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If you reject the food, ignore the customs, fear the religion and avoid the people, you might better stay at home.

--James A. Michener

About This Manual

This manual was created in order to give you the essential information you need to know prior to embarking on a study abroad experience. This manual does not and cannot cover every issue in-depth, but will serve as a resource to point you in the right direction. The endeavor to study abroad requires the initiative to do your own research. The success of your study abroad experience depends on you and your willingness to do your homework on the culture, customs, language, and politics of your destination. Further you will need to prepare yourself mentally to be flexible and open-minded and you will have a rewarding experience with less stress! With that in mind, let's begin with your preparations for a great experience!

Pre-Departure Planning

Passport

If you do not have a passport apply for one now. If you have a passport check the expiration date. **Your passport must be valid until your anticipated return date plus one year.** You can obtain an application from the local post office or visit travel.state.gov/passport and download an application and instructions. You can find answers to frequently asked questions on this site as well. We also recommend that your emergency contact obtain a passport as well. This will simplify and expedite their ability to assist you in case of emergency.

When you receive your passport make 4 copies of the name/information page. Submit 1 page to the Office of Study Abroad, give 1 to your emergency contact person, and keep 1 in your carry-on luggage and 1 in your checked luggage. If your passport is lost or stolen you will need the copy in order to replace it.

U.S. passports are valuable and subject to theft. Guard yours closely. Buy a travelers belt with space for your passport or keep it in your front pocket. Do not carry it with you daily if you have a secure apartment/room in which to leave it. **Every year our students have passports stolen from their backpacks and back pockets, causing them to miss out on fieldtrips and classes.**

Visas

A visa is a piece of documentation, stamp or sticker which proves that you have received permission from the respective country's government to enter that country. You must provide the proper documentation at the port of entry and should obtain these documents prior to leaving the U.S. Visa's can be obtained from the embassy of the country you wish to visit. You will either mail your passport and visa application to the consulate or you may be required to appear in person at the consulate to obtain your visa. This will enable you to have the visa and proper documentation before you leave for your trip.

- Visit www.embassy.org/embassies/ in order to determine the visa requirements. Find the embassy of the nation you wish to visit and go to the consular section that serves your permanent address. Here you will find contact information and visa application procedures. You can also contact Office of Study Abroad or the study abroad program administrator for more information.
- **Apply early as it may take 3 months to receive your visa. Some countries, such as Spain, have very specific guidelines regarding when you can apply for the visa. Each country has different regulations regarding visas and not all nations require that you obtain a visa, it all depends on your country of citizenship, the purpose your visit, and length of time your stay.** Many western European destinations do not require a visa for U.S. citizens if the visit is for 90 days or less.
- Your passport & visa application should be mailed via trackable overnight express mail. It is highly recommended that you pre-purchase a return trackable overnight express mail

envelope for the consulate to use to return your passport and visa to you. Some consulates may require you to apply for the visa in person. This can require travel to Houston, New Orleans, Dallas, or Kansas City.

- There are services which will get your visa for you provided that you pay a fee. Please visit the following websites for more information:

<http://www.visa4you.net/>
<http://travel.state.gov/visa/index.html>
<http://www.passportsandvisas.com>
<http://www.travisa.com/visa1b.htm>
<http://www.expressvisa.com/index2.html>
<http://www.zvs.com/>
<http://www.traveldocs.com/>

Register with American Embassy

American embassies provide emergency services for Americans in case of death, disappearance, destitution, detainment, and disaster (natural or manmade). The embassy also provides many general services such as replacement of lost passports. For a complete listing of embassy services visit <http://travel.state.gov> American citizens can pre-register with the American Embassy. Follow the following steps to register online:

1. Go to <http://travel.state.gov> Look under international travel for US citizens (in the lower section of the screen).
2. Select "Overseas Services" <http://travel.state.gov/travel/overseas.html>
3. Select "Registration with Embassies"
http://travel.state.gov/travel/abroad_registration.html (on the left-hand side menu).
4. Select "Travel Registration" at the bottom of the page noted above in item 3
http://travel.state.gov/travel/abroad_registration.html
5. Select "Register My Trip" (Note: the "s" in the http command/link, this is required for secure server connections).
https://travelregistration.state.gov/ibrs/register_trip.asp?rn=385188
6. Then register as a short-term traveler – new short term traveler OR
7. Long term traveler / overseas resident – new long term traveler/overseas resident

An important new function is secure online travel registration which will allow you, as an American citizen, to record foreign trip and residence information that the Department of State can use to communicate with you and assist you in case of an emergency. In addition, the new internet travel registration service for American citizens allows you to register and update your contact information on the internet at any time, making it easier for you to keep your information current. The site also provides you with up-to-date travel information customized to your unique travel agenda and itinerary. The data you provide is secured behind department of state firewalls, accessed only by cleared personnel in embassies, consulates, and the department of state, and releasable only with your permission under the provisions of the Privacy Act.

The following are benefits of registering with the U.S. embassy:

- Expedites and simplifies the issuance of replacement passports;
- Facilitates assistance in serious personal emergencies such as accidents, arrest, or serious injury.
- It can help the U.S. embassy/consulate assist relatives more effectively and quickly, in the event of family emergencies.

Power of Attorney

While you are away there may be a variety of financial and administrative responsibilities that can be difficult to handle from abroad. Many students leave these responsibilities with a trusted family member or spouse. There is a simple procedure that can assign the power of attorney to this person. Power of attorney grants the specified person the legal power to conduct whatever business you specify on your behalf, including signing or picking up checks, signing contracts, making deposits and withdrawals to/from your bank accounts, etc. Enclosed in your packet is a sample power of attorney form. You can use this as a guide to create your own document to assign power of attorney. This sample form was obtained from the internet and its compliance with Arkansas law has not been researched. You can research the law on your own, consult an attorney, or if you receive federal financial aid, you may utilize the services of the free legal clinic on-campus. Take the document and have it notarized by a notary public. You can find a notary public in the Office of Study Abroad, at your local bank, or courthouse. The person you assign power of attorney should keep the form. **Do NOT submit this form to the Office of Study Abroad.** If you have questions about legal limits and liability of power of attorney please contact an attorney.

International Student Identity Card ISIC (OPTIONAL)

ISIC cards are internationally recognized identity cards and provide discounts on airline tickets, train tickets, museums, restaurants and more. You will also receive supplemental travel insurance benefits, but you will still need primary medical policy for your time abroad. The ISIC supplementary insurance includes:

- \$5,000 Accident Medical Expense
- \$100/day Sickness/Hospital Benefit
- \$250,000 Emergency Medical Transportation Benefit (pays for your emergency transport to an adequate medical facility)
- \$25,000 Repatriation of Remains (in the event of death, pays for the return of remains to the U.S.)
- \$250 passport replacement Service

See next section on insurance on page 5 for more information regarding insurance.

