



Study Abroad Handbook

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LETTER FROM OFFICE OF INTERNATIONAL EDUCATION

Dear Student:

Congratulations on your decision to study abroad! This will, almost inevitably, prove to be one of the most educational and memorable experiences of your life. Before you finalize your plans, however, we would like to take this opportunity to raise a few issues which require serious thought and reflection.

Study abroad presents various challenges, both academic and personal. You should be prepared to be flexible, adventurous, and cautious at the same time. You should also be willing to adapt to new situations and to expect differences in all things. The way courses will be taught, and consequently the way you study, will be different. In almost all cases you will have to take much more responsibility for staying on track. Housing and living standards will also be different. You cannot assume or even expect the environment or living arrangements to be the same as they are at the University of Richmond or in the United States.

Students who go to large cities may have to commute to class. Although this may be a new experience for you, commuting to class is typical for students who attend urban universities in the United States and other countries throughout the world.

If you choose to live with a host family, consideration must be given to the rules of the household. In most countries people are much more conservative in the use of electricity, water, and the telephone. Read the literature from your study abroad program carefully and attend all orientation sessions so that you are aware of cultural differences and the preconceived notions you and your hosts have of each other. Talk to former study abroad students, international students, and professors; read pre-departure information and travel books. In your preparation and throughout the experience abroad, remember that personal safety is of utmost importance and that you have to take charge of it.

When you return to Richmond, you will have to take care of several issues. It is probable that you will have to make changes in your schedule through the add/drop procedure. If, while abroad, you have taken a course that was not pre-approved, it will be your responsibility to complete the necessary form for post-approval. Other items that you may need to attend to include housing, postal service, parking stickers, and senior photos.

Finally, and most importantly, we are confident that with adequate preparation, knowledge, and flexibility, your study abroad experience will be one that you will treasure for the rest of your life.

Sincerely,

Dr. Uliana Gabara
Dean of International Education

Michele Cox
Director of Study Abroad

Chris Klein
Associate Director of Study Abroad

Amy Bergmann
Study Abroad Advisor

Abby Ward
Study Abroad Advisor and Project Coordinator

ADVICE FROM VETERANS

Even the students who lived through some difficult periods during their time abroad have said, without exception, that they regard study abroad as one of the greatest experiences of their lives. Here is what your peers have had to say about study abroad:

- *Get involved!
- *Plunge right in! Don't wait to adjust before participating because you adjust *by* participating.
- *Mellow out, lay back ... but don't be shy!
- *Ask plenty of questions.
- *Give it time, whether for language learning or for making friends.
- *Live with a family, or at least with host country nationals.
- *If you do not like your living situation, talk to the Program Director and change it.
- *Spend as little time as possible with other U.S. students on your program.
- *Speak the local language as much as possible.
- *Blend in--don't look too much like someone from the U.S.!
- *Get a native friend to explain what you don't understand.
- *Be open to new ideas and experiences.
- *Do not judge new things right away.
- *Read up about the country -- all aspects of it -- before you go.
- *Be relaxed, easy-going, flexible.
- *Do not be defensive about criticism of the U.S.
- *Enjoy yourself--and if something is not great, think of it as an "experience."

FORMS DUE BEFORE YOU LEAVE

Dates and Deadlines

The Office of International Education (referred to here as "OIE") has provided you with a program-specific checklist (online) that lists various forms and their deadlines. Some of those forms are provided and/or must be completed online, while others are delivered in hard copy format in an acceptance packet. One such hard copy form is a reminder of the dates of the mandatory orientation(s), so you will want to pay close attention to all of these forms.

Commitment Form

Submitting this form online means you have made your final decision to study abroad on a *UR program*. Therefore, you will be dropped from UR registration and the UR housing list for your semester/year abroad. If you change your mind after submitting this form, you may be subject to the withdrawal fee (see "Withdrawal and Change of Program" section later in this booklet).

Your acceptance is based on your academic performance to date and is contingent upon your maintaining satisfactory performance in all courses taken during the semester and/or summer terms immediately preceding study abroad. Failure to maintain satisfactory performance may result in revocation of your acceptance for the study abroad program. Participation may be denied, or acceptance may be revoked, if a student's conduct prior to departure raises doubts regarding their suitability for the program abroad.

Confirmation Form

This form is for approved *non-UR programs*. Submitting this form means you have made your final decision to study abroad. Therefore, you will be dropped from UR registration and the UR housing list for your semester/year abroad. If you change your mind after submitting this form, you will be subject to a withdrawal fee (see "Withdrawal and Change of Program" section later in this booklet).

Study Abroad Course Approval Form

Obtain all faculty signatures, including that of your academic advisor, and sign the form yourself. You do not need to obtain the signature of the Dean of International Education; the OIE will take care of that. Retain the bottom copy but return all other copies to the OIE. See detailed instructions in "Study Abroad Course Approval Form" section later in this booklet.

Housing Form

Return this form to the UR Housing Office in Whitehurst prior to departure. Details about UR housing are in the "UR Housing" section further on in this handbook.

Agreement and Release Form

This form must be signed by you and your parent or guardian even if you are over 18 (exception: Law and MBA students do not need parent/guardian signature). In most cases, parents are paying the tuition; therefore, we require their agreement to the terms outlined in this form. If you do not return the form by the deadline you will be withdrawn from the program.

Emergency Form

Complete this questionnaire online by the stated deadline. Be sure to provide all of the information requested. This information is essential in case of emergency (riots, earthquakes, terrorist event, etc.).

International Student ID Card

Undergraduate/law students will receive an ISIC card free of charge if they are participating in a UR program and if they submit the appropriate number of passport photos to our office by the deadline (MBA students should order the card online or purchase from VCU). Cards are distributed in the "Vital Documents Packet" you will be notified to pick up from our office. For a list of the card's benefits, see <http://www.myisic.com/MyISIC/>. ISIC cards are valid for one year from the date of issuance.

If you are studying abroad for both the fall and spring semesters, you will find that your ISIC card might expire while you are still abroad. If you want a card to use for the remainder of your term abroad, it will be necessary for you to order it on-line and request reimbursement from our office within 90 days of the purchase.

Another way to renew your ISIC card is to get it from the country you are studying in. Go to www.statravel.com and scroll down to the flags (bottom of screen) to access the drop-down menu to select the country where you are studying. The website will provide you with a national office through which you can apply for the ISIC card. For example, if you are studying in Galway, Ireland and the ISIC card office is in Dublin you can apply for an ISIC card through that office and have it mailed to Galway.

If you are unable to renew your ISIC card through STA Travel and instead choose to renew it at the ISIC home page (website listed above), your card can only be sent to a U.S. address. You should have it sent to your parents and your parents will have to mail it to you overseas. The OIE will not reimburse students for mailing costs.

To receive reimbursement, simply provide your receipt to the UR Office of International Education within 90 days of purchase. Fill out a reimbursement form including your name, ID number, host institution, reason for reimbursement, and mailing address. If you have any questions, please contact the Office of International Education at ext. 1849 or write to studyabroad@richmond.edu.

Proxy Information Release/Registration Request

While abroad, you will need to register for classes for the semester of your return to UR. This is usually done online through BannerWeb. However, in the event that BannerWeb is not available to you due to unreliable internet service or due to time differences (registration might occur while you are in class or on an academic excursion), the UR Registrar's Office may assist you. Students will be asked initially to complete the Proxy Information Release Form, which should be submitted prior to departing for your abroad experience (this is usually completed during study abroad orientation). This form authorizes the Registrar to register you through your proxy request, should you need assistance with registration. If, after your arrival overseas, you find that you definitely will not have access to register yourself via BannerWeb, at that time you will need to complete the Proxy Registration Request Form, which spells out the exact courses you would like to take. This form must then be submitted to the Registrar's Office so that they may attempt to register you for classes. This process will be further explained at general orientation.

Business School Course Requirements and Transfer Policies Contract

This form is for business students only and must be submitted to Ms. Fae Bell, the International Business Coordinator for the Robins School of Business. This form is not in your packet. Robins School "contracts" will be handed out during the Robins School orientation sessions for business majors who are accepted to study abroad. You will be required to read, sign, and turn in this document to Ms. Bell at the end of your B-school orientation session. For more information about study abroad policies for Robins School students, visit their website FAQ page at <http://business.richmond.edu/undergraduate/academics/international/faq-sa.html>.

Green Post Card Form

It is your responsibility to make arrangements for forwarding your campus mail while you are abroad. The green post card is enclosed in your OIE acceptance packet for that purpose. Write your first and last names on the card and note your forwarding address. Mail or hand-deliver the card to the Campus Post Office. This order will be effective for one semester only. If you are going abroad for the full year, you must submit two green cards, one for each semester abroad. Mail received during the summer will be forwarded to your permanent address unless you specify otherwise by submitting yet another card for that purpose (see the OIE for more cards). Mail will be forwarded to U.S. addresses only. If you do not have a U.S. forwarding address, you may designate the Office of International Education, where your mail will be held for your return to campus. Packages and courier-delivered items cannot be forwarded.

Leave Instructions about Forwarded Mail

Most university mailings will be sent to your permanent address while you are abroad. You should instruct your parents or other residents of your permanent address to either open the mail from UR or forward it to you overseas. Some of this mail may be time-sensitive material.

Undergraduate Degree Application

If you will have only one semester left before graduation upon return from study abroad (if you are studying abroad during your senior year, or if you are a second semester junior planning to graduate in December), you must submit the "Undergraduate Degree Application" to the Registrar's Office prior to going abroad. *The form is available from the Registrar's Office.* Those who have applied to graduate should also make sure they have declared their major(s) or minor(s) and that those declarations are correct. Degree audit information is based on that declaration.

Declaration of Major and Minor

You should declare your major(s) and minor(s) prior to studying abroad. If you have already declared, please ensure that the declarations are correctly on file with the Registrar's Office. This will enable you to receive important degree audit information upon your return to UR. If your declarations are not correct, you may not be audited for the particular major or minor, which may create problems in advising and for graduation. *See the Registrar for the declaration form.*

Special Note for LAIS: All students contemplating a minor in LAIS must declare the minor **BEFORE** studying abroad in Spain or Latin America if they wish to receive LAIS credit for coursework completed abroad. Students declaring an LAIS minor **AFTER** study abroad will **NOT** be awarded credit toward the minor for coursework completed in these countries.

Independent Study Project Form

Guidelines for this form are in the section entitled "Independent Study Project Abroad" further on in this handbook. Students conducting independent research while abroad must receive training and abide by the guidelines set by the Institutional Review Board (IRB). Information regarding IRB guidelines are available on the web page <http://provost.richmond.edu/irb/>. Additional information will be given to students on programs that include research as an essential component of the program, e.g., SIT and SFS programs.

OTHER TASKS BEFORE YOU LEAVE

Stop by Telecom Services

Go to Student Telecom Services in Jepson Hall G-2:

- To change your UR Mobile phone plan and features to better fit your needs while you are studying abroad
- Have your authorization code deactivated for long distance calling
- View your bill from anywhere you are located:
<http://is.richmond.edu/telecom/res/billing.html>

Pay Your Final Phone Bill

Go to Student Accounts before you leave campus to settle your long distance phone charges. The Student Accounts Office also has information on their web site about an e-billing option you may prefer, whereby you can pay your bill online—see <http://controller.richmond.edu/tuition/ebills.htm>.

Visit Career Development Center

Before and after you go abroad, it is a good idea to visit the Career Development Center (CDC) and talk with a CDC counselor to stay on top of your internship and post-graduate plans. For information on searching for an internship while abroad during the fall or the spring, visit the internship section (work & volunteer button) on the International Education Office's study abroad site.

Other Tips Before You Go

Focus on Academics

Don't get so caught up in traveling and seeing the world that you neglect your academic purpose in going abroad. You are expected to attend classes regularly and to remain at the host institution during the full academic term. Travel must be scheduled so that it does not interfere with your academic responsibilities. Recreational travel should be done during vacation and holiday time and not during the academic semester. You will have an opportunity for extended independent travel before and after your semester abroad. Of course, costs for such travel are not included in the prepaid fees or cost estimates.

Notes for Seniors

Residency Requirement

If you will be studying abroad during your senior year on a UR semester program or a non-UR approved program, you do not need a waiver of the senior residency requirement (UR study abroad programs are considered to meet residency requirements), but we do advise students to talk through their decision with their academic advisor (business school students should see Dr. Tom Cossé) as well as with the WH or RC Dean's Office to be sure they have completed all the necessary documents/formalities for graduation.

Credit Transfer

Seniors who first entered Richmond prior to fall 2008 (have completed some work in semester hours):

How do semester credit hours convert to units?

A Richmond bachelor's degree requires 35 units. Students who entered UR prior to fall 2008 were "grandfathered" in, and are required to complete 34.29 units. 17.15 units must be completed on campus (does not include study abroad).

- 1 unit = 3.5 semester hours
- Full-time status per semester = 3.5 unit minimum; 5.5 unit maximum

Average unit load for a semester abroad

Most students take 4-5 units per semester. Similarly, for students studying abroad, 4.5 units is the average unit load per semester, much as 15 credit hours was the standard under the previous semester hours system. Transfer work is recorded as a literal translation (0.9 units, 1.2 units, etc.) of the unit conversions explained on the study abroad-web page for each UR semester abroad program.

Where to find out more

Detailed information on credit transfer is published on each program information page of this study abroad website. When reviewing the abroad course transfer information, you should make the unit calculation by course rather than by the overall credits in a given semester. This is because unit conversion is calculated on a course-by-course basis. This will not change the amount of credits students will be expected to take while abroad.

Notes for Transfer Students

Credit Transfer

Students may transfer a maximum of five 3-semester hour courses as 1 full unit toward the Richmond degree over the span of their career at Richmond. After the first five, each subsequent 3-hour course transferred in will transfer as the literal translation (.9 for abroad courses; .86 for domestic courses). All students must complete at least 17.5 units of the 35 required on campus. In addition to this, students must complete a minimum number of units on campus or as part of an approved abroad or off campus program. Any credits earned on a semester abroad will apply towards meeting this requirement. Contact the Registrar's Office if you have questions about your transfer work.

