

School of Business Study Abroad Orientation

2016

Session A

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE



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As a student preparing to study abroad, it is important that you are well informed and prepared for your exciting semester in a foreign country. Our goal of the orientation guide is to better equip you for a successful and enriching experience overseas so that you are able to make the most of your trip. We understand that studying abroad can be life changing, and we encourage you to become as informed as possible before your departure.

In addition to this guide, we recommend that you also consult the [Study Abroad Student Guide](#) at www.studyabroad.com/handbook for additional tips and information regarding issues you may need to resolve before departure or may encounter while you are abroad, such as absentee voting, filing income taxes, and power of attorney.

TRAVEL PREPARATION AND ARRIVAL

Passport

Every student who studies abroad will need a passport that is valid for at least six months beyond the last date of the program abroad. If you do not yet have a passport, you should apply for one immediately. The Department of State's Bureau of Consular Affairs has prepared a publication to assist you in applying for your passport:

"Applying for your Passport the Easy Way" at

Applying for Passport: www.travel.state.gov/passport/fri_publications_easy.html

This guide provides information you may need during the application process. The website answers the following questions:

1. Other than at passport agencies, where can I apply for a passport?
2. What if I need a passport in a hurry?
3. What if I need a passport in less than 7-10 business days/2 weeks?
4. What happens to my passport application after I submit it?
5. What should I do if my passport is lost or stolen?

Loss or theft of a valid passport should be reported immediately to Passport Services, Department of State, Washington D.C. 20524, or the nearest passport agency. If the loss occurs while abroad, you should notify the nearest U.S. Consulate. Theft of a passport should also be reported to the local police.

After arrival at host site: Once you arrive at your host destination, it usually not necessary to carry your passport with you on a day-to-day basis. Ask representatives from the host institution for specifics about when you will need to carry it.

PLEASE REMEMBER, you will need to carry your passport for identification when you are traveling or to change traveler's checks.

Visas

If a visa is necessary for the location where you plan to study, you will be responsible for securing the visa in a timely manner, usually before departure. Our office and your host institution will give you some direction to get you started on the application process, but you will be responsible for managing your own application, including checking for updates in application procedures. Please understand that you will need to carefully review information from the official consular website of the country you plan to visit to apply for your visa.

If you have questions about visas, your host university's international office is the best source of information about necessary visa application processes. They should indicate in the acceptance letter if you will need a visa and may give you

the information and required forms, but you will be responsible for obtaining your own student visa. Visa application can take up to 6 weeks, although it is sometimes possible to pay an extra fee for faster processing.

In most cases you will need several passport sized photos, your acceptance letter from the host university, and evidence of financial aid or personal funds sufficient to support yourself while studying abroad. We recommend that you begin the visa application process as soon as you receive your program acceptance letter.

In many cases, countries that do not require students to get a visa will require a residency permit which students will apply for upon arrival. Your host institution will provide you with the appropriate information.

Medical Issues

General Health Advice: Good physical health and emotional stability are essential to your academic performance and successful study abroad experience. If you haven't had one recently you should have a general exam, a dental check up, and a gynecological visit (for women) before leaving. If you have a health condition or other circumstances that require special attention, you should talk with The International Program's office to make sure that your needs can be met abroad.

The World Health Organization (WHO) publishes an annual International Travel and Health Manual which covers a variety of topics ranging from general health considerations to air travel considerations to environmental health risks to accidents, injuries, and violence. You can either order this publication in a printed form or access its contents for free at the World Health Organization website www.who.int/ith.

IMMUNIZATIONS

While some countries require immunizations for a visa or entry, others do not. These requirements can change according to the health conditions of a particular country. And even if immunizations are not required, there may be recommended immunizations that you will want to get. Check with the Center for Disease Control website www.cdc.gov/ or IAMAT to verify any immunizations that may be needed in your study abroad country. If immunizations are needed, contact Health Services on campus to see if they are able to administer the necessary medicine. It is important to **check for immunizations at least one to two months in advance**, so that Health Services can order any medicine which is not on hand or tend to any reactions you may have.

You may be required to purchase additional health insurance for when you are abroad if your current insurance is not sufficient.

If you'd like to have access to English resources related to health abroad, it may be beneficial to become a member of the International Association for Medical Assistance to Travelers (IAMAT). Membership is free, and the non-profit organization provides travelers with information regarding health risks and sanitary conditions for various countries. IAMAT also provides a list of English-speaking physicians practicing in various locals, as well as hospitals and clinics. It may also be beneficial to download a World Immunization Chart. To view this chart or view more information, visit the following websites:

- World Immunization Chart: http://www.iamat.org/pdf/world_immunization_chart.pdf
- Immunization info: <http://www.iamat.org/>

or write to:

IAMAT
1623 Military Rd. #279
Niagara Falls, NY 14304-1745

TAKING MEDICATIONS ABROAD

- Always pack medications in your carry-on luggage.

- Keep them in the original containers. Carry a copy of all prescriptions to avoid any problems with Customs.
- If you take prescription medications regularly, you and your doctor may decide you should take with you sufficient medications to last your entire stay abroad; however, there may be a limit on the amount of medication that can be brought into the country to which you are headed.
- If you think a prescription will have to be refilled during your stay abroad, make sure your doctor includes on the prescription the chemical composition and generic name of your medication; brand names can be different overseas.
- Prescription medications vary from country to country in name, potency, and purity and may NOT be sent through international mail. It might be wise to obtain a letter from your home physician or pharmacist describing your medicines, their dosage, generic name, and a description of the condition being treated. This letter could be helpful in an emergency.
- If there are certain over the counter medications that you take on a regular basis, you may wish to take a supply with you. Medications that are considered over the counter in the U.S. may require a prescription in your host country. Some over the counter medications that are very common in the U.S., may be unavailable or more expensive in other parts of the world.
- All medication MUST be kept in original containers! When traveling, carry all of your medication in your carry-on bag (NOT in checked luggage).
- Please check with the local embassy to make sure that your medication is not considered illegal in the country.

Packing

Do not pack more than you can comfortably carry **by yourself**. Remember, you will be carrying all of your luggage, alone, from the airport, to the metro/train station/ taxi, to your residence, up and down stairs (often very narrow stairs), through terminals and crowds, after having flown for several hours and probably feeling completely jet lagged.

Check the weather at your destination for the period of the year you will be there and pack accordingly. Bring clothes you can mix and match and that don't need special care (i.e. dry cleaning, ironing, etc.) Speak to study abroad returnees or natives of that country to see what clothing style people wear. You should bring conservative clothes that do not scream, "I'm American!" if you wish to fit into your surroundings and not stand out.

In your CARRY ON BAG, be sure to pack:

at least one change of clothes

essential toiletries (toothbrush and toothpaste, eyeglasses or contacts and solution, comb/brush, wash cloth and small towel) which are 3 ounces or less of liquid and fit in one quart size, clear, plastic, zip-lock bag

a phrasebook or dictionary in language of host country

international calling card, copies of all important documents (passport and visa, travel itinerary, contact

information in host country and plan/tickets for arriving to final destination, letter of admission to host university)

all prescription medications in original container and with the prescriptions

Luggage gets lost 5-10% of the time and may be more common on international flights due to the number of connections. In the unfortunate event that your luggage is lost, you will be very happy to have these items with you.

WHAT TO PACK?

5 Cs to keep in mind:

1. **COMFORT:** You will want to be sure to bring comfortable shoes for walking (you will probably be walking more than you ever have in your life) and clothing that is easy to wear and appropriate for the host site. Sometimes our clothing can be considered too casual or too revealing. It may be useful for women to consult the website <http://www.journeywoman.com/cc/default.html> for other travelers' perceptions of acceptable clothing for your destination country.

