

STUDY ABROAD

Student Handbook



ANDERSON UNIVERSITY

Academic and Christian Discovery

ANDERSON UNIVERSITY STUDY ABROAD HANDBOOK

CONTENTS

I. STUDY ABROAD with A.U. REGISTRATION

Check List for Study Abroad – A.U. Registration	3
Registration Form	5
Financial Assistance for Study Abroad	6
Financial Assistance Form	7

II. STUDY ABROAD, NON-A.U. REGISTRATION with TRANSFER CREDIT

Check List for Non-A.U. Registration with Transfer Credit	8
General Information for Transfer Credit	9
Transfer Credit Registration Form	10

III. RESOURCES for STUDY ABROAD

Resource List of Endorsed Programs	11
Passport and Visa Information	12
Safety and Health While Abroad	13
Study Abroad Resources	16
Emergency Management Policy	17
Insurance and Contact Form	19
Agreement and Release Form	20
Evaluation Form	22

CHECK LIST

STUDY ABROAD and USA OFF-CAMPUS STUDY

Anderson University Registration

Important Dates to Remember

For study during Semester II:

Applications for financial aid must be submitted by the second Friday in November.
Registration must be completed by the first Friday in December.

For study during Semester I or Summer term:

Applications for financial aid must be submitted by the last Friday in March.
Registration must be completed by the third Friday in April.

1. _____ Meet with the Director of Tri-S and Study Abroad regarding general policy and procedures for study abroad or USA off-campus study.

A faculty liaison will oversee your study experience. This person may be your advisor, a faculty member, a department chair or the Director of Tri-S and Study Abroad. The faculty liaison person will review the course content of your proposed study and assist you in the application and registration process.

2. _____ Meet with your academic advisor and/or faculty liaison, select a study program, and obtain a course description, application, schedule of classes, cost information, etc.

All study programs and specific courses must be pre-approved by Anderson University. See A.U. [endorsed study programs](#).

3. _____ Apply for a passport. (If required, apply for a visa.) Review safety and security issues related to the country and city where you intend to study. Review vaccination requirements, health insurance coverage and general health issues.

The Study Abroad Office can provide information regarding passports, safety and security issues, supplemental health insurance, International Student Identity Card, and study abroad orientation.

4. _____ In consultation with your faculty liaison, complete the A.U. registration form. Obtain the signatures of the faculty liaison and/or department chair.

The department chair must approve courses that apply to your major/minor. The registrar must approve courses that apply to your liberal arts requirements. The faculty liaison, in conjunction with the registrar, will assign appropriate course numbers for A.U. registration.

5. _____ If you are eligible for Anderson University financial aid for study abroad or USA off-campus study, complete the Application for Anderson University Financial Assistance and submit it to the CIIS.

While institutional financial aid for on-campus study does not automatically transfer to off-campus study programs, you may be eligible for a study abroad grant from Anderson University. For information, see [Financial Aid](#).

6. _____ Meet with your Student Financial Services advisor. Provide Student Financial Services with cost information for your study program and be sure that all financial aid forms are completed and signed. Once you have completed payment arrangements, obtain a signature from Student Financial Services on the registration form.

Upon acceptance by the school where you intend to study, you will continue to make payment to Anderson University. Anderson University will then make payment to the study abroad program. There is an A.U. administrative fee of \$350.00 payable at this time.

7. _____ Read and sign the Anderson University Agreement and Release form. Complete Health Insurance and Contact Information form. Submit these forms to the Study Abroad Office.
8. _____ Submit the registration form to the Office of the Registrar. This will complete your Anderson University registration for study abroad or USA off-campus study.

PLEASE NOTE THE FOLLOWING:

- You are required to attend all orientation sessions for study abroad.
- After you have completed your study, it is your responsibility to request that a transcript be sent to Anderson University. The faculty liaison person will review the transcript and submit your grade to the Registrar's Office.
- Upon returning to Anderson University, schedule an appointment with the Director of Tri-S and Study Abroad. Complete and return the Study Abroad Evaluation form to the Study Abroad Office.

Registration for Semester II must be completed by the first Friday in December.
Registration for Semester I or Summer must be completed by the third Friday in April.

FINANCIAL ASSISTANCE FOR STUDY ABROAD

Government Assistance

Most forms of federal and state financial assistance will be available to you for study abroad. Consult with the Office of Student Financial Services for eligibility and use of these funds for your study abroad program.