To apply for the ISIC:

- ❑ Pick-up an application at the Office of Study Abroad or download from www.uark.edu/studyabroad/forms/isicapp.pdf
- ❑ Return completed application to the Office of Study Abroad with

- Check, cash or money order payable to the U of A for \$22
- Verification of enrollment at the UA from the registrar's office OR copy of current class schedule.
- 1 passport size photo

Applications submitted on Monday thru Thursday will be ready on Friday. Applications submitted on Friday will ready the following Friday. The ISIC member number can be made available immediately if needed to purchase a discount airline ticket prior to the card being ready for pick-up.

Some programs include an ISIC card as part of their program fee. Check with your program provider prior to applying through the Office of Study Abroad.

Study Abroad Health & Accident Insurance

Some study abroad providers may include study abroad insurance as part of the program fee. If it is not included it is important that you purchase a health insurance policy that covers you while studying abroad before you leave the U.S. **If you already have insurance, verify that the coverage extends to study abroad. Some policies only offer coverage within the U.S.** Many insurance policies may reimburse you for medical expenses that accrued abroad but do not cover medical evacuation and repatriation (see definitions below). These two types of coverage are very important to have as they can be the most expensive medical costs accrued abroad. When shopping for insurance please be aware of some crucial benefits necessary for study abroad:

- **Accident coverage**- in case of automobile accident/sports injury etc. \$50,000
- **Health/Illness coverage** if you have a chronic condition be sure to check on coverage for pre-existing conditions. Coverage should be sufficient to cover an extended hospital stay. This coverage should be at least \$50,000.
- **Repatriation** In the event of death, this benefit pays for remains to be transported home. This coverage should be at least \$50,000
- **Medical Evacuation** This benefit pays for you to be airlifted in a medically equipped critical care helicopter or plane to the closest medical facility that is equipped to handle your care. This coverage should be at least \$250,000

The Office of Study Abroad has contracted with the Lewer Agency to provide comprehensive study abroad insurance coverage to students. The Lewer insurance package includes unlimited medical evacuation and repatriation benefits. The cost is approximately \$45/month and covers you for 30 days prior to the start date of your program and 30 days after the completion of your program allowing you to engage in recreational travel before or after your program without worry of securing additional insurance coverage. Please contact the Office of Study Abroad for specific information on benefits, coverage maximums, and cost.

The ISIC card (see page 4) provides limited study abroad insurance including minimal repatriation and medical evacuation coverage at an affordable cost.

Understand your insurance policy and know how to use it. Know insurance claim numbers and leave a copy of policy information and contact numbers with your emergency contact person in the United States.

Most insurance policies reimburse you for basic medical care. Hospitals abroad will not accept your insurance card in lieu of payment. It is important to have additional funds or an emergency credit card to pay for unexpected medical expenses.

UA Administrative Procedures

In order to remain a University of Arkansas student, arrange housing upon your return, receive your financial aid, register for classes for the upcoming semester, and apply for graduation read the following section.

Transfer Credit

If you are enrolled in a program in which credit will be issued by an institution other than the UA, please follow these procedures to receive credit for your program, use your financial aid/scholarships, maintain your enrollment at the UA, and pre-approve transfer credit.

Have your program approved by the UA by submitting the following to the Office of Study Abroad:

- Completed Petition to Enroll in Study Abroad form
- Completed Credit Pre-Approval form (Due April 1 or November 1)
- Program acceptance letter
- List of program costs or invoice
- Program dates, location, & sponsoring institution

A study abroad advisor will review and approve program if eligible. (If you are enrolled in an UA exchange program you only need to submit the Credit Pre-Approval form.)

All students must complete the following:

Credit Pre-Approval Form. This form is very important and has a variety of functions including:

- Maintains your full-time enrollment at the UA while you are abroad
- Allows financial aid to be disbursed while you attend a foreign institution/program
- Allows you to defer the rising junior exam requirement during your absence
- Allows Office of Study Abroad to assist in registering you for upcoming semester courses
- Assists in transfer credit process
- Provides eligibility for priority period to select on-campus housing

The Office of Study Abroad will provide the Credit Pre-Approval form when your program is approved. You will list the courses you have selected to take abroad and have the appropriate faculty

members, advisors, and administrators pre-approve your transfer credit and show how it will apply to your degree requirements. You will be given detailed instructions when you receive the form.

Credit Pre-Approval forms are due in the NOVEMBER 1 for spring programs and APRIL 1 for summer, fall, and year programs.

Registration for Study Abroad

In order to maintain your enrollment at the UA it is necessary for you to be registered for study abroad. The Office of Study Abroad will register you for fulltime enrollment in a place holder study abroad course, provided we have received your “Petition to Enroll in Study Abroad” and “Credit Pre-Approval” forms. (see above)

However, if you have any outstanding parking tickets, health center fees, library fines, etc you may have a hold on your registration and our office will be unable to register you for study abroad.

Registration holds will prevent you from enrolling in study abroad resulting in disruption of your enrollment and your financial aid and/or scholarships may be delayed! Contact the Registrar’s office to ensure that your registration is clear. If it is not, make sure to take care of anything that would prevent our office from enrolling you in the study abroad course.

Transfer Credit part II

The petition is only one part of the transfer credit process. It is necessary to have as much information as possible to have the credit transfer to the UA in the manner you plan.

- Please collect course descriptions to show advisors/administrators when completing the petition form and **submit to the Office of Study Abroad.**
- Meet with your advisor and understand what courses will work as alternatives if you are not able to enroll in the courses you listed on the credit pre-approval form.
- Feel free to e-mail your academic advisor if necessary to ensure you are taking the best possible courses to satisfy your degree requirements.
- **When you return, bring copies of your course descriptions to the Office of Study Abroad.**
- **Request an official transcript be sent to the Office of Study Abroad.**
- Request several additional transcripts be sent to your permanent address for your records. You may need them later and it can be difficult and time consuming to obtain.

Transcripts and Scholarship Renewal

Transcripts can take months after the completion of your program to be sent to the UA. If you are on scholarship you may receive a letter stating your scholarship will be cancelled! Don’t panic. Your scholarship will not be cancelled if you contact the Office of Study Abroad. We will contact the Scholarship Office on your behalf. If you have a scholarship administered by the State of Arkansas you will receive a letter stating a deadline by which you must submit your transcript. Please notify our office when you receive this letter so that we may assist you in expediting this process to ensure you do not lose your Governor’s or Academic Challenge award.

GPA and Study Abroad Transfer Credit

Credit transferred to the UA from non-UA study abroad programs will be applied to your transcript as transfer credit. As transfer credit, your study abroad grades will not be calculated into your cumulative GPA. However, your study abroad credit and grades WILL appear on your transcript and graduate schools may consider this in the admissions process. In addition, your study abroad grades will be calculated into your GPA for purposes of determining scholarship renewal eligibility. For example, you receive a chancellor's scholarship and you study abroad for a semester in New Zealand and receive 4 B's. The B's will appear on your transcript, but will not be calculated into the GPA listed on your transcript. The scholarship office WILL calculate your 4 B's into your cumulative GPA to determine if your Chancellor's can be renewed for the current semester.

