

Study Abroad Handbook for SUU Students



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Dear student,

Congratulations on the choice to study abroad! We're happy and excited that you've decided to venture out into the world, expand your horizons and broaden your education. To prepare for your study, we encourage you to read this guide and follow its advice. This will make your transition easier and your stay more enjoyable!

We want you to have the best experience possible while you are abroad, and we will do our best to make sure you do. While we can't promise everything will be perfect, we believe if you are well-prepared for your stay and have the right attitude, you will make new friends, have a lot of fun and gain insight into yourself, your education, and our global world, just as other SUU students before you have.

Please contact us if you have any questions or concerns that weren't addressed in this manual.

We look forward to working with you!

SUU Office of International Programs

Important Contacts:

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Director of International Programs
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Fax: 1-435-865-8087
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Address:
HCC 103
Southern Utah University
351 W. University Blvd.
Cedar City, UT 84720
USA

Websites:
Study Abroad - www.suu.edu/scps/studyabroad

General SUU Information- www.suu.edu

U.S. Department of State- www.state.gov/travelandbusiness

Important Dates and Deadlines

Application Deadlines:

Although the deadlines are different for each foreign university, these deadlines are pretty well observed. The Office of International Programs can let you know the exact deadlines for the university you wish to attend.

Fall semester- March 15

Spring semester- October 15

Application & Visa Procedures

The very first thing you should do if you wish to study abroad is to contact the SUU Office of International Programs. We can answer any questions you have, help you choose a school appropriate to your needs and educational goals, and get you started on the application process.

After you decide where you're going, you will need to complete the SUU Direct Exchange Application packet. You can download this online or pick it up in the Office of International Programs. The packet includes the application form and four letter of reference forms which will need to be filled out by 1) your college or academic advisor, 2) two professors, teachers, or someone else who knows you well, and 3) a parent or guardian if you are under 21 years old. When you turn in your application packet, you will also need to bring a personal statement, saying why you want to go, what you think this experience will do for you, etc. This can be a paragraph to a page long. You will also need to bring a copy of the identification page of your passport. If you don't have a passport yet, apply for it as soon as possible and bring us a copy of the receipt so we know one is on its way.

You also need to have health insurance that will cover you during your study abroad. Contact your health insurance provider to see if you will be covered. We can also provide you health and travel insurance for the duration of your study abroad for just \$22. This insurance will also cover travel in case you lose your luggage, passport, etc. Ask us for a brochure with more information if you are interested.

When you choose the classes you wish to take while abroad, it is **VERY IMPORTANT** to work with your college or academic advisor. They will approve the courses you wish to take **BEFORE** you go, so you can know they will all transfer back to SUU. **If at any time during your study abroad you need to change courses, please let your academic advisor and the Office of International Programs know so we can make sure the courses will transfer back to SUU when you return.**

After you've been approved, **you will need to pay the \$350 Direct Exchange Study Abroad fee** to the Office of International Programs. We will then begin working with our partner university on your study abroad there.

You will be given or receive an application packet in the mail from the school you wish to attend. These usually include an application for the school, a housing application, and registration form. You will need to fill these out as soon as possible so you can turn them in. If you would like, the Office of International Programs can mail the packet for you.

After you have sent your packet you will receive an acceptance letter from the school you'll be attending. You will need this letter in order to acquire your student visa. Visa regulations are different for each country, so you will need to contact the nearest embassy or consulate for that country (usually in San Francisco or L.A.) about visa requirements, including documents needed, fees, etc. You can usually find most of this information on the embassy's or consulate's website.

You will have to send your passport with your visa application because they put the visa directly into your passport. We recommend sending the application by FedEx, and include in the envelope a pre-paid return FedEx envelope so they can mail your passport and visa back to you in a safe way.

If at any times you have questions or concerns about the application and visa process, please contact the Office of International Programs.

Necessary Documents

SUU requires the following documents before you leave on your study abroad. They can all be found at the back of this handbook.

- Agreement and Release Form
- Parental Release (if under 21)
- Emergency Contact Information Form

The following documents are also necessary for you to study abroad:

- **Passport-** If you don't have a passport, you won't be able to leave the country so this is probably the most important document you need. If you don't already have a passport, you can obtain one in Cedar City at the city post office. You will be required to bring a completed application, some form of identification (driver's license) and your birth certificate. You can also bring two passport-sized photos or have them take your picture at the passport office for \$10. The current application fee for a passport is \$85.

It can take up to 8 weeks to receive your passport, so make sure you apply for it as soon as possible. If there is a mistake on your passport, such as the spelling of your name or your birthdate, you will have to return your passport to be changed and wait again. The sooner you apply, the sooner you'll feel the comfort of having your own passport with you whenever you need it.

