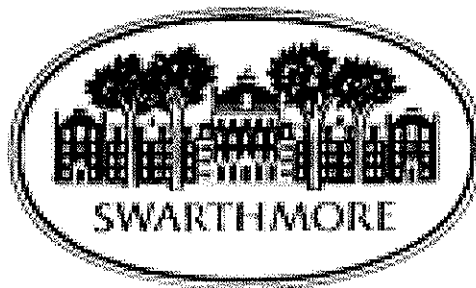


STUDY ABROAD: COUNTDOWN TO DEPARTURE PRACTICAL MATTERS

For
Fall Semester 2015
and Academic Year 2015-16
Participants



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INTRODUCTION

This handbook has been prepared to be useful to students as they prepare to travel abroad and also to be a reference while abroad. It is important that you read this document carefully. It contains information that you will need to complete your preparations and succeed with your abroad experience.

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IF WHILE ABROAD YOU NEED TO TELEPHONE US, THE OFF-CAMPUS STUDY OFFICE WILL BE GLAD TO PAY FOR THE CALL. IF YOU CAN, CALL COLLECT. IF YOU CANNOT CALL COLLECT, FIND OUT HOW MUCH THE CALL COST YOU, LET US KNOW, AND WE WILL REIMBURSE YOU FOR THIS AMOUNT.

TABLE OF CONTENTS

I.	<i>Travel Documents</i>	1
	Passport.....	1
	Visas.....	1
	International Student Identity Card (ISIC).....	2
	Additional Documentation.....	2
II.	<i>Arranging Travel</i>	2
III.	<i>Managing Finances</i>	4
	Initial Funds.....	4
	Bank Accounts.....	4
	Credit Cards and ATMs.....	4
	Safety.....	4
IV.	<i>Packing</i>	5
	Clothing.....	6
	Miscellaneous.....	6
	Medicine and Toiletries.....	6
	Documents.....	6
V.	<i>Food and Water</i>	6
VI.	<i>Physical and Mental Health</i>	8
	Visit to Worth Health Center.....	8
	Additional Medical Preparations.....	8
	Mental Health.....	9
	CAPS	9
	Safer Sex	9
	Alcohol and Drug Use.....	9
VII.	<i>Insurance</i>	10
	Evaluating Your Insurance Policy.....	10

	Proof of Insurance.....	11
	ISIC Insurance.....	11
	Health and Travel Insurance Policies.....	12
VIII.	<i>Safety Guidelines</i>	12
	Responsibilities of Participants.....	12
	Recommendations to Parents/Guardians/Families.....	13
IX.	<i>U.S. Department of State, Bureau of Consular Affairs</i>	13
	Travel Registration	13
X.	<i>What to do in a Health, Safety, or Legal Emergency</i>	14
	How to Contact CISI	14
XI.	<i>Water Safety</i>	15
XII.	<i>Fire Safety</i>	16
XIII.	<i>Legal Considerations</i>	17
	Local Laws Abroad.....	17
	Emergency Assistance.....	19
	Power of Attorney.....	19
XIV.	<i>Language Learning</i>	19
XV.	<i>Important Travel Resources</i>	19
XVI.	<i>Communications</i>	19
XVII.	<i>Career Services</i>	20
XVIII.	<i>Mail and E-Mail Forwarding</i>	21
XIX.	<i>Photos</i>	21
XX.	<i>Housing Concerns at Swarthmore</i>	21
XXI.	<i>Considerations for LGBTQI Students</i>	21
XXII.	<i>For Women Travelers</i>	22
XXIII.	<i>Voting for US Citizens</i>	23
XXIV.	<i>Swarthmore Libraries and Study Abroad</i>	23

I. Travel Documents

Passport

A passport is an official identification document issued by governments to their own citizens and is required for international travel. Your passport is your most important legal document when you are outside of your home country. Do not travel away from your program site, and most definitely do not attempt to cross international borders without your passport.

If you have a passport, check the expiration date. If your passport will expire within six months of the date of return from your abroad program, it must be replaced before you travel abroad.

If you are a frequent traveler, check how many blank pages are in your passport. If you have four or fewer pages you should have additional pages added to your passport.

Details for applying for first passports, renewing or replacing lost or stolen passports, adding pages to an existing passport, or correcting or changing passport information can be found on the following website: <http://travel.state.gov/content/passports/english.html>.

When traveling make sure that you secure your passport in a safe place such as in a money belt worn under your outer clothing or in a zippered compartment of a bag that you carry close to your body. When residing abroad make sure to store your passport in a secure place such as a program office or hotel or hostel safe. If your passport is lost or stolen it must be replaced immediately at the embassy or consulate of the country of which you are a citizen. Take a photocopy of your passport with you and keep it in a separate place from your passport. This will make it easier to have your passport replaced quickly if it is lost or stolen.

Visas

Visas are granted by governments to permit foreign nationals to enter and then reside in their countries for a fixed period of time. The visa can be on a piece of paper or a stamp in your passport. It is important to determine as early as possible what the visa requirements are for your travels and how and when to apply. When in doubt you can check with the Off-Campus Study office. You need to be prepared to be without your passport for the period of time during which you apply for a visa from the appropriate embassy or country. Travel plans must be made carefully with the timeline for securing the visa in mind. Please note that OCS does not cover the cost of the visa.

Be extremely careful when filling out visa documents. Be sure to sign all appropriate documents. We suggest that you have another person review your documents before submitting them to the appropriate consulate or embassy. Failure to fill in all forms completely and submit all required supporting documents in a timely way is very likely to result in a delay in receiving the visa.

In some cases you may be advised to consider paying for the services of a company that assists you in the process of applying for a visa.

If you are required to obtain your fingerprints as part of the application for the visa you can have this done at the Swarthmore Borough Police Department (121 Park Avenue, Swarthmore, 610-543-0123).

International Student Identity Card (ISIC)

ISIC cards are available for purchase from the OCS office between the months of September and June. Details about the ISIC card, including the following information can be found on the following website (<http://www.isic.org>). (current cost is \$25)

ISIC is the only internationally accepted student ID card and proof of current student status in existence. These cards provide a world of benefits and services to the nearly 5 million people worldwide every year. More than an ID card, they also offer: discounts to more than 33,000 locations in 103 countries; mobile phone and a calling card communications package; insurance plan; emergency help line. The card is underwritten by Stonebridge Casualty Insurance Company and provides some coverage for travel delay, baggage delay, medical or dental expense, emergency medical transportation, and accidental death and dismemberment. The company also has an ISIC Premium Card with higher levels of coverage.