2. **CARE:** Consider how you will care for your clothing while abroad. Choose easy care clothing. Do not bring clothes that require dry cleaning. Also avoid clothing that is especially heavy and may require extra drying time or clothing that must be ironed.
3. **COORDINATE:** Face it, you can't take everything, so try to mix and match clothes and wear layers for warmth rather than big bulky items.
4. **CONSOLIDATE:** Try to pack basically for 1 – 2 weeks, taking enough shampoo, soap, and other toiletries to get you started. Remember, you will be able to buy what you need or run out of in the host country. Because electrical systems vary around the world, you may want to bring battery operated items, and buy cheap electrical appliances (hair dryer, etc) when you get there, or go without.
5. **CARRY:** Pack only what you can carry. Remember, it will be your sole responsibility to get your luggage from place to place. Luggage on wheels is great, but you still have to be able to lift it and carry it when going up and down stairs, etc. Keep in mind that narrow luggage is easier to handle when going down the aisles of trains and buses and up and down stairs. As a self test, after you finish packing, try carrying your luggage all by yourself. If you can go up and down the stairs, lift everything into the trunk of a car, and walk down the length of a city block, you've packed just right. If you can't manage, you should start removing items. Remember, you will likely purchase items while you are abroad, and you will have to be able to add these to your luggage when you return to the U.S. It is also beneficial to pack a smaller travel bag for weekend trips when you do not need a large suitcase.

ELECTRICITY

Electrical service varies throughout the world. Along with a voltage converter, you will probably need a set of adapter plugs in order to use small appliances you bring from the US.

Adapters: Most outlets will not accept the two- or three- pronged plugs that are standard in the U.S. Be sure to buy adapters for US appliances before departing, as they will probably be very expensive and difficult to find abroad. Adapters can be purchased at electronics stores locally, such as Radio Shack or Best Buy. Some students have found adapters at Walmart, too.

Electric converters work for appliances up to 1600 watts, at least for a while, but good ones are expensive; don't be fooled by cheaper versions because they will burn up your appliance and may even cause a fire. Because of the voltage difference, U.S. appliances often short out, even with an adapter and transformer. It may be to your advantage to buy electric appliances after you arrive in the host country. If you are bringing expensive electronic equipment such as a computer, obtain all necessary conversion information from a professional before departure.

For more information regarding converters and adapters visit the following website:

- <http://www.independenttraveler.com/resources/article.cfm?AID=95&category=9>

AIRLINE SECURITY

For the latest on airport security measures, information to help you avoid security issues at the airport, and a list of prohibited and permitted items from the TSA (Transportation Security Administration), go to

<http://www.tsa.gov/311/index.shtm>

CUSTOMS

It is important to consult the "Know Before You Go" brochure(<http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/>) for regulations from U.S. Customs and Border Protection regarding permissible items to bring back with you after your stay abroad. Also you should be aware of items which should be declared, as well as duty-free exemptions.

LUGGAGE

- Airlines restrict the amount of baggage that passengers are allowed to carry. In general, passengers on international flights are allowed two bags, each weighing between 50 and 70 pounds. There are usually luggage dimension restrictions as well. Check with your airline or your travel agent for the latest policy affecting luggage limitations.
- Also be sure to verify weight restrictions on discount air carriers as they are often more strict. It may be better to only bring travel sizes of toiletries and buy larger quantities upon arrival. Fees for extra luggage or exceeding weight limits can be very expensive!
- Durable luggage on wheels is recommended for lengthy journeys, but you may not want to navigate two suitcases on wheels at once. You may want to consider a traveler's backpack to keep your hands free.
- Mark all luggage, **inside and out**, with your name and address. If you have an itinerary, put a copy inside each bag. Mark your bags in some distinctive way (maybe a brightly colored luggage tag) so they are easily found.
- Do not bring anything that you would not want to lose. Leave your expensive jewelry and major sentimental items at home.



GETTING TO YOUR HOST SITE

Be sure to check your host university's recommended arrival date before you purchase your plane ticket. Problems may arise if you choose to arrive even a day before or a day after the university's specified date.

There may or may not be an airport in your destination city. Even if there is, it may be less expensive to fly in to the major airport and take a train to your final destination.

You should check the website or acceptance materials of your host university to see what airport and/or train/bus station they recommend. Upon arriving in your destination city, you may be greeted at the airport by staff from the university/program, or you may be responsible for taking a taxi or the metro. Make sure you know exactly where to go and how you will get from the airport to your final destination (international office, dormitory, apartment, homestay, etc.) before you leave the U.S. Make all reservations in advance and have a written plan of exactly how you plan to arrive. You will be tired from traveling and may feel overwhelmed in the new surroundings, so this written plan will be invaluable. You should also have contact information written down (phone numbers and addresses of the residence where you will be staying and the international office of your host university) in case you get lost, have questions, your plane arrives late, etc. Carry your contact information and your plan for arriving to your final destination in your carry-on bags. Be sure to call the host institution if you are delayed in transit so that they will not go to the airport unnecessarily.



MONEY ISSUES

Obtaining Foreign Currency in the U.S.

While it isn't necessary to change money before you leave, some students feel more comfortable knowing that they have the currency in their possession for expenses that will occur upon arrival such as phone calls, taxis, buses, food, and other incidentals. Keep in mind that if you decide to change currency at a bank, it may be a day or two until you have this opportunity. Also, you may want to keep some U.S. currency in your possession for your return home.

Obtaining Foreign Currency at the Airport

At the airport, it is best to find an ATM, as it will most likely offer you the best exchange rate. However, most major international airports have numerous currency exchange kiosks in the airport. Keep in mind that the exchange rate may be less favorable than at an ATM or bank, so you may only want to change a small amount of currency until you can find a better alternative.

Money Tips

Know the official currency where you will be living or visiting and the approximate exchange rate to the dollar. Check exchange rates online at the website <http://www.oanda.com/converter/classic>.

Consider taking along a small calculator to help you convert currency and understand exactly how much you are spending.

When changing money you will need to have your passport with you for identification.

Make weekly and/or daily budgets and stick to them!

Put off making major purchases until you have learned the range of available products and price ranges.

Be alert for special student rates and discounts; they are abundant abroad.

Don't carry credit cards or traveler's checks with you unless you plan to use them.

You may want to have some cash on hand upon arrival, especially for instances in which credit/debit cards are not accepted, such as for residency permits.

Bring two credit cards with you abroad so that you have a backup in the event that one does not work.

In paying large amounts of money (for example, housing) students may want to consider wiring the money instead of depending on a credit or debit card.

ATM/Debit Card

Many students access home funds through automated teller machines (ATMs) on the PLUS or CIRRUS network. Before departing the U.S., check with your bank to see if you can use your ATM card abroad (make sure your PIN is valid abroad) and find out what the fees are. Keep in mind that you should expect a charge for using the local machine and a fee from your home bank for every transaction. Also, check with your bank to see if you have a daily withdrawal limit and plan accordingly. Keep in mind that some foreign banks will ask for a 6-digit pin number, but your normal 4-digit number will usually work even in these machines. Also, be aware that your home ATM card may only work at major banks.

Credit Cards

Credit cards, especially Visa and MasterCard are honored abroad, although not always as widely as in the United States. Credit cards make foreign currency transactions easy and are invaluable in a financial emergency. Take a credit card (in your name) along, but use it wisely; plastic can be dangerous because it is easy to overspend and service fees and interest charges can be costly. Seek advice from the issuing company as to the card's applicability abroad and the conversion fee for converting the amount of purchases abroad into dollars. Some credit card companies have started charging a one or two percent conversion fee, which can dramatically increase your costs over time.

