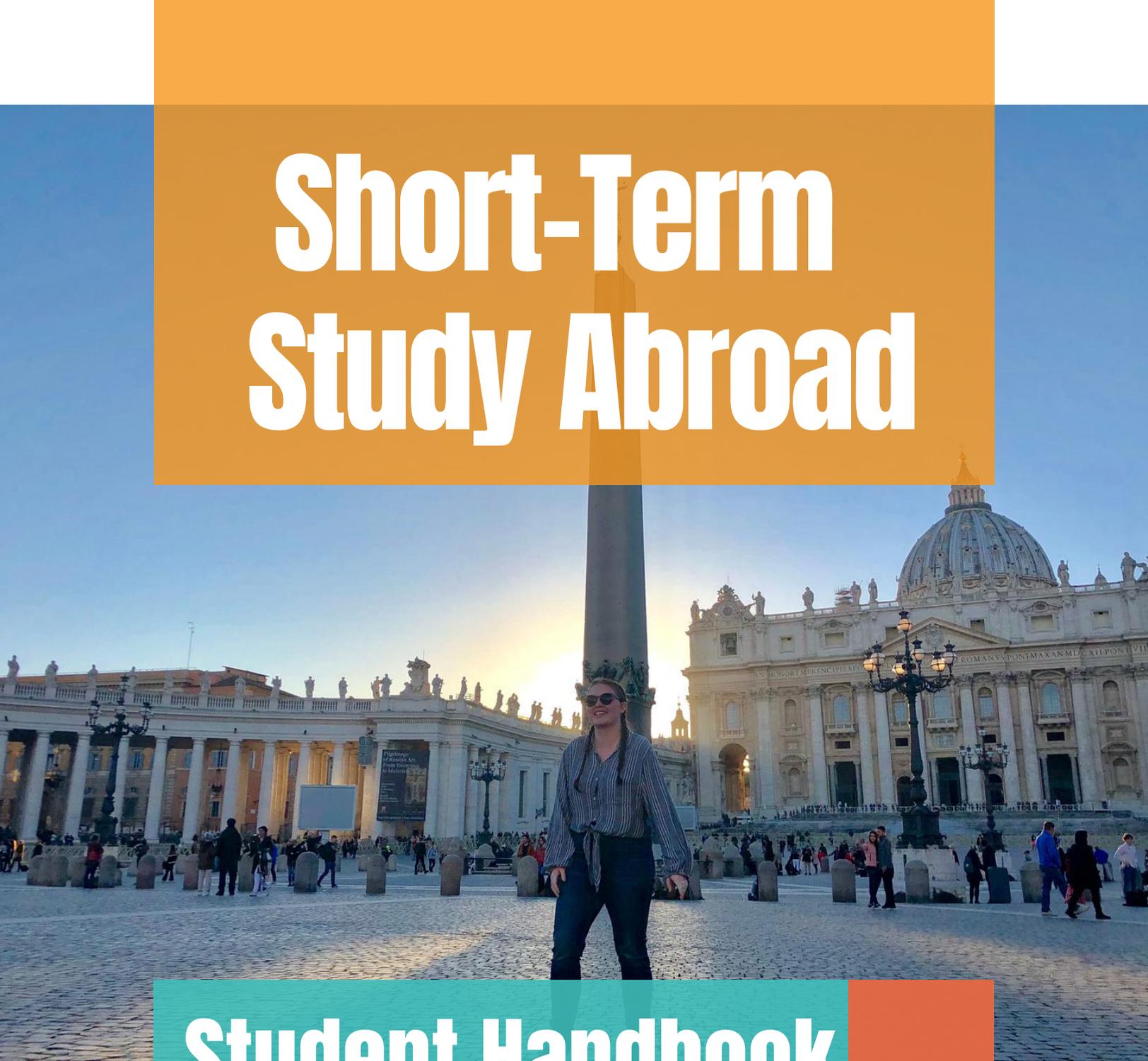


# Short-Term Study Abroad



## Student Handbook

I was surprised...by how easy the act of leaving  
was, and how good it felt. The world was  
suddenly rich with possibility"  
– Jack Kerouac

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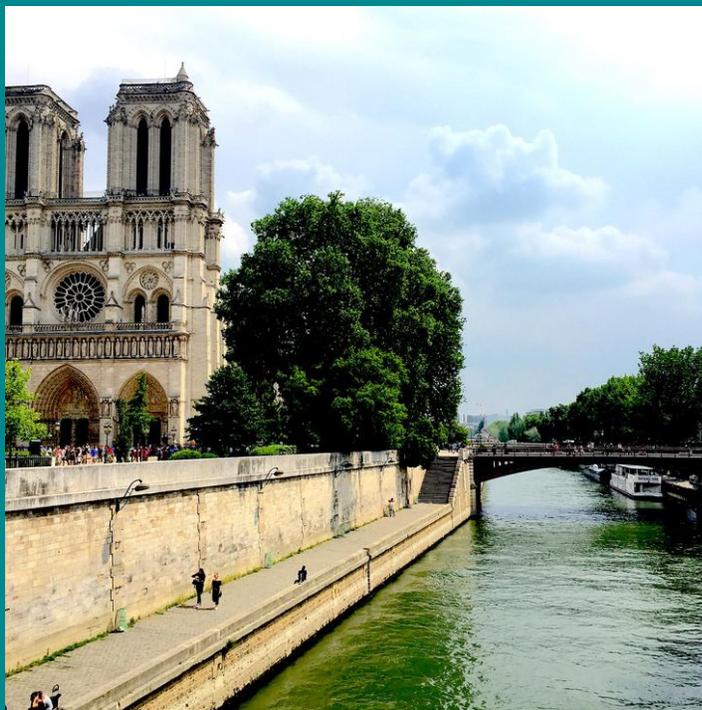
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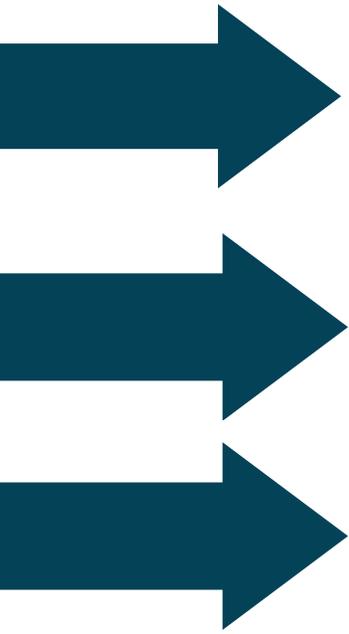
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When It's Over



