

INTERNSHIPS
CAREER DEVELOPMENT
SERVICE LEARNING
INTERNATIONAL TRAVEL
REAL WORLD EXPERIENCE
EXCEPTIONAL CULTURE
RESEARCH
CONFIDENTIAL

STUDY ABROAD

2018-19 HANDBOOK



UNIVERSITY OF SAINT JOSEPH
CONNECTICUT



“Nobody can discover the world for somebody else. Only when we discover it for ourselves does it become common ground and a common bond and we cease to be alone.”

– Wendell Berry

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Why should I consider studying abroad?

The University of Saint Joseph encourages students to study abroad in preparation for living and working in a multicultural world. Students find that study abroad enhances their education immensely. Study abroad will open you up to a new culture, and make you see your own culture in a different light. You are likely to become more mature, flexible, independent, have a broader world view, and the ability to work in diverse and changing environments – all skills that employers and graduate schools seek.

Who is eligible to study abroad?

University of Saint Joseph undergraduate and graduate students are eligible to apply. Students accepted for study abroad are expected to:

- » Have a minimum cumulative GPA of 2.75
- » Have completed at least three semesters of collegiate study
- » Meet requirements prescribed by the University of Saint Joseph, faculty, and students' major field(s) of study, and implemented by the Study Abroad Office
- » Submit a formal evaluation of their overseas experience after they return

Note: Academic prerequisites and standards vary for each individual program.

Requirements are stated in program brochures available from the Study Abroad Office.

When should I begin my planning?

The key to arranging a successful study abroad experience is careful planning in advance. Usually, interested students should begin meeting with the Study Abroad Office at least **one year before** their departure. Although most students who study abroad are juniors, it is not too early to begin planning during the first year.

Where do I begin?

The Study Abroad Office, located in room 211 of Lynch Hall, oversees the study abroad process. The initial steps are to visit this office, complete an *Initial Inquiry* form, and read this Study Abroad Handbook. This handbook is designed to acquaint you with ways of planning a period of study abroad that is most practical for University of Saint Joseph students. After reviewing the handbook, schedule an appointment with the Study Abroad Office for advisement on program options, as well as with faculty advisors. You should make an appointment with your academic advisor to discuss your intention to study abroad. Since a declaration of major is usually done during the spring semester of the sophomore year, most students declare their major by the time they leave to study abroad.

Do I need to speak another language?

This depends upon the program that you choose. Study abroad programs are not limited to students specializing in foreign languages, and some programs offer instruction in English. Students may also elect to study abroad in an English-speaking country (e.g. Australia, Canada, England, Ireland, New Zealand, Scotland, South Africa, and Wales). However, Spanish majors should plan to enroll in a program that is taught in the host country's language.

Where can I study?

Students have the opportunity to choose from an approved list of programs sponsored by colleges, universities, and agencies throughout the world. This list can be accessed at: <http://usj.abroadoffice.net>. In recent years, USJ students have studied in Argentina, Chile, China, Ecuador, England, France, Guyana, Ireland, Italy, Japan, Mexico, the Netherlands, Poland, and Spain.

Will I get credit for my courses abroad?

Yes, assuming that the University of Saint Joseph approves the program and that you have obtained formal approval before you leave. To determine the applicability of credits earned abroad toward your major, general education courses, or electives, consult with your academic advisor. Please select alternate courses as a backup in the event that you find changes in course offerings after you arrive overseas.



What if I can't fit a study abroad year or semester into my program?

Some undergraduate programs cannot easily include a year or semester abroad. In such cases, you may wish to consider other options, such as summer study abroad or studying/traveling abroad during the January mid-semester or spring breaks.

Where will I live abroad?

Most foreign universities in large cities do not have dormitories available to visiting students, although dormitory living may be possible with some programs. Expect a room in an apartment, a furnished room in a "pension," a student hostel, or a room with a host family. Some programs offer students a selection of housing options from which to choose.

What will it cost?

Depending upon the program, the economic conditions of the host country and/or the current international exchange rate, the cost of a semester abroad may be equivalent to a semester at the University of Saint Joseph. For most programs, the cost can be calculated by the following three components:

1. Program Costs:

These costs, in addition to covering tuition, may include accommodations, meals, field trips, airfare, and administrative fees. Read the materials from each program carefully to attain an accurate cost comparison. Most programs will provide you with an estimate of costs beyond tuition and fees.

2. Airfare:

You must arrange your own flight plans. You may find it helpful to work with a travel agency such as STA Travel,* which issues the International Student Identity Card (ISIC). They often have the lowest rates for students. You can also call the airlines directly and ask for student rates or research discounted ticket prices online. It is always worth exploring.

NOTE: Be aware of the restrictions placed on student tickets before purchasing them! These tickets usually do not allow you to cancel your flight and often charge a fee to change destinations or departure dates.

3. University of Saint Joseph Processing Fee:

A processing fee of \$500 per semester is required for students studying abroad in an approved program.

For short-term programs, a processing/administrative fee is charged as follows:

- One- to four-week study abroad as part of a USJ course or a program sponsored by an approved outside institution/provider: \$100
- Five weeks or more study abroad as part of a USJ course or one sponsored by an outside institution/provider: \$200

** The University of Saint Joseph does not specifically endorse STA Travel. This agency is merely one of several that specialize in student travel.*





Students interested in studying abroad should ordinarily begin planning far in advance and begin meeting with the Study Abroad Office at least **one year prior** to their departure.

Applying to a study abroad program includes the following steps:

- 1. Initial Inquiry Form:** A copy of this form is located in Appendix B of this publication. It may also be picked up from the Study Abroad Office, located in Lynch Hall, room 211, or submitted electronically from the Study Abroad page on our website at www.usj.edu/study-abroad.
- 2. Choosing a Program:** After the *Initial Inquiry* form is completed, the first of a series of meetings with the Study Abroad Office will be set up so that the student can be advised in choosing programs. The program must be approved by the University of Saint Joseph to ensure that the program adheres to the University's academic and administrative standards. The office maintains information from a wide variety of study abroad programs and may be able to provide the student with evaluations from other University of Saint Joseph students who have attended the program in the past.
- 3. Approval to Participate in a Study Abroad Program Form:** Ordinarily, at least **nine months prior to departure**, the student must complete a *Request for Approval to Participate in a Study Abroad Program* (available in the Study Abroad Office). This form must be approved by the following individuals: the major advisor, the Academic Dean, the Provost, the Registrar, and the Study Abroad Director. A copy of the completed form must also be on file with the Student Financial Services Center.
- 4. Apply to Study Abroad Program:** The student submits a completed application to the host institution, generally eight months prior to departure.
- 5. Complete all USJ Study Abroad Forms, Worksheets, and Related Paperwork:** Copies of all required forms and worksheets are located in Appendix B of this publication or may be picked up from the Study Abroad Office. Other paperwork to be submitted includes copies of the student's U.S. Passport and related travel documents, the student's travel itinerary, financial aid documents, and other paperwork as necessary.
- 6. Pre-Departure Meetings:** The student should maintain contact with the Study Abroad Office after the application for study abroad is sent. Many questions regarding course selection, insurance, etc. can surface during this period. Our office staff is happy to make any necessary phone calls regarding the student's study abroad application.

See the worksheet in the Appendix B to aid you in determining your financial obligations.

WHERE DO YOU WANT TO GO?

You're convinced you want to study abroad. Great! Now, where do you go? Not everyone knows where they want to study right away. Here are a few hints to help you decide:

WHAT DO YOU WANT TO STUDY?

Those interested in business might want to go to Hong Kong or Beijing – major centers of commerce in today's world! A nursing major might be interested in the faculty-led trip to Guyana that focuses on global health issues. Europe is perfect for history lovers: many countries, especially in Western Europe, have spectacularly well-preserved and accessible ruins.

WHAT'S IMPORTANT TO YOU?

You might want to stay in countries where English is a first or primary language. Maybe you want all of the modern conveniences, or perhaps you'd prefer to go to a country radically different from our own. Explore your priorities, and the Study Abroad Office will help you discover which countries would be suitable.

STILL NEED HELP?

Call the Study Abroad Office at **860.231.5257**, or email us at international@usj.edu. We'll work with you every step of the way.





It's never too early to begin your study abroad journey! In fact, we recommend getting started as soon as possible, because a great deal of planning is required to ensure that you have a safe and successful journey abroad.

| STUDENT ACTION | FALL OR FULL-YEAR ABROAD | SPRING ABROAD | SUMMER ABROAD |
|--|----------------------------------|----------------------------------|----------------------------------|
| Discuss your plans with both the Study Abroad Office and your academic advisor. This is the time to investigate scholarships and financial aid, as needed. | At least 10-12 months in advance | At least 10-12 months in advance | At least 10-12 months in advance |
| Select a USJ-approved program and receive authorization from all of the following: your academic advisor, the department chair, the dean of your school, the Provost, the Study Abroad Director, the Registrar, and the Director of the Student Financial Services Center. | 9 months in advance | 9 months in advance | 9 months in advance |
| Submit your completed application to your host institution or program no later than: | March 1 | October 1 | February 1 |

NOTE: These are University of Saint Joseph deadlines. Many program application deadlines may be earlier. Students should remember, however, that the application process is a two-track process: you must contact the host institution to which you plan to apply to determine their deadlines. **Abide by University of Saint Joseph deadlines if program deadlines are later.**

"The world is a book and those who do not travel read only one page."