STUDY ABROAD COURSE APPROVAL FORM

See your study abroad advisor and program-specific orientation handbook (if applicable) regarding the process of course approval for your particular program. In some cases, it will not be possible to have courses pre-approved. Students may have to either seek approval while abroad or upon return to Richmond. If it is possible on your program to get pre-approval, follow the instructions below.

Follow printed instructions on form

Read and follow the instructions on the reverse side of the form. Be sure to press down hard on the form so that the writing is clear on all four copies. You should have twice as many courses approved as you plan to take abroad in case your first choice classes are not offered or in case you change your mind. When seeking course approval, you should provide course descriptions or a syllabus and something that indicates the number of credits a course is worth to the evaluating department chair or designated faculty member. This is so they know whether the course can be approved for major or minor credit. It is preferable that students send this information to faculty via email prior to an appointment or visiting the professor's office so they have time to review it.

Sample

Course Information (Please print the course subject , number , and title as it will appear on the official transcript of your institution abroad.)	Equivalent UR Subject	Equivalent UR Course # (Use 999 for electives.)	Approval for Major/Minor? (If yes, please indicate the requirement met with this course.)	Approval for Field-of-Study? (If yes, please indicate the requirement met with this course.)	Required Signature of the Dean, Director, or Department Chair *Evaluating Instructor's signature also required for Field-of-Study approval only .
1. EN 3002 Shakespeare's Plays	ENGL	234	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FSLT	<i>John D. Chair</i>
			1. FS	Pam E. Professor	Pam E. Professor
2. EN 2001 World Literature	ENGL	903	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 300-level elective	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>John D. Chair</i>
			2. FS	Evaluating Instructor's Name	<input checked="" type="checkbox"/> Evaluating Instructor

Business students

All Robins School of Business students should read and understand the course requirements and transfer policies for study abroad on the following site: http://business.richmond.edu/undergraduate/international_business/studyabroad.html. There are specific program restrictions, course requirements, and transfer policies that are important to understand.

Elective credit

In approved programs, elective credit towards graduation does not require individual course approval as long as the course is in a discipline taught at the University of Richmond and as long as the student earns the equivalent grade of "C" or better. If the course is not normally taught at Richmond (e.g., engineering), students should seek course approval from the most closely related major at Richmond. Students will not earn credit for repeated courses.

Field-of-study

An additional signature is required for field-of-study approval. See the Study Abroad Course Approval Form for instructions.

General education requirements

Students may be able to receive approval for courses taken abroad to count as general education requirements. However, please note that general education approvals are not granted only by one department. For example, for the literary studies requirement (FSLT course), many students go to the English Department asking about *Czech Literature* or *Nordic Myths*, etc. In reality, several departments give FSLT credit, and students should only go to the English Department for approval for literature originally written in English. Check department web pages for information or contact your advisor.

When one course satisfies two requirements

If you want a course taken abroad to satisfy requirements of two UR courses in different departments, you must list the abroad course twice, once for each UR equivalent course, then obtain appropriate signatures for each. The course will only be listed once on your UR transcript, showing credit towards only one department, but the course actually will count for two departments. You may indicate under which department you would like the course to appear. It is up to both departments to keep track of the courses that you have had pre-approved and the requirements that these courses abroad have fulfilled. Make sure you keep your copy of the Study Abroad Course Approval Form.

Internships

Internships must be pre-approved in order to guarantee transfer credit. If you want credit toward your major, you must consult the relevant department chair regarding the department's internship policy. Internships must be taken for a grade in order to receive transfer credit and must be listed on the transcript from the institution abroad. If the internship is to be taken as an independent study course with a UR faculty member issuing a grade, you must see the Registrar to complete any necessary paperwork.

Post-approval: Business students

If you are a business student and want to request permission to take a business or economics course that was not pre-approved, the following procedures are used:

1. E-mail Dr. Thomas Cossé (tcosse@richmond.edu) your request along with course number, title, and description and/or syllabus for the course you wish to have approved. You can do this while you are abroad as soon as you know you wish to have a course approved for business school credit.
2. Dr. Cossé makes a determination of the transferability of the course and will inform you of his decision via e-mail (a hard copy will be placed in your file).
Note: Post-approvals can be denied if you do not provide sufficient material to justify awarding credit for a course taken abroad.
3. You should contact Dr. Cossé upon return to UR so that he can notify the Registrar's Office that the course should be accepted for transfer. You do not also need to fill out the hard copy of the post-approval form. The only time an RSB student needs to complete the study abroad course approval form for a post approval is for A&S or Leadership Studies course transfers.

Post-approval: Non-business students

If you take a course abroad that was not pre-approved and you would like the course to fulfill a requirement for your major, minor, or field-of-study, you must obtain post-approval upon your return. You will need to complete a Study Abroad Course Approval Form (available in the OIE) and obtain the necessary signatures. You should be prepared to provide syllabi, course materials, and completed assignments. Note: Post-approvals can be denied if you do not provide sufficient material to justify awarding credit for a course taken abroad.

We advise students to e-mail the relevant department chair while abroad to seek tentative approval via e-mail. Send copies of e-mail approvals to OIE at studyabroad@richmond.edu. In some cases, the department chair or designated faculty member may delay approval of a course until you return from abroad and present the syllabus and all pertinent course material.

Language requirement for all majors

Students studying in non-Anglophone countries are required to take a course in the local language whether or not this course is offered for credit. Extra tuition fees for such a course on UR abroad programs will be paid for by the Office of International Education.

If the University of Richmond paid additional fees on behalf of a student for an intensive language course, whether before or during the semester abroad, that student will be made liable for reimbursing Richmond if he/she does not attend the course. Specifically, students who miss more than 3 classes without excused absences from both the professor abroad and the Richmond study abroad advisor will be responsible for reimbursing Richmond for the cost of the missed classes. The student will be informed of the charge and how the calculation was made. This charge will appear on the student's Richmond account.

Who approves courses

Obtain faculty signatures as follows:

- Arts & Science—relevant department chair
- Business—Associate Dean of International Business
- Jepson—Associate Dean
- Foreign language courses (for languages taught at UR)
 - Chinese—Prof. Kun Qian
 - French—Prof. Kasongo Kapanga, Prof. Francoise Ravaux-Kirkpatrick, or Prof. Sara Pappas
 - German—Prof. Martin Sulzer-Reichel
 - Italian—Prof. Lidia Radi
 - Japanese—Prof. Akira Suzuki
 - Portuguese—Prof. Dixon Abreu
 - Russian—Prof. Yvonne Howell

 - Spanish—
 - Spain --
Prof. Sharon Feldman = UVA-Valencia, Deusto-Bilbao, Carlos III-Madrid, and Pompeu Fabra
 - Prof. Angel Otero-Blanco = Pablo de Olavide, Deusto-San Sebastian, and Santiago de Compostela

Latin America –

Prof. Lucas Izquierdo = Last names A-M

Prof. Claudia Ferman = Last names N-Z

- Languages not taught at UR—MLC Dept. Chair, if student wishes to have the course count towards a specific requirement; otherwise credit will count as elective credit towards graduation.
- International Studies—IS majors must obtain approval from the chair of the appropriate department (political science, sociology, etc.) as well as the IS concentration advisor. IS concentration advisors are as follows:
 - Modern Europe—Prof. Yvonne Howell, Prof. Hugh West, Prof. David Brandenberger
 - Latin America—Prof. Mary Finley-Brook, Prof. David Salisbury
 - Asia—Prof. Tze Loo, Prof. John Gordon
 - Africa—Prof. Joseph Obi
 - International Economics—Prof. Jonathan Wight
 - World Politics & Diplomacy—Prof. John Treadway, Prof. Carol Summers, Prof. Sheila Carapico, Prof. John Gordon
 - Special topics courses—Prof. John Gordon

INDEPENDENT STUDY PROJECT ABROAD

The following guidelines apply to any student who will be conducting an independent study project (ISP) that involves the use of human participants (interviews, surveys, etc.). This applies especially to students on SIT and SFS programs. You will need to ensure that your project is in keeping with the rules established by UR's Institutional Research Board (IRB). Students on SIT programs must also select a UR faculty to supervise your research abroad. The following will help you make sure that you are in compliance with the IRB Rules:

1. Before you proceed with your ISP, you must receive training from the IRB and submit certification of that training along with an outline of your research and sample questions to the IRB at least one month prior to conducting the research. More details are available in the IRB Regular Application Information and Protocol Form found at <http://provost.richmond.edu/irb/>. Please submit these items to the Associate Provost and IRB Chair, Maryland Hall room 202. If you have any questions, you may call (804) 289-8417 for information.
2. According to federal guidelines, no investigator may involve a human being as a subject in research unless the investigator has obtained informed consent. The basic elements of informed consent are listed on the protocol form referenced above. In some cases, however, written consent may be waived as long as the human subject is informed about the research. The following are reasons for which signed consent forms may be waived:
 - a. The signed form is the only record linking the subject and the research project.
 - b. The principal risk to the subject is potential harm resulting from a breach in confidentiality.
 - c. The project presents no more than minimal risk and involves no procedures for which written consent is normally required outside of the research context.

In your outline, you should state whether a verbal or written consent will be asked of the human subjects prior to the interview.

3. When you finalize your ISP plan, give a copy of the work you have done to the OIE. It is your responsibility to send this to Amy Bergmann in the OIE as soon as you return from abroad, or by e-mail while you are still abroad.

When conducting your research project abroad, keep in mind some smart basics like making sure that you meet with your interviewees in public spaces. If you need privacy for the interview, ask your program about the use of conference rooms in public buildings. Do not risk your personal safety to meet with someone in a hotel room, private residence, etc.

Upon return from abroad, there is an important opportunity available--presenting at the Undergraduate Student Symposium. The Undergraduate Student Symposium is a very important part of the academic life at the University of Richmond. It is an excellent arena in which students can present their research. Students are encouraged to conduct research while abroad and upon their return participate in this symposium.

MONEY MATTERS

How Much Will It Cost?

UR programs

Costs differ from program to program. In many cases, students pay UR full-time day school undergraduate tuition (but not room and board) to UR, and pay room and board fees directly to the host institution or other entity abroad. However, this is not the financial situation for all programs. To find out about your particular program costs, go to the study abroad online brochure for your particular program and click on "Dates and Costs."

Transparency on cost of study abroad

Richmond carefully selects and monitors its study abroad programs, linking only with top tier institutions and programs abroad. The University of Richmond charges the home tuition because students are earning credit towards a Richmond degree. Students going abroad remain Richmond students and thus retain the services that they would normally receive on campus as well as additional specialized services and advising particular to study abroad. The policy of charging home tuition for the semester abroad is not uncommon. Some examples of other schools that charge home tuition for study abroad are Bucknell University, Georgetown University, and the University of Pennsylvania.

The following financial benefits are included for all undergraduate and law students on a UR semester program abroad:

- travel allowances (\$500-\$1200 per semester, depending on location)
- some living allowances to help defray higher living costs in locations where the cost of living is notably higher than at Richmond
- passport/visa/residence fee reimbursements
- reimbursement for gym fees up to \$200
- reimbursement or payment for cultural/academic excursions up to \$500
- see specific details about these benefits in the sections below

In addition to these benefits, Richmond offers study abroad scholarships through the

Office of International Education and through the Modern Literatures and Cultures and the Latin American and Iberian Studies departments.

Non-UR programs

A \$1,500 administrative fee is assessed by Richmond for approved non-UR semester study abroad programs. Tuition and fees for these programs are paid directly to the sponsoring institution. No tuition is paid to UR for the semester abroad.

Institutional financial aid does NOT transfer to non-UR programs. Students on approved non-UR programs do not receive any allowances or reimbursements as listed below nor are they covered by the UR abroad health insurance plan.

Purchasing health insurance specifically for overseas travel and living is strongly recommended and can be purchased from CMI or other vendors such as CISI or Wallach and Company.

Travel and Living Allowances

What are these allowances?

Undergraduate and law students participating in UR semester abroad programs receive a credit on their UR student account for a travel allowance and, in some cases where the cost of living is very high, a living allowance. The allowances are intended to help with, not pay the complete costs of, travel and living abroad. For example, students going to Central America receive a \$600 travel allowance, students studying in Africa receive \$1,200, and students studying in Russia receive \$900. To find out the exact travel or living allowance for your country, go to the online brochure on the OIE website and click on "Dates and Costs." Law students also receive an additional \$500/semester stipend. MBA students are not eligible for travel/living allowances, nor for reimbursements (below). NOTE: Students on financial aid from Richmond may contact the Financial Aid Office for information on how this additional funding may or may not affect existing financial aid.

When do I receive this allowance?

These allowances are applied as a credit on your student account. The allowance is listed as a "study abroad stipend" on your UR bill that is available online in the summer (preceding fall semester abroad) or in November or December (for spring semester abroad). After paying all of the UR charges listed on the bill, you may request a refund of any remaining funds from the Student Accounts Office. To request your refund, complete the *Direct Deposit Authorization Form* located on the forms web page <http://controller.richmond.edu/forms/>. For more information on direct deposit, call Student Accounts (804-289-8147). Those on financial aid should see "Note" in the section above.

Reimbursements

Attention: Due to IRS regulations, all requests for reimbursement must be submitted to our office within 90 days of the charge. Please include a receipt showing that you have paid (first make a copy for your records). Review the "Reimbursements" section of the study abroad website prior to submitting your reimbursement request (<http://studyabroad.richmond.edu/?go=Reimbursements>). The following reimbursements are applicable only for Richmond undergraduate and law students participating on Richmond programs (exception: parking permit reimbursements also apply to students on approved non-UR programs).

Gym membership

In cases where the university abroad does not provide a gym or fitness facility, Richmond will reimburse students up to a total of \$200 U.S. dollars per semester (regardless of the length of the semester) for a gym membership abroad.

Please note that if Richmond has negotiated gym membership arrangements directly with our partner abroad and if Richmond has already made payment arrangements with the abroad institution, then you will not be reimbursed for this amount because the gym/fitness center would have already been paid on your behalf.

Visa/registration fees

Students participating in UR study abroad programs may have the regular cost of the student visa for study abroad and/or the immigration registration fees/residence permit fees refunded to them. We will not cover the cost of expedited visa processing, mailing fees, or other fees for required documents such as photos. Not all countries require a visa and/or registration fee or residence permit upon arrival overseas. Vaccinations, medication, and/or medical exams, even if required for visa applications, are NOT eligible for reimbursement from the Office of International Education.