Additional Documentation

Often you will be required to carry other important documents when entering other countries (e.g., proof of insurance, official acceptance letters; medical documents, proof of financial support). OCS will provide participants in the Semester/Year Abroad program with proof of financial support letters. Normally your program will provide you with the details of what is required. However, please contact the OCS office should you have any questions. When traveling, it is always a good idea to carry your acceptance letter and other important documents with your passport, in support of your stated plans for being in the country.

II. Arranging Travel

Students who participate in the Swarthmore Semester/Year Abroad program will be provided with an allowance to purchase a round-trip ticket for each semester abroad, calculated using Philadelphia as the gateway city. You are responsible for coordinating your own travel plans unless travel is arranged through your abroad program. **Travel arrangements should be made as soon as you are accepted to your program, but not before you know what your travel stipend is from OCS, and not before reviewing how applying for a visa may affect your travel plans (if applicable).** If you are going on a program sponsored by OCS, then you need to contact Rosa Bernard as soon as you are accepted (rbernarl@swarthmore.edu) and you will be provided with further details on the travel stipend. If you delay in purchasing your flight and the amount of the flights goes up, you will not be given additional funds, so don't delay in purchasing your flight!

Be sure to arrange your travel through a reputable travel agency. Below are travel agencies recommended by members of the Swarthmore community.

- STA Travel: www.statravel.com 800-781-4040
- Avenue Two Travel: 610-243-1100

beth.heckman@avenuetwotravel.com | 789 East Lancaster Avenue Suite 100
Villanova, PA 19085

- Student Universe: www.studentuniverse.com 800-272-9676

Several factors can affect the cost of airfare: the season when you fly, the airline you choose, the length of stay, the flexibility of the ticket regarding changing dates, departing on a weekend, and how far in advance you purchase the ticket. Be sure that the ticket allows you to change or refund your ticket for a reasonable fee, should you have to change your departure date, or cancel your flight.

STA Travel and Student Universe offer student tickets, based on availability. A student ticket usually requires that you have an ISIC card (International Student Identity Card). ISIC cards can be purchased from Off-Campus Study or on-line directly from ISIC.

If you choose to purchase a one-way ticket, keep in mind that your stipend will not be increased if it costs you more than your stipend to purchase a one-way ticket home (as opposed to purchasing a round-trip airfare from the beginning). Also, some countries will not allow entry with a one-way ticket. In such cases you have to show that you have onward travel plans, or that your visa allows entry on a one-way ticket. If you have a student ticket then usually the fees for changing airline dates are minimal and tickets are usually valid for one year.

Be sure to find out how long the ticket is valid for; what the penalty is if you want to change the dates on the ticket; can you change the routing of the ticket, and what is the penalty. Be aware that budget airlines may have much lower baggage allowances. Make sure you know the limits on the weight and amount of luggage. If your bags are overweight you will have to pay very expensive fees. If possible weigh your bags before you head to the airport! Budget airlines work better for shorter trips once you are abroad when you may be less concerned about the amount of luggage you have with you.

Airport Immigration

Upon arrival abroad you will go through immigration. This usually occurs before you have claimed your luggage. Be sure to carry your passport, and any other required documents for immigration, in your carry-on luggage. Be prepared to provide information about how you are financing your stay, the address of where you will be living, and phone numbers of local contacts. Admission is entirely at the discretion of the immigration officer. It is important to be polite and dress neatly. The immigration officer determines the length of stay to be authorized and stamped in your passport.

Customs

Following immigration you will collect your luggage and go through customs. The customs office has the right to search your luggage. If this occurs you will be responsible for unpacking and repacking your belongings. Do not attempt to bring in any forbidden or illegal items.

Return to the US: Customs

You should get and save sales slips for items you buy and intend to take home. Aside from restrictions on the quantity of tobacco, wine and spirits you can bring into the US,

you will usually have an \$800 duty-free allowance on personal items after which you must pay a fee on additional goods.

III. Managing Finances

Initial Funds

You should plan to have a couple hundred dollars with you for travel and initial expenses. It's a good idea to obtain some local currency in advance if possible. It is also a good idea to have some money available as emergency funds (traveler's checks are secure in that they can be replaced if lost or stolen). Normally you can access funds from ATM machines in airports upon arrival, but you should check ahead of time if that is going to be the case, and always have more than one way to access funds, should one method not work. If you are a member of the Franklin Mint Credit Union you can order some foreign currency in advance of travel. If you plan to use your debit card abroad you should contact your financial institution so transactions won't be mistaken for fraud and blocked.

Bank Accounts

It may make sense for you to open a bank account while abroad, particularly if you will be abroad for an academic year (you should receive advice about this from your host program or university). You should check to see if your US bank has a branch or a relationship with a bank where you are going to be. This would allow you to make banking arrangements before you leave. More commonly you would be in the position of opening a bank account upon arrival. You can then deposit funds into the new account (e.g. travelers checks) or you can arrange to have money wired from a bank account at home to the new account. You should not plan to deposit a check drawn on an American bank to establish the new account. That could take several months to clear or simply might not be acceptable.

Credit Cards and ATMs

Master Card and Visa are the most commonly used cards abroad. American Express offers a variety of services at American Express offices, including personal check cashing. Be sure to know what your limits are on your cards, and inform your bank that you will be using the cards abroad for an extended period of time (**otherwise you run the risk of the cards being stopped by your bank**). You should also make sure that the primary account on your ATM is a checking account (not savings). Unfortunately many ATM machines in the US and abroad are rigged so that your account information can be stolen when you swipe your card. Try to use ATM machines in locations that make them less likely to have been tampered with. Find out what scams are operating in your new town or city abroad. Make sure that someone back home is paying your credit card bills!

Make sure you know what charges you will incur for using your credit card or ATM card abroad. The fees can be steep. Try to negotiate a reduction in the fees before you leave for your travels.

Safety

Get advice from your program or university about the best place to secure your personal belongings, including credit and ATM cards, your passport, and your cash. Once residing abroad, do not carry items with you on a daily basis that you do not need, and that you can leave in a secure place. Have copies of your passport and credit card information

(including the numbers to call in the event your cards are lost or stolen) in a location that is separate from the original items. You should also leave this information at home with someone who can help you if you lose your travel documents and your credit cards.

NEVER put your personal information (social security number, credit card information, etc.) in an electronic document that can be accessed should your computer be hacked into. This also means do not scan or email personal information and send it to yourself by email. Keep separate paper copies of important documents and contact numbers should you need to discontinue a stolen credit card.

Suggestions from the Franklin Mint Federal Credit Union (FMFCU)

Foreign currency is available in about two business days when ordered in the branch office or through ebanking. Be sure to change your mailing contact details prior to going abroad. American Express Travelers Cheques are available at no charge. Use ebanking to see your account activity. Select “credit” when using your debit card abroad.