– Saint Augustine



Students planning to study abroad may apply for federal and state sources of financial aid limited to the Federal Stafford Loan, Federal Pell Grant, and the Connecticut Scholastic Achievement Grant. Institutional sources of financial aid administered by the University of Saint Joseph will be awarded only to students who are required to study abroad because of their major (i.e. Spanish, Global Educator [master of Education], or other majors).

Students must be making satisfactory academic progress according to University of Saint Joseph policies in order to receive financial aid for study abroad.

Students should develop a realistic financial plan that considers expenses and identifies financial resources that will be used to meet those expenses well in advance of their study. This is very important since financial aid, in many instances, will not meet the total cost of the study abroad program. In addition, students should have savings substantial enough to cover initial expenses until their financial aid is disbursed after the start of the program.

Students studying abroad must make sure that the coursework they plan to take will be transferred and accepted for credit at the University of Saint Joseph. You cannot receive financial aid for any coursework that will not be transferred or accepted for credit. In order to receive financial aid, your program must be approved by the Study Abroad Office. This is accomplished by completing the *Approval to Participate in a Study Abroad Program* form, available from the Study Abroad Office. Financial aid applications will not be considered without this form on file in the Student Financial Services Center. Upon completion of study, an official academic transcript must be forwarded to the Registrar of the University of Saint Joseph so that the credit earned through study abroad can be recorded.

Financial aid proceeds will first be credited to your University of Saint Joseph account. The University will then forward payment to the study abroad program to cover any outstanding balance owed to the program, provided the student gives the University of Saint Joseph permission to do so. Otherwise, proceeds will be mailed directly to the student. Students are responsible for any charges not covered by financial aid.



FINANCIAL AID APPLICATION PROCEDURES

A completed financial aid application must be on file before any award for study abroad will be made. Students are encouraged to submit their applications well in advance of the start of their study abroad program.

1. Complete the University of Saint Joseph procedures for financial aid application for the academic year in which you plan to study abroad. This includes completing a University of Saint Joseph *Financial Aid Application* and the *Free Application for Federal Student Aid (FAFSA)*.
2. Complete the University of Saint Joseph *Financial Aid Study Abroad Supplement*. Attach a copy of the study abroad program's brochure or outline along with a copy of your acceptance into the program.
3. Complete the *Approval to Participate in a Study Abroad Program* form, available from the Study Abroad Office. This statement certifies that the coursework you plan to take while abroad will be approved for credit at the University of Saint Joseph. You cannot receive financial aid for coursework that will not be transferred to USJ and/or not applied toward your graduation requirements.
4. A *Consortium Agreement* or *Contractual Agreement* must be signed by the program or institution that is offering the study abroad program. If the program or institution refuses to sign this agreement, you cannot receive financial aid to study abroad. This form is available from the Student Financial Services Center.

If you have questions about your financial aid eligibility for study abroad, please contact the Student Financial Services Center at **860.231.5223** or by email of financialaid@usj.edu.

Please see Appendix A for additional information on applying for financial aid and/or scholarship moneys for study abroad and Appendix B for the *Financial Aid Checklist* and *Financing Study Abroad Worksheet*.



CREDIT FOR STUDY ABROAD PROCEDURES

The University of Saint Joseph allows students to participate in two types of study abroad programs:

1. Programs **sponsored** and **offered** by the University of Saint Joseph:
 - HAN University, Hogeschool van Arnhem en Nijmegen, Netherlands
 - Otsuma Women's University, Tokyo, Japan
 - Shandong Women's University, Jinan, Shandong Province, China
 - Sultan Qaboos University, Muscat, Oman
 - Travel/Study Seminars offered by USJ faculty
2. Programs **sponsored by other institutions or organizations**, and **approved** by the Study Abroad Office at the University of Saint Joseph:

Programs can come from a sample of approved options, which appear in the Approved Program section of this document, or it can be another program chosen by the student and submitted for approval. Any program not currently on the approved program list must be approved in advance by the Study Abroad Director. **Do not begin the application process without approval.**

Students accepted into a University of Saint Joseph-sponsored study abroad program or a pre-approved program sponsored by another institution will register for INTD 305 for 12 or more credits for a specific semester(s) or term by completing the *Approval to Participate in a Study Abroad Program* form. Registration for this course serves as record of active participation in a credit-bearing study abroad program.

Students are charged a fee for participation. The fee is determined by the duration of the program and is established by the Study Abroad Director. Upon completion of the program, students must provide the University of Saint Joseph Registrar with an official transcript showing completion of study abroad coursework. Upon evaluation, credit for courses successfully completed (C grade or better) will be recorded as transfer credit hours. Specific foreign course titles and credit hours will be recorded on the University of Saint Joseph transcript. INTD 305 will remain on the student's transcript with a grade of "NG" as record of the study abroad participation.



Questions about receiving credit for your study abroad courses? We're here to help! Contact us at **860.231.5257**, or at international@usj.edu.



Students have the opportunity to choose from an approved list of programs sponsored by colleges, universities, and other program providers in this country, as well as in host countries. **The following is only a sample of APPROVED programs offered by non-USJ providers.** Use this list as a reference, but please make an appointment with the Study Abroad Office to see the latest approved programs. Call **860.231.5257**, email **international@usj.edu**, or visit our website: **www.usj.edu/study-abroad**.

SAMPLE OF APPROVED STUDY ABROAD PROGRAMS OFFERED BY NON-USJ PROVIDERS

| PROGRAM PROVIDER NAME | COUNTRIES | URL |
|---|---|--|
| Academic Programs International (API) | North America, South America, Asia, Europe, and others | apistudyabroad.com |
| American University – Washington Semester | Washington, D.C. | american.edu/spexs/washingtonsemester/ |
| Arcadia University | England, Ireland, Greece, Scotland, and others | arcadia.edu/global/study-abroad |
| Butler University | Australia, Argentina, England, Ireland, Mexico, Scotland, and other countries | ifsa-butler.org |
| London School of Economics | England | lse.ac.uk |
| IES Abroad | China, Japan, Austria, and other countries | iesabroad.org |
| National Autonomous University | Mexico – Taxco, Guadalajara | cepetaxco.unam.mx |
| New York University | China, England, Germany, and other countries | nyu.edu/studyabroad |
| School for International Training | China, India, Jordan, Morocco, Uganda, and others | sit.edu |
| SEA Semester | USA and at Sea | sea.edu |
| Syracuse University | Canada, European Union, Korea, Italy, Singapore, Switzerland, and others | suabroad.syr.edu/programs |
| University of Connecticut | France, Italy, and other countries | studyabroad.uconn.edu |

REQUIRED DOCUMENTS POWER OF ATTORNEY

If you are planning an extended program abroad, you will need to make arrangements for your affairs in the United States. There are many circumstances that need to be planned for, such as access to any checking or savings accounts, payment of outstanding bills, and arrangement for medical care should you need to come back, etc. You should appoint someone, preferably a parent, Power of Attorney over your affairs. Contact a lawyer for this simple document.

PASSPORT

A passport is an official government document proving your citizenship, and is required for U.S. citizens who wish to travel to a foreign country. Passports are valid for 10 years. If your current passport is due to expire within six months after your projected return to the U.S., you should plan to renew it. Students should apply for a passport as soon as possible since the application process takes approximately eight to 10 weeks.

Passport applications can be obtained from designated Post Offices, Clerks of the Court in all county court houses, at the Probate Court office in local Town Halls, or online at <http://travel.state.gov/passport>

When applying for a passport, whether original or renewal, the applicant must present:

1. Proof of citizenship, which must be one of the following:
 - a. Previously-issued, undamaged U.S. passport
 - b. State-certified copy of your birth certificate that carries a raised seal
 - c. Certified copy of a consular report of birth abroad, or
 - d. The original certificate of naturalization
2. Two identical, color, 2x2-inch, high-quality photographs taken within the past six months
3. Identification:
 - a. Previously-issued, undamaged U.S. passport
 - b. Naturalization Certificate
 - c. Valid Driver's License
 - d. Current Government ID (city, state, or federal)
 - e. Current Military ID (military and dependents)

- Cash, check, or money order for \$110 (for first-time applicants) payable to "U.S. Department of State," plus a check for \$25 to the acceptance facility (usually U.S. Postal Service). Passport Services accepts personal checks, but they must be pre-printed with applicant's name and address. No other checks will be accepted. Payment may also be made by cash, bank draft, money order, credit card, or debit card.

The passport application form will inform you as to where the application should be sent for processing.

As soon as you receive your passport, sign it and fill in the information on the inside cover. Your passport is not valid without your signature. Do not allow anyone else to use your passport or alter it in any way. Your passport is a valuable document for which you are responsible. The loss of your passport could cause you considerable delay and expense. Make a photocopy of the first two pages of your passport; travel with them in a safe place apart from your passport; and leave a copy with the person to whom you gave Power of Attorney. This will aid in determining identification should you lose your passport. A copy should also be kept on file in the Study Abroad Office. If your passport is lost or stolen, notify the local authorities and the American Embassy at once.

VISAS

A visa is a document, usually a stamp, placed inside your passport to allow you to enter another country. Visas are issued by the consulate of the country you intend to visit. Not every country requires an entry visa for U.S. citizens. If you are not a U.S. citizen, you are responsible for understanding the rules and regulations involved in leaving the U.S. for a period of time for the purposes of temporarily studying in another country. You will need to contact the embassy or consulate of your destination country to obtain the visa requirements as they relate to your country of citizenship.

