September 2011

Dear Students,

Welcome to the 53rd year of study abroad at Kalamazoo College. Our long-standing relationships with partner institutions, in addition to the unwavering support of faculty and staff here at home, have nurtured and deepened the experience of study abroad for participants.

Many students report that study abroad has a significant impact on their college experience, sometimes influencing post graduate plans and giving them confidence to consider options they had not thought possible earlier. Study abroad can be very exciting and life-changing, but participation also requires a lot of effort on your part before you even arrive in the host country. We are counting on your ability and interest to make this a successful and meaningful experience. In order for us to be the most effective partners for you, we are depending on you to read and familiarize yourself with the contents of this Handbook.

CIP staff members have created this Handbook as a reference for all student participants. This Handbook contains important College policies about study abroad, as well as detailed procedures and schedules. It includes resources and information that will assist you during the pre-departure and orientation process. Additionally it includes information necessary to complete the study abroad application, deadlines and orientation meetings required to remain eligible to participate, and information on resources and procedures (such as academic information) for you to use once you arrive on-site. Most importantly, this Handbook contains material for you to begin to prepare yourself for this significant cross-cultural experience.

The staff of the Center for International Programs is committed to being your engaged partner in this process. Each of us in the CIP has studied and/or lived abroad and understands the excitement and anxiety this brings. We look forward to working with you and helping make your experience part of the long-standing tradition of study abroad at “K.”

Sincerely,

The Staff of the Center for International Programs
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PRE-DEPARTURE ORIENTATION
CALENDARS & DEADLINES
**WINTER 2012 SHORT TERM**
**PRE-DEPARTURE ORIENTATION CALENDAR: FALL QUARTER 2011**

*Note: Students who do not attend mandatory orientations may jeopardize their ability to participate in study abroad and this may lead to withdrawal from their program. Attendance is recorded at each session.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, October 13th</td>
<td>11:30am-12:30pm</td>
<td>Dewing 200</td>
<td><strong>SITE-SPECIFIC – Mandatory</strong></td>
</tr>
<tr>
<td>5th week</td>
<td></td>
<td></td>
<td>Topics covered: student responsibilities, program information, academic credits, role of resident director, and emergencies. Also covered: university and class structure, housing arrangements, local transportation, and getting involved in the community.</td>
</tr>
<tr>
<td>Thursday, October 20th</td>
<td>11:30am-12:30pm</td>
<td>Dewing 200</td>
<td><strong>HEALTH AND SAFETY – Mandatory</strong></td>
</tr>
<tr>
<td>6th week</td>
<td></td>
<td></td>
<td>Topics covered: physical and emotional health, culture shock, and safety issues (assault, drugs, and alcohol) while abroad.</td>
</tr>
<tr>
<td>Tuesday, October 25th</td>
<td>11:30-12:30pm</td>
<td>Olmsted Room</td>
<td><strong>Identity Shifts and Study Abroad</strong></td>
</tr>
<tr>
<td>7th week</td>
<td></td>
<td></td>
<td>Additional Orientation †</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Topics covered: cross-cultural expectations, stereotypes, gender relations, sexual harassment/assault policies abroad, and health and safety.</td>
</tr>
<tr>
<td>Thursday, October 27th</td>
<td>11:30am-12:30pm</td>
<td>Dewing 200</td>
<td><strong>PAST-PARTICIPANT</strong></td>
</tr>
<tr>
<td>7th week</td>
<td></td>
<td></td>
<td>Additional Orientation †</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Past-Participants will answer specific program questions. Suggested topics: homestays, what to pack, independent travel, social life, telephones/internet, cost of living, typical schedules and academic expectations, etc.</td>
</tr>
<tr>
<td>Fall Quarter 2011</td>
<td></td>
<td>Online</td>
<td><strong>WHAT’S UP WITH CULTURE?</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Additional Orientation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Online Cultural Training Resource. Topics covered: Expectations, Values and Behaviors, and Intercultural Communication. Please follow this link: <a href="http://www.pacific.edu/sis/culture/">http://www.pacific.edu/sis/culture/</a></td>
</tr>
</tbody>
</table>

†Note: Additional Orientations are not mandatory; the information and topics offered are meant as additional preparation for the study abroad experience. Specifically, **Identity Shifts and Study Abroad** is designed to prepare students for gender issues while abroad, while the **Past-Participant Orientation** offers students more detailed information specific to the study abroad program site.
WINTER 2012 SHORT TERM OAXACA
PRE-DEPARTURE DEADLINES: FALL 2011

Students who do not turn in their forms by the deadline may jeopardize their ability to participate in study abroad and this may lead to withdrawal from their program.

Foreign Consulates and host universities reserve the right to request additional materials and to alter deadlines without prior notice. Students need to check their email account and campus mailbox for further notices and materials.

Thursday, October 13th
(5th week)

PARTICIPATION CONFIRMATION

$300 NON-REFUNDABLE DEPOSIT
Please include name, student ID number and study abroad site on check. Check should be made out to “Kalamazoo College”

STUDENT AGREEMENT

HEALTH HISTORY FORM
This is a general assessment of health. A parent or physician’s signature is not required.

AIR TRAVEL FORM

INSURANCE FORM
Participants will use this form to either confirm adequate insurance coverage abroad or to enroll in HTH insurance. Students should read this form in its entirety before filling it out. A parent signature is required if students plan to remain covered as a dependent abroad (along with copy of insurance card).

PROOF OF INSURANCE
A copy of the insurance card, front and back and/or a letter from the insurance company stating the student is covered overseas. (Please have the insurance company included the maximum dollar amount that will be covered.)

3 PASSPORT COPIES
These are copies of the picture page. Please make sure that the passport number, photo, and the signature are clear in the copies. Neatly write student ID and program site on copies.

PASSPORT PHOTOS
Turn in photos in envelope the CIP provided. Follow the directions on the envelope. These photos will be used for school records, visa applications, ISIC cards and more.
**SPRING 2012 SHORT TERM**

**PRE-DEPARTURE ORIENTATION CALENDAR: WINTER QUARTER 2012**

Students who do not attend mandatory orientations may jeopardize their ability to participate in study abroad and this may lead to withdrawal from their program. Attendance is recorded at each session.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, January 12th</td>
<td>11:30am-12:30pm (2nd week)</td>
<td><strong>REGION-SPECIFIC – Mandatory</strong>&lt;br&gt;Topics covered: student responsibilities, program information, academic credits, role of resident director, and emergencies. Also covered: university and class structure, housing arrangements, local transportation, and getting involved in the community.</td>
<td>Dewing 103 (Bonn, Madrid, and Strasbourg)&lt;br&gt;Dewing 200 (Trinidad)&lt;br&gt;Dewing 300 (Costa Rica)</td>
</tr>
<tr>
<td>Thursday, January 19th</td>
<td>11:30am-12:30pm (3rd week)</td>
<td><strong>HEALTH AND SAFETY – Mandatory</strong>&lt;br&gt;Topics covered: required immunizations, physical and emotional health, culture shock, and safety issues (assault, drugs, and alcohol) while abroad.</td>
<td>Dewing 103</td>
</tr>
<tr>
<td>Thursday, January 26th</td>
<td>11:30-12:30pm (4th week)</td>
<td><strong>Identity Shifts and Study Abroad</strong>&lt;br&gt;Topics covered: cross-cultural expectations, stereotypes, gender relations, sexual harassment/assault policies abroad, and health and safety.</td>
<td>Olmsted Room</td>
</tr>
<tr>
<td>Thursday, February 2nd</td>
<td>11:30am-12:30pm (5th week)</td>
<td><strong>PAST-PARTICIPANT ORIENTATION</strong>&lt;br&gt; Past-Participants will answer any questions about the program. Suggested topics: homestays, what to pack, independent travel, social life, telephones/internet, cost of living, typical schedules, etc.&lt;br&gt;&lt;br&gt;<em>Past-Participant Orientation</em> offers students more detailed information specific to the study abroad program site.</td>
<td>Dewing 103 (Madrid)&lt;br&gt;Dewing 200 (Trinidad)&lt;br&gt;Dewing 300 (Strasbourg)&lt;br&gt;Dewing 210 (Bonn)&lt;br&gt;Dewing 305 (Costa Rica)</td>
</tr>
<tr>
<td>Winter Quarter 2012</td>
<td></td>
<td><strong>WHAT’S UP WITH CULTURE?</strong>&lt;br&gt;Online cultural training resource&lt;br&gt;Please follow this link: <a href="http://www.pacific.edu/sis/culture/">http://www.pacific.edu/sis/culture/</a></td>
<td>Online</td>
</tr>
</tbody>
</table>
SPRING 2012 SHORT TERM

PRE-DEPARTURE DEADLINES: WINTER QUARTER 2012

Students who do not turn in their forms by the deadline may jeopardize their ability to participate in study abroad and this may lead to withdrawal from their program.

Foreign Consulates and host universities reserve the right to request additional materials and to alter deadlines without prior notice. Students should regularly check their K email account and campus mailbox for further notices and materials.

Please refer to the program-specific checklist located in the study abroad acceptance packet for a comprehensive list of deadlines specific to each program.

Friday, January 6th
(1st week)

PARTICIPATION CONFIRMATION

$300 NON-REFUNDABLE DEPOSIT
Please include name, student ID number and study abroad site on the check.

STUDENT AGREEMENT

HEALTH HISTORY FORM

AIR TRAVEL FORM

INSURANCE FORM
Participants will use this form to either confirm adequate insurance coverage abroad or to enroll in HTH insurance. Students should read this form in its entirety before filling it out. A parent signature is required if students plan to remain covered as a dependent abroad (along with copy of insurance card).

PROOF OF INSURANCE
A copy of the insurance card, front and back and/or a letter from the insurance company stating the student is covered overseas. (Please have the insurance company included the maximum dollar amount that will be covered.)

3 PASSPORT COPIES
These are copies of the picture page. Please make sure that the passport number, photo, and signature are clear in the copies. Neatly write student ID and program site on copies.

Deadlines continued on next page…
PASSPORT PHOTOS
Turn in photos in envelope the CIP provided. Follow the directions on the envelope. These photos will be used for school records, visa applications, ISIC cards and more.

INTERNATIONAL STUDENT ID CARD
This is an application for an International Student ID card. This card is an internationally accepted student ID and offers discounts for travel, dining, lodging, entertainment, and much more. Go to www.myisic.com for more information.

INTERNATIONAL STUDENT APPLICATION
Applies to Bonn participants only. Available online – the CIP will send instructions with a link to the application prior to 6th week.

ABONO JOVEN
Applies to Madrid participants only. This is a transportation pass for reduced monthly travel fares. The CIP will send instructions on how to complete this prior to 6th week.
LONG AND EXTENDED TERM 2012-2013
PRE-DEPARTURE ORIENTATION CALENDAR: SPRING QUARTER 2012

Students who do not attend mandatory orientations may jeopardize their ability to participate in study abroad and this may lead to withdrawal from their program. Attendance is recorded at each session.

**REGION-SPECIFIC Mandatory***

Topics covered: program information, academic credits, role of resident director or on-site staff, and emergencies. Also covered: university and class structure, housing arrangements, local transportation, and getting involved in the community. Orientation dates and locations are grouped as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Region</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday, April 3rd</strong></td>
<td>México, Chile, Costa Rica, and Ecuador</td>
<td>Dewing 103</td>
</tr>
<tr>
<td>11:30am-12:30pm</td>
<td>Botswana, Kenya, and Sénégal</td>
<td>Dewing 305</td>
</tr>
<tr>
<td>(2nd week)</td>
<td>Thailand</td>
<td>Dewing 310</td>
</tr>
<tr>
<td><strong>Thursday, April 5th</strong></td>
<td>Scotland and England</td>
<td>Dewing 103</td>
</tr>
<tr>
<td>11:30am-12:30pm</td>
<td>Greece (CYA) and Denmark (DIS)</td>
<td>Dewing 305</td>
</tr>
<tr>
<td>(2nd week)</td>
<td>Italy (AUR)</td>
<td>Dewing 310</td>
</tr>
<tr>
<td><strong>Tuesday, April 10th</strong></td>
<td>Clermont-Ferrand, Cáceres, and Erlangen</td>
<td>Dewing 103</td>
</tr>
<tr>
<td>11:30am-12:30pm</td>
<td>Japan and Hong Kong</td>
<td>Dewing 305</td>
</tr>
<tr>
<td>(3rd week)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thursday, April 12th</strong></td>
<td>Bonn, Madrid, and Strasbourg</td>
<td>Dewing 103</td>
</tr>
<tr>
<td>11:30am-12:30pm</td>
<td>Egypt and Israel</td>
<td>Dewing 305</td>
</tr>
<tr>
<td>(3rd week)</td>
<td>Hungary</td>
<td>Dewing 310</td>
</tr>
<tr>
<td>TBD</td>
<td>Australia</td>
<td>TBD</td>
</tr>
<tr>
<td>TBD</td>
<td>China</td>
<td>TBD</td>
</tr>
<tr>
<td>TBD</td>
<td>India</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**HEALTH AND SAFETY Mandatory***

Topics covered: student responsibilities, physical and emotional health, dealing with culture shock, and safety issues (assault, drugs, and alcohol) while abroad. Orientation dates are grouped as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Region</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday, April 17th</strong></td>
<td>Australia &amp; European Programs:</td>
<td>Dewing 103</td>
</tr>
<tr>
<td>11:30am-12:30pm</td>
<td>Australia, Denmark, England, France, Germany, Greece, Hungary, Italy, Scotland, and Spain.</td>
<td></td>
</tr>
<tr>
<td><strong>Thursday, April 19th</strong></td>
<td>Africa, South America, the Middle East and Asia:</td>
<td>Dewing 103</td>
</tr>
<tr>
<td>11:30am-12:30pm</td>
<td>Botswana, Chile, China, Costa Rica, Ecuador, Egypt, Hong Kong, India, Israel, Japan, Kenya, Mexico, Senegal, and Thailand.</td>
<td></td>
</tr>
</tbody>
</table>
**Identity Shifts and Study Abroad**  
Additional Orientation†

**Wednesday, April 26th**  
11:30-12:30pm  
(5th week)  

*Topics covered: cross-cultural expectations, stereotypes, gender relations, and health and safety. International students will discuss appropriate behavior and stereotypes they have of Americans and past-participants will discuss knowledge they gained and experiences they had while abroad.*

**All Programs**  
Olmsted Room

**AFRICA ORIENTATION**  
**Mandatory †**

(4th week)  
**Wednesday, April 18th**  
5:30-6:30pm

*Topics covered: African values and white racial identity. Past-participants and international students will be available for questions and concerns.*

**Africa: Botswana, Kenya, and Sénégal**  
Olmsted Room

**WHAT'S UP WITH CULTURE?**  
Additional Orientation

**Spring Quarter 2012**  

*Online Cultural Training Resource. Topics covered: Expectations, Values and Behaviors, and Intercultural Communication*  
Please follow this link: [www.pacific.edu/sis/culture/](http://www.pacific.edu/sis/culture/)

**PAST-PARTICIPANT ORIENTATION**  
Additional Orientation†

**Thursday, May 3rd**  
11:30am-12:30pm  
(6th week)

*Past-Participant Orientation offers students more detailed information specific to the study abroad program site.*

**All Programs**  
Room Assignments  
TBA

†Note: Additional Orientations are not mandatory; the information and topics offered are meant to help you further prepare for your study abroad experience. Specifically, **Identity Shifts and Study Abroad** is designed to prepare students for gender issues while abroad, while the **Past-Participant Orientation** offers students more detailed information specific to the study abroad program site.

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… IMPORTANT visa information and MANDATORY ORIENTATIONS continued on next page
Orientation Calendar for Long and Extended Term 2012-2013 continued…

All students participating LT or ET study abroad programs must have a student visa to enter the host country. Regulations and the application process for the student visa are governed by the independent foreign consulate. Students will need to be in regular contact with the CIP throughout spring quarter and the summer prior to departure for updates about this process. In some cases, students will need to appear in person at the appropriate consulate either in spring quarter or early summer. Students may be restricted to apply to the Consulate that is located in the same region as their permanent residence. For students who live in the Midwest, the Consulate location is typically Chicago. For students who reside in the East Coast, this may be Washington DC or New York. For students on the west coast, the appropriate Consulate may be in Los Angeles or San Francisco. For students in the South, this could be Texas; Atlanta, Georgia; or Miami, Florida. Students will be responsible for expenses to travel to the Consulate if the Consulate requires a personal appearance.

VISA WORKSHOP
*Mandatory* *(5th through 9th week)*

For those students on programs eligible for CIP visa assistance, students must attend the visa workshop designated for the country if they wish the CIP to assist them in the visa application process. For students who wish to apply for and pay for the visa on their own, please schedule an appointment with the CIP. Topics covered: Completing and proof-reading visa applications *(which must be completed prior to the visa workshop).* Please refer to the program-specific checklist to see what you need to bring to this session. Students should wait until this session to complete the application and to have visa questions answered. Students in the following programs must attend visa workshops:

- **Tuesday, April 24th**
  - 11:30am-12:30pm
  - *Ecuador* ........................................... Dewing 103
  - This session is also a mandatory site-specific orientation.

- **Tuesday, May 8th**
  - 11:30am-12:30pm
  - *Spain* ............................................. Dewing 103

- **Tuesday, May 1st**
  - 11:30am-12:30pm
  - *Non Kalamazoo Programs* ....................... Dewing 103

- **Thursday, May 10th**
  - 11:30am-12:30pm
  - *France* ............................................ Dewing 103

- **Tuesday, May 15th**
  - 11:30am-12:30pm
  - *Italy* .............................................. Dewing 103

- **Thursday, May 17th**
  - 11:30am-12:30pm
  - *Kenya, Sénégal, and Thailand* .................. Dewing 207

- **Tuesday, May 22nd**
  - 11:30am-12:30pm
  - *Mexico and Chile* ................................. Dewing 207

- **TBA**
  - *Australia* .......................................... TBA
LONG AND EXTENDED TERM 2012-2013

PRE-DEPARTURE DEADLINES: SPRING QUARTER 2012

Students who do not turn in their forms by the deadline may jeopardize their ability to participate in study abroad and this may lead to withdrawal from their program.

Foreign Consulates and Host Universities reserve the right to request additional materials and to alter deadlines without prior notice. Please watch your email account and campus mailbox for further notices and materials.

Students participating in Non-Kalamazoo Programs are responsible for meeting all of the deadlines set by the administrators of their specific programs. Students should check their “K” email and mailbox for further notices and materials.

Note: This is NOT a comprehensive list of the deadlines. Please refer to the program-specific checklist located in the acceptance packet.

Wednesday, March 28th (1st week Spring Quarter)

PARTICIPATION CONFIRMATION

$300 NON-REFUNDABLE DEPOSIT
Please include name, student ID number and study abroad site on the check made payable to “Kalamazoo College.” Cash and money order are also acceptable.

STUDENT AGREEMENT

NON-KALAMAZOO PROGRAM ADVISORY FORM
Applies to all Non-K programs. Students are responsible for maintaining eligibility to the Non-K program according to the program’s requirements.

HEALTH HISTORY FORM
This is a general assessment of health. A parent or physician’s signature is not necessary.

AIR TRAVEL FORM

INSURANCE FORM
This student will use this form to either confirm adequate insurance coverage abroad or to enroll in HTH insurance. Students should read this form in its entirety before filling it out. A parent signature is required if students plan to remain covered as a dependent abroad (along with copy of insurance card).

PROOF OF INSURANCE
A copy of the insurance card, front and back and/or a letter from the insurance company stating the student is covered overseas. (Please have the insurance company included the maximum dollar amount that will be covered.)
Wednesday, March 28th
Continued…
(1st week Spring Quarter)

3 PASSPORT COPIES
These are copies of the picture page. Please make sure that the passport number, photo, and signature are clear in the copies. Neatly write student ID and program site on copies.

PASSPORT
Applies to the following programs: Chile, Ecuador, France, Italy, Kenya, Mexico, Senegal, Spain, and Thailand. Students must turn in their passport to the CIP. The CIP will hold the passport in preparation for the visa workshop. Students who need their passport for any reason, must meet with CIP staff to make arrangements.

INTERNATIONAL STUDENT ID CARD
This is an application for an International Student ID card. This card is an internationally accepted student ID and offers discounts for travel, dining, lodging, entertainment, and much more. Go to www.myisic.com for more information.

Wednesday, May 9th
(7th week Spring Quarter)

SUMMER ADDRESS UPDATE
Please complete this thoroughly – we send students very important information (such as airline ticket details) over the summer.

ICRP AGREEMENT

ICRP WORKSHEET
Applies to programs that have an ICRP (see program-specific checklist). This gives the Resident Director an idea of what students are interested in so that they can prepare to guide students as they begin the Integrative Cultural Research Project.

ICRP RÉSUMÉ
Students are encouraged to meet with a Career Adviser or CCPD staff member or attend a résumé workshop. This resume is sent to program staff on-site to share with organizations hosting “K” students conducting an ICRP.
PREPARING FOR CROSS-CULTURAL ENCOUNTERS
HOW TO PREPARE

Excitement, discovery, anxiety, confusion, adventure, disappointment, and discomfort are only some of the emotions that students report as part of their experience of study abroad. As a student heading off to study abroad, you can expect to face once-in-a-lifetime opportunities, ambiguity, differences in core values, new friendships, stress, self-questioning, changes in behavior, and much more. The experience of studying abroad is unique for everyone and learning to cope with unplanned situations is one of the most exciting and terrifying things about being abroad. So, what can you do to prepare?

Similar to the experience of studying abroad, preparing for study abroad is unique for everyone. Because people cope with changes differently, it is important to remember that you are the expert on how you will deal with the changes you experience while abroad. Friends, family members, CIP staff, and peers who have studied abroad are excellent resources for you as you prepare for your departure -- they will understand and be knowledgeable about the feelings you experience before, during, and after your study abroad program.

As you may have guessed, flexibility, adaptability, a sense of humor and open-mindedness are all very important qualities for students headed abroad. Consider, however, the importance of being able to fail. For many students, failure is not an option. But while you are abroad, unplanned changes, discomfort, failure, and miscommunication are normal experiences. Your expectations about certain situations or interactions with new people may not match reality. Learning more about what may be a realistic expectation will better help you prepare for your departure.

