

Study Abroad Handbook

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Passport Application

In Calloway County, any U.S. citizen must apply for a passport in Paducah:

Paducah Main Post Office
300 South 4th Street
Paducah, KY 42001
Phone: (270) 444-5321

Outside of Calloway County, most U.S. Post Offices provide this service. To find out the nearest passport application facility, go to <http://iafdb.travel.state.gov/>. Enter your zip code and the Department of State will give you the nearest 10 locations.

You need the passport BOOK, not the passport CARD!

To apply for a new passport, valid for ten years, you will:

- ◆ **apply in person** at the passport application facility you have chosen
- ◆ complete application form found at http://travel.state.gov/passport/get/get_840.html
- ◆ submit a certified copy of your birth certificate (see below for details)
- ◆ submit two identical official passport size photos (you can get these at Office Depot, CVS Pharmacy, Copy Express, Copy Plus)
- ◆ provide a photo ID
- ◆ show your social security card
- ◆ pay \$100.00 fee (check or money order)

The clerk at the office will mail the application, birth certificate, two photos, and the fee to the passport office. Generally, your passport will be mailed directly to the home address on your application within 6-8 weeks. Your birth certificate will be returned with the passport.

You can expedite your passport application for an extra \$60.00. If you are applying for a passport 2 months or less prior to departure date, you MUST expedite in order to receive it in time for your program.

Renewal of a passport can be completed at the same location. If your last passport was issued in the last 15 years, it can be submitted for renewal. If you have lost your expired passport, you will need to go through the original process again. If you still have your expired passport to submit for renewal, you may renew by mail. For details, go to http://travel.state.gov/passport/get/renew/renew_833.html. The cost for renewals that are accompanied by an expired passport is \$67.

Obtaining a certified birth certificate. You must request one from the Office of Vital Statistics, usually located in the capital city of the state you were born in. Since this document is essential, and since **it may take 4-6 weeks to receive the birth certificate**, you should order this document as soon as you believe you will need a passport. For details on the Office of Vital Statistics for any state, go to <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>. If you were born abroad to parents who are U.S. citizens, go to http://travel.state.gov/passport/get/first/first_825.html for details on how to obtain a copy of your birth certificate.

If your current legal name differs from that on your birth certificate, you will need to provide the court order or marriage certificate that indicates the name change.

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<p>If you have applied for your passport and not received it, you should call the Overseas Citizens Services General Passport Information line toll free at 1-877-487-2778 for the status of your application. The passport agency will begin to speak with you when your departure date is within 2 weeks.</p>
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Getting a Visa

Visa requirements for non-U.S. citizens vary by country. This is an important difference for international student participants. You should contact the embassies for all those countries you intend to visit during your study abroad to determine visa requirements for your home country's citizenry.

CEA participants

If your program requires a visa, your CEA Confirmation Packet will include step-by-step procedures for this process.

Australia

After AustraLearn receives: \$300 deposit, 1st payment, pre-approved Intended Subject Plan from the university, Participant Contract, and Confirmation of Enrollment from the Aussie university, you will then receive your visa packet with instructions on applying for your visa online. Visa processing for Australia takes up to 2 weeks.

Belize

U.S. citizens are allowed to stay in Belize for 30 days with no visa. After that, a \$50 fee will be required for an extension.

China

After you are accepted to the program, the MSU Study Abroad Office will require you to complete a Chinese Visa application, which will be provided for you. In addition, you will need a passport photo and \$90 visa fee.

England

U.S. Citizens are not required to obtain a visa for stays of up to 6 months. Take your letter of admission to the university overseas for entry into England.

Finland

U.S. Citizens are not required to obtain a visa for a stay up to 90 days. To study in Finland for more than 3 months, you must apply for and obtain a residence permit before leaving for Finland. To apply for a residence permit for study purposes bring or send the following documents to the Embassy or Consulate:

1. Completed application form for a residence permit (Parts I and II). Please remember to state the exact dates of your intended stay in Finland. www.finland.org/en/
2. Two passport sized photos.
3. A valid passport or other travel document.
4. A letter of acceptance from a Finnish school or university confirming that you have been accepted to study there.
5. Written proof of your housing arrangements in Finland
6. Proof that you have sufficient funds to cover your stay in Finland (currently about USD 5000,- per year is considered to be the minimum); this can be in the form of a letter from your bank.
7. Written proof of any scholarship you have received
8. Please write a cover letter stating your current contact information, your permanent address and phone number in that address to which your passport is to be returned.
9. "The Account of the Applicant's studies" form filled out.

Students must leave the country on completion of their studies. The process usually takes 8-12 weeks and cannot be started until all paperwork is received. The processing fee is USD 82.00. Payment may be in the form of cash, a money order, or a certified check. No personal checks. The fee is non-refundable and is subject to change due to exchange rate fluctuations.

Germany

All persons who wish to study at a high school, college or university in Germany are required to obtain a residence permit. Citizens of the United States of America may apply for their residence permit after entering Germany without a visa. Our German Graduate Assistants will help you with this after arrival.

Japan

- **Receive Certificate of Eligibility from Kansai Gaidai University or Tenri University**
- **Apply for Visa**
 - Passport
 - 2 Photos
 - Visa Application Form
 - Certificate of Eligibility from KG or Tenri (original & 1 copy)
 - Financial Statement: Bank statement, pay stub, or financial aid letter
 - It usually takes 2 days to 1 week to get a visa

Korea

A U.S. Citizen staying in Korea for less than 30 days is not required to have a visa.

Morocco

No visa is required for a stay up to 3 months.

Visa application requires:

- the application form
- 4 identical passport photos
- Letter proving status as student
- Photocopy of airline ticket on airline or travel provider letterhead (e-ticket usually okay as long as provider information is available)

New Zealand

After AustraLearn receives: \$300 deposit, 1st payment, pre-approved Intended Subject Plan from the university, Participant Contract, and Confirmation of Enrollment from the New Zealand university, you will then receive your visa packet with instructions on applying for your visa online. Visa processing for New Zealand takes 2-4 weeks.

Thailand

Processing fees:

Non-immigrant visa \$50.00 for one entry and \$125 for multiple entries. Requires presentation of your acceptance letter to Assumption University. (Maximum stay 90 days, Extension of stay may be applied for in Thailand.) Applying by mail will take approximately one week plus mailing time. Visa has a 3-month validity and must be utilized within 3 months from the date of issue.