There are different types of visas for:

- » Tourists
- » Students
- » Business travelers
- » Those wishing to work and live abroad

A visa includes the following information:

- » Length of validity period
- » Number of times visitors may enter the country
- » Maximum length of stay

All visas are issued by the consulate of the country you intend to visit. Some visas may not be obtained in the U.S. All consulates require the following:

- » A signed passport valid for the entire period of visa
- » Passport-type photographs
- » A completed application
- » Processing fee

MEDICAL INSURANCE COVERAGE

All University of Saint Joseph students participating in study abroad programs must show evidence of basic medical and emergency medical insurance coverage. It is the student's responsibility to obtain insurance and to fully understand her or his insurance policy. Check with your insurance carrier to determine if your current coverage will extend overseas. Your program may also provide limited medical coverage on site, but you will need to assess your personal medical needs and determine if you are adequately covered. We strongly suggest that you carefully review all procedures for obtaining and paying for emergency medical care, and determine if your policy will cover medical evacuation, travel assistance, and, in the event of a fatality, the repatriation of your remains.

As the cost of medical care has skyrocketed in the U.S., health insurance companies have become more stringent regarding medical services they will cover; it is imperative that overseas travel be covered. A list of covered services is normally provided as part of the health insurance policy. You should be aware that you will most likely be asked to pay for all medical services up front, which may be reimbursed, in full or in part, at a later date by your insurance carrier. If a student has difficulty securing treatment because sufficient funds are not available with an International Student Identity Card (ISIC), contact the 24-hour traveler's assistance service for help, but this is never a good substitute for being financially prepared.

Useful information on medical emergencies abroad, including overseas insurance programs, is provided in the Department of State's Bureau of Consular Affairs brochure, "Medical Information for Americans Traveling Abroad," available at <http://travel.state.gov>.

While we cannot endorse any particular insurance carrier, the Study Abroad Office has information on supplemental medical insurance for your consideration. You are required to file the *Statement of Medical Coverage* form at the same time that you submit the *Approval to Participate in Study Abroad* form to the Study Abroad Office. Both of these forms can be found in Appendix B.

"Travel is fatal to prejudice, bigotry, and narrow-mindedness, and many of our people need it sorely on these accounts. Broad, wholesome, charitable views of men and things cannot be acquired by vegetating in one little corner of the earth all one's lifetime."

-Mark Twain



INTERNATIONAL STUDENT IDENTITY CARD

The University of Saint Joseph Study Abroad Office recommends that students studying abroad purchase an International Student Identity Card (ISIC), which serves as a valid proof of student status in most countries around the world. In addition, ISIC holders enjoy discounts on airfares, museum admissions, and Federal Express shipping, as well as a modest level of sickness and accident insurance. ISIC holders also enjoy access to a worldwide travelers' assistance telephone line, which may be called collect from anywhere in the world. In addition to financial assistance, the travelers' assistance line can offer help in translation and interpretation. There are three levels of coverage, which range from \$25 - \$209. Some study abroad programs provide the ISIC card to enrolled students free of charge.

The ISIC application form is available in the Study Abroad Office and should be reviewed and completed in advance.

The ISIC may be purchased in person, by mail, or online at <http://www.isic.org>. Although it is not currently available at the University of Saint Joseph, it can be purchased in person at Trinity College in Hartford. Contact Melissa Scully in the Office of Study Away, 66 Vernon Street, Trinity College, at **860.297.2392** between 1:30 p.m. and 4 p.m., Monday-Friday.

When purchasing the ISIC, you will need to bring with you:

- » The completed ISIC application form
- » Fee (depending on type of coverage) – cash or check only. No credit cards accepted
- » Proof of current student status is required; either a student ID for the current semester, or a letter on school stationery from the registrar or dean (with the school seal) stating you are enrolled during the current academic year
- » A recent photograph. You will need to provide two passport-sized color photos of your face with a solid backdrop. For an additional \$8.00, they will take 2 photos of you in their office

Insurance *definitely* isn't something you want to skip. Emergencies are never fun – especially not when you're in a foreign country, where customs and practices are different from what you're used to. Make sure you're covered before you leave!





Want to learn more? We've compiled a list of books and websites that discuss important study abroad topics in greater detail on our website. Since information is constantly changing and being created, we have a list that is updated monthly with all of the latest news about study abroad.

Berdan, Stacie Nevadomski; Allan Goodman and Sir Cyril Taylor GBE. "A Student Guide to Study Abroad." New York: Institute of International Education, 2013.

Cushner, Kenneth and Brislin, Richard W. "Intercultural Interactions." Thousand Oaks, CA: Sage Publishing, 1996.

Duke, Steven T. and Steven S. Reinemund and Ken Bouyer. "Preparing to Study Abroad: Learning to Cross Cultures." Stylus Publishing; 2014.

Earley, P.C. & Ang, S. "Cultural Intelligence: Individual Interactions Across Cultures." Stanford: Stanford University Press, 2003.

Hall, Edward T. "Beyond Culture." New York: Anchor Books/Doubleday, 1981.

Hall, Edward T. "The Dance of Life." New York: Anchor Books/Doubleday, 1983.

Hall, Edward T. "The Hidden Dimension." New York: Anchor Books/Doubleday, 1966.

Hall, Edward T. "The Silent Language." New York: Anchor Books/Doubleday, 1959.

Hess, Daniel J. "The Whole World Guide to Culture Learning." Yarmouth, ME: Intercultural Press, Inc., 1994.

Hill, Richard. "We Europeans." Brussels: Europublications, 1995.

Hofstede, J., P.B. Pedersen and G.H. Hofstede. "Exploring Culture: Exercises, Stories and Synthetic Cultures." Yarmouth, ME: Intercultural Press, 2002.

Kauffmann, Norman L., Martin, Judith N., et. al. "Students Abroad: Strangers at Home." Yarmouth, ME: Intercultural Press, Inc., 1992.

Lewis, Tom J.; and Jungman, Robert E. (eds) "On Being Foreign: Culture Shock in Short Fiction: An International Anthology." Yarmouth, ME: Intercultural Press, 1986.

Lidstone, Anna and Caroline Rueckert, "The Study Abroad Handbook (Palgrave Study Guides)" Palgrave Macmillan, 2007.

Slimbach, Richard. Becoming "World Wise: A Guide to Global Learning." Sterling, Virginia: Stylus Publishing, LLC, 2010.

Storti, Craig. "Figuring Out Foreigners: A Practical Guide." Yarmouth, ME: Intercultural Press, 1999.

Storti, Craig. "The Art of Coming Home." Yarmouth, ME: Intercultural Press, Inc., 1997.

Storti, Craig. The Art of Crossing Cultures. Yarmouth, ME: Intercultural Press, Inc., 1990.

Van der Horst, Han. The Low Sky: Understanding the Dutch. Nuffic: Scriptum, 1996.

Williamson, Wendy. Study Abroad 101 Agapy Publishing; 2nd edition 2008.

» APPENDIX A ADDITIONAL RESOURCES



NOTE: This list is incomplete due to the explosive growth in websites. The Study Abroad Office at the University of Saint Joseph does not endorse any of the websites listed. These are strictly for use as reference material.

GENERAL INFORMATION

www.iie.org and www.iiepassport.org – Institute of International Education provides information about services and publications offered by IIE, including Fulbright and Gilman scholarships.

<http://www.studyabroad.uci.edu/prospective/iopstudy.shtml> – University of California-Irvine, International Opportunities Program (IOP). This site is one of the most comprehensive study abroad sites. It provides directories of U.S.- and non-U.S.-based study abroad programs and extensive guides to working abroad.

www.transabroad.com – Study, travel, and work abroad.

www.ciee.org – Council on International Educational Exchange (CIEE). Information on study, work, and volunteer programs offered through CIEE.

www.studyabroad.com – A commercial listing of study and work abroad programs. This website is not comprehensive, but provides a good starting point for program searches.

www.xe.com/ict – An Interactive Currency Table provides helpful information on currencies of countries around the world.

www.projectvisa.com – Provides information about U.S.-based Embassies and Consulates.

www.embassy.org – The Electronic Embassy's resources include information from various sources, including official foreign embassy statements, official U.S. Government data, and unofficial materials.

www.business.att.com/bt/dial_guide.jsp – This site provides international access codes and country codes for international calls to or from any country in the world.

www.peacecorps.gov – Information about Peace Corps opportunities.

www.travlang.com – Provides travel- and language-related services for study abroad, such as currency exchange rates, rail and air reservations, weather, latest news, telephone and mail information, translation assistance, etc.

www.lonelyplanet.com – Lonely Planet provides online information about student and budget travel and study abroad, similar to what is provided in their invaluable print guidebook series.

www.cdc.gov/travel – Centers for Disease Control Travel Information provides reference material for international travel, including disease outbreaks, geographic health recommendations, health precautions regarding food and water, etc.

www.state.gov/travel – Provides a wealth of information for traveling abroad, including how/where to apply for a passport, travel warnings, country entry requirements, and Embassy and Consular contact information.

https://step.state.gov/step – The Smart Traveler Enrollment Program (STEP) allows you to enter information about your upcoming trip abroad so that the U. S. Department of State can better assist you in an emergency.

www.globaled.us/SAFETI – The Safety Abroad First Educational Travel Information Organization provides safety and health information for traveling abroad.

www.tsa.gov/travel – U.S. Department of Homeland Security provides travel information for air travelers.

www.cbp.gov – U.S. Customs & Border Protection provides valuable information that all travelers should know before they enter or leave the U.S.

https://www.cia.gov/library/publications/resources/the-world-factbook/index.html – Find detailed information about all the world's countries here.

www.who.int/ith/en – The World Health Organization provides international travel and health information, including vaccination requirements and health advice.

www.timeanddate.com/worldclock – Provides all time zones and running, up-to-date clocks for all capital cities.

http://www.worldlearning.org/documents/worldlearning/studyabroad-reentry-toolkit.pdf – Provides information on returning home after a study abroad experience.

http://blogs.njscis.org – The Global Students Lounge, a Study Abroad Blog.

www.globaled.us – The Center for Global Education, an International Resource Center.