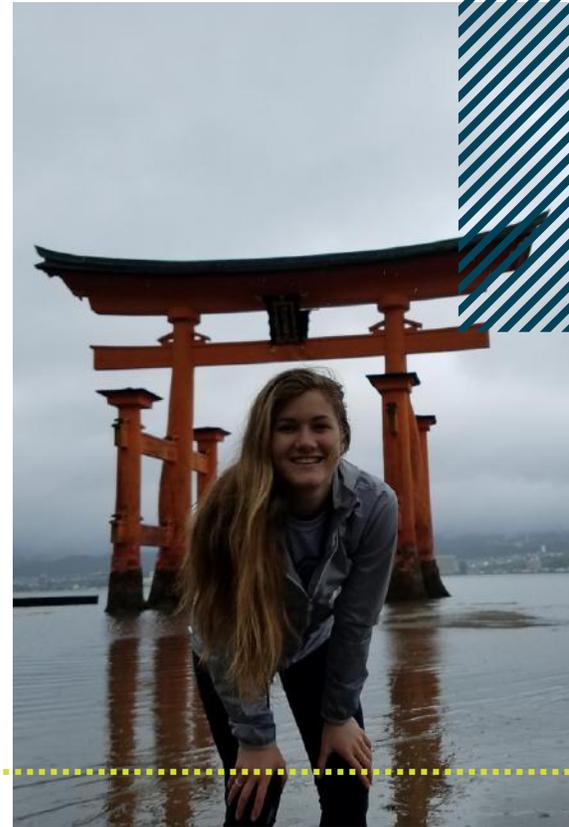
# Next Steps and Dates



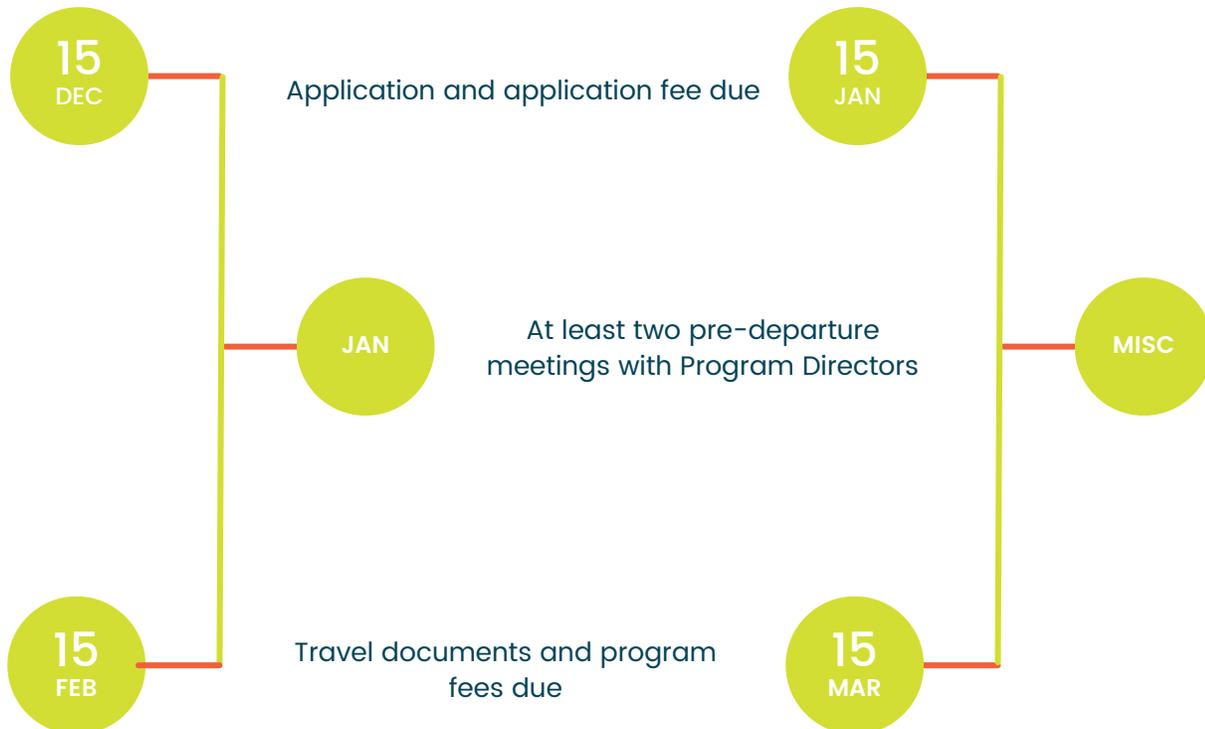
Pay program fees

Submit travel documents

Stay in contact with Program Director(s)