When you get your passport, make sure you sign it. Without your signature, your passport is not valid. Always take care of your passport and keep it in a safe place. Take copies abroad with you and leave at least one with a close family member in case your

passport is lost or stolen. Don't carry your passport on you unless you are traveling to a different country.

- **Visa** – Besides having your student visa, certain countries will require a visa for you to enter. None of our partner universities are in a country that requires this, but if you plan to travel outside your host country, it's a good idea to find out if you'll need a visa to enter or not.

Packing and Traveling

Students are responsible for making their own travel arrangements. If you need help finding flights, train tickets, etc., a list of travel resource websites is available at www.suu.edu/scps/studyabroad/travelresources.html. Some countries will require you to show proof that you have tickets both to and from the country in order to issue you your visa, so try to get your tickets as soon as you can. This will generally save you money on the cost of your ticket as well.

If you're flying overseas, you'll be fed onboard the plane, but it's a good idea to bring some snacks and a water bottle or two.

Packing

Leave valuables, jewelry and sentimental items at home. If you do choose to take any valuable items with you, you may want to consider purchasing insurance that will cover loss or theft while you are traveling. Do not pack items you can't live without in your checked baggage. Items such as contact lenses, glasses and medication should be packed in your carry-on luggage.

Try to pack light. Remember you'll have to haul all your own luggage, and the less you take the easier this will be. Many train and bus stations in Europe have no elevators or escalators, only stairs so keep that in mind when you pack. Have clothes for all kinds of weather, depending on where you're going, but remember you'll be able to do laundry in your host country, so you don't need to bring your whole closet. You'll also want to have some extra room in your luggage to bring back souvenirs, so don't pack all your luggage completely full. After you pack all your luggage, take it for a little walk around your house or apartment to get a feel for how it will be to travel with.

Many personal items you normally use will be available in the country you're traveling to. You may want to consider bring travel-sized items such as shampoo, conditioner, soap, etc. and wait to purchase full-sized items when you arrive.

As for medicine, take any prescription medications you normally use with you, as well as an extra prescription in case you'll need a refill while abroad and for immigration purposes if they ask you for proof of your prescription. Also take with you any medications you regularly take, even ibuprofen, Tylenol, etc. While these are available in other countries, some dosages are different.

For your carry-on luggage, you may want to consider using a backpack. They are easy to haul around, you'll be able to use it when you start school, and you can fit everything you'd need in a carry-on, including one change of clothes.

Always check with your airline to see if there are any baggage limits.

What to Take

Money- It's wise to have some of the local currency with you when you first arrive. If you arrive on a weekend or at night, you may have to wait to convert more money. However, there are ATM's abroad and you can withdraw money from these with your debit card. This may be the most cost efficient and easiest way to access your funds. Don't withdraw a ton of money at once, for safety reasons, but once a week or so you can withdraw the money you think you'll need for a while.

Clothing- When deciding on what clothing to pack, consider the weather conditions of the country you're going to. It's a good idea to pack clothes that can be layered so you'll always be prepared whether it's hot or cold. Many countries are more rainy and humid than Utah, so it's a good idea to pack some rain gear as well, at the very least, an umbrella. Take at least one dressy outfit and definitely take comfortable shoes because you will likely be walking much more while you are abroad.

Bedding and Linens- You may or may not need to provide your own bedding. Your host school should let you know before you arrive. Some schools allow you to rent bedding from them for a small fee. The same goes with towels.

Electricity and Electrical Appliances- You should only bring essential electrical appliances with you, but realize that the voltage, current and electrical outlets are different in most countries. You will need to purchase a voltage converter and adaptor if you plan to bring your own appliances. Or, you may want to purchase items such as curling irons and blowdryers abroad. Even with a converter and adaptor, some appliances may be ruined by the different voltage.

Computers- If you are taking a laptop with you, you should review the following information:

- You must know how to set up and use your computer. Computer support services may not be available, and internet connections may not be available.
- You must be aware of the differences in the electrical currents in many other countries. These differences can destroy your computer. You may want to purchase a high-quality converter and adapter, but even this does not guarantee nothing will go wrong with the electrical current to your computer.
- You must register the laptop with customs before you leave the U.S.
Computers are commonly stolen in airports, many times at security metal detectors and conveyor belts. If your computer is valuable, you may want to purchase appropriate theft and/or damage insurance prior to your departure.

You will need to check with the consulate of the country you will be visiting to determine if you will be assessed a duty charge for importing a computer for personal use.

