

COUNTDOWN TO DEPARTURE

POLICIES AND PROCEDURES FOR
STUDENTS PARTICIPATING IN THE
SWARTHMORE SEMESTER/YEAR
ABROAD PROGRAM

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.

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I. Permission to Participate in Off-Campus Study

Note that permission to participate in the Swarthmore College Semester/Year Abroad Program requires that you maintain good academic and conduct standing at the College between now and the start of your abroad program and that your student account does not have outstanding charges. Students will jeopardize their ability to participate in study abroad as part of the Swarthmore Semester/Academic Year Program with incompletes as part of their academic record. The deadline for completion of incompletes will reflect the need to meet deadlines relating to acceptance to abroad programs and/or to the submission of acceptance forms, deposits, the purchase of airfares, etc.

Eligible students must have completed on average four credits per semester. Students can study abroad spring of the sophomore year, during the junior year, and fall of the senior year (with major department approval). Normally students will have been accepted into a major or, in the case of sophomores, have a plan for applying for a major.

The Off-Campus Study office (OCS) and the Dean's office meet to review student standing and to determine eligibility. Students must also meet the eligibility requirements of the programs to which they apply.

II. Your Off-Campus Study Homepage and Acceptance Procedures

Once you have been admitted to your off-campus study program please send an email to Diana Malick (dmalick1@swarthmore.edu) with a copy of evidence that you accepted the offer of admission. This might be a copy of a form that you were required to complete or an email to the program indicating that you accept the offer.

Once OCS receives this official confirmation that you intend to participate in the program you will be moved to Accepted status on your OCS homepage. At that point you are asked to either Commit or Decline your acceptance. Students who choose to Commit will have a new checklist of items to complete and documents to read and sign.

Please note that you will be asked to upload a copy of your acceptance offer from the program, your acceptance of that offer, and a copy of the program's withdrawal and refund policy. These and all the other forms must be completed before OCS can pay non-refundable deposits, provide funds for airfare, or make other payments on your behalf.

You must withdraw from any programs that you do not plan on attending: both in the OCS online application system and directly with the programs to which you applied.

III. Post-Admission Planning Session(s)

Following the OCS deadline for submission of applications, you will be contacted to schedule a meeting with Rosa Bernard, Assistant Director for Off-Campus Study. If you have not been admitted at that point in time it is still important to meet with Rosa prior to the Advising Period (April 6-16). Rosa will work closely with you on billing, completing program forms, travel allowance, insurance questions, your board and/or room arrangements while abroad (as necessary), preparing for pre-estimation of credit, student

visa questions (if required), and any other preparation matters. Please make sure that you get this important work under way early.

Prior to this meeting be sure to read about policies and procedures on the Off-Campus Study website and in the Off-Campus Study handbooks. Carefully read all documents when you log in to your study abroad homepage including the learning content on the lower left-hand side of the page.

IV. Mandatory Orientation

The mandatory **Study Abroad Pre-departure Gathering will take place on April 15th, 6:30-8:30pm in the Scheuer room. This is a required session so be sure to mark your calendar.** This will be the final wrap-up of important information and an opportunity to talk with former study abroad participants and international students from your study abroad region as well. Dinner will be provided. You will be required to RSVP.

V. Finances

A. FINANCIAL AID POLICY AND STUDY ABROAD

1. Students must enroll for a full course load for a semester, or a year of academic work, according to the standards of the planned study abroad program; that is, academic work that will equal a minimum of four Swarthmore credits each semester (see *the Financial Aid Handbook*).
2. On Swarthmore's *Application for Pre-estimation of Credit* form, students must obtain faculty signatures estimating no fewer than four credits for the academic work performed abroad each semester.
3. For each semester abroad students must register for and complete coursework that was pre-estimated to be at least four credits at Swarthmore. If need be, students should be prepared to use the "Extra Work Credit Added Option" if approved by academic departments, to fulfill this requirement.
4. Students are normally not allowed to have incompletes on their Swarthmore academic record prior to participation in study abroad.
5. Upon return, all courses for which a US grade equivalent of straight C or better is earned must be evaluated for credit toward the Swarthmore degree.
6. Students must complete the accreditation process immediately upon return to Swarthmore, following study abroad.
7. Financial aid consideration is possible only during a normal eight-semester Swarthmore program of study and only if the student earns at least four credits each semester. Students must return to Swarthmore on schedule for the eight-semester graduation timetable. If this condition as well as those stated above is not met, continuation of financial aid will be in jeopardy.

B. PAYMENT PLAN

Students who study abroad and wish to receive credit for it toward the Swarthmore degree will pay to Swarthmore, for the semester or year abroad, the full cost of Swarthmore tuition, room, and board. Swarthmore will pay program tuition, room, and board on the student's behalf. The student activity fee is not charged. If room and/or board are not fully provided by the program, an appropriate amount will be provided to the student to meet this expense. Swarthmore will pay for any portion of round-trip travel not covered by the program according to established practice for determining the appropriate travel budget.

The payment schedule for study abroad is the same as the College payment schedule for semesters in residence. Please call the Office of Student Accounts (610 328-8394) for more information.

Students are responsible for paying any refundable program deposits.

As soon as Swarthmore makes a non-refundable payment on the student's behalf to a study abroad program (e.g., application fee, deposit, part or full payment for tuition and/or room and/or board and/or any other program costs), or obligates same, and/or as soon as Swarthmore has paid for round-trip travel in association with study abroad, the student is obligated either to pay the College full Swarthmore tuition, room, and board for the semester or year abroad (less whatever may be covered by financial aid), or to pay to Swarthmore the unrecoverable portion of the paid out or obligated amount (see IV. C. Withdrawal/Refund Policy). Failure to meet this condition will comprise an unfulfilled financial obligation on the student's part to the College. So long as the obligation remains unfulfilled, the student may be denied re-enrollment by the College; the student's College transcript may not leave the Registrar's Office; and the student will not be permitted to receive a degree from Swarthmore College.