IV. Packing

We encourage you to pack as light as you can. Be aware of your airline’s policy on number and weight of checked and carry-on bags. Weigh your bags before you head for the airport! Also keep in mind that if you are taking any internal flights, after your international flight, there may be further limits restrictions on luggage. Start packing at least a week before your flight. That way you will have plenty of time to rethink your packing if you have started with too much to fit! Also, see if you are going to be able to handle your luggage on your own, especially if this is going to be necessary throughout your trip. If at all possible, everything except your carry-on luggage should either be on wheels or be carried on your back. It is not recommended to ship items abroad. It is expensive and you are likely to find that you do not need as much as you thought you did. It is far better to travel light from the beginning.

Your program or university, past participants, and travel guides can help prepare you on what to take. Be aware of differences in standard electrical current and wall plug sizes. You will need an adaptor that works with plugs in the countries you will visit, and a converter to change the voltage. However, in most cases laptops and camera battery chargers are likely to work with both voltages, but still require appropriate plugs. Check the information from the manufacturer to make sure this is the case. Other electronics will probably require use of a converter. In most cases it will be less expensive in the long run to buy small appliances in the country so that you know they will work (e.g., hair dryers, razors, etc.). Otherwise, even with a converter, small appliances may short out.

Be sure to pack important items such as your travel documents, program addresses and phone numbers, medications, cameras, phones, computers, jewelry, etc. in your carry-on items. This is in case your bags are lost and/or to prevent important items from being removed from your luggage when it is in transit.

You should not take expensive jewelry and other items with you that are likely to make you more of a target of theft. When traveling and on the plane, make sure that your passport, money, and other valuables are secured. Do not leave them in a bag on the floor

under your seat or under the seat in front of you. They should be close by your side or under your clothing where no one has access to them. Carry extra clothing in your overnight bag in case your luggage does not arrive on your flight.

The following are suggested items to consider bringing with you. Check with your program to see if there are other suggested items as well.

Clothing

A rule of thumb is to pack for three weeks, rather than three months. That makes it much easier to consider what you will need. Keep in mind the possibility of attending a dress event like a wedding, going clubbing, working, etc. What you need will depend on the climate, activities, and the local cultural norms. But in general consider that you may need: rainproof walking shoes, flip-flops for showers, socks, underwear, shorts (may not be appropriate everywhere), bathing suit, hat, nice outfits, winter coat/hat/gloves/scarf, skirts/trousers, shirts, sweater/sweatshirt, rain jacket, light jacket. Be sure to check on what is considered to be appropriate attire, particularly in locations where it is important to dress modestly, and adhere to local values and norms.

Miscellaneous

Watch, binoculars, camera, Swiss army knife (in luggage – make sure it is legal to have), flashlight and batteries, address book, journal, guidebooks, paperback books to read and share, daypack, plastic storage bags, laundry soap and line, hostel sleep sack, sewing kit, umbrella, luggage locks and tags, battery-operated alarm clock, moist towelettes, hand sanitizer, MP3 player, adaptor and voltage converter, American cookbook/measuring cups, linens (if not provided by program), towel/washcloth.

Medicine and Toiletries

Prescription medications (carry a copy of the prescription), toothbrush/toothpaste, soap/shampoo, comb/brush, sunscreen, lotion, cosmetics, deodorant, first-aid kit, contraceptives/condoms, pain/fever relievers, antibiotic ointment, anti-diarrhea medicine, band-aids/tape, non-prescription decongestant, tissues, tampons/pads, shaving equipment, extra eyeglasses and sunglasses (with a copy of your prescription), contacts/cleaning solution (subject to restrictions on liquids in carry-on luggage on flights), tweezers/nail files, scissors.

Documents

Passport/visa and photocopies, tickets, ISIC card, insurance cards, hostel membership, money belt/wallet, cash/traveler's checks/credit cards/copies, extra passport photos.

Gift Suggestions

Anything handmade from your home country, baseball caps, CD's of American music, scenic drawings/photos/calendars, items with Swarthmore logos on them, cookbooks with American recipes, non-perishable foods.

V. Food and Water

It is important for you to research how your established dietary preferences and practices may be affected in your abroad environment. Do not assume that the foods you are used to will be available. Consider the extent to which you can be flexible in your food choices

and how this may affect your experience abroad if there are practices and preferences that you feel you cannot change.

Safe Water

In areas where chlorinated tap water is not available, or where sanitation and hygiene are poor, you should only drink beverages made with boiled water, such as coffee and tea, or canned or bottled beverages, preferably carbonated. When the water supply is not treated, ice cubes should also be considered to be contaminated. Wet containers should be dried before drinking from them.

Water Disinfection for Travelers by Howard D. Backer from the following website: <http://wwwnc.cdc.gov/travel/yellowbook/2014/chapter-2-the-pre-travel-consultation/water-disinfection-for-travelers> provides information on simple methods to ensure safe drinking water.

Be sure to seek advice from your host program, or travel experts for the region you will travel to, about how to secure safe food and water.

Traveler's Diarrhea

The following information is provided by the Centers for Disease Control (<http://wwwnc.cdc.gov/travel/yellowbook/2014/chapter-2-the-pre-travel-consultation/travelers-diarrhea>)

Travelers' diarrhea (TD) is the most predictable travel-related illness. Attack rates range from 30% to 70% of travelers, depending on the destination. Traditionally, it was thought that TD could be prevented by following simple recommendations such as "boil it, peel it, or forget it," but studies have found that people who follow these rules still get ill. Poor hygiene practice in local restaurants is likely the largest contributor to the risk for TD. ... What is commonly known as "food poisoning" involves the ingestion of preformed toxins in food. In this syndrome, vomiting and diarrhea may both be present, but symptoms usually resolve spontaneously within 12 hours.

The most important determinant of risk is travel destination, and there are regional differences in both the risk for and etiology of diarrhea. The world is generally divided into 3 grades of risk: low, intermediate, and high.

- *Low-risk countries include the United States, Canada, Australia, New Zealand, Japan, and countries in Northern and Western Europe.*
- *Intermediate-risk countries include those in Eastern Europe, South Africa, and some of the Caribbean islands.*
- *High-risk areas include most of Asia, the Middle East, Africa, Mexico, and Central and South America.*

Untreated bacterial diarrhea lasts 3–5 days. Viral diarrhea lasts 2–3 days. Protozoal diarrhea can persist for weeks to months without treatment.

Carrying small containers of alcohol-based hand cleaners (containing at least 60% alcohol) may make it easier for travelers to clean their hands before eating.