TRAVEL SITES

www.orbitz.com – Online airfare provider.

www.travelocity.com – Online airfare provider.

www.expedia.com – Online airfare provider.

www.cheapoair.com – Online airfare provider.

www.cheaptickets.com – Online airfare provider.

www.kayak.com – Online airfare comparison.

www.travelzoo.com – Online airfare comparison.

www.eurail.com – Find discounted rail passes covering travel in 25 different countries.

www.libertytravel.com – Online travel agency.

www.statravel.com – A student travel agency offering discounted air and rail fares, as well as the International Student Identity Card (ISIC).

www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list – A list of phone numbers for airlines with operations out of the United States. This site also offers general information helpful to travelers.

www.studentuniverse.com – Tours, airfare, information – all for students.

MISCELLANEOUS SITES

www.miusa.org – Mobility International.

www.journeywoman.com – Travel tips geared toward women, including everything from personal travel stories to what to wear.

www.voyage.gc.ca/publications/woman-guide_voyager-feminin-eng.asp – A preventive guide to security, cultural, health, and social concerns of women travelers from the Department of Consular Services, Foreign Affairs, and International Trade Canada.





ORGANIZATIONS

National Security Educational Program (NSEP)

NSEP provides funding for undergraduates and graduates studying in areas outside of Western Europe. The Institute of International Education (IIE) administers the undergraduate study abroad scholarships; contact them at **800.618.6737** or **www.iie.org**. The Academy for Educational Development (AED) administers graduate fellowships; contact them at **800.498.9360**.

Benjamin A. Gilman International Scholarship Program

This program is offered through the Bureau of Educational and Cultural Affairs of the U.S. Department of State and is administered by the Institute of International Education (IIE); contact them at **888.887.5939 x25** or **www.iie.org/gilman**. This program provides substantial financial assistance to undergraduate American students with demonstrated financial need.

Institute of International Education (IIE)

U.S. Student Programs Division, 809 United Nations Plaza, New York, NY 10017; phone: **212.984.5367** or **www.iie.org**. IIE's information center maintains an extensive collection of material on international educational exchange. Information on scholarships and grants are available, including most of the publications listed below. The center is open Tuesday through Friday, 11 a.m. to 4 p.m.

Rotary International

The Rotary Foundation, the world's largest privately sponsored international scholarship program, provides funding for overseas study for undergraduate, graduate, and vocational students, and offers a special award for teachers of the disabled. Rotary Foundation scholarships provide money for travel and living expenses, as well as tuition and academic fees. Contact your local Rotary Club for application information, or write to Rotary International, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201; phone: **847.866.3000**

Freeman Awards for Study in Asia

Provided by the Freeman Foundation, these awards are granted to U.S. undergraduates intending to study abroad in any of 15 Asian countries. Administered by the Institute of International Education (IIE); contact them at **800.618.6737** or **www.iie.org/programs/Freeman-ASIA**. Awardees are expected to share their experiences with their home campus to encourage study abroad by others through a service requirement and to submit a final report to IIE within six months of their return to the U.S.

GUIDES FOR LOCATING FINANCIAL AID

Financial Aid for Research and Creative Activities Abroad. San Carlos, CA: Reference Service Press. Bi-Annual.

Financial Aid for Study and Training Abroad. San Carlos, CA: Reference Service Press. Bi-Annual.

Fellowships, Scholarships, and Related Opportunities in International Education. University of Tennessee-Knoxville: Center for International Education.

Financial Grant to Individuals. New York, NY: The Foundation Center.

Free Money for Foreign Study. New York, NY: Facts on File.

The International Scholarship Book. 2nd edition. New York, NY: Prentice Hall.

Scholarships; Fellowships & Grants for Programs Abroad. Houston: American Collegiate Service.

U.S. Student Fulbright Grants and other Grants for Graduate Study and Research Abroad. New York, NY: Institute for International Education. Annual.

WEB DATABASES

These are just a few examples of scholarship databases on the internet:

www.fastweb.com

www.finaid.org

www.collegeboard.org

www.scholaraid.com

www.iie.org

www.iefaf.org

www.studyabroad.com/forum/financial_aid.html

www.internationalscholarships.com

www.educationabroad.isp.msu.edu/students/getting-started/financing/scholarships/office-education-abroad-scholarships/

www.allabroad.us/funding-study-abroad-scholarships.php





So your child has decided to study abroad, and there is so much to know. Studying abroad poses many questions for parents – the type of questions that can cause serious stress and anxiety. Don't worry – it's not as bad as it may seem. To help you, here are a few tips to get you through this exciting, and sometimes overwhelming, time.

- 1. Educate Yourself:** Chances are you will feel more secure about your child studying abroad if you do the right research.
- 2. Letting Go:** Sending your child to study abroad involves a certain amount of letting go on your part. It can be difficult to do, but to ease it, you should begin the process well before departure.
- 3. Packing:** Help your student with what to bring with her or him overseas. Pack lightly, but also wisely.
- 4. Communication:** Keeping in touch with your student while he or she is studying overseas is important for both of you. However, it is also important to give your child the freedom for self-discovery. Students are now encouraged to keep travel blogs so that friends and family can keep track of the study abroad experience without being intrusive.
- 5. Finances:** Teaching your student responsible ways with which to handle her or his finances is crucial and can begin even before departure.
- 6. Student Responsibility:** Helping your student to enhance her or his sense of responsibility can be beneficial to the student's studies abroad, and in general.
- 7. Food:** One of the most interesting differences between countries is the cuisine, and you will want to make sure that your student eats well while overseas.
- 8. Safety:** This is the largest concern for most parents of students studying abroad. Study abroad tragedies are few and far between, but educate your student on ways to stay safe in another country.
- 9. Visitation:** You may want to visit your child while she or he is overseas. However, if you choose to do so, do it the right way.
- 10. Re-entry:** Just as you must prepare your student for studying abroad and support her or him while away, you must also be sensitive to the possibility that your student could experience "reverse culture shock" when she or he returns home.

Adapted from Bryn Mawr's *Top Ten Study Tips from Parents*, accessed December 2013: <http://www.brynmawr.edu/oip/documents/Top10StudyAbroadTipsforParents-web.pdf>

» IN CASE OF EMERGENCY

1. Follow the emergency protocol outlined by your study abroad program, which is included in your pre-departure materials.
2. If possible, after you have reported the incident to your on-site program staff and/or local authorities (i.e., the police) and you are in a safe location, you may contact your parents/guardians/loved ones. As calmly as possible, provide them with as much detailed information about the incident as you can.

Also, provide them the best way to remain in contact with you (this may be an international cell phone number, a friend's cell phone number, Skype account number, email, etc.) within the 48 hours following the incident.

3. Your study abroad program staff, your parents, or you may contact the University of Saint Joseph at any time to let us know how we can best support you.

Study Abroad Director, Dr. Wayne Steely, **001.860.231.5257** (from overseas)

In addition, USJ Campus Safety can be reached by calling **001.860.231.5222** seven days a week, 24 hours a day. They may help facilitate emergency situations and contact the appropriate USJ staff members during off-hours/weekends.

OFFICE OF OVERSEAS CITIZEN SERVICE

Should your family need to contact you while you are travelling (after the program is over), emergency assistance is available through the Citizens' Emergency Center of the Office of Overseas Citizens Services (<https://travel.state.gov/content/travel/en/international-travel/emergencies.html>) operated by the State Department's bureau of Consular Affairs. The office is open from 8:15 a.m. to 10 p.m. Monday through Friday, and can be reached at **001.202.501.4444** (from overseas).



AMERICAN EMBASSY/CONSULATE SERVICES

If you encounter serious social, political, health, or economic problems, the American Embassies and/or Consulates can offer some, but limited, assistance. They can provide you with a list of local attorneys and physicians; they can contact next of kin in the event of an emergency or serious illness; they can contact friends or relatives on your behalf to request funds or guidance; they can provide assistance during civil unrest or natural disaster; they can replace a lost or stolen passport. Please understand that they are the contact for information on where to get advice, but they do not give advice. You can check the addresses of the closest U.S. consulate or embassy at www.usembassy.gov. Remember, when you are in a foreign country, you are subject to that country's laws. Because you are subject to local laws abroad, there is little that a U.S. consular officer can do for you if you encounter legal difficulties. A consular officer cannot get you out of jail. They can provide a list of local attorneys and help you find adequate legal representation. If you are arrested, you should ask the authorities to notify a consular officer at the nearest U.S. embassy or consulate.