The following must be submitted:

1. Current passport valid for travel.
2. One completed and signed application form, found at <http://www.thaiembdc.org/index.htm>.
3. Two passport-size photographs (2"x2") (Photostat or Photocopy not accepted). Photographs must have a light color background with a full- face view of the person without wearing a hat or dark glasses. Photos must be taken within 6 months.
4. If submitting application in person, processing fees are payable only in cash or money order. If application is submitted by mail, pay by money order only.
5. When submitting application by mail, a self-addressed envelope size 6"x9" or large enough to fit all passports with sufficient postage stamps is required. Metered stamps will not be accepted. Please also

include a 37 cent-stamp for the cost of previously mailed application form to applicant. Applicant may have their visa mailed by choosing one of the following options:

- \$13.65 in postage for a next-day express mail (*and additional 37-cent stamp for the cost of previously mailed form*). Please include self address mailing label if possible.
 - \$3.00 in postage, depending on weight, for certified mail (*and an additional 37-cent stamp*)
 - \$8.60 in postage, depending on weight, for registered mail (*and additional 37-cent stamp*)
 - Federal Express, UPS, Air Born or DHL with account number
6. **Mail to:** Royal Thai Consulate-General, 700 N. Rush Street, Chicago, IL 60611. Phone 312.664.3129. Fax 312.664.3230. Email: thaichicago@aol.com

Web Resources

- **Consular Information Sheets & Travel Warnings** http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html Look up general information about a country. Find out if/when a travel warning was issued for a particular country.
- **Centers for Disease Control** www.cdc.gov/ Find out which vaccinations are recommended for travel to specific countries.
- **World Factbook of Criminal Justice Systems** <http://www.ojp.usdoj.gov/bjs/abstract/wfcj.htm> Look up the country you are traveling to and find out what the criminal justice system is like. Also find statistics on crimes for particular countries.
- **US Embassies & Consulates** <http://usembassy.state.gov/> Find information on US Embassies and Consulates around the world.
- **Currency Converter** <http://www.oanda.com>
- **Western Union** <http://www.westernunion.com/info/selectCountry.asp> Find a Western Union office anywhere in the world so you can wire money overseas.
- **Mastercard/Cirrus ATM Locator** <http://www.mastercard.com/atmlocator/index.jsp> Find an ATM that accepts Mastercard or Cirrus cards anywhere in the world.
- **Visa/Plus ATM Locator** http://visaatm.infonow.net/bin/findNow?CLIENT_ID=VISA Find an ATM that accepts Visa or Plus cards anywhere in the world.
- **Cybercafe Locator** <http://www.netcafes.com/> Find an internet café anywhere in the world.
- **Mobility International** <http://www.miusa.org/> Information on travel for people with disabilities.
- **Travel Language** <http://www.travlang.com/languages/> Learn some of the language of the country you will be studying in.
- **Safety Handbook Resource List** <http://www.studentsabroad.com/intro.html> Site is for study abroad students and families. Find a safety checklist, info on culture shock, and more.
- **International Gay & Lesbian Travel Association** www.igltta.com
- **Gays the Word – British site** www.gaystheword.co.uk
- **GLBT Travelers** www.outandabout.com

Check your individual Country Packs for Site-Specific Web and Reading Resources.

Suggested Reading

Travel Guides

Rough Guides <http://www.roughguides.com/>

Lonely Planet <http://lonelyplanet.com/>

Fodors <http://www.fodors.com/>

Let's Go <http://www.letsgo.com/>

Spartacus International Gay Guide, by Bruno Gmunder Verlag

Damron – Guides for GLBT travelers www.damron.com

Anthologies/Multiple Cultures

- *Culture Shock!* Series – separate guide for a number of countries
- Gannon, Martin J. *Understanding Global Cultures: Metaphorical Journeys Through 28 Nations, Clusters of Nations, and Continents*
- Pearson, Mark *Europe from a Backpack: Real Stories from Young Travelers Abroad*
- Gelman, Rita Golden *Tales of a Female Nomad*
- Wisner, Franz *Honeymoon with My Brother*

Billing

Billing through your MSU account for these programs enables you to utilize MOST of your MSU scholarships for your semester study abroad program.

Semester programs

These semester exchange programs are partly billed through MSU:

- Tenri University, Japan
- Assumption University, Thailand
- Keimyung University, Korea
- IMBT, Morocco (also a summer program)
- International Teaching Experience in Belize
- Szent Istvan Egyetem, Hungary
- NCYU, Taiwan
- Tampere University of Technology, Finland

The housing and meals for Assumption, Keimyung, IMBT and NCYU are paid for on-site at the host. Meals at Tenri, Hungary and Belize are paid on-site and housing for these programs is paid at MSU. For Tampere University, students will receive free room (per the national system in Finland) and a meal stipend each month. Tuition for all of the above programs is billed through MSU at the regular rate, just as if you were on-campus. If you are an in-state student, you will be billed MSU's in-state tuition. If you are an out-of-state student, you will be billed MSU's out-of-state tuition. Belize students will not be billed extra tuition if they are enrolled in 12 hours (full-time) during the spring semester.

These semester exchange programs are fully billed through MSU:

- Universität Regensburg, Germany
- Helsinki Business Polytechnic, Finland
- Kansai Gaidai University, Japan

These programs will include these billing items: program fee (covering housing, meals and any group excursions the program offers) and tuition. These items are billed at MSU just as if you were on-campus. For all of the programs listed in this section, you will still pay MSU tuition at the regular rate (if you're in-state, you will still pay in-state tuition).

Items not billed through the MSU account for semester students:

You will not be billed on your MSU account for your airfare, personal spending money, any passport fees, books, or other personal expenses. These will be your responsibility to take care of individually.

Summer & Winter Programs**These programs are partly billed through your MSU account:**

- Discover China
- Discover Korea
- Ukraine Volunteer Program

Your tuition payment for these programs will appear on your MSU account. The remaining fee must be paid to the Study Abroad Office in 169 Woods Hall. For China and Korea, the remaining fee covers your housing, meals, all activities, airfare, and all ground transportation after arrival overseas. For the Ukraine and Morocco programs, the remaining fee covers on-site transportation, an excursion, placements, and housing.

AustraLearn, CEA, IBS, KIIS, Lancaster & Non-MSU Program Students: Full billing for your program takes place through the program provider or university. No payment is made to MSU.

What is the refund policy?

The refund policy will vary depending on your program and program provider. It is your responsibility to know the refund policy for your program provider. The MSU policy for exchange and faculty-led programs is this: Refunds for MSU-run programs will be given in full to the amount that has not been spent out for program expenses. Therefore, when a refund is requested, any expenses that are able to be recouped by the program at that time will be reimbursed to the student. Those expenses that cannot be recovered will likewise not be refunded to the student.