- Federal Pell Grant is awarded to exceptionally needy undergraduate students. Part-time enrollment reduces eligibility.
- Federal Supplemental Educational Grant (SEOG) is awarded to exceptionally needy undergraduate students. Must be enrolled at least half-time.
- Benjamin A. Gilman Scholarship Program is sponsored by the Bureau of Educational and Cultural Affairs at the U.S. Department of State and is administered by the Institute of International Education (IIE). This scholarship program is only open to undergraduate Federal Pell Grant recipients who intend to study abroad for a semester, summer or year-long program.
- The National Security Education Program (NSEP) and the Fulbright Program funded by the Federal government have grants and fellowships for undergraduate and graduate students for study and research overseas. Students should be aware that government organizations in other countries such as the German Academic Exchange Service (DAAD) offer funding opportunities.
- Foreign Language & Area Studies (FLAS) Fellowship program funded by the U.S. Department of Education provides study abroad funding to undergraduate and graduate students who are pursuing foreign language and area studies. The Critical Language Scholarship Program, a program of the U.S. Department of State, Bureau of Educational and Cultural Affairs, funds intensive summer language institutes in thirteen critical foreign languages.

Other Sources of Financial Assistance

- Matching fund programs (church, etc.)
- Scholarships and grants (non-Anderson University)
 - Review scholarship and financial aid available from the school where you intend to study.
 - Research scholarship and grant options on the internet:
 - [STA Travel](http://www.statravel.com/scholarships.htm)
www.statravel.com/scholarships.htm
STA Travel awards two \$2,500 scholarships a year for students for a study abroad program.
 - [Abroad Planet Scholarship Resources](http://resources.abroadplanet.com/scholarships/0)
resources.abroadplanet.com/scholarships/0
Online community of international students studying in the United States.
 - [College Board](http://bigfuture.collegeboard.org/scholarship-search)
bigfuture.collegeboard.org/scholarship-search
Free online financial aid source for scholarships, grants, and loans for all college-bound students, including permanent residents and international students wishing to study in the United States.
 - [FastWeb](https://www.fastweb.com/registration/step_1/)
https://www.fastweb.com/registration/step_1/
Free customized list of financial aid sources, including private sector scholarships, fellowships, grants, and loans.
 - [International Education Financial Aid](http://www.iefaf.org/)
www.iefaf.org/
Free online scholarship search service designed for international students.
 - [International Scholarships](http://www.internationalscholarships.com/)
www.internationalscholarships.com/
Free online scholarship database for international students wishing to study worldwide.
 - [Mobility International USA](http://www.miusa.org/resource/tipsheet/fundingtous)
www.miusa.org/resource/tipsheet/fundingtous
Free online scholarship resource for non-U.S. citizens with disabilities.

- [United Nations Educational, Scientific and Cultural Organization \(UNESCO\)](http://www.unesco.org/education/studyingabroad/networking/fellowship.shtml)
www.unesco.org/education/studyingabroad/networking/fellowship.shtml
Free online searchable database for scholarships to international students.
- [The Financial Aid Page](http://www.finaid.org/)
www.finaid.org/
Free online scholarship searches and comprehensive listing of financial aid information.
- [The Student Guide](https://studentaid.ed.gov/sa/resources#fundings)
https://studentaid.ed.gov/sa/resources#fundings
Free resource published annually by the U.S. Department of Education.
- [The College Board](https://bigfuture.collegeboard.org/scholarship-search)
https://bigfuture.collegeboard.org/scholarship-search
Scholarship search and grant information
- [P.L.A.T.O.](http://www.plato.org/)
www.plato.org/
Scholarship search and grant information.
- [StudyAbroad.com](http://www.studyabroad.com/scholarships.aspx)
www.studyabroad.com/scholarships.aspx
Information on scholarships and grants for study abroad.
- [CareerOneStop](http://www.careerinfonet.org/scholarshipsearch/)
www.careerinfonet.org/scholarshipsearch/
Free searchable database of scholarships and fellowships.
- [Study Abroad Funding](http://www.studyabroadfunding.org)
www.studyabroadfunding.org
Study abroad scholarship search engine maintained by the Institute of International Education.

Anderson University Assistance

Anderson University financial aid for on-campus study does not transfer to study abroad or off-campus (USA) study programs. However, students may be eligible for a study abroad grant from Anderson University. Generally, federal and state financial aid would be available to study abroad.

To apply for Anderson University assistance, complete the Application for AU Financial Assistance for Study Abroad and submit it to the Center for International and Intercultural Studies. Anderson University funds are available for a maximum of one semester overseas study during the student's enrollment at Anderson University. Financial assistance is not available for short-term internships or summer study programs. The maximum award is \$3,000.00. Students attending Anderson University by virtue of tuition exchange or remitted tuition programs may be eligible depending on the availability of funds. The funds are allocated on the basis of the following:

- Priority is given to students whose degree program requires international study
- Awards are based on financial need, taking into consideration the student's eligibility for non-Anderson University financial assistance (Federal, State, etc.)
- Student has demonstrated academic qualifications for study abroad
- Program of study is approved by the Department Chair in conjunction with the Director of Tri-S and Study Abroad
- Student has been enrolled as a full time student at Anderson University the semester prior to proposed overseas study.
- Student is enrolled full time in a degree program at Anderson University at the time of overseas study
- Proposed study abroad is relevant to the student's degree program

ANDERSON UNIVERSITY

Application for Financial Assistance for Study Abroad

It is important to apply early. Applications are processed as they are received.