Care in selecting food and beverages for consumption might minimize the risk for acquiring TD. Travelers should be advised that foods that are freshly cooked and served piping hot are safer than foods that may have been sitting for some time in the kitchen or in a buffet. Care should be taken to avoid beverages diluted with nonpotable water (reconstituted fruit juices, ice, and milk) and foods washed in nonpotable water, such as salads. Other risky foods include raw or undercooked meat and seafood and unpeeled raw fruits and vegetables. Safe beverages include those that are bottled and sealed or carbonated. Boiled beverages and those appropriately treated with iodine or chlorine may also be safely drunk.

Fluids and electrolytes are lost in cases of TD, and replenishment is important.

VI. Physical and Mental Health

Visit to Worth Health Center

All students who plan to study abroad should have an appointment with a nurse practitioner at the Worth Health Center for a travel health consultation, and students who participate in College sponsored activities are required to do so. You can make an appointment by calling ext. 8058. Your immunization and other travel medicine needs will be reviewed, including what supplies you should take with you. Don't put this off until the last minute. Some immunizations need to be done over a period of weeks or months. **Please be advised that the health center does not carry all of the vaccines that may be required to visit a foreign country. If you require vaccines that the health center does not carry, you will be directed to where you may obtain them.**

Additional Medical Preparations

It is important to have complete medical and dental check-ups prior to departure so that if a health problem is identified, you can address it before leaving the country.

If you have a health condition that may require treatment while you are abroad, you will need to determine your medical needs before hand, and make all indicated preparations. You should notify your abroad program or host of any medical needs. Do not assume that you will have access to the medications and care that you are used to; you must verify that will be the case. Hosting programs and universities will do everything they can to support you, however the possibility always exists that your needs might not be able to be met at all overseas sites.

Arrange to have copies of all pertinent medical records to take with you. You will also need to make arrangements to procure abroad (after determining if this is possible) or take with you any required prescription medications. If you carry prescription medications with you, be sure to have them in the original containers and with a copy of the prescription. Some medications that are legal in the US might be illegal in another country. You must determine the legality of your medications before traveling abroad with them. It is better to arrange with your insurance company, to purchase and take with you an ample amount of medication (when possible), rather than considering having medications shipped to you. Consult Mary Jane Palma at Worth Health Center about how they may be able to help you communicate with your insurance provider about this. See the medicine and toiletries section under "What to Pack." Be sure to bring your medications in your carry-on, not in checked luggage, to reduce the chance of theft.

Mental Health

Living abroad represents many new challenges as well as changes to familiar routines. If you currently see a counselor, it is extremely important to discuss your plans to study or live abroad with him or her. If you need to meet with a counselor on a regular basis, discuss this with your current counselor to get advice about locating an appropriate professional at your abroad site. You should also make your counseling needs known to your host program. Students covered by the College's CISI travel policy can explore access to counselors that have been identified by CISI by logging on to the CISI website.

Keep in mind that cultural adjustment is a normal part of living abroad. However, if your period of adjustment begins to affect your relationships, your academic work, and/or your daily life, you should seek to talk to a counselor. **Please note that appropriate mental health professionals may not be available at all study abroad locations.**

CAPS

In the event of an acute mental health concern, CAPS may provide consultation services to established CAPS clients in coordination with OCS and the host program. In most cases, CAPS consultation would be an adjunct to any assessment or evaluation that the host program might require and would not serve a primary diagnostic or evaluative function. CAPS does not offer distance counseling or psychotherapy to a student while studying abroad.

Safer Sex

The same considerations for safer sex that you have at Swarthmore College should be applied to any new environment. If you are sexually active, use a condom and/or dental dams. Take a supply with you as conditions of availability and purchase may be limited, and conditions of manufacture and storage may vary.

It is also important to understand cultural norms around sexual roles in your host country and program/university environment. It is extremely important to not put yourself in potentially dangerous situations. The use of drugs and alcohol can make you increasingly vulnerable to both poor decision-making as well as dangerous situations.

Alcohol and Drug Use

Depending on where you will live abroad, you may be in a country where it is legal for someone your age to drink alcohol, or it may be expressly forbidden. Be sure to know the regulations and abide by them. If consumption of alcohol is legal, act responsibly, and think of your well-being as well as the impression you make on others.

Do not use illegal drugs. You may find that there are severe penalties in your host country. Know before you go! Research laws relating to drugs and alcohol in your host country.

Ask your host university or program about any known hazards or risks, including the use of date rape drugs. Learn how to protect yourself from these hazards.

The following is from Drinking & Drugs

(<http://travel.state.gov/content/studentsabroad/en/smart-travel/drinking-and-drugs.html>)

Avoid underage and excessive alcohol consumption. Many arrests, accidents, rape, and other violent crimes have occurred because of alcohol abuse. While abroad, driving under the influence and drinking on the street or on public transportation may be considered criminal activities by local authorities, as they would be in many places in the United States.

Make sure your prescription medication is not considered an illegal narcotic. If you are going abroad with a preexisting medical condition, you should carry a letter from your doctor describing your condition and medications, including the generic names of prescribed drugs. Any medications carried overseas should be in their original containers and clearly labeled. Check with the foreign country's embassy here in the U.S. to make sure your medications are not considered illegal narcotics. A listing of foreign embassies and consulates in the U.S. is available on the Department of State's website. Don't accept packages from anyone. Some Americans think it's a good idea to take advantage of an offer for an all-expense paid vacation abroad in exchange for carrying a small package in their luggage. If you are caught, ignorance is no excuse. If the package contains illegal drugs or substances, the fact that you didn't know will not reduce the charges....

Don't import, purchase, use, or have drugs in your possession. Drug charges can carry severe consequences, including imprisonment without bail for up to a year before a case is tried, physical abuse, and sentences ranging from fines and jail time, to years of hard labor. Some crimes even carry the penalty of death. Contraband or paraphernalia associated with illegal drug use can also get you in trouble.

VII. Insurance

If you are participating in an official College-sponsored international activity you should check with the Off-Campus Study Office to determine whether you are eligible to be covered by the College's CISI health and travel insurance policy. Eligible students are also required to complete an on-line travel registry provided by OCS.

If you are not covered by CISI insurance you will need to evaluate your level of health insurance coverage using the guidelines below.

Evaluating Your Insurance Policy

The following information is provided by the Worth Health Center:

- 1) Does your current health insurance plan cover you while you are abroad? If not, you will need to purchase insurance privately or through the college health plan.
- 2) If your parents' health insurance plan covers you while out of the country, you and your parents should contact your insurance carrier to find out what steps are necessary to seek medical attention outside of the United States.
- 3) Does the plan cover all medical problems emergency and non-emergency care?
- 4) How will bills be handled while you are out of your coverage area?