C. WITHDRAWAL/REFUND POLICY

1. If the student withdraws before the program begins, but after Swarthmore College has paid out or obligated money on his or her behalf, the student must repay the College the unrecoverable portion of the paid out and/or obligated amounts, and must repay any travel and/or meal and/or lodgings allowance that has been advanced, before he or she will be permitted to re-enroll at the College, receive an official transcript, or be graduated from the College. Financial aid will not be available for this purpose.

2. If the student withdraws after the program is underway, any adjustment of billed tuition, room, and board, due to involuntary or voluntary withdrawal can only be made after all financial obligations due the abroad program have been satisfied, as verified by Off-Campus Study. Once the unrecoverable portion of the paid out and/or obligated amounts have been met (these include but are not limited to the payment of tuition, room and board and travel allowances), College charges will be reduced in a manner consistent with the charge reduction/withdrawal policy for tuition, room, and board set forth in the Swarthmore College Bulletin. If the student has received a cash advance for meals and/or lodgings and/or round-trip travel expenses, the unused part must be returned to the

college before the student will be permitted to re-enroll at the college, receive an official transcript, or be graduated from the College.

3. If the student is required by the College for any reason to withdraw from the Semester/Year Abroad Program and/or to withdraw from Swarthmore College before or after being accepted by a study abroad program, the student will be ineligible to participate in the Semester/Year Abroad Program until and unless readmitted to Swarthmore. In this event, the student will be obliged to pay to Swarthmore the unrecoverable portion of any amount paid or obligated on his or her behalf by Swarthmore to a study abroad program. Failure to do so will comprise an unfulfilled financial obligation on the student's part to the College. So long as the obligation remains unfulfilled, the student will be denied re-enrollment and will not be allowed to graduate from the College, and the Registrar's Office will not release the student's transcript.

D. BUDGETING WHILE ABROAD

1. Obligatory Expenses: Some programs provide you with lodging and all of your regular meals. If you attend one of these programs, you will not have to do any budgeting for room and board. Other programs will require you to make some or all of the payments for food or lodging, or both. In all such cases, an amount of money adequate for these payments will be provided for you in advance, either by the program or by Swarthmore College, or both.

When planning your budget, please note that in some cases, e.g., break period(s) expenses for room and board are not covered by Swarthmore College. If money for room and/or board expenses is advanced to you, it is imperative that you understand clearly in advance what your obligatory expenses will be, how much money you have to meet them, and how long this money has to last. For example, you may attend a program that provides breakfast and dinner, and gives you a cash allowance to buy your own lunch. You have to work out the relationship between the size of the allowance and the number of lunches over the time period involved. Or, lodgings are provided for you, but you are required to provide all of your meals for yourself out of a cash allowance. Or, you are expected both to rent lodgings and pay for your meals out of a cash allowance. In all such cases, it will be your responsibility to work out the budget for the time period involved.

2. Refundable Deposits: Some programs may require of you a refundable room/security deposit. Security deposits are not covered under the Semester/Year Abroad Program; you must pay this out yourself. Check with your program regarding the amount of the deposit and conditions for full refund when the program is completed.

3. Discretionary Expenses: These expenses include toiletries and other personal items, gifts, recreation and entertainment, shopping and vacation travel. This comes out of your own pocket, just as it does while you are at Swarthmore. A few important points here: First, it's important to know at the beginning of your stay abroad how much you can spend, total, on discretionary expenses. Second, for 'musts' (e.g., toiletries), make it a point to learn where local people shop for these items, and do your shopping there. Be willing to purchase local products that are comparable to those you use at home. If you

are someplace where the cost of living is significantly higher than here, pick and choose your activities carefully, in line with your budget. Consider purchasing an International Student I.D. Card to help you with discounts (sold by the Off-Campus Study Office). Rules of thumb: if you are attending a university, the recreational practices of university students from the host country will usually be affordable by you. This should also be the case if you are staying with a host family or if you participate in program-recommended activities. If you go to those places in your city or locale where lots of Americans hang out you may expect to spend a lot more.

4. Additional Expenses: Some of the items that you will need to budget for that are not paid for by Swarthmore College are books, printing costs, gym memberships, memberships in student organizations, bedding, visas, and travel immunizations and medications. Please note that for those students who receive financial aid from Swarthmore College, the allowances that have been allocated for books and personal expenses at Swarthmore still apply.

5. How Much Money Will You Need? If you are going to have obligatory expenses, as described above, it should be clear to you before you go what they will be and how you will be provided with the funds to meet them. For discretionary expenses, normally your program can advise you very specifically about this. This advice will be informed by the standard of living that the program deems suitable for its participants. If you can afford items like travel beyond what the program provides, shopping, meals out, recreation, etc., this is up to you.

6. Budgeting: A budgeting guide is provided in the appendix. This will help guide you as you plan your finances for the semester or year abroad.

VI. Travel Arrangements

A. ROUND-TRIP TRAVEL

In all cases, travel to and from your program, with Philadelphia as the gateway city, is paid for by your program or by Swarthmore according to Swarthmore College guidelines. In almost all cases, though, it will be your responsibility to make the arrangements, that is, to book the tickets. Rosa Bernard will work closely with you on this, including especially referring you to travel offices where you are likely to get the lowest prices for your trip. Since you will be provided with a fixed travel allowance that is sufficient to purchase a round trip ticket to your foreign study destination, and since the further in advance you buy your ticket the more likely you are to get a low price, it is important that you get going on this as soon as possible - normally when you have your acceptance from your program.

If you want to travel abroad prior to the start date for your program, do not purchase your ticket until you have thought carefully about how long it will take to get your student visa (if one is required). Do not book a ticket to return prior to the end of the examination period for your program. Students are expected to purchase round-trip tickets. Swarthmore will not cover the additional cost of two one-way tickets. If you shop wisely and book early and, as a result, spend less than the travel allowance provided by

Swarthmore and/or your program, you get to keep the difference. If you delay and have to overspend the allowance, you are responsible for the difference.

For students who are abroad for one semester, the travel allowance provides for one round trip. Students who are abroad for two semesters can be reimbursed for a second round-trip, according to Swarthmore College guidelines, to visit their home once during the year over the winter break. The budgeted amount cannot exceed the cost of a round-trip fare with Philadelphia as the gateway city and students must provide the receipt for the cost of the flight.