Instructions:

- Application for Semester II Study Abroad must be received by the second Friday in November.
- Application for Semester I Study Abroad must be received by the last Friday in March.
- Attach copy of Study Abroad Registration Form
- Submit completed form to the Center for International and Intercultural Studies

Student Name _____

Student Identification Number _____ Major _____

Credit Hours Completed _____ Does your major require study abroad? yes _____ no _____

Were you a full time student at AU last Semester? yes _____ no _____

Have you previously studied abroad as an A.U. student? yes _____ no _____ When? _____

Advisor _____

Faculty Liaison Person _____

Study Abroad Program _____

Location of Study Abroad _____

Date of Study Abroad _____

Program is sponsored, conducted or endorsed by the following U. S. entity _____

Have you already been accepted? Yes _____ No _____

If no, have you already applied? Yes _____ No _____ Date of Application _____

Anticipated Cost of Study Abroad (tuition, lodging, meals & transportation) _____

Signature _____ Date _____

CHECK LIST
STUDY ABROAD and USA OFF-CAMPUS STUDY
Non-AU Registration / Transfer Credit

Important Dates to Remember

For study during Semester II:

Applications for financial aid must be submitted by the second Friday in November.

Registration must be completed by the first Friday in December.

For study during Semester I or Summer term:

Applications for financial aid must be submitted by the last Friday in March.

Registration must be completed by the third Friday in April.

1. _____ Meet with the Director of the Center for International and Intercultural Studies regarding general policy and procedure for study abroad or USA off-campus study.

A faculty liaison will oversee your study experience. This person may be your advisor, a faculty member, a department chair or the Director of the CIIS. The faculty liaison person will review the course content of your proposed study and assist you in the application and registration process.

2. _____ Meet with your academic advisor and/or faculty liaison, select a study program, and obtain a course description, application, schedule of classes, cost information, etc.

All study programs and specific courses must be pre-approved by Anderson University. See Endorsed Study Programs.

3. _____ Apply for a passport. (If required, apply for a visa.) Review safety and security issues related to the country and city where you intend to study. Review vaccination requirements, health insurance coverage and general health issues.

The CIIS can provide information regarding passports, safety and security issues, supplemental health insurance, International Student Identity Card, and study abroad orientation.

4. _____ In consultation with your faculty liaison, complete the Study Abroad Transfer Courses form. Obtain the necessary signatures of advisor, department chair, etc. (Be sure to attach copies of course descriptions to the form.)

The department chair must approve courses that apply to your major/minor. The registrar must approve courses that apply to your liberal arts requirements.

5. _____ Read and sign the Anderson University Agreement and Release form. Complete Insurance and Contact information form. Submit these forms to the CIIS. Obtain the signature of the Director of the CIIS on Study Abroad Transfer Courses form.

6. _____ Submit the Study Abroad Transfer Courses form to the Office of the Registrar. This will complete the documentation of your study with transfer of credit.

PLEASE NOTE THE FOLLOWING:

- You are required to attend all orientation sessions for study abroad.
- After you have completed your study abroad, it is your responsibility to request that a transcript be sent to Anderson University. The faculty liaison person will review the transcript and submit your grade to the Registrar's Office. A record of your course work and the name of the institution where you studied will appear on your AU transcript.
- Upon returning to Anderson University, schedule an appointment with the Director of Tri-S and Study Abroad. Complete and return the Study Abroad Evaluation form to the CIIS.

GENERAL INFORMATION for TRANSFER COURSES

Not all study abroad or USA off-campus study programs will be approved for transfer back to Anderson University. For more information, contact the Registrar's Office.

1. To obtain permission to take a course abroad and have it transfer to Anderson University, the course needs to be taken at a college or university, or other program of study recognized by Anderson University.
2. Do you plan to use the course in the liberal arts, major, minor or elective areas?
If you plan to use the course in your major or minor, you must secure approval for each course from the department chair.
If you plan to use the course in the liberal arts, you must secure approval for each course from the Office of the Registrar.
4. Repetition of a course - If you received a grade of 'D' in a course at A.U., you may not repeat it at another school. If you received a grade of 'F' in a course, then you may elect to repeat it at another school, however, it will not replace the grade at A.U. or factor into your GPA.
5. A final grade of "C minus" or above must be earned. No grades will be recorded for transfer credit since your semester and/or cumulative grade point average (GPA) is figured on Anderson University work only.
6. **Residence Requirements - *to earn a degree from Anderson University a student must be in residence at the university for the last 24 hours applicable to the degree. Under some circumstances, and with special permission, a maximum of 6 of the final 24 hours may be taken elsewhere.***

If this applies to you, then write your request on a full sheet of paper giving your reasons for wanting to take the courses out of residence. The Registrar will act upon this petition.
7. **Graduation requirement: Transfer credits from other institutions must be in the Office of the Registrar by April 1 of the year in which the student expects to graduate.**
8. When final grades have been recorded, request the Office of the Registrar at the school where you took the course(s) to send an official transcript to: Office of the Registrar, Anderson University, 1100 E 5th Street, Anderson, IN 46012-3495.