Additional questions to pose to your insurance company:

- 1) Will your plan cover hospitalization for accidents and illnesses for the entire period while you're abroad? (Some policies may cover medical expenses for brief stays abroad but not for the full term of a study abroad program).
- 2) Will the plan cover doctor visits and medication prescribed abroad?
- 3) Is there a deductible? If yes, how much is it?
- 4) What is the dollar limit to the amount of coverage provided?
- 5) What are the procedures for filing a claim? Do you need to pay up front and submit the receipts for reimbursement? Be sure to obtain receipts for treatments. Have an emergency fund so that you could pay for medical treatments. What would you do if you did not have money to pay for treatment up front?
- 6) If you are already an international student in the US, do you have insurance coverage for the countries to which you plan to travel?
- 7) Will you have insurance in the US while you abroad so that if you decide to return to the US, or you have to return to the US because of illness, you will have health insurance?
- 8) Does the insurance policy cover the cost of repatriating you to your home country for treatment if you are seriously ill?
- 9) Does the insurance cover high-risk activities such as parasailing, mountain climbing, scuba diving, skiing, bungee jumping, and off-roading?
- 10) What are the exclusions? Common exclusions include accidents related to drug and alcohol use.
- 11) Does this policy cover pre-existing conditions?
- 12) Does the policy require pre-authorizations or second opinions before emergency treatment can begin?

Proof of Insurance

If you are applying for a visa, you may have to provide proof of insurance. This requires a letter directly from your insurance carrier. You must contact your insurance company and have them write a letter stating your coverage. You will need this letter in writing at least four weeks before you visit the consulate to apply for your visa. If you are on the college health insurance plan, please contact Mary Jane Palma at the health center so that she can request a proof of insurance letter for you from the current insurance carrier. If you will be covered by the College's CISI plan you can obtain a proof of insurance letter from CISI using the logon information you receive once you are enrolled in the policy.

You should have your insurance card in your possession at all times. If you do not have one, you should contact your insurance carrier for a duplicate card.

If you have any questions, contact Mary Jane Palma, Medical Administrator/Insurance Coordinator at 610-328-8062/mpalma1@swarthmore.edu.

ISIC Insurance

If you purchase the ISIC card note that it provides some basic medical/accident insurance for necessary covered expenses, due to sickness or injury. Be sure to review the benefits that come with this card. However, also keep in mind that the travel insurance that comes with this card cannot substitute for a good health insurance policy.

(<http://www.isic.org>)

Health and Travel Insurance Policies

If you find that you do not have adequate travel health insurance, you should consider obtaining an insurance plan that would cover you outside of the US. These policies also typically offer a level of coverage for other potential travel needs such as medical evacuation and repatriation. You should also consider purchasing insurance to cover loss or theft of personal possessions while abroad. You should never travel internationally without having travel insurance in place. The following companies will give you a comparison of travel insurance policies.

HTH Students

http://www.hthtravelinsurance.com/students_plans.cfm

Wallach and Co., Inc

www.wallach.com

CMI Insurance

www.cmi-insurance.com

Cultural Insurance Services International

www.culturalinsurance.com

Property Insurance

Check to see if your family's home owner's insurance policy will cover your personal property while abroad. Strongly consider purchasing property insurance available from CISI.

VIII. Safety Guidelines

Listed below are guidelines intended to assist you in living safely during your time abroad. These guidelines are adapted from "Responsible Study Abroad: Good Practices for Health and Safety," prepared by the Interassociational Advisory Committee on Health and Safety and Study Abroad.

Responsibilities of Participants

Participants can have a major impact on their own health and safety abroad through the decisions they make before and during the program and by their day-to-day choices and behaviors.

Participants should:

1. Read and carefully consider all materials issued or recommended by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.
2. Consider their personal health and other personal circumstances when applying for or accepting a place in a program.
3. Make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
4. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.

5. Obtain and maintain appropriate insurance policies and abide by any conditions imposed by the carriers.
6. Inform parents/guardians/families and any others who may need to know, about their participation in the study abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.
7. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
8. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
9. Behave in a manner that is respectful of the rights and wellbeing of others, and encourage others to behave in a similar manner.
10. Accept responsibility for their own decisions and actions.
11. Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
12. Follow the program policies for keeping program staff informed of their whereabouts and well being.

Recommendations to Parents/Guardians/Families

In study abroad as in other settings, parents, guardians and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

When appropriate, parents and guardians should:

1. Obtain and carefully evaluate health and safety information related to the program, as provided by the sponsor and other sources.
2. Be involved in the decision of the participant to enroll in a particular program.
3. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
4. Be responsive to requests from program providers for information needed regarding the participant.
5. Keep in touch with the participant.
6. Be aware that some information may most appropriately be provided by the participant rather than the program.

IX. U.S. Department of State, Bureau of Consular Affairs

Travel Registration

Whenever traveling abroad, students (U.S. citizens) should register their travel using the Smart Traveler Enrollment (<https://step.state.gov/step/>). Travel registration is a free service provided by the US government to US citizens who are traveling to, or living in, a foreign country. Registration allows you to record information about your upcoming trip abroad that the Department of State can use to assist you in case of an emergency. Americans residing abroad can also get routine information from the nearest US embassy or consulate. Students who are American Citizens who participate in the Swarthmore Semester/Year Abroad program are required to register their travel with the Smart Traveler Enrollment program.

The Department of State provides a wealth of travel information (<http://travel.state.gov/>). Students are encouraged to read the following sections carefully:

International Travel Information (http://travel.state.gov/travel/travel_1744.html)

Emergencies and Crises

(http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html)

Living Tips Abroad (http://travel.state.gov/travel/living/living_1243.html)

Students Abroad (<http://studentsabroad.state.gov/>)

911 numbers in other countries: <http://matadornetwork.com/abroad/how-to-dial-911-around-the-world/>

X. What to do in a Health, Safety, or Legal Emergency

- Contact your Resident Director/International Program Office of your abroad program.
- Keep your parents informed.
- Notify OCS and Public Safety (610-328-8333) as appropriate.
- If you have CISI coverage call 203-399-5130 (calling from outside of the US, collect calls accepted)
- If this is a city or countrywide emergency, make sure to check with your embassy/consulate as well as the local/national authorities. For US citizens: Consular personnel at U.S. Embassies and Consulates abroad and in the U.S. are available 24 hours a day, 7 days a week, to provide emergency assistance to U.S. citizens. Contact information for U.S. Embassies and Consulates appears on the Bureau of Consular Affairs website at <http://travel.state.gov>. Also note that the Office of Overseas Citizen Services in the State Department's Bureau of Consular Affairs may be reached for assistance with emergencies at 1-888-407-4747, if calling from the U.S. or Canada, or 202-501-4444, if calling from overseas.
- If you purchased the ISIC card it also provides basic travel insurance. They can be reached at 855-327-1408 (in US) and while abroad call collect 630-694-9755. Coverage includes emergency medical transportation; baggage and travel delay; travel documentation and passport replacement; sickness and hospital benefits; accidental death, dismemberment and repatriation of remains.
- 911 numbers in other countries: <http://matadornetwork.com/abroad/how-to-dial-911-around-the-world/>

How To Contact CISI

If you have any questions regarding your benefits or the claims submission to not hesitate to contact CISI. Be sure to include your policy number on all communications by email or mail.