Academic or cultural excursions

Students can be reimbursed up to a total of \$500 per semester for academic and cultural excursions including those offered during orientation by the host institution. Organized excursions are organized or officially endorsed by the host institution/partner program abroad. Independent excursions are organized by the student and reimbursement in this case is only available for entry fees to museums, cultural performances, and culturally significant sites such as historical buildings (reimbursement for transportation, meals, and lodging is not available). Excursions outside the country of study will only be approved if they are organized excursions and only if they are directly connected to a course the student is taking. Otherwise all excursions must take place in the country of study.

Prior to participating in the program, students must consult with their study abroad advisor, providing details describing the excursion and requesting approval prior to the decision to participate. Students should allow at least 5 business days for a response. All approvals must be made in writing by e-mail. OIE reserves the right to deny reimbursements for cultural/academic excursions after the trip has occurred if the student did not obtain approval prior to the trip's departure. In addition, reimbursements will not be made for excursions involving alcohol (tastings, etc.), for attending sporting events, or for participating in activities that are considered dangerous (see the Reimbursements section of the OIE website for more details).

UR parking permit

Students participating in spring semester study abroad programs may have the spring portion of their yearlong UR parking permit refunded to them. For example, a student who purchases a 2010-11 parking permit, who is then accepted and confirms participation in a spring 2011 study abroad program, will have the spring portion of the parking permit reimbursed. This process, unlike those listed above, will happen automatically without the submission of receipts and students will see the reimbursement credited to their student account.

Direct Deposit

The Office of International Education recommends that students sign up for direct deposit to make the reimbursement process smoother and faster. If you are signed up for direct deposit, reimbursement funds will be deposited directly into your U.S. bank account usually within one week after our office receives your reimbursement request form and receipt(s). If you are not signed up for direct deposit, we will have a reimbursement check mailed to your permanent U.S. address, which means that your parent(s) can either deposit this amount into your account at home or may hold

onto the check for your return. Cutting and mailing a check may take a couple of weeks. Therefore, you are strongly encouraged to sign up for direct deposit before going abroad. To sign up, simply complete the Student Direct Deposit Authorization Form from the Accounts Payable website:

http://controller.richmond.edu/forms/DirectDeposit_Student.pdf and submit it to Accounts Payable.

If You Pay in Installments

If your family uses the installment plan through TuitionPay (via Sallie Mae) to pay Richmond tuition and fees, contact TuitionPay (1-877-279-6092) to request an adjustment for the semester or year you are abroad. Otherwise, TuitionPay has no way of knowing that you do not owe the usual fees to UR for that semester/year. You should contact TuitionPay after you have looked at the cost section of the website for your program and understand what fees you will owe to UR for the semester(s) you will be abroad and what will be paid directly overseas.

Financial Aid

You are eligible to receive financial aid for your study abroad semester/year if you are studying on a UR abroad program, provided you meet application deadlines and eligibility criteria. University funding for study abroad is available for up to two semesters. Students approved to study on a non-UR abroad program are not eligible for UR institutional funding while abroad, but may still be eligible to receive federal and state financial aid.

Students are required to take a full-time course load while abroad in order to be eligible for most types of financial aid. A full-time course load is defined as a minimum of 3.5 Richmond units for undergraduates per semester and 9 credit hours per semester for Law/MBA students. If a student withdraws from a course while abroad and, as a result, is enrolled less than full time, financial aid may be adjusted or cancelled and the student's account at Richmond will be adjusted accordingly. The student will then be responsible for any balance due.

Student-athletes may not receive athletically related financial aid during the regular semester of an academic year in which they elect to withdraw from the team to study abroad, unless authorized by the Director of Athletics. Student-athletes seeking athletically related financial aid to study abroad during a summer term should submit an official application and meet the set requirements pursuant to the summer school policies set forth by the Department of Athletics.

More details can be found in the *Financial Aid* section of the OIE website (<http://studyabroad.richmond.edu>) or on the Financial Aid website at <http://financialaid.richmond.edu/undergrad/study-abroad.html>. Questions may be directed to the Financial Aid Office at 804-289-8438 or finaid@richmond.edu.

Disbursement of financial aid

If you qualify for financial aid, you should plan ahead for your study abroad experience in terms of when and how funds are disbursed. Funds are disbursed 10 days prior to the first day of classes at the institution abroad; however, it can take several days for the refund to be deposited to your bank account. This will likely mean that you may need to pay some expenses abroad (like your housing fees, for example) to the host institution before your financial aid becomes available to you. This may mean paying such expenses out of other savings or via credit card and then reimbursing yourself once your financial aid becomes available.

Students can request financial aid to be deposited to their bank account by direct deposit. Direct Deposit Authorization Forms are located at <http://controller.richmond.edu/forms/>. For more information on direct deposit, call Student Accounts (804-289-8147).

Scholarships

For information regarding University of Richmond scholarships and scholarships from external agencies, consult the Office of International Education website (<http://studyabroad.richmond.edu>) and click on "Financial Matters." Some scholarships have very early deadlines so it is important to read all information regarding the application process as soon as possible. The receipt of such scholarships may affect other financial aid a student is receiving.

Student Accounts

Good standing required

Your acceptance to study abroad is contingent upon being in good standing with the Student Accounts Office. You are responsible for paying all fees related to your program. If you owe monies to UR and do not settle your account in a timely manner, you may be withdrawn from the program abroad. In such cases, UR will not be responsible for any lost monies already paid for the study abroad experience, such as plane tickets, travel arrangements, and deposits. If you owe money to UR, or to the institution abroad, you will have a hold placed on your account until all payments are made.

Withdrawal for medical reasons

If you withdraw from your program for medical reasons, you must provide evidence from a certified physician who is not a family member. Except in cases where the program start date is earlier than the beginning of the UR semester, the UR academic calendar will be used in determining a refund. This fee schedule is published in the University of Richmond catalog. More information regarding withdrawal policies and procedures can be found on the Office of International Education web page (<http://studyabroad.richmond.edu/>) under "Policies."

Refund policy

If the program is canceled or has been changed radically in its curriculum or itinerary, you will have the opportunity to withdraw prior to the commencement of the program. In this case, UR will refund all fees paid. Please be aware that refunds paid to the host institution abroad are subject to the policies of the host institution. UR cannot influence or alter the policies, terms, or conditions of the host institution.

Price changes

The University of Richmond reserves the right to change costs as a result of currency fluctuations or changes in agreements with institutions abroad.

Money Matters While Abroad

The first month

You should have adequate cash resources for the time you will be abroad. The first month abroad is when students are most vulnerable financially. Unexpected fees can appear, and costs can increase due to unforeseen changes in exchange rates. You may need to pay the full semester's housing cost upon arrival. When moving to a new location, it takes time to find bargain shops and restaurants and to adapt to the lifestyle of a local student. For these reasons, to be financially secure during the first month, you should have access to approximately twice the amount estimated for one month's normal expenditures.

How to take money abroad

Most students use ATMs while abroad; generally this is where you will get your best exchange rate. It is also advisable to take some traveler's checks in case of emergency. When using traveler's checks, be sure to record the serial number, denomination, and the date and location of the issuing bank or agency. This information should be kept in a safe place, separate from the actual checks. It is also a good idea to take some foreign currency abroad.

Upon arrival, students can access local currency at the ATMs or at the exchange banks in the airport. Be aware that the exchange banks at the airport do not always have the best exchange rates and they will charge a commission. Some U.S. banks can, for a fee, obtain foreign currency for you with several days notice.

AAA

AAA sells foreign currency as well as traveler's checks in both U.S. and foreign currency to its members with no commission fee. AAA also offers a Cash Passport Card, a debit card that may be used at ATMs with Visa symbols worldwide. The fees for this card can be costly, so be sure to ask about the cost for this service.

Ruesch International provides a service whereby parents can send foreign currency checks to their children overseas. They can also issue foreign currency traveler's checks. For more information, call 1-800-424-2923.

Cash machines abroad

Most ATM cards can be used abroad, and this is usually the preferred method of obtaining cash abroad. Check with your bank before you leave the U.S. to see if a fee is charged for using the card outside of the U.S. Ask your bank if they are part of a Global ATM network and ask for a list of banks abroad that will accept your ATM card at no cost. If your bank does not participate in a Global ATM network, ask if they would be willing to waive the fee for using ATMs abroad. If not, consider opening an account with a larger U.S. bank like Bank of America or Wachovia. Major credit cards can also be used to make cash advances at ATM machines abroad. However, interest on cash advances typically begins to accrue immediately.

International Wire Transfers

In some cases, students or parents are asked to make an International Wire Transfer to pay for certain costs abroad, such as room and board fees. For information on how to do an international wire transfer, go to <http://www.travelex.com/us/>.

Exchange Rates

Newspapers such as the International Herald Tribune, Washington Post, and The New York Times give current exchange rates. The websites <http://www.xe.com/ucc/> and

www.oanda.com provide a current listing of exchange rates and a currency conversion calculator.

VAT Refunds

VAT (Value Added Tax) is sometimes refundable on purchases abroad. The VAT refund system varies by country, but many foreign visitors are eligible for a full refund on VAT paid on goods. To receive a refund, you must ask the merchant to fill out a tax refund form at the time of purchase. You must show the purchases and paperwork to a customs official when you leave the country. Your refund will arrive later by mail or may also be posted to a credit card account as a credit.

WITHDRAWAL AND CHANGE OF PROGRAM

General Policies and Procedures

UR programs

Students who withdraw from a UR program or change programs after submitting the "Commitment Form" online are subject to withdrawal/change policies and are required to notify the OIE in writing by completing the appropriate form available on the OIE web site (click on "Policies" and scroll down to the "Withdrawal Policy" section).

Exceptions to fees listed on the web site will be considered on a case by case basis if withdrawal or change is caused by unanticipated extenuating circumstances.

In addition to the University of Richmond fees listed on the web site, students who withdraw will also be financially liable for (1) non-recoverable prepaid fees (i.e., tuition and housing deposits, orientation, language courses, insurance fees, reimbursements from the Office of International Education) and (2) any travel and living stipends credited to the student's Richmond account. Students may also lose airfare expenditures and/or other prepaid deposits. Another risk is that the UR Housing Office may not be able to house you on campus after your Commitment Form has been processed. In such a case, it will be your responsibility to find alternative housing.

Students who withdraw after the semester abroad begins will be subject to the following:

- a) If the UR semester has not yet begun, the student may want to enroll for the semester at UR. Students will be charged the regular UR tuition rate and a withdrawal fee. The withdrawal fee will be a percentage based on the current rate of the University of Richmond general tuition fee.
- b) If the UR semester has begun, the University of Richmond will refund money in accordance with the policy set by the Office of Student Accounts (see the University of Richmond catalog for details). The University of Richmond academic calendar will be used in determining a refund, except in cases where the program's or host institution's beginning date is earlier than the beginning of the UR semester. In such a case, the rate of refund will be determined by the host institution's calendar.

Non-UR programs

Students should contact the program providers for information regarding withdrawal policies and fees, procedures, and refunds. With the exception of extenuating circumstances, the \$1,500 administrative fee for approved non-UR programs will be retained by the University of Richmond and will not be refunded to the student.

Enrollment Policies and Procedures

Students who withdraw from an abroad program and return to Richmond within the first two weeks of the beginning of the UR semester may be able to enroll at Richmond. Course enrollment at Richmond is subject to availability. If a student returns to the U.S. after the second week of the semester at Richmond, s/he will not be permitted to enroll in courses at UR.

**Course Credit Policies and Procedures
in Unanticipated Extenuating Circumstances****UR programs**

If a student returns to the U.S. too early in the semester abroad to be assessed by the host institution/program, no credit for the semester abroad will be granted.

If a student returns to the U.S. late enough in the semester abroad that assessment and grading is possible, the following policies will apply if the withdrawal is due to unanticipated extenuating circumstances:

With the approval of the partner university or affiliate and relevant UR faculty, the student may be permitted to take proctored exams at UR and/or submit assignments to the university abroad upon return to the U.S. This option cannot be guaranteed. Students should consult with the staff of the UR Office of International Education prior to leaving the host institution.

Non-UR programs

Students must consult with program providers regarding credit and assessment policies.

Implications for Graduation

Students unable to earn sufficient credit from a semester abroad may have to enroll in additional courses in a given semester or may enroll in summer courses at their own expense in order to graduate as planned. Depending on the student's individual situation, s/he may have to enroll for an additional semester. Fees are subject to the University of Richmond's fee schedule.

Housing at Richmond

Students who withdraw after confirming their intention to enroll in a program abroad **are not guaranteed** on-campus housing at Richmond.

YEAR LONG STUDENTS

Students who will be studying for the full year will need to do the following prior to the start of their second semester:

Newest version of SA Handbook

Check out the newest version of the SA Handbook online, paying specific attention to ISIC yearlong info.

Course Approval Form

Download course approval form from web and complete one for the 2nd semester (if this was not completed before leaving).

Year Long Students Switching Sites

Cultural/travel/health information

Check out cultural/travel/health information for second abroad destination (internet links to websites will be sent to you from the OIE).

Send address to OIE

Notify the OIE of your address at your second destination (we will then update the "Your Address Abroad" questionnaire online).

Visa issues

See section on student visas for important information about applying for student visas for two countries.

EXTENSIONS TO YEAR LONG STUDY

It is not unusual for students to wish to extend their study abroad to a full year either in the same or to a different study abroad site. If you would like to stay for the year, follow these steps:

Steps to Take

Consult with your UR study abroad advisor

The decision regarding extending a student's stay beyond one semester is made between the international office at Richmond and the international office abroad. Please write to your Richmond study abroad advisor about your interest in extending, including why you wish to do so. Your UR study abroad advisor will discuss your request with the UR partner abroad.

Consult with your UR academic advisor

Check with your academic advisor at Richmond (preferably your major advisor) to ensure that you can still graduate as scheduled. Copy your UR study abroad advisor on the reply from your major advisor.

Consult with your parent(s)

Discuss your plans to extend for one year with your parent/guardian.

Consult with necessary institutes abroad

After the conversation about extending has been started, you should consult the international office at your institution abroad or relevant consulate regarding

procedures for extending your student visa status, if applicable. Students studying in France and in the U.K., for example, are currently required to return to the U.S. to obtain the appropriate visa. You will also need to ask if there are any other protocols/forms at your host institution (registration, housing, etc.) you must complete once approval is given to extend for the year.