The Center for International Programs has developed some suggestions to help you prepare for the challenges of study abroad. To begin, learn about the importance of self-reflection and how to continue the process upon your arrival in your host country (check out the “Self-Reflection” section). Explore various definitions of ‘culture’; the essay that you wrote in your application for study abroad is only the beginning. Identify how stress, ambiguity, and discomfort may impact your experience and learn about culture shock (in the “Coping and Advice” section). Define ‘expectations’ and reflect on your own (refer to the “Defining Expectations” section). Contemplate how you will feel if your expectations are not met.

Another way to prepare for study abroad is to learn about your host culture. Check out the list of questions the CIP has generated (in the “Research” section). Finding the answers to these questions will help you begin to become familiar with your host country and culture. Come up with your own list of questions and ask them! Lastly, upon your arrival, identify someone with knowledge about your host culture that can help interpret and evaluate situations and uncomfortable moments that you experience.

In this section of the Handbook we are writing to you the student as the CIP to share our intercultural knowledge and experiences with you. We are deliberately using the pronoun “you” because we want this to be the beginning of a conversation you have with us and with our partners and resident directors around the world. We in the Center for International Programs are here as a partner, but the experience you have is largely based on what you make it. We encourage you to take the initiative early so that you are even more prepared when you arrive -- the more prepared you are the better your chances are of having a deeper, more meaningful time abroad.
STRUCTURED REFLECTION

“Study without reflection is a waste of time; reflection without study is dangerous.”

-Confucius

Some people become confused between self-reflection and self-criticism. You need to go beyond simply admitting a weakness or mistake or failure (self-criticism) – what is important is not only what you did, but how you felt, what you have learned from that experience, and how it will inform your behavior in the future (self-reflection).


**WHAT?**

- What do I expect to get out of this experience (purpose/goals/ideals)?
- What did I observe during my first day in this new culture?
- What part of my journey was most challenging? What part did I find surprising?
- Describe the people you see in the new culture.
- Describe your new surroundings: What do you smell? What do you hear? What do you see? What do you feel?
- What roles do I play in my “host-household”?
- What about myself did I share with others?
- What did others share with me?
- What does it feel like to come into and leave my different roles (student, host-daughter/son, friend, tourist)?

**SO WHAT?**

- What am I learning about others and myself?
- How am I different when I left Kalamazoo College compared to now?
- How am I different/similar than other people?
- In what ways did being different help/hinder my experience?
- What are the differences between my new “family”/friends and my family/friends at home?
- What values, opinions, decisions have been made or changed through this experience?
- What has surprised me about the host country, the culture, and me?
- What have you learned about a particular community or societal issue?
- What are some things that you mask from people in different cultures? Why do you mask those things?

**NOW WHAT?**

- Is it important to me to stay connected/involved with my host city/country when after I go back to Kalamazoo College?
- How do I take what I have learned and use the knowledge, those skills, & attitudes when I return home?

Questions adapted from “Facilitating Reflection: A Manual for Higher Education”
STRUCTURED REFLECTION

HOW WELL CAN YOU ADAPT?

To assess how hard you will have to work to succeed in another country, rate yourself on your responses to the statements below. Use a scale of 1-5 to rate how strongly you agree with the statement with 1 being strongly disagree and 5 being strongly agree.

1. I am constantly trying to understand myself better. I feel I know my strengths and weaknesses.
2. I respect the opinions of others, though I may not always agree with them.
3. I interact well with people who are very different from me in age, race, economic status, or education.
4. When I am at a party with foreigners, I normally go out of my way to meet them.
5. I do not need to understand everything going on around me. I tolerate ambiguity well.
6. I am able to change course quickly – I readily change my plans or expectations to adapt to a new situation.
7. I often find humor in difficult situations and afterwards I can laugh at myself.
8. When I have to wait, I am patient. I can be flexible with my agenda, schedule, or plans.
9. I am always asking questions, reading, and exploring. I am curious about new things, people, and places.
10. I am resourceful and able to entertain myself.
11. I tackle problems confidently without always needing the help of staff or friends.
12. When things go badly, I am able to keep my mind clear and my attitude positive.
13. I have made mistakes and learned from them.
15. I am a good listener.
16. When I am lost, I ask for directions.
17. I sincerely do not want to offend others.
18. I like people and accept them as they are.
19. I am sensitive to the feelings of others and observe their reactions when I am talking.
20. I like new ideas, new ways of doing things, and am willing to experiment.

How to score: Total your answers. If your score is 80 or higher, you have already made good progress toward intercultural sensitivity and an acceptance of difference. If your score is between 50 and 79, you will have to work on developing the attitudes and behaviors needed for good adjustment to living abroad. If your score is below 50, you should examine closely your motivations for wanting to go abroad.

**STRUCTURED REFLECTION**

**WHEN YOU ARRIVE**

Most students report that keeping a journal or a diary of events during their study abroad experience helped them to process and reflect upon their experiences. While keeping a journal can be a great way to learn more about yourself and the culture you experience, structured reflection requires an academic rigor and a systematic approach. Faculty members at “K” (Grossman, Cunningham, Geist, and Anderson) have developed the model, DIEVA, for systematic structured reflection and offer this as a guide to study abroad students experiencing the disequilibrium of culture shock.

<table>
<thead>
<tr>
<th>Description</th>
<th>Interpretation</th>
<th>Evaluation</th>
<th>Validation</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of events in <em>sensory</em> terms (what you see, hear, touch, and smell). This often means adding details to our first drafts.</td>
<td>Your thoughts about the event or situation. These often occur as things we tell ourselves about an event (&quot;self-talk&quot;) or mental pictures we have.</td>
<td>Your feelings (often involve bodily sensations) and value judgment about your experience.</td>
<td>Be sure to “check out” your view of the situation with others. Ask to see if they can give you another way to interpret your situation.</td>
<td>In this column it is important to plan what action you will take in the future.</td>
</tr>
</tbody>
</table>

Example – You attend a party and meet some local students, John and Shelia. When you arrive in class neither one says hello. They just continue their conversations with others. In fact they don’t talk to you at all in class. When you say, “Hello,” they barely respond and quickly look away.

Example – “They are acting like they don’t know me. They are rude!! This is not the only time this has happened. Rudeness or unfriendliness must be typical for this culture. They are not as friendly as Americans. I wonder if I will ever be able to make friends here. Six months of loneliness will be impossible to stand.”

Example – “I am feeling very uncomfortable here. I miss my friends back home [mental pictures come to mind of my friends having a great time partying without me]. I feel homesick-actually sick to my stomach. I feel so bad I don’t want to try to interact with anyone.”

Example – You talked about this experience at a party with your teacher. She lived in the US. She explains that in the local culture, social behavior is different and that you need to meet people on a steadier basis to make friends. She suggests instead of assuming you will make friends quickly in a social environment (such as a party) that you engage in an extracurricular activity, such as playing on a sports team, music ensemble, or drama club where more time is involved.

Example – Based on this conversation with a cultural informant, you decide to join a tennis club. By playing tennis at a designated time every week, you eventually meet local tennis enthusiasts and you begin to socialize with this group. You realize that your first description and interpretations of “friendliness” were based on a quicker but more superficial American concept and this culture is slower to “make friends” but when they do it is deeper.

The first thing this approach does is it encourages you to ask another person for their view of your situation. This often results in a new interpretation of the event, which provides some relief from the culture shock, and a constructive plan of action. A second thing you can do with this system is to look for exaggerations in your Interpretations column. In this case the student makes a “fortune teller error.” She predicts that she will “[n]ever be able to make friends here” and “six months of loneliness will be impossible to stand.” Both of these are exaggerated in the sense that she is treating the worst possibility as if it were the main or only possibility. Learning to spot and correct these cognitive distortions often reduces the intensity of the bad feeling. If she could have challenged these exaggerations by saying something like, “It’s true - I did not make friends with these people as quickly as I wished but that doesn’t mean I am doomed to six months of loneliness. It is likely that there will be other opportunities. I am a good friend-maker in my own culture and it is likely that I will figure this out.” Once you have challenged your exaggerations, you often calm down and begin to work more rationally on the problem. For example, this student might think, “Getting help from someone who knows the culture is likely to help. In fact, I remember Dr. Cunningham saying, ‘Always check your interpretations out with an informant - someone who knows the culture better than you do.’ My teacher might be a good person to talk to. She was in the US so she might understand where I am coming from. The Program Director might also be good to talk to. I might even email Margaret back at the CIP.”
A DEVELOPMENTAL MODEL OF INTERCULTURAL SENSITIVITY

Developmental models provide a structure to help us learn how we may grow, or develop, from point A to point B. Bennet (1986), a specialist in intercultural communication, developed this model as one theory to explain how individuals from different cultures become more sensitive to cultural difference. It is typical that individuals will move from one stage to the next, sometimes even reversing, as they encounter different individuals and experiences.

Ethnocentric States

1. **Denial of Difference.** No recognition of cultural difference because of isolation or intentional separation. Attribution of deficiency in intelligence or personality to culturally deviant behavior. Tendency to dehumanize outsiders.

2. **Defense against Difference.** Recognition of cultural difference coupled with negative evaluation of most variations from native culture — the greater the difference, the more negative the evaluation. Evolutionary view of cultural development with native culture at the acme. A tendency towards social/cultural proselytizing of “underdeveloped” cultures.

   **Reversal.** Tendency to see another culture as superior while maligning one’s own.

3. **Minimization of Difference.** Recognition and acceptance of superficial cultural difference such as eating customs, etc., while holding that all human beings are essentially the same. Emphasis on the similarity of people and commonality of basic values. Tendency to define the basis of commonality in ethnocentric terms (i.e. everyone is essentially like us).

   **Physical Universalism.** Emphasis on commonality of human beings in terms of physiological similarity.

   **Transcendent Universalism.** Emphasis of commonality of human beings as subordinate to a particular supernatural being, religion, or social philosophy.

Ethnorelative States

4. **Acceptance of Difference.** Recognition and appreciation of cultural difference in behavior and values. Acceptance of cultural differences as viable alternative solutions to the organization of human existence. Cultural relativity.

5. **Adaptation of Difference.** The development of communication skills that enable intercultural communication. Effective use of empathy, or frame of reference shifting, to understand and be understood across cultural boundaries.

6. **Integration of Difference.** The internalization of bi–cultural or multicultural frames of reference. Maintaining a definition of identity that is “marginal” to any particular culture.


ADJUSTMENT

Collected by Dr. Robert Grossman, Kalamazoo College

Problems most often arise abroad when there is a discrepancy between our expectations and reality. However, as normal human beings, we tend to expect others to be like we are. Even though we know we are in a different cultural reality abroad, we expect, often unconsciously, that things will be and work like they do at home. When we begin to recognize that things and other people are different, we often experience the symptoms noted in the chart (to follow). Thus, we suggest you:

1. Expect change and difference. Keeping an open mind and remaining flexible are two excellent attributes for a successful study abroad experience. Make change and difference tools for learning, not enemies to be overcome. Avoid getting caught up in the little things. Keep your sense of humor. Be willing to fail at some tasks and feel stupid (or like a 5-year-old) when doing others. Study abroad involves a great deal of risk-taking—not necessarily bungee jumping type risks, but more like buying a movie ticket or asking directions in a foreign language.

2. Guard your health. Be sure to get enough to eat, drink enough water and get enough sleep.

3. Acknowledge symptoms of culture shock, when they occur, and then do something constructive to deal with them. (See following section)

4. Spend some time before departure (both overseas and returning) to review your goals using the worksheet in this handbook. Keep your expectations reasonable and revise them at regular intervals. Be realistic about yourself and your abilities. People who have the ability to relax and ride with events tend to be more effective and enjoy themselves overseas.

5. Develop an attitude of patience and tolerance towards yourself as well as others. Tolerance towards ambiguity is an important skill for learning how to live in a new culture. Most of the time we do not know what things mean or how things work and it will frustrate us, if we let it.

6. Develop the habit of mentally stepping back from an uncomfortable situation and describing the situation as you see it. What is the specific thing that has triggered the feeling in you. Then go on to interpret the situation, which is to say what you think about what you see. And then finally continue with an evaluation, that is what you feel about what you think you see. Frustration and other feelings of discomfort are traceable to a specific cause or action, usually an ambiguity, a disparity between expectations and reality, an unrealistic goal, a sense that things should move more quickly, or a cultural blunder.

Note: Returning home is often as difficult an experience as going overseas. The reentry process recapitulates the same phases as the trip abroad, albeit in a more compressed manner. When returning home it is important to make use of the same skills and tools that you developed while overseas. The preceding list of suggestions can help ease the transition back into life at “K”. Many students have told us that finding an outlet for sharing their study abroad experiences was an important part of their personal reentry process. Talk with your instructors, your academic advisor, or the Center for International Programs about possibilities. If you should experience severe emotional discomfort after returning home, contact the counseling office or the health center.
ADJUSTMENT

CULTURE SHOCK: WHAT IS IT?

Adapted from the Fulbright Newsletter, 1988

No matter whether you call it Cross-Cultural Adaptation Stress, Intercultural Adjustment Disorientation, Displacement Anxiety, or Culture Shock, “the anxiety that results from losing all our familiar signs and symbols of social intercourse” is a real part of almost everyone’s trip abroad. Along with our spoken language, we have learned an enormous number of non-verbal cues which indicate to us such things as: when to shake hands, what to say when we meet people, how to tip, how to make requests, how to buy things in different settings, when to accept and when to refuse invitations, and when to take a person’s statements seriously. In addition, there is the larger issue that one’s learned culture and cultural knowledge have only a limited value in the new setting. Kalvervo Oberg, one of the earliest researchers on culture shock, notes that “when an individual enters a strange culture, all or most of these familiar cues are removed. He or she is like a fish out of water. No matter how broad-minded or full of good will he may be, a series of props has been knocked out from under him/her.”

Not everyone is affected by culture shock in the same way, at the same time, or to the same degree. For some the symptoms may be severe, for others quite mild. For some this may be a long drawn out affair, for others very brief. It is, however, typical for all humans (and other animals and even plants) to undergo some sort of transplant/adaptation stress when they move into a new environment. Robert Kohl notes that this move “can cause intense discomfort, often accompanied by hyper-irritability, bitterness, resentment, homesickness, and depression. In some cases distinct physical symptoms of psychosomatic illness occur.” Other symptoms may include “excessive washing of the hands, exaggerated concern over drinking water, food, dishes and bedding, the absent-minded, far-away stare, a feeling of helplessness and a desire for dependence on Long-term residents of one’s own nationality; fits of anger over delays and other minor frustrations; delay and outright refusal to learn the language of the host country, excessive fear of being robbed or injured, great concern over minor pains and eruptions of the skin, and finally that terrible longing to be back home, to have a good cup of coffee, to walk into that corner drugstore, to visit one’s relatives and friends and, in general to talk to people who really make sense” (Oberg).

For many people, the trip abroad proceeds through several phases. While these phases may reflect all or part of your own adjustment process, there is no one “normal” pattern. Reactions to living in a new culture are as different as the people who are doing the reacting. You may find that your adjustment proceeds faster or slower than what is indicated here. The following are, however, typical.
### ADJUSTMENT

#### CULTURE SHOCK: TYPICAL RESPONSES

Adapted from the *Fulbright Newsletter*, 1988

#### Pre-departure Phase:

<table>
<thead>
<tr>
<th>Time</th>
<th>General Attitude</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Departure</td>
<td>Anticipation</td>
<td>Planning, packing, processing, partying, orientation</td>
</tr>
</tbody>
</table>

**Emotional Response**  
Excitement, enthusiasm, some trepidation of unknown, concern about leaving family, friends, lovers, familiar environment, desire to escape problems

**Behavioral Response**  
Anticipation, loss of interest in current responsibilities

**Physical Response**  
Tiredness, generally normal health

**Verbal Response**  
“I just can’t wait to…”

#### Honeymoon or Spectator Phase:

<table>
<thead>
<tr>
<th>Time</th>
<th>General Attitude</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1–4</td>
<td>Exhilaration, euphoria</td>
<td>Red carpet welcome, new homestay or dorm, new classes and teachers, exploration of sights and shops</td>
</tr>
</tbody>
</table>

**Emotional Response**  
Tourist enthusiasm, sense of adventure

**Behavioral Response**  
Outward curiosity about host nationals, avoidance of negative stereotypes, enthusiasm for studies and site, passive observer of culture

**Physical Response**  
Intestinal disturbances, minor insomnia

**Verbal Response**  
“How quaint; this place and these people are a lot like home.”

#### Increasing Participation Phase:

<table>
<thead>
<tr>
<th>Time</th>
<th>General Attitude</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 5–8</td>
<td>Bewilderment, disenchantment, restlessness, impatience</td>
<td>Classes, homework, everyday life, responsibilities in homestay or dorm, unfamiliar food, manners, language, customs, cost of living</td>
</tr>
</tbody>
</table>

**Emotional Response**  
Qualms, uncertainty, irritability, loss of enthusiasm, skepticism, frustration, questioning of values of self and others

**Behavioral Response**  
Search for security in familiar activities (e.g. surfing the internet for long periods of time, watching DVDs or reading books in English), increased alcohol and/or food consumption, withdrawal

**Physical Response**  
Colds, headaches, tiredness

**Verbal Response**  
“Why do they have to do it like that? Why can’t they just…?”

#### Crisis Phase:

<table>
<thead>
<tr>
<th>Time</th>
<th>General Attitude</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 9–12</td>
<td>Hostility, irritation, aggression</td>
<td>Uneven work performance, confrontation with differences</td>
</tr>
</tbody>
</table>

**Emotional Response**  
Discouragement, lethargy, depression, suspicion, boredom, homesickness, anger, extreme sensitivity and irritability, loneliness

**Behavioral Response**  
Withdrawal, avoiding contact with host nationals, excessive sleep, fits of weeping, loss of concentration, tension and conflict with others

**Physical Response**  
Minor illnesses, headaches, preoccupation with personal cleanliness

**Verbal Response**  
“This place —! I hate it here. This place and these people are stupid.” Use of stereotypes, chauvinism, nationalism. “We” excludes host nationals.
Adaptation Phase:

- **Time**: Weeks 13–20+
- **General Attitude**: Recovery
- **Events**: Work performance improves, able to interpret cultural clues, can laugh at and tell jokes
- **Emotional Response**: Sense of comfort with surroundings, sense of belonging, sense of shared fate, biculturalism
- **Behavioral Response**: Ability to see things from perspective of host nationals, empathy
- **Physical Response**: Normal health
- **Verbal Response**: “Home” is homestay or dorm. “We” includes host nationals

Reentry Phase: (shares many of the same attributes as the previous phases)

- **Time**: Return from host country
- **General Attitude**: Ambivalence
- **Events**: Wanting to tell others about experience and finding others generally not very interested
- **Emotional Response**: Mixed-up, disconnected, disoriented, irritability, depression, homesickness for overseas site, uncertainty about “home”
- **Behavioral Response**: Criticism of home and friends, lethargy, keen interest in foreign affairs and news
- **Physical Response**: Colds, headaches
- **Verbal Response**: “I never realized...”

CULTURE SHOCK: TYPICAL RESPONSES (alternative view)
Collected by Dr. Robert Grossman, Kalamazoo College

I think of our responses to stress as falling into four types.

- **Critical or anger released reactions** — magnifying the negative aspects of the experience, belittling others, minimizing the positive.

- **Anxious or fear-aroused reactions** — catastrophic thoughts, physical reactions, desire to avoid any situations that increase the fear which can result in only spending time with other “K” students.

- **Depressive or low self-esteem reactions** — desire to withdraw, self-critical thoughts, low motivation, lack of interest and strong desire to return home and, in the worst cases, self-destructive thoughts.

- **Denial of the stress** — the tendency to totally ignore risks or problems. Men especially are trained in this style of response and many think it results in the high degree of stress-related cardiovascular problems they have in our society. There is some evidence to indicate that high-achieving women are also steeped in this tradition. Overseas it often results in serious illness in both males and females from eating food that is not recommended. In some cases this has led to going off on personal adventures without appropriate backup and safeguards. This style often results in obliviousness to serious cross-cultural problems. Worst of all, the person comes back from the overseas experience with prejudices and stereotypes unchanged. Such people often remain ethnocentric and miss out on the opportunity to be bicultural or even multicultural.
ADJUSTMENT
CULTURE SHOCK: ADVICE


WAYS TO COPE WITH ADAPTATION STRESS (Culture Shock)

1. Pursue information gathering diligently. Kohl suggests looking at areas such as your host culture’s history, basic facts, Do’s & Don’ts, current politics and problems, national heroes/heroines, and identifying intercultural ‘flashpoints.’ He also recommends orienting yourself to the city (through the internet, travel books, and/or maps); identify sights, monuments, scenic areas, etc. See the “Research” section in this handbook for further suggestions.

2. Look for logical reasons behind everything in the host culture that seem strange, difficult, confusing, or threatening. Use the DIEVA technique: Describe, Interpret, Evaluate, Validate and then Act.

3. Try to trace every “strange” action you observe in your new culture to its underlying value or values. Keeping a journal or blog is a good place to synthesize situations that you have experienced.

4. Don’t succumb to the temptation to disparage the host culture.

5. Identify a host national who is sympathetic and understanding and talk with that person about specific situations and your feelings related to them.

6. Have faith in yourself.

I suggest you look for the kernel of truth and of exaggeration in every disparaging thought that occurs to you rather than trying to suppress your desire to criticize the host culture. This is the best way to handle all emotionally driven thought. Writing helps in this process. Consider keeping a journal of your study abroad experience.

QUESTIONS TO ASK YOURSELF:
What are some of the tools you use to cope with uncomfortable transitions? How may this be important to you when you study abroad? Have you experienced a “culture shock” already? What did you learn that you may be able to apply to study abroad?
DEFINING EXPECTATIONS

We all have expectations when we head into a new situation, whether it is changing schools, homes, towns, jobs, or in your case, countries. These expectations are formed from our own values, from things that we have heard from others, and from our social culture (such as the media). We are often disappointed if our expectations are not met and find it difficult to accept and adapt to a new and unplanned situation. While abroad, your expectations about certain situations or interactions with new people may not match the reality you experience. For example, you may have identified one of your goals for study abroad to be meeting and connecting with locals from your host country. If you arrive and discover that you do not have any classes with local students, you may be disappointed and disenchanted with the program or your experience abroad. Learning more about what may be a realistic expectation will better help you prepare for your departure. By this time in the pre-departure process, you should have read the program description for your study abroad site, spoken to international students or past study abroad participants from your host country, and/or researched the program to which you are headed. Important preparation tools include:

1. Informing yourself about the living situation
2. Understanding what kinds of classes you will take and who your favorite classmates will be
3. Finding out as much as you can about the city
4. Studying the language – most students report their lack of language fluency to be the most frustrating factor on study abroad
5. Preparing yourself to break from the “K Bubble” and to be comfortable with making friends on your own.