Financial Aid

Is financial aid available for the expenses of study abroad?

Yes, if you meet federal financial aid guidelines and are a regular, degree-seeking student at MSU. Any loans or grants can be utilized for students who meet eligibility requirements.*

How much can I borrow?

The amount that can be borrowed is determined by federal guidelines based on a student's year in college, dependency status, and financial circumstances. It is affected by how much a student has borrowed for the academic year. **In some cases the amount of eligibility will increase because the program cost increases financial need.**

Where do I find assistance in determining eligibility and applying for a loan?

See Jan Kind, Student Financial Aid Office, Sparks Hall Basement. She works with study abroad students to determine eligibility and levels of aid available. You can email her to make an appointment at jan.kind@murraystate.edu or call at 270-809-6989.

What must I do to obtain financial aid for study abroad?

Students must first apply by completing both the

- MSU Financial Aid Application, writing the name of the study abroad program and its beginning and ending dates at the top of the form
- Free Application for Federal Student Aid (FAFSA) for the relevant year. Visit: fafsa.ed.gov

What if I already completed the forms for the current academic year?

Students who already have filed both forms and are interested in financial aid for a study abroad program that lasts a full semester need to notify the Financial Aid Office on campus that their semester plans have changed. Also, **take the cost estimate for your study abroad program to the Financial Aid Office** so that a determination can be made as to any new aid you may be eligible for given the change in your semester costs. Students applying for summer programs must complete an additional form (the Student Financial Aid Summer Application).

How do I obtain the loan proceeds?

MSU's Student Loan Accounting Office will receive the loan proceeds from the lender. These proceeds will be applied to your MSU account IF you use a lender that allows the funds to be applied automatically. If you do not have a lender that allows this, you may need to complete a Power of Attorney with your guardian so that the check can be walked to the cashier's office to be applied to your account while you are out of the country. The overage of loan dollars on your account will be refunded to you at the address you provide to the Bursar's Office.

***AustraLearn, CEA, Lancaster & Non-MSU Program Students:** To have your Federal Financial Aid apply to your program abroad, **you must notify the Study Abroad Office of your intentions and fill out the appropriate paperwork to use Federal Aid or it will not be applied.** You may also complete paperwork to request that your Federal Financial Aid be sent directly to the program you are attending. If you do not complete this request, the funds applied to your MSU account will be issued in a check to you and sent to your permanent home address or whichever address you have on file with the MSU Bursar's Office.

Conduct, Policies & Regulations

The following policies and regulations are designed to help you adjust to and succeed in your new role as a student participant in a study abroad exchange or faculty-led program. Although your home university and the university or program overseas will have some things in common, there will also be some differences between the two.

If you are attending a foreign institution, you will be expected to abide by the regulations and traditions of both institutions. Learning to recognize and to appreciate the differences between your two universities and the countries and cultures they represent is an important part of your new role and is one of the primary goals of the study abroad program.

If you are participating in a short-term faculty-led program or program in which you are not integrated into a university, your MSU faculty leaders and the Study Abroad Office may provide you with additional regulations or programmatic rules that you must adhere to for the duration of the program.

Program Administration

The Program is administered by the Institute for International Studies of Murray State University and represented abroad by either MSU faculty leaders, consortial or affiliate program personnel/faculty leaders, and/or by on-site native personnel, which may take place in the form of foreign university personnel or personnel contracted to work with MSU. It is the responsibility of the on-site staff to administer the program by planning and directing the on-site orientation program and by reporting grades and credit to Murray State University, by making housing arrangements, by assisting students with personal concerns, by advising students in academic and extracurricular matters, and by serving as a cultural resource for you. So that the on-site staff may best serve your interests and the interests of the program, you are responsible for the following:

- contacting the on-site personnel at least once each week and much more regularly for short program participants, to inform yourself of planned activities and events, procedures, deadlines, messages, and other pertinent matters;
- consulting with on-site personnel on all academic problems;
- notifying on-site personnel of any travel plans beyond the immediate vicinity of the program site (SEE: Travel Section);
- informing on-site personnel of illness or medical problems;
- reporting any matters of concern or interest to the program and its participants to the on-site personnel.

Academic Policies

You are expected to attend all classes, lectures, and excursions (that are tied to a course or that you have confirmed participation in previously) arranged by or for the program. Failure to do so will result in reduced grades as specified in course syllabi. Excessive absence from program activities will result in expulsion from the program. **Expelled students will be sent home at the student's expense and receive a failing grade for all courses, regardless of expulsion date, including expulsions taking place prior to the MSU Drop Date.** Cultural and educational excursions and field trips are part of the curriculum and may be financed through program funds. **STUDENTS WHO DO NOT PARTICIPATE IN ANY OF THE PROGRAM'S ACTIVITIES ARE NOT ENTITLED TO A REFUND.**

Standards of Conduct

Murray State University assumes that all participants in the program will conduct themselves responsibly. In general, the policies and regulations stated in the *Undergraduate Student Handbook*, apply to students participating in study abroad programs with or through MSU. Additional regulations that pertain to your specific program may be provided for you in addition to this handbook.

Students participating in the program are responsible to the on-site staff and host culture and are expected to conduct themselves in a manner acceptable to the host and Murray State University. The on-site staff as well as the home campus of MSU is vested with the power to expel without refund any student engaging in conduct which:

1. Violates the Program policies in this manual, the *Murray State University Student Handbook* or local laws
2. Is disruptive to the program and/or
3. Is deemed unacceptable by the on-site staff

Expulsion decisions of the on-site staff or MSU home campus staff are NOT subject to appeal. **A student expelled from the program will receive failing academic credit for Program classes and must return home immediately. Expelled students will not be allowed to use any return flight ticket(s) purchased through a program group flight.**

Participants who are Visiting students at MSU or participating through the National Student Exchange for the study abroad program will be expected to abide by the same rules of conduct as all other participants. Visiting students who are expelled or reprimanded for poor conduct overseas can expect their home university to be formally notified of poor conduct and for this conduct to reflect on their permanent record at their home university as well as at MSU.

STUDENTS SHOULD BE ESPECIALLY AWARE THAT THE PENALTIES FOR THE USE OF ILLEGAL DRUGS ABROAD ARE OFTEN VERY STIFF. USE OF SUCH DRUGS BY PROGRAM PARTICIPANTS WILL NOT BE TOLERATED. ANY STUDENT DETERMINED TO BE USING OR IN POSSESSION OF ILLEGAL DRUGS WILL BE EXPELLED FROM THE PROGRAM IMMEDIATELY AND SENT HOME AT THE STUDENT'S EXPENSE.

