Introduction

Welcome to what will surely be one of the most exciting times in your life as a student! It will be an experience filled with enjoyment and new challenges! We can assure you that the great times in this adventure will be far more numerous than the minor frustrations you are likely to encounter. The purpose of this resource guide is to provide you, as a Haverford student, with information about studying abroad and to relieve your anxiety about what to expect.

The guide is for both you, the student participant, and for your parents or guardians. Both the people who go away and the people who stay at home should have a clear idea about the international study experience. While some of the information in this Pre-Departure Guide has been researched and written by the Office of Global Affairs staff members, much of it has been taken from outside sources, including students who have studied abroad on the programs that Haverford students attend. Students are encouraged to investigate the website sources and written resources listed in this packet for more detailed information and to purchase their own travel guides.

Information to Leave with Parents/Guardians

- The name, address, phone number, fax and email address of the program director in the United States, if there is one. If you are going through another university or program with a United States based office, please ask your parents to call the US director first, when possible.

- The address, phone number, fax and email of the resident director and housing officer on site.

- Your personal address, phone number, email, etc. In some programs, your mailing address will be different than your residence.

- The name, address, phone number, and fax number of key people at Haverford College, such as the Dean’s Office, Housing Office, Registrar, Business Office, Financial Aid Office, Academic Advisor, etc. in case your parents need to contact us directly about issues of concern.

- A copy of your personal information, including but not limited to social security number, passport, visa, numbers on traveler’s checks, and credit cards. You will also need to keep copies of these documents and numbers with you (but not in the same place as the originals).

- When and on what flight you will be returning. Make sure your parents or guardians know this well in advance.

- Any itineraries for already planned trips outside of your city of residence
SAFETY GUIDELINES FOR PARTICIPANTS IN HAVERFORD'S
STUDY ABROAD PROGRAMS

Personal Responsibility

As you begin your study abroad experience you should be aware of your personal responsibility in exercising good judgment. You may find that there are fewer safety measures or maintenance controls than in the U.S. To avoid problems, you should exercise caution in evacuation—risky areas such as overcrowded clubs, poorly maintained public walkways, elevators in poor repair, etc. Avoid protests or other politically volatile situations and DO NOT participate in any protests. By your 18th birthday, you are considered of legal age. Also note that the legal systems abroad are not always as litigious as in the U.S., and there is a greater focus on assuming personal decisions and responsibilities.

As soon as you arrive, please call home. Your family will worry about you. Let them know that you have arrived safely!

Non-Discrimination Statement

Haverford College is committed to ensuring equal opportunity to all persons and does not discriminate on the basis of ethnicity, national origin, ancestry, race, color, religion, creed, sex, marital status, sexual orientation, age, or disability in its educational programs, activities, admissions or employment practices as required by Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable statutes. Inquiries concerning Title IX, Section 504 and ADA compliance and information regarding accessibility should be directed to the Title Nine Officer.
Administrative Issues

A. Checklist

Have you:

- Obtained a passport (valid for six months after your intended date of return)?
- Made sure your parents/guardians also have passports valid for six months after your intended date of return?
- Obtained a visa or other entry documents, if required?
- Confirmed your acceptance and housing abroad?
- Purchased airline tickets? With few exceptions, you are required to purchase your own airline tickets (check with your program). Make sure your return ticket gives you time to complete your examinations (check the exam schedule before you book your flight).
- Pre-registered for your courses abroad?
- Registered your trip on Terra Dotta.
- Obtained adequate personal medical, mental, and dental insurance viable in your destination country?
- Have you obtained medical, evacuation, and repatriation if you intend to stay after the program ends or arrive before the official start of the program?
- Made an appointment with Health Services and been cleared for travel?
- Applied for an iNext Card or International Student ID Card?
- Had a physical exam (Don't forget dental and eye exams!)? Had the appropriate vaccinations? Checked to see whether your host country requires HIV testing for entry?
- Updated the Parent/Guardian Emergency Information on Bionic?
- Read the academic procedures available on Haverford’s Study Abroad website?
- Arranged to have any belongings you're leaving at Haverford kept in Yarnall Storage?
- Registered with ACE Travel and printed the card to take with you?
- Registered your trip with the State Department through the Smart Traveler Enrollment Program (STEP)?
- Made appropriate financial arrangements (bank card/account, credit card with chip, etc.) and allowed enough time for any cards to get to you before you leave? Informed your credit card company of your travel plans?
- Arranged for a proxy to obtain housing in your place for the semester you return?
- Filled out the Assumption of Risk, Waiver of Liability, Release, and Indemnification Agreement form
B. Communication

When you are abroad, it is very important to keep those at home informed about your whereabouts and adventures, whether by email, cell phone, calling card, Skype, or WhatsApp.

1. E-mail
This is the one of the cheapest and fastest methods of communication. Internet cafés are easy to find in many countries, and most study abroad institutions provide Internet access. Continue to check your Haverford email while abroad since it is the best way for Haverford to stay in touch with you and vice versa. Consider the following while abroad: (1) forward your Haverford mail to another account that you will use while away, or (2) set an away message if you will be unable to check your account frequently.

2. Cell Phones
Cell phones are a great way to communicate with new friends you will make while abroad. They are also important in case someone from your school, program, Haverford or family needs to get in touch with you in an emergency situation. Many programs will require you to purchase a cell phone and will even assist you in setting it up once you arrive. Regardless of whether the program requires you to purchase a cell phone, Haverford requires you to have a cell phone that will function in your destination country/countries for emergency purposes. It is your responsibility to email Rebecca Avery (ravery@haverford.edu) your cell phone number while abroad within the first two weeks of your arrival.

Most phones which work in the U.S. will not work once you are abroad because different countries use different bandwidths and protocols. You can purchase a Sim card for use abroad. Contact your phone carrier for information about your best plans. Even if your cell phone is capable of international roaming in your country, the rates charged by U.S. carriers for this service are exorbitant. For some countries, you will be able to purchase a phone online before you depart and bring it with you, for others you will have to wait until after you arrive. In either case, upon arrival you will also need to sign up for some sort of cell phone plan or purchase minutes as you need them (pre-paid).

Please note the emergency equivalent of 911 where you will be! For a list of these numbers please visit: http://www.sccfd.org/travel.html

3. Calling Home (Calling Card/Skype)
You have four feasible options for calling home from abroad:
- You can purchase an international calling card from a US carrier (e.g., AT&T’s USA Direct).
- You can purchase a calling card once you arrive. Depending on the country, you might get better rates than you would with a card purchased in the U.S.
- You can use Skype, an online service that allows you to call other Skype users for free via the Internet. With Skype, you can also make local and international phone calls at very low rates. If your computer is equipped with a webcam, or if you purchase one, you can also conduct video chats.
- You can use WhatsApp a free messaging and calling service that allows you to make phone calls to others with WhatsApp. The app functions over Wi-Fi and is a common form of communication in European countries.

Whatever you decide, be sure to check the fine print: some cards include a large surcharge or have large billing increments and sometimes rates differ depending on whether you are calling from a cell phone or a
landline. Never, ever call from a hotel without asking if there is a surcharge or from a payphone with your credit card without being aware of the rate unless, of course, it is an emergency.

C. Documents: Passport, Visa, etc.

**ATTENTION NON-U.S. CITIZENS:**
The information listed below pertains to U.S.-passport holders.

If your passport was not issued by the U.S., contact your home country’s embassy regarding foreign entry requirements. All F-1 Students and non-US citizens MUST schedule an appointment with Denise Allison to discuss re-entry requirements and SEVIS Registration.

1. U.S. Passport
By now you should already have, or have applied for, a U.S. Passport valid for at least 6 months after your prospective return date.

*Beginning November 1, 2016, customers applying for their U.S. passport or U.S. visa or renewing their U.S. passport must remove glasses for their photo.*

2. Visa
By now you should also have begun applying for your visa (if required). A visa is a stamp or sticker in your passport from the country to which you are traveling that gives you permission to enter the country. Because visa requirements are constantly changing and because there tends to be long processing times, apply for one as soon as possible (i.e. once you have received confirmation of acceptance from your school abroad). Please look to the following for more information on visas:

- Contact (by phone or on the Internet) the consulate of the country you plan to visit and ask for detailed visa information.
- Visit the U.S. State Department website for a list of entry requirements for each country: [http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)
- Visit the Study Abroad Office and consult the black binder for your program
- Contact your program. IES, CIEE, IFSA, SIT, etc. will often assist you with the visa application process.

3. Green Card for Permanent Resident
Do not leave home without it, and leave a copy at home.

4. International Student ID
You may want to consider purchasing an International Student ID card, either through iNext or ISIC. Some programs provide an International Student ID card as part of the program cost. We recommend that students obtain an iNext ID card before leaving the U.S. (Cost of the card is as low as $39. Please see the orange informational brochure in your red pre-departure folder). It not only allows small discounts on meals at some restaurants, at museums, on trains, flights, hostels, etc., but it also serves as an acceptable form of identification. Most importantly, **the card gives you access to a 24-hour assistance hotline, plus basic**
accident, sickness, medical evacuation and repatriation insurance for travel outside of the United States. This may be a good option for students who require supplemental insurance beyond their family’s health insurance plan and who plan to travel prior to the program start date or extend their stay after the program ends. You can easily purchase an ID card from www.inext.com.

5. Extra Photos
Get at least eight additional 2”x 2” photos when applying for your passport or visas. These extra photos will come in handy if you need additional visas or need to replace a lost passport or other document. They can easily be obtained at travel agencies, post offices, and most drug stores.

6. Health Documentation & Information You May Need
Here is a list of medical documents and healthcare information you may wish to bring. For more detailed information, please see Section III: Health Issues.
- Personal Health Records
- Travel Health Insurance Card
- ACE Insurance Card
- List of Doctors and Hospitals Abroad
- Telephone Number of Your Doctor at Home
- Medical Alert Bracelet
- International Certificate of Vaccination
- Doctor’s Letter (describing any prescription medications you will be taking on your trip)

7. Coming Home: Customs
In order to return to the US/your home country, you will be required to pass through Customs, which is a screening process to declare/screen goods acquired while abroad. It is a good idea to keep the receipts of all the major purchases you make while abroad because you will be required to declare all of those items before you re-enter your home country. If you brought any expensive items over with you (e.g. laptop, digital camera), you may want to bring copies of the receipts to prove that you purchased them before you left the U.S. and not while you were abroad. Do not attempt to bring live animals, plants, or fruit home with you.

D. Financial Concerns: Tuition, Room, Board and Airfare

1. Paying for the program
You will be required to pay Haverford's tuition and, in some cases, also room and board. Haverford will bill you as if you were at Haverford—that is, in January and in August—so you do not have to pay immediately. If the program bills you, please forward all bills to Dean Mancini. Haverford will then pay the program.

2. Airfare
In most cases, you will be responsible for making your own travel arrangements. When the cost of airfare is included in the program fees, you will be expected to travel with the group. Because each program is different, read the materials in the Black Binders pertaining to your program. You can also contact the
program directly. It is your responsibility to familiarize yourself with them. As arrival and departure dates are subject to change, contact the program directly before you book your flight.

Financial Aid and Airfare:
Only qualified students receiving Haverford grant funds based on need and whose family income is less than $100,000 will receive an airfare allowance. Airfare allowances are calculated by region and are posted on the website. It is your responsibility to purchase your airline ticket. A program may include the cost of airfare in its comprehensive tuition fee, and may require students to travel with a group.

- United States: $0
- Mexico/Caribbean: $500
- Europe: $750
- Ecuador: $750
- Chile and Argentina: $1,250
- Asia, Australia, Pacific Rim, Middle East: $1,250
- Africa: $1,500

Cuba and Israel group flights will be determined by IFSA-Butler

3. Program Deposit
You will be responsible for the payment of a program deposit if there is one, and the amount will later be deducted from your tuition fees. If you do NOT attend the program, you will lose your deposit.