It is extremely important that you arrange your travel through a reputable travel agency. **Be sure to book a flight that is refundable and that can be changed for a relatively low fee.** This is extremely important because you never know when some aspect of your plans might change. Below are suggested travel agents recommended by students, faculty, staff, and study abroad programs:

- 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

B. LOCAL TRANSPORTATION IN COUNTRY

If you have to take public transportation to and from classes, please contact the Off-Campus Study Office to determine if you are eligible for a local travel allowance.

VII. Academic Matters

A. YOUR COURSE LOAD ABROAD

At Swarthmore the semester course credit is the unit of credit. One semester course credit is normally equivalent to 4 semester hours elsewhere. Four or five units of credit comprise a normal full semester.

Swarthmore requires that you, while abroad, take a full academic load by the standards of the program or university you are attending. Sometimes this is a set number of courses or credits, e.g., at many universities four equally weighted courses comprise a full semester, or 15 units of credit comprise a full semester. For other programs or universities, 'full academic load' is defined by positing a range, e.g., four or five courses, 16 to 20 credits. For such situations, Swarthmore students are required to be at the upper end of the range, e.g., five courses or 19 or 20 credits. Swarthmore permits you to take more than a full load. If you wish to do so, and if the program requires approval of the home institution, this office will be glad to provide you with a supporting letter. If you have any uncertainty as to what 'full academic load' means for your program or university, please be in touch with Rosa Bernard.

Students are expected to earn the normal load of four credits per semester, or eight credits per year. Students are eligible to earn up to a maximum of five credits per semester, or up to a maximum of ten credits per year. Receiving more than five credits per semester or ten credits per year is not permitted.

You are also required to take a course load that corresponds to what will transfer back to Swarthmore as at least four credits per semester.

And please note this regulation is in force irrespective of how much Swarthmore credit you have in hand when you depart, and/or what you believe your credit needs to be for your semester or year abroad. No exceptions.

B. PRE-ESTIMATION OF CREDIT

Students work with Rosa Bernard to complete the *Application for Pre-Estimation of Study Abroad Credit* form before consulting departments about pre-estimation of credit (see Appendix).

Students who plan regular term (not summer school) study abroad must have approval in advance from the major department/program adviser(s) (actual or prospective), as well as from the Off-Campus Study office. Proposed courses must be approved for evaluation for credit by chairs (or other nominated person) of appropriate departments/programs or, for intercultural credit, by the Off-Campus Study Faculty Adviser. Approval of courses will estimate but not guarantee an amount of credit for successful completion of the courses. Award of credit will occur upon your return to Swarthmore. It will require you to provide the Registrar's Office with an official record (normally a transcript) certifying the work you have completed as well as substantiating materials as required by the departments/programs (e.g., syllabi, papers, exams). The accrediting of work done abroad should be attended to immediately upon your return.

1. During your post-admission meeting with Rosa Bernard, she will advise you on the credit system and credit weightings for your study abroad program. Be prepared during that meeting to develop your preliminary list of courses (with syllabi if available) and to discuss the suggested credit weightings.

2. The form instructs you to obtain the signatures of the chairs of the Swarthmore departments, programs, special majors, or concentrations that will, upon your return, evaluate your study abroad courses for Swarthmore credit, as well the signature(s) of your major adviser(s) from your actual or prospective major department(s).

The next step is to walk the form around to the chairs of the departments or programs that correspond to the courses you propose to take while abroad. Take course descriptions with you, and, if possible, fuller information, e.g., syllabi. You may sensibly seek pre-approval and credit pre-estimation for more courses than you will actually take. The chairs' pre-approval of your courses mean that they agree that, on subject matter grounds, the courses can be evaluated for credit by their departments when you return. The chairs will also pre-estimate the amount of credit you will receive for successful completion of the courses, and will indicate whether or not their departments extend the extra

work/credit added option (this option, which is available at the discretion of departments, allows you to do extra work set by the department to increase the amount of credit received for a study abroad course). The extra-work for credit option can only be used in situations in which a student needs it to obtain the expected four credits for a semester, or eight credits for a year abroad, or when extra-work for credit is specifically necessary to complete a major requirement or minor requirement, and then only with the approval of the appropriate department or program. This will be the case only as long as the semester and yearly maximums are not exceeded.

Keep in mind that it is your responsibility to ask about prerequisites that some departments/programs might have in order to get credit for courses taken abroad. You also must be aware of the limit of how many courses can be taken abroad in each subject area and counted in the major, minor, or toward graduation at Swarthmore College.

Most Swarthmore students studying abroad do not need to take any specific course, or type of course, to complete the degree on schedule. A minority do need to get a specific course (e.g., biochemistry) or type of course (e.g., electrical engineering) to complete the degree on schedule. If you are one of the latter, it is important to get a confirmation from the study abroad program or university that the course will be available to you at your study abroad destination. If we are getting the uncertainty message, it is your responsibility to decide whether or not to chance it.

3. Next review your study abroad plans with your faculty adviser, who - for this purpose - is the chair of your actual or prospective major department (note that in some departments a faculty member other than the chair might be designated to review credit for study abroad). For most students, this is not the same person as their underclass adviser. If you are uncertain as to whom you should see, please ask Rosa Bernard or Dean Diane Anderson. Review with your faculty adviser the courses that you plan to take abroad. The two of you, together, should be able to see clearly that your study abroad plans are compatible with completing all of the requirements for the Swarthmore degree on schedule. These include thirty-two units of credit, completion of major, distribution requirements, and the twenty-course rule. Your faculty adviser should sign this form on the line entitled, "Major Academic Adviser (Actual or Prospective)."

4. Off-Campus Study will sign off on the form after you have pre-estimation of credit for a sufficient number of courses for what is equivalent to at least four Swarthmore credits for one semester, or eight Swarthmore credits for the academic year.

