. S. Customs:** When you come back to the United States, you must pass through U.S. Customs. You will be asked to declare the value of the items that you purchased abroad and are bringing back to the US. Certain items are illegal to bring into the United States, and some require that you pay an import tax or duty. For additional information on U.S. Customs requirements, please see the following website:
<http://www.cbp.gov/xp/cgov/travel/clearing/>
- **Reverse Culture Shock:** When you return to the U.S., you may experience “reverse culture shock” as you try to re-adapt to your own culture. Many students thoroughly prepare for entering the new culture but leave little time in preparing themselves for their return home. No one experiences this process in exactly the same way. It is helpful to talk with friends and family about your feelings, to keep in contact with those far away, and give yourself time to make the adjustments. The following tips should help you deal with your culture shock:
 - *Talk with others who can relate to you about your experience:* Not everyone you talk to will understand the depth of your cultural experience which can be both frustrating and discouraging. Talking with people who have spent time abroad are more likely to understand and relate to the feelings you may be experiencing. Feel free to stop in the Study Abroad Office to talk about anything. Everyone in the office has spent time abroad and would be more than willing to listen.
 - *Keep in touch with overseas peers:* Sometimes the only people you feel can really understand you are the peers who you studied abroad with. Give them a call or write a letter about what you are going through. Odds are they are experiencing similar feelings.
 - *Write about your international experience:* Putting your thoughts and feelings down on paper can be both therapeutic and help you process your thoughts by giving you times to reflect on your experience.
 - *Stay internationally stimulated:* There are many international activities happening on campus and around Indianapolis at any given time.

- ◆ The Go Abroad Club is designed to explore cultural identity and is for study abroad alumni as well as international students and students interested in studying abroad. For more information, visit: www.iupui.edu/~goabroad.
 - ◆ A great way to mix with individuals from different cultures is to live in the IUPUI International House. To find out more, please visit the following link: <http://www.iupui.edu/oia/HO/i-house.htm>.
 - ◆ In the mood for ethnic food? <http://www.indyethnicfood.com> has an extensive list of ethnic restaurants in Indianapolis.
 - ◆ The Nationalities Council of Indiana provides a thorough list of international activities happening around Indiana. For more information, for more information visit: <http://www.nationalitiescouncil.org/>
 - ◆ For more information on what you can do to keep your study abroad experience alive once you've returned, visit: <http://www.iupui.edu/~oia/SA/returnedstudents.html>.
- **Transferring Credit to IUPUI:** Be sure to have your program or host university send your official transcript to the following address:

Transcripts must be sent directly from the program or institution to IUPUI. *(Note: this only applies to students who go on a program not administered by an IU Campus.)*



Checklist: To do before going abroad

Ensure that you have completed all program paperwork.

- Provide your overseas contact information to a family member or friend who may need to contact you in case of an emergency.
- Check to see if a visa is required for entry into your destination country(ies). Acquire any necessary visas. Information on entry requirements is available at: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html
- Check the US Department of State Website for country specific information sheets, travel alerts, and travel warnings for the country(ies) to which you will be traveling. http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html
- Check the Centers for Disease Control recommendations for travel to your destination(s). <http://wwwn.cdc.gov/travel/destinationList.aspx>
- If there are recommended vaccinations or medications for your destination(s), visit a travel clinic to explore vaccination options.

- IUPUI Travel Clinic in Coleman Hall- http://health.iupui.edu/ab_us_hours.html
- Medical Diagnostics Center at University Hospital – 317-274-8660
- St. Francis Medical Group Travel Clinic – 317-783-8009

Find out whether your prescriptions are considered illegal in the country(ies) you will be traveling. Get a letter from your doctor listing your medications and explaining why you need them. Carry instructions for treating any allergies or other unique medical conditions you might have.

Ensure that you have adequate insurance coverage for your time abroad. If you are participating in an IUPUI program, you will be required to purchase HTH insurance. Insurance costs are paid by the individual traveler but may be included in your program fee. It's imperative that if you are not getting HTH insurance through our office, your medical insurance covers the following:

Medical Evacuation – This insurance will cover expenses related to transferring you to a facility for medical care should you become sick or injured. If you need to purchase medical evacuation coverage for this travel and are not getting the HTH group plan, then there are many more options. A couple such plans are IMG Patriot Travel Insurance <http://www.imglobal.com/coverage/patriot/> and STA Travel http://www.statravel.com/cps/rde/xchg/us_division_web_live/hs.xsl/travelinsurance.htm

Repatriation – This insurance will cover expenses related to returning your remains to your home country should you die while abroad.

Trip Interruption or Cancellation Insurance – This insurance will cover expenses related to changes in your travel plans. A website that provides more information on this type of insurance is: <http://www.ricksteves.com/plan/tips/insurance.htm>

Have a health and dental check up before you travel.

Register your travel plans with the US Embassy. This can facilitate US government assistance in case of an emergency. http://travel.state.gov/travel/tips/registration/registration_1186.html

Inform your bank and credit card companies that you will be traveling abroad if you intend to use your ATM/Debit or credit cards abroad. In an effort to curb fraud, banks and credit card companies may put a hold on your account if they notice unusual activities and suspect that your account has been compromised.

- Make sure that you will have access to funds in case you should need to make unexpected purchases (ex. cancelled flights, extra meals, etc.). Know the credit limits on all your credit cards as well as how to contact those companies from abroad.
- Make copies of the ID page of your passport and relevant visa pages. Leave a copy with a family member or friend in the US and take a copy with you, separate from your passport.
- Investigate the local conditions, laws, legal system, political landscape, weather, and culture of the country you're visiting.
- Make sure your *covered* luggage tags are labeled with your information. Also, place your contact information *inside* each piece of luggage.
- Familiarize yourself with the current TSA luggage guidelines for air travel at www.tsa.gov and find out how much luggage your airline will allow.
- Confirm your flights with your airline and reserve seats.
- Arrange for your bills to be paid while you are traveling.
- Consider setting up a Power of Attorney with someone you know well to assist in your affairs while you are traveling.
- Make arrangements for your mail delivery during your absence.



Checklist: To do upon return from abroad

- Complete the program evaluation form.
- Submit your photos to the Study Abroad Photo Contest.
- Attend an event for returned study abroad students (*Welcome Back Reception and Returned Student Conference are held early during the fall semester.*)

If you received a scholarship

- ❑ Write and submit your reflection paper to the Study Abroad Office. *Note: The Reflection Paper is due within one month after you complete your study abroad program.*
- ❑ Schedule to volunteer at an event approved by the Study Abroad Office. *Note: You must complete the volunteer requirement within one semester after you return from abroad.*



Recommended Travel Web Sites

- **Airfare**
 - www.sidestep.com (when you're looking for a cheap flight anywhere)
 - www.flycheapo.com (when you're looking for a cheap flight while in Europe)
 - www.farecompare.com (when you're looking for a cheap international flight)
 - www.farecast.com (when you want to know the best time to buy an airline ticket)
- **Accommodation**
 - www.kayak.com (when you're looking for a place to stay)
 - www.hotels.com (when you're looking for a place to stay)
- **Miscellaneous**
 - www.dontforgetyourtoothbrush.com (create your own before-you-leave check list)