

Center for International Studies and Global
Change

STUDY ABROAD



Guidelines





study... abroad!

Center for International Studies and Global Change

Study Abroad Risk Management Guidelines

TABLE OF CONTENTS

- I. Introduction
- II. Institutional Study Abroad Committee
- III. Approval of Study Abroad Programs
- IV. Physical Health
- V. Orientation
 - A. Pre-Departure
- VI. Nutrition
- VII. Stress and Cultural Shock
- VIII. Personal Conduct and Attitudes
- IX. Insurance and Liability Issues
- X. Additional Pre-Departure Preparations
- XI. Study Abroad Security Issues and the U.S. State Department
 - A. U.S. Embassy Locations
 - B. Passport and International Travel information
 - 1. Travel Alerts
 - 2. Travel Warnings
 - 3. Lost or Stolen Passports Abroad
 - 4. Arrest or Detention

INTRODUCTION

The purpose of these guidelines are to provide guidance concerning the risk management issues which play a role in the overall planning, implementation, and execution of a successful and safe program. If the material presented generates specific questions for you, seek the advice of a staff person with the CISGC. The preliminary set of guidelines concerning recommended practices for study abroad risk management is provided by NAFSA - The Association of International Educators. This document outlines, among other things, general guidelines and statements for good practice pertaining to the responsibilities of program sponsors and participants. A longer version of this document can be found on the NAFSA website using the following link:

http://www.nafsa.org/knowledge_community_network.sec/education_abroad_1/developing_and_managing/practice_resources_36/guidelines_for_health.

Center for International Studies & Global Change staff



Dr. Loye Sekihata Ashton

Director

lashton@tougaloo.edu

601-977-7944

Yasmin J. Gabriel, Esq.

Education Abroad Coordinator

ygabriel@tougaloo.edu

601-941-2775

Detrice L. Roberts

Education Abroad Program Assistant

droberts@tougaloo.edu

601-228.2204

APPROVAL OF STUDY ABROAD PROGRAMS

In an effort to centralize study abroad policies, procedures, and information as much as possible across the campus and in light of risk assessment and liability issues, the CISGC looks into each

Adapted from The NAFSA Association of International Educators and the U.S. Department of State

program that students are interested in participating through a program approval process. The purpose is to make sure that all study abroad programs are legitimate and that they do not cause a risk to the student.

Emergency Medical Care/Contact Form

This form is essential for collecting emergency contact information in the case that parents or guardians need to be contacted. A list of all participants and their emergency contact persons and numbers should be submitted by the program/faculty directors or collected by the CISGC office prior to departure. A copy of this information should be distributed to any parties who may be involved in an emergency protocol plan. Please fill out the Emergency Contact Form on page 14 of this packet and turn it in to a staff member at the CISGC.

ORIENTATIONS



Detailed information on pre-departure orientations is provided in this packet. However, we must also stress the importance of attending the pre-departure orientations. In addition to the benefit of increased student and faculty/staff preparedness, orientation can help the student prepare to study abroad while also providing essential materials to increase safety.

PHYSICAL HEALTH

Health issues which affect students while studying abroad range from routine ailments (e.g., flu, toothache, broken limbs), to common travel disorders (e.g., diarrhea), to life-threatening world health concerns (e.g., HIV and AIDS), and to region-specific illnesses (e.g., malaria). Any students with pre-existing health conditions (e.g., diabetes, epilepsy) must also consider how their condition will affect or be affected by their overseas experience. In preparing to study abroad the students should work with the CISGC to address the following:

1. Consult the Centers for Disease Control and Prevention (www.cdc.org) for information about world, regional and local health issues. Check to see if there is a travel clinic in your area which can provide information on common travel disorders.
2. If you have a pre-existing condition please discuss your health needs with your doctor so that appropriate accommodations may be researched and dealt with prior to selecting a country to fulfill your study abroad desires.
3. Make the program which you will be traveling with aware of any conditions so that they can take proper precautions to accommodate you while overseas.
4. Prior to leaving the U.S., research the local medical and emergency assistance resources where you will be staying during the timeframe of the program.