Living and studying in a foreign culture demands independence, open-mindedness, flexibility, and a sense of humor. Things won’t always go your way; you will find yourself in uncomfortable situations; and your normal methods of coping may be compromised by culture shock, homesickness, and/or illness. Although these experiences may not be what you expected, there are ways that you can respond that may help you reach your goals. For example, even if you do not have classes with local students, you may be able to join a local sports club or creative group (such as choir) that includes local students.
DEFINING EXPECTATIONS
WHAT ARE YOUR STUDY ABROAD GOALS?

The process of setting goals is a valuable exercise as you prepare to study abroad because if you are not clear as to what you want to get out of your trip abroad, you will have no way of knowing whether you are accomplishing your goals. In addition, by considering your personal goals for your study abroad experience you will begin to understand your motivations for wanting to live and study abroad.

Here is a list of the objectives most commonly given by Americans going overseas. Put an “X” next to all those that apply to you.

1. Advancement in future job or profession
2. Challenge of living and studying overseas
3. Opportunity to increase future salary
4. Pressure from friends or parents, teachers, or the “K” Plan
5. Desire to expand your own horizons
6. Desire to experience an exotic foreign place
7. Desire to learn another language and culture
8. Desire to keep up with classmates and friends who have been overseas
9. Desire to get away from the United States
10. Need for a change
11. Desire to get away from something in personal or college life
12. Hope that the new setting will solve something distressing in personal, college, or family life
13. Hope that foreign experience will stop the drift, uncertainty, or pointlessness in your personal or college life and give it new meaning
14. Other (specify)

If you are like most people, you have checked several items. You will want to review this list from time to time while you are abroad to check whether you are making progress on achieving your objectives. You might find it helpful to write in your journal about your feelings and motivations as you review this list. Now go back through the list and note which three or four are most important to you now and put them in rank order. Consider these and the rest of the items carefully. Are there conflicts among the objectives that are most important now? Are there motivations on the list (or others that you’ve thought of) that you were unwilling to acknowledge? Almost everyone goes abroad with mixed motives, some of which we are not comfortable with. Over the next ten weeks you may wish to talk about your motives with friends, your advisor, a counselor, or someone from the Center for International Programs. By clearly and honestly stating your needs and goals in your own mind (even if they are less idealistic than you would like), you will be better able to establish realistic expectations for your sojourn abroad. Clear objectives and realistic expectations are the best beginning for your study abroad experience.

DEFINING EXPECTATIONS

CULTURE AND HISTORY WORKSHEET

Here are some questions about the culture and history of your host country, questions that will provide you with the sort of information about everyday matters that are accepted knowledge for most people living there. Try to answer as many of them as you can before you leave and complete them at your program. Our thanks to L. Robert Kohl’s book, *Survival Kit for Overseas Living*, for many of these questions.

We strongly encourage you to find out as much information about these topics as you possibly can. Where adapting to another culture is concerned, it is very important to find out as much as you can about attitudes, beliefs, and about daily customs and practices.

1. Who are the country’s most important national heroes and heroines? Who are the most widely admired public figures today?

2. Are other languages spoken besides the national language? What are the political and social implications of language usage?

3. What is the predominant religion? Is it a state religion? How long has the dominant religion been a force? To what extent does the religion continue to play an important role in the political and social life of the average citizen?

4. What are the most important religious observances and ceremonies? How regularly do people participate in them?

5. How do members of the predominant religion feel about other religions?

6. What are some of the prevailing attitudes toward divorce? Toward extra-marital relations? Toward homosexuality?

7. What is the attitude toward drinking?

8. Is the price asked for merchandise fixed or are customers expected to bargain? How is the bargaining being conducted?

9. If, as a customer, you touch or handle merchandise for sale (including such things as fruit or linen tablecloths), will the seller in the store or market think you are knowledgeable, inconsiderate, within your rights, completely outside your rights? Other?

10. How do people organize their daily activities? What is the normal meal schedule? Is there a daytime rest period? What is the customary time for visiting friends?

11. How long do people talk when they use the telephone? Do friends call each other frequently to chat? How do people feel about having other people make long-distance (overseas) calls from their private house phones?

12. What foods are popular and how are they prepared?

13. What things are considered taboo in this society?
14. What is the usual dress for women? for men? Are slacks or shorts worn? If so, on what occasions? Do teenagers wear jeans?

15. What are the special privileges of age and/or sex?

16. If you are invited to dinner, would you arrive early? on time? late? If late, how late?

17. On what occasions would you present (or accept) gifts from people in the country? What kind of gifts would you exchange?

18. Do certain flowers have a particular significance?

19. How do people greet one another? shake hands? embrace or kiss? How do they leave one another? What do they say when they greet or leave one another?

20. What are the favorite leisure and recreational activities of adults? teenagers?

21. What sports are popular?

22. What kinds of television programs are shown? What social purposes do they serve?

23. What is the normal work schedule?

24. What kind of local public transportation is available? Do all classes of people use it?

25. Who has the right of way in traffic: vehicles, pedestrians?

26. Is military training compulsory?

27. Are the largest circulation newspapers generally friendly in their attitude toward the United States?

28. What is the history of the relationships between this country and the United States?

29. Are there American expatriates living in the country?

30. Is education free? compulsory?

31. Where are the important universities of the country? If university education is sought abroad, to what countries and universities do students go?

**RESOURCES**

There are international students on campus this quarter that would be very willing to help provide you information about these and other matters. If you haven’t yet met them, make an effort to do so! They are your best source of information about the country or region you’ll be living in within a matter of weeks.

Alternatively, you can ask past-participants who have returned from studying in your future host culture. Contact a peer adviser at cippa@kzoo.edu if you would like to get in touch with a past-participant.

**On line information and tools** can be very convenient and useful for students preparing for their travels. The CIP recommends two that can encourage students to appreciate the values and beliefs of their host countries as well look deeper at their home cultures that have shaped their perspectives.
**What's Up With Culture?** is an online resource accessible at [http://www.pacific.edu/sis/culture/](http://www.pacific.edu/sis/culture/) that enhances the preparation you have already begun by discussing topics such as cross-cultural values, communication, and learning to think and live outside of the box – or in this case outside of your own cultural comfort-zone. Each section includes exercises that allow students to apply their knowledge and evaluate their skills in these areas. The website also shares the encounters of students in various countries.

The Center for International Programs encourages every study abroad student to visit the website before leaving the U.S. Module 1, Sections 4 (*Whose Fault? Why Values Matter*) and 6 (*Communicating Across Cultures, What Are They Trying to Say?*) are highly recommended. You can access these modules at: [http://www2.pacific.edu/sis/culture/pub/1.3-_Whose_Fault_..._Why_Val.htm](http://www2.pacific.edu/sis/culture/pub/1.3-_Whose_Fault_..._Why_Val.htm), and [http://www2.pacific.edu/sis/culture/pub/What_are_you_talking_to_me...htm](http://www2.pacific.edu/sis/culture/pub/What_are_you_talking_to_me...htm)

In addition to *What's Up With Culture?* pre-departure training, there is also a module for returning to the U.S: **Welcome Back! Now What?** It offers information and advice that students have found useful as they prepare for the transition and readjustment to home back here in the U.S. Students should find Module 2 most helpful during their last month overseas. Access this module at: [http://www2.pacific.edu/sis/culture/pub/Module_II_-_Welcome_Back._No.htm](http://www2.pacific.edu/sis/culture/pub/Module_II_-_Welcome_Back._No.htm)

The **Global Road Warrior** is a database for international social, cultural, travel, and business information. Kalamazoo College’s Library subscribes to this database and it is available to students preparing to study and live in a different culture. Topics such as cultural taboos, holidays, food, etiquette, climate, tourist locations, maps, and so much more are covered.

The database is accessible from K College online database listing at [http://www.kzoo.edu/is/library/databases.html](http://www.kzoo.edu/is/library/databases.html).

Your ability to function successfully in another country will be at the heart of the extraordinary personal growth that is a part of study abroad. We hope the knowledge and tools available with these resources facilitate successful transitions, after your arrival in your host country and after your return to the U.S.

Please see the bibliography located near the end of this handbook for more resources.
STUDY ABROAD PRE-APPLICATION INFORMATION: Policies
POLICIES AND PROCEDURES

The complete policies and regulations that govern the Study Abroad Program at Kalamazoo College are found in this Study Abroad Handbook, which is published by the Center for International Programs (CIP).

It is the student’s responsibility to become familiar with all Study Abroad policies, regulations and guidelines. The student’s application for participation in Study Abroad, his or her signature on the Study Abroad Participation Confirmation and Student Agreement Forms, and a $300 deposit are confirmation of acceptance of the policies governing the Study Abroad Program, including all academic and social policies of Kalamazoo College, among them the Honor System. Failure to adhere to any of these will be considered sufficient reason for dismissal from the program.

This document represents the most accurate information available at the time of publication. Statements contained herein are not contractual obligations, and verbal or other representations that are inconsistent with or not contained within this handbook and its policies are not binding. Kalamazoo College reserves the right to change without specific notice programs and the conditions under which they are offered. Please refer to the Kalamazoo College catalogue for complete details.

PROGRAM INFORMATION

Academic programs and requirements for a specific study abroad program, as well as eligibility criteria, etc., are described in detail on the individual program description sheets available in the Resource Room or at www.kzoo.edu/cip. The CIP determines which study abroad programs qualify for transfer of academic credit and Kalamazoo College financial assistance/scholarships. Students should consult the “List of Study Abroad Programs” regularly to determine if a program qualifies for the transfer of academic credit and Kalamazoo College financial assistance/scholarships. Programs may be changed, suspended, or withdrawn at any time due to political, economic, or other conditions. No credit will be awarded for any academic work done outside the United States without prior endorsement by the CIP. Requests for endorsements after the fact will not be considered.

Students interested in enrolling in a program not on the List of Study Abroad Programs Approved for Transfer of Academic Credit (a copy of which can be found in the CIP office or on the CIP website) can petition the CIP to have the program endorsed on a one-time basis. Such petitions must be filed by November 1 of the calendar year prior to the year in which the student wishes to apply to participate. A description of the petition process is available in the Center for International Programs and on the CIP website.

ELIGIBILITY

Students wishing to participate in study abroad must have a minimum 2.5 GPA at the time of application; some programs have higher minimum GPA requirements. Students whose G.P.A. does not meet the College’s 2.5 minimum or the program’s minimum and who still wish to study abroad must meet with CIP staff prior to submitting an application to study abroad. Note: Kalamazoo College cannot waive G.P.A. or other eligibility requirements established by other programs. Therefore, only certain Kalamazoo-sponsored programs may be available to these students.

All students participating in Long-term or Extended-term programs must have Junior standing (a minimum of 17 academic Kalamazoo College credits passed with a “D” or better are necessary to receive Junior standing). Note: this excludes P.E. credit. Students who are not able to complete the program’s 17 academic K-unit requirement prior to the conclusion of their last quarter on campus before study abroad may be placed on a conditional admission status until proof of completion has been received and approved by the Registrar.
First year students are not eligible to participate in study abroad. Summer study abroad for credit is available to Kalamazoo College students only though CIP-sponsored International Study Seminars. Due to College residency requirements, seniors are not eligible for study abroad.

Sophomores will be given priority for the spring short-term programs. Juniors will be admitted to spring short-term programs only if there is space available and with the approval of the Registrar and the student's adviser. Sophomores and juniors are equally eligible for the winter short-term program in Oaxaca, Mexico.

Kalamazoo students are eligible to participate in only one study abroad experience for credit during their time at the College. No more than ten units of credit from off-campus programs (including study abroad and domestic off-campus programs such as New York Arts, Philadelphia Urban Studies, or Border Studies Program) can be used to meet a student's graduation requirements.

Students on academic probation or who have a history of significant disciplinary problems are not eligible to participate in the study abroad program. All incompletes must be changed to actual grades prior to departure for study abroad. With the exception of a single required foreign language course, students must meet all eligibility requirements at the time of application and continue to meet the set requirements prior to departure.

Students who transfer to Kalamazoo College should talk with a CIP staff member during their first term on campus about their study abroad options. Generally, students who transfer as sophomores in the fall will be eligible for a short-term or long-term program. Students who transfer as juniors in the fall will be limited to short-term programs only, due to College residency requirements. Transfer students are required to submit original copies of transcripts from any college or university that they have attended by the application deadline, as previous academic work will be reviewed as part of the selection process. The Office of the Registrar cannot release copies of non-Kalamazoo College transcripts. A combined Transfer and Kalamazoo G.P.A. will be used to determine eligibility.

QUICK ELIGIBILITY CHECKLIST:

☐ What is my current GPA? Does it meet the minimum requirement for my SA program?
☐ Am I currently on academic or social probation?
☐ Do I have the minimum amount of language study required for my program?
☐ Will I have the minimum 17 K-Unit requirement for a Long- or Extended-term program?
☐ Have I talked with my adviser about all of my program options?

KALAMAZOO COLLEGE SPONSORED STUDY ABROAD PROGRAMS
Kalamazoo College sponsors programs in nine countries, including Ecuador, France, Germany, Kenya, Mexico, Sénégal, Spain, Thailand, and Trinidad. On most Kalamazoo College sponsored programs, a College representative meets each group as it arrives abroad. College personnel visit these study abroad programs as needed. All Kalamazoo sponsored study abroad programs have a Resident Director appointed by the College to mentor students and represent the College. At many programs, students live in homestays; in other instances, housing is arranged by the program, typically in university dormitories. In most cases, the CIP will assist students during the pre-departure process, including processing required documents and student visa applications. Programs in this category are listed in Group I on the “List of Study Abroad Programs.”

NON-KALAMAZOO COLLEGE STUDY ABROAD PROGRAMS
The College collaborates with domestic and international program partners in order to offer a wide variety of study abroad experiences. Programs in this category are referred to as non-Kalamazoo programs and are listed in Groups II and III on the List of Study Abroad Programs. Although they are not operated by
Kalamazoo College, non-Kalamazoo programs on the list of programs are approved for the transfer of academic credit. No special process is required to apply academic credit, earned on these programs, to general graduation requirements.

The Center for International Programs assists students with the application processes, and coordinates the payment of tuition, room and board, and non-refundable deposits required by the host institution. Currently Japan Study, (Tokyo), Beijing (CET), and Ben-Gurion University (Be’er Sheva, Israel) are the only non-Kalamazoo programs that coordinate group flights. Kalamazoo students participating in these programs are expected to utilize these group flights offered directly by these program partners.

Students interested in non-Kalamazoo programs will need to complete additional application materials for the host institution, submit pre-departure forms directly to the program partner and be prepared to be the primary contact with the non-K program prior to departure. In other words, students will need to communicate directly in a timely manner with the program partner and independently work to turn in materials, forms, and other items by the deadlines designated by the program partner. Upon acceptance, students are encouraged to direct any questions to the contact person for the Non-Kalamazoo program. Program contacts and email information are located on the last pages of this Handbook.

Application to non-Kalamazoo programs is a two-step process. Students first submit applications to the Center for International Programs for preliminary review. CIP endorsed applicants are then nominated for selection with the host institution. It is important that students interested in non-Kalamazoo programs are aware that the host institution makes the final selection and participation decisions. Neither the CIP nor Kalamazoo College has the authority to change or alter the policies or decisions made by the sponsoring institution.

The CIP provides a Non K Program Advisory Form and sends it along with the notice of nomination to a non-Kalamazoo program. The advisory informs students of their responsibilities for pre-departure deadlines, international transportation, and student visa application. Students on most non-Kalamazoo programs will be responsible for obtaining their own student visa or entry document. The Visa Section of this handbook lists important details.

A number of non-Kalamazoo programs are not approved for the transfer of financial assistance from the College. These programs are listed in Group III of the List of Study Abroad Programs. Students endorsed for programs in Group III are required to submit the Acknowledgement of Financial Responsibility and Program Costs in which the CIP recommends students discuss alternate sources of assistance with the College’s Financial Aid Office.

FOREIGN LANGUAGE PROFICIENCY

Most returning students report that they wish they had studied more language before study abroad. The CIP encourages students who have already taken the required minimum level of foreign language for their study abroad program to maintain their level of proficiency during the time before departure. Some of the study abroad programs are designed for beginning to low intermediate language learners. Therefore, students are not eligible to participate in a program in which their language proficiency is above the maximum level designated in the program description. Students will not receive credit for completing a language course abroad equivalent to one they have already taken at K.

Students choosing the spring Short-Term Study Abroad option may not have proficiency in the language of that study abroad program greater than four units (level 202) of that language and must have a minimum proficiency equivalent to two units (level 102).

AMERICANS WITH DISABILITIES ACT (ADA) AND STUDY ABROAD

Students whose physical, mental or emotional condition may require accommodations to participate in the study abroad program are encouraged to contact the CIP staff well before the deadlines for applications. The CIP staff will assist by providing the student a clear description of the physical and academic requirements of
the program. The student will be asked to provide the CIP staff with a clear description of the accommodations that the student believes will be necessary to meet the requirements of the program. The student may be asked to provide the CIP with a release to speak with the student’s healthcare provider so that the CIP staff can clearly understand the student’s needs. CIP staff will determine the availability of those accommodations, or other reasonable accommodations, at the program location. Staff at the host university or program will also review the information to determine if accommodations are possible. In cases where no accommodation is possible, CIP staff will work with the student to identify programs that may be able to offer the appropriate accommodations. The student’s acceptance into a specific study abroad program is contingent upon the determination to the Associate Provost’s satisfaction that reasonable accommodations are available at the program location.

APPLICATION PROCESS
Students must meet specific requirements and deadlines in order to be eligible to participate in any study abroad program. These requirements differ from program to program, but for all of them, prospective participants must complete and submit required application materials. Incomplete applications will be considered late and will not be processed until completed. Failure to turn in the completed application materials by the due dates can jeopardize a student’s participation in study abroad. Students may only apply for one program at a time.

PASSPORT
All students must have a valid passport in order to apply for and participate in study abroad. The passport must be valid for at least six months beyond the ending date for the study abroad program. Passports must be turned in to the Center for International Programs by the due date.

Students who are citizens of countries other than the United States, (regardless of whether or not they are permanent residents of the U.S.) must notify the Center for International Programs of the status of their citizenship, passport, and visa for residence in the U.S. at the time of application for participation in study abroad and may have additional visa requirements.

SELECTION AND ADMISSION
Students meeting the College’s and any program-specific eligibility requirements are selected for participation in the study abroad program on the basis of such items as their cumulative grade point average, their grades in the appropriate foreign language (where applicable), the strength of the required essay(s), faculty letters of recommendation, an evaluation of the transcript, and other information provided in their application and their College records. The Center for International Programs may also require applicants to be interviewed.

If a student is not admitted into his or her first choice program, the CIP will assist the student in applying to another program to which he or she is eligible and in which there is space available. In some Kalamazoo programs, students who are not selected for participation may be offered alternate status. Typically, no more than two students will be considered for alternate status for any one program. Alternate status means that, should an active participant choose not to accept their offer of admission, the alternate will be assigned to that space. Alternate status is always set for a limited duration. At the end of that set time, the student will be given the choice to apply for another program where space is available and to which the student is eligible.

The final decision regarding admission to and participation in specific programs rests with the Associate Provost of the Center for International Programs and host institutions abroad. The Associate Provost reserves the right to deny participation in study abroad when students’ actions either on or off campus raise doubt that they are ready for an international study experience or prepared to represent Kalamazoo College appropriately. Programs may be changed, suspended, or withdrawn at any time due to political, economic or other conditions.
COMPREHENSIVE FEES

STUDY ABROAD COMPREHENSIVE FEES FOR 2010-2011*

Short-term (3 K-Units): $14,529
Long-term (6 K-Units): $29,058
Extended-term (9 K-Units): $43,586

* The comprehensive fees for the 2012-2013 academic year will be announced in February of 2012.

All non-Kalamazoo program options are billed at the Kalamazoo College rates cited above or at the actual rate, if this exceeds customary Kalamazoo charges. In no instance will a student pay less than the comprehensive fee assessed for Kalamazoo College’s own study abroad programs. A non-refundable $300 deposit will be required prior to participation in all programs. The non-refundable deposit will be credited towards the comprehensive fee.

COMPREHENSIVE FEE INCLUDES:

- All academic tuition and fees
- Room and board while classes are in session
- Excursions included as part of the academic program

COMPREHENSIVE FEE DOES NOT INCLUDE:

- Round-trip international airfare to program site
- Books and other required educational materials (including photocopies and personal printing—typically $150 per quarter) or additional lab or music fees
- Room and board during the December holidays, Holy Week, and other extended vacation periods when the academic program is not in session
- Cost of local transportation at the program location, including field trips for a course
- Passports or required photographs
- Visa fees for Australia; Botswana; China; Costa Rica; Denmark; Egypt; England; Greece; Hungary (BSM and BSCS); India; Ireland; Israel (Be’er Sheva and Jerusalem); Japan (Kyoto, Hikone, and Tokyo); or Scotland.
- Travel expenses to consulates and/or embassies to apply for the student visa. In some cases these expenses may include air travel to appear in person for appointments, biometric processing fees, or fees for additional processing.
- Required physical exams, x-rays and other medical tests (these costs may or may not be covered by insurance)
- Any required and recommended immunizations (these costs will vary from $35 to $450 depending upon destination)
- Any anti-malarial prophylactic pills (where recommended by the CDC) that the student takes abroad (average cost $10.00 per pill taken on a weekly basis—total cost varies from $100-$800 depending on the length of the program)
- Required health and accident insurance or required medical evacuation insurance (where indicated in the Study Abroad Handbook)
- Independent travel while abroad or incidental expenses en route and abroad
FINANCIAL MATTERS
BILLING AND PAYMENT
Students will be informed of the entire comprehensive fee for the program prior to the beginning of the program. Payments for study abroad programs are made according to the regular College payment schedule. Bills are sent directly from the student accounts department of the Business Office at Kalamazoo College. For specific billing dates, contact the Kalamazoo College business office.