COMMUNICATION

While you are away, you are expected to keep in contact with the University. Luckily, keeping in touch has never been easier.

It is important to keep in mind that the University will only use your USJ email address to communicate with you. Therefore, be absolutely sure that your inbox does not get full and your password is up to date!

WIFI

Getting on the internet is important, and knowing where to find WiFi hotspots is essential. Student World online has some tips: www.studentworldonline.com/article/how-to-get-wifi-anywhere-while-studying-abroad/489/.

TELEPHONE

Should you or your family and friends wish to make a direct-dial international call from inside the U.S., the usual procedure is:

1. Dial the U.S. Exit Code: 011
2. Dial the country code (normally a 2- or 3-digit number)
3. Dial the city code (normally a 1- to 5-digit number)
4. Dial the local number abroad

To call the U.S. from anywhere in the world, you will have to first dial 001 and then the regular area code and telephone number.

You may want to plan a specific day and time when you and your parents will “check in” with each other. Keep in mind that time differences, as well as class and travel schedules, may limit the amount of communication you are currently used to. So, to help facilitate personal growth and to encourage a smoother adjustment to your new country, we suggest not calling home too often.

MOBILE (CELL) PHONES

Many students simply choose to add an international calling plan to their current cell phone provider. Prices for this service vary by company. In addition, students often find that once they arrive in their host country, they can easily purchase or rent a cell phone from a local company. Most study abroad programs will facilitate purchasing a pre-paid cell phone wherever this service is possible (not available in all countries).

SKYPE

Skype is a free program for using the internet to make phone calls. It works just like using instant messenger; both parties must have the program running simultaneously at their computers in order to use it. To download Skype, go to: www.skype.com. This is free.



SOME IMPORTANT SAFETY TIPS

While abroad, you should take the same common-sense safety precautions that you would at home:

- » Stay alert. Be aware of your surroundings.
- » Keep your valuables concealed. Many travelers fall victim to crimes because it is assumed they are carrying cash, and in a foreign environment, they are often easy to distract.
- » If possible, travel in pairs or small groups.
- » Be prudent when meeting strangers and listen to safety advice from your study abroad coordinator and local residents.
- » Trust your intuition.
- » Avoid secluded or unknown places.
- » Don't be afraid to call attention to yourself or to ask for assistance.
- » Make sure someone else knows your itinerary.
- » Do not go off alone with someone you don't know well or who makes you feel uncomfortable. Suggest staying with a group or going to a well-lit public place.
- » Keep your eyes and hands on your bags at all times. When you're distracted, you're an easy target for thieves. Do not leave your bags unattended. When you're on the phone or reading a sign or train schedule, do not forget to keep an eye on your bags.
- » Avoid wearing flashy or expensive jewelry.
- » Be especially alert in crowds at train stations, airports, crowded shopping areas, and tourist spots.
- » Plan your trip so that you do not arrive at an unknown town late at night without having made arrangements for spending the night.
- » When you stay at a hotel, make use of the safety deposit boxes that many of them have. Leave your passport and any money you don't expect to use that day safely locked away.
- » Dress to blend in with the local population.
- » Find out which parts of town are considered risky by the locals. As at home, always stay in well-lit and well-traveled areas. Don't take shortcuts through alleys or unsafe areas.
- » Be aware of the effects of alcohol and drugs. Alcohol and drugs impair judgment, increase violent behavior, and also make you a target for predators.
- » ALWAYS keep your dorm (apartment) room doors and windows locked! Never give out your dorm room key!

WHEN WALKING ...

- » Use a steady, confident pace.
- » Practice being aware of your surroundings.
- » Remove your headphones so you can hear what is happening around you.
- » Carry your keys in your hand, so you can get into your car or home quickly. Keys can also serve as a defense weapon if you are attacked.
- » Wear comfortable shoes and don't overload yourself with books or bags.

Edited from Connecticut College's Safety Tips.



» APPENDIX B USJ OFFICE OF STUDY ABROAD FORMS AND WORKSHEETS



Hello! These are all the forms you need to fill out for your study abroad experience. Here are the steps you'll take in your pre-departure journey:

STEP 1: Use the USJ Study Abroad website (www.usj.edu/study-abroad) that fits your academic, career, and personal needs. Before you come in, fill out an *Initial Inquiry Form* (Study Abroad Office will send it to you via e-mail). Also, speak with your academic advisor so that you have a clear idea regarding what credits you want to take abroad and how that fits into your academic program.

STEP 2: When you have narrowed down your options and are ready to apply for a program, please contact the Study Abroad Office (international@usj.edu). Begin the application with your study abroad provider.

STEP 3: Inquire with the Study Abroad Office and your study abroad provider regarding scholarships or grants for study abroad. (Then apply for them!)

STEP 4: Fill out the *Financing Study Abroad Worksheet* and refer to the *Financial Aid Application Checklist*. Visit the Student Financial Services Center.

STEP 5: You now have: 1) a study abroad program that fits your career and personal goals, 2) a semester/summer to go abroad, and 3) a financial plan to pay for the employment-enhancing experience of study abroad. Yay! That's the fun/hard part. Now, fill out the *Approval to Participate in Study Abroad* form and bring it to the Study Abroad Office.

STEP 6: At this point, you will be working with the provider to complete your pre-departure materials. You should also fill out all of the other paperwork needed at USJ:

- » The *Information Sheet* is self-explanatory.
- » The *Study Abroad Checklist*: This confirms you know your responsibilities regarding study abroad at USJ.
- » The *Statement of Medical Coverage*. This confirms that you have health insurance while abroad. In most cases, the study abroad provider will provide supplemental travel insurance in the cost of the program. If you are on a USJ exchange program, please ask the Study Abroad Office regarding supplemental/comprehensive travel insurance plans.
- » The *Code of Academic Integrity* and *Code of Conduct* forms confirm you know your academic/behavior responsibilities while abroad.
- » The *Study Abroad Assumption of Risk and Release of Liability* form is an important legal document that must be signed before you travel. Please read it carefully!

These forms should not take too much time to complete. When you have finished, turn them in to the Study Abroad Office. When the Approval to Study Abroad form has been signed by all parties, you will receive a copy. Please retain for your records.

STEP 7: Have an adventure! Congratulations on investing in your future and fulfilling your goals with study abroad. Keep in contact with the Study Abroad Office while abroad and when you return.





FINANCIAL AID APPLICATION CHECKLIST

- Complete the *University of Saint Joseph Financial Aid Application* (available in the Student Financial Services Center).
- Submit Federal Stafford Loan to the Student Financial Services Center at the University of Saint Joseph.
- Complete the *Free Application for Federal Student Aid and Financial Aid* form (available in the Student Financial Services Center).
- Complete the *University of Saint Joseph Financial Aid Study Abroad Supplement* (available from the Student Financial Services Center).
- Submit a copy of the *Approval to Participate in a Study Abroad Program* form to the Student Financial Services Center.
- Have *Consortium or Contractual Agreement* signed by the study abroad program provider and the University of Saint Joseph.

If you have questions about your financial aid eligibility for study abroad, please make an appointment with Ashley Dutton, director of Student Financial Services. The Student Financial Services Center is located on the second floor of Mercy Hall.



STUDY ABROAD CHECKLIST

Please read and indicate you have either completed the task or understand the statement by placing a check in the circle and signing and dating the bottom of this form.

- I have been advised of the University of Saint Joseph's deadline dates for applying to a study abroad program.
- I have discussed curriculum with my academic advisor and know how the program will relate to my University of Saint Joseph academic requirements.
- I have completed a *Request for Approval to Participate in a Study Abroad Program*, and have obtained signatures from everyone on the list before returning it to the International Office for final approval and submission to the University of Saint Joseph Registrar.
- I am responsible for talking with the Student Financial Services Center about what, if any, financial aid will transfer for my study abroad program, and for completing all necessary forms.
- I am responsible for completing my passport application or renewal and/or visa applications, when necessary.
- I will provide the Study Abroad Office with the signed *Assumption of Risk and Release of Liability* form and copies of my medical insurance policy numbers and policy information.
- I will notify the Study Abroad Office when I have received my letter of acceptance from the program to which I have applied.
- I will alert the Study Abroad Office of my foreign address as soon as possible.