Make sure you know your credit limit and know the number to call in case the card is lost or stolen. Also, let your credit card company know the approximate dates and locations of your travel. When cards normally used in the

U.S. suddenly begin being used abroad, some credit card companies will cancel the card to avoid possible fraud and other security issues.

You may consider taking two credit cards with you abroad to ensure that one will work. Although uncommon, some credit cards may not be accepted at all locations in which you will be either studying or traveling. It is always good to be prepared for such situations, so it is recommended that students bring two credit cards.

Traveler's Checks

Traveler's checks are not a convenient way to fund a semester abroad. However, they are a safe way to carry large amounts of money because they can be refunded if lost or stolen. It may be difficult to find a location where you can cash them abroad, and you may pay additional fees. The decision of how to carry funds abroad is ultimately yours, though. If you choose to use traveler's checks, you will find them available for purchase at most banks in the U.S. To lock in a favorable exchange rate before you leave, you may wish to purchase traveler's checks in the currency of the countries you plan to visit. Most U.S. banks charge a commission for the purchase of traveler's checks. If you are a member of AAA, you can purchase traveler's checks free of charge. The SIUE Credit Union will also issue traveler's checks at a reasonable rate for members. However, you can also expect to pay a commission (either a flat rate or a percentage of what you are changing) when you exchange the traveler's checks for money. Traveler's checks can generally be exchanged to local currency at most banks, post offices, or airports abroad. Banks or post offices generally offer the best exchange rates. Changing currency at hotels, restaurants, or retail shops is not recommended because they typically have very unfavorable exchange rates. Remember, you will need to have your passport for identification to exchange traveler's checks.

Be sure to keep a separate record of the serial numbers and telephone numbers in a safe place in case of loss or theft. Cross off the numbers as you cash the checks so you have an accurate record of your traveler's checks.

Foreign Currency Exchange

There may be times while you are abroad when it will be necessary to wire money or transfer funds into your foreign bank account or to your host university. XEtrade is an online discount foreign exchange service which allows you to buy, sell, send, receive and track your transaction without a commission or transaction fee. For Foreign Currency information, visit the following website:

- Foreign Currency: <http://www.xe.com/fx/index.html>

Communication

USING A FOREIGN TELEPHONE

When making your first call from a foreign phone, you may experience some frustration because each country has a different telephone system. Go into the situation planning to learn something new. A good reference for you and your family about dialing internationally are calling codes found at the following website:

- www.countrycallingcodes.com

In most areas of the world the best method of payment for making international calls will be a pre-paid phone card bought in the host country. If you already have a calling card that you use here in the U.S., be sure to contact your long distance carrier to check on rates for using the card overseas.

Another good resource for International calling is [Ekit.com](http://www.ekit.com).

Also, keep in mind that for making multiple calls, you can press # after each call in order to avoid paying separate access fees for each outgoing call. If you dial incorrectly, press * to redial without hanging up.

SKYPE

Skype is a global internet communications company which provides a great option for keeping in touch with home at a discounted price. Download Skype onto your computer at www.skype.com and you will be able to communicate through your computer with other Skype users for free. Keep in mind that you will need to purchase a microphone for communication. You will also have the ability to use a webcam, so you may want to consider this purchase as well. Also, Skype allows you to put credit on your account, giving you the capability to call landlines and cell phones at very reasonable rates. Skype also offers an option, at a low cost, which allows you to receive incoming calls from landlines or cell phones through your computer, or set up a voicemail system.

CELL PHONES

While your cell phone service may work overseas, using a US cell abroad is likely to be quite expensive. Students often purchase inexpensive cell phones within a few days of arriving at the host site, generally with minutes pre-paid on a SIM card.

Local students will probably be available to help you get oriented upon arrival. Getting a cell is one of the things they can probably help you do. Alternately, the faculty or staff at the host institution may be able to advise you as to the best options for purchasing a cell phone for your stay.

Upon return from a semester abroad, students often report that they spent about \$25 to purchase a phone and between \$100 and \$200 for phone usage for the semester. Also, most students refrain from calling the US on their cell phones, as the prices are extremely high, and they can call the US much more affordably by using SKYPE.

SAFETY ABROAD

As a study abroad student, you should exercise the same personal safety precautions overseas as you would at home, and even more. Be aware that you will stand out overseas, possibly making you an easy target. At times, people you meet may see you with stereotypical eyes. "Americans" tend to carry backpacks, dress differently, speak loudly and have distinct accents. Meeting people and making new friends is an important part of studying abroad, but be mindful. It is possible that an occasion may arise when someone may want to become your friend in order to take your money or your passport. It is important to use common sense at all times.

Protect Yourself:

- ✓ **Know the basic "help" phrases in the native language.**
- ✓ **If you go out alone, always tell someone where you are going.**
- ✓ **Always report your overnight, weekend or longer travel plans to someone at your host institution, whether it is another student, professor, or on-site advisor.**
- ✓ Register your trip with the U.S. Dept. of State prior to your departure from the U.S. You can do this online at <https://travelregistration.state.gov/ibrs/>
- ✓ **Do not give your home phone number or address to someone you have just met.**
- ✓ **Do not hitchhike.**
- ✓ **Be familiar with procedures for obtaining health and law enforcement services in the host country.**
- ✓ **Participate fully in all orientations before departure and on site. Read carefully and consider all information provided by the SIUE School of Business International Programs, the program provider and/or the host institution that relates to safety and health conditions in the host country.**

Protect Your Possessions:

- ✓ Wear a concealed money belt or neck pouch.
- ✓ Keep your money in two places. If you are robbed or lose some money, you will have a backup.
- ✓ Do not leave bags unattended.
- ✓ Do not put your purse on the floor or on the back of a chair in public places.
- ✓ Do not carry a wallet in a back pocket, regardless of whether or not there is a button.
- ✓ Do not accept packages from strangers.
- ✓ Leave copies of all important documents (passport, travel itinerary, insurance policies, medical record, etc.) in more than one place (e.g., at home in the U.S. and in your bags or room in the host country).
- ✓ Leave your passport and other valuables in your dorm, apartment, or room in a safe place. Do not carry your passport on a daily basis, unless you need it for money purposes.

Be Vigilant:

- ✓ Do not stand out as a group or individual. Try to blend with your surroundings the best you can.
- ✓ Adopt an attitude of watchfulness and notice the people in your proximity. If someone seems to be following you, vary your route. Go to a store or a populated place or flag down a taxi.
- ✓ Do not go out alone with someone you have just met. Try to meet in a public place.
- ✓ Know the local laws: Laws and systems of justice are not universal. You are subject to the laws of the host country while abroad.

Situations to Avoid:

- ✓ Avoid crowds, protest groups, or other potentially volatile situations.
- ✓ Avoid impairing your judgment due to excessive alcohol consumption.
- ✓ When using public transportation, avoid deserted trains, buses, and metros. Move to where other people are sitting.
- ✓ Avoid deserted streets and exercise caution in unfamiliar neighborhoods.
- ✓ Watch your alcohol consumption. Excessive drinking is neither appropriate nor safe in another culture and in unfamiliar surroundings. If you drink, know your limit.
- ✓ If you are sexually active, take proper precautions to avoid AIDS, sexually transmitted diseases, or unwanted pregnancies.
- ✓ Do not resist the demands of a robber. Items are replaceable, you are not.