## Spring Break Program Dates



## Summer Program Dates

# Responsibilities and Expectations

## Office of Learning Abroad



**Kurt Harris**

Director of Learning  
Abroad  
(435) 586-1991  
harrisk@suu.edu



**Zoe Prettyman**

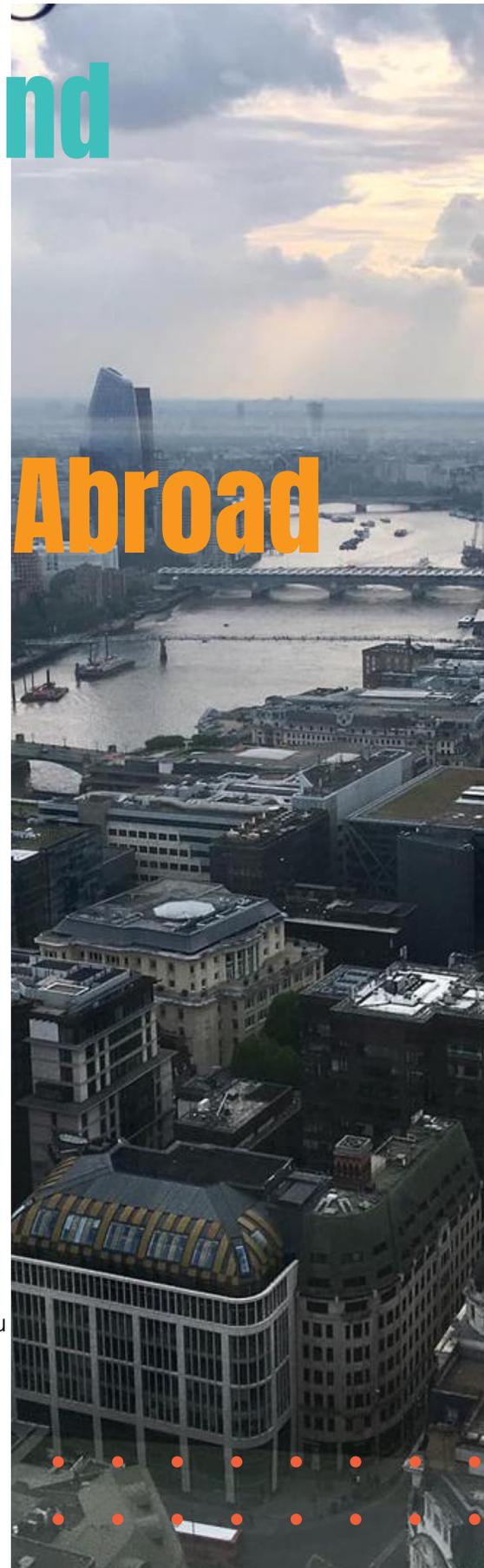
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Coordinator  
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Learning Abroad  
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- Charge program fees
- Collect required SUU travel documents
- Send course enrollment information
- Collect study abroad scholarship applications
- Purchase international insurance for program participants
- Provide general travel advice and support



---

# Program Directors

The Program Director is the person who will be leading the study abroad program. If a program participant doesn't know who their Program Director is, or how to contact them, they can reach out to Tayah Nelson (tayahnelson@suu.edu) to confirm.

- Notify students of their trip acceptance
- Conduct at least 2 trip orientation meetings
- Make appropriate trip bookings
- Provide program itinerary
- Create and share an Emergency Action Plan
- Lead students abroad
- Teach and grade study abroad courses

---

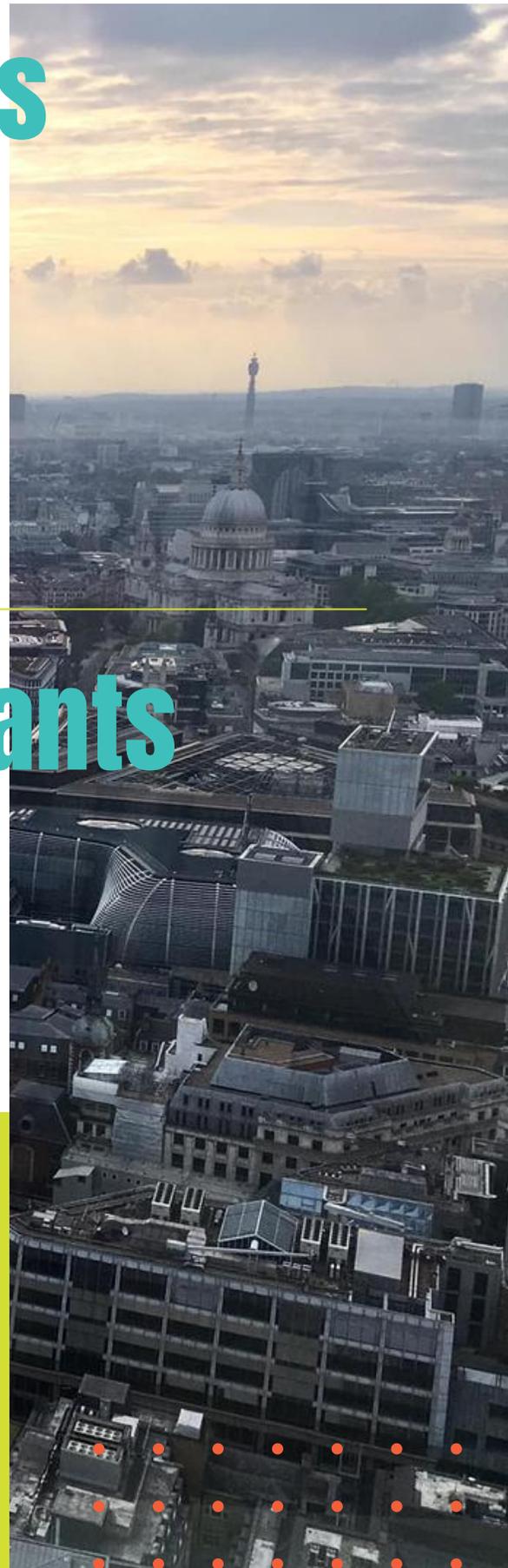
# Program Participants

- Pay study abroad program fee
- Submit study abroad travel documents
- Stay in consistent contact with Program Director
- Adhere to SUU rules, policies, and regulations
- Participate in all group activities
- Purchase needed flight and meals for the program unless otherwise instructed by Program Director

## ***Sustainable Study Abroad***

Take the Green Passport Pledge: As a Green Passport member I acknowledge the interconnectedness of the world's people and the environment. I pledge to explore and take into account the social and environmental consequences of studying, living, working, traveling, or volunteering abroad and will try to improve these aspects of my international experience. While overseas, and when I return home, I will do my best to: minimize my impact on the environment; act in culturally respectful ways; engage with locals and participate in the local community; give back to my host community(ies).