What Not To Take

Animals or animal products, pets, artifacts, biological materials, agricultural products, plants, weapons and illegal drugs are examples of what not to take. If you are considering taking anything that might be considered unusual, you should check far in advance regarding any legal issues that might arise from attempting to import or export items. These same items should not be brought into the U.S. from foreign countries.

Customs and Duty

The consulate or embassy of the country to which you are traveling will answer specific questions about customs regulations. Usually visitors may bring personal effects that are obviously used, including clothing, cameras, cd players, radios, etc. without paying duty. If you ship any dutiable items ahead, you should declare them when you enter the country or you may have to apply for an import permit and pay import duties when you try to claim your package from the post office or customs depot.

When you re-enter the U.S., you will have to declare everything you have purchased abroad. Keep all receipts. Anything you buy beyond a total of \$400 U.S. dollars is generally subject to a minimum of 10% duty charge.

Protecting Baggage

It is not uncommon for luggage to be separated from its owner. It is essential that you place clear labels inside and outside your bags, showing your full name, as well as address both in the U.S. and abroad. Choose a bright, easily recognizable sticker for your bag so it will be immediately identifiable to you at a distance. Choose your luggage carefully. Thieves may target new or expensive luggage. Do not carry all your belongings in one bag. Never pack essential items such as required documents or medications in your checked luggage. Pack at least one change of clothes in your carry-on in case your checked luggage is lost. Never leave your luggage unattended while you are traveling.

“Secret Pocket”

“Secret Pockets” or money belts are known by many names. They are generally small pockets that you wear under your clothing. Important items such as your passport, money, and credit cards should be kept in your secret pocket. Purses and waist pouches are easily stolen and not recommended for truly valuable documents.

Money

Do not travel with large sums of cash and do not carry any amount of cash that you cannot afford to lose.

ATM and Debit/Credit Cards- Major credit cards are accepted in most countries, and you can use these to pull money from ATM's. Always have the customer service numbers for your credit cards in case any happen to get lost or stolen. Let your bank know you will be going abroad before you leave so they can clear your card for overseas

purchases and so they won't place a hold on it for suspicious activity (someone making purchases overseas with your card).

Budgeting- SUU requires students to have proof that they have available at least \$1,000 for every month they will be studying abroad. You may need more or less, depending on your spending habits. It may help to ask other students how much they spent abroad per month. There are a few important things to keep in mind when you are planning your trip budget:

- The dollar can fluctuate sharply
- Keep a short record of your expenses here to help prepare a budget. How much do you spend on entertainment? How much on personal items?, etc.
- What are some of the expenses that are unique to study and travel abroad?
 1. souvenirs
 2. weekend trips
 3. local transportation
 4. recreation
 5. postage
 6. film if you don't have a digital camera. Best bought in the U.S. in bulk.

You will typically need more in the first week you are abroad than later because you will be buying the things you need, learning your way around and trying to get settled. It will take you a couple of days to adjust to a new currency and understand its value. You will quickly learn the best inexpensive restaurants, shops and how to obtain student discounts. Talk to other students at your study site for tips.

While You Are Abroad

Jet Lag- When you make a large time change, it's normal to feel disoriented and have trouble sleeping during the first few nights. To minimize jet lag, drink plenty of liquids to avoid dehydration and don't drink alcohol, as it can further dehydrate you during your flight. Melatonin is an easy way to get your body back on schedule. It is the chemical in your brain that signals your body that its time to sleep. You can purchase melatonin at any pharmacy and take a pill about a half hour before you wish to go to sleep.

On Arrival- Don't be afraid or embarrassed to seek help. Tourist and information centers can be found in most airports, train stations and in large cities. You should also have a pre-planned time contact or meet with a representative from your host university. They may even have someone meet you at the airport or train station to pick you up.

Orientation- You will be provided with an orientation when you arrive at your host university. Orientations are required, so if there is a scheduled orientation for all international students on a certain day before classes begin, make sure you arrive before that date.

If at any time during your study abroad you need to change courses, please let your academic advisor and the Office of International Programs know so we can make sure the courses will transfer back to SUU when you return.

Culture Shock- You may or may not experience culture shock. It is commonly believed that culture shock is marked by four phases:

- 1- “Euphoria”. This is the tourist phase. You are excited to be living in a new place, and at first glance, the people and way of life do not seem significantly different from your home environment.
- 2- After the initial excitement, you may start noticing more and more dissimilarities between your new life and your life at home. You may become irritated, frustrated, angry or depressed. Symptoms include homesickness, boredom and withdrawal. Fortunately, most people experience only a few of these symptoms and usually to a mild degree.
- 3- This stage is marked by gradual adjustment. Your perspective changes over time and you begin to adapt. Once you identify some of the cultural clues and cues, you will feel more at ease. Your self-confidence increases, and you realize you have some control over your situation.
- 4- The final phase is adaptation or biculturalism. Full adaptation has taken place when you are able to function in two cultures with confidence. You may not realize how much you’ve adapted until you return to the U.S. and experience “return culture shock”.