Standards of conduct are always affected by cultural differences. Students should be aware of the effects of “culture shock” on their ability to respond to situations. Students are responsible for learning and obeying the laws of any country they visit.

Class Credit

*Note: The credit approval process **does not** apply to the following programs: **CCSA Programs, Discover China I & II, Discover Korea, IBS Programs, International Experience in Chemistry, International Teaching Experience in Belize, KIIS Programs, Regensburg Semester.** You are registered and enrolled as an MSU student for your program abroad. Your transcript will reflect MSU courses and no notification that you studied abroad.*

Expelled students will be sent home at the student’s expense and receive a failing grade for all courses, regardless of expulsion date, including expulsions taking place prior to the MSU Drop Date

Credit Approval

On all study abroad programs, you can receive credit that will directly apply toward your MSU degree. **The Anticipated Evaluation of Credit** form allows you to have your credit pre-approved by your MSU Advisor. You **MUST** complete this form **BEFORE** departing for your program to have your credit guaranteed at MSU upon your return. **If you do not complete this information, you put yourself at risk of taking classes overseas that may not count toward your degree at MSU.** Details on how to complete this form are included in the *Study Abroad Checklist*. If you have questions or need an additional form, see the Study Abroad Coordinator for assistance.

Overseas Transcripts

To apply your study abroad credits to your MSU transcript, the MSU SA Office must receive an official transcript directly from the program you have attended. The SA Office will NOT accept a copy delivered by a student. An official transcript **MUST** be mailed directly to the SA Office.

Additionally, the **grades provided on the official transcript from your program are the grades that your MSU transcript will reflect**, with translation assistance provided by your program provider/university. If your transcript is received and you feel that an error has been made on a particular grade you earned, it is your responsibility to contact your professor and program provider/university and request the grade change. MSU will **NOT** change a grade on another university’s transcript. If a grade from overseas is successfully changed, you should request that another transcript, with the revised grade, be sent to the SA Office to have this change processed. All grade changes will be processed in the same manner that an MSU grade change is processed in the Registrar’s Office.

The **MSU credit hours that you are given for each course will not be the same points, credits, or hours that are reflected on your overseas transcript.** The points, credits or hours reflected on your overseas transcript are that university or program’s system of credit. Universities around the world differ in the credit-granting process. Therefore, **the MSU Registrar’s Office calculates the credit hours for each course you take overseas based on their equivalency to a full semester MSU course.** This calculation includes the number of contact hours per week and the duration of weeks that the course meets. **IF** you provide the Study Abroad Office with the required Anticipated Evaluation of Credit form, you will be provided with this calculation **PRIOR** to attending your program overseas so that you know before signing up for each class how many MSU hours you will gain for that class.

Packing

Don't pack too much! YOU have to carry your luggage. Take one or two suitcases that you can carry alone, plus one smaller carry-on. One of the most suggested carry-ons from former students is a backpack. If the backpack is on your back, you can handle more with two free hands.

Keep in mind that airlines have luggage weight limits. It is your responsibility to find out what your airline's limit is. If you go over the allotted weight, you will be charged dearly, up to \$100 for every 5 pounds!

Limit your Carry-ons. Airlines will allow you one carry-on and one purse/laptop bag. It is HIGHLY suggested to take only one carry-on simply because it will make your travel easier.

Electrical Appliances & Electronics. You should pack any valuable electronics in your carry-on luggage. Anything that will require plugging in while abroad should be carefully considered as voltage and plug shape differs around the world. (See the Study Abroad Voltage Guide for assistance.) If you choose to take a laptop, ipod, cell phone, hairdryer, curling iron, alarm clock, or other electrical gadget, be sure to purchase a voltage and plug adaptor as needed or your appliance will explode and the outlet you try to use will burn out as well. Where possible, use gadgets provided by hotels or host families or pack battery-operated items.

Don't bring:

- Small electrical appliances, unless you can't do without them. Battery-operated items are suggested.
- A semester supply of your favorite soaps, toothpaste, etc. You will be able to find equivalents after arrival.
- Lots of shorts—Europeans and Asians do not wear them as much as we do

Do bring:

- A pair of shoes that are not open-toed. Some countries do not wear sandals as much as we do-or wear them with socks (especially true for Asian countries).
- A PHRASE BOOK! for those countries you plan on visiting
- Individually packaged wet wipes or anti-bacterial hand gel. Not all public toilets have soap, or even sinks.
- Small kleenex packages. You won't always find toilet paper in public restrooms (especially true in Asian countries).
- A well used, old bath towel and wash cloth for trips. When you pack for home, throw it away.
- A carry-all shopping bag, either net, plastic, or cloth bag (or use your back pack) for carrying groceries or other purchases. Stores abroad do not always have free shopping bags; you're expected to bring your own or buy them there.
- Sunglasses
- An adapter and a converter if bringing small electrical appliances
- A small umbrella or rain poncho/jacket
- Under-your-clothing document and money holder for travel. The kind worn around the neck is fine, although there have been incidences where the cord was cut and the packet stolen. Waist or leg carriers that fit under your clothing are best.
- Small plastic bottles for shampoo/lotion when traveling on weekend getaways
- Extra batteries for camera, radio, cassette player, etc. Batteries are generally more expensive abroad.
- Plenty of film-it can be expensive overseas
- A prescription for your glasses/contact lens, and any medication that you are dependent on.
- A Xerox copy of the main page of your passport. Passports do get lost or stolen. They are easier to replace if you have a copy handy to provide the Consulate.

- Bathrobe. Often the living arrangements require a shared bath—you don't want to get caught in a towel in the hallway. (Also think about shower shoes if you're picky about public showers.)

Clothing

Keep it simple. **Remember that you can do laundry there, too! Put everything you THINK you want to pack out on your bed. Then put half of it away. Think lightweight (remember...you'll be carrying your own luggage).**

- ❑ Bring enough outfits for five days
- ❑ Bring clothing for a variety of weather conditions. Learn about the weather in the country.
- ❑ Bring only clothing that is easily mixed and matched.
- ❑ Bring two pairs of good walking shoes. Leather, not canvas.
- ❑ Pack a bathing suit.

Students studying in Korea or Japan: make sure you have a pair of socks with you at all times if you are wearing shoes without socks or pantyhose. When you enter a home or restaurant in these countries, it is customary to remove the shoes and put on slippers provided by the home or business.