Learn more about responsible travel abroad by visiting <https://www.suu.edu/studyabroad/responsible-study-abroad.html>





# PROGRAM FEES

## WHAT IS A PROGRAM FEE?

The program fee is the trip cost that was advertised. The program fee covers the cost of housing, course credits, activities, and in-country transportation. Other expenses may be covered depending on the program. All participants must pay their program fee by March 15th. The application fee, charged when the application was submitted, counts as a down payment toward the overall program fee.

## HOW WILL THE PROGRAM FEE BE CHARGED?

The program fee will be charged to the student's SUU account. When paying the account balance, students should add a note/comment that the payment is for study abroad. The application fee will be charged to the spring semester and the remainder of the program fee will be charged to the summer. If the program participant is not a student, they will be sent a payment link via email. **Non-student participants** will be charged an additional \$200 non-student administration fee. For both students and non-students, the program fee will be charged in 2 or 3 separate pieces. All of these charges will add up to the advertised program fee.

## COMMON QUESTIONS

**Why isn't the program fee showing up in the mySUU Portal?**

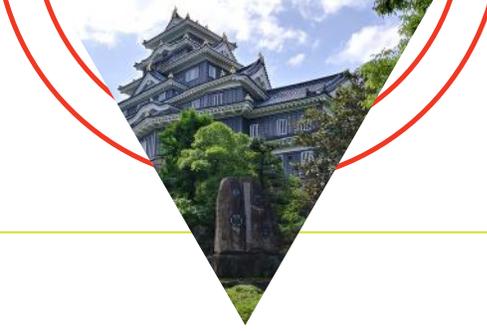
The program fee will be added as a summer semester charge after the application deadline has passed. If the charge is not immediately visible (if a student account is showing a \$0 balance), it's likely the summer semester charges aren't yet visible online. Students can pay the balance, even when it's not visible, by manually entering in the amount they owe and adding a note that it is for study abroad. Alternatively, students can go to, or call, the Cashier's Office to work with them to get the balance paid.

**Why hasn't the Office of Learning Abroad received a student's payment?**

If the Office of Learning Abroad is missing a payment that a student already submitted, it is possible that the payment was allocated to another outstanding SUU charge. Students will need to contact the Cashier's Office to request the payment be moved to their outstanding study abroad fees.

**What is the study abroad refund policy?**

After the application deadline has passed, the \$300 application fee is non-refundable. If a student withdraws after the application deadline, their application fee will not be refunded. Additionally, they will be responsible for paying whatever the program has already spent on their behalf. **This means that whatever has been spent on their behalf will remain charged to their SUU account.** For this reason, it is important for students to notify Program Directors of their withdrawal as soon as possible. In the event that a short-term program is canceled by SUU or the Office of Learning Abroad, students will receive a full refund of program fees (including the application fee).



# FINANCES



## Scholarships

Students should understand that tuition-based scholarships, including FAFSA, CANNOT be used toward short-term studies abroad.

The application for any scholarships offered by the Office of Learning Abroad will be sent to students via email.

## Other Travel Expenses

Flight, meals, transportation to the airport, and souvenirs will be purchased by the traveler individually, outside of the program fee, unless specifically stated otherwise in the program description.

[What do things cost in my host country?](#)

## Credit Cards Abroad

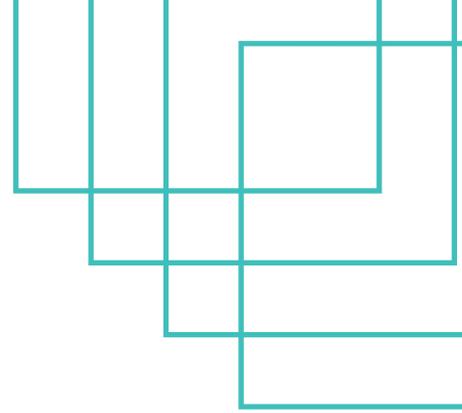
- Most countries accept, or even prefer, credit cards. Most places in Europe have transitioned to tap-to-pay methods. Students should research in advance whether major debit or credit cards are accepted in their host country.
- Students should let their banks and/or credit card companies know in advance that they will be going abroad. It may be wise to bring a backup emergency card.
- Students should check with their credit or debit card provider about international transaction rates.
- [Foreign transaction fees explained](#)

## Foreign Currency

Travelers should be aware of the conversion rate between foreign currency and U.S. dollars. This rate may fluctuate. [Check the currency exchange rate.](#)

It is wise to keep a little emergency cash on hand. Currency can be exchanged from USD to foreign currency at banks such as Wells Fargo prior to departure or at ATMs while abroad. Please be aware that the exchange rate at airport ATMs will likely not be the most favorable.

# Required Travel Documents



All those taking part in university-related travel must submit travel documents. Spouses, dependents, and other non-student participants should also complete all of the student travel documents but leave the student-specific sections blank.

## 1 | International Travel Registration

This form collects basic information about the traveler and the program they will be participating in. All other required documents listed below should be uploaded and submitted using this form.

## 2 | Passport & Flight Itinerary

The information page of a student's passport should be scanned and uploaded into the International Travel Registration form. This is to prepare for emergencies abroad or the potential of a passport being stolen or lost.