Housing- The kind of housing you will stay in differs from school to school. When you decide where you would like to study, your host university will send you housing information and help you decide where you would like to stay.

Transportation-

Public Transportation- Many students studying abroad will use public transportation often to get to class, other program-related activities and just around town. You may want to purchase a monthly pass, which will be cheaper in the long run than buying individual tickets if you use public transportation a lot. Public transportation in Europe is very well developed and safe.

Walking- Chances are, you will walk much more while abroad than you do at home. Many of the places you’ll go every day, including classes, will be within walking distance of your housing. Avoid walking alone at night

Bicycles- You may find bicycles are widely used at your program site and might want to consider renting or purchasing one. If you need help, contact your host school’s international office.

Traveling Away From Your Program Site

Always use good judgment and caution when planning to travel away from your program site. We encourage students to travel while they are abroad to get the most out of their stay; we just want you to be careful. Don’t travel alone if you can help it and always make sure you know the regulations of the country you’re visiting.

The SUU Office of International Programs doesn't recommend you try driving in a foreign country. Many of the traffic laws are different, and some countries drive on the opposite side of the road which can be confusing. Rather, use public transportation. Europe has an excellent rail system with student discounts that will take you all over the continent. There are also several discount airlines in Europe that will fly you fairly inexpensively to wherever you want to go.

Communicating with Home

Email- You will have some kind of email access at most program sites. Check your email regularly and email your family often so they know you're fine and doing well. Also email the Office of International Programs at times with your status so we know how you are doing, and if you have any questions or concerns.

Phone- In some countries, even local calls cost money so you'll want to find out before you make any calls. You can use pay phones to call home if private ones aren't available. The cheapest way to call the United States is with a phone card. www.masterbell.com has an assortment of affordable cards for you to choose from with access numbers for every country. You may also wish to have your family and friends call you since this will probably cost less.

Health

Before you go, visit the Center for Disease Control's website at www.cdc.gov/travel to find out if there are any health regulations or risks for the country you are planning to visit.

Documentation for Medications

If you have a medical condition that requires you to carry needles, syringes and/or controlled substances, you will need a letter from your doctor describing your medical condition and the need for these items. Carrying needles, syringes and some medications without a prescription may be illegal in some countries. Your letter should list the brand name generic name of each medication you intend to carry. Please leave medicines in their original, labeled containers. These precautions make it easier to get through security and customs in the U.S. and in foreign countries. However, a doctor's certificate may not suffice as authorization to transport all prescription drugs to all foreign countries. Travelers have innocently been arrested for drug violations when carrying items that are not considered narcotics in the U.S. To ensure that you do not violate the drug laws of the countries that you visit, you may consult the embassy or consulate of any country you plan to visit for precise information.

If you purchase any medications in a foreign country you should be aware that drug products that are not approved by the U.S. Food and Drug Administration may not be imported into the U.S. The FDA warns that such drugs are often of unknown quality and discourages buying drugs sold in foreign countries. All medications must be declared upon arrival in the U.S.

Insurance

International Medical Insurance is required for all SUU study abroad programs. Check with your insurance provider to see if they will cover you while you are abroad. We can also issue you international student I.D. and insurance cards which will not only cover health insurance, but travel insurance as well for situations such as lost luggage, lost passport, etc. This insurance card costs just \$22.

We recommend that you carry the contact information for your insurance company with you while you are abroad. If you do go to a doctor or hospital, you may be required to pay at the time of service and then be reimbursed by your insurance provider. Make sure you have enough money on a credit card to cover emergency expenses and **KEEP ALL RECEIPTS** so that you can be reimbursed if needed.

While You Are Gone

You should take some time to understand the health conditions in your host country before you leave. Regardless of where you go, it will take some time for your body to adjust to changes in food, water, altitude, weather conditions, etc. You may find that you are more susceptible to colds as you adjust to your new environment. You can minimize your risk of illness or injury by being aware of the health issues in the countries you will visit. Avoid excessive exposure to heat or cold, drink plenty of fluids to avoid dehydration and get plenty of sleep.