Safety in Dating and Relationships:

Dating is full of misread signals and confusion when you're at home in the U.S. In a foreign country with different cultural and social values, expectations, and languages, the uncertainty is heightened. You should expect differences, observe before you act, communicate your boundaries clearly, and move away from situations that make you uncomfortable. Before you go, find a native of the host country to discuss dating issues such as group vs. individual dates, flirting, sexual expectations, taboos, etc.

Be aware of the stereotypes people in your host country have of American men and women, ranging from "puritan" to "easy." Gay, lesbian, bisexual, and transgendered students may face different stereotypes abroad. Cultures vary in how sexual identities are defined and understood, so GLBT students should research the receptivity and social climate of the host country. An excellent resource for "Safety stereotypes" is <http://www.indiana.edu/~overseas/lesbigay/>.

Bring all contraception (oral and condoms) with you. It is possible that it won't be available at all or not of the same quality as in the U.S. Keep in mind the long-term consequences of your actions (STDs, AIDS, pregnancy) and take proper precautions.

ESPECIALLY FOR WOMEN:

In some locations women may have a difficult time adjusting to attitudes they encounter abroad, both in public and private interactions between men and women. Some men openly demonstrate their appraisal of women in ways that many women find offensive, such as being honked at, stared at, verbally and loudly approved of, and being actively noticed simply for being a woman, and in particular, an American woman. At first, the attention may be flattering, but it can become annoying or angering. Local women have learned through their culture how to ignore the attention, which can be difficult for foreign students. Eye contact with a stranger or a smile at someone passing in the street, which is not uncommon in the U.S., may result in totally unexpected invitations. Some women feel they are forced to stare intently at the ground when they walk down the street. It may be a good idea to find a local woman to talk with if you are ever confused about how to handle certain situations.

In many countries and cultures, American women are seen as morally/sexually loose. If you wear clothing inappropriate to the culture, move too quickly in a relationship, or flirt overzealously, you will contribute to the perception. Be careful about the implicit messages you are communicating, which may not be intended in your own cultural context. Try to maintain the perspective that these challenges are part of understanding a culture, one of the reasons you are studying abroad.

Uncomfortable situations may be avoided by taking the following precautions:

- Educate yourself beforehand about gender roles in the country you will be visiting.
- Dress conservatively. Clothing that is acceptable in the U.S. may be perceived as provocative in another country or disrespectful in other cultures.
- Do not overreact to stares, whistles or other forms of attention, as they may be intended to be compliments rather than harassment.
- Ask a trustworthy local about any confusion in how to handle certain situations.
- Avoid walking alone at night or in questionable neighborhoods.
- Be aware that men from other cultures tend to mistake the friendliness of U.S. American women for romantic interest. Be aware of the implicit messages you may be sending.

For more information, check the **“Tips for Women Traveling Alone”** from the U.S. Department of State website: http://travel.state.gov/travel/tips/tips_1232.html#special_planning.

Alcohol:

Drinking alcohol can seem deceptively harmless, especially when you travel to countries where attitudes, customs, and drinking ages may be different from the U.S. Nevertheless, excessive alcohol consumption impairs your judgment and can lead to disruptive behavior and risk of harm to yourself and to others, in addition to poor academic performance.

- ✓ **If you choose to drink, be responsible and know your limit.**
- ✓ **Alcohol reduces your inhibitions and makes you an easy target for a multitude of crimes, from robbery to sexual assault.**
- ✓ **You should never feel pressured to drink if you do not want to or feel embarrassed to order nonalcoholic beverages.**
- ✓ **Drugs known as Rohypnal, roofies, GHB, and the “date rape” drug also exist outside the U.S. Be cautious about your drink (alcoholic or non-alcoholic) to ensure you are not a victim.**
- ✓ **Always know how you are going to get home and what time the public transportation stops running.**
- ✓ **If you choose to drink, be sure that you are with people you know and trust.**

- ✓ **Educate yourself about the customs, etiquette, and drinking age laws for your host country.**

DRUGS:

The following information is from the U.S. State Department Travel Warning on Drugs Abroad: Things You Should Know Before You Go Traveling tips: http://travel.state.gov/travel/tips/tips_1232.html#special_planning

THE HARD FACTS ON DRUGS ABROAD

Each year, 2,500 Americans are arrested overseas. One third of the arrests are on drug-related charges. Many of those arrested assumed as U.S. citizens that they could not be arrested. There is very little that anyone can do to help you if you are caught with drugs. It is your responsibility to know what the drug laws are in a foreign country before you go, because “I didn’t know it was illegal” will not get you out of jail.

It is possible to be arrested in many countries for possessing one ounce or less of a controlled substance, such as marijuana. The risk of being put in jail for just one marijuana cigarette is not worth it.

If you are purchasing prescription medications in quantities larger than that considered necessary for personal use, you could be arrested on suspicion of drug trafficking. To prevent such situations, be sure to carry your prescription with you at all times while traveling.

If you are caught buying, selling, carrying or using any illegal drugs (even in small quantities)....

IT COULD MEAN:

- Interrogation and Delays Before Trial - including mistreatment and solitary confinement for up to one year under very primitive conditions
- Lengthy Trials - conducted in a foreign language, with delays and postponements
- Weeks, Months or Life in Prison - some places include hard labor, heavy fines, and/or lashings, if found guilty
- The Death Penalty - in a growing number of countries (e.g., Malaysia, Pakistan and Turkey)

REMEMBER:

- **Once you leave the United States, you are not covered by U.S. laws and constitutional rights.**
- If someone offers you a free trip and some quick and easy money just for bringing back a suitcase.... SAY NO!
- Don’t carry a package for anyone, no matter how small it might seem.
- The police and customs officials have a right to search your luggage for drugs. If they find drugs in your suitcase, you will suffer the consequences.
- Bail is not granted in many countries when drugs are involved.
- The burden of proof in many countries is on the accused to prove his/her innocence.
- In some countries, evidence obtained illegally by local authorities may be admissible in court.
- Students who travel abroad in countries that are tolerant of drug use should not transport controlled substances to any other country.

The Department of State’s Bureau of Consular Affairs’ Office of Overseas Citizens Services provides emergency services pertaining to the protection of Americans arrested or detained abroad, the search for U.S. citizens overseas, the transmission of emergency messages to those citizens or their next of kin in the United States and other emergency and non-emergency services. Contact the Office of Overseas Citizens Services from Monday through Friday, 8:15 a.m. to 8:00 p.m. at (202) 647-5225. For an emergency after hours or on weekends and holidays, ask for the Overseas Citizens

Services' duty officer at (202) 647-4000. Visit the internet home page for the Department of State website <http://travel.state.gov>.

U.S. Consulate

It is important to know where the nearest U.S. Consulate is located in relation to your study abroad destination. The Consulate can assist you under several circumstances, such as:

- Assistance in evacuation in the event of civil unrest or a natural disaster
- Help finding medical attention
- Replacing a lost or stolen passport
- Assistance in obtaining emergency funds from family members

However, if you are arrested, the American consular officer CANNOT get you out!

You may say "it couldn't happen to me" but the fact is that it could happen to you, especially if you find yourself saying: "...I'm an American citizen and no foreign government can put me in their jail."

If you have legal trouble while abroad, it is important that you know what your government CAN and CANNOT do for you.

The U.S. Consular Officer CAN

- Visit you in jail after being notified of your arrest.
- Give you a list of local attorneys. (The U.S. Government cannot assume responsibility for the professional ability or integrity of these individuals or recommend a particular attorney.)
- Notify your family and/or friends and relay requests for money or other aid—but only with your authorization.
- Intercede with local authorities to make sure that your rights under local law are fully observed and that you are treated humanely, according to internationally accepted standards.
- Protest mistreatment or abuse to the appropriate authorities.