C. CHANGING YOUR PRE-APPROVED COURSES ONCE ABROAD

You may want or need to change your schedule of pre-approved courses when you reach your study abroad program, for a number of reasons: i) a course or courses that you had planned to take is not offered; ii) when you get there, you get plugged into the grapevine and learn all sorts of things that you couldn't have learned at a distance; iii) your interests change. If you wish to change your pre-approved program of courses after you have joined the program, here is what to do and remember:

You should notify the department that pre-estimated your credit immediately of the changes that you propose to undertake in your program, and send the department descriptions (at least, course descriptions; if possible, syllabi) of the courses that you propose to add. Please remember that some departments may not evaluate a course done elsewhere for Swarthmore credit unless the student has completed a course in the department, or program, here at Swarthmore, either prior or in some cases following study abroad (e.g., history and art history - see individual department policies on their websites or in the College Bulletin). Additionally, if you would like to take two history courses abroad for credit, you must have already taken two history courses at Swarthmore. Some departments require that you have taken specific introductory courses before taking other courses in that discipline (e.g., economics, education, psychology).

Some departments, even if you have completed work in that subject at Swarthmore, will not evaluate a course done elsewhere unless the department has pre-estimated it. If, e.g., your major department has required you to complete a specific course while you are abroad, and you are thinking of replacing this course with another, be sure to be in touch about this with the chair of your major department.

The Off-Campus Study office will contact you while abroad to request your course registrations and to remind you to make sure that you have obtained pre-estimation for all of the courses being taken abroad.

D. DOCUMENTATION OF WORK COMPLETED ABROAD TO BE PRESENTED UPON YOUR RETURN

By College regulation, a fixed amount of Swarthmore credit cannot be guaranteed in advance for successful completion of academic work done elsewhere, domestic or abroad (except Haverford, Bryn Mawr, and Penn, under the four school arrangement). This regulation expresses an important educational principle for Swarthmore, viz., all college level work submitted for credit toward the Swarthmore degree must be evaluated by the appropriate members of the Swarthmore faculty. This means that your successfully completed study abroad courses must be evaluated for Swarthmore credit when you return. There is a straightforward procedure for this, not time consuming, and when you return this office will direct you individually and specifically about this. The exception to this rule is if a department granted automatic credit to a course during the pre-estimation of credit process.

IT IS YOUR RESPONSIBILITY FULLY TO DOCUMENT THE ACADEMIC WORK THAT YOU DO ABROAD FOR THIS PROCEDURE.

1. Ideally, this will involve your presentation, for each course, of a syllabus and copies of all of your assigned written work (we do NOT need graded copies, any copies will do). If the syllabus does not contain an organized and complete overview of the course - e.g., assigned readings, schedule of classes and topics treated, instructional format, written assignments - then, from your knowledge of the course, you can write out an accompaniment to the syllabus which contains all of this information. Written work includes papers or essays, exams, reports (including lab reports), language class exercises, and it is a good idea to hang onto class and reading notes. If you are required

to do oral reports for one or more courses, provide a brief summary of what the report consisted of and what you read in preparation for it. Whenever possible, and it is usually possible, make an extra copy of required written work before submitting it, and hang on to it, in the event that your submitted copy is not returned to you.

2. However, (1.) does not always work.

a) An example, final exams (which often are the larger part of the course grade) are normally hand written under proctored conditions, only one copy of the exam exists, and it is never returned to the student. You can't change this. What you can do, if you face this examination situation, is return to your room as soon as the exam is over and, from memory, write out the questions and a brief summary of how you answered them (e.g., what readings you referred to, brief outline of your essays). This should take 30-45 minutes, two or three pages of writing.

b) On fieldwork programs, often the required field reports or papers don't begin to express what the work actually consisted of. But you can present your field notes, and a brief written summary of the organization of your field work, topical or descriptive foci, time allocated to this and that, methods (e.g., interview, observation, participation) employed, consultations with program staff re your ongoing work, etc.

c) Often, there are out of class 'extras', which enhance the educational value of the course, e.g., field trips, museum visits, lectures, films, and concerts. Be prepared to present a record of these kinds of activities whether assigned or not, which for you was part of the educational experience.

These are guidelines, not an instruction manual. Re the documentation of work requirement, it's impossible to write a manual that will specifically gloss any and every study abroad situation in which you may find yourself. The general point is: YOU will know in full detail what you did for each course you complete while abroad. It is your responsibility to devise ways fully to represent what you did for the Swarthmore faculty members who will be evaluating your study abroad courses for Swarthmore credit. Please remember: it is the prerogative of the credit awarding departments to give you less than full credit, right down to no credit at all, for courses that they judge to be insufficiently documented. If while you are abroad you have questions, for any of your courses, about what sufficient documentation of work comprises, please be in touch either with this office or the chair of the department that will evaluate the course, or both.

Note: for any abroad course to be eligible for evaluation for Swarthmore credit, it must receive a US equivalent grade of straight C or better.

Note: Students are not allowed to take courses pass/fail.

3. As per the Swarthmore Semester/Year Abroad Program guidelines you will be registered as a full-time student at Swarthmore; and you are required to complete your academic obligations to Swarthmore for this period. You are obliged to complete the evaluation of all your study abroad courses in which you earned a grade of straight C or better, regardless of how much Swarthmore credit you have. Upon completion of your study abroad program and your return to campus, and following your return meeting with

the Faculty Adviser for Off-Campus Study, you will be required to submit a *Course Material Submission* form (see appendix) along with your academic materials, to the departments that pre-estimated your courses for credit. The departments will then notify the registrar what credit they have granted for the academic work done abroad. At that time the Off-Campus Study course registrations will be removed from your transcript and the courses taken abroad will be listed on your transcript along with US letter grades. The grades are not included in a Swarthmore grade point average.

E. PRE-REGISTRATION WHILE AWAY (see Office of the Registrar website)

Students on approved off-campus study programs should follow these instructions for how to pre-register from away.

* Try to use mySwarthmore to pre-register. Use the lettered steps below to ensure your pre-registration.