Personal Health Conditions

You should take care of all foreseeable medical, dental, gynecological or optical needs before you go abroad. If you have allergies, reactions to certain medicines or other unique medical problems, you may consider wearing a medical alert bracelet or carrying a similar warning. It is also in your best interest to notify the host campus' international office and your travel companions so they can be prepared in case of emergency.

Mental Health Issues

The majority of students find study abroad to be a very positive experience, but a few experience serious adjustment problems beyond the typical culture shock and homesickness, and often these students have emotional or mental health issues beforehand. If you are currently accessing professional help to deal with emotional or mental health problems, you should consult your doctor or counselor before making the final decision to participate in studying abroad. The combination of a new environment along with the loss of familiar support systems can be overwhelming. In leaving the country, you will not leave your problems behind. Above all, if you think you might need assistance, consult your counselor before departure. Contact your host campus' international office and the SUU Office of International programs if you wish to arrange counseling or need assistance while you are abroad.

Drug and Alcohol Use

Alcohol- Drinking alcohol while socializing is common in many parts of the world. However, it is not the focus of the social experience and excessive drinking or drunken behavior is not acceptable. Public drunkenness is illegal in most areas. If you choose to drink, you should be responsible and **DRINK IN MODERATION**. Any student who exhibits offensive, at risk or inappropriate behavior while under the influence of alcohol

or any other drug may be subject to disciplinary action and immediate dismissal from the study abroad program.

Illegal Drugs- DO NOT TAKE ANY ILLEGAL DRUGS, DO NOT TRAVEL WITH ILLEGAL DRUGS AND DO NOT HAVE ILLEGAL DRUGS IN YOUR POSSESSION AT ANY TIME. SUU can assume NO responsibility for any student violating laws and student conduct codes. Laws concerning drugs may be much more severe in other countries. Penalties for drug possession, use or sale can range from the death penalty to physical punishment to long jail terms. You are subject to the laws of the country you are visiting. If you are arrested on a drug charge, the U.S. Consular Officer cannot demand your release, get you out of jail or out of the country, cannot represent you at trial or give you legal counsel, and cannot pay your legal fees or fines.

Prescription/Legal Drugs- If you must take any types of drugs that are legal in the U.S. with you, keep them in the original containers and carry a note from your doctor describing the drug and its use.

Personal Safety

Nothing is more important than your safety! Use care and caution while you are abroad. The following suggestions are offered to help you have a safe trip. Protect your valuables from pickpockets and purse-snatchers by remaining alert and cautious. Conceal your valuables in a money belt or satchel under your clothing. Do not carry your wallet in back or coat pockets. Avoid offers of “bargain” accommodations, rides or baggage handling. Official taxi stands are generally located outside airports and stations.

Learn as much about the country you’ll be staying in as possible. This will make you better prepared for your stay, more comfortable with your plans, and safer.

Stay aware of current events while you are abroad and heed special instructions provided by your program staff.

- Be careful about divulging information about yourself, your fellow students and your study program to strangers
- It is important to realize that most cultures are very different from ours. Memorize the emergency numbers in the countries you visit and keep changes for the phone and cab money with you at all times.
- Be careful in helping to maintain security at your residence and other program buildings. Keep your residence area locked.
- Speak the local language whenever possible
- Keep a low profile in demeanor and dress. College or fraternity shirts or sweaters, baseball caps and U.S. athletic shoes identify you readily as a U.S. citizen. Dressing in a revealing or unusual manner may draw unwanted attention to you. Do not dress expensively, wear expensive looking jewelry, or carry expensive cameras or other electronic equipment. Do not attract attention to yourself through careless behavior
- Be discreet and polite, heeding signs and regulations in public places. Do not take pictures of police or military institutions.