The U.S. Consular Officer CANNOT

- Demand your immediate release or get you out of jail or the country!
- Represent you at trial or give legal counsel.
- Pay legal fees and/or fines with U.S. Government funds.

Institutional Responsibilities

As a student of SIUE who will be studying abroad, it is important to recognize that the School of Business has a close partnership with the school that you will be attending overseas. After working with these schools and their administration, we expect that you will have a wonderful experience abroad as have other students who have studied abroad at our partners throughout the year. However, be mindful that it is essential for you to act as an ambassador for your country and SIUE in order to give our partnership schools a good sense of where they will be sending their students. Our relations with our partner universities abroad are essential to your success, as well as those studying abroad in the future. SIUE will do its best to work with our foreign partners to give you an enriching semester, but please remember that you are a representative for your country, school, culture and values.

Moreover, please realize that there are limits as to what SIUE can do for you while you are abroad. SIUE...

- Cannot guarantee or assure the safety of participants or eliminate all risks from the study abroad environments.
- Cannot monitor or control the daily personal decisions, choices, and activities of individual participants.

- Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
- Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
- Cannot assure that home-country cultural values and norms will apply in the host country.

TRAVEL DURING YOUR STUDY ABROAD PROGRAM

No doubt you will want to take advantage of your new surroundings, proximity to cultural and tourist sites, and often excellent rail or public transportation systems to do some traveling while abroad. There are many resources (and deals!) to help students get around. When making travel arrangements at home or abroad, always be sure to indicate that you are a student and ask if any discounted fares or rates are available.

Always leave your itinerary and expected return date with someone at your host location. If there is an emergency, someone needs to know where you are and when you're expected to return.

Guidebooks

There are numerous guidebooks designed for independent and budget travelers. These books give advice and tips on travel arrangements, food, lodging, entertainment, and tourist (and non-tourist) sites. These can be valuable resources in finding and reserving accommodations when planning trips over weekends or break periods. Some good ones are "Let's Go" and "Lonely Planet." "Let's Go" guides for various regions/ countries are available to borrow (for short periods) from the Study Abroad Office.

Eurail Passes and Train Tickets

Eurail passes are a great bargain for traveling via train throughout Europe. There are different packages and rate plans available. These plans can be purchased from the STA travel website www.statravel.com.

Note: Eurail passes and Europasses can only be mailed to addresses in the U.S., so plan to purchase yours before you go or you will have to have it sent to a U.S. address and arrange to have a friend or family member send it to you abroad. Although shipping of the Eurail pass is free, order at least two weeks in advance to avoid paying fast delivery fees.

Eurail passes may not be the best deal for your travel plans. Sometimes it is more cost beneficial to buy individual tickets as opposed to a pass. Please price your itinerary using normal rail tickets in comparison to Eurail ticket prices. Visit the Rail Europe and Eurail websites for different ticket and pricing options:

- Europe travel: www.raileurope.com
- Europe travel: www.eurail.com

Discount Flights

There are also many low-cost airline options that should be considered when traveling. Check the following websites for discount flight information:

- Discount Air: ryanair.com
- Discount Air: easyjet.com

Be sure to check flight availabilities in advance for the best deals and keep travel dates and times flexible for the best price options. Keep in mind that the airports that are often used for discounted flights may be further out of the way from your



ideal destination, so it is important to have a plan as to how you will commute from the airport to your place of interest. Don't forget that there will be an additional cost for travel to airports that are further out of the way, so this should be factored into your decision of the cheapest transportation method.

One of the best options in finding low-cost flights is by using the following websites:

➤ www.skyscanner.com

Skyscanner is a universal flight search engine that allows the user to find the lowest price flights depending on destination selection and travel dates.

School of Business Study Abroad Orientation

2016
Session B

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE



ACADEMIC CONSIDERATIONS

Grade Transfers

Although many universities allow their students to take classes based on a pass/fail grade, SIUE does not follow the same policy. All grades received abroad will show up on the student's SIUE transcript and will be factored into the student's GPA once the transcript from the foreign university is received. The name of the university at which you study abroad will not appear on your transcript. Your transcript will look similar to the following:

Spring 2016										
College:		School of Business								
Major:		Business Administration								
Student Type:		Continuing								
Academic Standing:		Good Standing								
Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R	CEU Contact Hours
GBA	489	Edwardsville	UG	Study Abroad-GBA	A	3.000	12.000			
GBA	489	Edwardsville	UG	Study Abroad-Management	A	3.000	12.000			
GBA	489	Edwardsville	UG	Study Abroad-GBA	A	3.000	12.000			
GER	402	Edwardsville	UG	Business German	A	3.000	12.000			
Term Totals (Undergraduate)										
					Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:					12.000	12.000	12.000	12.000	48.000	4.000
Cumulative:					106.000	106.000	106.000	106.000	399.000	3.764

However, you will receive a transcript from your host university showing the classes and grades for which you were enrolled. It is essential that you bring back course syllabi, reading lists, papers, tests, etc., to document the work you did abroad (in the event of any questions related to SIUE course equivalencies/ SIUE credit for work done abroad, issues with grades, etc.).

Because the grading scales in each country is different, the School of Business study abroad office uses grade conversions to determine the final grade that appears on your transcript. To view these conversion tables, use the link under "Grade conversions" at the bottom of this document.

If you want to change (add/drop) a class once you are abroad, please keep in mind that it is necessary to check with Norris Manning before making any changes to the classes that you have selected to take abroad. Not all classes that are offered abroad can be counted for credit at SIUE. Failure to verify changes in the courses you have agreed upon with Norris can result in a failing or non-transferable grade.

Academic Differences Abroad

You may be wondering if there will be differences in the classroom environment at your host university. You may think that a classroom is a classroom. However, you should be aware that differences do exist so that you can be prepared. There are 4 differences that you should be aware of to help ease your adjustment at the foreign university.

1. **Depth vs. Breadth:** Americans tend to value a well-rounded education, which translates into knowing a little bit about everything. Most foreign universities do not have a system of “general education” as is common in the U.S. While you are abroad you may find that in some classes you will be expected to examine a topic in depth, ALL semester. Furthermore the depth study and research that will be expected of you may be much greater than you have experienced here. **DO NOT PROCRASTINATE!** You can't wait until the last week of the semester to complete a project/paper that was intended to be completed over the course of the entire semester.

2. **Number of Assignments:** American professors tend to provide several “check points” during the semester to ensure that students are keeping up with the content of the course and that they understand the material that is being presented. Language courses abroad will usually utilize an approach similar to the U.S. teaching style, but, as mentioned above, in other classes the entire course grade might be based on only one major project, paper, or exam. Don't make the mistake of interpreting the lack of regular assignments to mean that you have an “easy” semester abroad.

Also, Americans are used to being told exactly how to do an assignment. Students at U.S. universities are used to being told how many pages, how many sources, exactly when the assignment is due, the format to be used, etc. Such specific guidance abroad is not typical. It may be advisable to seek tutorial assistance or check with knowledgeable students. In your courses at the foreign university you may be encouraged to think much more freely and independently. You could possibly feel as if you have been given a very vague assignment; you should visit with your professor to clarify your ideas, even if it is not stated in class. Generally, you will be expected to think on your own much more independently that you may have been pushed to in U.S. classes (especially at the 100 and 200 levels). You may welcome this change or you may feel that you are not receiving adequate instruction or sufficient support and guidance.