Phone: 800-303-8120 ext. 5130 (calling toll-free from within the US)

203-399-5130 (calling from outside of the US, collect calls accepted)

Email: claimhelp@culturalinsurance.com

Mail: 1 High Ridge Park, Stamford, CT 06905

In cases of medical emergency, contact the emergency assistance provider. Policy Number: 14 GLM NO6566212

Emergency Assistance Provider, AXA ASSISTANCE

Phone: 855-327-1411 (calling toll-free within the US). 312-935-1703 (calling from outside of the US, collect calls accepted)

Email: MEDASSIST-USA@AXA-ASSISTANCE.US

XI. Water Safety

The following is excerpted from the University of California Education Abroad Guide to Study Abroad.

Swimming safety

Follow these basic tips for keeping safe:

- Do not swim in unfamiliar bodies of water or at isolated beaches.
- Never swim alone.
- Never swim while under the influence of alcohol or drugs.
- Never dive headfirst.
- Check local information for details of tides, currents, and pollution. Tide changes can produce powerful currents.
- Rip currents and undertows can be very common at many beaches.
- Do not swim where there are no lifeguards present.
- Check for possible hazards from jellyfish, sea urchins, coral, sea snakes, sharks, and venomous fish. Saltwater crocodiles live in coastal estuaries in many countries.
- Human sewage and animal feces make some beaches no-go areas for swimming or even wading.
- If you find yourself unable to reach shore, wave your arms and yell for assistance.

How to Avoid and Survive Rip Currents (*Source: National Weather Service*)

Rip currents are particularly dangerous for weak or non-swimmers. Rip current speeds are typically 1-2 feet per second. However, speeds as high as 8 feet per second have been measured; this is faster than an Olympic swimmer. Thus, rip currents can sweep even the strongest swimmer out to sea. The following tips will help you play at safe.

When at the beach:

- Whenever possible, swim at a lifeguard protected beach.
- Never swim alone.
- Learn how to swim in the surf. It's not the same as swimming in a pool or lake.
- Be cautious at all times, especially when swimming at unguarded beaches. If in doubt, don't go out!
- Obey all instructions and orders from lifeguards. Lifeguards are trained to identify potential hazards. Ask a lifeguard about the conditions before entering the water. This is part of their job.
- Stay at least 100 feet away from piers and jetties. Permanent rip currents often exist along side these structures.
- Consider using polarized sunglasses when at the beach. They will help you to spot signatures of rip currents by cutting down glare and reflected sunlight off the ocean's surface.
- Pay especially close attention to children and elderly when at the beach. Even in shallow water, wave action can cause loss of footing.

If caught in a rip current:

- Remain calm to conserve energy and think clearly.
- Never fight the current. Think of it like a treadmill that cannot be turned off, of which you need to step to the side.
- Swim out of the current in a direction following the shoreline. When out of the current, swim at an angle -- away from the current -- towards shore.

- If you are unable to swim out of the rip current, float or calmly tread water. When out of the current, swim towards shore.
- If you are still unable to reach shore, draw attention to yourself by waving your arm and yelling for help.

If you see someone in trouble, don't become a victim too:

- Get help from a lifeguard.
- If a lifeguard is not available, have someone call the local emergency number
- Throw the rip current victim something that floats -- a lifejacket, a cooler, an inflatable ball.
- Yell instructions on how to escape.
- Remember, many people drown while trying to save someone else from a rip current.

XII. Fire Safety

The following is excerpted from the University of California Education Abroad Guide to Study Abroad.

Fire safety involves thinking ahead, knowing what to do, and keeping fear under control. Do not take fire safety for granted. Fire safety standards differ drastically around the world. Many overseas locations do not meet U.S. standards in terms of fire protection and regulations (e.g., fire sprinklers, smoke alarms, fire extinguishers, etc.), means of escape, and fire-fighting capability. Some older buildings are constructed to minimal standards. Although many fire departments around the world have equipment that can reach above a second floor, most do not have equipment to reach beyond a seventh floor. If you live in a multi-story building, request a room no higher than the seventh floor. Fire safety is a shared responsibility between UCEAP (orientation and training of students), the community (well-trained and prepared emergency responders), and the individual student. You are ultimately responsible for your own safety during a fire. Know how to react should a fire occur. Practice a fire escape plan and fire-safe behavior on a regular basis. During a fire, you may have less than one minute to get safely out of a building. Knowing what to do can mean the difference between life and death. Always consider fire precautions in any building you visit, particularly the means of escape. Take the time to inspect your lodging for possible safety hazards, including lack of smoke detectors, exposed wires, and improperly operating heating and cooking equipment.

Prevention

Taking a few sensible precautions, you can help protect yourself, and others, from injury—or worse:

- Ensure you have a working smoke alarm and test it weekly (Pack a portable, battery-operated smoke detector for use in private lodgings and/or hotel rooms while traveling during breaks.) A smoke detector should be temporarily located as close to the ceiling as possible in a hotel room, but should be permanently attached to the ceiling in your place of residence.
- Never smoke in bed; when you finish a cigarette, put it out completely and make sure all cigarette ends are cold before emptying ashtrays into bins
- Be aware of where fire alarms are located and fire equipment is kept
- Draw an escape route. Plan and practice it with your housemates
- Keep a flashlight on hand to help guide you through smoke

If you live in halls of residence

If you have any concerns or questions about fire safety in halls (e.g., you've spotted a fire risk) speak to officials at your host institution.

If you have a disability and would need assistance during a fire, let the university or college health and safety officer know when you arrive.

You should also:

- check what the fire safety rules are, such as any ban on candles in rooms
- pay attention to fire drills, if practiced, and never ignore them

If you live in privately rented accommodation

If you live in a private house or apartment, make sure it's fitted with smoke alarms on each level of the property and that they are tested regularly. If there are no smoke alarms, purchase one, and install it. If you cannot mount the alarm on a wall, place it on a high surface, with the top of the alarm not closer than 4 inches or more than 12 inches from the ceiling. Check that your escape route is clear. For example, make sure there are no bikes blocking your exit in the hallway, and be aware of any windows that are barred. If you are studying in England, you can request a home fire safety visit from your local Fire and Rescue Service. They may provide and fit a smoke alarm for free.