4. Personal Expenses
Just as you would be at Haverford, you are responsible for all transportation costs not expressly included in the program fee, as well as incidentals, such as books, laundry, entertainment, postage, and telephone calls. The program fee also does not include transportation to the airport, medical fees, or passport/visa fees. In addition, you are expected to settle all overseas debts before you return to the U.S. Failure to do so may result in the program refusing to issue you your transcript. A good starting point for budgeting personal expenses is to check the student evaluations for your program online [http://www.haverford.edu/studyabroad/resources](http://www.haverford.edu/studyabroad/resources). Also, check the Cost of Living Index for your country at [http://www.numbeo.com/cost-of-living](http://www.numbeo.com/cost-of-living). Your program provides estimates, which usually includes entertainment and personal travel.

5. Housing
For non-English-speaking programs where you are given the option of living in a homestay, Haverford will estimate program costs based on a homestay. This policy is for educational purposes: we believe that living with a family provides the best opportunity to learn a language and experience full cultural immersion. Estimating costs for other housing arrangements is your responsibility.

If a non-English-speaking program does not have a homestay option but allows students to live with host nationals (i.e., in a university residence hall), Haverford will estimate costs based on these options. Haverford students may not opt for independent off-campus housing - that is, housing not managed by the program. When room and board fees charged by the program exceed Haverford’s fees, a financial aid recipient will only be awarded up to the maximum amount for room and board charged at Haverford. Haverford will not subsidize any upgrades or more costly housing options, such as a private apartment.
6. Haverford's Student Activities Fee
You will not be required to pay a Haverford Student Activities Fee. You will be responsible for payment of any activity fees abroad not covered by the program. However, some programs may ask you to pay an activities fee to the host university.

7. Program Cost Estimate
The Office of International Academic Programs will provide you with a program-specific cost estimate sheet at the Pre-Departure Session, which includes your program tuition, room, and board. Check your Red Folder.

8. Financial Aid
If you are on financial aid, the Financial Aid Office will send you your new aid package based on the Estimate of Cost statement. Students are expected to apply for all outside study abroad scholarships for which they qualify. Your financial aid package for study abroad may be more or less than the amount you receive at Haverford and will depend on your destination. When room and board fees charged by the program exceed Haverford’s fees, a financial aid recipient will only be awarded up to the maximum amount for room and board charged at Haverford. Haverford will not subsidize any upgrades or more costly housing options, such as a private apartment. Only qualified students receiving Haverford grant funds whose family income is less than $100,000 will receive an airfare allowance. Airfare allowances are calculated by region and are posted on the website. It is your responsibility to purchase your airline ticket.

Students can apply their financial aid awards, including their Haverford grant funds, toward their approved program abroad. Students must submit the required financial aid forms to the Financial Aid Office no later than April 20, and should contact the Financial Aid Office if they have any questions. Some international programs also have sources of financial aid, and students receiving financial aid are required to apply for them.

Financial aid covers tuition, room, board, insurance, and some miscellaneous expenses such as books and supplies. Read the Business Office Q&A about “Study Abroad Financial Responsibilities” for more information. If you cannot pay the program deposit, contact Dean Mancini.

All questions about aid should be directed to the Financial Aid Office.

E. Legal Matters
1. Absentee Voting
If you plan to vote by absentee ballot, you must be sure you are registered to vote before you leave the country. Check with the county Board of Elections at your local courthouse. Students must register to vote before they go abroad since there are several steps involved and there are specific due dates for each step. Don’t forget your party, ward, district and voter registration number to take with you when you go abroad.

2. Income Tax Information
If you have earnings, you may need to file federal and state income tax returns by April 15th. Persons temporarily living abroad may request an extension of the deadline for filing federal income tax. The extension usually is until June 15th. You may contact the American Consulate or Embassy in your host
country for information on tax obligations; they may have 1040 forms and may even be willing to help you with questions. Students can file from abroad if they make arrangements with their parents to send them the necessary federal and state forms.

3. Power of Attorney/Notary
If your signature will be needed for any official or legal documents during your absence, you should make arrangements for “power of attorney” to be held by an appropriate person to act on your behalf. You can do this by writing out in detail the specific duties that the person you choose will execute. Take this to a notary and have it notarized. This is especially useful if you are expecting to receive a loan or are planning to sign a lease for summer housing. If you are expecting a loan while abroad please confer with Barbara Wilson (bwilson@haverford.edu) in the Business Office so that she has the necessary information.
There is a notary available at Haverford who can provide services to students at no charge:

Marybeth Harrington
Registrar’s Office, Chase Hall
610-896-1233
mharringt@haverford.edu

Joanne Gullifer
Stokes 222C (Human Resources)
610-896-1219
jgullife@haverford.edu

4. Legal Issues of Drugs and Alcohol Abroad: REQUIRED READING
Alcohol: You are subject to the policies of your host institution and its country's laws and regulations regarding alcohol use. In some Muslim countries, alcohol is not permitted. The legal drinking age is 18 in most countries. However, some programs restrict alcohol consumption in dorms. Abuse of alcohol may be cause for dismissal and return to the U.S. Be aware of your program’s rules! If you choose to drink, be careful, be smart, and make sure you have a sober buddy with you.

Drugs: The use/sale of illegal substances abroad is prohibited by Haverford College. Penalties for drug use can result in immediate dismissal from the program. It can also result in criminal prosecution, jail and transfer of a drug-related arrest to your criminal record in the US. If you get arrested, call your parents immediately and get a lawyer. You are not protected by U.S. law and the embassies CANNOT help you. Regrettably, Haverford College also cannot help you. Don't use illegal drugs abroad.

F. Next Semester at Haverford: Storage, Carrels, Registration, Room Draw
1. Storage
   • Study Abroad students may only store their belongings in the labeled special study abroad storage rooms located in Yarnall House, 3rd floor (rear). Storage is limited and on a first-come, first-served basis. All items must be labeled according to the instructions provided.
   • Please label each item with your name, year, program, date of departure, expected date of return, and # of boxes (for example, if you have 5 boxes, mark one box “#1 of 5,” mark another box “#2 of 5,” etc.). Items not tagged appropriately may be discarded. If you store belongings outside of Yarnall, your items will be discarded during routine storage room cleaning. Please try to take as much home with you as possible. High security storage is not available.
   • You will not be permitted to put things into the Study Abroad storage rooms after they close at 10:00am on the Monday following Commencement. If returning from Semester II Study Abroad to
live at HCA for the summer, one may request access to Yarnall storage to retrieve their belongings.

If you have any questions, ask the Office of Residential Life.

2. Room Draw

- Inform the Director of Residential Life if you plan to participate in either the Mid-Year Room Draw or the Spring Room Draw. To do so, and to appoint a proxy, please fill out the applicable online form(s) that you can access from the Office of Residential Life website: http://www.haverford.edu/reslife/room_assignments/room_draw_overview.php
- It is your responsibility to know the procedures and room draw dates and deadlines. Have a friend contact you or stay in touch with the Office of Residential Life.
- If you have any questions, ask the Office of Residential Life by emailing he-reslife@haverford.edu or calling 610-896-1298.

3. Reserving a Library Carrel
For Semester I study abroad students who want a carrel upon their return, fill out the application at the Circulation Desk of Magill Library before you leave or else you may not be able to obtain one when you return.

4. Returning to Haverford

- If you remain in good standing abroad your return to Haverford is automatic. If for some reason you chose not to return please inform Dean Mancini, in writing, by December 1. Likewise, if you are abroad for the spring semester, please inform Dean Mancini, in writing, by March 1.
- If you know that you want to attend two different study abroad programs then you are required to tell Dean Mancini before departing for your first program. Financial aid is typically awarded for only one semester unless the student is attending a year program. Language majors are exempt from the petition process and will be funded for the full year.

5. Pre-Registration at Haverford

- Don’t forget to pre-register for classes so you can get into the courses you need!
- Check BIONIC and be on the lookout for emails from the Registrar.

6. Program Evaluations
Please fill out the Program Evaluation Form online as soon as possible after your return. You will not be awarded credit until you complete the evaluation form.
We need the evaluations in order to monitor the approved programs carefully and to assess and plan various aspects of our international study programs. Your cooperation is vital to the success of the programs, and students/parents appreciate your advice.

G. A Note from the CCPA

Often students who go abroad don’t realize until after they are gone that it is hard to investigate career options, begin networking, launch a job search or begin the graduate school application process when they
are not on campus. The CCPA is here to help, to make things easier for you next year! Feel free to contact us for quick questions by phone (610-896-1181) or by e-mail (ccpa@haverford.edu).

1. Appoint a Proxy
It might be helpful to ask someone who will be on-campus next semester to assist you in using our office next year. This could include sending you copies of GRE/LSAT/MCAT/GMAT test booklets, making requests to send out your letters of recommendation, doing research on internship opportunities in our office, and facilitating applications on your behalf. Do so by submitting a written letter to our office before you leave campus.

2. Completing your profile –
Please include potential career interests in your profile, as this will enable the CCPA to communicate with YOU about opportunities and programs related to YOUR interests, as well as keep you informed of employer recruiting activities.
Complete your profile at: https://haverford-csm.symplicity.com/students/

3. Internships and Summer Jobs
Consider applying for summer internships and jobs while you are abroad – the application season for summer positions runs from about December to February.

4. Preparing for Your Senior Year
Seniors find it helpful if they have prepared a draft of a resume before they arrive in September. You can pick up a handout in our office which covers the basics of resume writing. Feel free to send a copy to us for an initial critique, and we will send it back to you.

H. A Note from the OAR
Dear Fords Abroad,
Just because you are going abroad does not mean you cannot partner with the OAR on your academic pursuits – indeed, this time of transition may be one of the best times to access the variety of resources the office provides! We are here to support and encourage your journey towards academic success, even while you are out of the country.

While you are abroad you will still be able to access our study tools (http://www.haverford.edu/oar/learning_and_study_tools/). Additionally, you can contact us to receive academic support via Skype on topics including – but not limited to:

• Managing your time
• Blueprinting your semester
• Overcoming procrastination
• Reading comprehension strategies
• Focus and study techniques
• Understanding perfectionism
• Goal setting
• Values identification
• General study strategies
To schedule an appointment, simply email hc-oar@haverford.edu or visit the Coaching/Training tab on the OAR website. We will try our best to accommodate your time schedule. Normal consultation hours at the OAR are 10-4 Eastern Time.

Transitioning to a new institution and country can be challenging, but we can help you succeed in a new and sometimes daunting, but exciting, environment. Please do not hesitate to reach out. We would love to hear from you. -- The OAR Team

II. Academic Issues

A. Courses, Registration and Transcripts

1. Courses abroad fulfilling graduation requirements
You can meet divisional, quantitative, and the language requirement abroad. Dean Mancini will code the courses along divisional lines based on courses completed abroad. As there are many more interdisciplinary courses abroad, this may be complicated, so be sure to bring back syllabi, essays, exams and tests for review.

2. Courses abroad fulfilling major, minor, and concentration requirements
Awarding credit toward your major, minor, and/or concentration rests solely with the academic departments. You must see your major advisor to discuss your academic program prior to leaving Haverford. Some departments restrict the number of courses that are acceptable toward the major from institutions outside of the Tri-College Community. Your adviser must approve your Course Pre-Registration Form. The same applies to minors and concentrations. You are required to bring back all research papers, essays, etc. in your major courses for your advisor’s review.
Pre-Registration for abroad classes is online at this website: https://www.haverford.edu/study-abroad/apply

No matter the number of credits earned abroad, students must complete a total of 24 credits in the four college community (Haverford, Bryn Mawr, Swarthmore, and the University of Pennsylvania). Students must be in residence for 6 semesters and must take 8 out of 32 credits at Haverford. This means if a student is abroad for the year that student cannot use AP credits or summer school courses to reduce senior year course load.

3. Language Policy
Students abroad in a non-English speaking country, must take a course in the language of their host country at their level of proficiency throughout their entire stay in that country, regardless of whether the program is itself English-speaking.

Language majors/minors who have reached the 200 level of their host’s country language at Haverford must take all courses in that language while abroad. At least two of these courses must be taken at the host university (i.e. not at a study abroad center). Students with less language preparation should check the Black
Binders for information about their specific program and should consult with their advisor. An exception to this rule would be students abroad in Kyoto. Those studying in Kyoto should contact a member of Haverford’s Japanese language faculty for further details.