Paying for your Program

Using Your Scholarships and Financial Aid for Study Abroad

In many cases, the scholarships and financial aid that you currently use to pay for your education may be used for study abroad. Federal Financial Aid may be applied towards the costs of study abroad programs that meet these criteria:

- Program is approved by Fulbright College Office of Study Abroad
- You will enroll full-time in courses on the study abroad program
- Your courses will transfer to the UA. (For more information on this read about "Petitions to Study Abroad on page 5)

To use your federal financial aid, semester scholarships, or additional study abroad scholarships you must follow this procedure:

- **Request a budget from the Office of Study Abroad.** This budget estimates the cost of attendance and will be sent to the Scholarship Office if you receive UA scholarships and/or the Office of Financial Aid if you receive federal financial aid (Pell grants/loans etc)
 - **If you are participating a program administered by an institution other than the UA** you will need to submit cost of enrollment information to the Office of Study Abroad when you request a budget. This information usually can be found in your acceptance packet or on the program administrator website. If you have difficulty finding this information your study abroad advisor can assist you.
 - **If you are participating in an UA Exchange program** our office will have your budget information, but you must request that it be sent to the appropriate office(s).
- **If you receive UA scholarships, notify the UA office/staff member responsible for administration of your scholarship** of your intent to study abroad and use your award. They will have paperwork for you to complete in order for your funds to disburse. If you are unsure of who to contact begin with the Scholarship Office at 575-4464.
- **If you receive other scholarships loans, and/or grants, meet with your Financial Aid counselor.** Be sure to bring a copy of your budget with you to this meeting. You can pick up a copy from the Office of Study Abroad.

- **Contact the administrators of any outside scholarship** awards to determine if they can be applied to your study abroad costs. Usually you are able to use these scholarships if you can prove you will receive credit towards your degree program. Your study abroad advisor can provide verification for the scholarship administrator if necessary.

Disbursement Arrangements

Financial Aid is generally disbursed 10 days prior to the first day of classes at the UA. Students should expect to have a check ready 3 days prior to the first day of classes at UA for the term that you plan to study abroad.

Your scholarship or financial aid check may not become available until just before you leave for your program, or maybe not until after you have already departed. You have two options in dealing with this situation.

- **Have your parent or spouse receive your check and pay the program provider.** Contact Student Accounts to verify the mailing address to which your check will be sent. **If you have a parent or spouse handling these matters for you make sure that the mailing address is correctly listed .** You may want to consider assigning your family member power of attorney (see page 4) or adding them to your bank account so that they are able to handle your financial matters in your absence
- **Have your check direct deposited into your account and send the program provider a post-dated check.** You can request that your check be directly deposited to your bank account if you bank with a local branch. To do this, contact Desiree Moss in Student Accounts 575-7296 moss@uark.edu. You will need to complete and sign a form and submit a deposit slip. **This must be completed prior to your departure.** You will also need to make arrangements for your payments to be deferred to your program provider until your scholarship/financial aid disburse. The Office of Study Abroad can verify the amount of your scholarships for your program provider if needed. Contact your study abroad advisor to have this done.

Payment of Program Fees

If you are participating in a program administered by an institution other than the UA, remember that it is your responsibility to pay the tuition/program directly to that program provider fees in a timely manner. You may find yourself in a difficult situation if you program fee is due prior to the disbursement of your financial aid and/or scholarships. Most program administrators will allow you to defer your payment until your financial aid/scholarships are disbursed if you have financial aid/scholarships. In order to do this, contact the Office of Study Abroad to provide verification of the amount of your award and the date it is expected to disburse.

It is important that payments are made on time or that alternate payment arrangements are made. Your transcripts may be held until your program fee is paid in full. This can jeopardize the renewal of scholarships you may receive. If you foresee any problems with payments, please contact our office and/or the program administrator for assistance.

You will need to find alternate means to pay for any other expenses, such as airline tickets, that must be purchased prior to disbursement of your funds. Many students use credit cards or family member's credit cards and then reimburse themselves once the funds are disbursed.

Paying for UA Exchange Programs

UA exchange program tuition will be billed to your student account at the same rate as a full-time course-load at the UA. Payment of room, board, airfare, and personal expenses vary from program to program. Contact the Office of Study Abroad for details.

Withdrawal from Study Abroad

If you are considering withdrawal or have decided to withdraw from a program for any reason at any time, notify Office of Study Abroad immediately. There is information you may need to be aware of that may impact your decision to withdraw. Also, some problems may be reconciled so that it may become unnecessary to withdraw.

Some things to consider regarding withdrawal from study abroad:

1. Review your payment agreement with the study abroad provider to determine if you are eligible for a refund. Will you lose your deposits, program fees? Have you purchased an airline ticket yet? Can you obtain a refund?
2. Are you currently using federal financial aid to pay for your program? You may have to repay your financial aid award if you withdraw from the program.
3. Do you have any scholarships that require you maintain a certain number of hours each semester? If you withdraw from study abroad you will not earn any credits. Will this affect your scholarship eligibility for the next semester?
4. Have you discussed your decision with your parents, spouse, and/or advisor? Give your decision some time. You may be going through a difficult phase of culture shock. If you are experiencing serious problems with your program, please contact our office. We can help you communicate with the study abroad program administrators and if withdrawal is necessary we will do what we can to minimize the financial damage.
5. If you choose to withdraw from a program for any reason & at any time, notify Office of Study Abroad immediately.
If you are withdrawing from a UA study abroad program, please send your notification of withdrawal in writing at your earliest convenience. Your refund will be based on the date we receive your written notification of withdrawal. Please refer to your payment agreement for refund policy.

Preparing for Return to UA

Pre-Registration for UA Classes

If you will study abroad for a semester or more you will need to register for the upcoming semester while abroad. Please bring your advisor's name and e-mail address with you so that you can contact that person for guidance if necessary.

You will be able to register for classes online using the new ISIS computer registration system. The Office of Study Abroad will send e-mail notifications reminding students when the schedule of classes becomes available, and of upcoming registration dates. OSA will also send links to websites with registration information.

Some tips for if you are having difficulties using the ISIS system:

- **Set the computer's system clock to CST time. (Arkansas time)**
- **Set the securities on the internet settings to accept cookies**
- **Visit Trouble-shooting ISIS problems:** www.uark.edu/admin/isisdir/Documents/training/ISIS-Troubleshootingv2.pdf

If you are unable to register via computer, contact the UA study abroad advisor for assistance.

The study abroad advisor cannot do any academic advising; you will need to contact your academic advisor for assistance. If you change your e-mail address and do not notify Office of Study Abroad you will not receive a registration reminder.

For links to online registration, trouble shooting ISIS login problems, registration instructions, and schedule of classes go to: <http://isis.uark.edu> (you may have trouble connecting if the computer you are using does not have its clock set to Arkansas Central Standard Time).