*** Make note of the dates for pre-enrollment for the semester you plan to return to campus.**

1. Confer with your Academic Adviser(s): The ideal is to communicate with your academic adviser(s) and/or the chair(s) of your actual or prospective major department(s) before pre-registration to make sure that whatever credits you may be earning while away as well as your future registration plans are compatible with completion of the major(s) and all other requirements for the degree on schedule with your planned graduation date. If you can't confer with your adviser before pre-registration, try to pre-register anyway, and confer with your adviser after. This should include examining in detail how, in your remaining semesters (including the ones away), all of your requirements will be met and, especially, how you will complete your major and your honors program, if you are hoping or planning to do honors.

2. Pre-Register for your Return Semester:

* Use mySwarthmore if you can, just as if you were on campus (try this on the first day of pre-registration)

* If somehow you cannot use mySwarthmore:

a) Tell the instructor(s) your wish to be in their course(s) or seminar(s), and then request in writing (email) to have your name entered on the list for the course(s) and/or seminar(s) offered at that future time. If you cannot tell who the instructor is, contact the Department Chair.

* b) Also send a copy of these communications to the Off-Campus Study Office.

* Please note: This procedure does not guarantee you membership in the course(s) and/or seminar(s) at issue. Normally, however, it will make the probability of membership the same as it would be if you were here next semester to participate in the pre-registration.

3. As Needed, Use a Drop/Add Form upon Returning to Swarthmore: If you were not able to use mySwarthmore to pre-register, when you arrive at Swarthmore to begin your return semester, formally register for that semester by completing either a green registration form or a drop/add form and submitting this to the Registrar's Office on or before the first two (2) days of classes. You may drop/add after that, but please do so on a separate form, after having registered. Forms are available at the Registrar's Office. If, for your return semester, you happen to be on campus during First-Year Registration in August, you may attend, but you are not required to do so; you may simply complete the form and hand it in to the Registrar during the first two days of classes.

F. STUDY ABROAD REGISTRATION AND CREDIT POLICY FROM THE OFFICES OF OFF-CAMPUS STUDY AND THE REGISTRAR

To ensure that students receive the study abroad credits they deserve, students must begin the credit approval process and obtain departmental signatures on the *Course Material Submission* form (available from the Off-Campus Study Office), following their return student meeting with the Faculty Advisor for Off-Campus Study. The deadline for the submission of the form (with departmental signatures) is normally five weeks into the first semester back.

Prior to departure, students planning study abroad must obtain pre-estimation of no less than 4.0 Swarthmore credits per semester for the work they intend to do abroad. Students must both take what is considered to be a full course load at the abroad program as well as what equates to a full normal course load at Swarthmore.

Please note the following registration and accreditation procedures:

1. Following admission by programs, students will - upon the approval of the Off-Campus Study Office and faculty advisers - be registered by the Registrar's Office for a full time load of Off-Campus Study (OCST) credit registrations. The Off-Campus Study Office will notify the Registrar's Office, each semester, of all students to be so registered for the following semester(s).

All courses must be taken for a grade. Pass/fail grades are not permitted.

2. Upon completion of programs abroad, the grade of Incomplete (INC) will be recorded by the Registrar for all OCST registrations for which transfer of credit has not yet been approved at Swarthmore (this will be virtually all of them).

3. Returning study abroad students must submit all of their study abroad work for evaluation by Swarthmore departments. As credit for study abroad work is reported to Swarthmore on official transcripts from the programs, and validated for credit at Swarthmore by departmental approvals, the Registrar will enter it upon students' permanent records. When doing so, the Registrar will delete the equivalent amount (rounded down to the nearest whole number) of OCST registration credit and the corresponding INC grade(s) and replace them with departmental credits and program

grades. OCST registration credit is always in units of 1.0, although transfer credit often is not.

All completed study abroad work receiving a US equivalent grade of straight C or better must be evaluated for credit at Swarthmore. Study abroad work with grades lower than C is not eligible for transfer of credit to Swarthmore.

Students are expected to earn the normal load of four to five credits per semester, or eight to ten credits per year. More than five credits per semester or ten credits per year are not permitted. Students must keep in mind any department policies such as limits on the amount of outside credit that is allowed for the major (which included study abroad credit), academic pre-requisites that must be fulfilled in order to take certain courses, any additional conditions for the final receipt of credit, as well as the twenty-course rule.

The extra-work credit option will only be used in situations in which a student needs to obtain four credits for a semester, or eight credits for a year abroad, and/or when this is necessary to complete a major or minor requirement, with the approval of the appropriate department or program. This will be the case only as long as the semester and yearly maximums are not exceeded.

4. If the credit approval process has not yet been initiated with departmental signatures by the deadline for the submission of the completed *Course Material Submission* form to the Off-Campus Study Office, the Registrar will convert any remaining OCST INC grades to NC (No credit). The NC grades will appear on students' grade reports and transcripts. At the discretion of the Registrar, late credit approvals may be accepted prior to graduation to replace the OCST registration grades of NC.

Additionally, failure to complete the credit approval process in a timely way will result in possible ineligibility for further financial aid, a hold on the release of transcripts by the College, a hold on pre-registration for the next semester, and parent notification.

VIII. Health Considerations

All students who have been approved to participate in the Semester/Year Abroad program are required to have a travel health consultation at the Worth Health Center. If you are traveling to a country with required immunizations that must be staggered over a period of time you should make this appointment as early as possible. To schedule an appointment phone ext. 8058.

If a physical is required by your designated study abroad program, you can make an appointment for this at the Worth Health Center as well.

If you are in counseling it is important to make sure that your counselor is aware of your study abroad plans and that you discuss any needs that you may have for ongoing therapy and/or access to medications. Do not assume that you will have the same level of availability of services and access to specific medications that you have in the U.S. Both CAPS and staff of the Worth Health Center can help you with questions concerning

managing your physical and mental health needs while abroad. Do not hesitate to discuss any concerns or needs that you may have with the Off-Campus Study office staff as well. If you have an expectation that you will require counseling services while abroad, the College study abroad insurance provider, CISI, can be consulted for possible referrals in the host country.

Note: 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.

For additional information about travel health please review the section on *Physical and Mental Health* in the *Study Abroad Countdown to Departure: Practical Matters* handbook from Off-Campus Study.