Student Signature

Date



INITIAL INQUIRY FORM

Student Information Please print:

Date of Inquiry Last Name First Name

Date of Birth Social Security # USJ Graduation Year

Local Address - Street/City/State/Zip

Permanent Address - Street/City/State/Zip Country

() () ()

Local Phone Permanent Phone Cell Phone

Do you have a valid passport? Yes No

Passport Number and Country Expiration Date

USJ Status Tell us more about you:

Major 1 Major 2 Minor

GPA Advisor(s) Advisor(s)

Class (please select one of the following options): First-Year Sophomore Junior Senior Graduate

1. How did you become interested in study abroad?

2. Which subject areas would you study while abroad? (select as many as apply):

- General Education Requirements
- Science
- Social Science
- Foreign Language
- Inter- or Cross-Cultural Topics
- Humanities
- Fine Arts
- Social Work
- Other _____

3. Which countries interest you?

Choice 1 Choice 2

Choice 3 Multi-Country Program

4. Have you studied any language(s) other than English? If yes, which language(s)?

High School Language 1 # of Years High School Language 2 # of Years

University Language 1 # of Years University Language 2 # of Years

5. Do you speak a language at home that is NOT English?

Home Language _____

6. If you have not studied another language, would you like to while abroad? If yes, which language(s) interest you?

Choice 1 _____

Choice 2 _____

7. Have you ever traveled to another country? If yes, tell us about it:

8. What sources of income will cover your study abroad experience (select all that apply):

Personal Parents Social Science Loans Scholarships Other _____

9. Which academic year do you want to study abroad? 20____ - 20____

10. For how long would you like to study abroad (select all that apply):

Academic Year Fall Semester Spring Semester Summer Other _____

11. How did you learn about study abroad? (select all that apply):

Admissions Materials Posters Brochure Professors Friends Undergraduate Catalog Website In-Class Presentation

Other _____

For Office Use Only Please do not write in this section:

| SERVICES PROVIDED | DATE | COMMENTS |
|--|------|----------|
| Gave basic information | | |
| Provided <i>Study Abroad Handbook</i> | | |
| Provided brochures, flyers, videos, etc. | | |
| Provided with returnee addresses/evaluations | | |
| Provided customized program report | | |
| Application pending? | | |

The University of Saint Joseph, including the Gengras Center School and the School for Young Children, is accredited by the New England Association of Schools and Colleges, Inc. and the State of Connecticut Office of Higher Education. The University of Saint Joseph prohibits discrimination against any persons on account of their race, color, religious creed, age, sex, gender identity or expression, sexual orientation, transgender status, marital status, national origin, ancestry, disability (including, but not limited to, intellectual disability, present or past history of mental disorder, learning disability, or physical disability), genetic information, homelessness, prior conviction of a crime, or any other characteristic protected by law, in the administration of its educational policies, admissions policies, scholarship and loan programs, and employment practices (unless there is a bona fide occupational qualification related to employment). Inquiries concerning the University's non-discrimination policies may be referred to Deborah Spencer, Human Resources director/Title IX coordinator, telephone 860.231.5390 or email titleIX@usj.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109, telephone 617.289.0111, TDD 800.877.8339, fax 617.289.0150, or email ocr.boston@ed.gov.





INFORMATION SHEET

Student Information Please print:

Student Name USJ ID#

Date of Birth Year in school when abroad (e.g. Junior)

Passport Number and Country Expiration Date

Program attending while abroad

Major Academic Advisor

Home Address – Street/City/State/Zip

Email ()
Cell Phone

(Optional) Username in Line/WhatsApp/Twitter/Instagram or other social media you use frequently and plan to use while abroad

Emergency Contact Information Who can we reach on your behalf in case of emergency:

Contact 1 (Name) Relation

()

Phone Email

Contact 2 (Name) Relation

()

Phone Email



FINANCING STUDY ABROAD WORKSHEET

| FUNDS NEEDED | COLUMN A | AVAILABLE FUNDS | COLUMN B |
|----------------------------|----------|-----------------------------|----------|
| Tuition (in U.S. Dollars) | \$ | Your Savings | \$ |
| USJ Processing Fee | \$ | Federal Loans/Grants | \$ |
| Other Fees | \$ | State Loans/Grants | \$ |
| Accommodations | \$ | USJ Financial Aid | \$ |
| Meals | \$ | Outside Scholarships/Grants | \$ |
| Airfare | \$ | Parents | \$ |
| Other Transportation* | \$ | TOTAL | \$ |
| Insurance | \$ | | |
| ISIC Card | \$ | | |
| Cell Phone | \$ | | |
| Clothing | \$ | | |
| Toiletries | \$ | | |
| Laundry | \$ | | |
| Entertainment | \$ | | |
| Gifts | \$ | | |
| Mail – Postcards & Postage | \$ | | |
| Books | \$ | | |
| School Supplies | \$ | | |
| TOTAL | \$ | | |

| | |
|---------------------|------|
| TOTAL FROM COLUMN B | \$ |
| TOTAL FROM COLUMN A | – \$ |
| TOTAL | \$ |

At the very least, your total should be \$0.00, but a positive value is preferable to help offset unforeseen expenses. If the total is a negative value, you should go to the Student Financial Services Center to discuss other possibilities.

* Includes bus or subway fare, airport transfers, and other miscellaneous transportation expenses. If you are planning on doing any independent travel before or after your program of study, you should estimate accordingly.



APPROVAL TO PARTICIPATE IN STUDY ABROAD FORM

APPROVAL TO PARTICIPATE FORM

Student Information Please print:

Last Name First Name

Major USJ ID# Current GPA

Second Major (if applicable) Academic Year while attending program (e.g. Junior)

Sponsoring University/Provider Location of Study (City and Country)

Semester and Year of Program (e.g. Summer '19) Length of Program (e.g. Semester or Four Weeks)

Courses to be completed abroad (Course Code, Name, Credits): USJ Course Equivalent/Elective:

Notes (i.e. alternate courses in case of change in program, special considerations, etc.):

Signatures Required:

Student

Academic Advisor

Department Chair (of Major)

School Dean

Signatures Final – Student has obtained approval and has been accepted into the study abroad program AND all forms, paperwork, and pre-departure counseling have been completed:

Director of Study Abroad

Provost

Registrar



UNIVERSITY OF SAINT JOSEPH

CONNECTICUT

STUDY ABROAD OFFICE

STATEMENT OF MEDICAL COVERAGE FORM

Please call your insurance carrier to validate your coverage dates (especially if you are approaching age 23), and to obtain an insurance identity card, if possible. You must be covered for the entire duration of the study abroad program.

I hereby certify that I will be covered by a sickness/accident policy for the entire duration of my study abroad program.

My policy is carried by:

Name of Insurance Company

Policy Number

Address of Insurance Company

Dates Effective

Applicant's Signature

Signature of Parent or Guardian (if applicant is under 21)



CODE OF ACADEMIC INTEGRITY FORM

Article I Preamble

Absolute integrity is expected of every student in all academic undertakings. An atmosphere of academic integrity is inherent in the philosophy of the University of Saint Joseph and shall be upheld by all members of this community.

Article II Definition

Academic integrity is the responsibility a student assumes for honestly representing all academic work. This responsibility implies that the student will in no way misrepresent his/her work or unfairly advance his/her academic status, and will neither encourage nor assist another student in so doing.

Article III Scope

Academic work includes quizzes, tests, midterm examinations, final examinations, research projects, take-home assignments, laboratory work, and all other forms of oral and written academic endeavor.

Article IV Referrals

An individual with questions concerning the Code of Academic Integrity should consult either the Student Government Association Office or the Vice President of Student Affairs. It is the responsibility of each member of the University community to refer any perceived threat to this Code to the Vice President of Student Affairs.

Article V Academic Fraud

Students are expected to conduct themselves at all times in such a way as to reflect credit on themselves and the University. Students found to have intentionally misrepresented themselves or other persons by altering a University of Saint Joseph academic record or producing a fraudulent document will be subject to disciplinary sanctions at the University of Saint Joseph, as well as criminal action.

I have read and understand the University of Saint Joseph Code of Academic Integrity. I understand that I am expected to follow and comply with the Code in all of my academic endeavors, both on campus and abroad, while I am enrolled at the University of Saint Joseph. I further understand that I am responsible for maintaining a full-time course of study while abroad and that I am responsible for attending classes, taking examinations, and completing all assigned work in a timely fashion. I am responsible for maintaining and presenting sufficient information on each course taken while I am abroad (syllabus, class notes, exams, and assignments) to permit an evaluation for credit by the University of Saint Joseph.

Print Name

Student ID #

Signature

Date



STUDENT CONDUCT AGREEMENT

Participants in the University of Saint Joseph Study Abroad program are expected to:

- Exhibit sensitivity to the host culture
- Maintain good behavior, and
- Observe all local laws and rules.

The University of Saint Joseph or its agents reserve the right to dismiss any participant for reasons of unacceptable personal behavior and/or academic participation. Such dismissal will be without refund and return transportation will be at the student's expense.

There are some basic inviolable rules of behavior necessary for all those who participate in study abroad. Therefore, as a participant in a University of Saint Joseph study abroad program, I agree to:

1. Maintain an adequate standard of academic work in the courses listed on my *Approval to Participate in Study Abroad* form. In the event that I am unable to enroll in any of my pre-approved courses, I will enroll in alternative courses with the approval of my Academic Advisor. I will notify the Study Abroad Office of any and all changes to my course schedule while abroad.
2. Avoid illegal drugs in any form. Laws state that possession and/or use of illicit drugs is punishable by fine, imprisonment, and/or deportation. Students in a program found to be using or possessing illegal drugs in any form are subject to immediate dismissal and expulsion.
3. Avoid excessive consumption of alcohol. I understand that I put myself at considerable risk every time I allow my judgment to be impaired by the over-consumption of alcoholic beverages.
4. Behave responsibly at all times in regard to local laws, customs, my own personal safety, and the safety of those around me.

I understand that as a University of Saint Joseph student, I will be viewed as a representative of my country, my study abroad program, and my university. It is my intention to act as a good-will ambassador and conduct myself in a fitting manner.

I have read these rules and I agree to abide by them. I understand that violation of this agreement will lead to probation or dismissal.