Confirm with the OIE

Send an e-mail message to your study abroad advisor at Richmond confirming that you have complied with the above steps and that you intend to stay abroad for the year. Upon receiving this message from you, the Office of International Education will:

- a) notify all relevant offices/departments at Richmond of your plans to extend
- b) extend your health insurance to cover you during the gap between semesters and for the additional semester
- c) assist you in processing forms for the institution abroad (only applicable to students changing study abroad locations).

Important Notes for Students Extending for the Year

Visa extensions/renewals

Students extending to study abroad for the year may require an extension/renewal to their visa and/or host country immigration registration, or may require a new visa/residence permit for a second country (if switching sites), which may require returning to the United States.

Withdrawal policy

If you withdraw after confirming your extension to study abroad, you will be subject to the withdrawal policies and procedures as listed on the OIE web page under "Policies."

Housing reminder

Once you have confirmed your extension to study abroad, you will be withdrawn from the housing pool for the following semester and will be placed in the housing lottery for the semester upon your return to Richmond. You will also be withdrawn from the pre-registration rotation, if you extend prior to this period. If you extend your studies abroad and have already been pre-registered for classes for the subsequent semester you will be dropped from these classes. You will then be put back in the rotation for pre-registration for the semester prior to returning to Richmond.

Course approvals for year-long students

- a) It is recommended that year-long students not wait until they return to get post approval
- b) Instead, obtain approval while abroad - contact the appropriate department chair while abroad and inquire about approval. Electronic approvals should be forwarded to your study abroad advisor. A copy of this approval will be kept in your file, but you will still need to complete the course approval form upon return to Richmond. This is necessary because the Office of the University Registrar at Richmond will match up the courses on the course approval form with courses listed on your transcript from abroad. Any courses that have not been approved will count as elective credit towards graduation (see policy on credit transfer).

ISIC (international student ID card) renewal

See section on ISIC cards in this handbook.

Travel and living allowances

You will receive another travel allowance and a living allowance (if applicable for your study abroad location) for your second semester abroad. If you require an extension to your visa and/or host country immigration registration, or if you require a new visa/residence permit for a second country (if switching sites), remember to submit receipts within 90 days to the OIE for reimbursement of these costs.

Scholarships/financial aid

You are still eligible to apply for study abroad scholarships (both internal and external) as long as you meet stated deadlines. Financial aid for study abroad is only available for two academic semesters.

INTERNATIONAL TRAVEL

Passports and Student Visas

Applying for a passport

You must obtain a passport and, in many cases, a student visa. It is your responsibility to obtain these documents. To find out how to apply for a passport, go to http://travel.state.gov/passport/passport_1738.html. You may obtain passport information by calling 1-877-4USA-PPT (1-877-487-2778). 24-hour, 7-day access to automated information is available, and live operators are available on weekdays from 8:00 am to 8:00 pm, Eastern Time. You may also send inquiries to the National Passport Information Center at npic@state.gov.

Passport processing is estimated to take up to eight weeks (2 months), so students are encouraged to apply early. Passport applications may be submitted at the main U.S. Post Office on Brook Rd., ph. 1-804-775-6304, or at the branch at Patterson and Glenburnie. A 24-hour information recording can be heard by calling 1-202-783-8200.

Students who have recently applied for a U.S. passport and want to know the status of their application may do so by accessing http://travel.state.gov/passport/get/status/status_2567.html using a standard Internet browser. Students can securely enter their last name, date of birth, and the last four digits of their Social Security Number to receive information on the status of their application. A student's personal information will remain in the system only long enough for he or she to complete their inquiry, thus protecting that data, as authorized by law. This information will then be deleted from the system.

Customers may also still request an application status-check via e-mail, at <http://travel.state.gov/>, or by calling, toll-free, the National Passport Information Center at 1-877-487-2778 (TDD/TTY 1-888-874-7793).

Non-immigrant students should also seek the advice of the International Student Advisor, Ms. Krittika Onsanit (konsanit@richmond.edu).

Lost or stolen passports

If you lose your passport, report the loss immediately to local police and go to the nearest U.S. embassy or consulate the next business day for a replacement. By presenting a police report, photos, and proof of identification such as a photocopy of the "picture page" or details page of your passport (see "copies of important documents" section below), a new passport can be issued more quickly.

Obtaining a student visa

A visa is a stamp in a passport which officially grants permission for the holder to enter a country for a specified period of time for a particular purpose (e.g., study). Student visa requirements vary from country to country and from consulate to consulate. The checklist and orientation booklet for your particular program will tell you whether you need a visa. To begin your research about the application process/fees, contact the consulate of the country in which you will study that has jurisdiction of your permanent residence. It is **imperative** that you start this process early (as soon as you accept placement to study abroad), as processing the visa application can take many weeks and may even require that the application be filed in person at the consulate (if that is the case you should budget your time and money appropriately).

Keep in mind that you may not be able to participate in any other international travel before the start of your study abroad semester/year because your passport may be held up in the visa process. It is important for students to understand that consulates process visa applications according to the start date of the study abroad program and not according to your personal travel plans. The link to relevant embassies is www.embassy.org (this link can also be found on the OIE website); typically you will find student visa information under "Consular Services" or "Visas." Changes to the stated or published policies are frequent, so it is important to make certain you have the most current information and that you have allowed time in case your application is returned for any reason.

If you find that you are short on time, you may wish to send your documents through a visa expediting agency like Travia (www.eduvacations.com/PDFs/TraviaMain.pdf). For a fee, they may be able to hand-carry your documents to the appropriate consulate for faster processing. Keep in mind this option is not available for all countries nor for consulates that require the student appear in person to apply. Also keep in mind that the OIE will only reimburse students for the *regular*, not expedited, cost of obtaining a visa. Therefore it is important to plan ahead to try to avoid needing to use such expediting services.

Students who require **notary services** as part of their visa application may bring their relevant paperwork to Cindy Holma in the Office of International Education (Puryear Hall) during walk-in hours from 2-4 pm, Monday-Thursday. Those who cannot meet during that time must make an appointment with Ms. Holma (cholma@richmond.edu). Photo identification is *required* for notary service, and students are advised *not* to sign their document(s) until they are in the presence of the notary, who must witness the signing.

Students who will be studying abroad in two different countries (i.e. in Chile one term and in Italy the next term) should research the visa process prior to going abroad. Students may need to obtain their student visa in the United States prior to going abroad for the year as it may not be possible to apply for a student visa outside of your home country (e.g., U.S.) and there may not be adequate time to obtain the student visa prior to the second study abroad period. Obtaining a student

visa takes time so it is imperative to plan early.

In addition, consulates and embassies outside the U.S. are generally unfamiliar with student visa requirements as they relate to U.S. students and will often provide conflicting or incorrect information that will ultimately delay the visa application process and jeopardize a student's chances of obtaining a visa in a timely manner.

Ultimately it is the student's responsibility to obtain the appropriate visa for the study abroad. Please contact the OIE if you have any questions.

Booking Flights

Students should carefully research their flight options and should investigate the various possible airline fees when trying to book their transportation to/from their abroad destination. Budget airlines in particular have created many additional ways to collect money from travelers, so don't be fooled by a seemingly low ticket price. Additional fees may be charged for things such as checking a bag, exceeding the (often low) baggage weight limit, selecting a seat (particularly if the seat is in a location that has extra legroom), and even for checking in at the airport. Be sure to add up the total possible cost before clicking the "purchase" button. Also, think about what other baggage options might exist, such as shipping your items, which might possibly be less expensive and less hassle than flying with your luggage (be sure to check this out carefully beforehand, and do not pack valuable items, medications, or important documents, etc. into the box).

Departures and Flight Transfers

Students are reminded that, when departing for an onward flight from a major city, check to be sure of the airport location. Many cities have more than one airport, and while some cities have an international airport for international flights and a domestic airport for domestic flights, others have more than one airport running both international and domestic flights. Also, when flying into a new city and transferring planes, it is best to check in advance whether terminals are a great distance apart or whether you'll even need to change airports. In some cities, such as Buenos Aires, a change of airports involving significant travel time may be necessary.

Getting through Customs

Upon returning to the United States, students may bring back a total of \$800.00 worth of duty-free merchandise. Items must be carried with the passenger and should be for personal use or for gifts. It is recommended that travelers keep all sales slips from purchases made while outside of the U.S.

Important Documents to Take Abroad

Copies of important documents

You should take an official certified copy of your birth certificate and a photocopy of the "picture page" or details page of your passport. These are invaluable documents to have in the event a passport is lost or stolen. These copies should be kept in a secure place, separate from the originals. Additional copies should be left in the U.S. with your family.

Extra photographs

You should take along several additional passport size photographs for identity cards, visa applications, or simply to give to friends. Often these are required for registration at the overseas university. Photos are available from CVS, Walgreen's, and Kinko's, among other places.

Transportation While Abroad

European railpass information

The Eurail Pass has many options for various countries in Europe. For fares, schedules, and special deals, see www.raileurope.com. For an online guide to make sense of the various options, you might want to check out www.ricksteves.com.

City transportation

Look into purchasing a long-term city transport pass and inquire about student discounts. For short visits, a day or week pass can save a lot of money. You may wonder why some passengers appear to board buses, trams, or trains without paying; however, they probably have passes that they show only when asked to by an inspector. Do not try to board a bus or other transport system without a ticket or pass, as you could be caught and taken to the police station or charged a high fee.

Bicycles

Bicycles are the preferred method of transportation in some locations. UR does not recommend that you take a bike overseas, but you may be able to buy a used bicycle once you are settled in your location. Always wear a helmet.

Travel Information and Registration

The U.S. Department of State (DOS) maintains a consular web site (<http://travel.state.gov/>) designed to provide comprehensive information to U.S. citizens traveling abroad. The site offers U.S. citizens information on foreign entry requirements, tips for traveling and living abroad, and travel warnings.

The site also includes a secure online travel registration function (<https://travelregistration.state.gov/ibrs/ui>) that allows U.S. citizens to enter foreign travel and residency information that DOS may use to contact and assist them in case of an emergency. It is quite simple and will take about 4 minutes of your time. Before accessing this web site, have the following information by your side: hotel/residence hall information abroad, copy of your passport, and telephone numbers of your emergency contacts. At the end of the registration, you will have to sign whether you agree to the U.S. Privacy Act and you will have to indicate whom the U.S. Dept. of State should contact in case of emergency. It is recommended that you NOT check the media box. We encourage you to register on this web site either before you leave or shortly after your arrival overseas.

ACADEMICS ABROAD

Credits from abroad converted to units

Credits taken abroad are converted to units. A Richmond bachelor's degree requires 35 units to graduate, of which 17.5 units must be completed on campus (does not include study abroad). Additionally, students must complete 28 units on campus or on approved off campus programs, which includes approved semester abroad programs. Note: Transfer students should read the section below.

- 1 unit = 3.5 semester hours
- Full-time status per semester = 3.5 unit minimum; 5.5 unit maximum

Average unit load for a semester abroad

Students will typically take 4-5 units per semester. Transfer work is recorded as a literal translation (0.9 units, 1.2 units, etc.) of the unit conversions described on the program specific study abroad web pages. NOTE that the first five 3-hour (or equivalent) courses will transfer as 1 full unit rather than .9 units. Students may choose, over their entire career at Richmond, which five courses transfer as 1 full unit, whether an abroad course or a domestic transfer course (IB/AP transfer credit does not count toward the "first five"). It is important to remember that this applies to a maximum of five 3-credit courses. This means that if a student transferred in a 3-semester credit course from a summer program (for example) that there are four more 3-credit courses that can transfer as 1 full unit.

Once the five maximum has been met, subsequent 3 semester credit courses from abroad will transfer in as .9 units. For more information, see the Transfer Work section on the Registrar's Office website. Courses that are deemed equivalent to 3 hours are also included in this "first five" rule. For example, in the ECTS system, 6-ECTS credit courses may transfer as 1 full unit up to the first five. Please note that this "first five" includes all transfer work completed over your entire career, not just a semester abroad.

Where to find out more

Detailed information on credit transfer is published on each program information page of the study abroad website and you may also consult the 'Credit Transfer' page for more details (<http://studyabroad.richmond.edu>). There is also information in the Transfer Work section of the Registrar's Office website. When reviewing abroad course transfer information, you should make the unit calculation by course rather than by the overall credits in a given semester. This is because unit conversion is calculated on a course-by-course basis. This will not change the amount of credits students will be expected to take while abroad.

Transfer Credit

No transfer credit is earned in any of the following cases:

- If you earn the equivalent of C- or below in any course or internship
- If you take a course or internship on a pass/fail basis
- If you withdraw from a program before completion of scheduled instruction and examinations, unless special arrangements are made prior to the semester abroad with approval of the OIE at UR, relevant UR faculty, and host institution abroad
- If you take a course or internship that is a repeat of, or is very similar in nature to, one already taken at UR. This is especially relevant in language courses, so please have language courses approved for transfer by the relevant department.
- If you participate in a non-UR program that has not been pre-approved by the International Education Subcommittee
- If you take a course in a discipline not taught at Richmond, e.g., Thai Cooking class

Jepson School

Leadership studies students are encouraged to study abroad. Majors and minors may count a maximum of one unit of study abroad credit toward the advanced course requirement. This course must enhance the student's academic plan in leadership studies. Determination of whether a course enhances a student's academic plan in leadership studies will be made by the Associate Dean for Academic

Affairs and the student's Jepson advisor. Students are encouraged to study abroad in the spring of junior year, although alternate arrangements typically can be made to accommodate students planning to study abroad in the fall of junior year. Leadership studies students should:

1. Meet with your academic advisor and/or the Associate Dean for Academic Affairs to discuss how particular study abroad courses might enhance your academic plan.
2. Complete the LDST "Request for Study Abroad Approval" form and submit the form to the Jepson Hall drop-box (Jepson 123). This form can be found under "Students" section of the Jepson web page (<http://jepson.richmond.edu/students/current/index.html>).
3. Complete the OIE "Study Abroad Course Approval Form" and submit the department duplicate to the Jepson School drop box (Jepson 123).

Grade scale

UR reserves the right to determine grade equivalency. The grading scale is posted on the OIE web page for each UR abroad program. If you have questions, please contact your OIE study abroad advisor for clarification.