4. Obtain approval in advance to get Haverford credit
For all approved international academic programs students must, before departing for the semester, submit a form pre-registering for classes. The deadline is May 1 for the fall semester or full year and December 1 for: https:// spring semester. Students pre-register online at this website www.haverford.edu/study-abroad/apply

5. Course load
Students are required to take a full course load abroad to equal the 4 credits taken at Haverford. Students should be aware of their program’s full course load as it may differ from Haverford. Check the Program Descriptions online and/or the Black Binders.

6. Schedule Changes and Verification of Registration
Write to your advisor whenever you make a change in your schedule. This usually does not present a problem because you will be advised to select a number of alternative courses when you fill out the pre-registration form. Prior to leaving, students should check with their major advisor which credits will be acceptable for the major.
For most programs, you do not have to inform the Study Abroad Office of changes in courses outside your major; however, some programs, such as Australia, may have restrictions. Check the Black Binder for information specific to your program.

7. Minimum grade acceptable for transferring credit
You must receive a grade of "C" in order to receive Haverford College credit for courses taken abroad, the same applies for courses taken at other US institutions or at summer school.

8. Examinations at the host institution
**You must take all required examinations abroad.** Please read the guidelines in the Black Binder, which explains the specific examination requirements for each of the programs. It is your responsibility to know what the requirements are for your program. If you have any questions, please ask Dean Mancini. If possible, bring back copies of your examinations.

9. Grades and Transcripts
The grades you receive abroad will not appear on your Haverford College transcript, which will list only the courses and the amount of credit received. Haverford will forward the transcript from non-U.S.-based programs to law schools, medical schools, graduate schools, etc. for you. You should indicate on your request form that you wish to have the international transcript sent along with the Haverford one. For transcripts from American-based programs (SUNY, all IES, etc.), you must order them from the program directly and have it sent to the appropriate graduate school.

10. Attendance policies
In some cases, your grade will be lowered if you miss more than a specified number (usually 3) of classes.
11. Reducing course loads, not reducing costs
You may reduce your course load only if you obtain the permission of your Haverford Dean and your major adviser. You are expected to have enough credits to graduate by senior year. Also, please note that many programs will not permit a reduction in course load. No refunds are given for reduction of course loads abroad—it will not reduce costs.

12. Receiving credit for internships abroad
If you are enrolled in a course that has an internship as a component of the class and you have assigned readings, papers and receive a grade on your transcript for this internship-based class, then you can receive course credit. PLEASE NOTE: Unfortunately, in some cases, if your internship lasts longer than the duration of the semester, you must pay the extra living expenses out of pocket. Students should check with Dean Mancini.

B. Attendance and Withdrawal Policies
1. Think carefully before you commit yourself — it can get costly!
We expect students to withdraw from programs by the appropriate deadlines. Many programs levy a withdrawal fee for students who do not complete the program. In some programs, you may forfeit all tuition, room and board fees, as well as unrecoverable expenses. If you choose not to study abroad, we will adhere to the refund policy of the program you select. If the program does not refund the money, neither can Haverford College. Read your program's policy carefully either online or in the Black Binders in our office. In most cases, the deposit is forfeited. In many cases, you will lose all of your Haverford tuition (and room and board fees) if you withdraw past a specified deadline. It is your responsibility to be familiar with the refund and withdrawal policy of your program. You will also be responsible for all unrecoverable expenses and for the difference in fees if your program costs more than Haverford tuition, room, and board. If any money is refunded, it is usually because you have withdrawn for documented medical reasons.

If you decide to return to Haverford and are readmitted, you will have to pay the additional cost of Haverford's tuition, room and board fees.

2. Oxford and Cambridge Policies
Haverford has special agreements with certain Oxford and Cambridge Colleges. Students applying to these Partner Colleges must agree to attend, if accepted. Thus, if you apply to a Partner College, you should note that the application itself is a binding contract and that if you are accepted you are required to attend. These colleges do not maintain a waiting list, so they suffer severe financial consequences when students withdraw. If you withdraw after acceptance, you also jeopardize our agreements with these colleges. As places are extremely competitive at Oxford and Cambridge, withdrawing from the school will reflect poorly on Haverford and future Haverford students might not be able to take advantage of this opportunity. Students who are unsure about their plans are free to apply to any of the Oxford/Cambridge Colleges with whom we do not have agreements.
As the loss to the Oxford or Cambridge College is so high, a $1500 fine will be levied for a withdrawal from an Oxford or Cambridge program, regardless of the reason. In addition, students will be held accountable for all unrecoverable fees. If you withdraw, the members of the International Academic Program Faculty Advisory Board will decide if you will be permitted to return to Haverford during the following semester.

3. Haverford fees for withdrawal from a program
The College, in conjunction with the Student Study Abroad Advisory Board, has approved a fee of $500 in
This fine will be charged if you withdraw from a program past the set Haverford deadline. Such withdrawals jeopardize the relationship Haverford has with these programs to insure guaranteed acceptance for future students. In addition, late withdrawals have an impact on administrative offices at Haverford, such as the Business Office, Registrar, Residential Life, and Admissions.

We expect you to adhere to the withdrawal deadlines of your program. We will be flexible until our Haverford deadlines — December 1st for spring or April 19th for fall or (most) yearlong programs. Thus, you should find out the applicable date of your specific program as soon as possible. You must either confirm your plans to study abroad or inform the Dean's Office that you will not be attending the program by this date; you cannot remain undecided past our deadline.

If you are not sure about your plans, you should stay in touch with Dean Mancini. For certain programs, exceptions can be made and an extension of the deadline may be worked out, but only if you communicate and arrange this with Dean Mancini prior to the Haverford deadline.

4. Refunding airfare for an incomplete program for students who qualify for Financial Aid

If you qualify for Financial Aid and you do not complete the program, you will be required to pay the allotted airfare; no refunds are possible. Unfortunately, there are no exceptions to this rule, even if the student must withdraw for medical reasons.

5. Withdrawal procedures once the program has begun

You must notify both the sponsoring program officials and the Office of International Academic Programs (OIAP) at Haverford. We will negotiate decisions on credits and grades following official notification of withdrawal. You are expected to negotiate with the program regarding refunds. In addition, there may be some further financial implications for withdrawing from a program. You will be responsible for all unrecoverable expenses. Return to Haverford is not automatic.

6. Changing from a year-long commitment to just a semester

This is treated the same as if you had withdrawn from a program once it had begun. Please see the above.

7. Reminder about full year programs such as LSE and Oxbridge

You must stay the whole year. If you apply to a year program and do not complete the year, NO CREDIT will be awarded. There may also be severe financial penalties if the year is not completed, i.e., a total loss of tuition, room and board fees. A $500 withdrawal fee ($1500 for Oxford and Cambridge) will be charged. If you qualified for Financial Aid, you must repay the amount allotted for airfare. No exceptions are permitted.

8. Course withdrawals

Requests for course withdrawals, which require the approval of both the program director abroad and Dean Mancini should be sent via airmail (postmarked no later than the end of the fourth week of class). Though not preferred, it may also be acceptable to email or fax the documents. Those who, for valid reasons, are not able to complete research projects abroad, must immediately notify the supervising faculty, program director abroad, and Dean Mancini. Arrangements for an alternative project, if possible, must be made in consultation with the appropriate faculty members either abroad or at Haverford.
9. You may NOT leave before the official end of a program
You are expected to stay and take the examinations as scheduled. Our partner institutions have informed us that it is disruptive to professors when students request exceptions to the examination schedule. **All work for all programs must be submitted prior to departure.** Some universities (e.g., Oxford, Cambridge, LSE) will no longer award full credit to students who do not complete the full residency requirements. Only serious illness, with documented doctor and dean's permission, would allow you to leave early. The **single** exception to this rule is if you are attending the fall term at universities in some European countries (such as Belgium, for example). At these universities, all international students take examinations before they leave for winter break. However, students are still expected to take them at the set times.

**C. Using Haverford Library Resources**
Students are encouraged not to forget about the online resources of Haverford College’s library! Past study abroad students have reported that it remained a helpful research tool while abroad Contact: Margaret Schaus (mschaus@haverford.edu).

The library can help you:
- Access journal articles online, research databases and ebooks directly through Tripod.
- Create an internet proxy: The new EZProxy link in Tripod connects you to Haverford resources for research. Use your Haverford email username and password.
- Contact a **subject specialist librarian** for answers to questions and advice on resources.
- Request journal articles not available from Tripod through the Article Delivery Service: [https://tripodclassic.brynmawr.edu/illj~S10/](https://tripodclassic.brynmawr.edu/illj~S10/)

**Other Online Resources:**
- [Dissertations and Theses Online](#) - Doctoral and masters’ theses in the humanities and social sciences, many full text
- [New York Times](#) – Current News or the NYT **historic archive**, 1851-2008
- [Proquest Research Library](#) – Full text for many journals and magazines
- [Subject Portal](#) – Guide to research databases in all academic disciplines
- [World News Connection](#) – Full text news from around the world translated into English. To see news from a specific country, put the country’s capital in the City/Source box on the Advanced Search screen.

**D. Honor Code in Academics Abroad**
Do not expect foreign universities to be like Haverford, where you are provided with a complete syllabus, including books and assigned readings for specific days. At most universities abroad, you will be provided with a reading list; it is then your responsibility to select the appropriate reading for the lecture and be prepared for class. Just because they don't give you a specific assignment for class does not mean that reading is not expected.

Universities abroad are similar to graduate schools in the U.S., where you are expected to work independently. It is assumed you will take the initiative and know your assignments. Most universities have a lecture format with limited opportunities for discussion, and most classes will be larger than at Haverford.
Faculty members do not expect students to contact them about assignments or to chat. There will likely not be an Honor Code where you are abroad. As a result, do not expect some of the benefits and comforts that you have come to expect on-campus. Exams will likely be both pre-scheduled and proctored and take-home opportunities will be rare. This is not to be taken as a sign of mistrust or disrespect, but rather as different type of faculty-student relationship.

Final examination schedules, which are announced at the beginning of each semester, cannot be rearranged to accommodate individual travel arrangements.

You will still be held to the social and academic standards of the Haverford Honor Code while studying abroad.

III. Health Issues

A. Insurance

Insurance abroad is required—including coverage of medical evacuation and repatriation. Your current insurance plan may not cover you outside of the country. Be sure to know exactly what your plan covers (accidents, illness, medical evacuation, etc.). Which insurance chosen by a student is a personal decision depending on the medical condition of that student, as well as on the availability of personal insurance from an outside resource, such as parental policies.

Haverford College provides travel insurance for all students abroad through ACE Travel Assistance and Medical Insurance. The policy provides medical assistance (including referral to a doctor or medical specialist, etc.), personal assistance (pre-trip medical referral information, emergency medication while you are abroad, embassy information, lost document, referral to a lawyer, etc.) and travel assistance (emergency travel arrangements). The policy provides for sudden illness and accidental medical insurance coverage for costs incurred during a covered stay that provides up to a $100,000 maximum with a $100 deductible. This plan acts in excess to any coverage provided by the student’s regular insurance policy, and is not a replacement for purchasing regular travel insurance. See Appendix C for more information on additional insurance.

B. Before You Go Abroad

1. General Preparation
   - Consult the Safety Abroad Handbook for relevant information.
   - Inform the Office of International Academic Programs, your host program and your on-site program director of any existing health problems and/or disabilities (learning disabilities, physical disabilities, etc.). In an emergency situation, it is crucial that this information is available.
   - Review the Culture of Safety video for more information.

The Center for Disease Control and Prevention maintains lists of medical requirements and recommendations by country, information about food and water precautions and aids and reports of disease
outbreaks in specific geographic locations. The World Health Organization website has the latest information on worldwide health concerns, include the Zika Virus.

2. Assess Your Personal Health

- Be sure to have a complete physical examination before you travel abroad (available at Health Services by appointment), and psychological exam if necessary.
- Inform your physician of your travel plans before your appointment so that they can provide you with current health information and medication recommendations for your destination.
- If you need prescription drugs, remember to take an adequate supply for your trip.
- Make sure you know your blood type.