Airport Security

Be aware that airport security is quite rigorous. Arrive early. You may be subjected to several searches in the course of your travel. Do not be alarmed by this. **There are also restrictions on objects that can be carried onto an airplane. Please note that the following are prohibited in your carry-on baggage: razors, needles, any kind of knife or cutting device (even cuticle clippers), nail files, nail clippers, tweezers, aerosol or pressurized cans.** If you need to take any of these items, pack them in your check-in bags. **Lighters are prohibited in both carry-on and checked baggage.**

Liquids are highly restricted in carry-on baggage! The TSA 3-1-1 rule is enforced lightly in some airports and stringently in others. It's better to be safe than sorry. You are allowed to pack in your carry-on luggage liquids in 3 oz containers only. You can carry as many of these 3 oz containers as will fit into 1 quart size Ziploc bag. The only exception is any prescription medication you require. For these medicines, make sure they are placed in original containers with the prescription label. You are allowed to carry in your checked-in luggage larger amounts of liquids if you choose to do so.

If your luggage is not already covered by your family's homeowner's policy, you may wish to secure insurance to cover it during the time you are away from the States.

Carry a list of the contents of your luggage, in case of loss. Once a student lost all of her luggage en route to Frankfurt, and she did not have a list of contents. The airline reimbursed only half of her actual losses.

Mark your baggage well so that you can see it is yours from the minute it spins out onto the luggage carousel. Creative travelers have marked their bags with bright scarves or stickers to single it out easily.

Never leave your bags unattended. Airport security will treat your bags as though there are dangerous contents within and you will likely not get them back in one piece.

Taking Money

The currency used overseas is not dollars and cents, as you probably already know. At first you may find it rather difficult to keep track of your spending, because the money is so *strange*, and you won't be able to calculate the exchange every time you make a purchase. It is a very good idea to keep a cheat sheet of the exchange rate after

you convert your dollars to the foreign currency. (Some people like to carry small calculators, so they can convert easily before making purchases. Check www.oanda.com for the current exchange rate.)

Here are the general guidelines when it comes to dealing with taking money overseas.

- **You should take at least 3 forms of money: ATM card, credit card, cash, traveler's checks.** This will greatly increase your flexibility if one source runs dry. Debit cards and any other type of combination cards prove to be the most troublesome—avoid them if you can. If you choose to rely heavily on your ATM card, take 2 in case one gets eaten by an ATM machine that doesn't like you.
- After arrival, you can cash traveler's checks, use an ATM, or exchange dollars at the airport or local banks.
- If you have a checking account in a U.S. bank that uses the Cirrus or PLUS ATM system, you can withdraw funds from that account with an ATM card at banks or at other Cirrus or PLUS ATM machines throughout the world, though you should check the ATM locators (websites listed on the web resources page) to be sure there's one in the city you'll be living in.
- **Consider contacting your bank to increase your daily ATM withdrawal limit to provide flexibility in accessing cash in emergency situations (especially true for students traveling to Europe, Australia, New Zealand or Japan).**
- **Place the bulk of your funds in your checking account** as many overseas ATM machines do not provide access to differing accounts.
- **Check with your bank to determine the charge for using an international ATM machine.** You should withdraw the daily maximum each time you make a withdrawal using your ATM card in order to avoid overcharging for ATM use.
- **Stash some of the US\$ you take with you for use during your return trip home.** That way you don't lose on the exchange rate twice by withdrawing money in the currency of the country you are in and then exchanging it into dollars.

You may also use the cash advance procedure with your credit card (check with your credit card provider for details). However, this is an expensive source of cash as you pay a finance charge calculated from the date of withdrawal, with no grace period.

Traveler's checks are an option that provide security in case of loss. You will pay a fee to cash them, sometimes on a "per check" basis, which increases the cost of cashing several small denomination traveler's checks. Make sure to take all the appropriate precautions given in the instructions on the use and protection of traveler's checks if you choose to take this route for some of your funds.

Culture Shock

What is "Culture Shock?"

Culture shock refers to the anxiety experienced by an individual when changes occur in his/her environment. These changes include the absence of familiar surroundings, family, and support systems while confronted with the task of assimilating a new culture. Culture shock may be experienced by any person who spends an extended period of time in a new or different culture. The new culture's signs, symbols, and social cues can produce

frustration and anxiety. The shock of adjustment is normal and perhaps universal and is often experienced in stages.

Common Signs & Symptoms of Culture Shock

- Anxiety, sadness, depression
- Frustration, despair, and disorganization
- Anger, confusion, loneliness
- Loss of appetite, changes in sleep patterns, tearfulness
- Lack of energy, loss of enjoyment in daily activities, withdrawal from others
- Headaches, stomach pains

Stages of "Culture Shock"

- **HONEYMOON STAGE** This is characterized by exhilaration, discovery, and anticipation. Perceptions are positive. Emotions include excitement and euphoria.
- **DISINTEGRATION STAGE** The novelty wears off and host culture begins to intrude on the visitor's life. This stage is characterized by confusion, frustration, loss, depression and withdrawal.
- **REINTEGRATION** The individual is likely to disregard both similarities and the differences between the host culture and the home culture. This stage is characterized by hostility, defensive behavior, feelings of vulnerability, rebellion, blame, rejection of all that host culture represents.
- **AUTONOMY** This is the hopeful stage. The person begins to establish an objective, balanced and impartial view of the situation and experience. There is a new sensitivity to the host culture and greater awareness of self and others. The person is less dependent on others and is more relaxed.
- **INTERDEPENDENCE** This stage aims at the goal of a bi-cultural or multicultural identity. This stage is characterized by a sense of belonging, trust, and sensitivity to the host culture.

How to Cope with "Culture Shock"

- Know that your reactions are normal
- Speak with the MSU Study Abroad Coordinator or an International Student Advisor at your host university/program
- Seek professional help if needed
- Seek other students for support
- Join a study group or social club
- Talk to your advisors and professors about expectations and academic goals
- Work at being flexible, patient and open-minded
- Keep a sense of humor

Health & Insurance

Participants are HIGHLY encouraged to fully disclose ALL medical conditions including any mental health issues that you are dealing with or have dealt with in the 6 months prior to your program departure.

What if I need medical care abroad?

If you need medical care, most likely the university where you are studying has its own medical facilities for students. You should pay attention to their information or orientation on health services. If they sent you a student

handbook, read it carefully. If the host school requires you to register with a local physician, do that as soon as possible after arrival.

Other places that are good places for referrals to local physicians:

- US embassies and consulates
- Hotel managers or concierges in hotels that cater to an international clientele
- Tourist information centers
- US travel services
- Peace Corps offices
- American military base hospitals

What information do parents need to have?