- Do not impair your judgment by consuming excessive amounts of alcohol or by using drugs.
- Do not agree to meet a person whom you do not know in a non-public place. Do not leave a public place with anyone you do not know.
- When traveling, do not leave your luggage unattended. Do not agree to carry on or check any luggage or other items for anyone. If you see unattended luggage or packages, report it to airport, train or bus station authorities immediately.
- Know local laws. Laws and justice systems are not the same in each country, and you are subject to the laws of the country you visit.
- As is wise anywhere, do not walk alone at night or in remote and unfamiliar areas. Stay near busy and well-lit areas. Do not try to cross through parks, parking lots or other deserted areas, especially after dark.
- Always be aware of the location of your closest exit.
- Be especially careful when crossing streets or waiting to cross. Pedestrians do not have the right of way in most parts of the world.
- Do not hitchhike. Do not travel alone. Leave word with someone at home of your travel plans, detailing your companions, itinerary, mode of travel and dates of departure and return.
- Be cautious when entering public restrooms or any isolated area.
- Don't get involved in controversial discussions/situations in public places. If a crowd is gathering somewhere and you feel uncomfortable, leave the area.
- Be wary of beggars. Many times the beggars, even the children, are expert pickpockets or thieves. Giving money is a personal decision. Use common sense and leave immediately if you feel uncomfortable.
- Never count your money in public. Do not carry anything in a purse that you cannot afford to lose.
- Keep briefcases and purses in view or in hand when using telephones. If you are using a credit card, block the view of the keypad when entering the number.
- Use discretion and common sense when using ATM machines during daylight hours. Use ATM machines during daylight hours and when there are other people around. Guard your pin number and do not let anyone distract you while you are using an ATM machine.
- Consider traveling with an extra credit card to use for emergencies only. Keep this separate from your other credit cards and money
- Leave your travel itinerary with a friend and someone back home.
- Have a rendezvous point. If someone gets separated from the group, decide in advance where to go to meet up.
- Take special care around tourist sites and possible terrorist target sites, such as police stations, churches, synagogues and airports.
- Inspect any gifts received in a foreign country before packing.
- When at the airport, NEVER carry packages, luggage or any items for anyone. Do not leave your luggage unattended. Do not carry anything that could be considered a weapon.

Sexual Harassment

As in the United States, sexual harassment can arise anywhere. Attitudes toward sexual behavior vary widely and may be very different from what might be

considered normal at home. The determination of what behaviors constitute sexual harassment varies with the particular circumstances. For example, comments which would be considered offensive in the U.S. may be acceptable in other cultures, while many types of dress or behavior of U.S. students that are completely innocent in the U.S. may send clear messages of sexual availability in other cultures. In general, sexual harassment is defined as unwanted sexual behavior, such as physical contact, verbal comments or suggestions, or other acts that adversely affect the learning environment. Be sure to contact your host school's international office and the SUU Office of International Programs if you are experiencing difficulties.

Advice to Women Travelers

Women traveling may encounter more difficulties than men. Never travel alone, and try to understand the role of the sexes in the culture in which you are traveling. Observe how the host country's women dress and act. Don't wear expensive clothing and jewelry and remember to speak clearly and emphatically if you want to be left alone. If you are in an elevator, notice who gets in with you. If you feel uncomfortable, get off the elevator.

Emergency Procedures

1. Follow the procedures provided by the host international office.
2. If you are unable to contact your host international office, contact the SUU Office of International Programs. Our office number is (435) 586-1995 and if you are calling after hours, call (435) 590-3109.

If the situation does not require immediate attention, please leave a voice mail at (435) 586-1995. Please note that time differences abroad may create difficulties in contacting you back.

3. When contacting any of these numbers, please provide the following information: Your full name, the nature of the emergency, a number where you can be contacted and how long you will remain at that location (provide the city and country information)
4. If you are unable to contact the on-site director or other program offices personally, attempt to have someone contact your host international office or SUU for you.

Emergency Evacuation: Natural, Political, Or Other Crisis Situations

Know where your nearest American Consulate or Embassy is before you arrive in the host country.

1. Contact and follow the procedures provided by the host international office.
2. If you are unable to contact your host international office, contact the SUU Office of International Programs. Our office number is (435) 586-1995 and if you are calling after hours, call (435) 590-3109.
3. Follow on-site instructions given during orientation. You should provide your contact information to the program's staff whenever you travel away from the host school.

1. If you are unable to contact your host university or SUU, attempt to contact the closest U.S. Consulate or Embassy for further instructions. Local radio and television stations may also broadcast emergency information.
2. Stay calm and stay with other program students or host campus representatives if possible. It is important that you attempt to contact SUU staff; however, it is more important that you remain in a safe environment and follow the instructions provided by local government authorities.

Instructions for Families (Parents or Legal Guardians)

SUU is aware of your need to keep in contact with your family members, especially in emergency situations. If you need to contact your family member while they are abroad due to a family emergency you may contact the SUU Office of International Programs for help. Our office number is (435) 586-1995 and our hours are 8:00 AM-5:00 PM weekdays. After hours, if this is an emergency, you can contact the Director of International Programs directly at (435) 590-3109. Be sure to identify yourself as a family member of a student on an SUU study abroad program.

If the situation does not require immediate attention, please leave a voice mail message at (435) 586-1995. We will return your call the next work day.

The Family Rights and Privacy Act prevents staff members from providing certain information to persons other than the student participant. It is necessary for us to balance your needs as a family with the needs of the students to be treated as adults and to follow the laws of the U.S. Our goal is to provide open lines of communication between you and your family members. Please be assured that we will do as much as possible to help you in any emergency situation.