THE INSTITUTION ATTENDED MUST SEND AN OFFICIAL TRANSCRIPT BY MAIL TO
ANDERSON UNIVERSITY. TRANSCRIPTS WILL NOT BE ACCEPTED HAND DELIVERED.

STUDY ABROAD TRANSFER Courses Non-AU Registration

NAME _____
(last) (first) (middle)

ID # _____

Catalog: 2014-15 2012-14 2010-12 2008-10 other: _____

Primary Major _____ Advisor _____

2nd Major / Minor _____ Advisor _____

Term of Study (circle): Fall Sem I / Spring Sem II / Summer 20 ____ - ____

Name of School or Program of Study _____

City/Country _____

Transfer Course	Title	Sem Hrs	Maj/Min	LibArt	Elective	AU Equivalent Caption & Course	Approval (Initial)
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

I have read the reverse side and understand the requirements I must meet in order for this credit to transfer to Anderson University.

Student Signature _____ Date _____

Approval:

Director of the Center for International and Intercultural Studies _____ Date _____

Study Abroad Advisor(s) _____ Date _____

University Registrar _____ Date _____

RESOURCE LIST OF ENDORSED PROGRAMS

Study programs listed below are endorsed by A.U. for study and transfer of credit to Anderson University. Final approval of a specific program must be given by the Department Chair, the Registrar, and the Director of Tri-S and Study Abroad.

[American Institute for Foreign Study \(AIFS\)](#)

[Arcadia Study Abroad](#)

[Au Sable Institute of Environmental Studies](#)

[BCA Study Abroad](#)

[Butler University, The Institute for Study Abroad](#)

[CCCU, Best Semester](#)

[Central College Abroad](#)

[College Consortium for International Studies \(CCIS\)](#)

[Council on International Education Exchange Consortium \(CIEE\)](#)

[Institute for European Studies \(IES\)](#)

[International Studies Abroad \(ISA\)](#)

[Jerusalem University College](#)

[LCC International University \(formerly Lithuania Christian College\)](#)

[Semester in Spain, Trinity Christian College](#)

[Studio Art Centers International \(SACI\)](#)



PASSPORT and VISA INFORMATION

A PASSPORT is an internationally recognized identification document issued by our government to citizens or nationals of the United States. It is your best form of identification and is needed to depart or enter the United States and to enter and depart foreign countries. A passport is required for international travel and is valid for ten years. **It is important to apply very early for passports.** Although you may receive your passport sooner, **you should allow at least six weeks for it to arrive**; sometimes, there can be lengthy delays.

If you currently have a passport, check NOW to be sure it will be valid on your dates of travel. Note that some countries will not permit you to enter if the remaining passport validity is less than six months.

A VISA permits you to visit a country for a specified purpose and a limited time. A visa is stamped into your passport and may take from two weeks to two months for issue. Visas are usually not required for travel to parts of Europe, the Caribbean and most of Central and South America. If you will be studying abroad, contact the advisor of the school you will be attending for information about securing a student visa.

PHOTOGRAPHS required for passports must meet rigid standards of size and quality. You may have your photo taken at the Raible Avenue Post Office when you apply for your passport. CVS, Walgreen's, and other places also take passport photos.

A BIRTH CERTIFICATE bearing the original seal and/or signature must be presented to secure a passport. If your original birth certificate is lost, you may request a certified copy from the Official Bureau of Vital Statistics in the state where you were born. Charges vary from \$2 to \$18. To order online, see www.vitalchek.com. A hospital certificate or a quick copy that you have made of the birth certificate is NOT acceptable.

The PASSPORT FEE is currently \$135, payable at the time application (form DS-11) is made at the post office (see below). Passport renewals (form DS-82) may be done by mail at a cost of \$110.

APPLICATION PROCEDURE:

1. Print the **application form** from the U.S. Department of State website, www.travel.state.gov. Complete the passport application but do not sign it, except in the presence of the clerk at the post office.
2. Have **passport photos** taken at the post office (or CVS, Walgreen's, etc.) Do not sign photos.
3. Secure original or certified copy of your **birth certificate** as proof of United States citizenship.
4. Take completed application (unsigned), two passport photos (unsigned), birth certificate, valid driver's license and **personal check or cash** for the \$135 fee to a government agency authorized to accept passport applications. No credit cards are accepted. If you are paying by check, you will need two checks (there is a passport fee and a separate post office fee).

In Anderson, the Post Office at 1505 Raible Ave. is authorized to accept applications. To get to the Post Office, take 8th St. west through town until you come to the traffic light at Raible Ave. (by the duck pond and bridge). Turn left (south) and continue on past the Nichol Ave. intersection. The Post Office will be just past the intersection on your right. They will accept applications until 4 p.m. Monday-Friday. Your passport and birth certificate will be mailed to you at the "mailing address" you enter on the application form.