**Hepatitis High Risk Travel Destinations:**
*The Problem:* Low levels of immunity to Hepatitis A and Hepatitis B place the traveler at risk for acquiring these diseases as a result of travel. Hepatitis A: endemically transmitted: fecal contaminated food, water, and person-to-person spread. Hepatitis B: mode of transmission: sexual activity, contact with blood or body fluid.

Dental care abroad is not recommended. Have your teeth cleaned, examined and, if necessary, repaired before your departure. If you wear glasses, take along an extra pair, as well as a copy of your prescription for replacement. If you wear contacts, you should bring a pair of glasses along in the event that you lose or damage a contact or your eyes become irritated by pollution, etc. Most countries have saline solution for contact lens wearers; however, it can be very expensive, and some countries don’t have it at all. You may wish to take an extra supply.

3. General Immunizations

Any student traveling abroad should consider:
- That their immunizations for tetanus, diphtheria, measles, mumps, rubella, and polio are up-to-date
- Immune globulin for prevention of Hepatitis A in countries with poor sanitation.
- Meningococcal vaccine
- Checking the U.S. Public Health Service for immunization requirements and health information for international travel

**Haverford College Health Services Travel Clinic:**
- Assists with immunizations and prescriptions for anti-malarial medications, antibiotics, and anti-diarrhea medications.
- Discussion of prevention methods for known medical risks while in high-risk travel areas, health insurance information, and referrals.
- Call (610) 896-1089 to make an appointment with Catherine Sharbaugh, Family Nurse Practitioner.

4. Country-Specific Vaccines

Visit the CDC website and consult your healthcare provider about vaccines recommended for your country, and for other countries you plan on visiting while abroad.
5. HIV Testing Requirements
An increasing number of countries require that foreigners be tested for Human Immunodeficiency Virus (HIV) prior to entry. This is particularly true for students and other long-term visitors. The program will inform you if you need any testing.

6. Psychological Services
Check with the program regarding the availability of psychologists/psychiatrists. Few programs provide this service. Ask your therapist for a referral and make contact before you leave the U.S.

7. Special Needs
If you are traveling to a rural or underdeveloped area, you should assess your own personal health risks, such as susceptibility to infection. Check with your physician if you have special health needs (asthma, for instance) or an eating disorder. If you have a disability, you must make plans in advance to ensure that adequate accommodations can be provided. Regrettably, not all programs can meet all needs. We will try to provide you with information on what is available. You can also check with the program and it is strongly recommended that students declare their needs at the beginning of the application process and to meet with Sherrie Borowsky, the Director of Disability Services.

8. Medical Kit
Pack a first-aid kit containing bandages, disinfectant, an oral thermometer, non-prescription items such as aspirin, Pepto-Bismol, cold remedy pills, sunscreen, insect repellent, water purification tablets, calamine lotion for insect bites, motion sickness medication if needed, and medication to prevent or relieve traveler's diarrhea.

C. Documentation
1. Personal Health Records
Make sure you will have access to your medical records abroad. Your parents/guardians should help you prepare copies in case they have to be sent abroad. Make a list of current medications to take with you.

2. List of Doctors and Hospitals Abroad
   • In an emergency, students can call 1-202-659-7803 collect 24-hours a day for ACE Travel Assistance. Refer to the ACE Travel Assistance card in your Red Folder for plan/policy information.
   • The International Association for Assistance to Travelers (IAMAT) publishes a booklet listing hospitals and English-speaking physicians who have agreed to adhere to a standard schedule of fees.

3. Telephone Number of Your Doctor or Clinic at Home
Bring with you a list of contact information for your doctors at home.

4. Medic Alert Bracelet
If you have a serious or chronic medical condition, a history of severe drug allergy, etc., you should consider wearing a Medic Alert bracelet.
5. International Certificate of Vaccination

- A validated certificate of vaccination (the World Health Organization’s yellow card) is needed when yellow fever and/or cholera immunizations are required to enter a country. It is obtained at an authorized Yellow Fever Vaccination Center, usually a traveler’s clinic or a Health Department immunization clinic.

- You should carry the yellow card with your passport, and you should also have photocopies of it. Without this important document, you could be denied entry into certain countries, be quarantined, or forced to receive an immunization, possibly with a non-sterile needle and syringe.

- The yellow card has useful sections where you can list all of your other immunizations, what medications you take regularly, and your eyeglass prescription. There is a section that your doctor can fill out if you are unable to receive any required vaccinations for a medical reason.

- If you want a doctor's exemption from vaccination, you should also inquire at the embassy or consulate of the country of destination to find out whether you will also need a written exemption from vaccination from that country’s embassy or consulate.

D. Disabilities and Chronic Illnesses

With adequate preparation and precautions, much of the world is accessible to a disabled traveler. *A World of Options* (available on Amazon) provides useful information about both travel and study. The website [Global Access News](https://www.globalaccessnews.org) also provides tips and information for disabled travelers.

Students with chronic illnesses requiring ongoing medications or injections, such as diabetes or allergies, will need information about laws regulating the importation and possession of medications and hypodermic needles. Since some countries may not have medications or sterile needles available, it is important that you find out the regulations of the country you are traveling to before you depart.

IV. Safety Issues

A. General Tips

1. Belongings & Strangers

- **Never leave your belongings unattended.** The security staff in airports or train stations in many countries are instructed to remove or destroy any luggage which has been left unattended. If you see unattended packages or parcels report them to an authority as soon as possible.

- **Do not accept, carry, look after or store any package, parcel, or suitcase for anyone.** If someone does ask you to watch their belonging, do not hesitate to promptly contact authorities within the airport.

- **Do not borrow suitcases**, and make sure that nobody has put anything in your luggage.

2. Personal Safety

- **Remain alert in public places.**

- **Be cautious with information** about yourself and other students. Do not give out anyone’s address or phone number to strangers. Do not give away your class schedule. **Do not go home with someone**
you have just met!

- Women especially should not walk alone at night.
- Inform the on-site director, host family or roommates of your activities and of where you are going.
- If you find yourself in an uncomfortable environment, try to act like you know what you are doing and where you are going.
- Be alert to anyone who may be following you. If you notice any unusual activity around your residence or classroom, report it to the on-site staff immediately.
- Keep a low profile in demeanor and dress. Try to dress similarly to those around you, and avoid clothes that obviously call attention to yourself. Keep jewelry concealed—it's best to wear little or none. Avoid sweatshirts, baseball caps and other attire which could be perceived as “I am an American”.
- Be polite, low-key, and sensitive to local customs.
- Never agree to drive a car for someone else, especially across international borders. Students are NOT permitted to drive abroad!

3. Traveling Around

- Don’t leave money, tickets, passports, or other valuables in a hotel room while you are out.
- Always carry some local cash. Though the amount will vary by country, students should carry enough for a meal or travel expenses.
- Travel by bus, train, local transportation or car—do NOT hitchhike.
- Use official taxis only.
- Travel with at least one other person, if possible.
- Avoid traveling at night on buses, trains, in cars, or by foot.
- Leave the following with the Program Director: names of travelers, itinerary (with contact points and phone numbers), mode of travel, and dates of departure/return.
- Be especially careful to help maintain security both at your study site and while traveling. Because terrorist actions are usually preceded by surveillance, the U.S. State Department asks all American citizens to be alert to anyone who might appear to be following them, visiting the same place repeatedly, or doing anything unusual near vehicles, workplaces or other locations frequented by Americans. Any unusual activity of this sort should be reported to local police and your resident director. Remember that terrorist attacks are usually planned months in advance. They often involve innocent accomplices. Students in foreign countries can be easy targets and they should be cautious when they meet new people.

4. Road Safety

Road accidents are the single greatest hazard facing U.S. travelers abroad. Countries such as Egypt and Kenya have the worst safety records among the countries for which statistics are available. Korea, Morocco, Mexico, Ghana, Spain, India, Italy, and China also rank high, as do Greece and most non-European countries. Remember that in many countries, such as England, Ireland, Scotland, and Australia, when crossing the street you must look in the opposite direction as you would in the U.S. Please research the traffic patterns and highway conditions of the countries you hope to visit. Some tips to remember:

- Learn the highway hazards in the countries in which you are traveling.
- Choose the safest form of transportation in each country
- Be careful crossing streets.
Avoid night travel in countries that have a poor safety record and/or mountainous terrain.

DO NOT DRIVE ABROAD OR TRAVEL AT NIGHT – many people drive without headlights and streets are not well lit.

B. Crime Notice

The U.S. Department of State provides the following travel notice for U.S. citizens traveling abroad:

When planning your trip abroad, take steps to protect yourself from crime or theft. Crimes against travelers are a growing problem worldwide. Tourists are particularly targeted by criminals because they are usually carrying cash and are often easy to distract. Any traveler can become a victim of crimes such as pickpocketing, robbery, sexual assault or mugging. To keep yourself safe while traveling, follow the same common-sense precautions you would exercise at home:

Hide your valuables on your person. Carry passport, money, and other important papers in a pouch around your neck or waist, or inside your clothing. Wrapping rubber bands around your wallet makes it more difficult for a pickpocket to remove it. Don’t carry money or identification in a handbag; all too often, thieves simply take the bag, sometimes breaking arms in the process. Women should carry handbags in a secure manner to prevent snatch-and-run type thievery.

Find out which parts of town local inhabitants consider risky. If you are out alone at night, stay in well-lit areas; don’t use shortcuts or narrow alleys.

Be especially alert in crowds. The most common sites for purse, bag, or camera snatching are the central train stations, crowded shopping areas and places heavily frequented by tourists, such as popular attractions, public buses, trams and subways. Thieves often strike when travelers are distracted. Hold your bag where you can see and feel it, and wear your backpack on your front while you are on buses and trains or in large crowds.

Watch your belongings. Money belts or pouches worn on the outside of clothing or loosely hung around the neck are easily cut or ripped off, and highlights where you keep your valuables.

C. Terrorism and Related Concerns

Recent incidents of terrorist activity around the world have created the need for increased levels of vigilance when traveling abroad.

Terrorism is a 21st century reality. In cases of violence, bombings, etc. we do expect you to check in with us via e-mail. The same applies for natural catastrophes, war, political uprisings, etc. We need to know you are safe and it is often easier for you to contact us than for us to find you. Please call home or e-mail your parents/guardians as they will be worried about you. If you do not call them, they usually contact us. Please see Appendix E for Haverford College’s official policy on travel to a country where a U.S. Department of State Travel Warnings is in effect.

The Office of International Academic Programs consults regularly with program directors, responsible officials of host universities, colleagues around the country who are involved in the administration of study abroad programs, and contacts in the U.S. State Department and other government agencies. In addition, we consult with other experts, including our own faculty, who keep well informed on issues and events in the locations of our approved programs. Our ability to communicate almost instantaneously worldwide enables us to obtain and share information quickly and efficiently with colleagues in the event of an emergency at an international study site having repercussions for international academic programs. In short, we use an
effective system of consultation and consensus of informed opinion in making decisions concerning the safety of our students abroad.

Parents should be in touch with Haverford’s Office of International Academic Programs, the resident directors of the program, and the State Department. We strongly recommend reading the Safety Abroad Handbook at http://www.studentsabroad.com, which provides resources and preparation tips for students and their parents. For travel advisories, check with the State Department at http://travel.state.gov/travel/warnings.html. For health advisories, check the Centers for Disease Control and Prevention (CDC) at http://www.cdc.gov. Review the Culture of Safety video for important information on cultural differences, situational and locational awareness, the value of local knowledge, and using good judgment with alcohol.

If you are involved in an incident or are in the region of an emergency situation, you should contact the nearest embassy or consulate to report your status. The embassy will then pass the information to the Office of Overseas Citizens Services Emergency Center. This is a good way for you, your family members, and Haverford to communicate in the event of a natural disaster or any other incident. We also suggest that you regularly communicate with your parents and with Haverford.