On-Campus Housing

If you will study abroad during the spring semester and wish to live on-campus upon your return, **it is necessary to make arrangements with housing prior to your departure.**

If you are planning to live on-campus upon your return contact University Housing by sending an e-mail to Carolyn Sohn at csohn@uark.edu for men's housing and Ruth Ann Davis at radavis@uark.edu for women's housing with the following information:

- **Name**
- **Mailing Address-** This is the address your housing contract will be sent. **Contracts need to be signed and returned with the deposit by March 1.** (Deadline subject to change, please check most recent policy on our website) University Housing will mail contract overseas, however it may be difficult to return by mail prior to the deadline. An alternative is to assign a parent or spouse power of attorney and they can sign your housing form on your behalf and return to housing.
- **E-mail address-** (e-mail address you will use while abroad)

- **First five housing choices**
- **Indicate the semester(s) you will be a study abroad student**
- **Indicate the semester you will return to campus to live in on-campus housing**

Please refer to the Housing priority procedure sheet in your packet for more detailed instructions.

Applying for Graduation

If your time abroad will be your last semester you will need to apply for graduation before you leave to go abroad. Visit the Registrar's Office and ask to complete a form to apply for graduation. If you have questions you may call the Registrar's office at 575-5451. Currently the contact person for graduation is Pat Mills <pmills@uark.edu >

Travel Arrangements

Airfare

To find the best price on airfare purchase your ticket approximately 4-12 weeks prior to your departure. Prices are highest more than 90 days from departure as the bargain fares have not yet been determined, but if you wait too long, the bargain fares sell out.

Where to buy your airline ticket:

(For an excellent review of your purchasing options visit
http://www.umich.edu/~icenter/overseas/travel/cheap_air.html)

Internet ticket consolidators

www.cheaptickets.com

Internet travel sites

- www.travelocity.com
- www.expedia.com
- www.orbitz.com

Travel Agencies

If you are inexperienced in making international travel plans you may want to consider using a travel agent. It will cost about \$30 more but they can minimize layovers and offer assistance if you experience problems during travel. Travel agents are often experienced at finding bargain fares. Be sure to tell them that you are a student participating in study abroad. The UA uses:

- World Wide Travel in Fayetteville. 521-3440
- Travel Depot 444-3366

Direct from the airline company

- Ex: Quantas, Virgin, Royal Jordanian, KLM, American Airlines, etc.

Student travel companies

- www.statravel.com
- www.studentuniverse.com

There are a lot of great deals on the internet but be sure to read the fine print and know exactly what you are purchasing. Some things to consider:

- Flexibility on return date, what are the charges for changing your return date?
- Can you change the return date? How much is the fee for changing the date?
- Do you want to have an open-ended return?
- What airline carrier are you using? Are they in the midst of bankruptcy proceedings? (This has happened and a student had to purchase a new ticket to get home)
- If not using a travel agent are there support services from company if your flight is cancelled or you miss your flight?
- Make sure your seat is confirmed! If it is not confirmed and you are late checking in you could get bumped off the flight.
- Bargain fares: look at length of layovers and total travel time. Sometimes excessive travel time is not a bargain.

More Tips

- **When you receive your ticket make sure that you name is spelled EXACTLY as it is on your passport.** If it is incorrect you may not be allowed to board the plane. Some discount tickets do not allow name changes if you notice the error later.
- Some study abroad programs offer discount group flight rates for participants. Contact your program administrator for details.
- For student discount tickets you can try STA Travel www.statravel.com. In order to receive the student discount you must purchase an ISIC International Student Identity Card. For details on the ISIC see page 3 of this manual.
- Use a credit card to purchase your ticket. Most credit cards offer consumer protection if you have reason to dispute the charge later.
- Always call and confirm your flight 48 hours prior to departure AND your return. Arrive at least 2 hours prior to your scheduled departure.
- For more an incredible selection of discount tickets and summary of tips and tricks for purchasing your airline ticket visit:
http://www.umich.edu/~icenter/overseas/travel/cheap_air.html

Eurail

If you plan on traveling through Europe at the conclusion of your program you may consider purchasing a Eurail pass. This pass entitles you to unlimited train travel for a specific duration of time at a discounted price. There are many different packages offered to meet you specific needs. If

you are unsure of your travel plans you may want to wait until your plans are firm to purchase a pass. Eurail passes can be purchased in Europe, but they cost 10% more than if you purchase them before departure. Visit www.eurail.com for more information or use keyword "eurail" to do an internet search. If you will be using STA Travel to purchase your airline ticket they can also sell you a Eurail pass or you can inquire with your travel agent.

Packing

Everyone has very different styles about the best way to pack, however everyone agrees on one thing: **Do NOT pack more than you can carry by yourself!** The following are sample packing lists. The way you pack will depend on your personal needs, the type of program, and climate and season of your destination. For example if you are going on a city-a-day tour, pack very lightly as you will have to lug your stuff all the time. If you will be in one place the entire time and have a place to store your belongings while you take mini trips you can pack more stuff. If you will be in one place most of the time and want to travel at the end of the program but don't have anywhere to store your luggage you need to pack lightly. **You MUST be able to haul ALL of your belongings through the airport(s) and to your final destination.** Many seasoned travelers suggest that you lay out everything you will pack then leave half that pile at home. Another tip for packing is to walk one half mile carrying everything you want to bring and see if that helps you decide what to leave at home. Remember: You will acquire more STUFF during your travels.

General Guidelines for Packing:

- Bring quick dry no-wrinkle clothing. Buy an iron when you arrive.
- Bring clothes that mix and match well.
- Budget to buy clothes there: It will help you blend in more. You won't know the styles until you arrive.
- Be prepared to hand wash clothes.
- Bring clothes you can layer for various temperatures.
- Don't bring what you can buy there.
- Don't bring clothing with obvious phrases/names in English or obviously American.
- Bring only things you will use almost every day.
- Leave room in your suitcase for souvenirs and other purchases.
- Bring a backpack for daytrips and weekend travel.
- Check the weather online and pack appropriately.
- All electronics may need an adapter for different voltage depending on country.

Airlines allow only 2 bags to be checked and 1 small carry-on and 1 personal bag to go on the flight. You can ship things home, but overseas shipping is quite expensive. Check with the airline policy as they may have weight limits on your bags.