For GLCA and other guest students, we prefer to bill the home institution. This generally allows you to receive any financial aid for which you may be eligible. Please notify the Center for International Programs if the bill should be sent to a different address. The acceptance material includes a Billing and Transcript Information Form. This form allows guest students to indicate who should receive the invoice.

All accounts, including fees, must be cleared before students can leave for their programs abroad. The CIP will not release air tickets unless accounts are paid in full or appropriate arrangements have been made through the Kalamazoo College student accounts office. Non-payment of the comprehensive fee installments while abroad will jeopardize a student’s continuing participation in the program and may result in withdrawal or dismissal.

FINANCIAL AID AND SCHOLARSHIPS
International education is supported at Kalamazoo College by a number of generous gifts, including the Rudolph S. Light Endowment, the Arcus Gay and Lesbian Fund Study Abroad Endowment, and the Beeler Memorial Foreign Study Endowment Fund. For Kalamazoo College students receiving financial assistance/scholarships, this aid will be available for those programs that appear in the “approved for transfer of academic credit and Kalamazoo financial assistance/scholarships” category (Groups 1 and 2) in the “List of Study Abroad Programs” (available in the Center for International Programs). Programs in Group 3 are eligible for limited financial aid. The term “limited financial aid” indicates that state and federal funds are fully available, but institutional funding (including GLCA tuition remission) will not be applied to the comprehensive fee.

Students who enroll at Kalamazoo College through the GLCA-TRE are eligible for off-campus programs that have been approved for transfer of academic credit and Kalamazoo College financial aid/scholarships. This includes Group 1 and Group 2 programs and also includes the current domestic study away programs: The Philadelphia Center, NY Arts Program, Oak Ridge Science Semester, the Newberry Library, and the Borders Program. The student is responsible for paying any difference between the cost of the off-campus program and the College tuition cost in addition to the usual GLCA-TRE participation fee. If the student elects a Group 3 study abroad program that is approved for transfer of academic credit only, the GLCA-TRE benefit does not apply, and the student is responsible for the full cost of the program, including travel.

Guest students participating in Kalamazoo College programs receive no financial assistance from Kalamazoo College. They should consult with the Study Abroad and the Financial Aid Office on their own campus to see if their home institution will continue their financial aid package for the time they are abroad.

Work/Study: No employment is available to students while on study abroad. Students travel overseas on a student visa or with the understanding that they are temporary guests, which specifically prevents them from seeking employment or earning money while they are in the country. If work/study is part of a student’s financial aid package, students will have to find an alternative source for those funds for the quarters spent abroad.
TRAVEL SUBSIDY FOR INTERNATIONAL AIRFARE

Students with demonstrated financial need participating in study abroad may be eligible to receive a travel subsidy to help defray the cost of international airfare to the study abroad site. The subsidy is awarded based on consultation with the financial aid office and will be for students who demonstrate high financial need. Students do not need to apply or notify either the CIP or the financial aid office in order to receive the subsidy. However, they must complete the study abroad application. The subsidy will cover up to 100% of the estimated airfare costs, but may cover less, depending on level of need. Students will receive notification of the subsidy amount and the conditions of the subsidy award after admission to the study abroad program. Note, for students who receive the subsidy, the CIP must coordinate the air itinerary through the College’s travel agent. Students who wish to organize their own air itinerary will not be eligible for the subsidy. The travel subsidy is only available to students participating in Group 1 or 2 programs (programs that allow for the transfer of Kalamazoo College based scholarships and financial aid).

BUDGETING FOR PERSONAL SPENDING

The amount students spend above what they pay the College varies greatly according to the individual student and the cost of living in the host country. Students studying in Europe or Perth, Australia will pay more for meals and incidental expenses than students studying in Nairobi or Quito. Returning students suggest that an average of $1,500–$2,500 extra for Short-Term, $2,000–$4,000 for Long-Term programs, and $2,500–$5,000 for Extended-Term programs is realistic. Students may be able to make it on less than these amounts if they are careful and restrict independent travel plans.

BOOKS

All study abroad participants are required to purchase any required books, course-packs, photocopies, and other educational materials (including personal printing) needed for their course work abroad. Some programs require additional equipment. In all cases students need to plan to have funds available to purchase the required books and equipment at the program abroad.

EXCURSIONS

Typically, Kalamazoo College sponsored programs include one or more excursions that are subsidized by the College. In all cases students should expect to cover whatever personal out-of-pocket costs, if any, there may be. Students who do not participate in a scheduled group activity or excursion are not entitled to any refund and may be required to reimburse the program for monies spent on their behalf. Students are expected to abide by the Student Agreement during excursions.

DEADLINES AND DUE DATES

Students intending to participate in study abroad are required to comply with announced deadlines in a timely manner. The CIP establishes deadlines to ensure that there is sufficient time for student applications and supporting documents to be processed by program staff abroad and consular officials here in the U.S. If a deadline passes and a student has not submitted the required information, the student’s file will be deemed inactive and the student risks his/her ability to participate in study abroad.

NON-REFUNDABLE STUDY ABROAD DEPOSIT

In order to hold a student's place in a program, a $300 non-refundable deposit is required. A check for this amount will be due with the "Study Abroad Participation Confirmation" form a few weeks after notification of admission. If this form is not returned by the deadline, the CIP will assume a student has chosen not to participate. In the cases of withdrawal after that date or dismissal from the program, this non-refundable deposit will be forfeited. In addition, students are liable for all other monies advanced on their behalf at any time, including, but not limited to, application fees and non-refundable deposits assessed by the programs abroad, airlines, etc.
PRE-DEPARTURE ORIENTATIONS

Kalamazoo College students must attend all mandatory study abroad orientation meetings on the Kalamazoo campus. All orientation sessions are listed in this Handbook and on the site-specific checklists provided in the student’s acceptance packet. Failure to attend these important sessions may result in withdrawal from study abroad. Presentations as well as question–answer sessions conducted by CIP staff members, past study abroad participants and visiting international students help students prepare to make the most of their time abroad. These sessions focus on program specific information (such as information about academic coursework), health and safety on study abroad, and other practical matters. Guest students on Kalamazoo Programs are not required to attend the orientation sessions held on Kalamazoo College's campus but are required to abide by and satisfy all deadlines.

PHOTOS

A minimum of ten passport photos are required for most programs after admission for items such as visas, university/international student ID cards, transportation passes, homestay families, Resident Director information and other government requirements. Due to requirements of the Consulates for visa applications, digital or computer generated photos are not acceptable. The photos must be standard passport photos as would be acceptable for applying for a US passport (http://www.travel.state.gov/pdf/Photo-Quality-Requirements.pdf). These must be turned in to the Center for International Programs by the date on the checklist.

PARENTAL NOTIFICATION POLICY

The College and the Center for International Programs recognize students’ developing independence, responsibility and accountability. However, the Associate Provost for International Programs or his/her designates has the authority and reserves the right to notify parents in the following circumstances and conditions:

Emergencies: The College reserves the right to notify parents or guardians, regardless of age, status, or conduct, in health and safety emergencies, hospitalizations, or when in our judgment, the health or well-being of a student or others is or may be at risk.

Student Conduct Overseas: The College reserves the right to inform parents or guardians of student when:

- That student’s behavior has been the cause of a disturbance to others on or off campus.
- That student’s behavior has been the cause of a disruption of other students’ education.
- That student’s behavior caused or had the potential to cause harm to persons or property.
- That student’s behavior led to an arrest in which the student was taken into custody.
- That student’s behavior resulted or could have resulted in the student being removed from study abroad.
- That student’s behavior affected his/her ability to fulfill the essential functions of a student.
- The student has demonstrated a pattern of unacceptable disruptive behavior, even if these incidents are minor.
- The student has become physically ill and/or required medical intervention as a result of use/abuse of alcohol and/or drugs.

Whenever possible, students will be informed that a parental notification is planned so that they have an opportunity to discuss the issue with their parents directly.

Parent(s) or guardian(s) listed in the student’s study abroad application will receive a copy of the acceptance letter, with other program specific information, upon admission to the study abroad program.
INDEPENDENT TRAVEL

Students who plan to be away from their residences at their study abroad programs for week-end or vacation travel are strongly encouraged to leave itineraries and an approximate return time with the homestay family, roommates, and/or program director. In addition, students are strongly encouraged to communicate their travel plans and itineraries with their families at home. If the travel will be longer than a day or two, students should arrange some form of “check-in” communication with the program director, their study abroad residence and/or families in the U.S.

No student is to be absent from the program while classes are in session. More than two weekend absences in one month are also strongly discouraged in that they jeopardize family and community relationships.

Traveling alone on extended trips is strongly discouraged. In case of accident or illness, the foreigner traveling alone is exposed to unnecessary risks, which outweigh whatever advantages there may be in traveling alone.

Students are strongly warned against hitchhiking. Despite what you may have heard, in most parts of the world hitchhiking is extremely dangerous, both for men and for women. Under NO circumstances should any student hitchhike. **Kalamazoo College and the Center for International Programs’ policy expressly prohibit all hitchhiking by program participants.** Students who engage in hitchhiking jeopardize their further participation in the program. Moreover, neither Kalamazoo College, the Center for International Programs, nor their agents and employees can be held responsible for injuries or accidents to a student who violates this regulation.

Students are strongly encouraged to secure housing in registered youth hostels, hotels or with individuals they personally know. Using Craig’s list or on-line classifieds to “couch surf” while traveling is extremely dangerous and may put a student’s well being in jeopardy.

Students should be alert to U.S. State Department “cautions” and “warnings” regarding travel in areas deemed unsafe or risky. Local personnel and/or the Center for International Programs will also from time to time disseminate information or warnings in times of emergencies and heightened risk. Neither Kalamazoo College, the Center for International Programs, nor its agents and employees can be held responsible if students choose to ignore such information or warnings. Prior to travel, students should check the Department of State’s website at [http://www.travel.state.gov/travel/travel_1744.html](http://www.travel.state.gov/travel/travel_1744.html).

MOTOR VEHICLES

No motorized vehicle (including motorized bicycles and motor scooters) may be owned, operated or driven by any student abroad while the academic program abroad is in session. Violations of this policy may subject the offender to immediate dismissal from the program.

During extended vacation periods, such vehicles may be RENTED if: Parental approval has been given in writing to the Associate Provost of the Center for International Programs, and this approval has been specifically endorsed by the Associate Provost of the Center for International Programs.

TRAVEL SAFETY

The Center for International Programs at Kalamazoo College regularly monitors information relevant to the safety of all “K” students abroad, from official sources as well as from the College’s domestic and international partners and colleagues. The safety and security of Kalamazoo College students abroad is of the utmost importance. The CIP works to ensure that students can make informed and wise decisions regarding program selection as well as their behavior abroad. The CIP also recognizes that the United States government has designated certain countries to be potentially dangerous for American travelers. Terrorism, war, disease and other risks must be taken seriously, both by the College and by individual students and their families.
Kalamazoo College, like many other US colleges and universities, uses the US Department of State's travel warning as guidelines when determining in which countries students are permitted to study. Students who wish to study in a location where the US Department of State has posted a travel warning should pay special heed to the fact that there are specific risks that may be involved in their prospective study abroad program's location. “K” students should weigh these potential risks as they choose whether or not to participate in such a program.

Under College policy, students are permitted to transfer credit to Kalamazoo College from accredited study abroad programs and/or internationally accredited universities in “Travel Warning” countries. However, in such instances, the College has the following policy: if the US Department of State issues a travel warning for a country in which a Kalamazoo student plans to study, the student must complete a form acknowledging that his or her study abroad program is in a Travel Warning country and that s/he has received a copy of that Travel Warning. Students planning to study abroad in a travel warning country should note that the College and the CIP reserve the right to delay and/or cancel the student’s participation in that program without prior notice.
PRE-DEPARTURE INFORMATION:
Housing, Transportation, and Packing
HOUSING

Ideally, the CIP would like to house everyone within walking distance of the university or program institution. This is, regrettably, not possible. A typical commute to the university or class building is approximately 30 minutes. In larger cities students should expect at least a one-hour travel time to class. Unless pressing health reasons are involved, there can be no assurance that housing will not require using public transport. There are typically no transportation subsidies at any program. All students need to be prepared to assume the responsibility for their own local transportation costs, which will vary, depending on where they live, from $10–$20 a week.

For Kalamazoo study abroad programs, all housing assignments are made by local staff. Students are required to live in College- or program-arranged housing. Students participating in Non-Kalamazoo study abroad programs are required to be housed according to the arrangements made by that program. No student may move from the arranged housing without the approval of the Associate Provost of the Center for International Programs in advance. Any participant, who moves from this housing without approval in advance, except in emergency circumstances, will be subject to immediate dismissal from the program.

Housing assignments are based on the information provided in the student's Study Abroad application. Students' honest and accurate answers to the questions will assist in well-suited placements. If the study abroad program offers the option of housing in a dormitory, students will be assigned according to the preference indicated on the application.

If problems with the housing situation should arise, the student should bring the matter to the attention of the resident director or the housing coordinator in charge of housing for that particular program. If, in the judgment of the housing coordinator, a housing problem can best be resolved by moving the student, he or she will assign the student to a different homestay or dormitory. Once this is arranged, the student is obligated to move.

ROOM AND BOARD

Room and board is covered only while the academic program abroad is in session. During extended vacations when classes are not in session (December holidays, semester breaks, Semana Santa, Holy Week, etc.) no board costs are paid either to families or the students, and students are expected to find accommodation elsewhere. Housing (homestays, dorms, etc.) must be vacated no later than the morning of the second day after classes end, unless otherwise specified. Students who, in violation of this policy, stay on during vacations or after the end of the academic program or who return to their homestays early from vacations must pay the appropriate cost as determined by the Center for International Programs.

HOMESTAYS

The use of the word “homestay” indicates that the student is housed in the home of individuals in the host country and not in a university dormitory, room in a college house, or apartment. The designation “homestay” does not necessarily mean a complete family unit in the sociological sense of the word. Some homestay families have children, some do not; some homestay hosts are older, some are young, some are widows, etc. The degree to which the student is accepted as a member of the homestay family will depend upon the individual circumstances and upon the compatibility and desire of the student and the host(s). Students should not expect to host overnight guests in the homestay. Unfortunately it is not possible to notify students of their homestay placements prior to departure.

In most programs the College makes payments directly to the homestay family through its local Resident Directors. In no case does the student have a claim on the family for a refund for meals not taken. Students not present for meals forfeit those meals and are responsible for paying their own meal expenses. Families occasionally give the student a lunch or some food for a trip. This is acceptable if volunteered by the family. It is not an obligation and should never be requested. Room and board arrangements vary from program to
program and are determined by the Center for International Programs through the local Resident Directors. The student may not alter these arrangements without the express approval of the Center for International Programs.

**CO-ED HOUSING**

Men and women may not share the same accommodations (room, apartment, house, etc.) without the express approval of the Associate Provost of the Center for International Programs. No College funds can be used for such arrangements. The Study Abroad Program will require a repayment of any funds so used unless advance approval has been granted. This does not apply to university dormitories or homes in which men and women are housed in separate rooms, in separate wings, or on separate floors.

**VEGETARIANS AND SPECIAL DIETS**

It is sometimes difficult to find homestays willing to accept students with special diets. The Center for International Programs may meet with students who have indicated a special diet. Students should make sure that they have indicated their particular dietary choices in the appropriate section on the Study Abroad Application and, if necessary, on the Health History forms which are sent to the program staff abroad. Thus, information regarding special diets must be reported to the CIP well in advance of departure. Although an effort will be made by local program staff to place students with special diets in homestays that have agreed to accommodate their choices, neither the Center for International Programs nor Kalamazoo College can guarantee such a placement. If no appropriate placement can be found and the student insists on a special diet, the CIP reserves the right to withdraw the student from the Study Abroad Program. Furthermore, any additional expenses incurred by either the homestay family or the student because of special diets, including additional food for “big eaters,” are the sole responsibility of the student and may result in an increase in the comprehensive fee for the program. During program sponsored excursions, special diet needs cannot be accommodated.

**DAMAGED PROPERTY**

Students are individually financially responsible for any breakage and/or damage that they cause in the homestay, dormitory, or elsewhere while abroad. In some programs, students may be assessed a refundable damage deposit fee; this fee will be added to the first billing for the program or charged upon arrival.

**TELEPHONES AND INTERNET**

The use of telephones and telephone manners are often very different in other countries. There is usually a charge for each local call made and there is generally no separate breakdown for long-distance calls. Students should talk with their homestay hosts about the use of the telephone for both local and long-distance calling. Students are responsible for their own telephone bills. All bills must be paid before they leave the homestay at the end of the program. Most past participants report purchasing a cell phone with a local number once they arrived at their program site.

Internet accessibility is not guaranteed in either the home stay or a dorm. In many countries, access to high speed internet is very expensive and it is not typical to have it in the home. For those students who are lucky enough to have this in the home stay, students are encouraged to talk with the host family regarding the appropriate use and time allowance. For those students in the dorm, some universities may charge additional amounts for students who download large data or stream content. Students are responsible for covering any additional fees.

**VISITORS**

Parents and other family members are strongly encouraged to visit students on study abroad only during vacation periods or at the conclusion of the academic program. All visiting family members and friends should make their own arrangements for lodging when visiting a student abroad. Visitors will not be able to
stay in homestays or any other student housing arranged for the student. Please also remember that family visits do not constitute an excused absence from class.

**TRANSPORTATION AND TRAVEL**

Students will be responsible for arranging and paying for air travel to the study abroad program. The CIP, via the College’s professional travel agent, will have group transportation opportunities for students who may wish to travel with fellow participants. Students will be responsible for paying for the airfare. Students with demonstrated financial need participating in study abroad may be eligible to receive a travel subsidy to help defray the cost of international airfare to the study abroad site. The subsidy is awarded based on consultation with the financial aid office and will be for students who demonstrate high financial need. Students do not need to apply or notify either the CIP or the financial aid office in order to receive the subsidy. However, they must apply for study abroad. The subsidy will cover up to 100% of the estimated airfare costs, but may cover less, depending on level of need. Students will receive notification of the subsidy amount after admission to the study abroad program. Note, for students who receive the subsidy, the student must coordinate the air itinerary through the CIP and the College’s travel agent.

For travel subsidy students, the travel agent will arrange group international air travel from a designated departure airport. The departure airport is determined by the availability and cost of the tickets at the time they are reserved. Students are responsible for arriving at the designated airport of departure, as domestic travel is the student’s responsibility.

Students who wish to organize their own air itinerary will not be eligible for the subsidy. Students must arrive at the airport (of their Study Abroad site) at the designated time of arrival, particularly on Kalamazoo programs, because that is when airport pick up will be arranged. Note: for students on extended-term programs the airline reservation system does not allow for a return date beyond one-year of ticket issuance date. Therefore, travel subsidy students on extended-term programs will need to notify the travel agent of their return date by December 31st. All other extended-term students will need to make their own arrangements with their air carrier.

Travel subsidy students and other students that elect to have the CIP arrange their international air travel will receive a flight itinerary from the CIP. This itinerary is their electronic ticket. The students will not receive a physical ticket, but they will receive a copy of the itinerary in their departure packet. Each student’s itinerary has their confirmation code on it, which is their individual confirmation code for their flights.

Travel subsidy students and other students that elect to have the CIP arrange their international air travel can change the date of their return after the flight itinerary has been reserved. NOTE: A fee will be charged for any changes made to the itinerary reserved by the CIP. Fees for any voluntary changes to the flight itinerary are the student’s responsibility. Changing the return date can be done by contacting the airline, going to the airport ticket counter, or contacting the CIP’s travel agent (if the CIP’s travel agent issued the ticket).

There are three non-Kalamazoo programs that arrange international round-trip transportation for their participants. China (Beijing) and Israel (Jerusalem and Be’er Sheva) invoice their participants for the airfare. Students participating in these programs are expected to participate in these group flights, even if they are receiving a College travel subsidy.

Except in cases where the CIP has arranged for the air transportation, all students are required to provide the CIP with the flight itinerary before they depart for their program.

**CONNECTING FLIGHTS**

Please take care not to miss connecting flights. International flights require a 2-3 hour arrival before the time of departure for security, document processing, and boarding. It is the student’s responsibility to be in the boarding area at the appropriate time. Should a connection be missed, students must be re-routed by an
airline representative at the airport. Travel Leaders and/or Kalamazoo College can do nothing to alter airline tickets at that point. After the airline ticket is altered, students should contact the Resident Director for their program (see the back of this book for contact information) to receive new arrival instructions. If students are unable to contact the Resident Director, contact the CIP or a member of the CIP staff, and the CIP will provide the update to partners abroad.

**UNANTICIPATED CANCELLATIONS**
In the event of weather-related or other unanticipated airline cancellations, please note students must be rerouted by an airline representative at the airport. Also, unanticipated cancellations will most likely result in additional expenses, including hotels for overnight stays and change fees. Fees and costs due to weather-related cancellations or unanticipated events will be borne by the participant. The Center for International Programs will try to facilitate communication between the student, the travel agency, the airline, and the Resident Directors abroad.

**BAGGAGE**
Students will need to check with the airline prior to departure regarding baggage restrictions and possible fees. Please remember that you are responsible for your luggage. At every transfer point, be sure that you have all of your belongings. Never leave your belongings unattended! Do not pack your passport in checked luggage. Your passport should be easily accessible. Also, do not pack any money, jewelry, cameras, or expensive electronic equipment in your luggage. Carry these with you.

**PASSPORT**
While abroad, students are required by local laws to carry identification with them at all times. They should not, however, carry their passports with them unless the situation specifically requires it. Instead, they should carry a photocopy of the passport and any other relevant documents. Note: replacing a lost U.S. passport overseas typically costs in excess of $200 U.S.

**VISAS**
Airlines will not allow passengers to check in or board aircraft with international destinations without the required documentation, including a passport and the appropriate student visa (where applicable) for the country to which they are going. Information will be provided to students regarding how and when to apply for their visa by either the CIP or the non-Kalamazoo program directly.

Applying for a student visa is in most cases a very straightforward process; however, it can be very frustrating for students because a lot of the preparation for long- and extended-term students takes place during spring quarter. Individual consulates have the right to be very specific about the kind of documentation required and in some cases the requirements change with short notice. The CIP will keep students informed as to new requirements and procedures. Because of this, we count on students to be meticulous in checking email and instructions and turning in required materials on time.