In cases of violence, bombings, etc. we do expect you to check in with us via e-mail. The same applies for natural catastrophes, war, political uprisings, etc. We need to know you are safe and it is often easier for you to contact us than for us to find you. Please call home or e-mail your parents/guardians as they will be worried about you. If you do not call them, they usually contact us.

For information on Consulates and Embassies in the U.S. and U.S. Consulates and Embassies worldwide, contact: http://www.embassy.org. You can now register your trip with the State Department before you leave the country: https://step.state.gov/step/. By registering your trip you will automatically receive updates and pertinent information about your destination.

The decision to withdraw from a program or return home early rests with the individual. However, there can be no guarantee of credit for students who withdraw from the program before the completion of classes and examinations. All decisions concerning the cancellation of the approved programs rests with Haverford College in consultation with the responsible authorities abroad. If a program is canceled or the individual chooses to withdraw, Haverford will adhere to the established reimbursement policy of the program. In most cases, only pro-rated room and board fees will be refunded; airfare is not refundable. It is the responsibility of each student to know the refund policy of his or her program. This information is available from the program catalogs and online.

Terrorism is a 21st century reality and is not likely to diminish significantly. Even without the actual use of violence, terrorists often use threats to control the lives of others; to succumb to these threats by reacting in fear may simply help them to achieve their objectives. Nevertheless, there are precautions that American students abroad can take. The State Department regularly issues standard safety guidelines for safe travel abroad. Among these are the following:

- Keep a low profile and try not to make yourself conspicuous by dress, speech, or behavior in ways that might identify you as a targeted individual. Do not wear obviously American style clothing, particularly American sweatshirts, T-shirts, jeans, and sneakers.
- Avoid crowds, protest groups, or other potentially volatile situations, including restaurants and entertainment places where Americans are known to congregate.
- Be wary of receiving unexpected packages and stay clear of unattended luggage or parcels in airports, train stations, or other areas of uncontrolled public access. Report such items to Security. Never agree to carry letters, packages, etc. for anyone.
- Do not borrow suitcases and make sure no one puts anything in your luggage. Be careful not to leave your luggage or belongings unattended at any time.
- Report to the responsible authority any suspicious persons following you or loitering around your residence or instructional facilities; keep your residence area locked; use your common sense in divulging information to strangers about your study program and your fellow students.
- Register upon arrival at the US Embassy or Consulate which has jurisdiction over the location of your study abroad program. In an emergency, contact the U.S. Embassy or Consulate. If you cannot reach the U.S. Embassy, go to the nearest Australian, British or Canadian Embassy or Consulate.
- Make sure the resident director, host family, or foreign university official who is assigned the responsibility of your welfare always knows where you are and how to contact you in an emergency. Please leave a copy of your itinerary with your roommates and/or program director when you travel, even if you are traveling only overnight.
- Have access to sufficient funds if necessary to purchase a return ticket quickly. The best arrangement for this is simply to have a valid credit card with an unexpended credit limit.
- Contact ACE Insurance for assistance and they can help facilitate your return.

There are steps to take to minimize risk while traveling abroad. All travelers should:
- Learn about self-protection and practice what you learn
- Be aware of the local customs
- Dress according to local customs
- Interact with locals according to the local customs
- Stay in control; staying sober and alert keeps your senses in place to protect you
- Have a buddy system: having at least one other person with you that you trust can help you in regular circumstances as well as in problematic situations (e.g., if someone spikes your drink). It is generally a good idea to travel in groups.
- Pay attention: respond to any intuition that "something isn't right," and remove yourself from the situation
- Do not always try to behave like you would in the States. You are abroad to experience a different way of life, one that allows you to immerse yourself, to "join" the community, and to have a full, rich cultural experience.

D. Racial/Sexual Harassment, Rape, & STDs

Be prepared to encounter some form of racism, anti-Semitism, and/or harassment in many, but not all, countries. Some mixed-race couples may encounter difficulties when traveling to some countries. Remember that, unfortunately, homophobia and bigotry exist all around the world.
**LGBTQA+ Travelers**

Some cultures are more accepting of LGBTQA+ people than others. In some countries, same-sex displays of affection are socially acceptable; in others they can be dangerous or even illegal. Be aware of the cultural norms and do your research. LGBTQA+ travelers should explore the International Gay and Lesbian Travel Association’s website for advice/recommendations, support, and pre-trip guides. Damron.com also provides travel books designed specifically for out travelers.

**Sex and Sexually Transmitted Diseases**

The only sure protection against AIDS and other sexually transmitted diseases or pregnancy is total abstinence from sexual intercourse with unknown partners. If you are going to be sexually active please practice safe sex. Use a latex condom. Use only water-based lubricants with condoms because oil-based lubricants (such as petroleum jelly) may lead to breaks and leakage.

**Sexual Harassment**

Sexism exists everywhere and men and women traveling abroad should be prepared to encounter some form of sexual harassment. Women traveling alone are more vulnerable than men and should take precautions on trains, buses or when walking alone at night. Students should not hitchhike alone even in countries where it is permitted. Women in revealing western dress may have to deal with catcalls, whistling, or aggressive flirting. In some cultures, men believe that if a woman wears revealing or sexy clothing, then she is promiscuous. Many students have reported that while riding crowded public transportation, in both western and non-western cultures, they have experienced unwanted touching.

Many programs recommend that the best way to avoid hassles is to try to understand the sex roles of the culture. Observe how the host country’s women dress and behave and try to follow their example. In strongly religious societies, there are often more restrictions regarding dress and behavior. There are numerous guidebooks that offer information on cultural differences. Whatever the customs and traditions of the country, students are advised to try to be respectful rather than critical of the differences. Women should be particularly careful about people wishing to make their acquaintance very quickly since there may be an ulterior motive. What may be appropriate or friendly behavior in the U.S. may elicit unwarranted, even dangerous, attention elsewhere. In some countries direct eye contact is an invitation for sexual attention.

Take a look at these statistics compiled by the Center for Disease Control’s Division of Violence Prevention (2012):

- In a nationally representative survey of adults, nearly 1 in 5 (18.3%) women and 1 in 71 men (1.4%) reported experiencing rape at some time in their lives
- In a study of undergraduate women, 19% experienced attempted or completed assault since entering college
- Approximately 1 in 20 women and men (5.6% and 5.3% respectively) experienced sexual violence other than rape, such as being made to penetrate someone else, sexual coercion, unwanted sexual contact, or non-contact sexual experiences, in the 12 months prior to the survey
- Among female rape victims, perpetrators were reported to be intimate partners (51.1%), family members (12.5%), acquaintances (40.8%) and strangers (15.1%)
Never go to a hotel room with someone if you want to avoid a sexual confrontation. In some countries, you may not be permitted to bring a person of the opposite sex to your room. Indeed, if you are living with a host family, they will have rules about bringing any guests into their home. We expect you to abide by their wishes. Be very careful in giving your trust to people you do not know. Do not give your host family's address or phone number freely as this may cause problems for the family as well. If you wish to meet people, do so in a public place with other friends.

Students should report any cases of harassment to the program resident director. Students can also report to the Title IX Coordinator, Dean Steve Watter.

Rape
Deborah J. Hill, author of *The Guide for the Practical Traveler—Travel Tips International*, suggests when rape is imminent the following is recommended:

- Attempt to calmly reason with the aggressor.
- Avoid fighting if it panics or angers the rapist into violence.
- Cause pain by biting or scratching.
- Scream if you are sure someone will hear you.

Rape is not your fault and you may not be able to prevent it no matter the precautions you take. If you are raped, go to the nearest hospital for medical treatment. Alert your Resident and Program Director; many countries have hotlines for rape counseling. You can also contact the nearest American Embassy or Consulate, or any of the numerous emergency services available through American Express, travel insurance, or through your program. Please get help quickly, as your health is of paramount importance. You should be tested for sexually transmitted diseases, pregnancy and HIV. Finally, remember you can always contact Haverford for assistance. Safety and Security (country code, then dial 610-896-1111) can contact people on campus for you 24/7 or you can call directly. Call Health Services at 610-896-1089, Dean Mancini at 610-896-1230, Psych Services at 610-896-1290, or your dean. Check out Haverford's Circle (see Appendix F) to see other administrators who are trained to assist and provide support for those who have experienced sexual misconduct. Additional sources of assistance include:

- National Alliance of Sexual Assault Coalitions: http://www.connsacs.org/seeksupport/assaulted.htm
- Rape Abuse and Incest National Network Hotline: 1-800-656-HOPE
- Title IX Coordinator at Haverford: Dean Steve Watter 610-896-4246 https://www.haverford.edu/sexual-misconduct

Assault: What the Survivor May Experience

Before
When a person is about to be attacked, the ability to react depends on the amount of time between the threat of attack and the actual attack. Initially, the survivor may use verbal or physical tactics or may be overwhelmed with fear and not resist at all.

- 23% use physical means to fight back such as hitting, biting, kicking or pushing
- 24% scream for help
- Over 50% are too frightened or intimidated to use physical resistance

During
Once the assault occurs, internal defense mechanisms kick in to cope psychologically with the fear and horror of the violation. Survival becomes the goal despite the demands being made, which can include oral, vaginal
and/or anal penetration.

After
After the attack is finished, the stressful situation is not over. The victim must alert others to her/his distress, escape, get help, and endure peoples' reactions to her/his story. During the acute stage immediately after the assault, the victim may have varying reactions.

Supportive Measures for Sexual Assault Survivors
Create an environment of safety and security
- Strengthen support system
- Surround with safety (may not want to stay home, if site of rape)
- Access resources
- Be a compassionate listener

Self-care
- Begin counseling with a psychotherapist who specializes in trauma
- Doctor's exam for injury & STDs
- Eating nutritious foods/drinking water
- Avoiding alcohol, caffeine, sugar
- Sleeping, resting
- Exercise as tolerated
- Resume normal activity as soon as possible

Stress Management
- Decrease workload
- Avoid disturbing stimuli (TV, movies, reading material; anything that may relay horror or violence)
- Decrease stressful activities
- Keep a journal
- Increase relaxing activities (reading, writing, drawing, music, talking, exercise)

The following sections have been taken, with the author's permission, from Sexual Harassment and Prevention in College Students Studying Abroad and Treatment of Sexual Assault in College Students Studying Abroad
By Nancy Newport, RN, LPC, Licensed Professional Counselor
Consultant to Peace Corps--Fairfax, Virginia | http://www.nancynewport.com

Introduction
It has been my experience over the years as a Consultant to the U.S. Peace Corps that the issue of sexual harassment for women can become a major stress factor that can greatly affect the entire overseas experience. When students study abroad, they hope for excitement, adventure, new learning and new cultural understandings. Many enter the experience with high expectations of themselves to fit in, to belong in the new culture. It is this eagerness to assimilate that can cause some students to fall prey to potentially dangerous situations. Danger signals may be overlooked or ignored due to a lack of awareness or experience, or it may be for the sake of adventure, of "throwing caution to the wind." For some, violence strikes so quickly and forcefully there is no opportunity to protect oneself.

Whatever the reason, when danger signals are not or cannot be heeded, students can find themselves in situations where their own personal boundaries are not respected and may even be violated. Harassment and even physical or sexual assault can be the result.

Statistically, the prevalence of violence, especially towards women, is much higher than most of us realize—and these statistics are only regarding reported violence in the United States. We can assume that violence
towards women is as high if not higher in other countries.

For college students traveling and studying abroad who have been targets of sexual or physical violence, it is essential that the student received immediate attention to assist her/him in making a complete recovery. There is a wide range of responses that are considered normal (in the same way that it is "normal" to experience pain when a bone is fractured) following a personal attack.

Counseling Support

It is strongly recommended that all rape survivors have access to counseling. If the person is returned to the U.S., she/he can receive counseling right away and be followed very closely. Counseling will continue for support and to assist her/him in resolving the trauma. Sometimes students are reluctant to leave country and their friends to go back to the States. Yet they do not feel safe in country. It can be helpful to validate that concern and point out to the student that others have felt the same way at first. Tell her/him that those who have gone to the U.S. have been very glad they allowed themselves to benefit from the care they received there. It also gives the survivor an opportunity to talk to and perhaps see friends and family for additional support and sense of safety. One of the most important factors in creating a healthy recovery from assault is to establish a consistent environment of safety and support, something that is almost impossible to do in country where there are so many reminders of the trauma.