Suggested Basic Packing List (adjust for your type of program)

Clothing

- 4-6 tops-weather specific
- 2-3 pairs pants/slacks

- 2 dressy outfits
- 1 warm top/sweater/windbreaker
- 7 pairs socks and underwear
- 1 bathing suit
- comfortable walking shoes
- sandals
- dress shoes
- Handkerchief

In Carry-On Luggage

- Passport & copy of passport
- Airline ticket & copy of ticket and itinerary/receipt
- Money/ATM card/Credit Card/Traveler's Checks
- Name and Phone Number of Travel Agent and Airline Co.
- Name & Address of Program Director if applicable
- Address Book/Emergency contact information
- 1 weeks worth of prescription medications and prescriptions
- 1 pair of underwear, 1 pair socks, toothbrush, deodorant
- 1 bottle of water
- guidebook

Miscellaneous Other Items (Do not bring all- pick what you will need)

- Prescription Medications
- Condoms and/or birth control pills
- Gift or U.S. souvenirs for new friends and/or host family
- Photos of friend, family, and pets (leave frames at home)
- Journal
- Pocket notebook & pen
- Book to read in English
- Backpack for weekend trips
- Travel size toiletries (Buy the bigger size when you get there)
- Pocket knife (in luggage NOT carryon)
- Playing cards
- First Aid kit-travel size- 3-4 band aids, aspirin, Imodium, antiseptic wipes
- Inexpensive camera
- Film
- Sun block
- Warm hat/Mittens
- Ziploc baggies
- Shower shoes/flip-flops
- Battery powered alarm clock
- Sunglasses/sunhat
- CD/mp3 player
- Thin towel that will dry quickly

- Hiking boots (wear on the plane)

Packing Medications

- Bring all medications labeled in correct containers/packaging
- Bring physician's prescription with **GENERIC NAME** for all medications
- ALL prescriptions should have **generic** name listed. Brand names vary from country to country
- If you have a chronic condition or medication allergy consider ordering a medic alert bracelet. Contact your pharmacist for ordering information.
- Carry one week's worth medication with you in carry-on luggage for flight.
- If you use birth control pills remember to bring prescription

Money Matters Abroad

Students often grapple with how much money to bring and what form. Since the amounts and forms will vary from program to program, here we will outline the pros and cons of each form of money and suggest some things to think about when considering how much to bring. It is always better to bring a combination of money forms. Please consult your faculty leader or program administrator for site-specific information. You should also know what the current exchange rate of money is in your destination country. Exchange rates often fluctuate and you don't want to end up with less local currency than you had planned.

Know the rate of exchange before you depart! You can find this information on www.xe.com or www.x-rates.com

New TRAVEL FUNDS CARD

- Like Traveler's cheques but is a card
- Works like credit card, but not linked to bank accounts
- Replaceable if stolen
- Can load card with U.S. dollars, Euros, or British Pounds.
- Can use to withdraw funds from ATM machine

U.S. Dollars

- Can be exchanged for local currency anywhere
- Always recognized
- **Cannot be replaced if stolen**
- Mix with other forms of currency
- Sometimes exchange rate not great

Traveler's Checks/Cards

- Can be obtained at local bank
- Often a small service fee to exchange, no problems exchanging
- **Can be replaced if stolen**

- American Express offers travelers cheques in the form of a card. Please visit <http://www10.americanexpress.com/sif/cda/page/0,1641,18622,00.asp?a=2000> for more information.

Bank/ATM Cards

- Great exchange rate/ withdraw as local currency
- Reliable/Safe if stolen they must have PIN number
- **Not all cards work overseas, check with your bank**
- Dependent on availability of ATM machines in destination
- Check with bank and/or program administrator for more info

Credit Cards/Debit Cards

Contact your credit card company to inform them you will be using your card abroad. Many companies will deactivate your card when they see international charges to protect against fraud if they have not been notified.

- Great Exchange Rates
- Must have for emergencies
- Not accepted everywhere, **can be problems with debit cards-check with bank**
- Some stores/restaurants require minimum purchase
- Must be used responsibly, **easy to overspend your budget**
- Make sure someone at home is taking care of bill while you are away
- Visa and MasterCard most widely accepted

Native Currency

- Cash is king!
- Many small businesses, street vendors etc accept cash only
- Can easily be obtained using ATM card, traveler's checks, or U.S. cash
- **Cannot be replaced if stolen**

Euro

The euro is now the legal currency in the following countries: Austria, Belgium, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal and Spain. The three EU countries that have not adopted the euro are the UK, Sweden and Denmark.

If you are traveling to any of these 12 countries, you will need to use euro currency or euro traveler's cheques.

Money Safety Tips

If you bring ATM, debit, or credit cards be sure to make a copy of the front and back of your cards. Keep this information stored separately from the cards. If the card is lost or stolen you have your account number, security code, expiration date, and customer service telephone number. Also you should make sure the toll-free customer service telephone number will work overseas. Some credit card companies have a separate telephone number for international callers. **Also never keep your wallet in your back pocket or your backpack as it is likely to be stolen. When at a café or**

restaurant do not put your purse or backpack under your chair without it being secured to you in some way.

Communications

Staying in contact with friends and family is helpful in warding off homesickness and will ease the worries of your family members.

The following are some tips to help you stay in touch with your friends and family.

- **CALL YOUR Parent/Spouse/Significant other as soon as reasonably possible after arriving!** They may be worried until they hear that you have arrived safely. Be sure to let your people know before you leave that it may take up to 48 hours after your arrival for you to get settled in and get access to a phone.
- **Know how to make an international call.** There are differences in how to dial from country to country. When calling other countries you must know the country code, city code, and then the phone number. Visit www.countrycallingcodes.com for country codes and instructions for dialing to and from abroad.
- **Cell Phones** Most U.S. cell phones will not work abroad. In Europe, Africa and the Middle East you can buy a cell phone inexpensively. You pre-pay for your minutes in “units” and talk until your money runs out. You won’t have to deal with billing or going over budget and your parents will feel better knowing that they can reach you wherever you are.
- **Internet Cafes/Cyber Cafés** They are most everywhere in the world (except the U.S.!) Café’s usually charge somewhere between \$1-\$2 to use an online computer for 1 hour. Access to printers may vary. For an online internet café directory visit cybercaptive.com
- **Public Phones** usually are not coin operated. You can buy pre-paid calling cards at newspaper and candy stands and the cards are inserted directly into the phones.
- **Private phones** can be quite expensive to use for international calls. If you live in someone else’s home be sure to have permission before using the phone.
- **Postal Service** Don’t forget about snail mail. There is nothing more personal than a handwritten letter with a foreign postmark on it. Send a postcard or two to your home address as a souvenir.

Health and Safety

Your health and safety abroad is central to having a positive study abroad experience. Your behavior is the most important factor in maintaining your health and safety, and the health and safety of those around you. If you follow these guidelines you can have a happy healthy experience!!

Health Matters

Study Abroad Health & Accident Insurance

All students studying abroad need comprehensive study abroad insurance. Your current medical insurance probably does not include the necessary coverage for study abroad. See page 5 for information on how to shop for and purchase study abroad health and accident insurance.