If you are applying in a city other than Anderson, call the local post office to inquire as to where passport applications are accepted. There is generally one designated passport acceptance facility in a city or county, depending on the population size. You may also go online to the website below to find passport facilities. The cost will be the same wherever you apply.

For detailed passport/visa information,
visit the website of the U.S. Department of State, www.travel.state.gov.

SAFETY AND HEALTH

GENERAL INFORMATION

The safety and health of participants in study abroad is of primary concern to Anderson University. Participants need to be aware that there is additional safety and health risk related to living in another country. However, there are precautions that you can take to significantly reduce the risk. This document summarizes some basic guidelines and procedures for a safe study abroad.

Study abroad participants should:

- Read and carefully consider all materials issued by the study abroad program that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.
- Consider their health and other personal circumstances when applying for or accepting a place in a program.
- Make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
- Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- Inform parents/guardians/families, and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
- Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
- Follow the program policies for keeping program staff informed of their whereabouts and well-being.

Before You Go

Safety begins when you pack. To avoid being a target, dress conservatively. As much as possible, avoid the appearance of affluence.

Always try to travel light: you can move more quickly and will be more likely to have a free hand. You will also be less tired and less likely to set your luggage down, leaving it unattended.

Carry the minimum amount of valuables necessary for your trip and plan a place or places to conceal them. Your passport, cash and credit cards are most secure when locked in a hotel safe. When you have to carry them on your person, you may wish to conceal them in several places rather than putting them all in one wallet or pouch. Avoid handbags, fanny packs and outside pockets that are easy targets for thieves. Inside pockets and a sturdy shoulder bag

with the strap worn across your chest are somewhat safer. One of the safest places to carry valuables is in a pouch or money belt worn under your clothing.

If you wear glasses, pack an extra pair. Bring them and any medicines you need in your carry-on luggage.

Pack an extra set of passport photos along with a photocopy of your passport information page to make replacement of your passport easier in the event it is lost or stolen.

Put your name, address and telephone numbers inside and outside of each piece of luggage. Use covered luggage tags to avoid casual observation of your identity or nationality.

Consider getting a telephone calling card. It is a convenient way of keeping in touch. If you have one, verify that you can use it from your overseas location(s). Find out your access number before you go.

Don't bring anything you would hate to lose. Leave at home valuable or expensive-looking jewelry, irreplaceable family objects, and all unnecessary credit cards.

Leave a copy of your itinerary with family or friends at home in case they need to contact you in an emergency.

Make two photocopies of your passport identification page, airline tickets, driver's license and the credit cards that you plan to bring with you. Leave one photocopy of this data with family or friends at home; pack the other in a place separate from where you carry your valuables.

Documentation for Medications

If you go abroad with preexisting medical problems, you should carry a letter from your doctor describing your condition, including information on any prescription medicines that you must take. You should also have the generic names of the drugs. Leave medicines in their original, labeled containers. These precautions make customs processing easier. A doctor's certificate, however, may not suffice as authorization to transport all prescription drugs to all foreign countries. To ensure that you do not violate the drug laws of the countries that you visit, you may consult the embassy or consulate of those countries for precise information before you leave the United States.

If you have allergies, reactions to certain medicines, or other unique medical problems, you may consider wearing a medical alert bracelet or carrying a similar warning.

Immunizations

At least four months prior to your travel, consult with your physician regarding immunizations and general health precautions. Be sure that you are up to date on basic childhood immunizations (tetanus, polio, diphtheria, etc.). If you will be traveling to a developing country, then typhoid fever, hepatitis A and B, cholera and yellow fever are frequently recommended immunizations. Also, anti-malarial medicine may be recommended if traveling to malarial areas.

Some countries require specific immunizations for entry, while others do not. These requirements can change according to the health conditions within the country. You will want to monitor the immunization and vaccination requirements of the country. Even if some immunizations are not required for entry, you still may want to get them. Be sure to discuss this with your doctor.

You may be required to present an official record of immunizations upon entry to a country. An "International Certificate of Vaccinations" is the most common form used. It is issued by the U.S. Department of Health and Human Services and is approved by the World Health Organization. You can get the form from your local Department of Health, travel clinic, passport offices and from many physicians.

Health and Accident Insurance

Check to see if your health insurance covers you abroad. Even if your health insurance will reimburse you for medical care that you pay for abroad, normal health insurance does not pay for medical evacuation from a remote area or from a country where medical facilities are inadequate. Consider purchasing one of the short-term health and emergency assistance policies designed for travelers. Also, make sure that the plan you purchase includes medical evacuation in the event of an accident or serious illness.

Local Laws and Customs

When you leave the United States, you are subject to the laws of the country where you are. Therefore, before you go, learn as much as you can about the local laws and customs of the places you plan to visit. Good resources are your library, your travel agent, and the embassies, consulates or tourist bureaus of the countries you will visit. In addition, keep track of what is being reported in the media about recent developments in those countries.