How UR units are calculated

You will receive transfer credit based on the equivalencies determined for your institution abroad. The equivalent UR units are typically calculated as a percentage or fraction of the credits earned at the institution abroad. Go to the "Academics" section of the UR web page pertaining to your program to find conversion details.

When equivalent courses differ in number of units

A department may approve an abroad course to cover the equivalent topics of a course here. However, there is sometimes a difference in the number of units you earn for a course taken abroad and the number of units you would have earned had you taken the course at UR. When this happens, you should consult the relevant UR department chair to determine how this will affect your graduation requirements.

Understanding the credit system abroad

Before registering for courses abroad, make sure you understand how your host institution awards credit and how it relates to an average UR semester's worth of units. This information is available for most programs on the OIE website on the brochure pages for each institution. You are responsible for making sure that you have registered for sufficient credits abroad and that you will earn at least 3.5 units from your abroad semester. If you under-enroll abroad, this has financial aid and graduation implications. If you have any questions, be sure to ask your study abroad advisor.

3.5 unit minimum

You must remain enrolled in a minimum equivalent of 3.5 UR units while abroad; otherwise, you will lose all of the privileges carried with full-time student status, including financial aid and possibly health insurance.

5.5 unit maximum

No more than 5.5 UR units will be awarded per semester.

Maintaining "C" average

You are required to maintain the equivalent of a "C" average at the host institution in order to receive transfer credit (and in order to continue studies abroad for a second semester if you are a yearlong student).

What appears on your UR transcript

The UR transcript will show the institution's name, course titles, and number of UR units transferred from abroad. No grades appear; however, courses must be taken for a grade in order to receive transfer credit. Transfer credit information will appear at the top of your BannerWeb transcript.

Importance of work abroad

Your transcript from your study abroad semester becomes a permanent part of your academic record. Graduate schools, scholarships, and potential employers may request copies of study abroad transcripts in addition to your UR transcript.

Academic contribution upon return

When you return to Richmond, you need to be prepared to have assignments from your faculty related to your abroad experience. It may be worthwhile to start thinking about how what you learn abroad might be used to contribute academically to your classes here at Richmond.

Transcripts from Abroad

Official transcripts from the host institution

Upon completion of your program abroad, you must request that the host institution forward your official transcript to the Office of International Education. Make certain that you have paid all debts to the host institution, that you have taken all exams, and that you have submitted all assignments in order to ensure your transcript is sent in a timely manner. Even after taking these precautions, it is not unusual for transcripts to arrive several months after the semester ends. When your transcript arrives at the OIE it will be checked off and you will receive an automated notification. From that time, please allow approximately two weeks for the Registrar's Office to apply the credit to your UR record. You may then check BannerWeb to see if your credits have been transferred to your record in accordance with your course pre-approval form. Contact the OIE if you notice problems or unusual delays in your transcript or credit transfer. Students studying through non-UR programs should contact their sponsoring institution directly regarding these issues. Faxed transcripts are not official and cannot be accepted.

Requesting personal copies of the host institution transcript

Some institutions automatically send one official transcript to the student; others do not. If you do not automatically receive an official transcript, and you desire one, you should contact the registrar or international office at the host institution. This transcript may be required for future application to graduate school, law school, medical school, for Fulbright or other scholarship applications, etc. The UR Registrar's Office will not provide students with a copy of the foreign transcript or grade sheet received; however, students may view their abroad transcript by request.

When transcripts are delayed

If your transcript from abroad is not received in a timely manner, the Office of International Education will contact the abroad institution or program to try to speed up the process. Keep in mind that some transcripts are delayed because a student owes outstanding fines or fees to the host institution. It is your responsibility to take care of such matters in a timely manner. Note: UR registration priority is determined by a student's class year as determined by admit term, so if your study

abroad transcript is delayed it will not impact your ability to register on time, as is sometimes thought.

MEDICAL MATTERS

Before You Leave

Contact the UR Student Health Center

The Student Health Center (SHC) collaborates with Joe's Market/Ukrop's Pharmacy for travel abroad consultations. The Student Health Center does not offer specific travel consultation services; however, students may receive some basic vaccinations and TB skin testing (PPD tests) at the SHC. Call UR Dial-A-Nurse at 289-8700 for information or to schedule an appointment.

Joe's Market/Ukrop's provides travel consultations and vaccinations for UR students. Students need to complete a questionnaire regarding specific travel plans at least one month prior to departure. The questionnaire is available through SHC (UR Dial-A-Nurse at 289-8700) and/or Joe's Market/Ukrop's-- Sharon Gatewood, PharmD at (804) 285-8618 or ssgatewood@vcu.edu.

If your study abroad program requires a physical exam, you may obtain one through Patient First, Glenside Medical, or from your family doctor.

Exams and TB tests

Before going abroad, a baseline tuberculin skin test (PPD) is recommended (if you have not had one in the past 12 months). A follow-up skin test should be done a minimum of 90 days after your return. If you develop any illness during the six months following your return from travel abroad, inform your physician of the date of travel and the countries you have visited. For more information, check the CDC Travel site for information about your specific destination(s). See www.travel.state.gov for more information regarding international travel, immunizations, safety, and security while abroad. Female students should have an annual gynecological exam before traveling abroad.

Pre-existing conditions

If you have pre-existing conditions, ask your physician to write a history of the problem, and notify the sponsor of the abroad program to confirm that appropriate medical resources are available at the destination. Students with medical conditions should discuss plans for medical care, including mental health, with a health care professional.

Special note regarding medications abroad: Students who take medication on a regular basis must determine whether medications are legal in the country(ies) where you will study and perhaps travel to during your study abroad program. Resources to inquire regarding the legality of medication may include your physician, the program abroad, or the consulate of the country where you will be studying. In some cases, it may be legal to bring in an adequate supply of medicine even if the medication is not manufactured or legal in the country where you will be studying. In other cases, the medication may be illegal to import on your person or via mail. Students who need to take with them a semester's supply of medication may need to request a vacation override from the insurance company.

A medical record, including the information below, should be taken with you on the plane:

- ◆ Blood type
- ◆ Prescriptions, including eyeglasses/contacts
- ◆ Copies of X-rays or EKGs for chronic health problems
- ◆ Physician's statement of medical conditions
- ◆ Dental record
- ◆ List of all medications, with the generic names, including non-prescription drugs and supplements
- ◆ List of ailments, allergies, or hypersensitivities
- ◆ Physician's full address, area code, and phone number
- ◆ Health insurance details
- ◆ Religion, if relevant.

In addition, students are strongly advised to go to <http://www.medids.com/free-id.php> to create a free wallet-sized medical identification card to take and carry with them abroad.

Inoculations

According to the Center for Disease Control (CDC), the following general vaccines should be reviewed with a physician at least 10 weeks before departure to ensure the proper scheduling of various appropriate vaccines and dosages. The CDC website (www.cdc.gov) lists additional vaccines that are either required or recommended for specific countries. Vaccinations, medication, and/or medical exams, even if required for visa applications, are NOT eligible for reimbursement through the Office of International Education.

Primary vaccine series

These immunizations, normally given during childhood, should be up-to-date:

- Measles, Mumps, and Rubella (MMR) Vaccine
- Diphtheria, Tetanus, and Pertussis - Td Vaccine
- Polio (OPV) Vaccine
- Haemophilus Influenza B (HbCV) Vaccine
- Hepatitis B (HBV) Vaccine

International Certificates of Vaccination

This yellow booklet is accepted worldwide and is for recording vaccination or revaccination against yellow fever and other vaccinations recommended or advised by the World Health Organization (WHO). Normally, a regular shot record from a family physician would suffice for entry into a foreign country, but this booklet is required for entry into those countries where there is a mandatory requirement that visitors be vaccinated against yellow fever (see the following web site for details: http://whqlibdoc.who.int/publications/2005/9241580364_country_list.pdf). Each inoculation should be recorded with an official stamp in the yellow booklet. Booklets not properly stamped may not be accepted by health authorities in many countries. Booklets are available from most public health departments and from either the MCV Travel Clinic (804-828-4515) or the Patient First travel clinic at their Parham & 64 office (804-270-2150). Inoculations and boosters are almost always more expensive at a private doctor's office. A less expensive option may be your local public health department or either of the travel clinics listed above.

HIV testing

A number of countries require foreign visitors to be tested for the HIV virus. You should contact the foreign consulate to check on the HIV test requirement and other required immunizations. You can call Richmond's Fan Free Clinic for information regarding an anonymous HIV test.

Current traveler's health information

The CDC HOTLINE in Atlanta (404-332-4559) provides the latest information on immunization advice and other health guidelines for the countries around the world. Another great resource is IAMAT, the International Association for Medical Assistance to Travellers (<http://www.iamat.org/index.cfm>).

Make note of allergies/other issues on housing abroad forms

Students should make sure to bring up any allergies (like an allergy to cigarette smoke) or other relevant medical issues when completing their abroad housing application. It is the responsibility of the student to bring this up if there is a question/problem.

Health Insurance

Mandatory health insurance

U.S. citizens and permanent residents on UR semester abroad programs are automatically enrolled in the CMI health insurance plan, a MEDEX Global Group Company, for study abroad. Payment for this insurance is made by the University of Richmond at no extra cost to the student (MBA students excluded). Medical expenses and medication not covered by the insurance are the responsibility of the student. The dates of coverage are for the duration of the study abroad program and will be printed on the student's health insurance card. If a student plans to travel extensively prior to or after the study abroad program, additional coverage can be purchased directly from CMI. Students will receive information about how to use the health insurance policy with the insurance card from the Office of International Education prior to departure for study abroad. The complete policy is also available on the "Health and Safety" section of the OIE website.

NOTE: Non-immigrant students will not be covered by CMI as they are already covered worldwide (with a \$1,000 limit in their home countries) by Trawick International (see Ms. Onsanit for details). Those studying abroad in their home country are advised to purchase additional supplemental health and accident insurance, as \$1,000 is not sufficient to cover a major accident or illness.

Maintain existing coverage

Students are advised to maintain coverage with their U.S. insurance provider to avoid difficulties in re-enrollment upon return to the U.S. (such as with pre-existing condition clauses). This applies even if the U.S. provider does not cover the student while overseas.

English speaking doctors

U.S. embassies and worldwide assistance services usually have this information available. See your CMI insurance policy for phone numbers and details.

Trip cancellation/interruption/delay insurance

Trip cancellation/interruption/delay due to non-medical reasons (severe weather, transportation strikes, terrorist incidents) is covered by the Richmond policy. Review the insurance policy online at <http://studyabroad.richmond.edu> and click on "Health and Safety" and then "Health Insurance."

HEALTH AND SAFETY WHILE ABROAD

Alcohol and Drug Abuse

Dangers of abuse

Many students fall victim to crime and other hazards while under the influence of alcohol and drugs. Students under the influence of alcohol may not exercise good judgement and can find themselves in compromising situations. The alcoholic content of beverages is often much higher outside the U.S. Students should be aware of the cultural norms in the host country and abide by all local laws and customs. Students should review the Department of State drug warning available online at http://travel.state.gov/travel/tips/tips_1232.html#drug_offenses.

Code of behavior

You are expected to adhere to the same code of behavior as if you were on campus at UR. The use, possession, transport, selling, or purchase of illegal drugs harms the reputation of the individual, the University of Richmond, and the United States.

The University of Richmond and its agents have the right to enforce appropriate standards of conduct and may at any time terminate your participation in the program for failure to maintain these standards or for any conduct which the UR or its agents consider to be incompatible with the interest, harmony, comfort, and welfare of other students or the host institution. If you are expelled from the program, you will be sent home at your own expense and there will be no refund.

Severe penalties

In many countries, local laws make no distinction between soft and hard drugs. U.S. laws do not protect U.S. citizens abroad who violate foreign laws. U.S. citizens are subject to the same penalties for drug violations as the nationals of the country they are visiting.

Penalties for violating the law of another country may be severe. For example, penalties for possession or trafficking in any kind of drug ranges from two to twenty-five years and include a heavy fine in many countries. In some countries, the penalty may be death. Foreign governments are not more tolerant of drug use, nor are they more permissive in their drug laws.

What U.S. consular officers can do

U.S. consular officers can insure, insofar as possible, that the detainee's rights under local law are fully observed and humane treatment is accorded under internationally accepted standards; visit the detainee and provide him/her with a list of local attorneys; contact family and/or friends for financial or other aid, if asked to by the detainee.

What U.S. consular officers cannot do

U.S. consular officers cannot contact the detainee's family or friends, or lodge a formal protest about mistreatment of the detainee unless asked to do so by the detainee. In addition, they cannot prevent delays by law enforcement officials or prevent unseemly delays in bringing U.S. citizens to trial. The U.S. government cannot free U.S. citizens charged or convicted of crimes while abroad.

Water Safety

In some locations, tap water may be undrinkable unless it has been boiled or treated with iodine. When in doubt, drink bottled water and check with the international office of the host institution or your program director. Also, be extremely careful when swimming while abroad, particularly in the ocean, as hazards may not be marked and the water current/undertow may be more severe than you perceive.

Road and Travel Safety

UR advises not to drive

The University of Richmond strongly advises students not to operate a motor vehicle while abroad or to ride in cars driven by other visiting Americans. Traffic congestion and different traffic laws and regulations can make driving motor vehicles in a foreign country extremely hazardous. Insurance requirements and other responsibilities vary by country. UR assumes no financial responsibility for legal aid, medical care, and other direct or indirect expenses incurred as a result of a student's decision to operate a motor vehicle while abroad.

Road conditions abroad

Road travel conditions abroad can be dangerous. Students studying in countries where citizens drive on the opposite side of the street have to be particularly careful when crossing streets. It is not uncommon to encounter narrow, winding, deteriorated roads; hairpin curves with no guardrails; inadequate signs, signals, and lighting; and byways in which motorists, bicyclists, pedestrians, and livestock compete for space. Reckless driving, disregard for traffic laws and pedestrian safety, and driving while intoxicated all pose serious risks. Buses, trucks, and vans may be poorly maintained and dangerously overloaded. Bus drivers may have received little or no training. Medical rescue staff and equipment may be inadequate. Even in many developed countries, rates of serious accidents and highway fatalities are higher than in the U.S., sometimes dramatically so. Drivers may be more aggressive. Driving at night may be especially dangerous.