Identifiable Fire Hazards:

- Identify potential fire hazards (see below for partial list) and take steps to minimize or eliminate hazards. Eliminating fire hazards associated with electricity, natural gas, and flammable liquids will go a long way toward reducing your fire risk.
- Smoking in bed or careless smoking. Careless smoking is known to be one of the primary causes of home fires. If you don't discard a cigarette properly, loose embers that are hot can ignite when they come in contact with a flammable surface.

Other significant hazards include:

- Smoke alarms that do not work.
- Expired or inoperable fire extinguisher.
- No escape plan.
- Overloaded extension cord. Overloaded electrical outlets.
- Using a space heater that is not laboratory tested and approved
- Frayed cord plugged into wall socket.
- Electrical cords under carpets or across high-traffic areas.
- Electrical appliances left on (hair iron, etc.)
- "Daisy-chained" power strips (one plugged into another).
- Power strip without circuit breaker.
- Flammables close to a source of ignition.
- Unattended candle, fireplace, or space heater.

XIII. Legal Considerations**Local Laws Abroad**

The following information is from the US State Department website:

<http://www.studentsabroad.state.gov/>

An arrest or accident during a trip abroad can result in a difficult legal — and expensive — situation. Your U.S. citizenship does not make you exempt from full prosecution under

another country's criminal justice system, and the U.S. government cannot bail you out. Many countries impose harsh penalties for violations that would be considered minor in the United States, and unlike the U.S., you may be considered guilty until proven innocent. Ignorance of the law is no excuse, so be informed.

Keep track of the credit limits on your credit cards. Not only does this make good financial sense, but also good legal sense. Americans have been arrested for innocently exceeding their credit limit abroad. Ask your credit card company how to report the loss of your card from abroad. Keep in mind, 1-800 numbers do not work from abroad, but your company should have a number that you can call while you are overseas.

Take plenty of pictures, but only if you know it's okay. In many countries you can be detained for photographing security-related institutions, such as police and military installations, government buildings, border areas and transportation facilities. If you are in doubt, ask permission before taking photographs.

Make smart purchases. Americans have been arrested for purchasing souvenirs that were, or looked like antiques and which local customs authorities believed were national treasures. This is especially true in Turkey, Egypt, and Mexico. Familiarize yourself with any local regulations of antiques. In countries with strict control of antiques, document your purchases as reproductions if that is the case.

Make sure your prescription medication is not considered an illegal narcotic. If you are going abroad with a preexisting medical condition, you should carry a letter from your doctor describing your condition and medications, including the generic names of prescribed drugs. Any medications carried overseas should be in their original containers and clearly labeled. Check with the foreign country's embassy here in the U.S. to make sure your medications are not considered illegal narcotics. Find the foreign embassy's website.

Don't accept packages from anyone. Some Americans think it's a good idea to take advantage of an offer for an all-expense paid vacation abroad in exchange for carrying a small package in their luggage. However, if you are caught, ignorance is no excuse. If the package contains illegal drugs or substances, the fact that you didn't know will not reduce the charges. You could miss your flight, your exams, or several years of your life during a stay behind bars.

Don't import, purchase, use, or have drugs in your possession. Drug charges can carry severe penalties, including imprisonment without bail for up to a year before a case is even tried. A conviction carries several more years of imprisonment in a foreign jail. In some countries it doesn't matter if you're underage either; you can still be charged as an adult....

Do not carry weapons. Even a pocketknife can result in a serious weapons charge while on foreign soil - even if the knife is found during a search or arrest for an unrelated offense. Visitors driving across the border to Mexico should ensure that their vehicles contain no firearms, ammunition, or weapons - Americans have been imprisoned after one single bullet was found rolling around in the trunk.

Avoid participating in demonstrations and other political activities. Here in the U.S. we enjoy many liberties. However, political activities in other countries can result in detention and/or deportation by officials. Even demonstrations that are intended to be peaceful can sometimes turn violent, and you don't want to be caught in the middle. You can "stick it to the man," but on your own soil.

If you find yourself in a legal jam, contact the closest U.S. embassy or consulate for assistance. Keep in mind, U.S. Consular employees cannot arrange for local officials to release detained American citizens.

Emergency Assistance

If while abroad you require assistance with an unusual situation or emergency, normally you should first seek advice and help from the program or university you are attending. You also can at any time contact the Off-Campus Study office at Swarthmore for advice. You can also contact the Embassy or Consulate for your country of citizenship. In some instances, the abroad program you are attending may have a required insurance and its own procedures for which you should call for emergency assistance.

Power of Attorney

Power of attorney is a document that gives legal authority to someone else to handle many kinds of important affairs for you including financial affairs (e.g., writing checks on your account), filing tax returns for you, and signing legally binding documents on your behalf. This should only be invested in someone in whom you have complete trust (e.g., a parent). A signature on a power of attorney must be notarized.

XIV. Language Learning

If you are going to a country where you are unfamiliar with the language you should do some language study prior to leaving. Try to spend at least 10-15 hours studying appropriate language tapes prior to departure. This will allow you to get an ear for the spoken language and you can equip yourself with a few phrases for everyday use. McCabe library offers a campus-wide subscription to Mango Languages, the online language-learning program that teaches basic conversational skills for 34 foreign languages. On the library's homepage enter "Mango Languages" into the Tripod search box and follow the link. When away from campus you can access Mango by logging into Off-Campus Access.

XV. Important Travel Resources

Centers for Disease Control and Prevention (www.cdc.gov)

US Department of State (travel.state.gov)

World Health Organization (www.who.int/)

XVI. Communications

In many locations it may be most economical and convenient to purchase or rent a cell phone and then purchase minutes to use on the phone. This is the best option when making local calls. It is best to inquire of your study abroad program or other host about the best way to go about this. In some cases students may be provided with a cell phone by their program. Putting your communication strategy in place within the first few days of arrival should be one of your top priorities.

When using traditional landlines, direct dial calls to your home may be less expensive than operator assisted or collect calls. You can contact the international operator for rates. Should you direct dial to the US, dial the access code for the country from which you are calling plus the US country code (always "1") following by the regular area and local number.

You may want to look into international calling plans offered by your phone service. However, it is likely to be less expensive to buy minutes from other calling card providers. You should also look into ways to speak over the Internet, which is relatively inexpensive. Examples of companies providing this service are Vonage (www.vonage.com) and Rebtel (www.rebtel.com).

It may be possible for you to use the cell phone that you already have. Check with the provider to see if this possible and what the charges would be (this is often a very expensive option and you will need to make sure that your phone has been unlocked). An economical alternative if you have an unlocked phone is to buy a local prepaid SIM card, which gives you a local number at local rates. You can recharge the cards, and often you do not pay for incoming calls.

If using your own phone and a phone service, be sure to determine if local calls are billed at a local rate or as if they are international calls.