Money Matters

Major credit cards may be used to pay for any purchases and emergencies. You can also use ATM machines to get cash in the local currency. Find out from your bank which system their cash card is on (Cirrus, MAC, etc.) and ask if they have ATM locations where you will be studying. Look for that symbol on the ATM machine before using it abroad. Banks will charge you a service fee for each transaction. You can avoid surprises on your bank statement by finding out about these charges *before* you travel. Keep a copy of credit card and ATM numbers, as well as the telephone number of card offices, in a safe location that is separate from where you keep your cards.

If you take travelers' checks, be sure to sign each one immediately after you purchase them. They should not be countersigned until they are used and then only when the person who is accepting them is watching. Keep the list of check numbers in a separate place from the checks.

STUDY ABROAD RESOURCES

Students Abroad, <http://studentsabroad.state.gov>

U.S. Department of State, www.state.gov

Essential help from the US government, for everything from travel safety advisories to crisis assistance for US citizens abroad, as well as contact information for all U.S. embassies and consulates abroad. Also lists foreign embassies and consulates in the U.S. Frequently-consulted parts of this very comprehensive web site include the following:

- **Travel Warnings and Alerts Information**
www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
- **Key Officers of Foreign Service Posts** (contact information for all overseas U.S. embassies and consulates), www.foia.state.gov
- **Online U.S. Embassies, Consulates, and other Missions,** <http://usembassy.state.gov/>
- **Foreign Entry Requirements** (for U.S. citizens traveling abroad as tourists),
www.travel.state.gov/visa/americans/americans_1252.html
- **Foreign Consular Offices in the U.S.** (for visas), www.state.gov/s/cpr/rls/fco/
- **Background Notes** (country information), www.state.gov/r/pa/ei/bgn

Centers for Disease Control, CDC Travel Information, www.cdc.gov/travel/index.htm

Official U.S. government information about health conditions worldwide, including recommendations for immunizations and locations of travel clinics.

U.S. Department of Homeland Security, www.cbp.gov/travel/international-visitors/kbyg/prohibited-restricted

Information on customs restrictions and duty fees on items brought into the U.S. by travelers, including the publication *[Know Before You Go](#)*.

Currency Exchange Rates, www.oanda.com

Study Abroad Resource, www.studyabroad.com/guides/handbook

World Time Zones, www.worldtimeserver.com

Foreign language products, dictionaries, and translations for travelers, www.travlang.com

EMERGENCY MANAGEMENT POLICY FOR ANDERSON UNIVERSITY STUDENTS STUDYING ABROAD

GENERAL POLICY ITEMS

In an emergency, the student should immediately contact the Director of Tri-S and Study Abroad or the Vice President for Academic Affairs.

If the U.S. Embassy or Consulate issues a directive for Americans in the country to evacuate, the student will proceed to arrange for appropriate transportation and leave the country as soon as possible.

If Anderson University issues a directive for the student to evacuate, he/she is expected to cooperate fully.

During an emergency, it is recommended the student maintain regular contact with program advisors, resident directors and others for the purpose of information, advice, and support.

As a matter of policy, Anderson University will not agree to pay a monetary ransom for the release of persons taken hostage.

The student will keep detailed notes of all developments and communications during the event. Upon return to the United States, the notes will be made available to Anderson University.

Copies of all relevant documents, news reports, government advisories, etc. should be kept. Upon return to the United States these documents will be made available to Anderson University.

SPECIFIC PROCEDURAL GUIDELINES

1. In matters related to natural disasters, political unrest, hostage situations, arrests, deaths or crime, the student or a representative should contact the nearest U.S. Embassy or Consulate.

2. In the event of an emergency, the student should immediately contact the Director of Tri-S and Study Abroad or the Vice President of Academic Affairs to report on the following items:

- The immediate danger to the student
- The availability of food, water, and medical services
- The availability of transportation and communication services (telephone, fax, e-mail)
- The feasibility and safety of the student to travel to either a safer location or return to the United States
- The possibility of the situation becoming worse or improving in the immediate future, describing both scenarios with as much detail as possible
- The immediate resources (financial, personnel, government or non-government agencies) available to the student
- Any advice the student may have received from the U.S. Embassy or Consulate, the program administrator, or other reliable sources in the country

3. An official of the university will call the U. S. Department of State's Citizen Emergency Center (202-647-5225) for additional information regarding the situation and recommendations from the State Department.

4. An official of the university will call the sponsoring organization, program administrator or resident director of the study abroad program for information and an assessment of the situation.

5. As soon as all of the possible information regarding the event and the circumstances of the Anderson University student has been received, a meeting of the Emergency Management Team* will be called to decide on a plan of action. Minutes of all meetings should be kept. The following items should be considered:

- Determine immediate measures needed to ensure the health and safety of the student (including relocation and/or return to the United States)
- Identify university resources (financial, personnel, informational) available to respond to the situation.
- Designate a university official to assume responsibility for continued contact with the student and the gathering of information. (When possible, designate a date and time of the next communication with the student.)
- Develop a document to be used in all public communications regarding the situation.
- Prepare a list of family members and other relevant persons to be contacted and designate a university official to maintain communication with these individuals.