3. **Resources:** Sometimes the amount of time you are given for an assignment reflects the depth of the assignment. There is another reason for the longer amount of time – availability of resources. At some study abroad sites, you may find that the resources are very inconvenient, and are not at your immediate disposal like they are here in the U.S. We take for granted that resource are at our immediate disposal – library services, copy facilities, readily available textbooks via the bookstore, textbook rental or online resources. Resources abroad may not be as readily available as you are accustomed to in the U.S. This can be a mere cultural adjustment or a complete nightmare. Bottom line is don't put off locating resources, printing papers, etc. until the last minute.

4. **Relationship with your professor:** You may be used to calling a professor by his or her first name or feeling like you can chat after class about your personal life, etc. Different degrees of formality and respect occur abroad. Be sure to step back and watch how other students address and interact with the professors before you break any rules.

5. **Exams:** Taking exams abroad is much different than taking exam at home. Multiple choice, which is very common in the U.S., is not used in institutions abroad. Instead, the exam format is essay/problem oriented. These types of exams require you to apply your knowledge to particular situation. In some cases, short answer questions may be incorporated into exams, but again these questions require background knowledge and factual evidence obtained throughout the course.

Another important thing to remember about exams abroad is that exams most likely occur at the END of the semester, as would a final in the U.S. The main difference is that the one exam at the end of the semester determines your entire grade for the course; there are no midterms, quizzes, additional homework assignments, etc. applied during the course. The importance for you to stay on top of your work THROUGHOUT THE ENTIRE SEMESTER is crucial because the end of the semester exams are not something that students can do last-minute cramming for.

TIPS:

- When writing essay exams, avoid “filler” answers or padding; you will not receive partial credit like you might in the U.S. Instead, writing in extra information hurts you because professors believe you do not understand what the question is asking.
- Write a strong introductory paragraph showing that you understand the question and a strong conclusion that proves you have answered the question fully.
- Avoid unsupported opinions and provide evidence to demonstrate your points, based on research and literature, NOT personal experience.
- Don't be afraid to contact your professor regarding the exam format. They will be a great resource in your studies throughout the semester.
- Find someone to study with from your host institution! Students at your host institution will have had experience in writing exams in this format. Their advice on studying is invaluable to achieving success in your courses.
- DON'T WAIT UNTIL THE LAST MINUTE TO STUDY!

6. Research/Scientific Papers: Although most courses abroad focus on one exam (per course) at the end of the semester, some institutions incorporate research/scientific papers into the course. In some cases, the paper may substitute for the exam. These papers require extensive research and time. Information may be gathered by your own research, published materials or unpublished scholarly work by others.

The layout of these papers is somewhat different than the layout of U.S. institutions. Every paper needs headings and subheadings. These need to be numbered appropriately (e.g. main section 1, heading 1.1, and subheading 1.1.1). In addition to the typical introduction, body and conclusion, these reports need appendices with supporting graphs and figures. Using visuals is highly recommended to support the paper.

TIPS:

- These types of papers should be concise and have structure.
- Instead of assigning yourself the entire project all at once, break the planning, research and writing processes into several small goals or tasks.
- Short paragraphs are most effective; long bodies of writing are overwhelming and generally unfocused.
- Avoid opinions and unsupported bias at all costs; while research papers require some intellectual generalizations, support them as best possible with factual evidence and research.
- Collect feedback from a fellow classmate. A paper like this cannot be edited independently.
- Do NOT wait until the last minute to write papers; this could result in a low grade because professors can tell when inadequate time has been put into the research, writing and support.

7. Oral Presentations: After writing a research/scientific paper, your professor at your host institution may require you to complete an oral presentation on the topic. Oral presentations abroad are very similar to those in the U.S. Presentations are done with PowerPoint slides and the presenter's own notes. Dress depends on the classroom environment; ask in advance if there is a common presentation dress code at your host institution. Packing one business outfit or dress suit is recommended.

Make sure to rehearse plenty before the presentation. The format of the presentation should be set up as follows:

- ✓ Introduction (with attention grabber)
- ✓ “Roadmap” explaining the structure of the presentation
- ✓ Body
- ✓ Conclusions
- ✓ Review of “Roadmap” again

- ✓ Offer a time for audience to ask questions

CULTURE

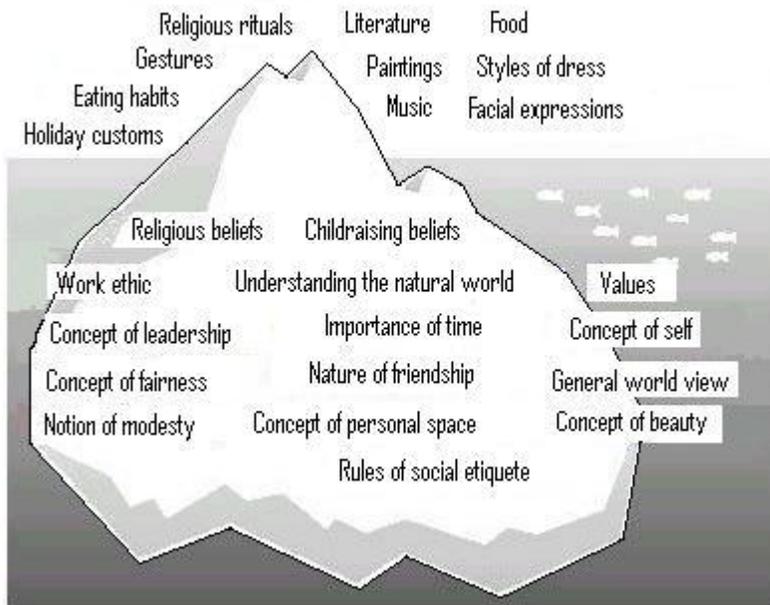
WHAT IS CULTURE?

Culture.....

- Influences our expectations of what is appropriate or inappropriate.
- Frames our experiences.
- Affects every aspect of daily life.
- Can be most broadly defined as the shared sets of values, attitudes, beliefs and behaviors that are widely held by members of a group.

However, we usually don't think about our own culture until somebody violates a culturally based expectation or we find ourselves in a situation where we have the feeling that WE may have violated somebody else's cultural expectations.

So much of what causes conflict or confusion is the part of culture we can't see or touch. Consider the following illustration and notice the differences between the aspects of culture above and below the "waterline."



Discovering Your Host Country's Culture

The Study of Culture website http://www3.uop.edu/sis/culture/pub/CULTURE_ISSUES_2.htm is an especially good resource for business students to learn about business customs and etiquette worldwide.

Culture Shock

Culture shock can be defined as a condition of disorientation affecting someone who is suddenly exposed to an unfamiliar culture or way of life or set of attitudes; these cultural differences conflict with what one knows of one's own culture and what one experiences of another culture first hand.

Causes of Culture Shock

- Lack of a defined niche (no place you fit in)
- Increased ambiguity and uncertainty
- Frustration with daily activities, including getting around, basic communication, etc.
- Situational factors that differ from what you are accustomed to: food, housing, climate, etc.
- Deprivation of identity reinforcement
- Presence of structure where you don't want it and lack of structure where you need/ expect it.