Parents should read all of the information provided by the Institute for International Studies and/or the host university, plus **keep a record of all addresses and phone numbers** provided. Additionally, parents should **keep such information as their child's blood type, all insurance providers, a copy of their child's passport and international student ID, a list of their child's traveler's check numbers, and the business card of the IIS office.**

Emergency numbers

During orientation either with MSU or through your program provider, you will receive important emergency numbers. Put these numbers in your wallet immediately for use overseas. Also, some universities will provide an additional emergency card to supplement this list.

- Parents of students attending **MSU Exchange programs** will receive a refrigerator magnet with these same emergency numbers.
- Parents of students participating in **AustraLearn, CEA, Lancaster or Non-MSU Programs** should be informed by you of the emergency numbers to contact overseas.

Other numbers:

- IAMAT (International Association for Medical Assistance to Travelers) 716-754-4883 Provides lists of English-speaking doctors abroad and health information.
- CDC Travelers Health hotline 404-332-4559
- US State Dept. Citizens Emergency Center 202-647-5225 Provides assistance to Americans with medical, financial, or legal problems while traveling overseas. Also provides recorded travel advisories.
- Worldwide Assistance Incorporated 800-821-2828
 - 24-hour medical referrals and evacuation services.

**If you're sick overseas, for a list of English-speaking doctors and hospitals abroad:
Contact the ISIC 24-hour Emergency Help line!**

What immunizations do I need?

For information by the hour check out www.cdc.gov/travel. At this site you can find the recommendations for the area you'll be traveling to. You should secure all necessary medications or inoculations for your area before you go. Your local community health department or physician should be able to provide assistance.

If your program does not require special precautions, IIS still recommends that you have all routine immunizations up-to-date. These include tetanus, MMR, and polio vaccines. **An up-to-date tetanus shot is absolutely essential for any international travel.** Check with your family physician.

Why do I need to provide MSU with my private medical information?

- **The university requires it of all students going abroad.** We need to be sure that you are healthy enough to experience extended stay in a new environment. Culture shock often includes physical and emotional reactions. We want you to be as prepared as possible for both. **Failure to provide truthful and accurate information on your medical form could result in dismissal from the program, even if you have already arrived at the program site.**
- MSU needs to be aware of any special allergies or dietary restrictions, your blood type, and other information that would be helpful in an emergency.

Why do I need insurance? And what kind?

Some of you may be participating in an exchange where you are required to join the national health program in that country. Don't complain; join and be thankful! National health plans are very cheap and cover ALL medical expenses with the exception of only a few dollars (\$5 for an appendectomy in Germany!).

ALL program participants are required to have adequate health insurance for the duration of the program.

All of our students are required to carry insurance.

- **Exchange program students** are required to purchase an international Student ID card. ISIC insurance meets our minimum standards.
- **AustraLearn and CEA** program students will be provided adequate insurance through these program providers.
- **Lancaster students** should either purchase an insurance plan before departing to England OR wait and purchase the plan offered by the university. MSU recommends that students purchase the plan available after arrival in the U.K.
- **Non-MSU Program students** MUST provide proof to the MSU SA Office of comprehensive insurance coverage provided either by the program, the overseas university, or purchased on a plan found independently.

Your parents should keep a copy of your policy benefits and the company address, PLUS A COPY OF YOUR ID NUMBER, on file. Our office also maintains a copy of a student's insurance information IF it is provided to our office accurately.

The required ISIC insurance covers only the basic medical needs for students (see www.isicus.com/MyISIC/ for details). To get more inclusive coverage, check into getting additional insurance plans either through your current insurance provider or from another source. We encourage you to shop around for additional insurance for the duration of your program. The cost may well be worth it. International Student ID health insurance claims should be reported to Travel Guard at 1-800-826-7791 (7:00am - 4:30pm CT).

For information on additional insurance providers, please contact the Study Abroad Office.

For any plan you are investigating, you should inquire of the following:

- Direct payment vs reimbursement
- Some or all of the costs to get you to a medical facility
- Repatriation AND medical evacuation (flying you home if necessary)
- 24-hour telephone assistance
- Travel-related but non-medical assistance (emergency cash, ticket replacement, legal assistance, etc.)

What are the biggest health problems?

A. Traveler's Diarrhea

TD may be a reaction to a bacteria or virus from eating contaminated foods or water. It can also be caused by a change in sleeping patterns, eating habits, or emotional stress. To prevent TD, maintain a "safe" diet. Some guidelines include:

- eat only cooked fruits and vegetables or ones that YOU peel
- eat only meat that is cooked thoroughly
- eat only pasteurized dairy products purchased in containers
- avoid raw veggies, fruits with punctured skins, raw eggs, etc.
- do not drink water from taps or faucets, especially in public and never on public trains
- drink only bottled water or commercially bottled drinks
- avoid ice in drinks

Dehydration is the biggest danger associated with TD, so drink plenty of safe fluids. Your first aid kit should include Imodium and Pepto-Bismol.

B. Constipation

Constipation is often a result of being in a new place with unfamiliar foods or a change in diet. Take some Senokot or Fibercon in your first aid kit and drink *lots* of water and foods high in fiber.

C. Alcohol and Drug Use

Students should be aware that **the two major causes of death overseas are automobile accidents and drowning.** And in most cases, the accident or drowning involved alcohol or drugs. Nationwide, the single most dangerous practice by students abroad is drinking alcohol. American students can forget to use good judgment, overindulge, and significantly endanger themselves. **A drunk US citizen is a prime target for muggings and thefts. Drinking to excess abroad is a dangerous practice.**

D. Driving

Driving an automobile in any country can be risky. If you choose to drive abroad, please familiarize yourself with

- road conditions
- local laws
- driving customs
- foreign vehicles

To be safe, always buy the insurance available when renting a car. Murray State University does not support your choice to drive abroad nor is it liable for anything that happens while you are behind the wheel. **So, do so at your own risk!**

E. Safe Sex

This is both a safety and health issue. International romance is not uncommon for students abroad. You should use the same precautions abroad as you would here. If you are involved sexually with an international partner, insist upon protection! Purchase condoms in the US. Not all condoms manufactured abroad are as reliable as those manufactured here. **This precautionary step should also be taken by female students!** TD can disrupt your trip, but an STD can disrupt your life! Make sure the souvenirs you bring home are ones you want to keep.

What are the doctors like abroad?

Americans are often shocked to discover that medical services in many Asian and European countries are superior to our own...and cheaper! Most of the universities where our students study maintain excellent clinics, with both nurses and physicians available. However, the practices of some physicians may be different than those in the US.

Going to the doctor in a foreign land is an experience all its own. When I was in Germany, I had to go to the doctor. It wasn't the same experience it is in America. The doctor told me "Take off your clothes and get on the table." No gown. No privacy. People walking in and out of the room with me lying there...Talk about complete humiliation. My advice: be prepared for the worst even though the worst may not happen.