Print Name Student ID #

Signature Date



STUDY ABROAD ASSUMPTION OF RISK AND RELEASE OF LIABILITY FORM

I, _____ am a student/participant at the University of Saint Joseph (hereinafter "the University").
Student Name

I wish to participate in a University-approved research or study abroad program ("the Program") known as _____
Program Title and/or Description

_____ to be conducted from _____ to _____
Date Date

In consideration for being permitted to participate in the Program, I hereby agree and represent that:

1. I have carefully identified, reviewed and considered the risks of travel to my destination(s), including by reading the most recent relevant U.S. State Department ("DoS") Travel Warning(s) available through <http://travel.state.gov>, as well as the University of Saint Joseph Travel Warning Policy revised February 2017, and attached to this form.
2. I have or will secure health insurance to provide adequate coverage for any injuries or illness that I may sustain or experience while participating in the Program. By my signature below I certify that I have confirmed that my health care coverage will adequately cover me while outside the United States, and hereby release on behalf of myself, my heirs, executors, administrators and assigns, the University, its employees, officers and regents from any responsibility or liability for expenses incurred by me for injuries or illnesses (including death) that I may incur because of those injuries or illnesses.
3. I understand that, although the University will attempt to maintain the Program as described in its publications and brochures, it (or its partners in the Program) reserves the right to change the Program or program activities, in its sole discretion, and may do so at any time with or without notice, and that the University, its employees, officers regents and agents shall not be responsible for any expenses or losses that I may sustain because of these changes.
4. I understand the University reserves the right to remove me from the Program at any time should my actions or general behavior, in the sole discretion of the University, be determined to impede or obstruct the progress of the Program in any way.
5. I understand that there are unavoidable risks in study and travel outside the United States, and I hereby release and promise not to sue on behalf of myself, my heirs, executors, administrators and assigns, the University, or its employees, officers, regents and agents, for any damages or injury (including death) caused by, derived from, or associated with my participation in the Program (including those discussed in the preceding three sections), except for such damages or injury as may be caused by the gross negligence of willful misconduct of the employees, officers, regents and agents of the University. It is my express intent that this release shall bind the members of my family and spouse if I am alive, and my heirs, executors, administrators and assigns if I am deceased, and shall be deemed as a Release, Waiver, Discharge, and Covenant Not to Sue the above-named parties.
6. I agree that should any provision or aspect of this agreement be found unenforceable, that all remaining provisions of the agreement will remain in full force and effect.
7. I represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with the advisor, counselor, or attorney of my choice.
8. I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur in the course of, and be determined by the laws of, the state of Connecticut.
9. This agreement represents my complete understanding with the University concerning the University's responsibility and liability for my participation in the Program, supersedes any previous or contemporaneous understanding I may have had with the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

10. I hereby certify that I was born on _____. I am therefore, at least eighteen years of age or, if not, that I have secured below the signature of my parent or
Date

guardian as well as my own. I enter into this Assumption of Risk and Release of Liability of my own free will and accord, voluntarily and without duress.

Student Signature

Date

Signature of Parent or Guardian (if under 18)

Date

In Case of Emergency, contact:

Name

Phone

Address – Street/City/State/Zip

Email

The undersigned expressly reserves all rights of actions, claims, and demands against any and all other persons whomever not named herein.

In Witness whereof I (we) have set my (our) hand(s) this _____ day of _____, 20_____.

Notary Acknowledgement:

County:

City:

Student Signature

Parent or Guardian Signature

Participant Signature

The University of Saint Joseph, including the Gengras Center School and the School for Young Children, is accredited by the New England Association of Schools and Colleges, Inc. and the State of Connecticut Office of Higher Education. The University of Saint Joseph prohibits discrimination against any persons on account of their race, color, religious creed, age, sex, gender identity or expression, sexual orientation, transgender status, marital status, national origin, ancestry, disability (including, but not limited to, intellectual disability, present or past history of mental disorder, learning disability, or physical disability), genetic information, homelessness, prior conviction of a crime, or any other characteristic protected by law, in the administration of its educational policies, admissions policies, scholarship and loan programs, and employment practices (unless there is a bona fide occupational qualification related to employment). Inquiries concerning the University's non-discrimination policies may be referred to Deborah Spencer, Human Resources director/Title IX coordinator, telephone 860.231.5390 or email titleIX@usj.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109, telephone 617.289.0111, TDD 800.877.8339, fax 617.289.0150, or email ocr.boston@ed.gov.



UNIVERSITY OF SAINT JOSEPH
CONNECTICUT



USJ POLICY RELATED TO DEPARTMENT OF STATE TRAVEL WARNINGS AND UNIVERSITY- SPONSORED TRAVEL ABROAD NOTICE

(REVISED 6/2018)

INTRODUCTION

The University of Saint Joseph is committed to providing a broad spectrum of international experiences for our students, faculty, and staff. We highly encourage study abroad on University-approved programs, participation in other credit and non-credit international experiences, and faculty international research. At the same time, in the face of the safety risks in the world today, we are also committed to protecting the health and safety of students, faculty, and staff when they journey outside the borders of the United States.

We strongly recommend that before traveling to any part of the world, students, faculty, staff, and other members of the University community (hereinafter referred to as "others") familiarize themselves with the U.S. Department of State website (<http://travel.state.gov>), paying particular attention to the "Current Travel Warnings" section, which lists countries and regions about which the U.S. Government has serious concerns for American travelers, and the "Public Announcements" section, which articulates health and safety issues in various countries or regions. Although the University of Saint Joseph does not prohibit travel to countries for which "Public Announcements" have been issued by the State Department, we urge all travelers to consider seriously the risks in visiting such locales. It is the responsibility of the individual traveler to consult the State Department website to obtain current information about the health and safety conditions of the proposed destination.

In addition, all individuals traveling or studying abroad on a University program or an affiliated program must sign the appropriate *Assumption of Risk and Release of Liability* form. All individuals participating in University-sponsored programs or approved affiliated programs abroad must also obtain insurance coverage from the Study Abroad Office (Lynch 211) before departure.

Nothing in this policy shall serve to extend to any University of Saint Joseph student, faculty, or staff the right to engage in University-sponsored travel abroad, and the University reserves the right to cancel any University-sponsored travel at any time, regardless of whether prior approval has been granted.

1.0 Policy Governing Travel to Countries on the State Department's "Current Travel Warnings" List

In order to protect the health and safety of its undergraduate and graduate students, faculty, staff, and others, the University of Saint Joseph restricts University-sponsored travel in those countries or regions of countries for which the State Department has issued a Travel Warning that includes any of the following phrases:

- orders departure of U.S. dependents and non-emergency personnel;
- recommends that any U.S. citizens remaining in the country should depart;
- (strongly) warns U.S. citizens against (all) travel to the country (region); or
- warns (urges) U.S. citizens to defer (all) (non-essential) travel to the country (region).

View current Travel Warnings on the State Department's website: <http://travel.state.gov>.

Any reference to "Travel Warning" in this document refers to the specific kinds of warnings referenced above in 1.0.

When the State Department (1.0) targets a specific region(s) of a country, but not the country as a whole, travel is only restricted in those regions identified by the Travel Warning specified in 1.0 above. For example, a University of Saint Joseph program or an affiliated program in Madrid would not be affected by a Travel Warning (1.0) that applied to the Basque region of Spain. A faculty member's participation in a conference in Manchester, England would not be affected by a Travel Warning (1.0) that applied to London only.

2.0 Student Travel

- 2.1 No University of Saint Joseph student is permitted to embark on study abroad in the country/region under a Travel Warning (1.0 above), nor are any short-term programs led by University faculty permitted to depart as long as the Travel Warning (1.0 above) is in effect. This restriction applies to the University's own study abroad programs, University-sponsored travel programs (e.g., sports teams, performing groups, volunteer activities, organized tours for community members, or alumni, etc.), and study-away experiences sponsored by affiliated programs. Approval for University-sponsored study abroad or travel in these locations is suspended for the duration of the Travel Warning (1.0 above).
- 2.2 If a student receives formal approval to participate in a program location prior to the issuance of a Travel Warning (1.0 above) or to the development of a critical situation, the University's approval will be suspended until such time as the Travel Warning has been lifted or the critical situation is no longer a concern.
- 2.3 In the event that a Travel Warning (1.0 above) is issued or a critical situation arises while a University of Saint Joseph student is participating in a University or an affiliate program already in progress, the University's management team will do all that it reasonably can to facilitate actions that will improve the safety of the individuals in the program.
- 2.4 If a University of Saint Joseph student chooses on his or her own to apply for "active status" and to enroll in a study abroad program or pursue any academic work in a country/region where a Travel Warning (1.0 above) has been issued prior to or during the process of applying for study abroad, the student will not receive:
 - support or advice from any University of Saint Joseph office or department,
 - University of Saint Joseph grants, stipends, or financial aid to support research or travel in the affected areas,
 - insurance coverage issued through the University of Saint Joseph, or
 - pre-approved credit for the work undertaken in that location.

An exception to this provision of pre-approved credit may be made in cases in which students return to their home countries (they must possess the passport of that country) and are under their parent(s)'s or guardian's care. With special permission, these students can receive prior approval for courses taken in their home countries.

3.0 Faculty and Staff Organizing Group Travel experiences in Countries on the State Department's

"Current Travel Warnings" List

No University of Saint Joseph sponsored travel programs may embark for affected areas while the Travel Warning (1.0 above) is in effect. This restriction applies to the University's own study abroad programs, University-sponsored travel programs (e.g., sports teams, performing groups, volunteer activities, organized tours for community members or alumni, etc.) and study-away experiences sponsored by affiliated programs. Approval for University-sponsored study abroad or travel in these locations is suspended for the duration of the Travel Warning (1.0 above).