Three stages of emotional reaction following a rape trauma:

(Burgess and Holstrom, 1979)

1. The Acute Stage (Shock and Chaos)
This stage occurs immediately after the assault. It may last a few days to several weeks. During this stage the person may:

- Seem agitated or hysterical or may appear totally calm and be in shock
- Have crying spells and anxiety attacks
- Have difficulty concentrating, making decisions, and performing simple, everyday tasks
- Show little emotion, act as though numb or stunned
- Have poor recall of the rape or other memories
- Any apparently calm demeanor should not be mistaken for evidence that the rape did not occur or that she/he is unaffected by it.

2. The Outward Adjustment Stage
During this stage, the person resumes what appears to be from the outside, her/his "normal" life. She/he tries to put the rape in the past and may not want to talk about it. This closure is premature. Inside, there is considerable turmoil, which can manifest itself by any of the following behaviors:

- Continuing anxiety
- Sense of helplessness
- Severe mood swings (e.g. happy to angry, etc.)
- Vivid dreams, recurrent nightmares, insomnia
- Physical ailments
- Appetite disturbances (e.g. nausea, vomiting, compulsive eating, lack of appetite)
- Efforts to deny the assault ever took place and/or to minimize its impact
- Withdrawal from friends and/or relatives
- Preoccupation with personal safety
- Disruption of normal everyday routines (e.g. high absenteeism at work suddenly or, conversely, working longer than usual hours; traveling different routes; going out only at certain times)
- Reluctance to leave the house and/or to go places which remind the person of the rape
- Hesitation about forming new relationships and/or distrust of existing relationship
- Sexual difficulties

3. The Resolution Stage
This stage can begin within a month or years after the attack. During this stage the rape is no longer the central focus in the person's life. The person begins to recognize that while s/he will never forget the assault, the pain and memories associated with it are lessening. S/he has accepted the rape as a part of her/his life experience and is choosing to move on from there. Some of the behaviors of the second stage may flare up at times but they do so less frequently and with less intensity. In this fashion, the person who has survived has moved from being a "victim" to a "survivor."

The Ultimate Boundary – Your Body
In some cultures, allowing a man to enter your house is symbolic of letting him enter your body. Many men have told women that they "assumed" she wanted sex just because she allowed entry into her house. Staying outside on the porch is a safer way to receive male guests. Where is the best place to entertain men in a safe way without misunderstandings where you live in the US? Where will the best place be to entertain men in a safe way without misunderstandings where you live/study abroad?

Concept of Male Friendship – A Boundary Misunderstanding
American women are accustomed to the concept of male friendship. It has a meaning that may not translate in the new culture. Being seen with a man, talking with a man, going out with a man may have a different "meaning" in the culture than a female student may intend. What does it mean in the culture you are in? Is that your intention? If no, change your behaviors to send the message you intend.

Actions
Actions speak louder than words. Make sure your body language is congruent with your words. If you say no with a smile or in a weak, unconvincing voice, the words lose their force and power. Say no firmly and swiftly and follow that up with removing yourself from the situation and getting assistance if needed.

Persistent People
Use the broken record technique when faced with a situation when someone will not take no for an answer. Do not be coerced into backing down from your position by the persistence of the person insisting. Just because they did not accept your "no" does not mean you now need to come up with another reason or excuse. Keep saying the same answer over and over again, without developing a new reason or excuse each time the other person doesn’t accept it. You don’t have to be creative. Stick to your answer and don’t budge.

Harassment Burnout
Harassing behavior is annoying at best and threatening and dangerous at worst. All students should seek
assistance if harassment towards them becomes out of control and/or causes increased anxiety and anger. Many students reach a point after which time they can no longer tolerate the catcalls on the street with the same humor they had when they arrived in country. For some, the irritation escalates to anger and retaliation. Some students have acted out toward men on the street (yelling at them, insulting them, throwing things, hitting them) out of exasperation. This aggressive behavior is dangerous. It is very understandable that the harassment has "gotten to you," but exhibiting aggressive behavior back can put you at risk. This "burn out" is a signal that it’s time to take a break. Get out of town. Take a vacation. Go talk to your teachers, staff, and/or counselor, or do some stress relieving exercises that work for you. Do something different!

You may want to go to a bar or a party and have some fun, let off some steam, kick back and have a good time but if you drink alcohol or use any mind altering substance, you are now potential prey. It’s as if you said to the strangers/acquaintances around you, "I’m going to relinquish control of myself/my body now. I put myself in your hands." Being under the effect of substances of any kind sets us up to be vulnerable to the attack of a predator.

It’s not fair. Of course, it’s not. But it’s true—and staying in control of yourself can save your life. Being awake and aware allows you to pick up on warning signs that alert you that something is wrong. In the book, The Gift of Fear, Gavin de Becker, describes the "gut feeling," the intuitive sense, that something is not right—that some danger may be present—as the gift of fear. Fear alerts us if we are awake and aware and respectful of the feelings we get. We must not override our sense of fear by saying to ourselves, "I don’t know what I’m worried about, I’m sure nothing’s wrong here," instead of paying attention to that little voice in our gut that says, "I don’t know what’s going on here, but something’s up." It is really, really important to pay attention to intuition, that sense of knowing that something is amiss here, and not to dismiss or deny it.

Potential Predator Behavior—Progressive Invasion of Boundaries

If in a situation there is someone giving you more attention than you want, or is finding excuses to touch you, this can be potentially dangerous to your safety. For example, if a guy comes up to a woman and gently brushes his shoulder up against her, flipping her hair off her shoulder, grazing her hand. She is thinking, "This is creeping me out, but I’m sure I’m overreacting. I’m sure he doesn’t mean anything." This is where danger begins. He is thinking, "How much will she tolerate and allow? How long can I get away with this without her calling me on it? How far can I go?"

Though the above is hypothetical, it is representative of the type of situations countless women have endured. Essentially, in the interest of safety and well-being, we seek to impress upon student the necessity to be conscious of not only their surroundings, but also the way in which others are acting towards them.

V. The Trip and Life Abroad

A. Packing

1. Pack Light—No, Really Light!
   - When packing, think of your return. You will buy and accumulate much more than you expect while you are abroad. You will be responsible for hauling your luggage from airport to bus to hotel to home, so make sure not to take more than what you can handle. Go light on packing clothing; you can always buy clothes in your host country.
• Bring Ziploc baggies for toothpaste, shampoo and anything that can leak all over your clothes. Bring spares with you for your return trip.
• See Appendix B for a suggested packing list.

2. Baggage
• Free baggage allowance is typically limited to two pieces of checked luggage (each not exceeding 106 inches in size), and one carry-on (not exceeding 45 inches). Some airlines, however, only allot their passengers one or none. Consult your airline’s website for details.
• Sizes are calculated by adding the sum of the greatest outside dimensions (length + width + depth)
• Weight limits for each checked bag may vary per airline. Most airlines do allow one additional personal article (briefcase, handbag, small backpack, etc.).
• Sending packages of clothes overseas via airmail can be expensive, and surface mail can take months.
• Try walking around your neighborhood with the luggage you plan to carry

3. Backpacks
• A frame-pack or rucksack is useful for traveling anywhere where you are required to walk long distances—such as between train stations and hotels or hostels.
• Students generally recommend purchasing a pack with an internal frame due to the fact it has a higher durability than one with an external frame.
• Many different sizes are available, so remember that although smaller bags are easier to carry, it may be important for you to have extra space for souvenirs or to stuff your coat in if it gets warm, etc.
• Frame-packs are also good to use as a piece of luggage for your actual trip overseas. It is likely that you will bring the maximum amount of luggage for your semester or year abroad and often no one will meet you at the airport. With a frame-pack, both hands are still free to carry your other luggage.
• Buy your frame-pack while in the United States since they are very expensive abroad. Frame-packs are available at camping/sports stores.

4. Money Belts / Neck Pouches
• Secure your money and travel documents! Keep your money underneath your clothing in a money belt or pouch while traveling. A money belt with a zipper is advisable.
• Carry your money, ATM/credit cards/passport, etc. on different parts of the body to lower the chances of a thief taking everything. Never keep money or original documents in a suitcase.
• Keep copies of your passport, credit cards, and traveler checks separately. Also, leave copies of all important documents at home.

5. Adapters
• Electricity varies outside the United States. Standard voltage is 220V, 50 Hz (cycles), and the less common is 110V, 60 Hz. The different types of sockets consist primarily of either the flat pin (U.S.) type or the round pin sort. Both can have 220V.
• A socket that fits American plugs does not mean American razors, hair-dryers, etc., will function. U.S. electric clock radios will not keep correct time, even with a converter. Also, be careful as some houses contain both types of electricity! Ask before you burn out your gadgets.
• Adapters can be bought abroad if needed, but small transformers (that change 220V to 110V) may be more easily purchased in the U.S. Those bought outside the U.S. are very expensive and can be much larger. They can often be found in stores which specialize in travel, including AAA.
• Bring enough batteries for the duration of your stay if your electronics require them. Alkaline batteries abroad are expensive and carbon-zinc batteries swell and leak.

6. Cameras and Other Electronics
• It is often better to buy electronics before going abroad. In addition to U.S. quality and prices being competitive, especially with currency fluctuations, there are the issues of compatibility (e.g. electrical differences) and customer support (many international companies will only honor the warranty of a product within the borders of the country in which it was purchased) to consider before buying a fancy new laptop and bringing it home.
• Make sure to have sufficient batteries or a charger for your camera. Make sure the charger is able to handle the voltage in the destination country.
• Have enough memory cards to last your time abroad or that you can transfer the photos to some other device.

7. Laptops
• Many programs recommend bringing laptops, but check with the students who returned from your program or with the program directors. The program evaluations on the Study Abroad website can be a good resource.
• Make sure it's compatible with the host country's electrical system, or else you may fry your laptop when you plug it in to recharge.
• Laptops are stolen almost as frequently as iPads or smartphones, so back up important documents onto an external hard drive or other large storage server.

B. Travelling While Abroad: Tips and Tricks
1. Costs
Be realistic in appropriating money, with the goal that whatever you spend should be worth it. Where you go is important. Big cities are expensive. Food and lodging can be expensive depending on the current value of the dollar. Use *Let's Go* or *Lonely Planet* books as a guide. Check student evaluations for your country on the Study Abroad website. Remember to consider snacks, entertainment, and side trips.

2. Modes of Transportation
Talk to students who went to your program or country to find out what are the best methods for travelling. Keep in mind that, especially in Europe, airplanes are often an inexpensive option.
• **Eurail Passes:** Eurail offers a variety of options for traveling around Europe depending on how many will be traveling together and how many countries you want to visit.
• **BritRail Pass:** BritRail passes can be purchased in the US prior to departure. Persons aged 16-25 are eligible for a 20% discount, and Eurail Pass holders are eligible for a 50% discount.
• **Japan Rail Pass:** JR passes are available for purchase in the U.S.
3. Planning

- **Buy guidebooks** and maps before leaving, as it may be difficult to purchase them at your destination. If they are too heavy, photocopy and bring only the relevant sections.
- **Do research** before you go. Plan routes in as much detail as possible based on available information.
- **Make a copy of your birth certificate** and a photocopy of the first pages of your passport in case you need a replacement passport.
- **Pack your luggage as light as possible.** Irreplaceable items must be taken with you on the airplane in carry-on bags.
- **A supply of plastic bags** is very useful.
- **A piece of chewing gum** can be useful against thirst, especially when trekking.
- **If you are planning to stay in youth hostels** it is worth bringing a sleeping bag/sack (an easy way to make one is to fold an old sheet in half, and sew two of its sides). They are necessary or highly desirable in most youth hostels. You may also want a small padlock for storage lockers.

C. Money and Money Emergencies

1. Planning / Budgeting

When creating your budget it is better to overestimate how much you will spend. **Talk to someone who has been to the country to get an idea of how much you will need.** Check student program evaluations on the Study Abroad website and the Cost of Living index for your country at [numbeo.com](http://numbeo.com).