Those who don't already have a passport can obtain one in Cedar City at the post office. Travelers will be required to bring a completed application, the application fee (\$130), some form of photo identification, and a birth certificate. Students should also bring two passport-sized photos. It can take up to 8 weeks to receive a passport, so students should apply as soon as possible. If there is a mistake on the passport, such as a misspelling or misprint, the passport will need to be reissued, which may take additional time. Once received, the passport must be signed to be valid.

- [How to Apply for a Passport](#)
- [Do I need a Visa?](#)

## 3 | Medical Information Form

The Medical Information Form ensures that Program Directors can appropriately respond to potential medical emergencies abroad. It also allows students to list who their emergency contacts are.

International insurance will be purchased for participants of short-term studies abroad, so students will not need to upload the insurance card requested by the form.

4

## International Travel Code of Conduct & Waiver of Liability

The International Travel Code of Conduct and Waiver of Liability can be digitally signed in the International Travel Registration form. If preferred, travelers may also upload physically signed copies of the forms to the International Travel Registration form.

5

## Media Release Form

The Media Release Form can be digitally signed in the International Travel Registration form. If travelers would like to restrict how their likeness (such as trip photos) is used, they must complete and upload the Media Release Form - Limitations document.

6

## STEP Enrollment

All SUU students who are American citizens are required by policy to register their travel with the Smart Traveler Enrollment Program (STEP). Those enrolled with STEP will receive updates from the local U.S. Embassy or Consulate. These updates include safety precautions and emergency response information. In addition to providing situational updates, U.S. Embassies can also provide American citizens assistance with lost passports and other individual emergencies and circumstances. Travelers who are not American citizens are still able to enroll in STEP if desired.

7

## Other Documents (as needed)

- If the host country has a Level 3 Travel Advisory students should submit:
  - [Request to Travel to USDOS Level 3 Country](#)
  - [International Travel Informed Consent for Level 3 Country](#)
- If the host country has a Level 4 Travel Advisory students should submit:
  - [Request to Travel to USDOS Level 4 Country](#)
  - [International Travel Informed Consent for Level 4 Country](#)
- If the traveler is under the age of 18 they should submit:
  - [International Travel Parental Informed Consent Form](#)
  - A legal guardian must also sign the minor's Travel Code of Conduct, Waiver of Liability, and Media Release Form.



# INTERNATIONAL INSURANCE

The Office of Learning Abroad purchases international insurance coverage through Cultural Insurance Services International (CISI) for all short-term study abroad participants. Travelers are sent a “welcome packet” once they’ve been enrolled that includes policy information, a consulate letter, etc. These documents are also available through the online and app portals. CISI pays medical expenses directly but can reimburse payments if needed.

## Policy

### Extending Coverage

- If students will be traveling personally after the trip they can elect to extend their coverage. Coverage can be extended for up to one additional month, but there is a charge. Instructions on how to extend coverage are available in the welcome packet.

### Finding Healthcare Providers

- There are no network restrictions.
- Students can call 312-935-1703 or email [medassist-usa@axa-assistance.us](mailto:medassist-usa@axa-assistance.us).
- Providers can also be located through the AXA/WorldCue resources in the insurance portal.
- It is possible to look up providers by location, specialty, spoken language, etc.

### Quarantine Coverage

- Quarantine-related expenses are paid out-of-pocket and then reimbursed when the claim is filed.
- The traveler should keep documentation of a positive test result that would warrant the required quarantine.
- The AXA emergency line will not help those who need to quarantine.
- AXA can also provide a letter of recovery to those who need it.
- [How to file a claim for quarantine coverage](#)

### Other Emergency Services

- Obtaining emergency cash



- Lost/delayed baggage tracing
- Important document replacement assistance (passports, credit cards, traveler's checks, airline tickets, etc)
- Locating legal services and assistance in posting bail
- Worldwide inoculation information and medication replacement

## Insurance Contacts

- In case of emergency - Team Assist Provider: AXA Assistance
  - Phone: (855) 372-1411 (calling toll-free from within the US)
    - (312) 935-1703 (calling from outside of the US, collect calls accepted)
  - E-mail: medassist-usa@axa-assistance.us
    - Or email crisis@culturalinsurance.com
- To reach a CISI Claims Representative (9-5 EST M-F):
  - Phone: (800) 303-8120 (calling toll-free from within the US)
    - (203)-399-5130 (calling from outside of the US, collect calls accepted)
  - E-mail: claimhelp@mycisi.com
  - Mail: Cultural Insurance Services International (CISI), 1 High Ridge Park, Stamford, CT 06905

## Filing a Claim

- Claim forms are only needed if some money was paid out-of-pocket. Most things should be paid for directly by the insurance.
- All receipts for out-of-pocket expenses should be kept to submit with the claim form.
- Claims can typically be processed within 15 days.
- Claims should be submitted as soon as possible, but no later than a year after the incident .

## Cancel for Any Reason Insurance

- Cancel for Any Reason insurance (CFAR) can help travelers recover the cost of their airfare and SUU study abroad program fees should they need to withdraw from a program after the application deadline.
- The Office of Learning Abroad cannot purchase CFAR insurance on behalf of a student. If travelers want CFAR coverage, they must purchase it themselves.
- CFAR insurance can be purchased through CISI's partner: [Travel Insured International C&F](#)

# COURSE ENROLLMENT

## HOW TO REGISTER

- Wait for the Office of Learning Abroad to send an email that lists study abroad-specific CRNs
- Log into mySUU portal
- Select "Registration" from the Dashboard
- Select "Permission to Add Course" once it appears (note: it may take a few seconds for the "Permission to Add" option to load)
- Fill in the requested information
  - Under "CRN", enter the study abroad-specific CRN provided by OLA
  - Under "Reason", select "Other"
  - Under "Explanation", enter the program name
- Submit the form

- 🎓 Graduation Application
- 🕒 Leave Report
- 🗑️ Online University Withdrawal
- + Permission to Add Course**
- + Registration
- 🎓 Student Menu
- ☑️ Tax Forms
- ☑️ Tax Notifications
- 🕒 Time Sheet (Banner 8)

## Add Course Request

For courses that require special permission, such as instructor or department approval.