Packing Medications

- Bring all medications labeled in correct containers/packaging
- Bring physician's prescription with **GENERIC NAME** for all medications
- ALL prescriptions should have **generic** name listed. Brand names vary from country to country
- If you have a chronic condition or medication allergy consider ordering a medic alert bracelet. Contact your pharmacist for ordering information.
- Carry one week's worth medication with you in carry-on luggage for flight.
- If you use birth control pills remember to bring prescription

Immunizations

Some countries require that you have certain vaccinations prior to entry. Other countries may not have mandatory immunizations, but it may be a good idea to have them anyway. For information on immunization, vaccinations, and disease conditions read the following:

- The University Health Center Travel Clinic offers immunizations and information regarding disease/health conditions in the country you will travel.
- Call Jeff Green at 575-7755 at the UA Health Center Travel Clinic at least 6 weeks prior to your departure to inform him of your study abroad location. This allows time to order any vaccines if necessary.
- **It is highly recommended to obtain a Hepatitis A vaccine prior to studying abroad.** Hepatitis A is contracted via contaminated food. Hepatitis A is common throughout the world, including the United States.
- If you cannot visit the travel clinic contact your local doctor or county health department or visit the Center for Disease Control website at www.cdc.gov/travel/ for information

Jet-Lag

Most travelers who take long flights to new time zones experience jet-lag. This can cause difficulty adjusting to a new time schedule, fatigue, disorientation, forgetfulness, and loss of concentration.

There are some precautions you can take to help minimize the effects of jet-lag.

- Stay hydrated. Drink lots of water on the flight.
- Avoid alcohol and caffeine.
- Sleep on the plane. Bring earplugs & eye mask if necessary.
- When you arrive force yourself to stay awake until your normal bedtime. This will help you adjust to local time more quickly.

Food and Water Safety

In some locations water and/or unwashed food can pose health risks. To read about health risks present in your study abroad location visit the Center for Disease Control at www.cdc.gov/travel/.

The site will offer recommendations for drinking water and washing food and general health and safety issues in the U.S. and abroad.

Traveler's Diarrhea

Traveler's diarrhea is a common reaction to new bacteria present in the food and/or water. Many travelers bring Imodium, pepto or some other anti-diarrhea medication with them. For information on how to prevent and treat traveler's diarrhea visit www.cdc.gov/travel/foodwater.htm.

Safe Sex

If you are sexually active in the U.S. it is possible even likely that you will be sexually active abroad. Take precautions to avoid sexually transmitted diseases including AIDS. AIDS is prevalent worldwide, including Europe, and in some areas of Europe rates of infection are as high as 1 in 4 people. Take the following precautions to protect yourself against disease and pregnancy (of yourself and the other).

Bring condoms with you, both men and women if you are currently sexually active. If you don't need them throw them away at the end of the trip. You are better off having them and not needing them, than needing them and NOT having them!

Safety Matters

Crime

Violent crimes in most locations abroad tend to occur much less than in the U.S. The crime most encountered by study abroad students is the ubiquitous pickpocket and petty theft. Every year several students report having their purses/wallets pick pocketed. In order to avoid having items stolen follow these tips:

- **Wear your wallet in your FRONT pocket. Back pockets & Backpacks are easy for pickpockets.**
- Realize that anything left unattended is subject to theft. This includes putting your purse/backpack under your chair at a café.
- Sleep in shifts on overnight train cars. Bags are often stolen from these.
- Do not bring any expensive electronics or other item you cannot afford to lose.
- Wear your purse strap diagonally across your chest. Make sure it is zipped.
- Do not put your wallet or other valuables in your backpack.
- **GUARD your PASSPORT.**
- Keep your door locked.
- Do not flaunt expensive jewelry or flash large amounts of cash in public.
- Use safes in hotels and lockers in hostels.

Violent crime is rare, but possible, just as it is in any major city in the U.S. Exercise the same judgment and caution as you would in a U.S city. Here are a few reminders:

- Do not walk alone after dark

- Travel/walk with a friend. Don't walk alone if possible.
- Know where the unsafe areas of town are and avoid them. Ask a local friend or program director if you don't know.
- Don't let anyone you don't know into your building or apartment
- Don't bring home friends from bars or clubs. Get to know people a few weeks before inviting them to your home if you do not know them through other local people.
- Do not become excessively drunk. You cannot make good judgments when drunk and you will become an easy target for anyone considering committing a crime.
- When traveling let someone know where you are going and when you will return.

Terrorism

Terrorism is a concern for many people, especially since the World Trade Center attacks on 9/11. Although the thought of terrorism is frightening and on our minds, the reality is that terrorism is the least likely risk faced by study abroad students. Automobiles and alcohol abuse actually pose the greatest danger to students abroad. However, there are things you can do to minimize becoming a terrorist target:

- Avoid public demonstrations. Although they it may be tempting to become a part of history, demonstrations can turn violent and an American may be a good scapegoat for frustrations.
- Keep a low profile-Do not dress stereotypically American.
- Alter your daily routine.
- Avoid American or expatriate hang-outs.
- Do not make plans in public that may be overheard.
- Avoid visiting embassies unless you have business there.
- Pre-register with the U.S. embassy by e-mail or fax.

Alcohol

Overseas, beer and wine may be consumed socially with meals and it may be legal to drink at a younger age than in the U.S. Drinking to excess will mark you as an "ugly American" and perpetuate stereotypes about Americans. It will also make it difficult to be accepted by the host culture. Drunk driving is a serious offense and is also extremely dangerous.

Alcohol use can seriously compromise your safety.

If you drink, use alcohol moderately:

- Alcohol impairs your judgment and will make it even more difficult to navigate cultural situations
- Excessive use of alcohol can leave one vulnerable to assault
- Know your limits and stick to them
- Do not drive drunk or get into a car with a drunk driver

If you do not drink alcohol, you may find there is social pressure for you to drink, as social drinking may be expected. In these cases be prepared to either politely decline alcoholic beverages or accept the beverage and do not drink it. Some students have given hosts a medical reason that could not drink and this explanation was respected and accepted. This situation may not be common, but is something to think about in advance.

Illicit Drugs

Do not engage in illicit drug use and/or purchase illicit drugs!

Drug possession and/or use is/are grounds for dismissal from all UA study abroad programs. In some locations although drugs are illegal, casual drug use may be common and tolerated by local officials. However, as an American you may be singled out for arrest for violating the law. America's vocal stance against drugs is resented by some and may cause for you to be singled out. In other countries it may be opportunistic to arrest an American in hopes of getting a large bribe. **Do not use illicit drugs as it opens you up to assault, robbery, and/or arrest.** A majority of Americans in prison abroad are there for drug charges. Please view the sheet in your packet regarding foreign drug laws or visit the Department of State website at http://travel.state.gov/drug_warning.html

Know the local laws and follow them! You do not take the constitution with you!

You will be held accountable for knowing the local laws and following them. If you are arrested your American passport does not work as a "get out of jail" card. Your parents, Office of Study Abroad, or the embassy will not be able to help you. The embassy can give you a list of attorneys and serve as an observer to protest if your human rights are violated, but beyond that there is little they can do. You will be dealt with in the manner prescribed by local law. This means you may not be entitled to a trial or you may have to remain in jail for a long period of time. The severity of the punishment for the crime may be greater than in the U.S.