A callback account (which is charged to your credit card) lets you call a US number and let it ring once, which triggers a call back to you abroad (incoming calls to your cell phone may be free depending on the country). When you answer you get a US dial tone, and can call any US number and be charged the outgoing US rate.

By far the cheapest way to call is through your computer over the Internet. You can use services such as Yahoo chat or Skype (www.skype.com).

Other option is to purchase a phone in your host country and then buy minutes.

Note: In an extreme emergency situation it may be very important to have access to a landline.

If studying abroad with College sponsorship, be sure to send your local address and cell number to OCS as soon as you know them upon your arrival. You will be asked to logon to your OCS homepage to do this.

XVII. Career Services

Career Service advisors are available 8:30am-4:30pm EST via Skype. Email careerservices@swarthmore.edu to set up an appointment. While abroad network with professors, career centers, host families, friends, program coordinators, and Swarthmore alums (check the on-line directory). Take advantage of school breaks to set up an externship with a Swat alum or other contact.

To look for summer internships sign up for e-recruiting and UCAN to access online databases. Keep in mind that some internship places may not be flexible about their start and end dates. Also consider volunteering opportunities. To set up an externship in the U.S. look for a time that works with your schedule

XVIII. Mail and E-Mail Forwarding

While you are abroad, the Swarthmore College Post Office will forward your first class mail to any US address you provide. Be sure to change the mailing address for all magazines, newspapers, newsletters, and any other first-class mail that you regularly receive. The Computing Center provides e-mail forwarding, where possible. Please refer to the following link regarding e-mail access while abroad: www.swarthmore.edu/its.xml. You can contact the Student Computer Help Desk at 610-328-8513 for assistance.

Be sure to read your Swarthmore email on a regular basis. That is the address that Off-Campus Study will use to communicate with you.

XIX. Photos

Passport-photos can be obtained at the following locations:

The Camera Shop (Springfield Mall)

CVS (on Route 320 in Swarthmore). Call ahead before you make the trip.

XX. Housing Concerns at Swarthmore

If a student chooses a room through the housing lottery or blocking process, they have officially reserved a room for the following term. If you reserve a room but then change your plans and decide to go abroad, you are subject to a housing penalty fine. Students who change their plans and cancel their room reservations after August 1st are subject to a financial penalty.

The following information is provided by the Office of Student Engagement:

If you would like to secure on-campus housing for the semester you return, you must identify a proxy who can pick your room for you during the Spring or December housing lottery. It is your responsibility to make sure your proxy knows your room preferences and is comfortable selecting a room on your behalf.

For the Spring housing lottery (for housing during the next Fall semester), your proxy will attend the housing lottery and pick a room on your behalf when the housing office gets to your number in the lottery.

We do not need to know the name of your proxy ahead of time nor do you need to select housing before you leave. Please make sure that you pick a reliable person to be your proxy, as they must make sure to read campus-wide emails that will be sent out regarding the housing lotteries. Eligibility for housing will be based on the official list from the Registrar's Office.

XXI. Considerations for LGBTQI Students

Living in a new country requires learning about all aspects of the new society. Spend time learning about your study abroad location well in advance of traveling. It is

important to understand the customs and attitudes in the host country as they pertain to expressions of LGBTQI sexuality and community. The laws of the host country may either be more supportive of their LGBTQI citizens than in the US, or less so. Be aware and seek out reliable information. In some countries the penalties are very severe for engaging in same sex sexual activity.

Recommended Resource: <http://ilga.org/>
International Lesbian, Gay, Bisexual, Trans and Intersex Association

The following is from *For LGBT Travelers*:
(<http://studentsabroad.state.gov/smarttravel/forlgbttravelers.php>)

Homosexual activity remains illegal in about 70 countries in the world. Penalties in these countries vary from a minimum penalty to long-term imprisonment or even a death sentence. Violence against GLBT travelers also remains a concern in some countries, as detailed in the State Department's 2007 Human Rights Reports. Remember, civil and human rights are only as protected as the local laws allow.

Travel Tips

- *If you experience difficulties, don't be afraid to contact the nearest U.S. embassy or consulate...*
- *Thoroughly investigate the country you're traveling to. LGBT travel guides provide country-by-country advice. It's also worth checking for local gay newspapers or websites to obtain more information. After all, no one understands the local attitudes better than those who live there.*
- *Use discretion. As an American, you may already stand out. Outside gay neighborhoods or resorts, public displays of affection may draw even more attention.*
- *Check for LGBT or "gay friendly" hotels and lodging. Some hotels won't accept bookings from same sex couples – others actively seek LGLBT bookings.*

Be alert and try to avoid potentially unsafe environments. The general openness of LGBT settings can sometimes be taken advantage of by criminals. Look out for yourself and your friends, especially late at night.

XXII. For Women Travelers

The following is from *For Women Travelers*
<http://studentsabroad.state.gov/smarttravel/forwomentravelers.php>

Always try to stay with a group when exploring locally and avoid walking alone at night. In addition, don't feel the need to be overly polite if someone bothers you. While it may seem rude to be unfriendly to a stranger, creating boundaries to protect your-self is important. Use facial expressions, body language and a firm voice to fend off any unwanted attention.

Traveling through foreign lands gives you a unique opportunity to observe a rich tapestry of cultures and customs – which may include very different ideas about gender roles. Some countries have more conservative views about what constitutes appropriate female

behavior. Remember, you're a visitor. Do some research on social mores before you go, and respect the customs of the nation. You may not agree with all of the cultural practices you learn about, but you should abide by them while in that country.

In some countries, wearing the wrong clothes can get you arrested or lead to a dangerous situation. What you think is casual may actually be considered provocative or unacceptable in other cultures. Know before you go, and pack accordingly. On arrival, note what local women are wearing and try to follow their lead...

XXIII. Voting for US Citizens

<http://studentsabroad.state.gov/voting.php> (go to this website for information on registering to vote and requesting an absentee ballot).

XXIV. Swarthmore Libraries and Study Abroad

When students go abroad, their status changes in the library system, and they can no longer *automatically* make interlibrary loan requests - the system will reject their request. To get around this, you can simply email the interlibrary loan office, email ill@swarthmore.edu, your request, which will be honored and filled.

See: <http://www.swarthmore.edu/libraries/borrowing/borrowing-policies-for-students/students-studying-abroad.xml>

While you are studying abroad, the Libraries can provide many services to help with your studies:

Articles and Ebooks: Sign in through Off Campus Access at <https://proxy.swarthmore.edu/> first!

Articles through Interlibrary Loan: Email the citation for the article you need to emailill@swarthmore.edu, and note that you're abroad for the semester.

Books: You may borrow 3 books while you're abroad, but if you receive a Recall Notice, please reply to the email so that we can work out a good solution.

Research Advice: Ask a Librarian by email, chat, or phone.