The Center for International Programs coordinates the visa process on behalf of students who participate in the following programs: Ecuador, France, Italy, Kenya, Mexico, Senegal, Spain and Thailand. These students are required to turn in the visa application materials by the due date indicated. In the case where a student has paid the program deposit, but not turned in the visa application materials by the due date, the CIP will assume that the student has chosen to apply and pay for the visa on his or her own.

In most cases, students are required by the Consulate to apply or pick-up the visa in person. For the 2012-2013 year, the CIP will process student visa applications on behalf of students going to Kenya, Senegal, and Thailand. For residents in Michigan, Illinois, Indiana, Wisconsin or Minnesota, this will most likely require a visit to the appropriate Consulate located in Chicago, Illinois. For students who reside in other regions of the United States, you will be required to apply to the Consulate in your region.
students applying during the summer prior to study abroad in fall, you will need to schedule your appointment at least 8 weeks prior to departure. Students participating in a Kalamazoo program and applying for their own visa must provide proof that they have obtained their visa before their airline tickets will be released. Late departures will not be arranged for students who are unable to obtain their visa prior to the group departure date.

The CIP does not coordinate visa applications or entry documents for the following non-Kalamazoo programs: Australia; Botswana; Chile; Beijing, China; Hong Kong, China; Costa Rica; Denmark; Egypt; England; Greece; Hungary; India; Ireland; Israel; Japan (Hikone, Kyoto and Tokyo); or Scotland. Students preparing to participate in these programs are responsible for obtaining the required application documents, payment of any processing fees and communicating directly with the appropriate consulate and host institution.

Students preparing to study on non-Kalamazoo programs are expected to use the following resources to become familiar with visa requirements and applications:

- Visa Section of the CIP Pre-Departure Checklist
- Host Country Consulate and Embassy Websites
- Visa and immigration pages of the host program/university website
- Instructions from your host program/university
- Contact person for your host program/university

Questions that cannot be addressed by the information offered by the above resources should be brought to the CIP.

When required, the CIP provides proof of admission and financial support and a statement of good standing. In a few cases the CIP forwards to students the enrollment certifications from the partner institution.

Kalamazoo College, together with our partner institutions, is restricted to endorsing visas for academic study only. Due to the increase of visa controls, students should be aware that various countries may be interpreting visa documents and regulations in different ways. Therefore, students traveling at the end of the study abroad program will want to be informed about the visa regulations for travel.

International Students: Students with F-1 visas should make sure they have the required travel endorsement on the I-20 before departure from the U.S., in keeping with federal regulations. Failure to do so may prevent students from being admitted to the U.S. upon return. International students with an F-1 visa who participate in study abroad must inform the CIP of their plans to return to the US so that an updated I-20 with valid travel endorsement can be sent to that student abroad before s/he returns to the US.

HOW TO TAKE MONEY ABROAD

The CIP staff strongly encourages students to consider several methods of accessing and bringing funds to their study abroad site. ATM cards may be “eaten” by certain machines; credit cards may not work for an unknown reason, etc. Make sure you have a “back-up” plan for the methods selected.

Personal Checks: It is virtually impossible to cash personal checks abroad. Students should not expect to cash personal checks abroad.

Plastic (Credit Cards and ATM Cards): Automatic Teller Machines (ATM’s) are available overseas. Students should make sure they are able to check the account balance. Most banks will charge a fee to use ATM in international locations. They also typically charge a conversion fee for currency exchange. Students should
plan on bringing both an ATM card and a credit card. The credit card could be reserved for “emergencies.” Many foreign banks will give cash advances in local currency charged to the major credit cards. Check with the bank and/or credit card company for a list of banks and ATM’s in the study abroad site. Students should inform their bank and/or credit card company if they are planning on using their card overseas to prevent them from being suspicious of fraudulent card usage. Don’t forget the PIN number.

International Bank Wires: Some students may be able to open local bank accounts at their program site (the ability to do this depends on local banking laws, account fees, etc…). In this case students may receive money wired to them from a bank account in the US. Students will need to check with the home bank to determine fees and the appropriate process.

BUDGET PLAN

How much do students spend on study abroad? All numbers are SUGGESTIONS and should be considered “prompts” in considering actual spending habits! Note: most institutions abroad do not have the same on campus conveniences or amenities as at “K”. For example, students may need to budget extra money if to work out at a gym everyday.

Books and photocopies 100 USD
Entertainment 250 USD/month
Local transportation 50 USD/month
Snacks and incidental food items 100 USD/month
Communication (extra internet time + cell phone) 75 USD/month
Gym memberships/exercise classes 75 USD/month
Independent travel money This depends on the itinerary
Food/lodging during academic breaks 350 USD per week

Generally, the best place to start when creating a budget is to review expenses on Kalamazoo’s campus. Most students report spending about 300 USD/month while on campus, for some it may be more or less. It is reasonable to assume that students would spend at least the same amount abroad as for everyday expenses. In some cases, it may be considerably more because of exchange rates and the cost of living.

SUGGESTED PACKING LIST

Essentials:
- Passport
- Tickets (electronic –bring original itinerary)
- Credit Card
- ATM/Debit Card
- Photocopies of all Documents, Prescriptions, etc.
- This Handbook and the program Cultural Guidebook (where available)
- Prescription Medicines
- Health Insurance information

Near essentials to consider:
- Travel Insurance
- Money Belt or Pouch
- Local Currency
- International Student Identity Card*
Other things to consider:

- Extra Contact Lenses, Solution, Glasses
- Sewing Kit
- Swiss–Army Knife (pack in checked baggage)
- Full Toiletry Bag: Soap, Shampoo, Toothpaste, Toothbrush, Shaving kit, Sanitary supplies, Condoms, etc.
- Small First–aid Kit

*INTERNATIONAL STUDENT IDENTITY CARD*

ISIC cards, issued by STA Travel may be used to validate student status in order to obtain student fares and discounts in certain countries. ISIC cards tend to be most useful in European countries. Most typically, for students participating in programs for which Kalamazoo College has arranged the airline tickets, Kalamazoo College will purchase an ISIC card as part of the comprehensive fee. The ISIC card will be valid for one year from date of issue.
ACADEMIC POLICIES AND INFORMATION
ACADEMIC CREDIT
All academic work completed in the study abroad program is certified by the Associate Provost of the Center for International Programs and the Registrar and recorded on the student’s Kalamazoo College academic transcript on the basis of examinations and reports supplied by supervisors and teachers abroad. The distribution of credit towards the major, minor or concentration will be determined by the specific academic department. Credit distributions for other college graduation requirements are determined by the CIP and the Registrar. We encourage students to obtain approval from the department for specific credit prior to taking courses abroad and to retain copies of coursework including syllabi, bibliographies, and course descriptions until grades have been processed on the Kalamazoo transcript. Communication with Faculty, the Registrar and Center for International Programs staff members is easily accessible via email. Only those courses from study abroad which are within the “Liberal Arts Tradition” of the College will be accepted for credit. Distance learning courses will not be eligible for transfer of credit.

Only one course taken abroad may be used to meet the Cultures requirement. Students should be prepared to provide the Registrar, the departments, and/or the CIP with complete course materials (syllabus, assignments, reading lists, and completed work) for courses that they wish to use to meet specific requirements, especially in the major.

In most cases, students may expect grades from study abroad to be processed 8 to 12 weeks after the completion of the program. In some cases there may be a delay because the host institution will not release transcripts due to fees or fines due from the student. Once students have completed the study abroad program and (where necessary) consulted with the Registrar after grades and credits have been received from the programs abroad, the appropriate grades and credits will be recorded on the transcript. At this time, students should be able to view their grades on the College’s portal web site. Students may contact the Office of the Registrar while abroad via email at regist@kzoo.edu.

Students from other colleges and universities: The grades given on Kalamazoo’s study abroad programs are expressed on your transcript as “K units of credit.” One K unit of credit is equivalent to 3.33 semester hours. At the end of the program, the transcript will be issued from Kalamazoo College to the Registrar at the guest student’s home institution. Any additional copies must be requested through the Kalamazoo College Registrar, and will require a small fee.

COURSE SELECTION
Many of the study abroad programs approved by the CIP for transfer of academic credit allow students to select their courses from a larger set of courses or from regular university offerings. When selecting courses abroad, especially when choosing from the wide array of courses available at a comprehensive university, students must take care to assure themselves that the courses selected are “liberal arts courses” and are thus appropriate and acceptable for transfer to Kalamazoo College. If the course at the foreign university is similar or equivalent to a Kalamazoo College course, there is typically no problem in transferring it. However, if the foreign course does not match any of the courses in the Kalamazoo College academic catalogue, students are strongly encouraged to contact either the CIP or the College Registrar before enrolling in that course. The College does not accept practical or applied courses such as secretarial science, food science, automotive mechanics, web site design, criminal justice, electronic commerce, surgery, nursing, etc. for transfer of credit. Students will not receive any credit for distance-learning courses sponsored by the host institution. All courses must meet for a minimum of 45 contact hours.
ASSESSMENT

Students are encouraged to investigate the types of assessment used by the host university and study abroad program during the application process to study abroad. In some cases, students will be expected to work independently throughout the program and will receive a grade for a final exam or project due at the end of the term which will serve as the final grade for the entire course. In most cases, on-going assessment similar to what students experience in the Kalamazoo classroom (with mid-term, final, and various projects and assignments throughout the quarter) will be the rare exception, not the rule. Additionally, students will most likely receive a bibliography or reading list for the course, not necessarily a detailed syllabus with specific reading assignments (along with page assignments and summaries).

INDEPENDENT STUDY

No independent study, including “distance education” courses, for credit may be pursued in any study abroad program, without prior approval from the Associate Provost of the CIP.

P.E. CREDITS

Students who wish to fulfill PE credits while abroad must present proof of participation in an athletic activity to the Associate Provost of the Center for International Programs within the first 6 weeks of the quarter following study abroad. In order to be considered for such credit, athletic activities must include a minimum of 20 hours of activity, with at least 4 hours of instruction from a certified person. Students must submit confirmation of active and successful participation such as a certificate or letter from the host university or institution, including contact information. PE credits will be listed on the study abroad grade report but not be counted towards the 3 K-units (ST), 6 K-units (LT) or 9 K-units (ET) of the study abroad program. Final approval of PE credit is at the discretion of the Chair of the Physical Education Department of Kalamazoo College and the Registrar.

INTEGRATIVE CULTURAL RESEARCH PROJECT (ICRP)

The Integrative Cultural Research Project (ICRP) is a component of the academic program of selected Kalamazoo-sponsored study abroad programs. The primary goal of the ICRP integration of students into local cultures, and the development of an ability to appreciate the cultural values around which local people organize their daily tasks. All ICRPs must be conducted in the host city. Other important goals of the project are:

- Improved target language use
- Increased understanding of the local culture
- First-hand experience with a facet of everyday life in the culture
- Opportunities to interact in meaningful ways with local people
- Opportunities to apply knowledge of the host culture
- Encourage the application of intercultural skills

The project should also encourage students to move from comparing their host culture to their home culture to a perspective that will allow them to understand the “rightness” of the behaviors and activities of local people within their cultural contexts and function appropriately within those contexts.

Typically students select an internship or community service experience that reflects their academic or extra-curricular interests. All ICRPs should be conducted in the host city. Occasionally students complete apprenticeships, develop visual exhibits or arrange and give performances to complete this portion of the academic program. Because of the project’s emphasis on participation in and observation of the local culture, all of these are suitable options if resources at the program site can support them.
The following study abroad programs include the ICRP:

Perth, Australia  Clermont, France  Oaxaca, Mexico
Beijing, China  Bonn, Germany  Dakar, Senegal
San Jose, Costa Rica  Erlangen, Germany  Caceres, Spain
Quito, Ecuador (Liberal Arts)  Hikone, Japan (Long Term)  Madrid, Spain
Strasbourg, France  Nairobi, Kenya  Chiang Mai, Thailand

The Center for International Programs seeks to provide a structure that will support students and our colleagues abroad in the development of projects that are academically viable. At the same time, we hope the established framework will accommodate the unique conditions and practices at each of the study abroad sites. For this reason students should not expect ICRPs to be handled in the same way at every site. Each program will have its own approach as well as resources and requirements. These details are shared with students after arrival at the study abroad site.

ICRP REQUIREMENTS
The ICRP is an experiential learning opportunity with two major components—the field experience and the final essay. In order to be eligible for academic credit for the projects, students must:

• Prepare and submit a written prospectus to the Project Coordinator by the given due date
• Meet with the Project Coordinator to develop and conduct the project
• Complete a minimum of 45 contact hours of documented field experience
• Submit the final essay—a typewritten paper 10-15 pages in length—to the Project Coordinator by the given due date
• Prepare and submit an ICRP coversheet to the Project Coordinator/Resident Director

As a component of the academic program, the ICRP gives students the opportunity to earn 1 K-unit of academic credit while abroad. Students submit final essays to the resident director or project coordinator in the host country, who in turn evaluate the essays and submit project grades to the Center for International Programs (CIP). Each project is recorded on the Kalamazoo Transcript as ICRP and not assigned to a specific academic rubric. While the CIP documents the types of projects undertaken on each program site, project papers are not returned to the CIP and they are not kept on file at the College.

PETITIONING FOR CULTURES REQUIREMENT
Only one course taken abroad may be used to meet the Cultures requirement. A list of pre-approved Cultures courses for each program is available in the Center. A petition process is available for students wishing to use other courses taken abroad for Cultures (see the “Culture’s Requirement Worksheet” below).

Some study abroad programs already have designated courses that will fulfill the cultures requirement. Students may also request for a course to be considered to fulfill the cultures requirement. Note, the course must be related to the culture of the study abroad site in order to be considered. The following is a worksheet for students wishing to use a study abroad course to satisfy the College’s Cultures requirement: On a separate page(s), please fill in this information and respond to the questions. Submit the worksheet and attachments to the Associate Director of the CIP for approval upon return to campus.

Part 1.
In what discipline was the course offered?

What was the subject matter covered in the course? (Give a brief synopsis of the course and attach a copy of the course syllabus. If no syllabus was distributed, then recreate a detailed syllabus from your notes.)
Describe how the course discipline and subject matter are means of studying culture. What theories, definitions, etc. of culture were used in the course?

**Part 2.**
Describe how the subject matter of the course relates to the larger culture using such categories as family, state, and ultimate meanings.

**Part 3.** (only if the course dealt with historical topics)
Describe how the relationship(s) between the historical subject matter of the course and the larger cultural issues in the past can be used to explain issues in contemporary culture.

**Part 4.**
Describe how at least three aspects of culture studied in the course are comparable to and/or different from your own culture.

**Part 5.**
Describe how the particular tools, theories and strategies employed in the course can be used to analyze your own culture. What have you learned about your own culture using these tools? Provide several concrete examples.

**Conclusion**
On the basis of what you have learned in this course, offer your own definition of culture. What theories of culture are you drawing on in your definition? How does your definition relate to the culture of the country in which you studied? How does your definition relate to your own culture?

**GRADES**
All grades earned on study abroad fall within the College's general policies on transfer credit. Study abroad grades will be reviewed, translated, and certified by the Center for International Programs and will be recorded by the Registrar on the official Kalamazoo College transcript according to the Kalamazoo “A, B, C” grading system. Grades from study abroad courses will not be counted in the student’s Kalamazoo grade point average. To receive credit for a study abroad course, students must earn a "C" or better according to the local grading scale. Credits will normally be listed on the Kalamazoo College transcript, with the same academic rubric used at the foreign institution; for example, a class listed as a “History” course will be listed as a “History” course on the Kalamazoo transcript. A student who believes that, for instance, a course listed as “Art History” at a foreign institution should be listed as “History” on the Kalamazoo transcript should appeal to the Associate Provost of the Center for International Programs and the Kalamazoo College Registrar. In consultation with the department affected and after examining a syllabus of the course completed abroad, the Associate Provost and Registrar will determine how the course should be described on the transcript.

Students seeking a grade change for a course taken on study abroad must petition the Center for International Programs no later than six weeks after the Registrar has posted the grades on the student’s Kalamazoo College transcript. Requests for a grade review must be accompanied by complete documentation from the course in question including syllabi, assignment sheets, reading lists, homework and other assignments, essays, examinations, etc. Grade appeals must follow the College’s standard change of grade procedure as outlined in the catalogue. Study abroad grades are recorded on the Kalamazoo College transcript according to the Kalamazoo “A, B, C” system but are not computed as part of the student’s GPA. Students may not enroll in courses abroad on a Pass/Fail basis without the written approval of the Associate Provost of the CIP and the Registrar.
INCOMPLETE GRADES
Students must complete all course work while they are enrolled in the academic program abroad; no “Incompletes” will be given for course work abroad. All course work must be completed by the deadlines set by the staff and instructors at the program abroad. Courses that are not completed abroad will be recorded as an “F” (no credit) on the Kalamazoo College transcript.

ATTENDANCE POLICY
Attendance is required at all classes while on study abroad except in cases of illness and/or emergencies beyond the student’s control. There is no such thing as a “permissible cut.” Unexcused absences will be deemed a sufficient reason for immediate dismissal from the program and the necessity to return home without any academic credit. Any dismissed student must return to the United States immediately after the dismissal and must pay any additional transportation expenses thus incurred. In most program locations, unexcused absences will result in the lowering of grades. Visits by family and friends are not reasons for an excused absence from class. Unless there is an official holiday, students are expected to be at their program and available Monday through Friday. Students are also expected to attend and participate in scheduled group activities.

UNDERLOADS, DROPS, AND ADDED COURSES
Students are not permitted to arbitrarily underload, drop, or add courses while on study abroad. Students must enroll in the required number of courses as specified by Kalamazoo College and cannot exceed or reduce the required number of courses in the program without the written permission of the Associate Provost of the Center for International Programs. Students who add a course without permission will receive no credit for that course. Students who drop a course without permission or fail to enroll in the prescribed number of courses will receive an F for each dropped course, and the failed course grade(s) will be recorded as “F” on the transcript.

EARLY DEPARTURES
With the exception of personal and family emergencies where the student and the Associate Provost for International Programs have made appropriate arrangements with the host institution, students must remain in the program abroad for its entire duration in order to receive credit. No credit will be granted to anyone departing prior to the official end of the course. There is no provision for making up a missed examination for any reason.

WITHDRAWAL
Students who withdraw or are dismissed from the study abroad program after being admitted will forfeit the non-refundable deposit. They will be required to pay any additional costs incurred on their behalf (including, but not limited to, monies advanced on their behalf for non-refundable deposits at other institutions, airfare, legal documents, visa and application fees, housing deposits, etc.).

The Associate Provost or Associate Director of the CIP reserves the right to withdraw or dismiss students from the study abroad program for violations of College policy or regulations, disruptive behavior or conduct which could bring the program into disrepute, misuse and/or abuse of alcohol or drugs, medical or academic grounds; or behavior that poses a danger.

Students, who wish to return home once a program abroad has begun, must receive permission to do so from the Associate Provost of the Center for International Programs. Students who withdraw without permission will not be eligible for any academic credits that would have been earned and will, in a separate administrative action, automatically be withdrawn from the College. These regulations also apply in the case of dismissal from the program. If students participate in the study abroad program and subsequently withdraw from the
College prior to graduation, the Board of Trustees has directed that these students must pay $1,300 before their academic transcripts will be released.

Students who withdraw with the permission of the Associate Provost of the Center for International Programs after the program abroad has begun may be entitled to a partial refund as specified in the College’s policies. These students may be eligible to receive grades of W (withdrawal) on their Kalamazoo College academic transcript. Students who withdraw from the program prior to completion will be responsible for paying all of the non-recoverable costs incurred on their behalf by the College. They may be eligible for a refund of the comprehensive fee. Consult the Student Accounts office for details.
STUDY ABROAD CODE OF CONDUCT:
Expectations and Consequences
STUDENT CONDUCT ABROAD

The Study Abroad Program has, from its beginnings, minimized formal rules and emphasized individual and group responsibility for appropriate behavior abroad. What is considered appropriate abroad is determined largely by the local context and local norms and practices. With certain exceptions, participating students have enjoyed a degree of freedom, both social and academic, generally comparable to that of their foreign counterparts.

A guest’s freedom, however, is different in kind from that of a host and entails certain unique obligations determined in part by the terms of the visit. The Kalamazoo student, as a guest abroad, functions within a context that needs to be clearly understood. Kalamazoo College and the student are jointly responsible for the student’s actions to individuals and communities, to foreign countries, to universities that indirectly subsidize study abroad, and to American students who may want to study abroad in the future. Recommended and accepted as someone who desires to take advantage of educational opportunities abroad, a study abroad participant is obligated to take seriously the role of a student, and the College is likewise obligated to see that poor academic performance and unacceptable social behavior, even though judged on a somewhat different basis, have at least the same consequences abroad as they have at home.

What, then, constitutes acceptable social behavior? Ideally, acceptable behavior should reflect such qualities as integrity, openness to the new and different, sensitivity to others’ needs and a generous portion of compassion. Minimally, it must include compliance with all local laws and regulations and a genuine concern for the mores and social patterns of the homestay host and community, in order that student actions not be offensive either to the homestay or to the community. Student misconduct and poor behavior influenced by the abuse/misuse of alcohol and/or drugs may result in the immediate dismissal from study abroad. More generally, any behavior which in the judgment of the Associate Provost or Associate Director of the Center for International Programs causes pain or serious discomfort to others or which reflects discredit upon the individual or upon the College is considered unacceptable and will subject the offender to dismissal from the program.

STUDENT AGREEMENT

All students participating in study abroad through Kalamazoo College must read and sign a copy of the following agreement, which is included in the packet of forms sent to all students following their acceptance into study abroad.