Dating and Socializing Safely

Socializing, making friends, and possibly dating are all a part of studying abroad. Most of what you learn will be through socializing with local people. But there are a few things to consider when making friends and/or dating in regards to male and female relationships.

In other societies, the role and/or status of women may be different than in the U.S. The way men and women interact may be different than what you are accustomed to. Many of the differences are subtle and may not be obvious until you become familiar with the culture. It can take time before you understand the nuances in these relationships. Due to these factors, it is best to proceed with caution when entering into a platonic, romantic, or sexual relationship with the opposite sex. What you may consider a casual cup of coffee may be a serious commitment to the other person. What you may consider to be a little bit of kissing that can stop anytime you say "no" may be perceived as permission to have sexual intercourse, regardless of what you say later, including "no". For this reason please read the following tips.

To avoid misunderstandings consider the following:

- Learn appropriate behavior for your gender. Ask your friends and watch other men/women.
- Women may consider dressing conservatively. You may see local women dressing very provocatively, but they have the cultural knowledge to deal with the men. You may have a much different experience.
- Be aware of the stereotype that American women are sexually promiscuous.

- In many cultures smiling and direct eye contact is flirting. This can cause misunderstandings for American men and women.
- Women: if you are bothered by an amorous male do not continue smiling, talking with them, or looking them in the eye. You don't have to be rude, but you are entitled to walk away without explanations.
- Always ask your friends if you have questions about what is or is not appropriate.
- Other cultures may or may not be accepting of gay, lesbian, bisexual, or transgendered individuals. Please visit the following website for more information <http://www.indiana.edu/~overseas/lesbigay/student.htm>. Also check out guidebooks with specific information regarding GLBT overseas. See *Damron 2004 Men's Travel Guide (Damron Men's Travel Guide, 2004)* and *Frommer's Gay and Lesbian Europe, Third Edition*

Culture Shock

Culture shock is the stress you face when experiencing a new culture. It is the stress of immersion in a strange new place. You will experience culture shock as you eat different food, learn a new language, experience new social rules, new fashion, new bathrooms (toilets can vary!), and so on. You will find things that you had previously taken for granted may now require a good deal of effort. You may find yourself feeling very childish when you don't know how to perform what would be simple tasks at home. You may also receive a lot of unwanted attention and stand out as a foreigner, or you may be ignored and everyone may seem rude. Have your parents and/or spouse read this section so they can understand what you will be going through. It is possible you may call them soon after arriving demanding to go home or sobbing from homesickness. This usually passes in about a week. Prepare your family members for this so they don't panic when you call during a temporary wave of homesickness.

Symptom and Reactions to Culture Shock

Not everyone experiences culture shock in the same way, intensity, or at the same time. Every experience is different.

Some common symptoms of culture shock include:

- Difficulty sleeping/Sleeping excessively
- Lack of appetite
- Intense homesickness
- Very critical of host country
- Very critical of U.S.
- Increased stress
- Tension/irritability.

Here are some common reactions to culture shock:

- Avoiding contact with others. Becoming reclusive and studying all the time. Reading and sleeping a lot. Sending lots of e-mails home. Blaming host country and self for not having a good time

- Always comparing the U.S. to host country. Host country not living up to U.S. in the person's mind. Very negative and eager to share these feelings with others.
- Becoming very pessimistic about everything. The food, weather, people, teachers, and other students all intolerable. Nothing is right
- Becomes a native. Everything American is bad, host country is good. Wants to melt into the crowd and not have any contact with other Americans. Feels tempted to remain in host country forever.

Preparing Yourself for a New Culture

Understanding American Culture

In order to understand why you may feel disoriented by another culture it is important to identify some of the traits of American culture. Many people are not aware that there are American cultural traits. Often cultural behavior is regarded as "natural" as you may not be aware that there are other ways of behaving or perceiving the world. Please read the "American Culture" sheet in your packet to better understand some American traits. This will be useful in understanding why people in your host country may make you feel uncomfortable. Often cultural differences may be perceived as personality quirks. You may think that individuals are just rude, aggressive, stupid, selfish etc, when actually there is a lot of cultural miscommunication occurring. Remember that identical behavior can have many different meanings in different cultures. For example, looking away and not making eye contact may be a sign of respect in some cultures. In American culture this indicates someone is insecure, hiding something, or even dishonest, all of which are negative traits. See where the cultural clashes can occur?

Understanding Your Host Culture

The best way to prepare yourself for a foreign culture is to learn as much as you can about the culture. Here are a few suggestions:

- Buy a guidebook. Lonely Planet, Let's Go, and Rough Guides are all excellent books. They will provide introductory cultural, political, and historical information. They will also have a good bibliography to find other sources.
- Read fiction by a native author. This will often give clues as to how everyday life is lived
- Talk to students from the country you will visit. Get their input. Contact the International Students Organization at iso@uark.edu or International Student Services at iss@uark.edu for contact information for the various cultural organizations and contact information
- Talk to a professor who specializes in the region you will visit. Ask for their recommendations regarding reading.
- Don't stereotype or make assumptions about the people you meet, regardless of what you have read. Imagine if someone read a short book about American culture. Do you think it would prepare them for what type of person you are and how you will behave? Instead use your research as a foundation and a knowledge base with which you can develop questions to learn more about the culture.

Coping with Culture Shock

The following are tips to help you deal with culture shock. You may want to talk with a study abroad alumnus before you go to hear about their experience with culture shock and how they dealt with it. The Office of Study Abroad can put you in touch with someone who would be happy to share their story with you.

- Keep a journal, it may help you keep some perspective on your experience
- Do not isolate yourself.
- Set goals for traveling or learning more about the people and culture
- Explore the city, don't be afraid to venture out.
- Make local and American friends, try not to only socialize with Americans
- Remind yourself that rough and stressful times are part of the learning experience
- Remind yourself that next week will be great, adjustment takes time.
- Talk to friends/program directors when you are having a difficult time.
- Be open-minded and keep your sense of humor.
- BE FLEXIBLE! Be prepared to accept whatever comes along.

Travel and Culture Resources

The Art of Crossing Cultures, Craig Storti, Intercultural Press 1990

American Ways. American Ways: A Guide for Foreigners in the United States (Second Edition) Intercultural Press. 2002. Gary Althen

Culture Shock: A Guide to Customs and Etiquette, Sally Taylor

Are You Two....Together?: A Gay and Lesbian Travel Guide to Europe, Lindsey Van Gelder and Pamel Brandt, Random House, 1991

Citizen Diplomacy: Responding to Questions About America, Brigham Young University David M. Kennedy Center for International Studies 1995

Minority Experience of Study Abroad. Brown University Office of International Programs. 1991

Traveler's Tales: A Woman's world. Marybeth Bond, Traveller's Tales, Inc 1995.