**Term\***

**CRN\***

The Course Reference Number

**Reason\***

Please select the most relevant reason.

**Explanation\***

## THINGS TO REMEMBER

- Credits earned through short-term studies abroad may NOT be used to help students achieve part-time or full-time student status.
- Students are responsible for following the given instructions. Failure to enroll will result in the student not receiving course credit.
- Students may take a maximum of 7 credits per short-term program but are not required to take courses while abroad. Those who decide not to enroll in classes will not receive a discounted program fee.
  - Those who are not current students at SUU will not be able to take classes.
- Coursework for classes may be assigned both before and after the given program dates. Students should complete and submit all assignments by the provided due dates. Failure to submit work on time might result in a failing grade.
- Those taking Engl 2010 will be required to enroll in the Info 1010 corequisite separately. Students will be responsible for paying the Info 1010 tuition.

# EMERGENCIES ABROAD

## EMERGENCY CONTACTS

Travelers submit their emergency contact information through the Medical Information form and study abroad application.

In case of emergencies abroad, students can reach out to:

- Program Director(s)
- Team Assist Provider: AXA Assistance
  - Phone: (855) 372-1411 (calling toll-free from within the US)
  - Phone: (312) 935-1703 (calling from outside of the US, collect calls accepted)
  - E-mail: medassist-usa@axa-assistance.us
  - Email crisis@culturalinsurance.com
- [Masterlist of Emergency Numbers](#) from around the world
- SUU Police Office 1-435-586-7794
- SUU Police Emergencies 1-435-865-8888
- SUU's 24/7 Emergency Hotline: 1-435 - 586-1911
- Office of International Affairs/Office of Learning Abroad: 1-435 - 586-1995
- Kurt Harris, Director of Learning Abroad
  - Phone: 1-435-586-1991
  - Email: harrisk@suu.edu
- Tayah Nelson, Learning Abroad Specialist:
  - Phone: 1-435-586-1943
  - Cell Phone (for emergencies only): 1-435-233-5217
  - Email: tayahnelson@suu.edu

Please remember to add the needed country codes to phone numbers.

## EMERGENCY ACTION PLAN

All Program Directors will provide an Emergency Action Plan to students prior to departure. Students should keep this document with them at all times. It is recommended that they keep a photo or scan of the Emergency Plan on their cell phones for quick reference. The Emergency Plan provides instructions for what to do in an emergency, emergency contact numbers, and the address and phone number of the nearest U.S. Embassy or Consulate.

## GENERAL EMERGENCY RESPONSE

- Contact the Program Director
  - If the Program Director cannot be reached, call either SUU's 24/7 emergency line or one of the other emergency numbers.
  - If no emergency numbers can be contacted and the Program Director is not on-site, proceed to the nearest police station or return to lodging.
- Contact local emergency numbers as needed
- Follow instructions from the U.S. Embassy, Program Directors, and officials on-site
- If something major has happened and cell service is down, check-in using the CISI app so OLA can be notified that you are safe.
- SUU's International Travel Emergency Management team may be convened in times of emergency to help Program Directors respond to crises abroad. This team includes:
  - SUU Chief of Police
  - Director of Safety & Risk Management
  - Office of the President designee
  - Vice President of Student Affairs designee
  - Vice Provost for International Affairs
  - Director of Learning Abroad
  - General Counsel
  - Director of Marketing and Communication

More information can be found in the [Risk Management Toolkit](#).

# SAFETY ABROAD TIPS

The [Risk Management Toolkit](#) provides a more extensive list of travel precautions.

## LOCATION SAFETY

- Research the host country
  - While the Emergency Action Plan will list most location-specific concerns, travelers should consider doing research of their own. Some available resources are:
    - [UDOS Travel Advisories](#)
    - [International Air Transport Association](#)
    - [U.S. Centers for Disease Control](#)
    - [World Health Organization](#)
    - [ARC GIS Travel Map](#)
    - "Security and Assistance"/WorldCue tool located in the personal CISI portal
- Obey local laws
  - Those who are members of the LGBTQ+ community should especially be aware of laws that may be harmful towards them.
- Be aware of cultural differences and relevant current events
- Have a physical copy of local emergency phone numbers to reference and keep enough change for emergency phone use or a cab on hand at all times
- Know the location and phone number of the nearest American embassy or consulate.
  - [List of Embassies](#)

## HEALTH SAFETY

- Visiting a doctor prior to leaving
  - Visit a doctor and make sure you are in good physical and mental health.
  - Ensure your immunizations are up to date, including [country-specific ones](#). Visiting a doctor prior to departure to learn about health information and need vaccinations may be wise.
- Travelers with preexisting medical conditions should make the proper preparations and take appropriate precautions.
  - If serious, students should consider wearing a medical alert bracelet. Notify those you will be traveling with if any accommodations are needed. For example, a refrigerator for insulin, wheelchair accessibility, etc.
- Traveling with medication
  - Travelers should bring enough of their medication with them. Medication should be in the original packaging with the label clearly visible with your name on it.
  - Pack all medication in carry-on luggage so it is easily accessible and less likely to get lost
  - Travelers should make themselves aware of the regulations surrounding medication abroad.
    - [Country Regulations](#) for medication and [IMAT](#) traveling with medication
- Wash hands regularly or use hand sanitizer
- Avoid bug bites by using insect repellent
- Protect yourself from the sun with sunscreen and bring clothing suitable for the weather.
- Be mindful of the cleanliness of locations where you purchase food. Hot foods and pre-packaged foods are usually the safest options if there is a concern.
- Stay hydrated and always use bottled water (even to brush teeth) unless sure tap water is safe
- Don't drink anything that others have opened or leave open drinks unattended