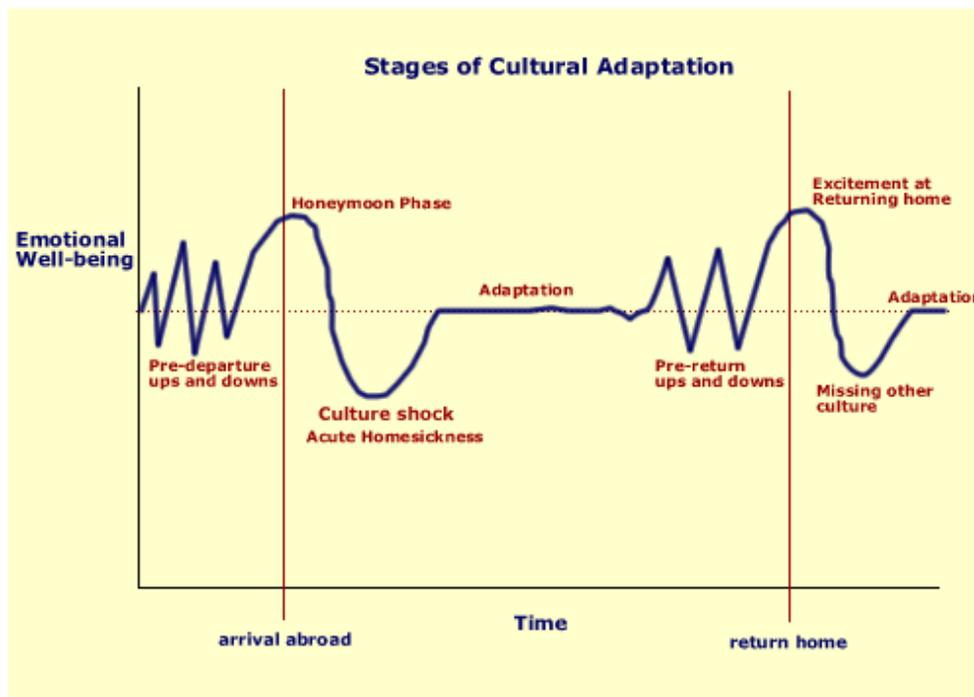
Symptoms of Culture Shock

- Fatigue and even exhaustion
- Feelings of general frustration and helplessness
- Anxiety and depression
- Strong desire to seek out people from your native country
- Excessive concern about being cheated or being made fun of
- Overwhelming urge to go home

Phases of Cultural Adjustment

Culture shock manifests itself differently in different people, but research has shown general patterns of emotional highs and lows experienced by international travelers. These phases vary in duration and severity, and are not necessarily linear. Furthermore, not everyone is in the new culture long enough to pass through all of them. Following is a graph from a Cultural Adjustment website:

- Cultural adjustment chart: <http://web.mala.bc.ca/studyabroad/departsmart/modules/whileaway.htm>



The Honeymoon Phase - During this period the differences between the old and new culture are seen in a romantic light, wonderful and new. You may experience a period of euphoria in which adrenaline and expectations are running high.

The "Everything is awful" phase - After a few days, a few weeks, or a few months, minor differences between the old and new culture begin to add up to become tiresome and annoying.

The "Everything is OK" phase – Eventually, one grows accustomed to the new culture's differences, develops routines, and becomes concerned with basic living again, as they were in the home culture.

Reentry or Reverse Culture Shock –Upon returning home, you will be faced with integrating your abroad experience with life in the United States, where you might feel disoriented. Returning to one's home culture after growing accustomed to a new one can produce the same effects as described above.

To readjust to life in the U.S and learn to incorporate your newfound interests into your daily life:

- Give yourself time to readjust, relearn, and readapt to your life in the U.S.
- Identify positive changes by journal writing, joining or volunteering with internationally-minded organizations.
- Seek out other returnees to share experiences and talk about your readjustment.
- Submit an essay and photos from your experience to be published on the SIUE School of Business International Programs website and/or participate in contests or the SIUE Study Abroad Fair.
- Incorporate your experiences gained abroad into your academic work through papers, presentations, and research.
- Keep up your language skills! Continue to take language courses, and keep in touch with the friends abroad.
- Continue a habit you gained while abroad, such as afternoon tea, walks through the park, etc.
- Befriend an international student at SIUE.

Remember that reverse culture shock is temporary. Be patient, flexible and understanding of the events, behaviors and people around you and you will readjust to your home culture.

Strategies to Prepare for and Minimize the Effects of Culture Shock:

- **Increase your knowledge about the host culture before you go.**
- **Become more familiar with the local language** – Knowing even a few polite or common words will help you.
- **Go to class everyday** – Staying current with your coursework will help you avoid unnecessary stress and fatigue.
- **Be proud of your “baby steps”** - Feel good about the small accomplishments that you make.
- **Expect to feel frustrated and angry at times** - Communication problems can occur anywhere. Just remember, you are the foreigner and a guest in the other culture.
- **Consider culture shock a natural process, not a sign of weakness** – If you experience it, it will pass.
- **Keep a journal to help articulate your feelings** - Writing may help you relate your own culture to that of the host country.
- **Discuss your feelings with others** - Other international students, from the U.S. or other countries, are likely experiencing the same feelings.
- **Seek help if you need it** - The international advisor or resident director at the host site may be able to help or refer you to someone to talk to.

Further Study of Culture

For additional information, visit the website section under **Cultural Information** found at the bottom of this handout.

BEFORE LEAVING

1. Make photocopies of all important documents, including:

- Passport (photo/ signature page and visa)
- Traveler's Checks (serial numbers and hotline phone number)
- Credit cards (both sides) and telephone numbers
- Plane tickets and travel itinerary
- Health insurance card

Leave one copy at home with a family member and have a second copy packed in your bags separate from the actual documents/ cards. In case of loss or theft, it will be much easier to report and have these items replaced if you have photocopies.

2. Join the frequent flyer club for every airline you will be flying. Doing so will give you access to better service.

3. Register with the U.S. Department of State via internet before leaving the U.S. When an emergency happens, or if natural disaster, terrorism, or civil unrest strikes during your foreign travel, the nearest U.S. or consulate will be a source of assistance and information. By registering the dates you will be in a foreign country, you help the embassy or consulate locate you when you might need them the most. Given the current international situation, it is very important to take this simple precaution.

Instructions for registering online with the U.S. Dept. of State:

- Department of State travel registration: <https://travelregistration.state.gov/ibrs/>
- Click on "Register My Trip"
- Select "Short Term Traveler" if you will be abroad for less than 6 months.
- Select "Long Term Traveler" if you will be abroad for more than 6 months.
- Follow the directions to complete the online form.

4. Become informed about Consular issues in your destination country and visit the Department of State's website: Consular issues: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html#s

5. Registration for Semester of Return to SIUE: Before you depart for study abroad, talk with your academic advisor at SIUE about the courses you will want and need to enroll in for your return semester at SIUE. Try to get this all sorted out before you leave. Depending on your departure date and it is likely that it will be too early to register before you leave. If so, you will need to contact Norris Manning via e-mail at nmannin@siue.edu while you are abroad and ask to be registered for the appropriate courses in your semester of return to SIUE.

SOON AFTER ARRIVAL

1. As soon as possible after arriving at your destination, send an e-mail to The International Program's office with your contact information (address and phone number) in the host country.

2. Make an "Emergency Card" to carry in your wallet. Include an emergency contact in your host country (name, phone number, address) AND an emergency contact in the U.S. (name, phone number, address). The emergency contact in your host country might be the international student advisor at the host institution, a trusted roommate, or your host family.

3. Within a month of school beginning, email or fax your course schedule to Norris Manning and copy Deanna Lotter. Keep Norris and Deanna informed if your course schedule changes during the semester. All course changes must be approved by SIUE to be sure the credit will transfer.

WHEN YOU RETURN.....