In consideration of being allowed to participate in Kalamazoo College’s Study Abroad Program, I, _________________________________, hereby agree to the following conditions of participation:

(Please print Legal Name legibly)

1. The Associate Provost for International Programs and Associate Director of the Center for International Programs have the authority to establish rules and guidelines necessary for the operation of the overseas programs. Because Study Abroad participants are guests in a host country, and generally in host families, it is essential that all participants understand and respect norms of conduct and patterns of behavior that may be different from standards at home. The rules of conduct for student participants are outlined in the “Statement on Social Behavior” and elaborated on in verbal and written form during the pre-departure and on-site orientation programs. I agree to abide by these rules and agree that the College has the right to withdraw or dismiss me from the study abroad program if in the judgment of the Associate Provost or Associate Director of the Center for International Programs there has been a violation of College policy or regulations; disruptive behavior or conduct which could bring the program into disrepute; for medical conditions which affect my ability to perform the essential functions of a student or cause me to be a direct threat to myself or others, or on academic grounds; or my behavior poses a danger to myself or others. I understand further that a decision to dismiss me from the program will be final and no refund will be made.
2. I understand and agree that my withdrawal, departure or dismissal from a program prior to its formal completion will result in forfeiting the deposit and will require me to pay all costs incurred on my behalf. I understand and agree that if I withdraw, depart or am dismissed from a program after the program begins, I will not be eligible for any academic credits I would have earned and will automatically be withdrawn from the College. I understand further that if I am a Kalamazoo College student and withdraw from the College after completing the Study Abroad program and prior to graduation, I will be required to reimburse the College $1,300 for subsidized costs associated with Study Abroad. I understand that academic transcripts will not be released until such reimbursement is made.

3. I understand and acknowledge that there are potential dangers in traveling to other countries in the region of my program and that Kalamazoo College is not in a position to guarantee my safety if I choose to travel to these countries. I also understand and acknowledge that it is my responsibility to consult with the United States Consulate regarding the advisability of any travel to other countries in the region.

4. I acknowledge that I am ultimately responsible for complying with the College’s Study Abroad Program course credit requirements, academic policies and procedures and that unless I enroll in a course or appropriate combination of courses that totals a minimum of 40 contact hours, I will not receive any academic credit for that coursework.

5. I understand and agree that I will turn in all materials, forms, and payments by the due dates and attend all mandatory orientation sessions as specified in the Study Abroad Handbook and my program’s “Form and Orientation Requirement Checklist.” I acknowledge that my failure to do so may result in additional costs to me or in my being withdrawn from the program. Failure to provide the completed Health Insurance Form and Proof of Insurance by the Due Date will result in the CIP automatically enrolling me in full health insurance coverage and my student account will be charged accordingly.

6. I agree that I will abide by all policies and regulations established by the host institution at my program abroad and obey local laws and ordinances. I understand that I remain enrolled as a student at Kalamazoo College and I agree to continue to abide by College academic policies and the honor system for the duration of my participation in this program.

7. I understand and agree that I am subject to immediate dismissal from the study abroad program if in the judgment of the Associate Provost or Associate Director of International Programs my misuse and/or abuse of alcohol or drugs causes disruptive behavior or conduct, brings the program or the College into disrepute, or affects my ability to carry out the essential functions of a student. I understand that a decision to dismiss me from the program is final and no refund is made. I also understand that following my dismissal from study abroad, I will be withdrawn as a student at the College in a separate administrative action.

I have read and understood the foregoing conditions and the 2012-2013 Study Abroad Handbook and agree to the conditions described above and therein.

GENERAL RELEASE

All students participating in study abroad through Kalamazoo College must read and sign a copy of the following general release, which is included in the packet of forms sent to all students following their acceptance into study abroad.

I, ___________________________, am a student at Kalamazoo College (the “College”) and (Please print Legal Name legibly)

have volunteered to participate in the College’s Study Abroad Program and related activities (the “Program”). In consideration for being permitted to participate in the Program, I hereby agree to the following:

1. I waive and release any claims or potential claims of myself, my heirs, my relatives or any other interested party, against the College and any other cooperating institution, their employees, representatives, agents, and successors, arising from my participation in the Program, including, but not limited to, claims or causes of action for inconvenience, damage to or loss of property, medical or hospital care, or personal illness, injury, or death, arising
out of my participation in the Program and/or any travel or other activity conducted by or under the control of Kalamazoo College or any cooperating institution.

2. This agreement also covers any participation I may have in other activities related to the Program, such as volunteering or working at a Health Clinic, teaching at a school, or providing other community services. I understand that some of these activities are inherently dangerous and may bring me into contact with individuals with serious illnesses including those with communicable diseases, mental diseases and disorders. I understand that by attending, observing or participating in any activities related to the Program, I potentially could contract a serious disease or illness, or I could have a dangerous or traumatic encounter. By signing this agreement, I agree that I am assuming the risks of what may happen to me because of my participation in any activity related to the Program. This includes all of the illnesses, diseases and medical conditions which I may contract during my stay in a foreign country(ies) or during my attendance, observation or participation in any activity in that(those) country(ies).

3. I understand that living and traveling in a foreign country(ies) while in the Program places me at risk. I understand that cultural language, social and other differences make it necessary for me to exercise caution in all that I do. I accept full legal and equitable responsibility for my behavior while in the Program and the consequences of that behavior, including but not limited to, contracting a sexually transmitted disease, being subject to criminal or civil punishment by the government of the country(ies) in which I will be traveling, and violence or criminal activity of which I am the victim.

4. I agree to indemnify the College and any cooperating institutions, their employees, representatives, agents, and successors, for all financial obligations or liabilities that I personally incur while I am participating in the Program, including but not limited to, attorney’s fees and court costs resulting from my actions, errors, or omissions.

5. I agree that I will be financially responsible for maintaining my own accident, medical, and health insurance for the duration of my enrollment in the Program. I agree that I am responsible for obtaining all health information, medical procedures, immunizations, and prophylactic medications appropriate to my enrollment in the Program. I agree to adhere to all necessary health and safety precautions.

6. I authorize the College, through its representatives, employees or agents, to secure any necessary treatment in the event that I need emergency medical care, hospitalization or surgery while participating in the Program. In the event that I am involved in an emergency abroad while participating in the Program, I agree that the College may notify my emergency contact that I have provided in the Program application materials.

7. I understand and agree that any dispute arising from this agreement, from my participation in the Program, or from my participation in activities related to the Program, which arises between me, the College, any cooperating institution, and/or another student will be governed under Michigan law.

8. I understand and agree that any dispute arising from this agreement, from my participation in the Program, or from my participation in activities related to the Program, which arises between me, the College, any cooperating institution and/or another student must be brought before a Michigan state or federal court sitting within Kalamazoo County.

9. I understand and agree that even if a court of law finds any provision or aspect of this agreement unenforceable, the remaining provisions will remain in full force and effect. Furthermore, I understand and agree that if there is any unenforceable provision or aspect of this agreement, this agreement will still be construed to make it legally enforceable and within the boundaries of public policy.

10. I understand and agree that this agreement represents the complete agreement with the College concerning the matters set forth in this agreement. This agreement waives and supersedes any previous or contemporaneous understandings I may have had with the College on the matters covered by this agreement, whether written or oral. This agreement shall not be changed or amended in any way except in writing signed by the College’s President and/or the President’s designated representative, and myself or legal guardian.
I acknowledge, by my signature, that I have fully read and understood every provision of this agreement. I also acknowledge that I am voluntarily entering into this agreement with my full and free consent. I acknowledge that I am at least eighteen years of age and am my own legal guardian, and if not, that I have secured below the signature of my parent or legal guardian as well as my own.

**CONTROLLED SUBSTANCES**

While studying and living in another country, students are subject to the laws of that country. This applies especially with regard to the use or sale of controlled substances, i.e. drugs and alcohol. The use and sale of drugs is illegal and can result in severe penalties. A U.S. passport will not protect anyone from arrest or detention. Furthermore, the judicial procedure in many countries provides for lengthy investigatory detention without bail and the U.S. embassy will not be able to assist you to a great extent.

While local customs and laws regarding alcohol use vary greatly, there are laws and ordinances regarding its abuse. It is the student’s responsibility to familiarize him or herself with these laws.

It is the responsibility of each individual to understand the gravity of any violation of local laws, legal requirements, or behavioral norms when in another country. Copies of the U.S. Department of State “Consular Information Bulletins” containing information on penalties for violation of local laws are available on the Internet. (http://travel.state.gov)

It is the policy of the Study Abroad Program that any illegal drug use or the abuse of alcohol while abroad will result in disciplinary sanctions, up to and including an immediate dismissal from the program. Such actions not only affect the individual, but also put others in the group and the entire program in jeopardy. Such actions may also result in campus judiciary proceedings against the offending individual(s).

**DISMISSAL FROM THE PROGRAM**

Application and acceptance into the study abroad program are separate from admission to the College. Participation in study abroad at Kalamazoo College requires that students meet certain expectations and eligibility criteria, as well as exercise responsible judgment and behavior. When students accept their admission to the study abroad program, they agree to abide by the policies and regulations set forth in the Study Abroad Handbook, the College’s Academic Catalogue, and other relevant College publications. Of particular importance for students participating in study abroad is the “Student Conduct Abroad” section from the Study Abroad Handbook which states in part that acceptable behavior includes, at a minimum, compliance with local laws and regulations, host university policies and regulations (including local housing regulations and policies), and adherence to the social patterns of the homestay family (or local housing placement) and the local community. Any behavior that in the judgment of the Associate Provost or Associate Director of the Center for International Programs causes pain or discomfort to others or which reflects discredit on the individual or upon the College is considered unacceptable and may subject the offender to immediate administrative action by the Associate Provost of the Center for International Programs including, but not limited to, immediate dismissal from the study abroad program. Immediate administrative action may be required for medical conditions which affect a participant’s ability to perform the essential functions of a student.

Students who are dismissed from the study abroad program will be withdrawn from their courses overseas and receive a grade of “F” for each course. They will also be removed from their program-provided housing, and be expected to return to the United States as soon as possible. Students who have been dismissed from study abroad will, in separate administrative action, also be withdrawn from the College. Furthermore, the Associate Provost of the Center for International Programs reserves the right to pursue separate sanctions against offenders under the College’s judicial system in the event that they are permitted to continue as students at the College. Examples of student behavior while on study abroad that may lead to immediate administrative action by the Associate Provost of the Center for International Programs include, but are not limited to: illegal drug use, abuse of alcohol, failure to attend classes and/or other required academic activities, hitchhiking, unauthorized absence from the study abroad program, unauthorized changes in
housing, arrest for infractions of local laws, and violations of other Kalamazoo College policies. Any dismissed student must return to the United States immediately after the dismissal and must pay any additional transportation expenses thus incurred.

Furthermore, the Center for International Programs reserves the right to notify the parents of any student whose behavior abroad in the judgment of the Associate Provost or Associate Director is unacceptable or in violation of Study Abroad and/or College policy.
HEALTH, SAFETY, AND EMERGENCIES
BEFORE YOU TRAVEL
STUDENT HEALTH CENTER TRAVEL CLINIC

It is vital to see a healthcare professional who specializes in pre-departure Travel Health. The Student Health Center (SHC) offers a Travel Clinic that includes pre-travel counseling, immunizations, physical exams, and health advice for students who are planning to travel outside of the US. Dates and sign up deadlines are found on the Student Health Center website at www.kzoo.edu/healthsv

A fee of $75 is charged for the Travel Clinic and includes the following services:

- Detailed pre-travel consult with specific health information by country including up to date health alerts.
- Individualized portfolio containing:
  - A personalized list of recommended and required immunizations in accordance with current CDC (Center for Disease Control), WHO (World Health Organization), ISTM (International Society of Travel Medicine), and International SOS recommendations for your destination country and others to which you are traveling.
  - Recommendations for malaria prophylaxis and needed prescriptions.
  - Prescription for medication to help prevent or treat Traveler's Diarrhea.
  - Personalized analysis of your travel itinerary, anticipated activities, and medical history.
  - Information on topics such as food and water safety, a summary of disease risks, and personal protection techniques.
  - Completion of an International Certificate of Vaccination (“Yellow Card”) approved by the World Health Organization and the only internationally recognized immunization record.
- A discount on Student Health Center immunization fees.
- Priority scheduling for immunizations (additional cost) and physical exam (if needed--additional cost) to help ensure all forms and lab work are turned in a timely manner.
- Private office visit if needed.
- Free TB test 10-12 weeks after return.

Please see the SHC website at kzoo.edu/healthsv for more information.

IMMUNIZATIONS

Most immunizations aren't mandatory, but provide valuable protection; therefore, it is highly recommended that students remain up to date in their immunizations prior to departure for study abroad.

GENERAL IMMUNIZATION RECOMMENDATIONS

The following immunizations are recommended for all travelers:
Tetanus-Diphtheria-Pertussis (Tdap)
MMR
Hepatitis A
Hepatitis B
Meningococcal
Varicella (chicken pox)
Influenza
TABLE OF IMMUNIZATIONS

The following table lists the specific immunization recommendations from CDC, WHO or other international travel resources as of July 2011. Please note that these are in addition to the general immunization recommendations above. The information below was accurate at the time of printing but changes frequently.

<table>
<thead>
<tr>
<th>Country</th>
<th>Polio Booster</th>
<th>Typhoid</th>
<th>Yellow Fever</th>
<th>Japanese Encephalitis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td></td>
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<tr>
<td>Botswana</td>
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<td>Chile</td>
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<tr>
<td>China</td>
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<td>Rural</td>
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<tr>
<td>Costa Rica</td>
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<tr>
<td>Ecuador</td>
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<td>Egypt</td>
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<tr>
<td>India</td>
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<tr>
<td>Japan</td>
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<tr>
<td>Kenya</td>
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<tr>
<td>Mexico</td>
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<tr>
<td>Senegal</td>
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<td>R</td>
<td>R</td>
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<tr>
<td>Thailand</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td></td>
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<tr>
<td>Trinidad</td>
<td></td>
<td>R</td>
<td>R</td>
<td></td>
</tr>
</tbody>
</table>

R = Recommended by the CDC and WHO

Kalamazoo College Student Health Center

Price List Spring 2011

<table>
<thead>
<tr>
<th>Service</th>
<th>Discount Price with Travel Clinic</th>
<th>Price without Travel Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Good Health*</td>
<td>$80</td>
<td>N/A</td>
</tr>
<tr>
<td>Physical Exam</td>
<td>$80-100</td>
<td>$80-100</td>
</tr>
<tr>
<td>Hepatitis A (series of 2)</td>
<td>$50 each</td>
<td>$60 each</td>
</tr>
<tr>
<td>Hepatitis B (series of 3)</td>
<td>$35 each</td>
<td>$40 each</td>
</tr>
<tr>
<td>Japanese Encephalitis (series of 2)</td>
<td>$480</td>
<td>$496</td>
</tr>
<tr>
<td>Both will be given before departure</td>
<td></td>
<td>There is a required 30 minute wait in the Student Health Center after each JE immunization</td>
</tr>
<tr>
<td>Measles-Mumps-Rubella (MMR)</td>
<td>$68</td>
<td>$78</td>
</tr>
<tr>
<td>Meningococcal</td>
<td>$116</td>
<td>$126</td>
</tr>
<tr>
<td>Pneumococcal</td>
<td>$60</td>
<td>$66</td>
</tr>
<tr>
<td>Polio (adult booster)</td>
<td>$35</td>
<td>$45</td>
</tr>
<tr>
<td>Tetanus (Tdap)</td>
<td>$30</td>
<td>$40</td>
</tr>
<tr>
<td>Tuberculosis Test (pre and post travel)</td>
<td>$10 ($10 pre/FREE post)</td>
<td>$24 ($12 pre/post)</td>
</tr>
<tr>
<td>Typhoid Fever</td>
<td>$64</td>
<td>$74</td>
</tr>
<tr>
<td>Varicella (chicken pox)</td>
<td>$111</td>
<td>$121</td>
</tr>
<tr>
<td>Yellow Fever</td>
<td>$95</td>
<td>$105</td>
</tr>
</tbody>
</table>

Prices are subject to change. Please request an up-to-date price list from the Student Health Center.
PHYSICALS
Some countries require a combination of a date sensitive physical examination, certificate of good health, laboratory tests, and/or vaccinations as part of the study abroad application, to apply for a student visa, or for certain residency permits.

Students will receive this information during her/his quarter on campus preceding study abroad if the CIP processes the visa for the study abroad program. If students are participating in a non-Kalamazoo study abroad program and are responsible for obtaining his/her own visa, he or she should make certain to contact the consulate at least 90 days before departure. Students signed up for the Travel Clinic will receive priority scheduling. Please note: the certificate of good health through the Student Health Center is ONLY available to students enrolled in the Travel Clinic. This exam certifies that the student is currently healthy to travel and has the information and vaccinations to remain healthy while abroad.

Please be advised that Consulates and partner institutions can and frequently do make spontaneous changes in their student visa requirements and application process. Consult with the appropriate consulate or the CIP regarding the most recent requirements.

PRE-EXISTING MEDICAL CONDITIONS
Any student who will be on medication regularly, has a chronic medical condition, or may need medical services or doctors while abroad, should make an appointment to see the Associate Provost or Associate Director of the Center for International Programs. Please schedule this appointment before the end of the second week of the quarter preceding the study abroad experience so that appropriate arrangements can be made with the program abroad.

PRESCRIPTIONS
Students, who take prescription medications, including anti-malarial medication, should carry an adequate supply for the duration abroad in the original container with his/her name on it. The CIP staff cannot deliver medication to students abroad. Family members will be unable to mail medication to participants abroad. Mailed medication (even if sent by a private carrier such as FedEx or DHL), will be confiscated by customs officials. Please carry a card, tag, or bracelet that identifies any physical condition that may require emergency care.

Students who may not be able to obtain enough medication to take them for their study abroad program may have a health care provider give a summary of the conditions and treatments (including the medications prescribed) for the condition. Upon arrival to the study abroad program, participants may schedule an appointment with a local physician and receive a local prescription that may be (re)filled at a local pharmacy. Participants are still encouraged to carry at least one month’s worth of medication.

Participants in programs in Central or South America, Asia, Africa or sections of the Middle East may need a prescription for malaria prophylaxis. Please consult the Student Health Center Pre-departure Travel Clinic or another reputable travel clinic for a prescription.

For participants currently taking a controlled substance, such as any form of Ritalin or Adderal, please bring a letter from the prescribing Doctor indicating the current medication, dosage and medical indication for taking the medication.

ALLERGIES
Participants should know how to express allergies in the native language and make sure that travel companions are aware of any severe allergies. If any cause anaphylaxis, carry an epi-pen (be sure it doesn’t expire while abroad). Teach companions how to locate and use the epi-pen.

WHAT TO PACK
• Aspirin, acetaminophen, or ibuprofen for pain or fever

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• Antihistamine (such as Zyrtec or Benadryl) for allergies, to ease the itch of insect bites or stings, and to prevent motion sickness
• Chewable tablets for diarrhea or as an antacid.
• Triple antibiotic ointment for cuts and scratches
• Bandages, Band-Aids, moleskin for blisters
• Tweezers
• Disposable or digital thermometers
• Cold and flu tablets and throat lozenges
• Contraceptives, Plan B and/or condoms
• Aloe
• Mole Skin
• Monistat
• Contact lens solution/cleaning system and an extra pair of glasses
• Hand sanitizer/disinfecting hand wipes
• Insect repellent-CDC recommends repellents with 20-35% DEET which lasts up to 12 hours (lower percentage means more frequent application).
• Sunscreen and lip balm with SPF, aloe gel for sunburns
• Feminine hygiene products (they are sometimes difficult to find abroad)

MEDICAL INSURANCE
All students participating in study abroad are required to have hospitalization and medical insurance that is valid outside the United States. This covers hospitalization and other related costs in a catastrophic event. Students should contact their insurance provider for details about what is covered outside of the United States. For students who need coverage while on study abroad, there is a plan available through Kalamazoo College. Contact the CIP for more details. Students who participate in the Botswana, Chile, China, Costa Rica, Ecuador, Egypt, India, Kenya, Mexico, Senegal, Thailand, and Trinidad study abroad programs are required to purchase medical evacuation insurance. Information on both of these plans is available in the Center for International Programs.

Many doctors and hospitals in the U.S. require only that you present a policy number at the time of service. This is not the case abroad: regardless of what insurance you have, students will be expected to pay all medical bills themselves at the time of service. However, this is generally much less expensive than in the U.S. U.S. insurance companies will not pay directly overseas. Students will have to get itemized statements and present them to the insurance company so that they can be reimbursed for medical expenses. Students should check with their health insurance companies for further information on the type of documentation required.

WHILE ABROAD
AVOID
• Raw food and unfiltered water and ice
• Undercooked meat
• Live poultry around homes and/or markets
• Piercing and tattooing.
• Mosquitoes, ticks, stray animals including dogs, cats and monkeys.
• Swimming in freshwater.
• Excess alcohol intake
Dehydration

It is not uncommon for students to report feeling dehydrated. Most participants do not drink enough water or liquids while on study abroad. Alcohol and caffeine increase fluid loss.

Signs and symptoms of dehydration:

- Rapid heart beat
- Lightheaded when change position
- Dry mouth
- Deep breathing
- Irritability
- Reduction in urine output, increase in yellow color
- Cool and mottled extremities
- Lethargy

If participants have a chronic medical condition, please see a medical provider soon after arriving in country to “establish care.” This establishes a relationship prior to the participant’s potential need for healthcare, and allows a more prompt appointment when one needs it.

ILLNESS

Most students report getting sick during their time abroad. At the very least many students will get the “intercontinental cold.” Students are encouraged to visit the local doctor if they are sick for more than a few days. The Resident Director or university staff member will be able to provide students with a list of local doctors. No matter the insurance, students should keep a copy of the receipt that includes the diagnosis in case symptoms return back in the states.

What students eat and drink will affect their health. If a participant is not sure if he/she should eat or drink something, don’t. Be aware that host national friends are not competent sources of information in this area. They have grown up in this place; they have a different immunity than newly arrived students. Don’t take risks with health to be interculturally sensitive. This is a very good conversation to have with the Resident Director during the on-site orientation.

In the case of accidents or injury, students should inform the Resident Director as soon as possible. For more information regarding health risks at the study abroad site, consult the Kalamazoo College Health Center, any County Health Department’s Travel Clinic, or the Centers for Disease Control and Prevention (CDC) (http://www.cdc.gov/travel/).

UPON RETURN

Participants should follow up with a healthcare provider if:

- He/she was in an area with high risk of exposure for Tuberculosis. It is recommended that students have a TB Test 10 weeks after return.
- He/she was significantly ill and saw a healthcare provider while abroad. Bring all medical documentation.
- Symptoms develop or continue after return.