Returning Home

Grades- All study abroad course work must be completed by the end of the term at your program site. Incomplete work from study abroad generally results in failing grades.

The process by which SUU will receive your transcript from international schools varies. Contact your host school's international office before you leave about the steps you need to take to ensure we receive a copy of your transcript. If we don't get your transcript, you won't get your grades here at SUU.

Registration at Your Home Campus- If you will be returning to an institution other than SUU, please check with that school prior to departure for information on registering for the term following your study abroad program.

Registration & Returning to SUU- Students may register for courses at SUU via the Internet. If you have difficulty accessing the information, contact the SUU Office of Study Abroad Programs. The Office of Study Abroad Programs will assist you with your returning registration if necessary but cannot be responsible for any errors on your registration or for fee payment.

The SUU Office of International Programs highly recommends that students bring all of their course materials and work for each of their courses to their home campus at the conclusion of the program. Copies of syllabi, essays, research papers, etc. will facilitate the transfer of credits to your home school as well as help your department or advisor determine if the courses you have completed will satisfy requirements for graduation.

Housing- You will need to make arrangements for housing upon your return to SUU prior to departure. The SUU Office of International Programs cannot assist you in finding housing upon your return, and since campus housing is LIMITED, it's a good idea to plan for your post-program housing before your departure.

Program Evaluation- We'd love to hear your thoughts and feelings about your study abroad program, and we are constantly trying to improve our students' experiences abroad. Please visit with the Office of International Programs following your study abroad and let us know your opinions.

Early Return/Withdrawal from Programs- If you are considering withdrawing from your study abroad program, please contact the SUU Office of International Programs. In order to receive credit for your study abroad program, you are required to satisfactorily complete all course work and remain at the program site for the duration of the program. You must plan your departure based upon the official ending date of the term. Generally, program fees are non-refundable after the start of the program. Students withdrawing from programs may be required to reimburse financial aid or scholarships to SUU. All aid is based on attendance and successful completion of the study abroad program. You should check with the SUU Office of International Programs if you are considering withdrawing from your program.

Sample Packing List

Most airlines will allow you to check up to two bags and also bring one carry-on; however, you need to be able to carry all your luggage, all at the same time, for long distances and up flights of stairs. Do not pack anything you would be devastated to lose. The following list is provided as a guideline, but you need to pack what is essential for you.

Documents

- Passport
- Visa
- Medical Insurance Card
- Airline Tickets
- Credit Card, Debit Card, some cash
- Identification (Bring at least two of these)
- Phone card with access numbers

Clothing

Essential:

- Shirts
- Sweaters
- Pants/Shorts
- Skirts/Dresses
- Lots of clean underwear and socks
- COMFORTABLE Shoes for walking
- Flip-flops or sandals
- Cold weather clothing
- Warm winter coat
- Gloves/mittens
- Scarf
- Swimsuit
- Clothes hangers

Nice to Have:

- Watch
- Boots
- Raincoat
- Slippers
- At least one dressy outfit

Medication & Personal Items

- An adequate supply of any prescription medications you will need, plus written copies of the prescriptions
- Over-the-counter medications you use regularly

- Band-aids, small first-aid kit
- Hairbrush/comb
- Other toiletries
- Extra glasses/contacts/contact solution
- Shampoo, conditioner, soap
- Toothbrush and toothpaste
- Razor/razor blades
- Sunscreen, bug repellent
- Deoderant, cosmetics

Sleeping Needs

Essential:

- Sheets for correct mattress size (80" long twin)
- Pillows and pillow cases
- Blanket or comforter

Nice to Have:

- An extra set of bed linens

School Supplies

Essential:

- Pens, pencils, markers and highlighters
- Thesaurus
- Dictionary
- Foreign language dictionary
- Folders, notebooks and paper
- Paper clips, stapler, tape
- Calculator
- Backpack, bookbag or knapsack

Nice to Have:

- Fun books to read
- Binders
- Post-its
- Whiteout
- Disks/CD-RW

Kitchen & Bath

Essential:

- Towels/washcloths
- Large bathrobe or towel
- Plates, cups, mugs, silverware, etc.
- Laundry basket, bag, detergent

Nice to Have:

- Shower caddy, basket or bucket for toiletries
- Small sewing kit
- Dish towels
- A pot, baking pan and/or cookie sheet
- Big bowl and frying pan

A Little Something Extra

- Hair care products that may not be available locally
- Umbrella
- Camera & Film
- Travel Journal
- Small address book
- Pocket calculator
- Travel alarm clock
- Batteries
- Luggage locks & tags
- Moist towelettes

****Remember:** Most personal care items should be easily available in most locations. Some items or specific brands of items may not be available or may be very expensive. Medications may vary considerably in strength and availability in some countries. Travel-size items may not be available. If you want or need specific items, you may wish to take them with you.