IX. Health and Travel Insurance

Students who participate in the Semester/Year Abroad program are covered by health and travel insurance through either their study abroad program or the College's policy through CISI (Cultural Insurance Services International). Students are responsible to obtain their own insurance coverage for periods before or after the official enrollment dates of their program. Students should carefully review the policy, including exclusions pertaining to pre-existing conditions and any other exclusions to the policy.

Once students are registered for the insurance by the Off-Campus Study office they will receive an email from CISI with login information to the CISI website. Students should print out a copy of their insurance card and retain their login information. The CISI website provides information on physical and mental health providers in cities throughout the world who will accept payment directly from CISI. Otherwise students must provide payment for services and submit reimbursement requests to CISI.

Through the CISI website students can access a range of country-specific information, medical and security information, and search for health providers by country and city.

How To Contact CISI

In cases of medical or security 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

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

X. International Students Abroad

International students at Swarthmore may be subject to different travel requirements for leaving the US, transiting through other countries, entering their destination countries, and re-entering the US, than those to which US citizens are subject. International students must consult with the International Student Adviser about their plans well in advance of their scheduled travel and must explore what the student visa requirements are for their destination country (if any).

XI. Sophomores Abroad

Students who study abroad in the spring of the sophomore year must do the major application before going abroad, in the second half of the fall semester. The first step is to visit the chair of the student's prospective major department. If it is not clear whom to see, students should check with Dean Diane Anderson.

XII. Housing for Return Semester

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, depending on the semester are away, 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.

Your proxy will attend the housing lottery (in December or spring) 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. Please contact Isaiah Thomas, Assistant Director of Residential Communities with any specific questions: ithomas1@swarthmore.edu.

XIII. Sexual Assault and Harassment Resources <http://www.swarthmore.edu/sexual-assault.xml>

*Note that the College's Sexual Assault and Harassment Policy applies to all activities of the College, including participants in the Swarthmore Semester/Year Abroad Program.

The College expressly prohibits any form of discrimination and harassment on the basis of any College-recognized protected classification, including sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, or disability in any decision regarding admissions, employment, or involvement in a College program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity law. This policy addresses all forms of sexual discrimination, including sexual assault and harassment.

The College is committed to treating all members of the community with dignity, care, and respect. Any individual affected by sexual assault or harassment, whether as a complainant, a respondent, or a third party, will have equal access to support and counseling services through the College. The College recognizes that deciding whether to make a report and choosing how to proceed can be difficult decisions. The College encourages any individual who has questions or concerns to seek the support of campus and community resources. These professionals can provide information about available resources and procedural options and assistance to either party in the event that a report and/or resolution under this policy are pursued. Individuals are encouraged to use all available resources, regardless of when or where the incident occurred.

Swarthmore College's 2014-2015 Sexual Assault and Harassment Policy is available on the Swarthmore College Sexual Assault Resources website:

<http://www.swarthmore.edu/sexual-assault-resources/interim-sexual-assault-and-harassment-policy.xml>

The Student Handbook (<http://www.swarthmore.edu/deansoffice.xml>) also provides detailed information on policies and procedures related to sexual and discriminatory harassment.

What should I do if I am the victim of sexual misconduct?

Sexual misconduct represents a continuum of behaviors ranging from physical sexual assault and abuse to other forms of sexual harassment and intimidation. Students who are the victim of sexual misconduct are encouraged to report the incident immediately and seek the support services they need.

Students are encouraged to discuss their concerns with their in-country study abroad program directors and with the Off-Campus Study Office.

Reports may be made to:

Kaaren Williamsen, Title IX Coordinator (kwillia1@swarthmore.edu, 610-690-3720)

*Required to refer

Liz Braun, Dean of Students (lbrown1@swarthmore.edu , 610-328-8365) *Required to refer

Maria Warnick, Interim Director of Worth Health Center (mwarnic1@swarthmore.edu, 610-957-6037) *Confidential

Zenobia Hargust, Deputy Title IX Coordinator, (zhargus1@swarthmore.edu, 610-328-8398) *Required to refer

Lilly Rodriguez, Deputy Title IX Coordinator, (lrodrig1@swarthmore.edu, 610-690-5767) *Required to refer

Nina Harris, Sexual Assault Survivor Advocate and Educator, (nharris1@swarthmore.edu, 601-328-8538) *Confidential

XIV. Student Disability Service

Students who receive accommodations at Swarthmore to support their individual needs should discuss their study abroad plans with a study abroad advisor in Off-Campus Study and with the Office of Student Disability Services. Not all programs will be able to provide all services, but with careful planning students should be able to find a program with which they can work to meet their needs.

Students are responsible for finding out how accommodations are handled in their proposed study abroad program and what kinds of information they need to provide the disability service office for that program. It is important to discuss these requirements with the Student Disability Services office at Swarthmore early in the application process, and should it be necessary for the office to compile materials and send them to the proposed program, at least two weeks notice must be given.

Mobility International USA – MIUSA (<http://www.miusa.org>) is an excellent resource for information on going abroad with a disability. For 32 years, MIUSA has been empowering people with disabilities around the world to achieve their human rights through international exchange and international development.

XV. Reporting Emergencies

In the event of an emergency abroad requiring immediate attention, please contact Public Safety at 610-328-8333. Public Safety will contact Off-Campus Study staff or other members of the campus community as appropriate.

APPENDIX

Swarthmore College
500 College Avenue
Swarthmore, PA 19081-1397

Off-Campus Study Office
Cunningham House

610-328-7827
Fax: 610-328-7323

APPLICATION FOR PRE-ESTIMATION OF STUDY ABROAD CREDIT (3/15))

Students who plan regular term (not summer school) study abroad must have approval in advance from the major department/program adviser(s) (actual or prospective), as well as from the Off-Campus Study office. Proposed courses must be approved for evaluation for credit by chairs of appropriate departments/programs or, for intercultural credit, by the Off-Campus Study Faculty Adviser. Pre-approval of courses will estimate but not guarantee an amount of credit for successful completion of the courses. Award of credit will occur upon your return to Swarthmore. It will require you to provide the Registrar's Office with an official record (normally a transcript) certifying the work you have completed as well as substantiating materials as required by the departments/programs (e.g., syllabi, papers, exams). The accrediting of work done abroad should be attended to immediately upon your return.