*The Emergency Management Team includes the following persons:

President, Vice President for Academic Affairs, Director of Tri-S and Study Abroad, Director of Public Information, and other persons as appropriate for the situation.

STUDY ABROAD INSURANCE AND CONTACT INFORMATION

Name _____

Location of Study Abroad _____

Dates of Study Abroad _____

This is to certify that during the entire time of my study abroad I will be covered by accident and health insurance.

Name of insurance company _____

Policy number _____

Coverage includes medical evacuation _____ yes _____ no

I understand that I am responsible for all medical costs not covered by insurance during the time of my study abroad.

Emergency Contact Information:

In the event of an emergency, contact:

Name _____ Relationship _____

Address _____

Phone _____

Signature _____ Date _____

ANDERSON UNIVERSITY

AGREEMENT AND RELEASE FOR STUDY ABROAD

As an Anderson University student, in consideration of my acceptance in a study abroad program, I hereby agree as follows:

Health and Safety

- 1) Prior to travel, it is my responsibility to consult my family physician regarding immunizations or other precautions to protect against travel related illnesses.
- 2) If I have any physical or mental condition or I am taking a prescription medication *which may require special medical attention or accommodation during the program*, I will notify the Center for International and Intercultural Studies, in writing, at least forty-five days before departure, or when I become aware of the condition or medication.
- 3) It is my responsibility to be sure I am covered by a policy of comprehensive health and accident insurance that provides coverage for any injuries or illnesses I may experience during my travel. I understand that I may purchase medical insurance through the Center for International and Intercultural Studies to cover expenses related to accident, illness and medical evacuation while traveling with this program. The purchase of such insurance, and any failure by me to purchase such insurance, are my full responsibility.

Although Anderson University has made reasonable efforts to assure students' safety while participating in the program, there are unavoidable risks in travel abroad. By my signature below, I release Anderson University and its trustees, officers, employees, agents, volunteers, successors and assigns (the "Anderson University Released Parties") from any and all liability for, and waive any and all claims for, injury (including accident, illness or death), loss or damage in any way connected with my participation in the program, including injury, loss or damage caused in whole or in part by the negligence of the Anderson University Released Parties (a "Released Claim"), but not for liability for injury, loss or damage caused by any willful misconduct of the Anderson University Released Parties. I further release the Anderson University Released Parties from any and all liability for any injury (including accident, illness or death), loss or damage caused by any failure, negligence or willful misconduct by any person who is not one of the Anderson Released Parties (including any tour operator, airline or transportation company, hotel or other housing facility or food service). I further release the Anderson University Released parties from any and all liability for any injury (including accident, illnesses death), loss or damage caused by weather, strikes, acts of God, war, quarantine, civil unrest, terrorism, or any other cause beyond its control. The claims released in this paragraph are hereinafter referred to as "Released Claims(s)."

Furthermore, by my signature below, I agree to indemnify and to hold harmless the Anderson University Released Parties from any Released Claim or any expense, including attorneys' fees (including the cost of defending any Released Claim I might make, or that might be made on my behalf).

- 4) I grant to the University or any of its representatives full authorization to take any action deemed necessary to protect my health and safety at my expense, to include but not limited to placing me under the care of a doctor or hospital at any place for medical examination and/or treatment or returning me to the United States if such return is deemed necessary after consultation with medical authorities.

- 5) I understand that Anderson University assumes no responsibility or liability for any financial cost or loss associated with my travel. Similarly, cost or loss caused by delays, fare changes, or missed carrier connections are my responsibility.
- 6) I realize that Anderson University cannot assume responsibility for any loss, disappointment, expense or frustration resulting from my failure to follow instructions, complete requested forms or applications or obtain the required documentation including passport, visa, birth and/or health certificates.
- 7) I understand that Anderson University, at its sole discretion, reserves the right to cancel all or part of any program after departure, requiring that all participants return to the United States, if Anderson University determines or believes that any person is or will be in danger if the program is continued.

Conduct and Lifestyle

- 8) I understand that the University reserves the right not to accept or retain me in the program at any time should my actions or behavior impede the operation of the program or the rights or welfare of another person. Similarly, if my conduct violates any policy, procedure, or lifestyle expectation statement as outlined in the Anderson University Student Handbook, I understand that I may be required, at my own expense, to leave the program at the sole discretion of the University's agents and representatives, and may be referred to the appropriate University officials for further disciplinary or other action. In such an event, no refund will be made for any unused portion of the program.

I acknowledge that my participation in this program is entirely voluntary.

I hereby acknowledge that I have read, understand and will abide by each of the terms and conditions of this Agreement

Signature _____ Date _____

Name (printed) _____ Phone _____

ANDERSON UNIVERSITY
Study Abroad Evaluation Form

Name _____ Student ID # _____

Name of school/study program: _____

Location of study program: _____

PART ONE: Program Selection

Where did you learn about this study abroad program?