It’s also important that the money that you budget is available for you to access it when you need it. This can be done through a combination of cash and credit cards. Have a couple of different ways to obtain money so that if one fails you won’t be stuck without any cash. Again, talk to someone who has been in the country to figure out which methods work best. If going with a third party provider (IES, CIEE, etc.) check with them. Remember to secure money at all times whether it’s with a money belt, neck pouch, etc. You are less likely to lose everything to a thief if you keep cash and cards on different parts of your body.

2. Exchanging Currency

- Before leaving, exchange a small amount of money you will need for buses, taxis, phone calls, tips, and other incidentals that you may encounter during your first days abroad.
- You will also be able to exchange your money at the airport, but the rate is likely not as favorable. Wait to exchange the bulk of your checks at a local currency exchange or bank.
- Sometimes post offices will have an exchange bureau. Be careful when and where you exchange funds. Exchange charges vary, but are high enough that you should consider changing large amounts of cash at each transaction. Remember, you lose money each time you exchange one country’s currency for another’s. If you need to exchange additional money it may be better to exchange your money at banks rather than hotels, as they usually have better rates.
- **NEVER exchange funds from an uncertified location.** Some countries have very strict currency regulations including limitations about removing currency from the country.

3. ATMs
Students report that the best method to access cash is with a debit or ATM card linked to a checking account in the U.S. The card should be compatible with the PLUS network or Cirrus network. You can also use credit cards at many ATMs abroad. The ATM works with a Personal Identification Number (PIN). If you (or your parents) keep enough in the checking account, you can avoid the finance charges for money borrowed on a credit card. Never give your PIN to anyone. Your credit card must have a chip.

Things to consider with using an ATM:
- Availability of ATMs varies from country to country. Check with your credit card issuer and program to see if you can use your ATM card there.
- Check with your credit card issuer about any finance and service charges. For ATM and debit cards, there is usually a charge for using the local machine AND from your home bank for every transaction.
- Be sure your PIN is no more than 4 digits long, as some ATMs abroad will only accept 4 digit PINs.
- There may be a daily cash limit of $200-300. Plan ahead if you need large sums of cash.
- What if your ATM card is stolen, lost, or de-magnetized? Do not rely solely on an ATM card.
- Call your bank and credit card company BEFORE LEAVING to let them know the dates and locations of your travels. Many companies will lock cards when used for the first time overseas as protection against fraud.

4. Credit Cards
- We recommend that you carry two major credit cards such as Visa or MasterCard. American Express and Discover are not as widely accepted. Each company has special cards for students, and some include special deals for traveling. For more info, see the companies’ websites.
- Your credit card must have a chip. Most credit card machines abroad have a chip and pin system, and they cannot read American credit cards without a chip.
- Most charge a small conversion fee per transaction based on current exchange rates, as well as normal monthly fees and charges. Some can also be used to withdraw cash from an ATM, although this usually comes with a higher finance charge if the balance is not paid in full every month.
- Credit cards are not as widely accepted abroad as they are in the United States, and cards differ— even if you have a Visa or MasterCard, many locations (even in Western Europe) may not be equipped to handle American cards. Many places do not accept credit cards at all, especially in more rural areas and outside of Europe. Always have some cash on you as a back-up.

5. Banking Abroad
In some countries, opening a bank account is very bureaucratic and problematic. Often students abroad for the entire year opt to open an account, while those abroad for just a semester choose not to, but check with your program to determine if it is necessary. With credit cards, debit cards, and ATMs most students find that they do not need to open another account.

6. Non-Emergency: Sending Money Overseas
To receive money from the U.S., you will need to have a U.S. bank account. At some point, your parents may wish to send you money by using a foreign bank draft. Your American bank issues these drafts through a correspondent bank in the country where you are. Make sure that the correspondent bank has a branch in your city. It will take time to issue the draft, so be prepared to wait a week or so. Money can also be sent by
telegraph through your bank. However, both telegraph and international money orders are expensive. Western Union offers an International Money Transfer Service and has offices worldwide. Call their toll-free U.S. number before leaving the states to get the telephone number of the office nearest you while abroad. They may be reached at westernunion.com.

7. Emergency: Sending Money to Overseas Citizens Services (OCS)
For the procedure for sending money to U.S. Citizens in emergency financial situations, visit: http://travel.state.gov/travel/tips/emergencies/money/money_1224.html

D. Orientation Abroad
Students are required to participate in the orientation program provided on site. Students are also held responsible for knowing the rules and regulations of the program and the country.

E. Problems Abroad

- **If you have academic concerns with your program:** Speak with the resident director and get help before it turns into something more serious. Is tutoring available? Were you placed in the appropriate class level? Contact the OAR for academic help. If these problems cannot be resolved on site, please contact Dean Mancini or Rebecca Avery.

- **If you are concerned about your housing/roommate, etc.:** Contact the housing office on site. Explain your situation and try to work out an acceptable solution. Remember that the accommodations abroad may not be on par with housing at Haverford. If the situation cannot be resolved, contact the director of the program on site and if necessary, Dean Mancini or Rebecca Avery.

- **Lost your passport, had your wallet stolen, or other crime:** Immediately go to your program director, who will help you file a police report. Since you left copies of your information with your parents or guardians at home (credit card numbers, license number, etc.), they also may be able to help you with this. If your credit cards are stolen, cancel them immediately.

- **Disciplinary/Expulsion issues:** You are subject to the rules and regulations of your program and its country while abroad. You can be expelled from the program for violations of social and academic regulations. The set of procedures will vary from program to program. Know your program’s rules and regulations. If you are found in violation or expelled, all information will be forwarded to Haverford’s Dean of the College, who may require further investigation and may recommend that Honor Council become involved.

- **How many times have we said "Don’t do drugs abroad!"?** Please don’t. Consequences are harsh. In some countries penalty is life imprisonment or death.

F. A Note from Alumni Relations
This is a very exciting and busy time for you while you’re getting ready for your study abroad adventure. To help you prepare for this wonderful time in your life, we thought you might like to take with you a list of alumni living in the part of the world to which you will be traveling. We have more than 400 alumni living abroad; most are delighted to offer students a bed, an occasional meal, helpful travel tips, etc. We would be happy to give you a list of their names and addresses. Email us for the list of alumni in the country in which
you will be living. Have a wonderful trip! Enjoy every minute of your experience!

Catherine Toia  
Project Coordinator, Alumni Relations & Annual Giving  
ctoia@haverford.edu

G. Successful Intercultural Adjustment: Relating and Relationships Abroad

Going abroad is an incredible opportunity with so many new things to experience and people to meet. While you are enjoying your life abroad, consider these relationships that might be affected by your being away.

1. Friends at Home
   - Maintaining friendships from abroad can be difficult due to time zones and different life activities
   - It’s great if you manage to keep in touch, but it’s important to not monopolize conversations with your exciting tales from abroad; make sure to ask them about what they are doing
   - If you find yourself spending a lot of time daily emailing friends at home, it will be harder to fully experience the country; don’t let communicating with them impede you from meeting new people

2. Boyfriend/Girlfriend
   - It can be hard to leave someone behind – you will miss them and there are bound to be temptations
   - If you are using the time apart for a break, it makes it somewhat easier
   - If you decide to stay together, it will take time to adjust even if they are supportive of your decision to go abroad; you will miss each other, but do not let that keep you from experiencing everything
   - In maintaining your relationship, it is important to be inquisitive and considerate, and to not focus too much on all of the exciting things that you are doing
   - Trust is one of the most important things in a relationship, and if not there, it probably will not work

3. Dating Someone while Abroad
   - Dating-culture abroad is not the same as in the US, and can also be very trying and time-consuming
   - Entering a relationship overseas may seem romantic, but you should consider any relationship carefully. Talk to other student regarding the cultural values relating to dating/relationships, and know cultural cues of your region/country
   - Keep in mind that a relationship abroad will likely end when you return home; while you may know this, the other person may not. A native may take the relationship more seriously than you do, as they are not the one spending time away from home
   - Make sure to take the opportunity to experience new things beyond a relationship

H. Cultural Cues, Culture Shock, and Re-Entry Syndrome

Issues of Culture Shock

Being away from familiar situations and supportive family and friends can make it harder to deal with feeling low or other emotional problems, but it does not necessarily cause these problems. Culture shock is real, it is normal, and you should expect to experience it to some degree. The symptoms of culture shock may range from mild
uneasiness or temporary homesickness to acute irritability, hypersensitivity, and loss of perspective. The first step toward adjustment is accepting the fact that it is temporary. It will pass as you become more familiar with the language, mannerisms, and customs.

**Culture Shock or "W" Theory/Adjustment Strategies**

The "W" Theory of Culture Shock:
- Initial euphoria
- Irritation and hostility
- Gradual adjustment
- Adaptation / biculturalism

When immersed in a different culture there will be a non-stop stream of stimuli (much of which one is unconscious of), which will differ to varying degrees from the way you have always experienced, expected, and interpreted the world to be. In time, usually about 1-4 weeks, the "newness" of your experience begins to wear off and people sometimes slide into depression, confusion, and/or frustration. This is normal and to be expected. It means you are learning and beginning to adapt.

Reactions to culture shock vary widely, but it can be quite severe as it challenges all of one's previously held beliefs and psycho-socio-cultural constructs. With depression often comes withdrawal and with withdrawal often comes drinking and/or excessive sleeping. These are to be observed and avoided. Introspection is good to work through the changes and contradictions in your life, but it is also advised to try to be outgoing and involved and to not take things too seriously - as it is all subjective anyway. Don't judge; ask why.

**Culture Shock Curve**

Represents over time one's emotional drop and recovery as one adjusts to the new environment.

**Euphoria Stage**
- When one departs from home one is inevitably excited, happy, nervous, and "psyched"— and thus, well up into the "plus" side of the graph.
- The newness and wonder of the new place and culture keeps your "happy meter" high for a while

**Culture Shock Stage**
- Often filled with hostility, frustration, criticism, and even aggression toward the host country/culture; you begin to miss home, friends, family, familiar foods, privacy, hot showers…
- People often withdraw and feel lonely, and they need time to continue working through all of the new information to be taken in, synthesized and understood
- Your “happy meter” may begin and continue to drop – for some their graph is relatively flat, while for others it can oscillate
- In fact, your very system for interpreting what comes in through your senses will have to be altered or rebuilt.

**Adjustment Stage**
- In a simplified scheme, a person eventually grows accustomed to and adjusts to the new environment, culture, and roles of life
• Often, one's language skills become more fluent, initial differences are accepted, others’ behavior is more easily understood, and one's own behavior is modified to act appropriately.
• There are lots of big and small peaks and valleys on one’s graph as one makes at first superficial adjustments to accept new challenges, but through the adjustment periods, one's curve begins pointing back up again.

Assimilation or Adaption Stage
• In most cases, people’s "happy meter" is well into the positive again by the time they return, full of incredible stories and images.
• It may never be reached or, for others, reached early on; it involves truly getting in step with the local people. The person has added to their cultural/psychological repertoire a whole new dimension of thinking, behaving, reacting, and living.
• One can, of course, never become "one of them" and depending on the degree of difference between the cultures, it may take a number of years to actually feel completely comfortable with another cultural paradigm.

Reverse Culture Shock/Haveshock:
When one flies home, one expects that they are coming back to the familiar, which should be easy. Culture Shock has been described as the expected confrontation with the unfamiliar and re-entry involves the unexpected confrontation with the familiar. The returnee has changed so dramatically that between a couple of days to many months later, another culture shock "crash" or decline into depression may occur when re-entering one's home culture.

Suggestions for Reverse Culture Shock / Re-Entry Adjustment:
• Give it time to work through.
• Accept the fact that you are changing/have changed. You will need to adjust your self-image, concept of self, and your place in the world. You may need to change/adjust your relationships upon your return with your family, friends, and community.
• Share your feelings. Whatever feelings you may have, chances are at least one member of your group, if not all, are experiencing the same thing.
• Allow time for thorough reflection as well as time to respond to comments and events that affect you differently now that you have traveled abroad.
• Get involved in your community (especially in projects related to the country you visited).
• Volunteer to talk to other students about your experiences, join the Study Abroad Advisory Board, help with pre-departure orientation sessions, and assist with other activities sponsored by the Office of International Academic Programs.
• Incorporate your abroad experience into your thesis or other coursework.
• You will also have to accept the fact that others won’t be as excited by your experiences as you are.