You will be scheduled for a pre-departure meeting with a member of the OCS office. Use a separate form for each semester abroad. Be sure to complete the first two columns (on the reverse side) for each course before submitting this form, along with course descriptions and syllabi when available, to the pre-departure meeting for review. Off-Campus Study will sign off on the form after you have listed a sufficient number of courses. You must both take what is considered to be a (max) full course load at your abroad program as well as what equates to a full course load at Swarthmore (4 credits for a semester/8 for a full year). Once signed by the Off-Campus Study office, submit the form to the appropriate departments/programs for pre-estimation of credit. If you have any questions about the type of course units used on your study abroad program and the percentage of a full course load that they represent, please discuss this with a staff member in Off-Campus Study.

Keep in mind that it is your responsibility to ask about pre-requisites that some departments/programs might have in order to get credit for courses taken abroad. You also must be aware of the limit of how many courses can be taken abroad in each subject area and counted in the major, minor, or toward graduation at Swarthmore College. Be sure to keep the twenty-credit rule and required honors seminars in mind as you select courses. Be aware of any department/program limits on numbers of courses that can be taken away from Swarthmore. Discuss these policies with the reviewing department/program. The extra work/credit added option permits you to increase the amount of credit awarded for completion of a course by doing extra work, planned in consultation with the accrediting department/program. This option is available at the discretion of the department/program. If auto credit is granted you will not need to submit your work to the department upon your return.

Meet with your major adviser(s) to discuss your study abroad plans and request that your advisor sign this form once completed. This completed form must be returned to the Off-Campus Study Office. Be sure to keep a copy for your files.

NAME: _____ CLASS: _____

DATES OF INTENDED STUDY ABROAD SEMESTER/YEAR: _____

MAJOR(S) actual/prospective: _____ MINOR (S): _____

NAME OF STUDY ABROAD PROGRAM: _____

LOCATION(S) OF STUDY – City and Country: _____

To the Student: 1. Please indicate what types of credit units are used for your study abroad program (e.g., credit hours, ECTS, at Oxford/Cambridge only indicate the number of papers): _____

2. How many credits constitute a full course load for the semester or term according to the program or university? _____

3. For each course you plan to take, list the title of the course, and the number of course units (see #1. above). Use additional forms as necessary.

To the Credit Reviewer: Please print your name and initial each course reviewed; indicate how many Swarthmore credits are pre-estimated; and indicate if the extra work credit option is available. Please keep the 20-course rule and honors seminar planning in mind. Please note if there is a department limit on how many credits may be taken away from Swarthmore and if the student is at risk of exceeding the limit. Please contact the Faculty Adviser for Off-Campus Study if you intend to give an amount of credit that is either more or less than the amount assessed by Off-Campus Study. If you approve auto credit, the student does not have to present work upon their return to the department.

Title and Number of Course	Number of Credits in Host Institution Credit Units	Printed Name and Initials of Person Reviewing Credit	Pre-estimated Number of Swarthmore Credits	Is the Extra Work Credit Option Available? Yes/No	Does this Course Qualify for Auto Credit? Yes/No	Can materials for this Course be submitted electronically
----------------------------	--	--	--	---	--	---

1. _____

Comments from Off-Campus Study:

Has the student completed departmental/program pre-requisites for study abroad (please circle yes/no)?

Comments specific to the course (instructions/policies, etc.):

2. _____

Comments from Off-Campus Study:

Has the student completed departmental/program pre-requisites for study abroad (please circle yes/no)?

Comments specific to the course (instructions/policies, etc.):

3. _____

Comments from Off-Campus Study:

Has the student completed departmental/program pre-requisites for study abroad (please circle yes/no)?

Comments specific to the course (instructions/policies, etc.):

4. _____

Comments from Off-Campus Study:

Has the student completed departmental/program pre-requisites for study abroad (please circle yes/no)?

Comments specific to the course (instructions/policies, etc.):

Major Department/Program Adviser
(actual or prospective)
Date: _____

Second Major Department/Program Adviser
(if applicable)
Date: _____

Off-Campus Study Adviser
Date: _____

ONLY TO BE COMPLETED AFTER RETURN FROM OFF-CAMPUS STUDY

**Course Material Submission Form (OCS)
Offices of Off-Campus Study and Registrar**

Deadline: Normally end of 5th week of return semester

As per the Swarthmore Semester/Year Abroad Program, while participating in off-campus study, you were registered as a full time student at Swarthmore; and you are required to complete your academic obligations to Swarthmore for this period. **You are obliged to complete the evaluation of all your off-campus study courses in which you earned a US grade equivalent of straight C or better, regardless of how much Swarthmore credit you have.** Before you went abroad, you signed an agreement to do this (STUDY ABROAD REGISTRATION AND CREDIT POLICY), and it is required in order to comply with College Policy. Negative consequences for non-compliance can be severe; see below.

The form, ON THE REVERSE SIDE, sets forth what you must do to comply with this requirement. Returning students **MUST** complete this form by the deadline. If your transcript for your off-campus study work has not yet arrived, that is OK for this stage of your accreditation. Eventually, the Registrar must have the original transcript but often transcripts do not arrive until sometime during the return semester.

This form records your having submitted for accreditation materials from course work abroad. Departments listed must correspond with those listed in the "Returning Student Letter" written by the Faculty Adviser for Off-Campus Study outlining the program you completed and departments from which credit should be sought. Please use one form per semester/program. Off-campus study will contact you with an appointment to meet with the off-campus study faculty adviser. Please note this is a mandatory meeting.