Driving on the left

You should educate yourself about local traffic conventions. In many countries, vehicles travel on the left side of the road, which means you must be an alert pedestrian as you cross streets. Traffic will be coming from an unexpected direction, so always exercise caution when crossing streets, walking, or jogging along roadways.

Road travel reports available

The Association for Safe International Road Travel (www.asirt.org) is a nonprofit organization that provides road travel reports on more than 60 countries including detailed information on road conditions, driver behaviors, vehicle maintenance standards and practices, road safety records, night driving, seasonal hazards, police practices, and emergency services.

Fire Hazards

Fire regulations differ from country to country. Smoke alarms, sprinklers, and fire exits do not exist in many places. It is the student's responsibility to be aware of the safety conditions in their home or dorm. The student should make an emergency exit plan. Questions should be directed to the international office of your host institution.

Sexual Harassment and Assault Issues

Due to differences in gender relations and attitudes in other cultures, situations may arise in which you find yourself in an uncomfortable or unsafe situation while abroad. Laws in other countries vary, so it is important to consult with the international office and the U.S. consulate regarding the local legal system in the event that you are sexually assaulted or harassed. Resources for victims of sexual assault and harassment will likely be different from those in the United States as well.

Students who are victims of a felonious crime are covered by the CMI overseas health insurance and may return home as long as there is a note confirming a police report filed by the victim. More information on this benefit should be directed to Michele Cox in the Office of International Education (804-289-8838).

You may have questions as to whether certain situations may be defined as sexual assault and/or harassment. You should discuss any incidents that make you feel uncomfortable or harassed with the appropriate staff member in the international office at your host institution and also with the OIE. For clarification of what constitutes sexual harassment and assault, please refer to the UR publication, *Resources for Dealing with Sexual Assault and Sexual Harassment*, at <http://oncampus.richmond.edu/student/affairs/office/harassment.htm>.

Sexual Harassment (information below copied from the University of California's Education Abroad web page).

Harassment issues may be particularly difficult to identify abroad, where cultural norms are often different than those in the U.S. A fair rule of thumb is to assume that sexual harassment consists of any unwanted sexual advances and/or behavior of a verbal, visual, written, or physical nature in living arrangements and educational or work environment.

Sexual harassment may include:

- Derogatory remarks made about one's clothing, body, or sexual activities based on gender
- Disparaging remarks, jokes, and teasing based on gender
- Visual materials or pictures which unnecessarily sexualize the environment, or which students find offensive
- Subtle pressure for sexual activity and/or dates
- Unnecessary and unwanted touching, patting, or pinching
- Demanding sexual favors accompanied by overt threats concerning such things as one's job, grades, letters of recommendation, etc.
- Verbal harassment or abuse
- E-mail and/or any electronic communications which include any of the above
- Physical assault

Sexual Assault Definitions

1. Sexual Assault: Physical contact of a sexual nature which is against one's will or without one's consent.

2. Rape: Sexual intercourse that is coerced through force or threats of force, or with someone who is unconscious or incapable of giving consent.

When the student is the perpetrator

Sexual assault and rape can result in dismissal from the Richmond program if the perpetrator is enrolled in the program. If the perpetrator is a student, s/he can contact one of the confidential sexual assault advisors on campus (by e-mail or phone). If s/he contacts staff members in SHC, CAPS, or the Chaplain, they are bound to confidentiality by law and can be a good support for both victim and perpetrator.

When the student is a victim of a sexual assault

Due to the sensitive nature of the event, all of those involved in this crisis must accept their responsibility to maintain strict confidentiality on the matter.

To help the victim, the following information needs to be obtained when a sexual assault is reported:

- a. Name of person reporting the incident
- b. Name of the victim
- c. Status of the victim (student, faculty, staff, other)
- d. If not the victim reporting, how does the person know of the assault
- e. Date, time, and place of the assault
- f. What occurred
- g. Who was the assailant (if unknown, ask for a description)
- h. Where is the victim now?
- i. How can the victim be contacted?
- j. Has the victim or her friends reported the incident to the local police, university, or U.S. consulate? When was this done and do they have a copy of the report?

The following immediate actions should take place:

- a. The first priority is to meet the immediate needs of the individual from a medical and psychological standpoint. If you are the first on the scene or the first contacted, the victim may be in shock, physically hurt, and very emotional. Your first objective is to care for the victim's medical/emotional needs. The best thing you can do is to listen and to believe him/her. Help the victim explore options; do not pressure him/her to do what you think should happen, and allow the victim to decide next steps. Never blame him/her for being assaulted.

The victim should be moved to a safe location and, if possible, should preserve all physical evidence of the assault. The victim should not wash or bath, use the toilet, or change clothing until there has been a medical evaluation. If the victim insists upon changing clothing, put all clothing in a paper bag.

Both a medical doctor and a psychologist should be consulted whenever possible. In cases where the host country does not have resources to handle this type of crisis, the nearest U.S. consulate for assistance should be contacted. There is a 24-hour warden on call at all U.S. embassies for emergencies involving U.S. citizens. Calls should be made to the nearest embassy and there will be instructions on the voicemail (after hours) as to how to contact the warden.

- b. When appropriate, the matter should be reported to local authorities and to the U.S. consulate. The Office of International Education at Richmond and the RC or WC Dean's Office should also be notified and consulted for advice and assistance, including finding the victim alternative safe housing and psychological support.

If the victim has chosen not to contact local authorities, encourage him/her to report the incident through the partner institution abroad or, if applicable, through the local resident coordinator who can then contact local authorities.

Sexual Orientation Issues

(Information below copied from the U. of California's Education Abroad web page).

An excellent website on gay, lesbian, bisexual, and transgender issues in relation to studying and living abroad (including extensive lists of travel guides, journals, and books) is the web page <http://www.indiana.edu/%7Eoverseas/lesbigay/> of the Rainbow Special Interest Group of NAFSA, the Association of International Educators. The site includes newsletter articles, a bibliography of GLBT texts with culturally specific information, as well as travel guides addressing GLBT issues. The site also lists related organizations and Internet links for students.

Before you go, it is important to reflect on the culturally based ideas and definitions of sexual identity. For example, does your right to be GLBT in the U.S. conflict with your host country's religious or cultural values and traditions? How will you reconcile your human rights with the cultural values of your host society? Consider how your identity as a GLBT person may affect your relationships with host nationals, your cultural adjustment, and your overall education abroad experience.

In preparing to study abroad, consider the following:

- Familiarize yourself with the laws of your host country. In some countries, where sexual orientation can be a basis for persecution under the law, personal safety considerations may require you to hide your sexual identity. In many parts of the world, being lesbian, gay, bisexual, or transgendered is not seen as a right, but as a wrong. If necessary, are you willing to hide your sexual orientation? Finding out about the laws of the host country, would you re-consider your options? You are likely to encounter a significant range of attitudes regarding gay, lesbian, bisexual, and transgender (GLBT) issues while abroad.
- Be aware that cultures vary in terms of what is considered appropriate behavior when interacting within their own culture and with someone from another society. Cultures also vary in terms of how sexual identities are defined and understood. How you respond will depend largely on your own cultural context. For example, it can be common to see two people of the same sex holding hands in countries like Jordan, Indonesia, and Thailand. In some countries, people of the same sex may greet each other with a kiss. When done by locals, this behavior is not associated with a GLBT identity.
- If you are out in the U.S., reflect on what it means to leave behind a support system of friends and family. Being GLBT abroad has been described by some as a second coming out. How will you re-establish your identity overseas?
- Learn as much as possible about the culture-specific norms of friendship and dating for relationships between people of any sexual orientation. Doing this

research will allow you to understand the cultural codes and avoid embarrassing situations.

- It is crucial to make yourself aware of the laws pertaining to GLBT persons in your host country. This information can be found through the Amnesty International website <http://www.ai-lgbt.org/eng.htm>. Your safety could be at stake.

Gay, lesbian, transgender, and bisexual students who are not familiar with the legal status and the attendant cultural attitudes of sexual orientation in the host country might consider purchasing the most current edition of one of the various gay and lesbian international reference guides before departing from the United States. Whatever your own sexual orientation, please keep in mind that there may be gay, lesbian, bisexual, and/or transgender students within your study abroad peers as well as the various groups of individuals you encounter in the host country environment. Some will be 'out,' some not, and some may just be coming to terms with their sexual identity. Sensitivity to this diversity within your own group as well as the diversity of the host culture will further enrich your overall abroad experience.

Check Out These Resources

- [Amnesty International \(http://www.ai-lgbt.org/eng.htm\)](http://www.ai-lgbt.org/eng.htm)
- [The International Lesbian and Gay Association \(ILGA\)](http://www.ilga.org/)
<http://www.ilga.org/>
- Behind The Mask—a website magazine on lesbian and gay affairs in Africa
<http://www.mask.org.za/>

Women's Health and Safety Issues

(Information below copied from the U. of California's Education Abroad web page).

Women may experience some particular difficulties while abroad and facing the unfamiliar can raise the anxiety level. U.S. women have a reputation for enjoying a lifestyle which contrasts with more traditional behavior in many countries. This image is reinforced by distorted stereotypes used in TV, movies, and advertising. Cultural differences extend to body language. U.S. students may encounter people who do not understand that their familiar way with strangers is a gesture of friendship. A smile, a hairstyle, posture, clothing, eye contact, the distance between people talking can all have profoundly different interpretations from culture to culture. Even a smile to a stranger may be misunderstood.

Students are their own best resource in preparing to face a range of possible situations, from sexual comments or harassment, to the rare extreme of a physically threatening situation. Before leaving, students should take the time and initiative to learn as much as possible about their host country's language, religion, customs, and appropriate dress for women. Women and men who have visited the host country can provide some insight before departure. If possible, students should talk with people from their host country. Exchange students studying at Richmond, for example, are an excellent source of information. Familiarity with a country's customs will earn students respect and help break down reciprocal stereotypes. Knowledge increases confidence and independence, which are important to personal safety.

Once abroad, students should follow examples of culturally appropriate dress and demeanor. Students may want to talk to the local women of their host country or

ask about women's organizations. While students can't change the culture around them, friends (U.S. and host nationals) offer a safe haven for developing coping skills and venting frustrations.

Cultural differences should not be an excuse to endure verbal or physical abuse. Depending on the situation, students should remove themselves as quickly as possible, confront the person, or ask for support from others. It is important to trust intuition and obey instincts that send warning signals. Students should decline offers that trigger anxiety and exit situations that make them nervous. Most likely, students will find the people they meet to be interesting and interested in them. However, students cannot make judgments regarding their safety based on another person's appearance or financial status. The following tips may help when faced with an uncomfortable situation:

- Turn the conversation around by asking some questions. Be in control by initiating rather than reacting. Bring up other subjects, such as local politics or history. Use a gracious sense of humor, so that saying "no" can allow the other person to save face.
- If this fails to deter, then tell the other person very directly to stop (whatever is disturbing you). Be specific. A calm and serious tone is usually the best. Body language should match what is said. A giggle, smile, or apology will undermine the message.
- Develop the skills necessary for assertive behavior. Take a women's self defense class.
- Firmly say no to any unwanted invitation, and give address information only to people who can be trusted. Be cautious until you are familiar with local values and customs. Respecting the local social rules will facilitate relationships with host nationals.
- Don't go to a secluded area (or even be alone in a room) with a man whom you do not know well.
- Do not give out personal information or details.
- In an extreme situation appeal for help from other women or local authorities. Only the individual can determine how best to handle a situation. However, preparation before departure will create more options for dealing with situations.

References

- Half the Earth: Women's Experiences of Travel Worldwide, edited by Miranda Davies et al., published in U.S.A. by Routledge and Kegan Paul.
- Women Travel: Adventures, Advice, and Experience, edited by Natania Jansz and Miranda Davies, published by Prentice Hall, New York (1992).
- A Journey of One's Own: Uncommon Advice for the Independent Woman Traveler, by Thalia Zepatos, published by The Eighth Mountain Press, Portland (1992).

Two books that teach basic self assertiveness skills that can help with unwanted attention or frightening situations are:

- Dating Violence: Young Women in Danger, edited by Barrie Levy, Seal Press Feminist, Seattle, Washington (1991).

- **I Never Called It Rape:** The MS Report on Recognizing, Fighting and Surviving Date Rape, by Shirley Warshaw, published by Harper Collins, New York (1988).

Carbon Monoxide Poisoning

Be aware of the heating situation provided by your host institution and host residence. When carbon monoxide-producing appliances are present, such as any appliance that burns fuel (such as gas, oil, kerosene, wood, or charcoal), be sure to ask how to use these appliances safely in order to prevent carbon monoxide poisoning. Consider taking a carbon monoxide and smoke detector with you abroad. Further information is available on the Environmental Protection Agency (EPA) website at www.epa.gov/iaq/pubs/coftsht.html.

Safety Precautions You Should Take

UR e-mail and Blackboard

You are ultimately responsible for taking the necessary precautions to ensure your personal safety while abroad. To help you do this, the OIE will forward State Department and/or Overseas Security Advisory Council (OSAC) notices to you on a regular basis. This information will be sent via Blackboard or e-mail, so be sure to check both of those sources regularly.

Registering with consulate

You should register via the web, e-mail, or phone at the nearest U.S. consulate or embassy. We advise against going in person at this time because of possible terrorist threats. An e-mail address and phone number for the U.S. embassy or consulate can be found at <http://www.usembassy.gov/> under the specific country's listing.

Leave an itinerary

Whenever you travel, you should leave an itinerary with your parents, the international office abroad, and with the OIE (studyabroad@richmond.edu). You should also tell your roommate or host family about your travel plans—at least give them a list of cities you will be visiting as well as contact information, when available.

Check travel warnings

Check the Dept. of State website (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) to make sure there are no travel warnings issued for the country where you plan to travel, and do not travel to any country for which a travel warning has been issued. Also, check your e-mail while traveling and carry along a list of phone numbers of the U.S. consulates/embassies in all countries you will be visiting.

Give your phone numbers to the OIE

Provide the OIE your phone numbers while abroad (dorm, apartment, host family, and/or mobile phone) via the "Your Address Abroad" online questionnaire. This questionnaire allows you to list your phone numbers as well as your address.