## FINANCIAL SAFETY

- Carrying valuables
  - Consider carrying valuables in a money belt or satchel under clothing
    - If bringing a purse, bring one with a shoulder strap that is hard to grab and a fabric that is hard to slash
  - Do not carry anything in back pockets.
  - Don't keep all credit cards/money in one location in case of theft
- Let your bank know that you will be traveling internationally and add their helpline to your phone's contacts just in case
- Never count money in public
- Beware of pickpockets
  - Pickpockets may try to distract you while their partner steals your bags or picks your pocket.
  - Often, beggars and even children are expert pickpockets or thieves.
- Be wise and situationally aware when using ATMs
  - Use ATMs during daylight hours and when there are other people around
  - Guard your PIN number and avoid distractions
  - Check ATMs for small devices that can trap cards for thieves
- A value-added tax (VAT) is not a sales tax, but travelers should think of it as one. A VAT is a fee levied on all goods and services by some 40 countries as the goods and services go through the production chain. In some countries, you can obtain refunds for VATs, minus an administrative fee, at major airports or checkpoints as you leave the country.



## COMMON SCAMS

### The "Helpful" Local

Locals may warn about wallet safety to see where a tourist is keeping their money. They may also offer to help tourists use the ATM, navigate the subway, etc. At times, they may be helpful but demand a tip after the help is received.

### Room inspectors

If people come to a hotel room wanting to "inspect it", be careful. They will be looking for left out valuables to take. Do not let them in.

### "Oops"

Scammers may drop things, spill drinks, or fall down as a way to get physically close enough to targeted tourists to pickpocket them.

### Slow Count

Cashiers may count money with awkward pauses hoping travelers will think they are done, take the money they have counted, and leave without the rest.

### Cab Drivers

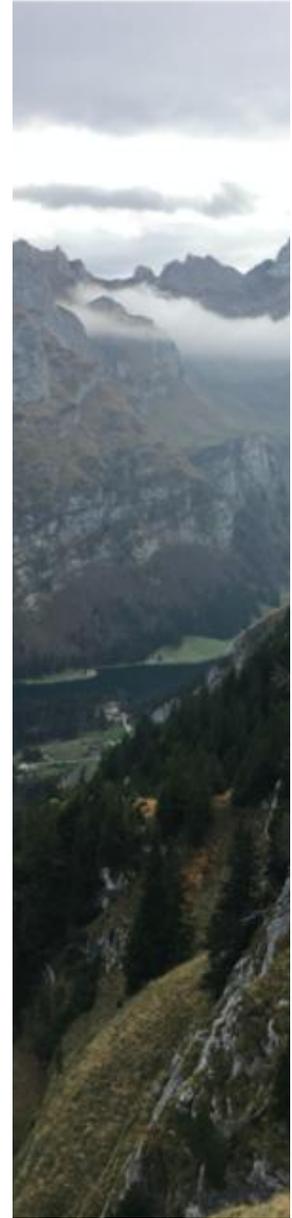
When transporting a tourist, drivers are known to increase their rates or quote an ending total that is higher than what is shown on the meter. Usually, simply asking about the price scares drivers out of the scam.

### Fake Police

Be aware of thieves dressed up in uniform who may demand to check a tourist's wallet for drug money or fake bills.

## GENERAL TRAVEL SAFETY

- Don't leave luggage unattended and don't agree to carry someone else's luggage
- Don't travel alone and always communicate travel plans with the group
- Be careful when crossing streets or waiting to cross. Pedestrians may not have the right of way, cars may drive on the opposite side of the street, etc.
- Do not walk alone at night or in remote and unfamiliar areas.
- SUU strongly recommends against renting cars while abroad. Given differences in traffic laws and customs, we recommend public transit instead.
- Even if lost, walk with purpose. Try to only ask for directions from individuals in authority or store employees.
- Do not agree to meet or go with strangers in non-public places
- Learn to distinguish between official and unofficial taxis and cabs.
  - Official taxis are more likely to be insured and have seasoned drivers. Unofficial cabs may be less expensive, but they present more of a risk of both accident and robbery.
  - Before using rideshare services, such as Uber and Lyft, determine if such services are legal, safe, and reliable in the host country.
  - If a student feels unsafe in a taxi or ride share, they should text the Program Director or another student the name and ID number of their driver
- If confronted or mugged, surrender valuables and don't fight back
- Read housing fire safety instructions and locate the nearest fire exits.
- Avoid divulging personal information to strangers
- Lock residence doors
- Be discreet and polite, heeding signs and regulations in public places.
- Avoid being too loud in public spaces
- Avoid outfits that look expensive, are identifiable as American (college jerseys, etc.), or that may be considered inappropriate.
- Do not impair judgment by consuming drugs or excessive amounts of alcohol
- Don't get involved in controversial discussions/situations in public places, especially if a crowd is forming.
- Traveling With a Mobile Device



## SAFETY FOR FEMALE-PRESENTING TRAVELERS

In certain locations, women may have a difficult time adjusting to different gender dynamics. Some men openly demonstrate their appraisal of women in ways that many women find offensive. It is not uncommon to be honked at, stared at, verbally and loudly approved of, and to be actively noticed simply for being a woman, an American woman in particular. Sometimes the attention can be flattering. Soon, it may become very annoying and potentially even angering or scary. Local women, who often get the same sort of treatment, will be familiar with navigating it.