A different diet may affect students while abroad. Here are some things to consider prior to attending a study abroad program:

1. Do you have a special diet?
2. How will this diet be maintained in a different culture or country?
3. Do you have specific nutritional needs?
4. What are the basic staples of the diet of the country you are studying?
5. Is the host country diet deficient in any nutrients that you require or prefer?
6. Are unsanitary food preparation or storage practices prevalent in the country where you are studying?
7. Is the water fluorinated, chlorinated, or does it need to be treated before it can be consumed?
8. What kind of water is recommended for drinking?



STRESS AND CULTURE SHOCK

There are physical manifestations of stress (e.g., headaches, gastrointestinal problems, weakened immune systems, and insomnia), and the stress that often accompanies change and may lead to culture shock. To support students experiencing stress, we will provide students with a Re-Entry packet that outlines the stress of studying abroad as well as

returning home. Please read through that material carefully. You can all see the following links for more information on the topic:

SAFETI Safety Abroad First Educational Travel Information

<http://www.globaled.us/safeti>

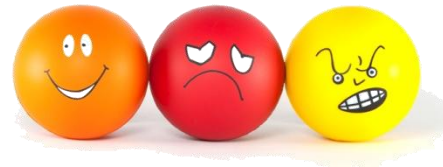
Clearinghouse's adaptation of Peace Corps resources

<http://www.globaled.us/peacecorps>

For more information on “culture shock”:

<https://www.gooverseas.com/blog/how-to-deal-with-culture-shock-while-studying-abroad>

PERSONAL CONDUCT AND ATTITUDES



Some students have unrealistic expectations and attitudes about studying abroad. They may think the host country is safer (or more dangerous) than it really is. When away from home and their peer group, students may be more inclined to experiment with behaviors they would normally avoid. They may perceive the foreign environment as more restrictive or liberal in relation to individual freedoms and rights. Regardless of their perceptions, the CISGC wants to assist students in confronting stereotypes and misconceptions, and replacing misinformation with accurate knowledge about customs and norms of the host culture. The administrators over the program which you will be attending will prep you on cultural practices and customs of the country in which you will be residing. If you have further questions or concerns please feel free to refer to a staff member in the CISGC.

INSURANCE AND LIABILITY ISSUES

The types of insurance pertinent to study abroad include:

- ✚ Sickness and accident insurance for students and employees of the program
- ✚ Trip cancellation insurance
- ✚ Travel insurance
- ✚ Please check with your health insurance carrier about coverage while abroad
- ✚ Research liability insurance carried by independent contractors involved with your program (CERTAIN PROGRAMS)
- ✚ Purchase insurance for medical benefits

ADDITIONAL PRE-DEPARTURE PREPARATIONS

- Be familiar with calling procedures from the host country.
- Register for [Smart Traveler Enrollment Program \(STEP\)](#) to ensure that the U.S. Embassy is aware of your traveling from the U.S. The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate. STEP Smart Traveler DOES NOT track the location of travelers.
- Be familiar with internet restrictions and accessibility in the host country.
- Know the foreign country's toll-free numbers for connecting to a U.S. operator.
- Maintain a listing of the daytime and emergency numbers for the U.S. embassy/consulate, Red Cross, Peace Corps, and other study abroad programs in the area.
- Maintain a listing of local numbers for fire, police, ambulance services, hospitals, medical professionals, and insurance companies.
- Regularly update all contact and resource information and place it in an easily accessible location known by all program staff. Keep a copy of the information accessible at all times

Study Abroad Security Issues and the US State Department

The U.S. Department of State website is an invaluable source of information for those planning study abroad programs. The main Internet site is at <http://www.state.gov> and the site specific to Consular Affairs is <http://travel.state.gov>. Some of the most important information to be found on these websites includes:

1. *U.S. Department of State Country Specific Information Sheets* which are available for every country of the world and which contain entry requirements, currency regulations, unusual health conditions, crime and security statistics and special situations, political atmosphere and areas of instability and drug penalties, among other things. These information sheets also provide addresses and emergency telephone numbers for U.S. embassies and consulates. This website is:
http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html
2. *U.S. Department of State Travel Warnings and Travel Alerts* are another means of securing information about terrorist threats and other short term and or transnational conditions posing risks to the security of travelers. Announcements are issued when there is a perceived threat. This website can be found at:
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html for the travel warnings and at
http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html for the travel alerts.

Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S.

Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.

Travel Alerts are issued to disseminate information about short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert. Institutions should develop policies concerning the establishment and running of study abroad programs in countries which have travel warnings and travel alerts.

3. Another good source of information from the U.S. Department of State is the International Travel Safety Information for Students at:

http://travel.state.gov/travel/cis_pa_tw/safety/safety_2836.html

While this information is provided for travel in general it has some good tips and ideas concerning any type of experience in a foreign destination.

4. Institutions may want to refer and subscribe to OSAC, the Overseas Security Advisory Council. (OSAC) is a Federal Advisory Committee with a U.S. Government Charter to promote security cooperation between American business and private sector interests worldwide and the U.S. Department of State. OSAC provides, among other services, regular updates on security issues around the world. To register for updates or to review their services, the website is <https://www.osac.gov/>.
5. The U.S. Department of State has a website devoted exclusively to students' safety abroad. This campaign is a public affairs initiative which targets American college students and young people studying and traveling internationally and is designed to promote safe, smart travel to college students and spring-breakers. It includes a website, flyers called "go! guides," and posters for on-campus and individual use. The website for this program is www.studentsabroad.state.gov

The Center for International Studies & Global Change (CISGC) is committed to helping students with their interests in international issues and locations. We have prepared handbooks and brochures to assist with keeping you informed of the steps towards obtaining a passport, intricacies of returning to the U.S. after traveling, policies and important information from the U.S. State Department, along with tips on adapting to a new culture. We hope you find the content informative and with your future travels.



Adapted from The NAFSA Association of International Educators and the U.S. Department of State

Lost or Stolen Passports Abroad

What should a U.S. Citizen do if his/her passport is lost or stolen?

Contact the nearest [U.S. embassy or consulate](#) for assistance. If you have been the [victim of a serious crime](#), be sure to tell a consular officer about it as soon as possible so we can provide appropriate assistance. If you are scheduled to leave the foreign country shortly, please provide our consular staff with the details of your travel. You will also be directed to where you can obtain a photo for your replacement passport. In most cases, you will need to get a passport photo prior to your arrival at the consular section.

Who do I need to replace my passport overseas?

Take the following to the embassy/consulate. Even if you are unable to present all of the documents, the consular staff will do their best to assist you to replace your passport quickly.

- A **Passport Photo** (one photo is required; get it in advance to speed the process of replacing your passport)
- Identification (driver's license, expired passport etc.)
- Evidence of U.S. citizenship (birth certificate, photocopy of your missing passport)
- Travel Itinerary (airline/train tickets)
- Police Report, if available
- **DS-11 Application for Passport** (may be completed at time of application)
- **DS-64 Statement Regarding a Lost or Stolen Passport** (may be completed at time of application)

Statement Regarding a Lost or Stolen Passport:

When you report the loss or theft of your passport, you must complete a statement describing the circumstances under which it was lost or stolen. You can use the U.S. Department of State form [DS-64](#) for this purpose.

Police Report:

A police report is **not** mandatory but can help confirm the circumstances of the loss or theft. We encourage you to report the loss or theft of your U.S. passport to the local police in the country where the loss or theft occurred. However, don't spend time obtaining a police report if doing so will cause you to miss a flight or delay your travel unreasonably.

How long is a Replacement Passport Valid?