What To Do in an Emergency

In light of incidents in London, Madrid, and other cities around the world, we would like to take this opportunity to remind you of the emergency protocol regarding your safety.

It is very important for you to provide your family, our office, and the international office abroad with your mobile telephone number and land-line (if you have both) as soon as you have these numbers available. As we have learned, sometimes the mobile network will shut down during an incident due to the stress on the system.

Also, you are reminded to register with the nearest U.S. embassy via the web. More information can be found on the web page:

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

If there is an emergency where you are studying or traveling, whether the emergency is caused by nature or man, please follow these steps immediately:

- 1) if you are hurt, go to the nearest medical facility and contact the insurance company once you are stable. The telephone number (call collect 24 hours per day) is on the back of your insurance card.
- 2) call your parents
- 3) e-mail our office to confirm you are safe
- 4) contact the international office at the host institution abroad to let them know you are safe and how you can be reached
- 5) contact your friends
- 6) stay calm and go home, if it is safe to do so. Do not go to the scene of the incident because the emergency personnel need space to do their work properly and to secure the area
- 7) stay abreast of the news for security and safety updates
- 8) check your Richmond e-mail for updates.

Department of State Consular Information Program

Travel Warnings are issued when the State Department decides to recommend that Americans avoid travel to a certain country. **Country Specific Information** sheets are available for every country of the world. They include information on the location of the U.S. embassy or consulate, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. **Travel Alerts** are used to disseminate information quickly about terrorist threats and other relatively short-term and/or trans-national conditions posing significant risks or disruptions to Americans. This information is also available at: www.travel.state.gov.

Department of State Recommendations

Stay aware of events in the country which you plan to visit. If you have any questions about the political stability, crime situation, or other information regarding the country you plan to visit, contact the OIE or call the U.S. State Department to check for travel advisories (202-647-5225).

Do not take valuable items on your trip. Carry traveler's checks and major credit cards, not large amounts of cash.

Wrapping rubber bands around your wallet or carrying your wallet in your front pocket makes it more difficult for a pickpocket. Don't carry money or identification in a handbag; if possible, don't carry a handbag at all--use a belt or neck pouch that is concealed by your clothing. Be especially alert in crowds. This is where camera and purse snatchings most frequently occur.

When traveling, leave your passport and extra money in the hotel safety deposit box. Carry a photocopy of your passport.

Find out which parts of town are considered unsafe by the locals. Avoid walking alone at night and always walk in well-lit areas; never use shortcuts or alleys.

Thieves take action when you are distracted. Stay alert and aware of your surroundings - plan your route and avoid getting lost or confused.

If driving, keep your car doors locked and suitcases out of sight. Check the interior, especially the back seat, and look underneath your car before entering your vehicle.

The U.S. embassy is available to assist victims of crime. Every embassy and consulate has a duty officer on call around the clock.

Additional Safety Tips

Keeping out of trouble depends largely on you, your actions, and using common sense.

Do not hitchhike. Avoid road travel at night. Travel by licensed public transportation only, such as by bus, train, or taxi.

Travel with at least one other person, but not in large, obvious groups.

Speak the local language wherever possible; be polite and sensitive to local customs.

Dress and behave inconspicuously in public. Try to blend in with the local people. Do not wear any obviously American attire, or college or fraternity t-shirts/sweats.

Avoid areas which could be targets for terrorist activity: bars and fast-food restaurants associated with the U.S.; branches of U.S. banks; American schools and churches; well-known U.S. firms and businesses; military installations; war memorials; and American embassies and consulates.

Don't get involved in protests, political demonstrations, or riots.

Don't react to negative remarks about the U.S. Distance yourself from people making such remarks. Don't answer direct questions about your nationality to someone who seems overly aggressive or insistent.

Do not give out personal information, such as your address or phone number. Never give away or leave any material describing when and where activities for U.S. students are taking place.

Be careful about who has access to your residence. Visitors should be screened; repairmen or delivery men should be asked for identification and should not be left unsupervised.

Report any persons loitering around your apartment or behaving suspiciously, or any suspicious events, to local authorities.

Obey local laws, especially regarding drugs and currency exchange.

Stay sober. Excessive use of alcohol makes you vulnerable and impedes judgment.

Always carry some local cash (about \$50) in case of an emergency.

Try to avoid making large transactions at banks. Do not resist if someone tries to rob you; victims are normally hurt only when they try to resist.

Do not leave your baggage unattended. Do not accept packages from strangers.

Be suspicious of bulky letters or packages, especially those with no return addresses or excessive postage.

Air Travel under Increased Security

Consult your airline or ticketing agency to find out about restrictions on luggage and items that may be carried onto the aircraft. You will be asked to show a government-issued photo identification card or passport.

Intercultural Issues

One of the most rewarding aspects of study abroad is the experience of being immersed in another culture. Students often return from abroad with an understanding of new foods, art, sports or models of business, science, or government; this expanded knowledge helps former participants to be more effective and innovative in their working lives and more satisfied on a personal level.

First, what is culture?

One possible definition - among millions - is that culture is the set of basic life assumptions shared by a group of people. It includes how the people see themselves, how they see the rest of the world, and how the group arranges itself economically and politically.

Only some differences are immediately apparent

In looking at people from other countries, you can easily see some things about them, such as what they eat, how they speak, and how they dress. You can learn all of those things from books or TV or movies. But to learn the deeper things about another culture, you need to spend time living in it. It is only through immersion that you will come to understand how other people think about their work, spirituality, money, or politics.

The rewards...

There are numerous rewards to be had from being immersed in another culture:

- Increased self-reliance
- Better language skills
- Discovery of priorities and interests that you never knew you had
- Greater insight into world events
- A more complete understanding of America's role in the world
- Desirability in hiring

...and the challenges

But of course, anything worthwhile is also challenging. While abroad, you will come to understand that your host country has its own way of handling...

...meeting people and fitting in. A frequent criticism of Americans is that we are superficial – overly friendly when first meeting people, but then not very good at building or maintaining lasting friendships. Until you understand local ways, it is wise to be slightly more formal and restrained than usual in dealing with people.

...space and contact. All cultures have different notions about physical contact or space, for instance how far away to stand or sit when conversing, or how to discipline children, or how to greet people (a handshake? a bow? a kiss on the cheek?)

Each program site has multiple cultural influences

Expect to encounter many different points of view and ways of doing things within your host country.

Rural/urban differences

Just as in the U.S., small town people abroad are very different from their cousins in the city. The people of Sydney, for example, have a very different outlook from that of Australians living on isolated farms. Be aware that there may be an extra facet to

becoming comfortable with your study abroad site if you come from a small town but are studying in a city (or vice-versa). For example, if you are from Charlottesville and study in Shanghai, you will need to get used to Chinese culture, but also to urban population density, using public transportation, etc.

Some former participants from small towns say that living in a big city for the first time while abroad was an unexpected bonus to their study abroad experience.

Stereotypes

Work against your own stereotypes...

Many people, if not most, have one or more very strong (and usually negative) ideas, not always based on experience or knowledge, about people who belong to another culture. One of the goals of study abroad is to help students to challenge and overcome these ideas; in the era of global business, media, and frequent international travel, stereotypes are more counterproductive and unnecessary than ever. Maintain an open mind about what you see. If something seems strange, try to understand it by discussing it with your program leader or someone else who understands both your culture and that of your host country.

...and those of others

Just as Americans have stereotypes about people elsewhere, they have stereotypes about us (e.g., loud, immature, wasteful, ignorant of other countries, etc.). We suggest that you act in a way that will convince your hosts that these stereotypes cannot be applied to all Americans, or at least not to yourself.

- Watch local people and model your public behavior on theirs, especially in the areas of how loudly one speaks and how one uses alcohol.
- Learn at least a little of the local language. Be able to begin vital inquiries with "Excuse me, do you speak English?" Also be able to say "thank you."

A word to "heritage students"

If you are an American going to a country where you have some ethnic heritage, do not expect that you will slip easily into Polish, African, or Vietnamese culture, for example, because your grandparents are Polish, African, or Vietnamese. If you have grown up in America, you are primarily American, despite other influences. While you can gain rewarding insight into your heritage and family, be modest in your expectations about fitting in or having an instinctive understanding of your host country.

Culture Shock

Cultural adjustment is a process

Many travelers go through different stages in relating to a new culture. One of the simpler models to describe this process:

- **The "excitement" stage.** Everything around you is new and exciting. An open air market appears picturesque, the vendors seem lively, the food for sale smells fragrant & tastes exotic.
- **The "disillusioned" stage.** You have the same experiences as before, but now you make a negative assessment, not a positive one. The same open air market now seems to have become run-down and chaotic, the vendors seem aggressive or obnoxious, the food has become gross. "Culture shock" may be a factor at this stage.
- **The "balanced" stage.** With time, you realize that there is as much good, and as much bad, in the new culture as in your home culture – they are just arranged and presented differently. Your anger and disappointment fade, and you realize that you can function effectively outside your home culture.

It's clear that the open air market is different from the store where you buy food at home, but you see that both have their advantages. The vendors are different from the grocery clerks at home, but they all get the job done. The food is indeed different from food at home, and you're glad you've tried so many new dishes.

But getting back to culture shock...

"Culture shock" is a name given to the collection of feelings that sometimes arise when travelers are overwhelmed by cultural differences. The symptoms can include feeling lonely, homesick, overwhelmed, fearful, angry, confused, or judgmental.

Having culture shock does not imply any shortcoming on your part – it's just an occupational hazard of living an international and intercultural life. Just as an athlete cannot get in shape without going through the uncomfortable conditioning stage, so you cannot fully appreciate new cultures without first going through the uncomfortable stages of psychological adjustment.

We can't prevent you from experiencing culture shock, but we can reassure you that culture shock has been overcome by thousands of study abroad participants before you. Actually, many people experience culture shock in their own country, for example, by visiting a new region for the first time.

Smoothing your cultural adjustment process

As you approach the challenge of adapting to a new culture, remember that you have already done this at least once, on at least a modest scale, in leaving home for college. Until making that step, you lived in the "culture" of your high school and your parents' home. Think of everything that you have learned since then and how different your life is now!

With a little advance preparation, some flexibility and persistence, you can adjust as successfully to the new surroundings of your study abroad program site.

While abroad

- Stay physically and psychologically well. Eat well, sleep enough, and don't drink too much.
- Deal with any dissatisfaction promptly & directly. If you have concerns about your housing, your academic program, or anything else having to do with your program site, address these quickly so they don't stew and get worse.
- Be patient with yourself & others. Remember that cultural adjustment is a process and that everyone goes through it at a different pace.

Checking your progress

Your parents will help you to realize how much you have learned about and adjusted to your host country's culture when you talk to them, or especially if they come to visit you.

When you're a child, your parents sometimes talk for you, they tell you to look before you cross the street, and they pay for things for you because you don't know the value of money. But if they come to visit you, say, in Rome, you will probably talk for them, worry about them not knowing the local hazards (like crazy drivers or pickpockets), and pay for things for them because they won't know the value of the money in their hands. **That** will show you what you have learned!

Returning “home” is an intercultural experience, too

Many people find it challenging to return to campus from study abroad or other travel experiences. It is often while trying to settle back into their former routines that returned study abroad participants realize how much they have grown and changed. Some report that their overseas experience changes their perceptions, their ways of doing things, or even what it means to “be themselves.”

Housing Abroad

Not all housing created equal

Accommodation abroad will be different from the experience of living in a Richmond residence hall. For many students, this will be a new experience of living more independently and will inevitably mean that this will be a time of growth and more responsibility, which will be both exhilarating and frustrating. Depending on the program, students may have the option of living in a residence hall, apartment, or home stay. Students should not expect residences abroad to be the same as in Richmond, particularly with regard to convenience and security. Housing abroad, particularly in Europe, is often in older buildings and living spaces may be smaller and more sparsely furnished than student rooms at UR. In some countries, living alone is the norm, while in other locations students will share a room or flat. Many student residence halls abroad include kitchen facilities and students are expected to cook their own meals. A meal plan is almost never available, although pay-as-you-go cafeterias often are available with student-friendly prices.

Although there are some exceptions, universities abroad rarely have a campus-environment like one is accustomed to in the U.S., so students should not expect to live “on campus.” Residences, apartment buildings, and home stays will be located throughout the host city and a commute (walking or public transportation) will likely be required to reach the academic buildings and other student residences. While all rooms will at the minimum have a lock on the door, the residence hall/apartment building may not have card or key-access to the front door, and there may not be 24-hour security provided at a front desk, even for residences located in urban/downtown areas. Repairs (unless it is an emergency) may take longer than what students are used to on Richmond's campus, which are often made within 24 hours. Student housing, regardless of whether it is a residence hall, apartment, or home stay, may not be directly adjacent to public transportation, so students may need to walk 10 or more minutes to reach their residence after getting off the metro/bus/tram. Smoke and carbon monoxide detectors/fire extinguishers may not be a standard amenity. Students who wish to purchase these items abroad or bring them can be reimbursed for the cost by the OIE.

Students should be aware of these differences when deciding to go abroad and when selecting their residence abroad. Advising and information is available to help students choose the most suitable residence; however, students may need to consider another location or program if the residence that is desired or required is not available at the student's first choice program. If a student has a particular concern about the quality or safety of housing abroad, they should bring it to the attention of their Richmond study abroad advisor immediately.

APPLYING FOR UR HOUSING

Return Housing Form to Whitehurst

You must return the signed housing form (see "Forms Due before You Leave") to the Housing Office, Whitehurst, Room 103, prior to leaving campus.

Pay Deposits on Time

If you want on-campus housing when you return, you must pay the housing deposit on time or accept the waiver (if eligible). The deposit/waiver assures the University of Richmond that you intend to live on campus when you return. The housing deposit will be applied to your account for the fall. This applies to fall and spring study abroad students.

If you study abroad in the fall, commit to spring housing, and withdraw or decide to live off campus after the deadline date for changes, the \$600 deposit is forfeited.

If you study abroad in the spring, select housing for the fall, and withdraw or decide to live off campus, the \$600 deposit is forfeited.