If after the deadline you have not yet completed and submitted to the Off-Campus Study Office this form, the following will occur:

1. **Incompletes (INCs) that are on your transcript for foreign study registration will be converted to No Credits (NCs). NC is equivalent to a failing grade elsewhere.**
2. **Possible ineligibility for further financial aid.**
3. **A Hold on the release of your transcript.**
4. **A Hold on pre-registration for next semester.**
5. **Parents will be notified by letter of 1-4 above.**

(FORM ON REVERSE SIDE)

Course Material Submission Form (OCS)
Offices of Off-Campus Study and Registrar

Deadline: Normally end of 5th week of return semester

YOUR NAME: _____ CLASS: _____

SEMESTER ABROAD: _____

PROGRAM ATTENDED (INCLUDING COUNTRY OR COUNTRIES):

REQUIRED DEPARTMENTAL SIGNATURES:

The department signature means that the student has submitted documentation for the courses shown in the returning student letter written by the Professor Carina Yervasi, Faculty Adviser for Off-Campus Study. **(PLEASE USE ONE FORM PER PROGRAM/SEMESTER)**

<i>COURSE TITLE</i>	<i>EVALUATING DEPT</i>	<i>DEPT SIGNATURE/DATE</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

QUESTIONS RE: THIS FORM SHOULD BE DIRECTED TO PROFESSOR CARINA YERVASI OR ROSA BERNARD, CUNNINGHAM HOUSE OR CALL 610-328-7826 OR 7827

RETURN COMPLETED FORM TO ROSA BERNARD IN CUNNINGHAM HOUSE
--

TABLE OF CONTENTS/COVER SHEET
(Complete one for each course taken abroad)

DATE:

NAME:

STUDY ABROAD PROGRAM:

SEMESTER/YEAR:

COURSE INFORMATION: Use Reverse if additional space is needed)

Course description and course goals as stated in syllabus:

Indicate what type of host institution credit units were used by the host institution.

List how many Program credits were given for this course at the host institution.

How many credits was the course pre-estimated for by the relevant Swarthmore department?

TABLE OF CONTENTS:

- TRANSCRIPT FROM STUDY ABROAD PROGRAM
- SYLLABUS
- DAILY WORK
- QUIZZES
- PAPERS
- EXAMS
- OTHER REPORTS (including lab reports)
- DVD'S/CD'S (If applicable)
- CLASS EXTRAS (e.g. site visits, extra-curricular activities relating to the course and the amount of time spent on them)
- SHORT DESCRIPTION OF RELATED GROUP ACTIVITIES:
- PRESENTATIONS (printed copies of power points or other evidence of your work)
- JOURNALS
- FORM REQUIRED BY ACADEMIC DEPARTMENTS

Budget Worksheet for Study Abroad Students

Program/Country/Semester _____

Date: _____

Academic Year = _____ # of weeks in Session _____ # of weeks in Break Period

Semester = _____ # of weeks in Session _____ # of weeks in Break Period

Expenses paid by Swarthmore in addition to tuition costs and housing and meals in the program fee for study abroad

Cost Estimate

Actual

Deposit (non-refundable)

*Airfare/international transportation 1 per Semester

Meals (if not included in program fee)

Housing (if not included in program fee)

Local commuting/transportation

ISIC card

Orientation expenses required by program.

Other costs in program fee

* Full year students receive a second airfare to return to their permanent address over winter break. The cost cannot exceed the amount of the first international airfare.

Counselor Information

Expenses paid by Participant

Cost Estimate

Actual

Application fee

Deposit (refundable)

Passport fees

Visa fees

Immunizations and travel medications, if applicable

Entry and exit taxes, if applicable

Insurance (supplemental if needed)

Books/photocopies

Personal expenses (toiletries, postage, phone, entertainment, souvenirs, gifts, etc.)

Food & lodging during break

Vacation/personal/travel expenses

Miscellaneous

TOTAL EXPENSES ANTICIPATED:**

\$0.00

\$0.00

** Compare this total to \$1,305 per semester (equivalent to budget for books, supplies, personal expenses, and fees at Swarthmore)

Resources

Amount Estimate

Actual

Family contribution

Your summer earnings

Your savings

Swarthmore aid (if applicable)

Other resources

TOTAL RESOURCES ANTICIPATED:

\$0.00

\$0.00

LOSS OF WORK STUDY FUNDS

OFF-CAMPUS STUDY (OCS) TIMELINE AND CHECKLIST FOR FALL 2015 and Academic Year 2015-2016 STUDY ABROAD PARTICIPANTS

Detailed information on the following requirements are available on the OCS website, in the OCS handbooks, and on the OCS homepages of admitted students.

- ☐ You will receive an email with an appointment time to meet with Rosa Bernard to discuss issues such as deposits, program budget, travel, program invoices, visa requirements, pre-estimation of credit, etc.
- ☐ Subsequent to your meeting with Rosa Bernard, you will seek pre-estimation of credit from academic departments. **This is normally done during the Advising Period – April 6-16th.**
- ☐ Apply for a passport or for a renewal if your passport will expire within six months of the completion of your study abroad program.
- ☐ If you are required to apply for a visa, be sure to do this as early as possible!!!
- ☐ Clear outstanding balances on your student account so that final approval to participate can be given and payments can be made.
- ☐ Provide a copy of the letter or form in which you accept the offer of admittance to your program to OCS. Once you have been admitted **AND** accepted an offer to a program, you will be moved to the acceptance phase in the on-line system. Log in to the OCS website, change your status from accepted to committed and complete the required forms and activities.
- ☐ Once you have committed to your program, have completed all required documents, and have been cleared by the Dean's Office and the Bursar's Office to participate, you will receive your check to pay for travel. **Buy your ticket early!!** Be sure that the fare allows you to change or refund your ticket for a reasonable fee.
- ☐ As soon as possible, make an appointment at Worth Health Center for a required travel health consultation. **Contact Worth no later than April 15th to request the appointment!!! Appointments take 30 minutes to one hour.**
- ☐ Thoroughly read the two handbooks provided by OCS, *Practical Matters* and *Policies and Procedures*. These are available in print and on the OCS website.
- ☐ If you plan to live on campus upon your return notify the Office of Student Engagement. Be prepared to name a friend who will be on campus while you are away and can act as your proxy in the room draw that will take place in your absence.
- ☐ All documents that must be completed on line and all remaining required materials must be submitted to OCS no later than **April 20**. This includes the completed pre-estimation of credit form.
- ☐ Attend required Study Abroad Pre-departure Gathering on **April 15th at 6:30pm** in Scheurer/Kohlberg (dinner is provided) as well as any other required orientation programs.