A Travel Warning must be lifted before a University-sponsored program may depart. In the case of University of Saint Joseph programs already underway when a Travel Warning for the country/region is issued or a critical situation arises, the University's management team, in consultation with the faculty member on site and other knowledgeable sources, will do all that it reasonably can to facilitate actions that will improve the safety of the individuals in the program.

The University of Saint Joseph, including the Gengras Center School and the School for Young Children, is accredited by the New England Association of Schools and Colleges, Inc. and the State of Connecticut Office of Higher Education. The University of Saint Joseph prohibits discrimination against any persons on account of their race, color, religious creed, age, sex, gender identity or expression, sexual orientation, transgender status, marital status, national origin, ancestry, disability (including, but not limited to, intellectual disability, present or past history of mental disorder, learning disability, or physical disability), genetic information, homelessness, prior conviction of a crime, or any other characteristic protected by law, in the administration of its educational policies, admissions policies, scholarship and loan programs, and employment practices (unless there is a bona fide occupational qualification related to employment). Inquiries concerning the University's non-discrimination policies may be referred to Deborah Spencer, Human Resources director/Title IX coordinator, telephone 860.231.5390 or email titleIX@usj.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109, telephone 617.289.0111, TDD 800.877.8339, fax 617.289.0150, or email ocr.boston@ed.gov.





STUDY ABROAD EVALUATION SHEET

| | | |
|--------------|--------------------------------|---------------------|
| Student Name | Semester/Term of Participation | Year |
| City/Country | Sponsoring Institution | Hosting Institution |

I. GENERAL IMPRESSIONS OF YOUR PROGRAM

1. Was there a pre-program orientation offered? Was it helpful? Is there anything students need to know before leaving that wasn't covered in orientation?
2. Describe and evaluate the program in which you participated, in general. Did classes held on-site meet your expectations; were there group excursions offered, etc.?
3. Was there an on-site director for your program? If so, how was this person helpful during your stay?
4. If you were responsible for planning and implementing the program in which you participated, what things would you like to see changed or made different?
5. Living abroad isn't always fun and adventure; there can be difficult times, as well. What was the most difficult part for you?
6. Did you experience "culture shock" in your host country? If so, when did you begin to feel it? How did you cope with these feelings?
7. Of course, study abroad isn't just about studying. What did you do during your leisure time?
8. Did you travel on your own while abroad? Where did you go? What was the best place you visited? What recommendations do you have for others?

II. ACADEMIC PROGRAM

1. What was your classroom experience like? How did teaching styles differ from those in the United States? Was the classroom environment more or less demanding?
2. Describe your fellow students. Approximately how large were your classes? Were most of your fellow students Americans? Other foreign students? Local nationals?
3. Has study abroad influenced your educational plans, career plans, and/or interests in any way?

III. HOUSING

1. Students studying abroad experience a variety of housing arrangements from family homestays to private off-campus apartments. Please describe your housing. Include a description of the neighborhood, your room, eating arrangements, and anything else you believe to be important.

2. Did your housing arrangement help or hinder your ability to adjust to the host country and culture?

3. Would you recommend this housing facility/arrangement to future students? Why or why not?

IV. EXPENSES

1. What was the cost of your program? What did the cost include (tuition, room, board, insurance, airfare, etc.)?

2. Please provide an approximate breakdown of other costs not included in your program: (NOTE: All expenses should be estimated in U.S. Dollars.) If you filled in 'other' in either the one-time or monthly expense fields, please explain.

| One-time Expenses | |
|---------------------|--------------------------------------|
| Round-trip Airfare: | Transportation to and from airports: |
| ISIC Card: | Orientation Costs: |
| Other: | ONE-TIME TOTAL: |

| Monthly Expenses | |
|------------------|--|
| Food: | Room: |
| Toiletries: | Clothing: |
| Phone: | Laundry: |
| Postage: | Local Transportation: |
| Books & Supplies | Independent Travel: |
| Entertainment: | Gifts: |
| Insurance: | Other: |
| | MONTHLY TOTAL: |
| | MULTIPLE MONTHLY TOTAL BY # OF MONTHS: |
| | SUBTOTAL: |
| | PLUS ONE-TIME TOTAL: |
| | TOTAL FOR TRIP: |

3. Did you have enough money for what you needed and what you wanted to do? If not, how much more would you recommend and why?

V. THE STUDY ABROAD OFFICE

1. Please evaluate the pre-program information offered to you from the University of Saint Joseph. Was it helpful? Is there anything students need to know before leaving that wasn't covered in your information packets?

2. Many students who study abroad experience "reverse culture shock" when they return to the United States and their home university campus. Did you experience reverse culture shock? If so, how have you dealt with it?

VI. MISCELLANEOUS

1. How has studying abroad affected or changed you and affected your understanding of the world? What are the primary benefits you feel you derived from participation in study abroad?
2. Do you have any advice for future study abroad students?
3. What would you like to see done on campus as a follow-up to your experience?
4. Would you be willing to serve as a resource person for students interested in study abroad? Yes No
5. Would you have any hesitation in recommending your program to someone else? Yes No
6. Would you have any hesitation in recommending study abroad to someone else? Yes No
7. How would you summarize your general response to the program?

We are often asked to describe students' reactions to the study abroad programs in which they participated. Please sign here if we may take quotes from this evaluation.

Student Signature

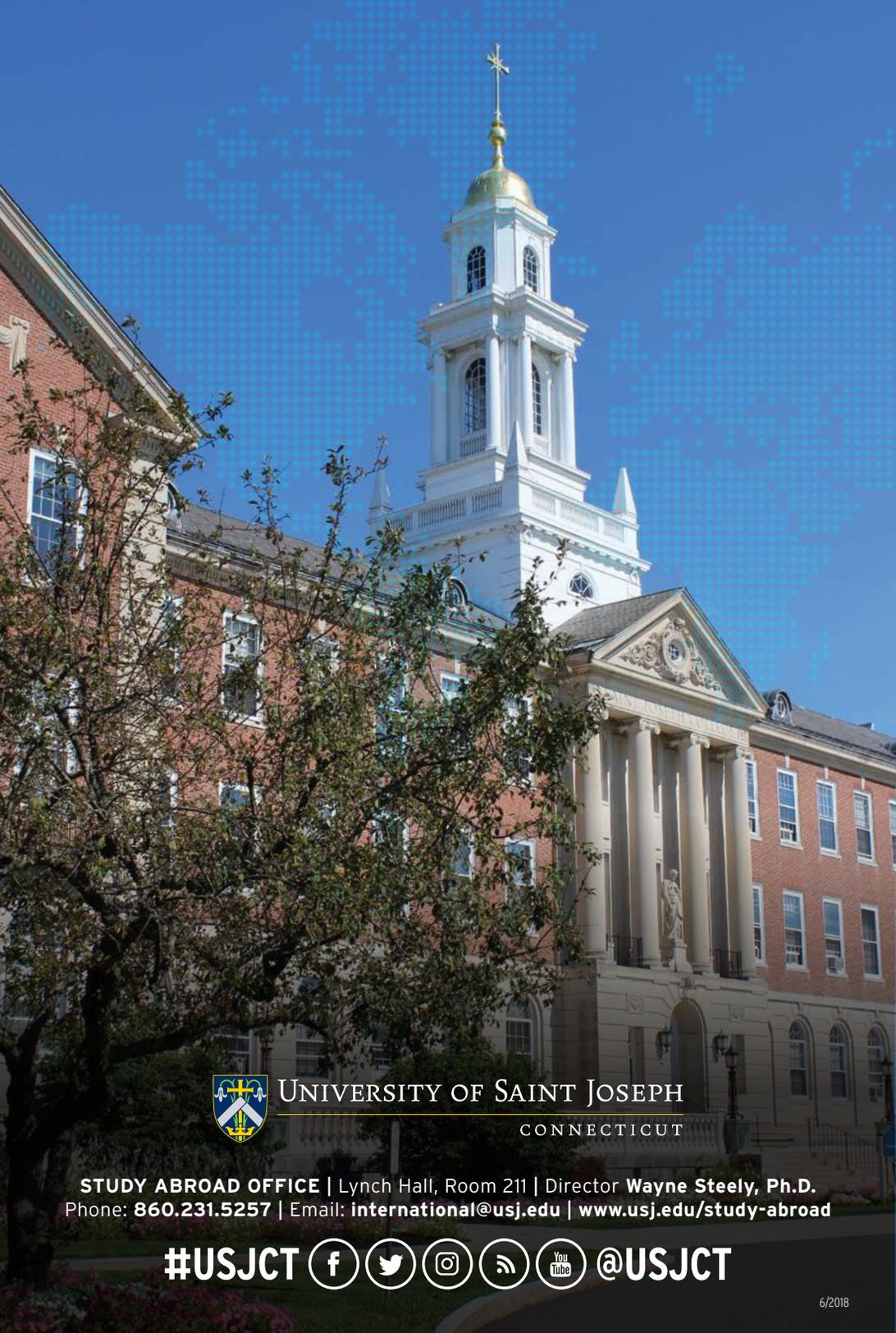
Date

Please return this evaluation to:

The Study Abroad Office
University of Saint Joseph
1678 Asylum Avenue
West Hartford, CT 06117-2791

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Phone: **860.231.5257** | Email: **international@usj.edu** | **www.usj.edu/study-abroad**

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