TRAVEL WEBSITES

Recommended by Kalamazoo College Student Health Center
ROLE OF THE RESIDENT DIRECTOR: Health and Safety

In the areas of health and safety, the Resident Director of Kalamazoo Programs has a special role. As a program participant students are required to keep the Resident Director informed of all situations and incidents that affect health, safety, and/or wellbeing. The Resident Director is required under College policy to inform the Associate Provost of the Center for International Programs in all cases where the health, safety, and/or wellbeing of a participant is adversely affected. We cannot offer help or suggestions if we do not know what has happened. In practical terms this means that if a participant gets sick, is involved in an accident, suffers an injury that requires professional treatment, is physically assaulted, arrested, involved in a legal proceeding, bitten by an animal, depressed, have problems in the homestay or courses, etc., they should inform the Resident Director.

For those participants on non-Kalamazoo programs, there is a staff member of the local institution/organization at the program with similar responsibilities and authority. We encourage participants to find out who that person is and to make contact during the first week at the program.

MENTAL AND EMOTIONAL HEALTH

Students are encouraged to be vigilant about their mental and emotional health while abroad. Some study abroad sites have resources available for on-site counseling in English. Students are encouraged to contact CIP staff during the orientation process if they have specific concerns about availability. The Counseling Center at Kalamazoo College may also assist in this process. Resident Directors have information available upon request about local doctors, clinics, and programs available to Kalamazoo students.

SEXUAL HEALTH

Issues of sexuality can be complex in the home cultural environment, and much more so in one that is less familiar. While living in a culture that is unfamiliar, it is more challenging to evaluate situations and to assess risks for emotional distress, disease, and assault as a result of intentional or non-intentional sexual contact. Sexually transmitted diseases are prevalent everywhere in the world, and the HIV virus can lead to death. We strongly recommend that students educate themselves on safe sex practices, pack condoms from the U.S. when they are traveling abroad, and be cautious about their sexual activity while abroad. If a participant has sexual contact without any form of protection, condom or dental dam, he/she should see a medical provider right away. Participants have an increased risk of STIs, including, but not limited too; HIV, Hepatitis B, Gonorrhea, Chlamydia. For further information regarding HIV and other sexually transmitted diseases, please consult with Kalamazoo College’s Health Center or your physician.

Learning about the host country’s culture with regard to acceptable and safe sexual behavior, is one of the responsibilities of participants as they prepare for and experience study abroad. For example, the legal definition of “consent” is very different in other countries. It is also very important that participants understand the local norms and cultural patterns of relationships between genders. What are the local dating patterns? Is it the custom for females to have male friends (or vice versa) or is that considered unusual? If one accepts a drink or some other “gift”, is he/she tacitly consenting to sexual activity? If a participant invites a
member of the opposite gender into his/her living space, is it culturally and/or legally acceptable for him/her to expect intimate contact? Is the legal definition of “consent” different from the definition in the U.S.?

**LGBTQ LEGAL ISSUES**

*Excerpted from materials prepared by Wanda L.E. Viento, former Coordinator for Lesbian, Bisexual and Gay Student Services at WMU*

While preparing for the study abroad experience, participants should research the LGBTQ climate of the host country. One very important aspect with which to become familiar are the legal issues pertaining to lesbian, bisexual, gay or transgendered individuals. Even if participants do not plan to have a sexual relationship while away, he/she will need to be informed about specific laws regarding sexual behavior and sexual/gender orientation. When looking for information, try to determine:

- The legality of same-sex sexual behavior (sometimes male-male sexual behavior is illegal when female-female sexual behavior is not)
- The age of consent for sexual behavior (age of consent for same-sex sexual behavior can be different from age of consent for opposite-sex sexual behavior, make sure to get the right info)
- Restrictions on freedom of association or expression for LGBT people
- Anti-discrimination laws (these can be national laws or specific to local areas)
- Sodomy laws

Additionally, legislation on employment protection, partner recognition and HIV/AIDS may impact a participant’s experience directly. Obtaining a deeper understanding of how the host country views its LGBTQ citizens may also be helpful. Information on inheritance laws for same-sex couples, immigration laws, transgender issues, asylum guidelines, domestic partner benefits and parenting laws may offer a gauge for what LGBTQ travelers can expect outside the U.S. Other research topics, such as street violence, police harassment or “social cleansing” practices that might be common, can complete the picture if other resources are not direct or clear. Internet resources to help with researching climates for LGBTQ students are listed in the handbook bibliography.

Resident Directors and other program staff members will give participants guidelines as to the local cultural norms and laws regarding issues of sexuality. While there are a variety of sources for this information, Resident Directors of Kalamazoo programs abroad are a good point of reference once participants arrive in the country. Before departure, we encourage students to seek information from a variety of sources, including former participants, guidebooks, and the cultural guidebook. Please keep in mind, however, that we bear no responsibility for the information that you may gather and as such cannot fully attest to its reliability. Please speak with your Kalamazoo Resident Director for guidance on how to best assess the information’s validity on site and for local laws, which may be in effect in such circumstances.

**SAFETY**

Participants will have to learn some new “street smarts” that are suitable to the program location. We suggest that students spend the first couple of days on-site engaged in the orientation program to the city. Learn which and/or when certain neighborhoods or districts should be avoided. Learn the transportation system, so one can get home. Learn how to ask for and understand directions. Learn how to blend in--how to dress, how to act, how to walk, how to deal with looks or approaches by strangers. Watch, ask, and imitate the locals. Here are some general tips; ask your Resident Director for more particulars:

- Be prepared to give-up some independence and freedom of expression; plan on living by the host culture’s “rules.” *What was okay to do in the U.S. may not be okay in the host country.*
• Participants should try to look as though they know where they are going, even when lost. Confidence will deter potential muggers/pickpockets. Don’t dangle purses or cameras from your wrist. Backpacks and big purses can be targets; Don’t carry wallets in a back pocket. Don’t carry large amounts of cash.

• Know the dangerous areas of a new community before making it a habit to walk alone.

• Don’t carry your passport UNLESS absolutely necessary - a photocopy will do just fine for every day use

• Don’t walk or ride the bus alone at night–spend the money on a reputable taxi.

• When staying in a hostel or guesthouse make sure it has a good security system - locks, keys, door person, etc.

• Don’t hitchhike--This is policy!

• Always know or plan how to get home before heading out the door for the evening. Let someone know the location and expected time of return. When Kalamazoo College students are assaulted or robbed on the street, it doesn’t happen horribly often, it most often occurs late at night. Thieves like the dark and drunks.

• Don’t travel alone--This is policy!

• We strongly discourage students from “couch surfing” or using Craig’s list to find inexpensive places to stay. While this may be inexpensive, students are risking their personal well being by staying in housing with strangers.

• Do not give out personal information to unknown persons. Think twice about riding in a taxi alone. Whenever possible, call a reputable taxi service –find the number after arrival and carry it at all times.

• Be alert when sightseeing; pay attention to the people and the environment.

• Always have extra money to get back “home” in case of an emergency.

• Don’t leave friends at bars or clubs alone, especially at night. Watch out for each other.

• Be moderate with your consumption of alcohol. Being drunk makes participants an easier target for robbery, assault etc. Listen to friends if you’ve been drinking and they think it’s time to go home.

• Trust instincts – if a situation feels wrong, trust that and get out – even if it has some potential to offends others.

Watch out for Manipulative Strategies!
These are designed to generate uncharacteristic behavior or actions, and can put you at risk. Common manipulative strategies are:
Overly charming or being over-friendly for self-gain
• Unsolicited giving to create a feeling of indebtedness
• Unsolicited promises that can also be false
• Refusing to accept “No” for an answer
• Forced Teaming - Forming a false sense of bonding between the manipulator and the target in order to establish premature trust.
• Typecasting - insulting someone because of their membership to a group such as ethnicity, race, nationality, etc. Designed to manipulate a potential target and put her/him on the defensive to prove its inaccuracy

Countering Manipulation
The Counseling Center offers these thoughts to help students develop their own responses to manipulative strategies.

• Trust yourself if you are feeling manipulated and respond based on that feeling. Second-guessing yourself could make you vulnerable.

• Typically, it doesn’t work to argue or try to change the manipulator’s mind or to point out the manipulation. Taking a clearly assertive (firm) stand, “I’m not interested in talking about that/engaging in that activity/or having a relationship with you,” are all appropriate.
• It’s very important, once you’ve decided on the message you want to send, that you are consistent. Straying from your message, even a little, will bring the manipulation back and make it more resistant to change.

• Regarding Forced Teaming specifically: Trust your instincts – there is almost always an agenda with trust that comes too quickly.

U. S. Department of State - Safety Information

Stay informed about developments in the host city and country and in the world. U.S. foreign policy does affect how people overseas will treat you. Before participants travel outside their study abroad country, please check with the nearest U.S. consulate as to what the current situation in that country is. If the United States decides to launch a military or economic action, U.S. citizens will immediately become a representative of the U.S. If the travel destination is having political or military difficulties—ranging from demonstrations to terrorist attacks to civil war—don’t go!

The U.S. Department of State is an excellent source for all kinds of safety and travel information. Students can find information on travel documents, health facilities in the study abroad country, guidelines for emergencies to list just a few topics important to travelers.

Study abroad participants who are not U.S. citizens have access to the information posted on the website shown above and the links that follow, but cannot utilize the services of the U.S. Department of State. Many countries provide information and services to their overseas citizens through the Consular sections of their embassies. Taking the time to become familiar with these services and contact information for a participant’s home country is an important step to prepare for study abroad.

A Glossary of Important Resources from the Department of State

Country Specific Information factsheets are available for every country of the world and include details such as the location of the U.S. embassy or consulate in the subject country, visa/entry regulations, health requirements, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. To access country specific information, go to: http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html

Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S. Government’s ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. Recent Travel Warnings are posted at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

Travel Alerts are issued to disseminate information about short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert. Recent Travel Alerts are posted at http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html

Warden Messages and Embassy Notices are public announcements to U.S. citizens on current safety and security issues. These communications are posted by local embassies or consulates usually on their websites and typically include recommendations or instructions. U.S. citizens registered with STE or an embassy or consulate abroad often receive these announcements by email.
**Links to Department of State Safety and Security Information**

  Practical recommendations for preparing to travel abroad.

  Offers precautions regarding crime and scams.

- *Smart Traveler Enrollment Program:* [https://travelregistration.state.gov](https://travelregistration.state.gov)
  STE is a free service and allows the State Department to assist U.S. citizens in an emergency.

  Telephone numbers and hours for the Office of Overseas Citizen Services.

  Outlines travelers’ responsibilities, consular services and consular limitations with links to specific penalties for breaking drug laws abroad.

- *Students Abroad:* [http://studentsabroad.state.gov/](http://studentsabroad.state.gov/)
  Security considerations specifically for college and university students.

**EMERGENCY PROCEDURES AND CONTACTS**

True emergencies are actually quite rare. While losing luggage, tickets, or even a passport is inconvenient, they are not emergencies. Emergencies are situations in which there is an immediate threat to a student’s health and/or safety. Kalamazoo College has an emergency procedure in place for Kalamazoo programs. A participant’s first call should be to the Resident Director of the program, attending to any life-threatening matters, of course. If a participant is on a non-Kalamazoo program students will want to find out what procedures and resources are available to them on site.

**Everyone needs to learn how to use the telephone and know how to locate and contact the appropriate individuals and organizations at the program or in other travel destinations.**

Emergencies at home: people need to know how to get in touch with participants on site--especially if students are away from the program city or after the program has ended. Please inform the Resident Director at the study abroad site if there has been a family emergency. Participants must have a leave of absence approved by the Resident Director and the Associate Provost of the Center for International Programs in order to be excused from classes to return to the U.S. in a family emergency. Note: you must return to your study abroad location and complete the academic program there to receive credit. The following are contact numbers for the Center for International Programs staff.

- Center for International Programs (Voice) (269) 337.7133
- Center for International Programs (Fax) (269) 337.7400
- Dr. Joseph Brockington, Associate Provost (Cell) (269) 267.2599
- Dr. Margaret Wiedenhoeft, Associate Director (Cell) (269) 267.5800
- Ms. Narda McClendon, Assistant Director (Home) (269) 492.0071
- Ms. Angela Gross, Assistant Director (Home) (269) 353.1976

If students cannot reach anyone in the Center for International Programs, they should phone the College Security office at (269) 337.7321; the Security office will notify one of the staff. If you wish to contact the Center for International Programs via email, the address is: cip@kzoo.edu
SEXUAL HARASSMENT

Students on study abroad programs may find that other cultures and societies have a much different understanding of what might be considered sexual harassment than is typically the case in the United States. Likewise there can be great variation in the roles of men and women and also in their forms of social interaction. Part of the study abroad experience is to learn how another culture and society organizes everyday life. What might be perceived as sexual harassment in Kalamazoo might be regarded by some as being socially acceptable, albeit obnoxious and unsettling behavior.

While American laws do not extend beyond the borders of the United States, Kalamazoo College students studying abroad are bound by College policy regarding social behavior, sexual harassment, and the Honor System for their own actions. With regard to the actions of others, the Center for International Programs has worked to make our partners abroad aware of College policies regarding sexual harassment. If a student feels that she or he has been the subject of sexual harassment during a study abroad program, the student should first report this to the Kalamazoo College program staff or to the proper University official, typically to the Dean of Students or the International Office. The foreign university will then investigate the charge according to their procedures. Students making a report of sexual harassment should be prepared to provide complete details concerning the incident and the perpetrator(s). If the harassment charge is against a Kalamazoo College student, we will make every effort to follow the procedures used on campus with adjustments for the distance, the rules, and the mores of the partner institution. To ensure the safety and well being of others, Kalamazoo College reserves the right to suspend or terminate the accused student’s participation in the study abroad program.

The College is obligated to respond when a student on study abroad or a member of that student's family reports to a Kalamazoo College staff member that the student has been the target of sexual harassment. A typical response by the College would include a discussion with the student as to what happened, followed by a discussion with appropriate officials at the partner institution abroad about possible courses of action. Although every effort would be made to handle these matters confidentially, Kalamazoo College has no control over how the partner institution abroad may choose to handle the report of an incident of sexual harassment. Furthermore, the College’s concern for the students’ health, safety, and well being while abroad may require that all details relating to the incident be communicated to the Kalamazoo program staff and/or the partner institution abroad.

CRISIS

As part of the on-site orientation, we expect that participants will be given information about locating local contact numbers for agencies and organizations that deal with crisis issues such as assault, rape, suicide, alcohol and drug abuse counseling, depression, etc. On Kalamazoo programs we ask our Resident Directors to include this in the materials students receive at orientation. If participants need help in one of these areas while abroad, we hope he/she will seek it out. In addition, the CIP urges participants to talk with the Resident Director or a staff member at the program. These are highly personal issues and it is difficult to talk to anyone about them. The Kalamazoo Directors have experience in helping students through tough times. The counseling center here at the College is available to the participants via Skype or email. Local contacts are another good option. If a study abroad participant is the victim of an assault and battery, sexual assault or rape, we encourage participants to inform the Resident Director and the local authorities in addition to seeking help and counseling from a crisis center or other professional.

RESPONDING TO PHYSICAL ASSAULT

Physical assault is a traumatic event that can occur in any environment, whether on K’s campus or abroad. As an international sojourner, study abroad participants are typically more visible than what they are used to being and thus more likely to attract interest, whether positive or negative. Maintaining personal safety can be complex in one’s own cultural environment and much more so in one that is less familiar. It is more
challenging to read situations and to assess risks to physical safety. Even though only a handful of students report being mugged or physically assaulted, it is a traumatic experience and we encourage participants to inform Resident Directors when this occurs. On-site staff may assist in getting participants to the hospital, reporting the incident to the police, and reporting the incident to the local U.S. Embassy or Consulate, if applicable.

**SEXUAL ASSAULT**

Rape and sexual assault can happen to women and men anywhere in the world.

In the United States, one in six women and one in 33 men will be the victim of a sexual assault in her/his lifetime; global statistics are comparable (http://rainn.org). Unfortunately, once students leave campus, their risk of sexual assault is not lowered. Kalamazoo College and the Center for International Programs take this issue extremely seriously: the following section is not meant to scare participants, but rather to provide strategies to mitigate the risk of sexual assault while abroad as well as provide information about what to do after a sexual assault.

Below are several factors that can place students at risk for sexual assault. This list has been adapted from the Kalamazoo College sexual misconduct policy https://reason.kzoo.edu/studev/policies/sexassault/.

The following factors can place students at risk for being subjected to sexual assault:

- Use of alcohol or other drugs that impair judgment or being with someone who is using alcohol and is intoxicated
- “Hooking up” with unfamiliar persons
- Feeling pressured to engage in sexual activity or feeling like everyone else is doing it
- Feeling lonely or depressed
- Not communicating clearly about your wishes and expectations

The following factors can place students at risk for perpetrating sexual assault:

- Use of alcohol or other drugs that impair judgment or being with someone who is using alcohol and is intoxicated
- “Hooking up” with unfamiliar persons
- Not communicating clearly about your wishes and expectations
- Not seeking clear, unambiguous consent for specific activities
- Ignoring “stop” signs during a sexual encounter
- Assuming consent when none is given

In addition to these factors, there are additional considerations when a student is outside their familiar cultural environment. Culture, gender, and law shape personal interactions and the norms of consent in any given place. It is important to understand how the norms of consent in a host country may differ from those in the United States. For example, if a woman allows a man into her living space, is it considered or interpreted as an invitation for sexual activity? Is sexual activity expected if a woman accepts a drink or some other gift from a man? Study abroad participants may find the answers to these questions by seeking out past program participants, by speaking with international students from the host country before departure, or by talking to local women and/or program staff while abroad. **Seek these answers out.** Understanding the cultural context will not only increase the level of safety for participants while abroad, but will also enrich the study abroad experience.

While laws regarding sexual assault greatly differ by country, incidents between Kalamazoo College students are subject to the Kalamazoo College Sexual Misconduct Policy
Responding to Sexual Assault Abroad

Sexual assault is a traumatic incident regardless of when or where it happens, but it can be particularly challenging if participants are in an unfamiliar culture and far from their normal support network. Even if the participant knows she/he does not want to report to the police, a first step should be to seek medical attention. For students on Kalamazoo programs, CIP recommends reporting the incident to the Resident Director. The Resident Director is responsible for handling emergencies as well as for being a source of information for the personal health and well-being for participants. S/he can help participants access medical treatment, emotional support, legal counsel, and other needs.

The Resident Director at each Kalamazoo site has specific instructions for how to proceed in the event a student in the Kalamazoo program has been sexually assaulted. These instructions reflect appropriate laws and cultural practices in each site. Kalamazoo Resident Directors are required as part of their protocol to contact a designated staff member in the Center for International Programs whenever such an incident is reported so the Center can initiate campus protocol in assisting the student.

Once a Resident Director has informed a CIP staff member, it is typically the practice of the CIP to talk with the survivor directly to ensure the student has received the appropriate medical and counseling assistance available locally. CIP staff members must follow campus protocol and notify the Dean of Students. The CIP staff member will inform campus counselors, parents, or other campus personnel only with the consent of the survivor. If students wish to talk with someone who will maintain confidentiality, students may notify the campus Chaplain Liz Candido (Elizabeth.Candido@kzoo.edu or ++269.337.7362) or a member of the Counseling Center (on-call phone is ++269-377-7224 or counseling@kzoo.edu). The Counseling Center and the Chaplin are the only confidential resources available on campus.

Immediately following a sexual assault:

- Get to a safe place.
- Seek help from someone you trust.
- Inform the Resident Director.
- Avoid showering/bathing, brushing your teeth, or urinating (if possible) before you receive medical care. This will keep evidence intact should the student chooses to make a police report at any time.
- Seek medical attention
- Write (or ask the Resident Director or a friend to help) a detailed report of the incident. As time passes, students may forget details that may be important should the student decide to press charges.
- Listen to the Resident Director for legal, medical, and psychological information and support.

Students are strongly encouraged to seek medical attention after a sexual assault. A doctor can not only collect evidence of the assault and also check for STIs, provide emergency contraception and other treatments, and treat any injuries. If a student chooses to make a report to the police, understand that sexual assault and rape laws vary greatly by country. The Resident Director and other program staff can help participants understand local laws and procedures.

As time passes, be patient with the process of recovery. Sexual assault is a very traumatic experience, and it takes time to recover. Each survivor experiences unique reactions to sexual assault, and the process of recovery often is not linear. Upon return to the United States, survivors may have unique challenges reintegrating to “K.” Continue to seek support from friends, and consider utilizing on- and off-campus resources such as the Counseling Center or the Kalamazoo YWCA.

Because many “K” students tend to participate in programs with other “K” students, participants may also find themselves supporting a friend who has been the victim of sexual assault. Friends of participants are
encouraged to follow the “response to sexual assault” steps outlined previously. Remember an important role is to be a friend and to be supportive, not to determine what happened.

Resources:

Kalamazoo College Sexual Misconduct Policy:
https://reason.kzoo.edu/studev/policies/sexassault/

Kalamazoo College Counseling Center:
https://reason.kzoo.edu/counseling/

CDC Sexual Violence:
http://www.cdc.gov/Violenceprevention/sexualviolence/index.html

National Sexual Violence Resource Center:
http://www.nsvrc.org

Rape, Abuse, and Incest National Network (RAINN):
http://rainn.org

University of Michigan Sexual Assault Prevention and Awareness Center's Common Reactions to Sexual Assault:
http://www.umich.edu/~sapac/info/assault-common.html

ADDITIONAL RESOURCES

Alcoholics Anonymous World Services
TEL: 212.870.3400
EMAIL: international@aa.org
WEB: http://www.aa.org/

Association for Safe International Travel
TEL:240.249.0100
EMAIL: asirt@asirt.org
WEB: http://www.asirt.org/

Bureau of Consular Affairs Overseas Citizens Services:
TEL from within the U.S.: 202.647.4000
TEL from overseas: 1.888.407.4747
WEB: http://travel.state.gov/

Centers for Disease Control
24/7 Hotline: 1.800.232.4636 (1.800.CDC.INFO)
EMAIL: cdcinfo@cdc.gov
WEB: http://wwwnc.cdc.gov/travel/

National Association of Anorexia Nervosa
TEL:630.577.1330 (M-F, 9-5pm)
EMAIL: anadhelp@anad.org

National Sexual Violence Resource Center
TEL:1.877.739.3895
EMAIL: resources@nsvrc.org
WEB: http://www.nsvrc.org/

Overeaters Anonymous
TEL:505.891.2664
WEB: http://www.oa.org/

Rape, Abuse & Incest National Network (RAINN)
24/7 Online Hotline: 1.800.656.HOPE (4673)
WEB: http://www.rainn.org/
WEB: http://www.anad.org/

BIBLIOGRAPHY

You will want to take a guidebook with you—perhaps one from the *Let’s Go* series, one of the Michelin “Green Guides,” the “Lonely Planet” series or a Fodor’s Guide. Also recommended are:


Gass, Susan. “Women Studying Abroad” in *Transitions Abroad*,


http://globaled.us/safeti/v1n22000ed_voicing_concern_about_discrimination_abroad.asp

Various. Diversity Issues in Study Abroad.
http://www.brown.edu/Administration/OIP/pdf_docs/diversity_st_abroad01.pdf Collection of quotes from study abroad participants from Brown University who are ethnic minorities.