-Melanie Dailey, England semester

Both the staff at the host university and, if host families are involved, the host families themselves will be the best source of references for establishing contact with a doctor. US consular offices, hotel concierges, and American Express offices can refer you to physicians. Additionally, you or your parents might want to contact the International Association for Medical Assistance to Travelers (IAMAT) before departure. Visit www.iamat.org for more information. Students can join IAMAT for free and it provides physicians, specialists, hospitals, and clinics in 125 countries. It also gives information on required vaccinations and possible health risks in foreign countries.

Traveler's Medical Kit

- Antihistamines/decongestants
- Aspirin or non-aspirin products
- First aid supplies (variety of band-aids or gauze)
- Thermometer
- Scissors or a Swiss Army Knife
- Imodium or Pepto Bismol
- Senokot or Fibercon (for constipation)
- First-aid Ointment
- Sunscreen
- Insect Repellant
- Motion sickness remedy
- Individual packets of moist towelettes or antibacterial hand lotion/gel
- Your own personal prescriptions (plus typed and signed copies of any medication, prescriptions in generic form, eyeglass or contact prescriptions)
- Condoms and birth control pills

Mental & Emotional Health

If a student already suffers from emotional disabilities, culture shock may enhance them. Some students or their parents believe that a trip abroad is just what they need to clear up emotional problems. Study abroad can be stressful, especially at the beginning of the trip. If you are prone to depression, obsessive-compulsive disorder, or any number of other mental issues, you should seek your doctor's advice before planning to study abroad.

Safety Guide for Students

Registering with the Department of State before departure notifies U.S. officials of our citizens overseas. This service enables the U.S. Consulate or Embassy in your city/country of study quicker access to you in an emergency situation.

You must Register with the U.S. Department of State before Departure!!
<https://travelregistration.state.gov/ibrs/>

Please read these suggestions carefully.

1. Be alert. Don't give out your name/contact information freely. Avoid confrontations or situations where you could be in danger.
2. Keep a low profile. Unfortunately, foreigners are often the targets for theft. For this reason, either stay within the safety of the group or try to blend in with the locals. Avoid college t-shirts, greek letters, baseball caps, and other typically American insignia.
3. Never keep all your documents in one place.

- Keep photocopies of your documents in a place separate from the originals.
 - Keep your return ticket in a separate location.
 - Have your parents keep copies of important documents like your passport, ID, and traveler's checks numbers at home.
4. Have sufficient funds, ATM cards, or credit cards on hand for emergencies.
 - Carry important documents and some money in a leg or waist bag designed for this (under your clothes).
 - Do not use tummy packs outside your clothes!
 - Take at least two forms of money.
 - Memorize your PIN number! Don't write it down in your wallet.
 5. **When you travel, be sure to inform the university contact person, the MSU Study Abroad coordinator (a short e-mail will suffice) AND your parents. You may have an emergency and we all need to know where you are. Be as thorough with your planning and notifications as possible. Addresses and phone numbers are preferable to "I'll be in Paris..."**
 6. You may be asked to register with the police abroad. If the personnel at the host institution abroad require this, do not argue! This is for your safety.
 7. When traveling:
 - Never travel alone.
 - Do not agree to carry, look after, or store any package for anyone.
 - Never agree to drive a care for someone else, especially across national borders.
 - Do not hang around the ticket offices at train stations and airports. Go directly to lounges or gates.
 - Crowded travel areas are favorite hangouts of pickpockets. Be wary of where your wallet is at all times.
 - Never leave your bags unattended.
 8. Always carry the Study Abroad Office address, phone number, and e-mail with you, as well as that of your parents. Carry this where an official might find it in emergency.
 9. Know the emergency phone numbers in your country. 911 **does not** work abroad. So know the host country's appropriate number and use it if necessary.
 10. Know the numbers to the International Office at the university abroad.

Tips for Travelers

Choosing a Hotel

- Smaller is smarter. The smaller the lobby, the more noticeable the loiterers.
- Aim for a well-trafficked street. Neighborhood restaurants and late-night stores mean traffic, corporate offices mean darkness. Affluent residential areas tend to have more efficient transportation and fewer street people.
- If you're concerned about the area, ask a female employee--not one in reservations--whether she walks around at night.
- A reception and concierge desk near the entrance, and/or the elevators, is more likely to deter non-guest undesirables.
- There should be privacy for guests checking in: no one should be able to overhear a name, room number, or other personal information.
- Room numbers should be written on the key envelope, not mentioned **aloud** or inscribed on the key--this way, anyone finding your key won't have access to your room.
- The hotel should have sufficient staff to walk you to your room late at night.

Room Rules

- **Have your key out when you leave the elevator.**
- The **door should have double locks**--one of which is a dead bolt--and a peephole.
- The "do not disturb" sign can make the room seem occupied (especially handy if you leave expensive items inside).

- Lock valuables in the front-desk safe.
- If your bag is stolen from the hotel, recruit management to search for it. Most hotel robberies are committed by the staff and many properties, especially overseas, don't allow employees to leave with packages; thieves take the money and dump the rest.
- Stand near the elevator buttons
- Some hotels require you to leave your key with the front desk when exiting the premises.

Street Smarts

- Study a map before going out; once on the street, use a pocket-size guidebook to avoid looking like a tourist.
- Be aware of your surroundings when getting off a bus or train, or riding stairs and escalators; that's when pickpockets tend to strike.
- Divide money for small and larger purchases so you don't have to expose a wad of bills.
- Become familiar with foreign currency before you need to use it.
- Use prepaid phone cards instead of carrying your card number.
- Should a car start to follow you, immediately turn and walk the opposite way.
- If you must ask for directions, approach families or women with children.
- On sidewalks, keep your handbag and other valuables away from the street side (and on escalators, away from the opposite ramp).
- If attacked, yell and attract as much attention as possible.

Transportation Savvy

- Lock all suitcases. Be sure to purchase FAA approved locks so that your lock will not be tampered with by airport security.
- In public rest rooms, use the corner stall. Do not hang your bag on the stall door hook. Thieves may strike as soon as you sit by simply reaching over the door.
- On overnight flights, keep an eye on your valuables. When you go to the lavatory, take your purse with you.
- Don't exit a taxi until you're sure you've arrived at your destination. Pay while still in the car so that you can be sure you've gotten the proper change.
- Stay close to your valuables when passing through airport security.
- If you place your carry-on bag on the floor when sitting in a restaurant or other public area, put your foot through the strap; don't leave it loose.
- If you're the victim of a crime, contact the police and keep the report. Insurance companies require this documentation.