Your study abroad experience will have a profound effect on your life. You may even return home wanting to major in a new subject area. You will no doubt be looking for outlets to share your recent experience abroad. There will be numerous ways to apply the interests and skills you gained while abroad. Be creative in applying what you learned so your growth can continue.

- Share your experiences with others by serving as a “Study Abroad Ambassador”
- Continue your foreign language study or take courses with an international focus.
- Join the SPEAC student organization (Students and Professors Exploring All Cultures)
- Contribute a narrative of your experience and photos for the School of Business International Programs website.
- Befriend international students studying at SIUE. Don’t forget that SIUE hosts 400+ international students from more than 35 countries each year. When you think back to the kindness shown to you as an international student on your study abroad program, don’t forget to extend the same to our visiting students.
- Volunteer to help with SIUE’s Orientation Program for new international students at SIUE.
- Integrate the best of the two cultures. Don’t feel you must give up one at the expense of another.

Stop by the School of Business International Programs when you return to tell us all about your experience. We can’t wait to hear all about it!!

SIUE Contacts:

Janice Joplin
Associate Dean, School of Business
E-mail: jjoplin@siue.edu
Tel: 618-650-3412

Deanna Lotter
School of Business Int’l Programs Office Manager
E-mail: dlotter@siue.edu
Tel: 618-650-5440

Make sure to take a list of all SIUE people you may need to contact while abroad. This may include your academic advisor, Norris Manning, (to get registered for classes for your return semester), financial aid, housing, etc.

Norris Manning
School of Business Academic Advisor
E-mail: nmannin@siue.edu
Tel: 618-650-3840

Website Information

Required Documents

- Applying for Passport: www.travel.state.gov/passport/fri_publications_easy.html
- Residency Permit: <http://travel.state.gov/foreignentryreqs.html>
- Insurance (CISI Preferred)

Health

- World Health Org: www.who.int/ith
- Center for Disease control: www.cdc.gov
- World Immunization Chart: http://www.iamat.org/pdf/world_immunization_chart.pdf
- Immunization info: <http://www.iamat.org/>
- Medical Info for Americans Traveling Abroad: http://travel.state.gov/travel/tips/health/health_1185.html
(From US Department of State)

Packing and Travel Tips

- Electricity: <http://www.independenttraveler.com/resources/article.cfm?AID=95&category=9>
- Women packing: <http://www.journeywoman.com/ccd/default.html>
- Airline security: <http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>
- Department of State travel registration: <https://travelregistration.state.gov/ibrs/> (p. 24)
- Safety stereotypes: <http://www.indiana.edu/~overseas/lesbigay/>
- Traveling tips: http://travel.state.gov/travel/tips/tips_1232.html#special_planning
- Transportation Security Administration (TSA): <http://www.tsa.gov>
- "Know Before you Go" Regulations for US Residents Traveling Abroad (rules for bringing items back to the United States): <http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/>
- Avoiding JETLAG: <http://www.mayoclinic.com/health/jet-lag/DS01085>
- Avoiding JETLAG: <http://www.travelsense.org/tips/jetlag.cfm>

Money

- Exchange rates: <http://www.oanda.com/converter/classic>
- Foreign Currency: <http://www.xe.com/fx/index.htm>

Communication

- Calling codes: www.countrycallingcodes.com
- International calling: [Ekit.com](http://www.ekit.com)
- SKYPE: www.skype.com
- International Cell phone: http://www.studyabroad.com/marketplace/cell_tips.html
- Telesial: www.telesial.com

Budget Accommodations

- Hostels: www.hostels.com
- Hostels of Europe: www.hostelseurope.com
- Hostelworld: www.hostelworld.com

Cultural Information

- Culture: <http://www.executiveplanet.com>

- Cultural adjustment chart: <http://web.mala.bc.ca/studyabroad/departsmart/modules/whileaway.htm>
- Study of Culture: http://www3.uop.edu/sis/culture/pub/CULTURE_ISSUES_2.htm
- Glimpse Abroad: www.glimpseabroad.org (travel articles and tools for study abroad)

General Study Abroad Information

- Handbook: www.studyabroad.com/handbook
- Department of state: <http://travel.state.gov>
- Consular issues: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html#s
- British Council: www.britishcouncil.org
- Study Abroad Student Handbook and Country Specific Handbooks from the Center for Global Education: <http://www.studentsabroad.com/>
- “Advice for Parents” article: http://www.globaled.us/safeti/v2n1_hoffa.html
- Study Abroad Information: <http://studentsabroad.state.gov/>

International Air Travel (Abroad)

- Discount Air: ryanair.com
- Discount Air: easyjet.com
- Search engine: www.skyscanner.com

International Rail Travel (Abroad)

- Europe travel: www.raileurope.com
- Europe travel: www.eurail.com
- Europe on Rail: www.europeanrail.com
- Deutches Bahn: www.db.de
- UK National Express: nationalexpress.com

European Travel

- Budget European city tours and travel tips: http://www.newparistours.com/index.php?option=com_content&task=view&id=17&Itemid=30
- Lonely Planet: www.lonelyplanet.com
- Let’s Go Travel Guides: www.letsgo.com
- Guide to Paris: <http://en.parisinfo.com/>
- Paris Greeter: <http://www.parisiendunjour.fr/index.php?lang=en>

International Air Transit

- Travel: statravel.com.
- Student Universe: www.studentuniverse.com
- Student Flights: www.studentflights.com
- Orbitz: www.orbitz.com

Insurance

- HTH Worldwide Insurance Services: www.hthstudents.com
- Medex: www.medexassist.com/index.html
- International SOS: www.internationalsos.com

Grade Conversions

- <http://www.wes.org/gradeconversionguide/index.asp>

*****BOOKS AVAILABLE for short term loan at the SIUE Study Abroad office located in the basement of the SSC, room 0300, including...**

- Travel Guides
- Financing Study Abroad
- Cultural Information

Acknowledgements: Some information in this handbook comes from the University of Missouri St. Louis and Michigan State University.

Metric Conversion Chart

Into Metric			Out of Metric		
If you know	Multiply by	To Get	If you know	Multiply by	To Get
Length			Length		
inches	2.54	centimeters	millimeters	0.04	inches
foot	30	centimeters	centimeters	0.4	inches
yards	0.91	meters	meters	3.3	feet
miles	1.6	kilometers	kilometers	0.62	miles
Area			Area		
sq. inches	6.5	sq. centimeters	sq. centimeters	0.16	sq. inches
sq. feet	0.09	sq. meters	sq. meters	1.2	sq. yards
sq. yards	0.8	sq. meters	sq. kilometers	0.4	sq. miles
sq. miles	2.6	sq. kilometers	hectares	2.47	acres
acres	0.4	hectares			
Mass (Weight)			Mass (Weight)		
ounces	28	grams	grams	0.035	ounces
pounds	0.45	kilograms	kilograms	2.2	pounds
short ton	0.9	metric ton	metric tons	1.1	short tons
Volume			Volume		
teaspoons	5	milliliters	milliliters	0.03	fluid ounces
tablespoons	15	milliliters	liters	2.1	pints
fluid ounces	30	milliliters	liters	1.06	quarts
cups	0.24	liters	liters	0.26	gallons
pints	0.47	liters	cubic meters	35	cubic feet
quarts	0.95	liters	cubic meters	1.3	cubic yards
gallons	3.8	liters			
cubic feet	0.03	cubic meters			
cubic yards	0.76	cubic meters			
Temperature			Temperature		
Fahrenheit	Subtract 32, then multiply by 5/9ths	Celsius	Celsius	Multiply by 9/5ths, then add 32	Fahrenheit