LGBT RESOURCES
http://www.indiana.edu/~overseas/lesbigay/student.htm
NAFSA’s Rainbow Special Interest Group’s website. Includes numerous web links and a bibliography.
http://ilga.org/
International LGBT Association website. Includes interactive county by county climate information.
http://www.diversityabroad.com/sexual-orientation-abroad
Article on sexual orientation abroad for LGBTI students.
http://www.iglhrc.org
The International Society for Individual Liberty (ISIL) is an association of individuals and organizations dedicated to building a free and peaceful world, respect for individual rights and liberties, and an open and competitive economic system based on voluntary exchange and free trade. ISIL currently has members and representatives in over 100 countries.
http://studyabroad.isp.msu.edu/forms/gGBT.html
Covers some of the issues a LGBT student may wish to research before departure.
http://www.lonelyplanet.com/thorntree/index.jspa
Includes both general travel information and a special discussion section (Thorn Tree Forum) for LGBT travelers.

RECOMMENDED FOR PARENTS
http://www.miusa.org/publications/books/nonapparentdisabilities/parents
Article for parents of students with non-apparent disabilities
http://www.transitionsabroad.com/publications/magazine/0403/benefits_study_abroad.shtml
Article on the benefits of study abroad
PROGRAM CONTACT INFORMATION

KALAMAZOO PROGRAMS

Please be sensitive to time differences when calling or faxesing abroad.

ECUADOR - Quito

c/o Tania Ledergerber, Resident Director
Universidad San Francisco de Quito
Via Interocénica y Jardines del Este,
Circulo de Cumbaya
P.O. Box 17-12-841
Quito, ECUADOR

TEL: 011 593 22 97 1700 ext. 1444
EMAIL: tledergerber@usfq.edu.ec
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TEL: 011 221 825 3637
EMAIL: aci@acibaobab.org
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c/o Dr. Victoria Pineda, Resident Director
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Facultad de Filosofía y Letras
Avda. de la Universidad s/n
10003 Cáceres, SPAIN
TEL: 011 34 927 25 7000 ext. 57766
EMAIL: mvpineda@unex.es
WEB: www.unex.es

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NON-KALAMAZOO PROGRAMS
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FAQs ABOUT STUDY ABROAD

TOPICS COVERED

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Academics

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Travel Subsidy
Health Insurance
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Study Abroad

1. Who is eligible for study abroad?

page 34 of the Study Abroad Handbook 2012-2013

2. When do students participate in study abroad?

Qualified students are eligible to participate in:

- Short-Term programs during the Spring or Winter Quarter of their Sophomore or Junior year
- Long-Term programs during their Junior year
- Extended-Term programs are only available to declared foreign language majors with endorsement/approval of department.

There is one Short-Term program (Oaxaca, Mexico) available during winter quarter for which Sophomores and Juniors are eligible. First Year students and Seniors are not eligible to participate in study abroad. Sophomores receive priority for participation in spring Short-Term programs.

3. When is the application deadline?

- Winter Short-Term program (Oaxaca): 7 October 2011
- Spring Short-Term programs: 15 November 2011
- Long-Term and Extended-Term programs: 17 January 2012

4. What credits are students eligible to earn on study abroad?

Page 54 of the Study Abroad Handbook 2012-2013

5. What is the difference between a Kalamazoo program and a non-Kalamazoo program?

- **Kalamazoo GROUP 1 Programs** on "List of Study Abroad Programs" include a resident director, program excursions, and group arrival pick-up at the beginning of the program. During the pre-departure phase, the CIP works directly with students to assist them in the processing of paperwork, documents, etc.
• **Non-Kalamazoo GROUP 2 Programs** on "List of Study Abroad Programs" are administered directly by the host institution. Those institutions typically have staff responsible for international students and are available for questions and on-site support. During the pre-departure phase, students admitted to Non-Kalamazoo programs should be prepared to complete and provide documents and communicate directly with the partner institution. In most cases, students on Non-Kalamazoo programs will be responsible for applying for a student visa. Students on non-Kalamazoo programs should be prepared to work independently to prepare themselves for their program.

• **Non-Kalamazoo GROUP 3 Programs** on "List of Study Abroad Programs" are administered directly by the host institutions. Those institutions typically have staff responsible for international students and are available for questions and on-site support. During the pre-departure phase, students admitted to Non-Kalamazoo programs should be prepared to complete and provide documents and communicate directly with the partner institution. In most cases, students on Non-Kalamazoo programs will be responsible for applying for a student visa. Students on non-Kalamazoo programs should be prepared to work independently to prepare themselves for their program. GROUP 3 Non-Kalamazoo programs do not allow for the transfer of Kalamazoo based financial aid or scholarships or travel subsidy.

Particular program characteristics will vary by program and students are encouraged to research programs prior to the application process.

6. **Is there a specific Study Abroad program for particular majors?**

Students should consult with an academic advisor in order to determine whether the department requires study abroad participation in a specific program to complete the major requirements. Many study abroad programs offer course work and experiential opportunities related or complementary to majors offered at the College. Students are encouraged to discuss these programs with an academic advisor or CIP staff members.

7. **What will appear on the Kalamazoo College transcript?**

Grades from all study abroad courses will appear on the Kalamazoo transcript but are not included in the Kalamazoo grade point average. The transcript will list the title of the course, the appropriate discipline, and a translation of the local grade into the Kalamazoo "A, B, C" grading system.

8. **How much foreign language do students need?**

Foreign language requirements vary from program to program.

- **Short-Term programs** are designed for participants with beginner to low intermediate language credentials and typically require a minimum of French, German, or Spanish 102 and a maximum of 201.
- **For Long- and Extended-Term programs**, consult the individual Program Description for specific requirements.
Students who have completed higher level courses (level 202 and higher) generally have greater access to university-integrated long- and extended-term programs and thus have greater choice in courses abroad.

9. What will the program cost?

For the 2011-2012 academic year, the fees for Kalamazoo College programs are:

- Short-Term: $14,529
- Long-Term: $29,058
- Extended-Term: $43,587

Some programs have additional fees, which are indicated on the "List Study Abroad Programs." Fees for non-Kalamazoo programs may be higher. In no instance will participants in non-Kalamazoo programs pay less than the fee assessed participants in Kalamazoo programs. Fees for programs in the 2012-2013 academic year will be published in the spring of 2012.

10. What is included in the program fee?

- Tuition and fees, food and housing while classes are in session
- Kalamazoo Program excursions (Group 1 programs)

The fee does not include all pre-departure expenses (including immunizations), books, international airfare, visa fees, personal spending money, food or housing during vacation periods or after classes have ended, or independent travel. Students who participate in non-Kalamazoo programs may have additional expenses not included in the program fee, including the cost of a student visa. Consult the Hornet Passport Budget sheet for your individual program for estimates of additional costs for both K and Non-K programs.

11. Can students use their Kalamazoo financial assistance and/or scholarships on study abroad?

With the exception of group three programs, the study abroad programs on the list of programs approved for credit transfer have also been approved for transfer of Kalamazoo financial assistance and/or scholarships. Consult the individual Program Descriptions and contact the College's Office of Financial Aid for details.

12. Can students use foreign language credits earned on study abroad to satisfy the College's language requirement?

Foreign language credit earned in any of the languages taught in regularly scheduled courses on campus (Chinese, French, German, Greek, Japanese, Kiswahili, Latin, and Spanish) can be used to satisfy the language requirement according to the policies stated in the Kalamazoo College Academic Catalogue. Students who wish to satisfy the language requirement by demonstrating proficiency in a foreign language taught as part of a study abroad program (e.g., Arabic, Hebrew, Thai, Wolof, etc.) must be able to transfer back a minimum of three (3) units in the language in order to meet the
Kalamazoo requirement of proficiency at the Intermediate Level (201), which is the equivalent of three (3) units in one language.

Students should not expect to transfer back one (1) or two (2) units from study abroad and be able to complete the requirement through the on-campus Neglected Languages Program. In those exceptional cases where a student may feel that s/he has reached the third level of proficiency but cannot present three (3) units, the student must assume the cost for any additional fees for necessary proficiency testing.

13. Will students need a visa?

Typically, students will need a student visa. Depending on the country or length of program, the student may have other requirements. For more specific information please see the program descriptions, "Visa information section."

Some programs will not require a visa, but the students will need to investigate this on their own when reading about programs. Some programs require residence permits or other documents. Please consult the individual Program Descriptions for details.

Apply for Study Abroad

1. What if I do not have the minimum GPA for my desired program? What if my grades improve?

The CIP evaluates applications based on the student's GPA at the time of application. The CIP has set the GPA minimums based upon the minimums enforced by the foreign institutions. Students who are concerned about their GPA should schedule an appointment with a CIP staff member to discuss prior to the application process. Once admitted to a study abroad program, students are expected to maintain the minimum GPA required by the program, otherwise, they risk becoming ineligible for the program.

2. How do I access the online application?

You can access the HornetPassport online application system from the Center for International Program’s homepage at http://reason.kzoo.edu/cip/. From there you can [Browse Programs], [Start Application], or [Log in to App]. You can ‘Browse Programs’ without creating a Hornet Passport Account. However ‘Start Application’ and ‘Log in to App’ requires that you create or already have a Hornet Passport account.

3. How do I complete the Hornet Passport application?

You will soon realize that there is MUCH MORE involved in applying for study abroad then completing an application form. It is actually a process consisting of several steps. So be prepared to start early and spend a significant amount of time and effort completing the ‘application.’
The application process begins when you create a Hornet Passport account (by clicking the Start Application on the CIP webpage at http://reason.kzoo.edu/cip/). Having done this you will have created as well a Program Application ‘homepage’ for yourself in Hornet Passport. This homepage will guide you through every requirement of the ‘K portion’ of the Program Application, including:

- Application Instructions
- Material Submissions
- Signature Documents
- Application Questionnaires
- Recommendations
- Learning Content

Non-Kalamazoo program applicants (Group 2 and 3) should also be aware they may have to complete additional application materials and supply additional documents OUTSIDE OF the Hornet Passport application process.

5. When I fill out the 'courses' section on the application, am I obligated to enroll in these courses once I arrive in the host country?

No. The section on the application that asks you to fill out which courses you want to take while on study abroad is designed so the applicant will be informed about the academic program of the study abroad program. Some study abroad programs offer a wide variety of course choices while other programs have a set curriculum and very limited choices; this should be a deciding factor in determining whether a specific program is right for you. This section on your application should include all of the required courses (listed on the back of the individual Program Description) in addition to a list of electives you are interested in.

After students are accepted to a study abroad program, they will be given more specific instructions on how to officially register for courses.

7. My academic adviser is on sabbatical/vacation/etc. How do I get their signature?

In order for your study abroad application to be considered complete, you must have your academic adviser's signature. It is important for you to discuss your four-year plan with your adviser to make sure that you will be able to complete all of your required courses to graduate - once you have discussed this you should be able to receive your adviser's signature. If your academic adviser is absolutely not available, whether they are on vacation, sabbatical, or elsewhere, you can substitute you academic adviser's signature with that of Zaide Pixley, Dean of Advising, or Lesley Clinard, Assistant Director of Academic Support & Advising.

6. What happens if I turn my application in late?

Turning in an application late will jeopardize your chance of being accepted into the study abroad program, especially if a program is competitive and/or oversubscribed.

The CIP urges students to complete and submit their online application and ALL REQUIRED APPLICATION MATERIALS several days before the deadline. Do not turn in application materials piecemeal - turn them in all at once.

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Application deadlines are determined to ensure that the Center for International Programs can submit students' application to the foreign institutions on time.

A complete application includes the following:

- **Hornet Passport Application** completed and submitted online
- **All Material Submissions** completed and turned in to the CIP
- **All Electronic Signature Documents** 'electronically signed' and submitted online
- **All Learning Content** read online and checked off as read
- **Confidential reference forms or letters of reference** completed and submitted by faculty/staff members and returned according to the instructions on the "Application Requirement Checklist" for your program. Make sure you give faculty members enough time to complete your reference forms and turn them in to the CIP by the deadline.
- **Proof of valid passport** (2 copies) OR a receipt of your application for a passport (2 copies).
- **Non-Kalamazoo Program Financial Responsibility Form** (*applicable only to Denmark, Egypt, Goldsmith, Lancaster, LSE, and Jerusalem applicants*)
- Where appropriate, the Center for International Programs may also require applicants to participate in a personal selection interview.

Applications missing the above (the exception is reference letters/forms) after the assigned application due date will be marked LATE.

Students often have missing pieces at the time of submitting their applications. Please check over your online application and all paper application materials carefully to ensure that all required documents are indeed complete, correct, and turned in on time.

7. What should I do if my program is oversubscribed?

Typically students will receive an email from the CIP if they have applied to an oversubscribed program. If your program is oversubscribed, the CIP has several recommendations for you during the application process: 1) continue to apply for the program – but make sure you are eligible and meet the minimum requirements 2) work hard on your essays 3) think seriously about a second or third choice program and begin researching the different requirements, courses, and cultures of those programs. 4) remember that you can only apply to one program at a time. Should you decide to withdraw your application from your first choice program, please notify the CIP first so we can take steps to keep your original application open until you have transfer completed sections of it to your alternate application.

Late applications will only be considered after the applications that arrive on time; for oversubscribed programs this means that late applicants are at a very large disadvantage. For oversubscribed programs, students who do not meet the minimum requirements listed on the program description may want to consider second choice options. If you have any questions or concerns, please set up an appointment with a CIP staff member.
Academics

For all academic information regarding Study Abroad, please see pages 54-59 in the Study Abroad Handbook 2012-2013.

Passport

1. How early should I apply for a passport?

As early as possible, but no later than the study abroad application date. A valid passport—for study abroad purposes—is one that expires no earlier than 6 months past your program end date. It is an application requirement that you provide either 1) proof of a valid passport, or 2) proof of passport renewal or application in the form of: two copies each of your passport application receipt, your cancelled check, and/or return postage receipt.

2. Can I use my existing passport?

If your existing passport does not expire earlier than 6 months past your program end date, it is considered ‘valid’ and you can use it.

3. Can I use regular photos for my passport photos?

Generally, no. Consulates have strict requirements about the quality of photos that they will accept and they are getting stricter! Because of the increasing incidence of counterfeit passports, some consulates already, or are preparing to, implement biometric facial recognition technology requirements for passport photos. This recognition technology allows for automated authentication of the passports and recording of the passport holder’s arrivals and departures. **What this means for you:** poor quality, scanned, and/or computer generated passport photos will soon no longer be accepted in many countries.

Avoid having your visa for study abroad denied because of the inferior quality of your passport photos. To assist you with obtaining the best quality passport photos possible, the CIP has compiled the following checklist of photo requirements. We recommend that you take this checklist with you when obtaining photos. If the photos you receive do not meet the requirements below, ask the photographer to retake them. If the photos are not acceptable to you, reject them. Don’t pay for inferior photos!

4. What kind of photos are acceptable for my passport?

**SCANS ARE NOT ACCEPTABLE!!!** Consulates increasingly will not accept scanned, photocopied, or pixilated photos, despite what their websites say!

**Your appearance:** Only a very slight closed mouth smile is o.k. A huge grin is not! Teeth should not be visible in the photograph as this will affect the biometric scanning and recognition of the photograph.
• Hair must be tucked behind both ears so both ears are visible. The entire face including ears and forehead must be fully visible.
• No glasses – take them off for the photo
• Eyes must be open and looking ahead
• Do not wear white. If you wear white, your shoulders will not show up in the photo.
• No scarves, hats, uniforms, hair accessories, or head coverings unless for religious reasons

**Photo Size:** 2” x 2” square with trimmed, clean borders

**Background:** Plain white background, not colored, no shading. No shadows.

**Image:** Centered horizontally and vertically within the 2 x 2 square.

• Head and tops of shoulders, full front view.
• Head size should be between 1” and 1 3/8” from top of hair to chin.
• All facial features must be clear – no fuzziness or blurring.
• Focus must be clear and sharp.
• Must be neither too dark nor too light.
• Skin tone must be natural.

**Back of photo:**

• For your visa application photos: On the back of each photo, lightly write your full name as it appears on your passport, student ID#, and study abroad site.
• Affix a piece of clear Scotch-like tape over your indentifying information so it does not smear.
• Do not wrap the tape around any area of the front of the photo. If tape extends beyond photo, trim it.

**Quantity:** Turn in the exact number of photos requested. All photos must be identical.

**Visa**

Students are strongly encouraged to refer to page 49 in the Study Abroad Handbook 2012-2013.

**Money**

Students should refer to the Hornet Passport budget sheets and pages 50-51 in the Study Abroad Handbook 2012-2013.
Travel Subsidy

1. Am I eligible for a travel subsidy?

The Financial Aid Office determines if students are eligible for a travel subsidy. Students are notified of their eligibility in the acceptance packet for study abroad.

2. What travel costs does the subsidy cover?

The travel subsidy covers a percentage of the cost, up to a specified dollar amount, of your international roundtrip air travel for study abroad from a designated U.S. port of departure. If you are an International student, please contact the CIP regarding your departure and return.

4. Does the travel subsidy cover domestic transportation or airfare to the designated port of departure?

No. The travel subsidy does not cover any of the cost of your domestic travel or airfare to the designated port of departure.

5. Who reserves my international transportation?

If you choose to accept the travel subsidy, Kalamazoo College, via its travel agent Travel Leaders, will book your roundtrip international transportation for you. The exceptions are: Israel (both programs); CET Beijing, China programs; and the Waseda, Japan programs. For these programs, you will be contacted directly by the program provider.

6. How is my travel subsidy applied to the cost of my airfare?

The cost of the international air fare will be charged to your student account and then the travel subsidy will be credited to your student account immediately afterwards. Due to federal regulations and college policy, we are unable to issue any funds (such as a check or cash) directly to you to pay for your international air travel.

7. When will the travel subsidy be credited to my student account?

Sometime during the summer, immediately after the cost of the international air fare is charged to your student account.

8. What if my travel subsidy does not cover the total cost of my roundtrip international airfare?

The portion of the international air fare that is left over after the subsidy has been applied will be a charge on your student account.
9. What if I need or want to change my air itinerary after it has been confirmed and sent to me? Does the travel subsidy cover any of the charges associated with this type of change?

You have the option to change your itinerary after receiving your air ticket, but you will be responsible for all change fees imposed by the airlines or Travel Leaders. The travel subsidy does not cover changes made to your confirmed air itinerary.

10. What if I choose to the option to fly back to the States a week after my program end date?

You have the option of returning home 1 week after the program end date. Please understand that if you choose to return 1 week after program ends, you will be responsible for securing your own lodging and paying for your food costs during this period.

11. Do I have to accept the travel subsidy?

No. If you choose not to accept the travel subsidy you will be responsible for your entire air fare cost to and from your study abroad program site. Please indicate your choice on the Student Subsidy Travel Agreement Form.

12. Who do I contact if I have a question about my travel subsidy level?

Call the Financial Aid Office at 1-800.632.5760 or e-mail them at finaid@kzoo.edu.

For more details, please see the STUDENT SUBSIDY TRAVEL AGREEMENT FORM that accompanied your travel subsidy letter.

Health Insurance

1. Do I need special health insurance to study abroad?

All study abroad participants are required to provide proof of full hospitalization and medical insurance that is valid outside the U.S. The coverage provided by the college's Supplemental Student Insurance policies is not adequate.

2. What if my current insurance will not cover me while I am abroad?

For students who need to purchase coverage for on Study Abroad there is a good, reasonably priced plan available through HTH Worldwide. It is designed specifically for participants on study abroad. Informational brochures about HTH Worldwide Insurance plans are available in the Center for International Programs and at http://www.hthstudents.com/
3. I heard that I have to purchase medical evacuation insurance. Is this correct?

If you are going to study in one of the following countries, medical evacuation insurance is required:

- Botswana
- Hong Kong
- Israel
- Thailand
- Chile
- Ecuador
- Kenya
- Trinidad
- China
- Egypt
- Mexico
- Costa Rica
- India
- Senegal

4. What if my current insurance company covers me abroad but does not offer medical evacuation coverage?

In that case, you have the option to purchase HTH Medical Evacuation coverage is required for these programs.

5. What if I have to file a claim while abroad?

See HTH Coverage 2011 - Policy info at:

http://reason.kzoo.edu/cip/assets/HTH_Coverage_2011.pdf and HTH Claim Form at:


Safety and Emergencies

Students should familiarize themselves with pages 74-81 in the Study Abroad Handbook 2012-2013.

Emergency Contacts

- For Study Abroad Emergencies during Office Hours - please call the CIP office at (269) 337-7133 or contact a CIP staff member
- For After-Hours Study Abroad Emergencies please call Campus Security at (269) 337-7321. Security will call the appropriate Study Abroad Program Manager who will assess and address the emergency.
- The Counseling Center Emergency phone number is (269) 548-6907

Note: The CIP is in regular contact with host institutions and programs, as well as other sources in-country and in the U.S. about health, safety, and security issues.

The Center for International Program’s “FAQs About Study Abroad” contains the most accurate information available at the time of publication. Statements contained herein are not contractual obligations, and verbal or other representations that are inconsistent with or not contained within the offerings or policies are not binding. Kalamazoo College reserves the right to change without specific notice offerings, policies, procedures, qualifications, fees, or other conditions.