NAFSA: Association of International Educators Responsible Study Abroad: Health and Safety Guidelines

Responsibilities of Participants

In Study Abroad, as in other settings, participants can have a major impact on their own health and safety abroad through the decisions they make before and during the program and by their day-to-day choices and behaviors.

Participants should:

- ✓ Read and carefully consider all materials issued by the sponsor 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.
- ✓ Accept responsibility for their own decisions and actions.
- ✓ 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.

from the NAFSA website at www.nafsa.org

Independent Travel

One of the most exciting aspects of your program abroad will be the opportunity for independent travel. In light of the fact that most students will take advantage of this, we have provided these parameters for your travel.

Requirements for IIS

- **Notify the MSU Study Abroad Office every time you plan a trip.** Provide destination, length of stay and hotel contact information.
- **Notify your parents/family member every time you travel.** Provide destination, length of stay and hotel contact information.
- Notify a local friend (in the country of your study abroad location) and provide the above information to him/her.
- Always have the Embassy/Consulate phone number prior to travel to a new country.
- Always carry your ISIC card and any emergency numbers provided by IIS & your program provider.

- Always carry your passport and admission letter to the university when traveling between countries or when using a railpass.
- If your travel plans change mid-stream, notify the Study Abroad Office and your parents **while traveling** via email or telephone.

Recommendations

- Make a room reservation **prior to leaving** for your trip. Do not just touch down and decide to look for a place after arrival. This does not always come easily. Think ahead!!
- Carry at least 3 forms of money: cash, traveler's checks, credit card, ATM card, debit card.
- Travel with at least one other person.
- Have an itinerary and guidebook ready with sites and areas marked that you want to see. Do not head in the direction of a city without knowing what is there. Have a plan! Don't waste your precious time!

Students on all Murray State study abroad programs have been asked to sign, in the presence of a notary, an exchange release form. To reiterate its last sentence here: "I, for myself, my heirs, successors or assigns, hereby assume any and all risks attendant to the study abroad program described herein." Students should carefully read this release.

Emergency Numbers Abroad

Equivalents to the U.S. 911 system			
Country	Fire	Ambulance	Police
Australia	112	112	112
Austria	122	144	133
Belgium	112	112	112
Belize	911	911	911
China	119	999/120 (Beijing)	110
Costa Rica	911	911	911
Cyprus	112	112	112
Czech Republic	150	155	158
England	112	112	112
Fiji	000/911	000/911	000/911
Finland	112	112	112
France	112	112	112
Germany	112	112	112
Greece	112	112	112
Hungary	105	104	107
Ireland	112	112	112
Italy	115	118	112
Japan	119	119	110
Korea	119	119	112
Morocco	15	15	19
The Netherlands	112	112	112
New Zealand	111	111	111
Norway	110	113	112
Poland	998	999	997

Russia	051	051	051
Scotland	112	112	112
Spain	112	112	112
Sweden	112	112	112
Switzerland	118	144	117
Taiwan	110	110	110
Thailand	191	191	191
Turkey	110	112	155
Ukraine	01	03 / 118	02

For Embassy & Consulate information for the country you are studying abroad in, refer to the Consular Information Sheet provided in orientation or go to http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html.

For Embassy & Consulate information for those countries you wish to visit during your study abroad, go to <http://usembassy.state.gov/>.

US Embassy & Consulate Services

American Citizen Services

You may visit the office in person during regular work hours. In case of life or death emergency involving a US citizen, call [44] (20) 7499-9000. A Consular Duty Officer is available 24 hours a day.

Services Provided

- Passport
 - Renewal
 - Second passports
 - Replacements for lost passports
 - Changes of name
 - Reports of birth for children born abroad to US citizen parents
- Special Consular Services
 - Advice & Info for Americans visiting and residing in the UK
 - Child custody issues
 - Voting
 - Tax information
 - Notarials
- Federal Benefits Unit
 - Social security numbers
 - Applications for new, replacement and corrected Social Security cards
 - Applications for social security and Veterans Administration retirement, survivor and disability benefits

Using the Phone – Calling Home

First, **before you leave home**, you should tell your loved ones in the U.S. that you may not be able to call home for a few days after arrival. It takes that long to find your way around and get organized. Your parents should contact the SA Office at the MSU Institute for International Studies for information about your safe arrival. The SA Office may be contacted at 270/762-4152 during office hours (8:00-4:30) or by email at studyabroad@murraystate.edu. After hours, the SA Office can be reached at 270/227-2005.

Telephoning is generally done from public phones with international capability. Some phones accept coins, while others use prepaid phone cards that may be purchased at train stations, post offices, or kiosks. Most of the major calling cards have special calling systems (such as ATT Direct) which make calling home very easy and very tempting. You may wish to investigate this option. Also, some students figure out special times and places when people from home can telephone them. This is usually the cheapest way to go. You can also call collect from phones in the dorms, but this is very expensive.

A preferable option for the phone may be phone cards purchased overseas. You will find credit card phones in many major cities. However, **using the credit card to call is very expensive. Use this only as a last resort! Phone cards purchased after arrival at local train stations, post offices and elsewhere offer the best rates. Do NOT purchase prepaid phone cards in the U.S. and take them overseas unless they guarantee the same amount of minutes when calling from overseas to the U.S.** Most of the prepaid phone cards you can purchase here offer oodles of minutes for a small price, but when taken overseas, those minutes convert to nearly nothing. Don't waste your money!

You can also purchase a cell phone, which can be used to place or receive international calls, but the rates can be quite high. You may receive international calls while abroad **at no charge to the cell phone.** However, the caller may pay a higher rate for calling a cell phone rather than a landline phone.

Family and friends should add an International Calling Plan to their current long distance plan. This will incur a monthly charge, but will drop the per minute rates to nearly nothing. Those who choose not to add an International Calling Plan will incur a connection fee and additional HIGH per minute rates for every phone call.

For Time Zones around the world, check: <http://www.worldtime.com/>

To call overseas from the U.S., your friends and family should follow this formula:

Int'l Access	Country Code	City Code	Number
	(will vary)	(will vary)	(will vary)
011	49	941	943-3677

For Country and City codes, see the International Calling section of your local phone book.

**Murray State University Study Abroad Programs
Handbook Confirmation Form**

This form must be completed and turned into the Study Abroad Office of the Institute for International Studies. Please print clearly

Date: _____

I, _____, have read the exchange program handbook for the _____ program abroad. I understand everything in the handbook and supplementary program material and have asked questions about any material that concerned me.

Signature of participant

Date

Signature of witness

Date