Female travelers will have to learn the unwritten rules of their host country. Women can provide support for each other by discussing what does and doesn't work when dealing with unwanted attention. Be aware that some men from other cultures tend to mistake the friendliness of U.S. American women for romantic interest. Eye contact between strangers or a smile at someone passing in the street, which is not uncommon in the U.S., may result in unexpected invitations. Some women feel it best to avoid eye contact. U.S. women are seen as liberated in many ways and sometimes the cultural misunderstanding that comes out of that image leads to difficulties.

# Packing 101

- Airline tickets typically include one free checked bag and one free carry-on. However, each airline is different. The student should determine what baggage allowances and weight restrictions are included with their ticket.
- Students should pack lightly as they will be responsible for transporting their luggage to housing in areas where there may not be sidewalks, elevators, or escalators.
- Students should leave room in their suitcases for souvenirs
- Bags should be labeled with the traveler's full name and both the address of their housing abroad and their home address.
- Travelers should consider adding brightly colored stickers or some other easily identifiable marker to their luggage.
- Thieves may target new or expensive luggage
- While baggage loss is not common, it does happen. It is also possible for luggage to be delayed. To prepare for this, it is recommended that students pack enough essentials for one or two days in their carry-on bag. This should especially include medication.
  - If a carry-on bag is complimentary checked by the airline, students should transfer what essentials they can to their under-seat bag.
- Electrical outlets abroad may be different than in the U.S. Because of this, students should bring a converter.
  - [What converter does a traveler need?](#)
  - Even with a converter, some sensitive items, such as curling irons and blow-dryers, may short out without a voltage adapter.
- Liquids in a carry-on cannot be larger than 3.4 oz each.
  - Airlines sometimes restrict carry-on liquids to what can fit into a 1 quart-sized ziplock bag. Consider keeping all liquids together in case they must be removed from luggage at security.

## Jet Lag

When subject to 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 consider packing melatonin or another sleep aid.





# Packing List

## DOCUMENTS

- Passport (and visa, if necessary)
- International insurance card
- Airline tickets
- Credit card, debit card, cash
- Photo ID
- Student ID
- Emergency action plan

## CLOTHING

Pay attention to the weather of the host location and the types of activities on the program itinerary.

- Shirts
- Sweater or jacket
- Long pants
- Shorts
- Underwear and socks
- Shoes (at least two comfortable pairs for daily walking)
- Flip-flops or sandals
- Swimsuit
- Watch
- Hat

## ELECTRONICS

Internet access may not be available everywhere and should not be relied on.

- Cell phone
- Cell phone charger (portable charges may be useful)
- Outlet converter and/or voltage adapter

## HEALTH AND TOILETRIES

Please note that many toiletries can be purchased in the host country upon arrival.

- An adequate supply of any medications (prescriptions and others such as tylenol, pepto bismol, etc.)
- Band-Aids/small first aid kit
- Hand sanitizer
- Hairbrush/comb
- Extra glasses/contacts/contact solution
- Shampoo, conditioner, and soap
- Toothbrush and toothpaste
- Razor and shaving cream
- Towel
- Sunscreen
- Deodorant
- Cosmetics

## SCHOOL SUPPLIES

- Pens/pencils
- Foreign language dictionary
- Folders, notebooks, paper
- Knapsack, purse, or backpack

## OTHER

- Travel blanket/pillow
- Travel snacks
- Umbrella



# PREPARATION FOR TRAVEL

## Cultural Competency and Communication

- Pay Attention. Remember that there is no point in talking if you cannot pay (or receive) attention. Hear not just what the other person is saying but what is meant by what was said. Be patient with one another and do not try to finish the other person's sentences. Be ready to explain your point in more than one way.
- Download a translator to your phone. Before taking out the device, say, "I am taking out my phone to help with translation," so the other person does not immediately think you are being rude. Most cultures are not as obsessed with technology like the US
- Ted Talk: [Learn a New Culture](#)
- Practice common phrases in the local language. Apps like Duolingo can be helpful.
- Students should have a way of communicating while abroad. International cell service is needed. Airallo may have affordable e-sim cards for students to use.
- Texting may not work as well abroad. Apps like WhatsApp may be used by the group instead.



## Resources

- [Mental Health Handbook](#)
- [Frequently Asked Questions](#)
- [Cross Cultural Conversions](#) (time, money, temperature, etc.)
- [Guide to Culture Shock](#)
- Download the Mobile Passport Control (MPC) app to speed through customs when returning to the U.S.



# WHEN IT'S OVER...

## Finish Schoolwork

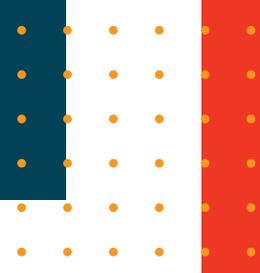
Short-term students should complete any schoolwork that may need to be finished after their return to the United States. Once that work has been submitted, Program Directors will be able to finalize student grades.

## Submit Trip Photos

The Office of Learning Abroad will send a final email to students when they return to check-in and ask students to submit their favorite photos and videos from their time abroad to [learningabroad@suu.edu](mailto:learningabroad@suu.edu). These photos and videos may be used to highlight trips, share student experiences, and support future study abroad efforts.

## Update Resume

Studying abroad is a great way to make a resume stand out! Students can visit [Career Services](#) or [go online](#) to figure out how best to add their international experience to their resume.





## Add to Degree

Both the [Global Studies minor](#) and [International Business certificate](#) require students to take part in a study abroad, so students who have already studied abroad may be interested in adding them to their academic plan.

## Submit to [The Global Review](#)

Students interested in being published should consider submitting to [The Global Review](#), a study abroad journal created by SUU's Office of Learning Abroad.

## Join [Global Ambassadors](#)

The Global Ambassadors (GLAMs) are a student group dedicated to supporting study abroad efforts on SUU campus. They work closely with inbound exchange students and attend study abroad events.

## Study Abroad Again

There is no limit to the number of studies abroad a student can take part in! Students can spend a semester abroad or take part in another short-term program.