AGREEMENT AND RELEASE for SUU SPONSORED PROGRAMS

This Agreement and Release is made and entered into this _____ day of _____, 20____, by and between the Board of Trustees on behalf of Southern Utah University, ("SUU"), and _____ ("STUDENT").

I. RECITALS

WHEREAS, SUU desires to provide educational and experiential opportunities abroad for its students;

And

WHEREAS, STUDENT desires to participate in the _____ program at _____ ("Program") under the terms and conditions hereinafter set forth;

NOW, THEREFORE, in consideration hereof, the parties agree as follows:

II. STUDENT'S OBLIGATIONS

1. STUDENT shall obtain and maintain health insurance which is satisfactory to SUU and provides, at a minimum, coverage for the time period of the Program.
2. STUDENT shall consult with his/her physician in regard to necessary immunizations and any other medical matters relating to STUDENT'S participation in the Program.
3. If, during his/her participation in the Program, STUDENT becomes incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from STUDENT'S family, STUDENT agrees that medical treatment may be performed when, in the opinion of competent medical personnel, the health or welfare of STUDENT will be adversely affected by any delay. In such event, STUDENT authorizes SUU's designated representative to grant permission for the necessary medical treatment of STUDENT.
4. STUDENT understands that SUU cannot guarantee his/her health and safety while participating in the Program. STUDENT is responsible for acting prudently and exercising caution and common sense at all times.
5. STUDENT agrees that SUU is not responsible for any personal injury or loss or damage to property suffered by STUDENT during periods of travel independent of the Program.
6. STUDENT shall abide by all applicable laws of the country hosting the Program. STUDENT shall also conform to all applicable rules, regulations, and policies of the institutions hosting the Program and agrees that failure to so conform may result in the termination of his/her participation in the Program.
7. By participating in the Program, STUDENT specifically waives any and all claims and causes of action, present and future, against the Board of Trustees of the University, Southern Utah University, and their officers, agents or employees arising out of STUDENT's participation in the Program and resulting in the death, dismemberment, disability, physical or mental illness or the loss or destruction of the personal property of STUDENT, or the defeat of STUDENT by governing authorities or any other person. STUDENT acknowledges that this waiver is made freely, voluntarily, and under no compulsion.
8. STUDENT agrees to indemnify and hold SUU harmless for any financial liability and obligation which he/she personally incurs, and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by STUDENT during his/her participation in the Program.

III. SUU'S OBLIGATIONS

1. SUU will facilitate STUDENT's participation in the Program by processing the documentation necessary for enrollment at SUU and in the Program and by acting as liaison with the institution hosting the Program.
2. SUU will provide the personnel and/or resources required by the Program.

IV. MISCELLANEOUS PROVISIONS

1. All lawsuits brought by one party hereto against the other and which are in regard to this Agreement and Release or in any way relating to STUDENT's participation in the Program shall be filed and litigated in a court of competent jurisdiction in the State of Utah.
2. This Agreement and Release and all claims and causes of action brought by one party hereto against the other and in any way relating to STUDENT's participation in the Program shall be governed by the laws of the State of Utah.

Signature of Student

Date: _____

SOUTHERN UTAH UNIVERSITY

By: _____

Title: President, Southern Utah University

Date: _____

IF A STUDENT IS UNDER 21 YEARS OF AGE, PARENT OR LEGAL GUARDIAN MUST SIGN BELOW.

I certify that I am the parent or legal guardian of _____ and that I have read the foregoing Agreement and Release. I hereby waive any and all claims and causes of action, present and future, that I might have, both on my own behalf and in my capacity as legal representative of _____, against the Board of Trustees of Southern Utah University, Southern Utah University, and their officers, agents or employees arising from _____'s participation in the Program and resulting in the death, dismemberment, disability, physical or mental illness or the loss or destruction of the personal property of _____. I acknowledge that this waiver is signed freely, voluntarily, and under no compulsion.

Parent/Guardian

Date

SUU Emergency Contact Information Form

Your Information:

Name:

Social security number or student number:

Email address:

Your emergency contact's Information:

Name:

Phone numbers:

Day:

Evening:

Cell:

Fax:

Emergency contact's address:

City, State, Zip code:

I hereby give SUU permission to contact the person above listed in the event of an emergency.

Student Signature

Date