Culture Shock is evidence that dramatic lessons are being learned and incorporated. The more one understands these cross-cultural processes, the better one will be able to articulate insights and decipher aspects of one's own cultural make-up.
VI. Appendices

For general information about travel abroad, check out Haverford’s Travel Resources website. An administrative affairs checklist is also available in Section I of the Guide.

Appendix A: General Checklist

1. Contact Information and Personal Documents
   - Fill out Emergency Contact sheet (Appendix C)
   - Give your parents/guardians your contact information (and the study abroad office), itinerary, and keep them updated with any changes
   - Copy your passport: 1 copy at home, 2 to take with you
   - Copy your credit card info: 1 copy at home, 1 to take with you
   - Copy your yellow World Health Organization vaccination card
   - Make sure you have your passport, visa, WHO card, and other entry documents, if required

2. Financial
   - Pay all fees by correct deadlines
   - Obtain a small amount of local currency to bring with you
   - Credit, Debit, and ATM cards: note the numbers on the cards and make copies of all, leave one copy at home and take one with you

3. Academic
   - Meet with your academic adviser(s) about course selection and fill out online Pre-Registration form

4. Health
   - Inform program director of any pre-existing conditions which may affect your participation in the program or which may be critical to know if you are ill or in an emergency situation
   - Get your Health Insurance card and know how payment works for treatment overseas, including whether or not you need to bring back specific documentation for reimbursement
   - Get appropriate vaccinations/immunizations in an appropriate time frame
   - Get a supply of your prescription medications for the duration of your stay abroad, including the generic names of the drugs. Keep the prescriptions in their original pharmacy containers and bring copies of the prescriptions!

5. General
   - Pack appropriately for your destination (see Appendix B). There is often helpful information in reference to this in the Black Binders.
   - Know electrical current and plug adapters used in your host country and obtain the appropriate transformers, converters, or adapters for the appliances you will bring
   - Know the generally accepted standard of dress in the host country and at the institution of study. Know the range of temperatures and precipitation patterns, and plan clothing accordingly
   - Obtain rail passes, hostel cards, etc. if desired
Appendix B: Suggested Packing List

Use this list as a guideline and pick and choose what is essential for you.

1. Documents
   - Passport and visa
   - Acceptance letter/financial statement or letter/vaccination certificates (where necessary)
   - Tickets and rail passes
   - International Student ID card (iNext or ISIC)
   - ACE insurance card
   - Hostel membership card (can be purchased from Council Travel or STA)
   - Money belt or neck wallet
   - Cash (in both US and foreign currency), credit cards, calling cards, etc.
   - Driver's license
   - Personal insurance cards: health, accident, trip cancellation, etc.
   - Extra passport-size photos (about 8-12 machine produced 2”x1½”)
   - Dictionary if traveling to a country where English is not spoken
   - Photocopies and numbers of passport, visa, tickets, traveler's checks, credit cards, insurance, driver's license, and other important paperwork

2. Clothing
   - 1 pair of walking shoes (light hiking boots are great, but make sure you break them in before you go)
   - 1 pair of flip-flops (protect your feet in hostel showers)
   - plenty of socks
   - plenty of underwear
   - skirts / trousers (often more appropriate than shorts)
   - shirts
   - a few sweaters/sweatshirts
   - 1 poncho/rain jacket
   - 1 light jacket
   - 1 bathing suit
   - 1 hat
   - 1 nice outfit

3. Other Necessities
   - medicine (consider creating a first-aid kit with supplies for minor emergencies)
   - toiletries (unless you plan to purchase them in-country)
   - glasses/contact lenses, retainers, or other health needs
Appendix C: Health and Medical Resources

Haverford provides coverage through ACE Travel Assistance [http://www.acetravelassistance.com](http://www.acetravelassistance.com). However, students may need supplemental insurance to cover every day medical maladies and needs while abroad.

The following is provided FOR INFORMATIONAL PURPOSES ONLY and in no way constitutes an endorsement, expressed or implied, by the Department of State or the Study Abroad Office.

Insurance Services and Information

The Haverford College Student Insurance Program

iNEXT International Travel Insurance

Worldwide Travel Insurance
- Five levels of affordable supplemental international travel insurance (~$36-215)
- Three levels of comprehensive insurance options
- International ID Card

• 24 hour worldwide assistance services
• Discounted airline tickets through Student Universe
• Free global calling card
• Option to purchase SIM cards and cell phones

HTH Worldwide Insurance
[https://www.hthstudents.com/](https://www.hthstudents.com/)
Appendix D: EMERGENCY NUMBERS

The following phone numbers may be of use to you in the event of an emergency while you are abroad. Please supplement the numbers provided with country-specific information of your own, and keep this contact information readily accessible while traveling.

The country code for the U.S. is “1”.

U.S. Embassy in host country: __________________________________________________

U.S. Consulate (for Non US Citizens your Embassy): ______________________________

Local Emergency number abroad (911 equivalent): ________________________________

Program contact information in the US: ________________________________

Contact Information for Resident Director abroad: ______________________________

U.S. Department of State Citizen Emergency Center: (888) 407-4747 / (202) 501-4444

International Association for Medical Assistance to Travelers: (716) 754-4883

ACE Travel Assistance Program: (800) 243-6124 / 1-(202) 659-7803

Center for Disease Control AIDS Testing Information: (800) 232-4636

U.S. Center for Disease Control and Prevention: (800) 232-4636 / (404) 639-3311

Haverford Study Abroad Office: (610) 896-1230

(Dean Donna Mancini) FAX: (610) 896-4960

Haverford Security: (610) 896-1111

Haverford Office of the Registrar: (610) 896-1023

(James Keane, Registrar) Email: jkeane@haverford.edu

Haverford Women’s Center (610) 896-1292

Email: womenctr@haverford.edu

Haverford Health Services (610) 896-1089

Haverford Psychological Services (610) 896-1290

Title IX Coordinator Dean Steve Watter (610) 896-4246

Advisor(s) Telephone: ______________________________ Email: ___________________________
Appendix E: Haverford College’s Policy Regarding U.S. Department of State Travel Warnings

Study Abroad

Haverford College has numerous officially approved study abroad programs spanning the globe. The College has selected these programs, in part, based on the knowledgeable program personnel that our partners have stationed in-country, the program infrastructures they have in place and the due care and attention they devote to enhancing the safety and security of our students. In spite of our confidence in the measures that our partners abroad take to enhance student safety and security, from time to time the College finds it appropriate to advise students to decline participation in an officially recognized study abroad program or destination due to serious concerns, such as war, political unrest, social instability, contagious disease control, military operations, election-related demonstrations or violence, natural disasters, terrorism concerns, etc. within the host country.

The International Academic Programs Office consults regularly with colleagues around the country who are involved in the administration of study abroad programs, program directors, responsible officials of host universities, and contacts in the U.S. State Department and other government agencies. In addition, the office consults with other experts, including our own faculty, who keep well informed on issues and events in the locations of our approved programs. Our ability to communicate almost instantaneously worldwide via email enables us to obtain and share information quickly and efficiently with colleagues in the event of an emergency at an international study site that may have repercussions for international academic programs.

Haverford College, at its discretion, may advise students to decline participation in an officially approved study abroad program or destination abroad for any of the following reasons:

1. The U.S. Department of State has issued a Travel Warning that specifically directs Americans to leave the country in which the program is located or to forego travel to that country.

2. The U.S. Department of State has issued either: (1) a Travel Warning that urges Americans travelling to or within the country in which the program is located to consider carefully the risks of such travel and remain vigilant with respect to their personal safety and security if they choose to travel to or within that country, or within a specific region of that country that the Department of State has determined poses particularized risks for American travelers; or (2) a Travel Warning outlining significant risks to the safety and security of Americans travelling to or within the country in which the program is located.

3. Haverford College Office of International Academic Programs has received recommendations that participants refrain from travel to a specific country or region from any of the following sources: (1) Faculty who are knowledgeable about the sociopolitical dynamics of the country or region in which the program is located; (2) Haverford’s ACE Travel Assistance and Medical Insurance Program; (3) Peer institutions who are advising students to decline participation in programs located within a country or region. Before a final decision is made, U.S. Peace Corps Travel Advisories and UK Travel Advisories are also consulted.

If permission is granted to study abroad in a country with a Travel Warning, students will be required to sign a special waiver and obtain written consent from their parents or guardians.
**College Affiliated Group or Individual Travel to a Country under a Travel Warning:**

Haverford College will not support or fund individual or group travel to a country which has been issued a U.S. Department of State Travel Warning unless a special exception has been granted by the Travel Council. Students who have a compelling educational reason to travel to such countries may submit a request to the Haverford funding organization/department for an individual exemption. The request should include the following:

- A description of the purpose of the travel and its unique educational benefits
- A letter of support from the student’s advisor
- A detailed itinerary, including proposed modes of travel, housing arrangements and evacuation plan
- Proof of coverage for medical insurance, medical evacuation and repatriation insurance.

In the event the Haverford department/organization supports the request, the petition will be forwarded to the Dean of Global Affairs for review. The same criteria noted above for study abroad will be used on case-by-case basis for all other college affiliated/funded/sponsored travel. If the appeal is granted, students shall be required to complete a special waiver and to obtain consent from their parents or guardians. The final decision about travel will be made by the Travel Council.

The College also reserves the right to take the following actions, at its sole discretion, in the event that a Travel Warning or Travel Alert is issued or changed before, during or after a student is in a country which is the subject of such a warning or alert:

- Suspend all Haverford affiliated/funded programs or travel to a country with a Travel Warning
- Decline to provide funding or process financial aid for study/travel to the country
- Require students to depart the country

All decisions described above shall be made by the Travel Council, comprised of the Provost, Fran Blase, Dean of the College, Martha Denney, the Vice President for Finance, Mitch Wein, and the Chief of Staff, Jesse Lytle. Please contact the Office of International Academic Programs if you have questions or concerns about this policy update.
Appendix F: Haverford’s Circle

Other Resources

On Campus Resources

(* can be reached after hours via Safety and Security)

Women’s Center
Qui Alexander
M-F 9:00 a.m. - 5:00 p.m.*
610-896-1034
qalexander@hc

Student Assistants
24/7
(484) 571-2775
womenctr@hc

Campus Safety
24/7
(610) 896-1111

Tom King
Lil Burroughs

Dean’s Office
Martha Denney
M-F 9:00 a.m. - 5:00 p.m.*
(610) 896-1232
mdenney@hc

Health Services
(610) 896-1089
M-W 9:00 a.m. - 7:00 p.m.*
Th 9:00 a.m. - 9:00 p.m.*
F 9:00 a.m. - 5:00 p.m.*
Catherine Sharbaugh
csharbau@hc
Wendy Mahoney
wmahoney@hc

Counseling and Psychological Services
M-F 9:00 a.m. - 5:00 p.m.*
(610) 896-1290
hc-caps@haverford.edu

Counselors
(phone numbers can be found on CAPS website):
Philip Rosenbaum
Rebecca Eras
Jane Widseth
Adam Edmunds
Pamela Lehman

Delaware County Women Against Rape
24/7 Rape Crisis Hotline
(610) 566-4342

Women Organized Against Rape
24/7
(215) 985-3333

Survivor

Victim Services Center of Montgomery County
24/7
(610) 277-5200

Lower Merion Police
24/7
(610) 642-4200

Haverford Township Police
24/7
(610) 853-1298

Bryn Mawr Hospital
24/7
(484) 337-3000

911
In case of an emergency

Title IX Coordinator
Steve Water (Deans Office)
M-F 9:00 a.m. - 5:00 p.m.*
(610) 896-4246
swatter@hc

SOAR
(on campus student support group)
SurvivorSupportHC@gmail.com

Appendix F: Haverford’s Circle

SURVIVOR