How useful was the program's promotional literature?

What did you learn after you started your program that you wish you had known before?

PART TWO: On-Site Orientation

Circle the number next to each item which corresponds to your level of satisfaction with each resource. (Indicate either not available or not applicable or on a scale of 1 = lowest to 5 = highest.)

	not available	not applicable	extremely dissatisfied			extremely satisfied	
Formal orientation program on-site	_____	_____	1	2	3	4	5
Course descriptions	_____	_____	1	2	3	4	5
Information about host country	_____	_____	1	2	3	4	5
Cross-cultural preparation	_____	_____	1	2	3	4	5
Health information	_____	_____	1	2	3	4	5
Safety & security as a student overseas	_____	_____	1	2	3	4	5
Travel advice	_____	_____	1	2	3	4	5

Please make detailed comments on any of these items.

PART THREE: Accommodation and Meals

Was housing arranged for you by the sponsoring program/host university? ____yes ____no

If no, how did you find accommodation?

In what type of setting did you live? (If you lived in more than one setting, indicate percent of time in each setting and rate your level of satisfaction with each setting on a scale of 1 = lowest to 5 highest.)

	Percent of time	extremely dissatisfied				extremely satisfied
Host family	_____	1	2	3	4	5
University accommodation with meal plan	_____	1	2	3	4	5
University accommodation, self-catered	_____	1	2	3	4	5
Rooming house/pension	_____	1	2	3	4	5
Housing provided by U.S. sponsor agency	_____	1	2	3	4	5
Single person apartment	_____	1	2	3	4	5
Shared apartment	_____	1	2	3	4	5
Room in private home	_____	1	2	3	4	5

Did you have a choice of accommodation? ____ yes ____ no
If you moved, why did you move?

Given the particular circumstance of this program and its location, were your housing arrangements satisfactory? (Please include comments on heating, air conditioning, facilities, access to toilet, bath/shower, laundry, proximity to classes, grocery, shopping or leisure activities.)

How did your housing arrangement enhance or hamper your efforts to understand the cultural environment and to interact with host country nationals?

PART FOUR: Cost

How did you finance your study abroad?
(Indicate what percent was provided by each of the listed sources.)

____ loans ____ family ____ personal savings ____ A.U. grants
____ other scholarship/grant ____ other (specify) _____

Was the information you received from the program regarding costs accurate? ____ yes ____ no
Explain:

PART FIVE: Other Observations

What are the primary benefits that you derived from participation in this program?

Was there any particular issue or difficulty that you experienced in readjusting to U.S. culture?

Would you recommend this program to other students? ____ yes ____ no
Explain.

Please comment on any other aspect of your study abroad experience.

PART SIX: Academic Evaluation

*Please complete an academic evaluation form for each course that you took. (page 37)
Four forms are provided. Make copies of the blank form if you took more than four courses.*

Circle the number next to each category which corresponds to your level of satisfaction with each resource. (Indicate not available or rate on a scale of 1 = lowest to 5 = highest.)

	not available	extremely dissatisfied				extremely satisfied
Academic advising	0	1	2	3	4	5
Personal counseling	0	1	2	3	4	5
Social activities/field trips	0	1	2	3	4	5
Library/research facilities	0	1	2	3	4	5
Classroom facilities	0	1	2	3	4	5
Private study facilities	0	1	2	3	4	5
Sports/recreational facilities	0	1	2	3	4	5
Medical/dental services	0	1	2	3	4	5

Please comment on any other aspect of the academic program.

PART SIX Continued: one evaluation per course

Study Abroad Academic Evaluation

Full Course Title _____

Instructor's Name _____

Class format: ☐ lecture ☐ seminar ☐ tutorial ☐ lab
 ☐ recitation ☐ field study ☐ site visits

Class size: _____

Number and length of class meetings per week: _____

Number of weeks of course: _____

The class was composed primarily of students from:

☐ host country ☐ U.S. ☐ other countries

Intellectual challenge of course: (check as appropriate)

☐ unchallenging ☐ average ☐ demanding ☐ very demanding

Explain: _____

Instructor's academic affiliation: _____

Instructor's performance: (check as many as apply)

☐ poor ☐ average
☐ good ☐ extraordinary ☐ knowledgeable ☐ well-prepared ☐ stimulating
☐ interested in students Explain: _____

Language of instruction: _____

If language of instruction was other than English, what level of language competency was required to accompany the course? ☐ beginner ☐ intermediate ☐ advanced

Grading: (indicate percent of final grade)

____ one comprehensive exam at end ____ oral exams ____ two or more mid-course exams
____ quizzes ____ research paper(s) ____ tutorial essays ____ class participation
____ class presentation ____ field report ____ journal ____ other

List trips/excursions that were part of this course.

Evaluate the relevance of these trips to the course.

____ not relevant ____ marginally relevant ____ very relevant