If You Go Abroad in the Spring

If you study abroad in the spring, you must pay the Housing Deposit by February 15th to receive a lottery number and participate in room selection. Lottery numbers will be posted on the Housing web site. Room selection for UFA and all residence halls is on-line. You may participate online from abroad. Check the Housing website for the room selection schedule and instructions for using the on-line process. You and your roommates must complete and accept the on-line submission form for an apartment/room within a limited amount of time. If time limitations or access to a computer create difficulty, email Carolyn Bigler, Assistant Director of Housing (cbigler@richmond.edu) and she will authorize your acceptance into the group specified by you. A friend may not participate for you.

If You Go Abroad in the Fall

Housing is NOT guaranteed for returning study abroad students. Students requesting on-campus housing for second semester are assigned to spaces rather than choosing spaces. Study abroad students frequently request to live with another study abroad friend; however, the available spaces are scattered and empty rooms are realistic only for a very few. Students are housed by year, beginning with the seniors, and then by the lottery number drawn prior to leaving. Many students will be assigned to a room with a current student. All spaces, including spaces in 1st year residence halls and converted lounges, will be used. Those students who draw high numbers are at risk of being wait-listed for a space and living off campus if a space does not become available. Students who are wait-listed may not be requested as the roommate of a housed student with a vacancy.

You will receive an email in April with instructions for drawing your lottery number. Housing assignments will be emailed to your university account by December 22nd. If a wait-list is necessary and your lottery number places you on the list, you will be informed in the email that you are wait-listed for a space. If you are required to move off campus due to a lack of on-campus housing, you will be guaranteed on-campus housing the following year as long as you pay the deposit for that year by the deadline date and remain a full-time student.

Other Factors Affecting Your Housing

If you lived off-campus before going abroad

If you lived off campus before studying abroad, you must notify the Housing Office if you want to live on-campus when you return. You will be offered housing after all students who had on-campus housing prior to leaving for study abroad are assigned. If space is not available, you will be placed on a wait list.

If you choose to live off-campus upon return

If you choose to live off campus during the semester of your return, you will forfeit your housing deposit. You will not be able to participate in the on-campus housing lottery for the following year unless space is available after all incoming and currently housed students are housed. It is possible that you may not be chosen as a roommate during room selection. Those who decide they want to live off campus when they return from study abroad must notify Carolyn Bigler (cbigler@richmond.edu) by November 1st for fall study abroad students and February 15th for spring study abroad students. Students who choose to live off campus lose their priority for on-campus housing in the future.

If your acceptance is conditional

If your acceptance to study abroad is designated "conditional" by the OIE and has not been changed to "unconditional" by the time of room selection, you should participate and select a room. As soon as your status changes to "unconditional," you should immediately notify Joan Lachowski (jlachows@richmond.edu) in the Housing Office. You will not lose your deposit.

How to Contact the UR Housing Office

When in doubt about housing issues, please direct your questions to Carolyn Bigler in the Housing Office at 804-289-8471 or e-mail cbigler@richmond.edu.

UR REGISTRATION

Things You Must Do

- Clear holds before registration. Before leaving campus, check with Student Accounts to ensure that you have no outstanding bills. If you have an outstanding balance on your account, you will not be registered for classes.
- Check that the browser you are using is BannerWeb compatible.
- Obtain any special approvals necessary for registration, either before going abroad or by having the appropriate department chair e-mail special approval to the Registrar's Office (registrar@richmond.edu) after you are abroad.

Look for Registrar's Instructions

When you are abroad and the time approaches for you to register for next semester's courses at UR, the Registrar's Office will send you registration information electronically--via e-mail or Blackboard. Instructions for BannerWeb can be found on the Registrar's web page. It is important that you check your UR e-mail account regularly. If you should find you are not able to register for courses from abroad, the Registrar's Office will send more information on a proxy registration option.

When Blackboard and E-mail are Unavailable

If you do not have access to e-mail or Blackboard abroad, you may fax the Registrar's Office (804-287-6578) a request listing the courses for which you would

like to be registered. The Registrar will use your proxy registration form to aid you in registering for classes. The schedule of classes is no longer published in print form. Once you are abroad, if you find that you do not have adequate web access, you may contact the Registrar to determine the best method for accessing the online schedule of classes.

Look at Registrar's Home Page

Additional registration information can be found on the Registrar's home page at <http://oncampus.richmond.edu/academics/registrar>, or you may contact the Registrar by fax (804-287-6578), or phone (804-289-8639). Frequently asked questions are at <http://registrar.richmond.edu/services/faq.html>.

KEEPING IN TOUCH

Give Address to OIE

Notify OIE of your address abroad as soon as you receive this information via the online questionnaire. You may not learn the address until after you arrive abroad.

Sending Letters and Packages

Airmail

Airmail letters to or from abroad take from four to fourteen days to arrive. All items should be clearly marked "AIR MAIL" or "PAR AVION" on both the front and the back. Aerograms are convenient and relatively inexpensive stationery.

Packages

Package service rates vary enormously, as does the time in transit. Surface mail will always be cheaper, and will take four weeks minimum (often more). Airmail will be faster (often as fast as a letter, usually a bit longer), and more expensive. There is no guarantee that important packages will reach the recipient, and customs duties may be high.

Sending packages from the U.S.

Import taxes on packages sent from the U.S. to the student overseas can be VERY high. (For example, one mother sent packages to Europe with shipping fees of \$50; the import tax, which the student had to pay, was \$112). Be sure to talk to someone in the host country to find out how import tax rates are calculated.

Sending packages to the U.S.

If you need to send a package home, be sure to check with the local post office or the international office at your host institution to find out the regulations concerning packing. Regulations vary widely, but as a rule, packages should not be sealed before they are taken to the post office. The clerk will probably need to see what is inside. Gifts worth less than \$50.00 being sent to the U.S. should be marked "UNSOLICITED GIFT VALUE UNDER \$50" on the package. When students send their own things home they should put "U.S. GOODS RETURNED" on the package. U.S. Customs opens packages regularly and randomly. Making a false declaration or sending illegal items home can be a serious matter.

Courier services

In emergencies, express mail services are available. DHL, Airborne Express, TNT, and Federal Express are international courier businesses. Two-day and sometimes one-day services are available, but they are very expensive.

Telephoning from Abroad

Your first phone call home

It is not a good idea to promise your parents you will call home immediately upon arrival at your destination. Sometimes flights are delayed or you may need to rush from one point to another, or you may be too tired to figure out a new phone system during the first few hours. It may be better to promise to call within a day or two instead.

Finding the most economical service

Telephone services, phone cards, and long distance rates change rapidly. In some countries, the most economical option is to purchase a mobile phone. The best source for the most up-to-date information would be to ask a recently returned student (one or more will be at your country-specific orientation). Once abroad, you can always ask someone in the international office at your host institution.

Skype

This is a great way to keep in touch with friends and family while you are abroad, especially since it is free! You only need to invest in the monitor camera and microphone headset (approx. \$40) and then you can talk to your friends and family for free via your computer. Just go to www.skype.com and the software download is free. Instructions are available on the site.

Interpreter on Call

AT&T has a language line allowing travelers to speak via an interpreter to non-English speakers (1-800-628-8486). This service provides access to 140 languages and dialects. It costs \$3.50 per minute.

Ways to Contact OIE

Check Blackboard and your e-mail often. You may contact the OIE at UR by fax (804-289-8904), telephone (804-289-8836), or e-mail (studyabroad@richmond.edu).

Accessing UR Services While Abroad

UR library databases

The University of Richmond provides proxy server service which allows UR students, faculty, and staff to connect to library online databases through any internet provider service located off-campus (or abroad). Just enter your Richmond username and password when prompted to use a database. The list of library databases is available at: <http://library.richmond.edu/information/databases.html>. Please note that access to full text articles through the "LOCATE IT!" button within a library online database is sometimes not accessible through the proxy server. If you encounter difficulties connecting to library online databases, try the following possible solutions:

- Clear cache and cookies on computer
- Try Internet Explorer as your browser
- Turn off popup blockers
- Notify the library if you are using a Mac PC (sometimes Macs pose unusual problems).
- Are you in an environment that uses firewalls? If so, the proxy server may not work with firewalls.

- Is your university username and password up-to-date and working? (Check with the UR Computing Help Desk if you are unsure).

Keep in mind that personal computers, ISPs, and software are different for each off-campus library user and the library may not be able to solve all off-campus problems. If you do encounter a problem, feel free to call the library's reference phone at 804-289-8669 or contact Carol Wittig (cwittig@richmond.edu).

Your Richmond e-mail

You can have your "richmond.edu" e-mail forwarded to another e-mail account such as Hotmail, Yahoo, or AOL. To do this, go to the University of Richmond home page and follow this path: > info. services > computing services > account activation and changes > e-mail forwarding. You may also be able to access your richmond.edu accounts via WebMail from abroad.

PERSONAL MATTERS

Long-Distance Relationships

If you will be abroad but are leaving a loved one (significant other, boyfriend, or girlfriend) at home, you may be worried about the strain on the relationship. Here are some good tips that might help:

- Assume that the relationship will last despite inevitable ups and downs
- Agree not to read too much into ANYTHING. Time differences can make it difficult to keep in touch frequently--this lack of communication should not be taken to mean that you don't care for each other
- Carry on with your normal lives and give each other lots of space--having your own lives may help you to have a lot to talk about when you finally get to talk
- Consider whether a visit (he/she could come see you, for example) is in the budget and plan carefully so this does not interfere with your academics
- Let the other know when you saw or heard something that made you think of him/her
- Don't share negative thoughts right away (sleep on it instead), because a little negative thought can take on a whole new dimension when you're far apart and you don't want something to blow up to be more serious than it really is
- Above all, be flexible and forgiving.

Also, you might consult the following websites for other advice:

<http://www.uwec.edu/counsel/pubs/abroad/>

<http://www.pserie.psu.edu/student/counseling/Longdistancerelationships.htm>

Income Tax Information

If you will be out of the country between January and April 15, you may request an extension on the deadline for filing income tax. The extension is usually until June 15. Tax forms should be available from the nearest American consulate, or can be downloaded from www.irs.gov.

Voting from Abroad

Voting from abroad is simple. You would complete a Federal Post Card Application form and send it to your local Board of Elections. A postal ballot will then be sent directly to you so you can vote at a convenient time from your current location. To obtain the Federal Post Card Application form, contact the Federal Voting Assistance Program through its website at <http://www.fvap.gov/index.html>, e-mail at vote@fvap.ncr.gov, or call toll free at 1-800-438-8683. The website has forms, information, and access phone numbers in over 50 countries.

LEARN ABOUT YOUR HOST COUNTRY

Know the Facts

It's important to learn about the history and culture of the country and general geography of the area where you will be living. You should also learn some basic factual information about the country and stay informed about its current events. A good source is the Department of State "Background Notes," found at <http://www.state.gov/r/pa/ei/bgn/>. You can contact the tourist board of the country (often with offices in New York or Washington, D.C.) or the nearest consulate for more information. The transition to living and studying will be much easier for students who are familiar with the country's customs and way of life. Acquiring general, factual information before departure enables students to concentrate on learning about the more subtle aspects of the culture upon arrival.

Stay Abreast of U.S. Domestic and Foreign Policy

Knowledge of U.S. domestic and foreign policy issues could prove to be one of the most valuable assets a student takes to study abroad. Students will be surprised, and perhaps a bit embarrassed, by how well informed other people are about the United States. Most people abroad WILL NOT be complacent or nonchalant about politics - especially not about U.S. politics. People around the world DO realize the position of the U.S. in the world today. They WILL question and challenge students on U.S. policies. Students must be prepared to discuss these issues. Students should have an awareness and basic knowledge of issues and be able to discuss them intelligently.

Do Some Reading

Let's Go and The Rough Guide are highly recommended reading essentials for travel in Europe. You can purchase a guide for a specific country such as Let's Go: France. The Lonely Planet series is an excellent source of information on travel outside of Europe, such as Latin America, Asia, and Africa. Sleep Cheap Guide To Europe. Helpful guide listing over 1,000 low cost hotels, etc. Survival Kit For Overseas Living, by L. Robert Kohls is an excellent book to assist in preparation for living abroad. It is easy and fun to read, too! Women's Guide To Overseas Living, by Nancy J. Piet-Pelon. Available in Boatwright Library. This book is written for U.S. women who plan to live abroad. "American Identity Abroad" pdf guide through <http://glimpse.org/>. This guide aims to help students deal with anti-American sentiment as well as the sense of ambiguity they may develop toward their home country while abroad.

PACKING TIPS

Pack lightly and comfortably. Take into consideration the climate and the type of program you are going on. For example, if you will be doing a lot of hiking and outdoor activities, don't bring so many dress clothes. If you are going to a colder

climate, you will need warmer clothes. Also keep in mind the local culture - in many countries it is not acceptable to wear shorts or short skirts. Many students purchase some clothing, and most of their toiletries, while abroad.

Clothing you should take:

2 pairs walking shoes/sandals	4-7 t-shirts/long-sleeve shirts
1 pair hiking boots	2 pairs jeans/pants
1 pair dress shoes	1-2 pairs shorts
shower shoes	1-2 pairs dress pants/skirts
bathing suit	1-2 dressy shirts
1-2 sweaters/jackets	1 suit/dress
1 raincoat	watch and other jewelry (at your own discretion)
1 all-weather coat	
week's worth of undergarments and socks	

Other supplies to take:

- towel
- toiletries and grooming supplies
- extra pair of eyeglasses; enough contact lenses for entire semester/year
- first aid kit (including medications, band-aids, moist towelettes, moleskin)
- Ziploc bags
- insect repellent, mosquito net (if necessary)
- small flashlight
- umbrella
- sunglasses
- daypack
- sleeping bag/sleep sheet
- alarm clock
- camera and film
- batteries
- adapter plug (if necessary)
- CD player and CDs (at your own discretion)
- 1-2 books
- journal/notebook and pens
- address book
- photos of family and friends
- credit cards and small amount of cash
- money pouch, wallet, and/or change purse

Last but not least, pack your sense of humor!

IMPORTANT THINGS TO REMEMBER

- ☐ Emergency card
- ☐ CMI insurance card
- ☐ ISIC card
- ☐ Orientation packet from UR
- ☐ Passport with visa stamp
- ☐ Extra photos
- ☐ Copies of important documents
- ☐ Materials sent to you by your host institution
- ☐ This booklet
- ☐ Medical records
- ☐ Money/credit card
- ☐ Prescriptions

Have a great adventure!