Replacement passports are normally valid for a full ten years for adults or five years for minors. However, if you have urgent travel plans, we can issue a limited-validity, emergency passport that can be produced more quickly to allow you to return to the U.S. or continue on your trip. Once you return home, you can turn in your emergency passport and receive a full-validity passport.

Are Fees Charged to Replace Lost/Stolen Passports Abroad? The normal **passport fees** are collected from applicants for replacement passports. Applicants unable to pay the fee will be asked to provide names of persons they feel would be able to assist them financially. See our information about **[Financial Assistance to U.S. citizens Abroad](#)** and **[Sending Money Overseas to U.S. Citizen in an Emergency](#)**.

However, in certain extraordinary circumstances, such as:

- the applicant is the victim of a serious crime; or
- the applicant is a victim of a disaster; and the applicant does not have and cannot reasonably be expected to obtain money to pay the fees before continuing travel, the passport fee may be waived and a limited-validity passport will be issued. When the person applies for a full-validity passport upon their return to the United States, the regular passport fee will be charged for the replacement passport.

Arrest or Detention of a U.S. Citizen Abroad

One of the highest priorities of the Department of State and U.S. embassies and consulates abroad is to provide assistance to U.S. citizens incarcerated abroad. The Department of State is committed to ensuring fair and humane treatment for U.S. citizens imprisoned overseas. We stand ready to assist incarcerated citizens and their families within the limits of our authority in accordance with international law, domestic and foreign law.

Tips to avoid getting arrested overseas:

- Understand that you are subject to the local laws and regulations while visiting or living in the country – follow them.
- Learn which laws might be different from the laws in the United States. We provide some information for each country on our Country Specific pages. For further information on laws within the foreign country before you go, contact that country's nearest embassy or consulate within the United States.

If you are arrested overseas or know a U.S. citizen who is:

- Ask the prison authorities to notify the U.S. embassy or consulate
- You may also wish to reach out to the closest U.S. embassy or consulate to let us know of arrest. Contact information for **[U.S. Embassies and Consulates](#)** overseas can be found here or by going to our individual **[Country Specific Information](#)** pages.

Consular Assistance to U.S. Prisoners:

When a U.S. citizen is arrested overseas, he or she may be initially confused and disoriented. It can be more difficult because the prisoner is in unfamiliar surroundings, and may not know the local language, customs, or legal system.

We can:

- Provide a list of local attorneys who speak English
- Contact family, friends, or employers of the detained U.S. citizen with their written permission

- Visit the detained U.S. citizen regularly and provide reading materials and vitamin supplements, where appropriate
- Help ensure that prison officials are providing appropriate medical care
- Provide a general overview of the local criminal justice process
- Inform the detainee of available local and U.S.-based resources to assist victims of crime
- Upon request, ensure that prison officials permit visits with a member of the clergy of the religion of your choice
- Establish an OCS Trust, when no other means to send funds are available so friends and family can transfer funds to imprisoned U.S. citizens

We cannot:

- Get U.S. citizens out of jail
- State to a court that anyone is guilty or innocent
- Provide legal advice or represent U.S. citizens in court
- Serve as official interpreters or translators
- Pay legal, medical, or other fees

With the rising numbers of students participating in study abroad programs, the Center for International Studies and Global Change (CISGC) at Tougaloo College wants you to be mindful of the risk management issues that affect study abroad so that we can properly prepare our students to leave the country.



Emergency Medical Care/Contact Form

Student Information

Name: _____
Last First Middle

Permanent Address: _____

City: _____ State: _____

Phone: _____

Email: _____

Medical Information

Because a program abroad can call for special needs, we ask that you answer the questions below. **This information will be kept confidential.**

Are you currently under medical treatment for any reason? Yes _____ No _____

If yes, explain:

Do you have allergies, dietary restrictions, or any other medical issues? Yes _____ No _____

If yes, explain:

Emergency Contact

Name: _____
Last First

Permanent Address: _____

City: _____ State: _____

Phone: _____

Email: _____