Journey Woman: Travel Magazine for Women <http://www.journeywoman.com>

A Journey of One's Own: Uncommon Advice for the Independent Woman Traveler
by Thalia Zepatos

This is just a small portion of what is available. Visit the library or search Amazon.com for more books and resources

Coming Home

You may experience reverse culture shock when you return home. Your feelings may include disappointment, depression, or feelings of isolation upon your return home. You have had an incredible experience and have grown a lot in the past months. Your friends have remained the same. They may get tired of hearing about your experience, or maybe you are having difficulty explaining the culture or why it was such a great experience. You may find yourself dreaming of returning or always comparing things in the U.S. to your host country. This is a common experience for study abroad alumni. We have some suggestions to help you stay connected with your experience in a positive way.

Get Involved!

There are several opportunities on the UA campus to help you maintain ties to the world outside the United States.

- **Become A Cross Cultural Mentor for International Student Orientation at the UA.** Guide new international students through orientation and the maze of UA policies and procedures and help them become familiar with campus. For more information contact International Student Services at 479-575-5003 or iss@uark.edu.
- **Be a Conversation Partner.** Spring International Language Center (SILC) is a school for teaching English as a second language. The students often request conversation partners to work on “everyday” English. To volunteer contact SILC at 479-575-7600. SILC is located on the 7th floor of Hotz Hall
- **Join Phi Beta Delta, Honor Society for International Scholars.** If you have a GPA of 3.0 as an undergraduate or 3.5 as a graduate student and have completed an international study experience, you may be eligible to become a member of Phi Beta Delta, a national honor society recognizing excellence in international education. Contact the Office of Study Abroad to request an application.
- **Join a Foreign Language Conversation Group!** Looking for a way to maintain your new found fluency gained overseas? **Check with the Foreign Language department at (479)575-2951** or with one of your foreign language professors for information on informal foreign language conversation groups.
- **Join the Study Abroad Student Association (SASA).** SASA has two goals: to provide a network of support and shared interest for study abroad students and to assist the Office of Study Abroad SASA members also help with the study abroad fair and various other projects. There is a monthly meeting that may concern a topic such as how to emphasize international experience on a resume. Join SASA and provide internationally minded leadership on our campus!

Quick Reference Guide

U.S. State Department

Locate a U.S. embassy anywhere in the world, report a lost or stolen passport, travel warnings and advisories, emergencies abroad, traveling tips, how to register with local consulate, etc.

travel.state.gov

Embassy Services

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

Passport Services

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

Visa Information

<http://www.uark.edu/studyabroad/visa.html>

www.embassy.org

www.embassyworld.com

Center for Disease Control

Info on diseases, water, and food conditions in specific regions. Also tips for avoiding traveler's sickness.

www.cdc.gov/travel/

www.cdc.gov/travel/foodwater.htm

Out of Country Dialing Codes Instructions

for dialing from abroad.

www.countrycallingcodes.com

International Phone Cards

www.uniontelecard.com

www.phonecardsavers.com/

ISIC Cards/Eurail Passes

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

www.eurail.com

Currency Exchange

www.xe.com

Travel, Language, & Cultural Information

www.bootsnall.com/

www.travlang.com

www.lonelyplanet.com

www.roughguides.com

International News

www.cnn.com

www.bbc.co.uk/

Internet Café Directory

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

Hostels

www.hostels.com

www.europeanhostel.com

www.hihostels.com/openHome.sma

www.travelaholics.com

Airline/Rail Tickets

www.umich.edu/~icenter/overseas/travel/cheap_air.html

www.statravel.com

www.studentuniverse.com

www.eurail.com

www.expedia.com

www.ryanair.com

www.cheaptickets.com

www.travelocity.com

Register with the US Embassy

http://travel.state.gov/travel/abroad_registration.html

World Wide Travel 479-521-3440

Travel Depot 479-444-3366

University of Arkansas Contact Information

Office of Study Abroad

Fulbright Institute
DeDe Long dslong@uark.edu
Rachael Martin rmartin@uark.edu
722 W. Maple St.
Fayetteville, AR 72701 USA
1-479-575-7582
FAX 479-575-7402

www.uark.edu/studyabroad

Office of International Student Services

479-575-5003
iss@uark.edu

University Housing

479-575-3951
Fax 479-575-8450

Men's Housing

Carolyn Sohn at csohn@uark.edu

Women's Housing

Ruth Ann Davis radavis@uark.edu

Your academic advisor's e-mail :

Graduation Application

Pat Mills pmills@uark.edu

Registrar's Office

479-575-5451
registra@uark.edu

Student Accounts

Desiree Moss
479-575-7296
FAX 479-575-8667
moss@uark.edu

Financial Aid Office

479-575-3806

ISIS/Classes/Registration

ISIS Info: <http://www.uark.edu/isis>
ISIS login: isis.uark.edu

U of A Webmail

mail.uark.edu

Study Abroad Checklists

Pre-Departure Checklist

- Obtain Passport
- Apply for Visa (if required)
- Register with Embassy
- Assign Power of Attorney
- Purchase Airline Ticket (if not included in program)
- Purchase insurance if necessary
- Apply for ISIC card (if not included in program)
- Review “Money Matters” and visit bank.
- Buy Supplies
- Research Research Research
- Make airport pick-up arrangements if applicable
- Complete emergency contact information sheet
- Copy all important documents including passport
- Pack
- Call 48 hours ahead of departure to confirm flight

UA Students Only List

- Submit “Petition to Enroll in Study Abroad” and “Credit Pre-Approval” forms to Study Abroad by April 1 for Spring or November 1 for Fall& Year
- Submit copy of passport to Office of Study Abroad
- Meet with Financial Aid and/or Scholarship Office if you receive aid or scholarships
- Request Budget from Office of Study Abroad if you receive Scholarships/Financial Aid
- Make arrangements for on-campus housing for semester of your return if applicable

- Notify Student Accounts of current mailing address
- Make arrangements for payment of program fees

Before you return home

- Register for classes for following semester
- Finalize on-campus housing arrangements if necessary
- Ship home what you can't carry
- Arrange for transcript to be mailed to Office of Study Abroad
- Request extra transcript for your records
- Bring home all course descriptions/syllabi/papers etc
- Confirm flight 48 hours prior to departure

After Return Home

- Submit course descriptions to Office of Study Abroad
- Join Study Abroad Student Association
- Visit Office of Study Abroad and provide evaluation of program
- 3 months after return check on transfer credit

Emergency Contact Information Sheet

Copy this page for your emergency contact person in the U.S.

Local Police Dial _____
Dial police first (not your parents!) if true
emergency!

Program Director Name:

Address:

Cell Phone:

Office Phone:

Home Phone:

Your Overseas Address:

Phone number:

Host Family Name:

Health Insurance Phone numbers:

Health Insurance Policy Number:

U.S. Embassy phone number:

Office of Study Abroad

Director: DeDe Long dslong@uark.edu
479-575-7582 office
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Credit Card Information

Name:

Account Number:

Phone number:

Expiration Date:

Traveler's Checks Serial Numbers: make
copies and keep them safe

Travel Agent Phone number:

Airline Carrier Phone Number:

Passport Number: