
Global Education Office
Reves Center for International Studies
The College of William & Mary



SUMMER ABROAD HANDBOOK

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William & Mary Summer Abroad Programs

This handbook offers guidelines that we hope you will find useful in making your preparations for participating in William & Mary's Summer Abroad programs. Please read this handbook carefully before your departure and **bring it with you** to your destination, either as a PDF on your computer or in your email for easy access. General program policies are included, along with lists of important items to bring with you, and precautions for safeguarding your health and belongings. In an effort to serve you best, the material in this handbook and in your program specific handbook is edited each year and contains the latest information available to assist you in preparing for your trip. While we do our best to provide you with the most accurate information, inevitably some changes may take place and we will need to make adjustments. Your Program Director and the Reves Center will keep you informed of any changes.

You will find more information related to your specific program in your program's handbook. This will include more information related to handling your money, special holidays, recommended sights, helpful tips from former program participants, and other things of cultural importance.

DEADLINES

Important Deadlines

NOTE: deadlines and other information regarding study abroad are available on the Reves Center website: www.wm.edu/offices/revescenter. Once accepted, remember to check your program's BlackBoard site, accessed through MyWM, for updates.

- February 6 – Applications due (\$75 fee included)
- March 3 – Payment agreement and \$500 program deposit due
- April 3 – Balance due

Mandatory Meetings

There will be a required pre-program meeting for participants of each program (times and days TBD). Some programs also have a spring course associated with them. Please contact your Program Director for more information about the spring course. Typically, they do not start until after spring break and meet once a week, usually in the evenings. You do not need to register yourself in this course, it will be done for you. Please keep abreast of your emails in the spring semester from the Global Education Office, who will send notice to make sure that you have no holds on your account. If you do have holds, you will not be able to be registered for the course. It is your responsibility to get the hold removed and to contact the Global Education Office when this has been done.

For summer program participants who are currently abroad or away from campus during the spring semester and your program requires the 1 credit pre-course, you should be in touch with the Global Education Office and the Program Director to learn what you will be able to do remotely for the course and to find out whether or not you will be able to receive credit for the spring course during the summer.

Before You Go

Travel Documents

- **Passport**

- You should apply as early as possible before departure to secure your passport through a Passport Agency (found in major cities), a local issuing office, a Federal or State Court House, or a Class I Post Office. You may also need to visit the US State Department's website for guidelines on applying or renewing your passport: <https://travel.state.gov/content/passports/en/passports.html>
- Start the process early so that there will be plenty of time to resolve any problems that may arise. **If you will be using your current passport, make sure that it is good for six months after your return to the U.S.** If it is not, you will need to renew it.
- If you have never had a passport, you will need to complete an application and submit it in person or by registered mail along with two 2" x 2" photographs (passport photos are available through the W&M ID office or at almost any camera shop; inexpensive ones are also available at CVS drugstores), a certified copy of your birth certificate, and two checks, one for the application fee and one for the clerk's fee.
- If you do not have a current passport by the application deadline, then please provide the Global Education Office with the date for which you applied.
- Please also note that the Global Education Office requires a copy of your passport before you depart on your program.

- **Visa**

- For U.S. citizens, the following William & Mary summer programs do **NOT** require visas: Antigua, Athens & Nafplio, Barbados, Cádiz, Cambridge, Cape Town, Florence, Galway, Montpellier, Potsdam, Prague, Rome & Pompeii, and Santiago. Please note that the Cambridge program does require a student letter, provided by the Global Education Office and for Adelaide you will need to complete an online visa form. Please refer to your program guide for more specific information; some countries require you to enter as a tourist, rather than as a student. Please see your program specific handbook for further information.
- For U.S. citizens, the following William & Mary summer programs **DO** require visas: Adelaide (completed online), Beijing, Goa, and St. Petersburg. Please refer to your program guide for helpful information on obtaining a visa.
- Students who are not US citizens should check the embassy website of the program's host country for the visa regulations that apply to them.

Students with Disabilities

- Students registered with Student Accessibility Services at William & Mary should meet with the director of Student Accessibility Services (Dean of Students Office) and Director of Global Education (Reves Center) as soon as possible to begin a dialogue about accommodations needed to allow for a successful study abroad experience. Students seeking accommodations for a disability while abroad should register with Student Accessibility Services to avoid unnecessary delays. Visit the Student Accessibility Services website for documentation criteria: <http://www.wm.edu/offices/deanofstudents/services/studentaccessibilityservices/>

BUDGETS

Things to Keep in Mind When Budgeting

- It is important to note that the cost of W&M summer programs vary from program to program, both in terms of cost of program and additional personal costs. Your personal budget will depend upon the individual features of the program, geographic location, length, whether or not meals are included as a part of the program, and other factors. In addition, your budget for incidental expenses will depend on your personal taste/extravagance and the amount of independent travel you intend to do before, during (if applicable) or after the program. Please note that some programs include some meals, while others may only provide meals on excursions. Know what to expect before you go and plan accordingly. Please consult your program specific handbook for a more detailed projection. Naturally, if you plan to do a significant amount of shopping and/or traveling, you should budget accordingly and note that these costs are not going to be calculated in the specific program handbook budget.
- The Global Education Office's (GEO) budget predictions in the program specific handbooks are not based upon extra travel beyond the dates of the program or on free weekends – these are at your own additional cost and budget. Budgets are reviewed on a yearly basis and based upon what a majority of students on that program self-reported.
- When considering how much to budget, students should consider the program tuition, application fees, passport, visa, any necessary immunizations, costs of housing and meals, as well as the cost of the international flight. Further, students should budget for books, course supplies, local transportation costs, communication (including cell phone and internet expenses), laundry and toiletries, as well as personal spending money for excursions, museums, and souvenirs.
- When planning a personal budget, please remember to not sacrifice safety, cleanliness, sleep or food to save on money. Those things help to make your overall experience a more pleasant and valuable experience overall and you'll thank yourself later.
- If you plan to travel before or after the program, study your resources carefully to get a sense of the cost of intercity transportation, and reasonably priced hotels and restaurants in the cities you plan to visit. If you intend to travel with friends at the end of the program, please seek the advice of the Program Director and local Coordinator. Discounts are often available to students while studying overseas, including on transportation such as rail and air. In addition to travel books that you can purchase online or at a bookstore, there are online resources such as Tripadvisor www.tripadvisor.com or The Lonely Planet (www.lonelyplanet.com). A cost of living comparison can be found here at: www.numbeo.com/cost-of-living/comparison.jsp
- Specific information regarding your program's currency and the approximate exchange rate can be found in your program handbook.

Study Abroad Budget Planning

- As they think about studying abroad for the summer, many students are interested in more than one W&M program. Below is a chart that you can print out and use to compare the costs between two programs or to use as a budget for your program of choice.

	Summer Program A	Summer Program B
Program Cost/Tuition	\$	\$
Application fee	\$75	\$75
Passport, visa, vaccinations, photos (if applicable)	\$	\$
Meals (check to see if included in the total program cost)	\$	\$
Airfare	\$	\$
Books (including travel guide, if you wish to bring one with you)	\$	\$
Local transportation (check if included in the total program cost)	\$	\$
Communication (phone & internet costs additional to program)	\$	\$
Personal expenses (laundry, souvenirs, additional travel, etc.)	\$	\$
Miscellaneous costs	\$	\$
Emergency funds	\$	\$
TOTAL	\$	\$

Pre-Departure Checklist

- ☐ Read through this entire handbook to assure that you are fully prepared for your study abroad experience.
- ☐ Complete online post-acceptance requirements. Check <http://studyabroad.wm.edu> for details.
- ☐ Apply for a passport, or make sure that your current passport is valid for six months past the date of your anticipated return. If not, renew your current passport.
- ☐ Collect any other entry documents you are required to take with you, such as confirmation of finances, immunization records, and so forth.
- ☐ Attend all orientation sessions to which you are invited.
- ☐ Attend your 1 credit pre-course should your program require one and turn in all the required assignments.
- ☐ Clear all registration holds and make sure all outstanding balances are paid.
- ☐ Get a physical, dental check, and eye exam, and be sure to receive appropriate inoculations. Please note that the Student Health Center at W&M does offer physicals for students preparing to go abroad. For more information, go to: <http://www.wm.edu/offices/healthcenter/>
- ☐ If eligible for aid, complete financial aid application materials and submit in a timely fashion.
- ☐ Check that you have paid for your program, keeping in mind the deposit and balance-owed deadlines.
- ☐ Make three copies of your passport, visa, and insurance cards. Leave one copy with your family, one in your checked bag, and one in your carry on. Some students also email copies of these to themselves.
- ☐ Make sure you have the credit cards, bank cards, and telephone cards which you are planning to use abroad. Make two photocopies of each – one set for your carry-on bag, one set to leave with your family. Some students also find it helpful to email copies of these to themselves.
- ☐ Gather a full supply of all medications and prescriptions to bring with you.
 - Check the “Pre-Departure” considerations in the “Health” section of your program’s handbook for additional steps to take.
- ☐ Make sure you and your parents/guardians understand the coverage provided by your CISI health insurance plan, included in the program cost. Once in country, be sure to **carry your CISI information** and emergency contact information with you **at all times**.
- ☐ Arrange with Campus Mail to forward to your home address mail that arrives while abroad.

- ☐ Assure that you have all of the contact information for any William & Mary faculty and staff you might need to contact while abroad.
- ☐ Make your travel arrangements and post your itinerary in your online portal at <http://studyabroad.wm.edu> and in Blackboard – see your program’s handbook for more information.
- ☐ Purchase travel insurance to cover any unforeseen events like flight cancellations or personal events that would delay travel dates. **Please note that this is not covered by W&M**, but can often be purchased in conjunction with your plane tickets.
- ☐ Plan a budget and an emergency fund of at least \$300-\$500.
- ☐ If possible, arrange with your bank to have \$100 USD in your destination’s currency to bring with you.
- ☐ Alert your financial institution when and where you are traveling abroad to minimize potential issues withdrawing money from the ATM, and file a travel notification with your credit card provider(s) to prevent your transactions being blocked as suspicious activity while you are abroad.
- ☐ Purchase a good travel guide or map of the area you will studying.
- ☐ Bring several extra passport-sized photographs for miscellaneous use.
- ☐ Back up all computer files such as documents, photos, and music, and keep copies separate in case of loss, theft, or malfunction.
- ☐ Know where to go upon arrival, how to get there, and who to contact should a problem arise.
- ☐ Know the time difference between your hometown and your destination – see the “Handy Information” section of your program’s handbook for a time zone conversion chart.
- ☐ Read about the history, economy, and culture of your destination.
- ☐ Learn a few key phrases of the local language if it is unknown to you.
- ☐ Familiarize yourself with current events, both in your home country and in your destination.
- ☐ Begin to try to recognize and articulate your own cultural values, and realize that people you meet may have different cultural values.
- ☐ Begin the mental shift, soon you won’t be in Virginia anymore!

Packing

WHAT TO BRING

Keep in mind that you will be carrying your stuff around a lot. **Pack lightly!**

PACKING CHECKLIST

Look the following list over to assure that you remember to bring everything that past travelers have found to be important. Make sure to put together a separate list of other essential items if necessary, and always double check! Please note that you should also check your program-specific handbook for additional packing information

ESSENTIAL ITEMS:

- ☐ Passport
- ☐ Two photocopies of your passport. When traveling, keep these in two separate places, preferably in your carryon luggage.
- ☐ Photocopies of all and travel immigration documents, prescriptions, etc. When traveling, keep these in two separate places, preferably in your carryon luggage.
- ☐ Plane tickets
- ☐ Money
- ☐ ATM and credit cards
- ☐ W&M Summer Program Study Abroad Guide, as well as Program Handbook, saved either as a PDF on your hard drive or in email
- ☐ Arrival info sent by Program Director and host institution
- ☐ Prescription medications¹
- ☐ Emergency contact numbers, both at home and abroad

CLOTHING:

- ☐ Please consult your program handbook for more specific information regarding what types of clothing you should consider packing.

TOILETRIES (keep it small!):

- ☐ Toothbrush, toothpaste, dental floss
- ☐ Shampoo, soap
- ☐ Deodorant
- ☐ Lip balm, hand sanitizer
- ☐ Travel towel
- ☐ Washcloth
- ☐ Contraceptives
- ☐ Non-prescription meds
- ☐ Contact lens/glasses necessities and prescription
- ☐ Sunscreen
- ☐ Clothes detergent packets for sink washing and laundry

ACCESSORIES:

- ☐ Laptop computer and cord
- ☐ Laptop cable lock
- ☐ Sewing kit, safety pins
- ☐ Sunglasses
- ☐ Camera, memory cards, camera case, batteries, charger
- ☐ Travel guides, phrasebooks, maps
- ☐ English-Target Language dictionary
- ☐ Power converter to use American appliances abroad
- ☐ Alarm clock
- ☐ Shoulder bag or backpack for day trips
- ☐ Photos to share²
- ☐ Luggage locks
- ☐ Money belt
- ☐ Your sense of humor 😊

¹ Be sure to bring enough medication for your entire stay, along with prescriptions and an explanation of why the medication is required. Please note: it is illegal for your parents (or anyone else) to mail prescription medications to you in another country, so it is essential that you arrange to have a full supply of medications to bring with you.

² Don't bring any photos you can't afford to lose. Consider making an online photo album before you go so as to avoid losing important keepsakes.

ALLOWED ITEMS

Be sure to check the following websites for information on what is (and is not) allowed to be carried on an airplane:

- <http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>

PACKING TIPS

- **General**
 - Many items you need can be purchased once you've arrived at your destination. For example, bring travel-sized toiletries to keep your bags light, and purchase full-sized items once you've arrived.
 - Do not bring any items of sentimental value that you couldn't bear to lose.
- **Luggage**
 - **Pack only what you can carry by yourself up 2-3 flights of stairs, or walk with for relatively long distances.** A wheeled duffle bag or suitcase plus a generous tote or backpack for weekend travel should suffice. Returning students recommend that your carryon be a backpack rather than a handheld bag if you plan to do any extra traveling.
 - Do not pack valuables in your checked luggage.
 - Put address labels and contact information inside and outside each piece of luggage.
 - Pack medications in your carryon luggage.
 - Pack all sharp objects securely in your checked baggage.
 - Pack all liquids in plastic bags to avoid leakage during travel.
 - Place your camera in your carryon.
 - Put TSA-approved locks on all of your luggage so that it can be opened without the lock or bag being destroyed.
- **Clothes**
 - Bring easy care clothing items that are lightweight, drip dry, and wrinkle-proof such as knits, permanent press and cotton clothes.
 - Dark colors are more practical than light, as they do not show dirt as easily.
 - Pack clothes you can mix and match so as to give your wardrobe as much variety without having to pack as much.
 - Only bring clothes you can imagine wearing often.
 - Bring clothes that you can layer for various temperatures.
 - Do not bring clothes that immediately mark you as 'foreign' – avoid items with obvious phrases in English (if going to a non-English speaking country), or other symbols that will immediately mark your outsider status (sorority or fraternity sweatshirts, for example).
 - Roll clothes instead of folding them; you will fit more in the bag, and have fewer wrinkles upon arrival.

Traveling to Your Destination

You are responsible for your own travel arrangements to your destination and back to the U.S.

Tips for Traveling

- Do not book your tickets prior to the deposit deadline. Once you are given the 'go ahead' from the Global Education Office or your Program Director, please arrange to purchase your flight, as costs will increase the closer to the date of departure.
- The Global Education Office highly suggests you consider purchasing travel insurance when you book your flights for studying abroad. It will be your responsibility to find alternative flights or accommodations if flights are cancelled or delayed due to weather or natural disasters. The College does not accept any financial responsibility for such occurrences. Remember that the first date of the program is when you should be arriving. The last day is when you should be departing. **If you arrive or leave outside of those dates, you are responsible for your own expenses, including lodging and meals.**
- Shop around. Some good places to find cheap airfare include (but are not limited to):
 - Student travel services
 - Student Universe www.studentuniverse.com
 - Travel websites
 - Cheap Tickets www.cheaptickets.com
 - Expedia www.expedia.com
 - Fly Cheap www.flycheap.com
 - Orbitz www.orbitz.com
 - Travelocity www.travelocity.com

At the Airport

Please check with your summer program specific handbook for more information regarding what to do once you've arrived at your destination. Your program director will provide more details in meetings or on Blackboard. If you have any questions, please don't hesitate to contact your program director or the GEO.



Don't forget to call or email home!

As soon as possible following your arrival, remember to call or email your family to let them know you have arrived safely. This will not only save them from worry, but also help prevent the Global Education Office and your host university from receiving panicked phone calls regarding your whereabouts. Students also have the option to include their families on our summer listserv to receive periodic updates from the GEO and program directors while you are abroad.

Communication & Swem Resources Abroad

Online

Once online, there are a variety of ways to get in touch with family and friends back home via the internet, including email and Facebook. Keep in mind, though, that some websites may be blocked in other countries. Please see your program handbook for more specific information. Go to blogs.wm.edu to set up a free blog through William & Mary's IT department, or search for other free online services such as Blogger and Tumblr.

Web-Based Phone Calls

Skype, Gmail, and FaceTime are all great ways to talk or even video chat for free. It is also possible to buy Skype credit, which can be used to call from computer to phone. Some students recommend buying a one month Skype subscription that provides unlimited computer to phone calls to the U.S. and Canada, which can cost around \$5 USD. Visit the sites for instructions, and to sign up. Gmail now offers calls for \$0.01 per minute from abroad to U.S. phone numbers.

Cell Phones

With the exception of the programs in India and Barbados, the Global Education Office provides cell phones for all students on William & Mary summer programs.

Calling the United States from Abroad: Dial 001+ phone number.

Using Swem Library Resources While Abroad

Swem Library resources can be accessed from abroad if you need to do research:

- All of the library's electronic resources, including databases, library catalog, subject guides, and so on, are available on any computer with an internet connection, no matter where in the world you are. Just go to <http://swem.wm.edu>, and be sure to have your WM user ID and password.
- Swem owns a substantial collection of e-books, current and older electronic books that can be read in their entirety online. These books can be found and accessed through the library's online catalog.
- Students can contact the reference desk via email, IM, and chat for research assistance. All contact information can be found at <http://swem.wm.edu/services/reference/>.
- Students needing journal articles that aren't available online in full text format may go to <http://swem.wm.edu/services/borrowing/interlibrary-loan-ill/campus-programs> for more information on placing an ILL request.
- RefWorks, the library's online citation management tool, can store and organize references online. It can also be used to print bibliographies in all popular styles, including APA, MLA, & Chicago. RefWorks is accessible by visiting <http://swem.wm.edu/research/refworks-bibliography-tool>

Health

Pre-Departure

- ☐ You should have both dental and physical check-ups before you leave.
- ☐ If you wear glasses or contact lenses, take extras and have your prescription with you. Also take supplies of contact lens solutions, cleaners, and enzymes which are sometimes hard to find abroad.
- ☐ If you know you will require medication while traveling abroad, obtain a full supply before you leave. Take frequently used over-the-counter meds with you and sufficient quantities of any prescription medications you are taking to last through the entire program and any additional time abroad.
- ☐ You should carry up-to-date prescriptions and/or a statement from your doctor, especially if you will be carrying insulin, a syringe or any narcotic drug.
- ☐ Be sure all medicines are clearly labeled to avoid potential problems going through customs. Keep all vital medicines in your carry-on to ensure a constant supply if your luggage is lost or delayed.
- ☐ Check if your destination country restricts usage of any drugs that you can obtain by prescription here in the United States.
- ☐ If you suffer from motion sickness, bring medication with you to avoid problems on bus trips and airplane excursions you might take.
- ☐ Bring documentation from your doctor, translated into your destination's language, of what medicines and foods you are and are not allergic to, in case you need an antibiotic, penicillin shot, and so forth. Please ask your language professor to check this documentation for accuracy.

Immunization

You are encouraged to consult the Center for Disease Control to verify which vaccinations are recommended for prolonged stay abroad: <http://wwwnc.cdc.gov/travel/destinations/list.htm>. Remember to consider any travels you might want to undertake while abroad for the summer session. If you prefer to talk to someone in person about the currently recommended immunizations, you can call Travel Health of Williamsburg at (757) 220-9008 (located at 287 McLaws Circle), or consult with a physician in your area who has some expertise concerning immunizations for international travel.

Insurance

Included in the program cost is an overseas health insurance plan designed for William & Mary students. You will be covered through Cultural Insurance Services International (CISI). This coverage includes medical, emergency medical reunion, emergency evacuation/repatriation and more. For more information about the plans and claims procedures, please go to the CISI website at www.culturalinsurance.com. You will receive an email from CISI once you are enrolled. The explanation of benefits and claims form is available on your program's blackboard site. Please **carry the insurance**

information with you at all times while overseas. Also, it's a great idea to share this info with your family. **Continue any coverage you have currently under a school or family plan.** It is often possible for your parents to add a rider to your family plan in order to provide full coverage for you while you are overseas. Any costs incurred due to health-related issues are solely the responsibility of the student. Be aware that with insurance coverage, you will likely be required to pay for services when they are rendered and apply for reimbursement.

Medications

Please remember that, while abroad, it is advisable to consistently follow your doctor's specific medication instructions and continue taking any medications you are prescribed. Any changes to medication levels should only be undertaken in direct consultation with the prescribing doctor. While travel abroad always has the potential to effect changes, good or bad, in your physical and mental health, do not assume that temporary variations in your condition are indicative of longer-lasting changes. If you feel that an alteration in any prescribed medication levels may be warranted, consult a medical professional prior to doing so.

Sexual Health

There are different attitudes and expectations concerning dating and sexuality in other countries. Words and actions that mean one thing to you may mean something completely different to another person. It is important to discuss your expectations regarding interpersonal and sexual involvement with your partner so that you can reduce physical, emotional, and other risks. Become aware of the particular attitudes and customs concerning sexuality in your host culture, and make responsible decisions about sexual relationships while overseas. Not only will your decisions affect you, but also your partner, possibly his/her family, and your host family as well. HIV and other sexually transmitted diseases exist in every country. Cultural factors often determine whether you can negotiate condom use with your partner. Please use good judgment and communication skills with your partner concerning this issue. If you consider sexual activity to be a possibility while you are abroad, please take proper precautions. It is advisable that you purchase condoms prior to your departure overseas, and take an extra supply of birth control and a prescription, if appropriate.

LGBTQ Students

We strongly encourage LGBTQ students to study abroad, as you will gain perspective on your identity and will be able to view sexuality in the United States from different perspectives. Some students will find themselves in a location that is more open towards LGBTQ identity than that of the United States. This said, homosexuality is still illegal in some countries, and can be regarded as a serious offense in those and others. Consider how comfortable or uncomfortable you would be with the idea of keeping your sexuality private when choosing a program abroad. If you are studying abroad in a country that discriminates against or is less aware of LGBTQ needs, be prepared to advocate for yourself. Research if there are any local LGBTQ support resources or meeting places in your chosen study abroad destination. Some study abroad programs offer lots of support and resources to their LGBTQ students. Learn the locals' attitudes towards homosexuality, and inform yourself on the cultural norms for what is considered typical male or female behavior. Find out if talking about sexuality is taboo in your host country. You may experience some distress if you feel the need to conceal your sexual identity due to safety issues; be mindful of your stress level and mental health, and research resources available to you. It is possible that you will have to adjust to a different set of cultural norms regarding sexual identity, including those that are not accepting of homosexuality. We encourage you to be proactive in your

research of the customs regarding sexuality in your intended location of study, and are available to help students explore which options may be best for them.

Please come and speak to a Global Education Office Advisor to help select a program that will be the best fit for you.

Here are some resources:

US Department of State LGBT Travel Information:

<http://travel.state.gov/content/passports/english/go/lgbt.html>

NAFSA: Association of International Educators Rainbow Special Interest Group, US Students Abroad:

<http://www.rainbowsig.org/us-students-abroad/>

Staying well/Getting sick

We encourage students to utilize their program specific handbook for further information for tips on what to do in the event that you get sick. Common illnesses abroad include upset stomachs; it is advisable to take Pepto Bismol and any other medicines that you may find useful while overseas.

If you become ill, please alert the Program Director for assistance in finding you medical care. Please remember to pay for any medical care at the time it is received and to keep your receipts to submit to the insurance company when you return to the United States.

Useful information on preparing for medical emergencies before you go abroad is provided at

<http://travel.state.gov/content/passports/en/go/health/doctors.html>.

Safety

Theft

Petty theft is always a problem in urban locations around the world, but there are common sense precautions that you can take to minimize your risk of being targeted.

- **Try to blend in.** Foreigners are favorite targets of pickpockets and the less conspicuous you are, the less attractive they will find you. In particular, t-shirts, baseball caps, shorts, sneakers and loud English can act as markers that you are a student from the U.S. Even in English-speaking countries, speaking loudly could mark you as an American student.
- **Do not make a habit of carrying extra money and cards with you.** If you aren't planning to use them, leave them at home. The same holds true for your personal documents: IDs, driver's license, passport, and so on. Always have a copy of your passport with you when traveling, but the passport itself should stay safe at your home overseas unless you anticipate needing it or the laws of the host country require you to carry it at all times.
- **Never keep all your funds together in one place.** Spreading your fund sources – such as cash, credit cards, and bank cards– will assure that if one form is lost or stolen, you still have other options.
- **Carry your valuables inside your clothes.** Particularly when you are in a crowd, purse and camera straps are easily cut, backpacks can be slit and emptied without you even noticing, open or buttoned purses & wallets can be emptied while you are being distracted by accomplices.
- **Do not leave your bags unattended.** When you are seated at outdoor tables, keep purse or pack straps looped around an arm or an ankle to keep them from being an easy grab. If using a restroom at a restaurant, library, or other university building where it will not be watched by a trusted individual, take all belongings with you. This includes places of worship, where some of our students have experienced theft.
- **Be on guard if groups of people act strangely around you.** Thieves often work together and try to confuse or distract their target. Don't be fooled by appearances; some professional thieves look quite respectable, and some are even children.
- **Do not walk around alone late at night.** Always walk with a friend, or take a taxi after dark. Let someone always know where you are, and when you expect to be home.
- **When residing in a hotel, always keep your door locked. When residing in a hostel, keep your valuables under your pillow when sleeping or in secure lockers/safes, if provided.**
- **Don't let your guard down toward the end of your stay.** Try to remember these precautions throughout your time in your host city, as well as while traveling, even after you have learned your way around and feel at home.
- **Be aware that loss of property, whether through negligence or theft, is your own responsibility.** The College of William & Mary and your host university cannot be held accountable for lost or stolen money or goods, nor is our staff authorized to make loans of any size of program money to students.

Sexual Assault

Sexual assault can happen to males and females of all ages and backgrounds. Most often, sexual assault is committed by someone a person knows and trusts. While you or someone you know may never

experience sexual assault, it is important to know the options and resources available, what steps to take, and where to report an incident if it occurs. It is also important to be aware of the laws pertaining to sexual assault in the country you are visiting. The response from local authorities and the options for reporting assault may be different in another country.

Sexual assault encompasses acts that range from unwanted touching to rape. Sexual assault occurs when a person does not, or is not able to, consent to sexual activity. A person is unable to consent when he or she is forced, threatened, intimidated or is mentally or physically incapacitated.

Knowing Yourself

Most people who travel to different countries have the desire to be culturally sensitive. They wish to get along, to be respectful, to fit in, and not to offend the people they meet. However, this never requires that a person submit to behaviors that invade personal boundaries or that feel uncomfortable or unsafe.

No matter where you are, you always have the right to leave if a situation feels inappropriate or makes you uneasy.

Physical boundaries are the personal spaces around us, physically, emotionally, and sexually, that help protect us, while still allowing us to experience new relationships and situations. Boundaries are defined through our own personal values and desires. Boundaries can be as simple as setting a limit of how much to drink, or as complex as deciding to form an intimate relationship with a new partner. Knowing our boundaries can help us recognize signs that an individual or situation may be unsafe. An example of this is if a situation or person makes us uncomfortable by testing or disregarding our boundaries.

Defining your boundaries for yourself and communicating those boundaries to others is the first step. It is also important for others to respect your boundaries and for you to respect theirs. Never assume that someone has the same understanding or awareness of boundaries as you. The issue of boundaries and personal space is highly influenced by cultural norms and may be very different from what you are accustomed to.

When interacting with others, it may be a good idea to:

- Learn about cultural norms.
- Learn from your local hosts about appropriate social interactions.
- Learn how to communicate effectively using the local language. Communication in a different language might change or alter your meaning and could increase the chances for miscommunication or misinterpretation.
- Trust your instincts: Pay attention to any inner signal about an individual or situation.
- Have an exit strategy: Develop a plan on how to safely leave an uncomfortable situation.
- Use the buddy system at all times. Travel in groups if possible.

Helping a Friend

One of the best ways that you can stay safe while abroad is to always use the buddy system. By traveling in pairs or groups, you can help each other by being on the lookout for potentially unsafe situations.

Watch out for other students and step in if a situation seems unsafe or uncomfortable. You can help by making a plan with others before you go out. This plan might include:

- Having a signal code or word that can be used to indicate someone in your group needs help
- Talking with your friends about how they would want you to intervene, should one of you need help
- Deciding beforehand how you will safely leave an unsafe or uncomfortable situation
- Talking to each other about your boundaries

To learn more about how you can intervene to help a friend, visit the “Community of Trust” section of the William & Mary Sexual Assault Resources and Education website: www.wm.edu/sexualassault.

Sometimes helping a friend means supporting someone who has experienced sexual assault. If someone comes to you for help, the most important thing you can do is to believe them. Also be sure to:

- Listen without judgment
- Assure your friend that it is not their fault and they are not to blame for what happened
- Assure them that they are not alone. There are people and resources to assist them, even while abroad.
- Empower your friend to make their own choices about steps they want to take. You can provide resources and options and let them take control from there.
- For more information visit www.wm.edu/sexualassault.

Low-Risk Drinking

For many people, traveling to a different country means being able to experience new things and situations. Sometimes, this means being able to legally consume alcohol for the first time. In making decisions about if and when to drink, be sure to **know the local drinking laws and customs**.

Consumption of alcohol impairs our inhibitions as well as our judgment and ability to communicate. In addition, people often have different expectancies about what will happen when drinking. Alcohol can also be used as a method to coerce others into sexual activity, by pressuring someone to drink more or by taking advantage of a person’s impairment.

There are many useful strategies for protecting yourself from any unwanted outcomes while drinking. You can:

- Choose not to drink
- Eat before and during drinking
- Drink only with trusted friends or use the buddy system
- Ask a close friend to intervene if they think you’ve had enough
- Set a limit for yourself and stick to that limit

- Try to maintain a BAC at around 0.05 or lower
- Pace drinks over time (ideally one per hour)
- Avoid drinking games
- Alternate between alcoholic and nonalcoholic drinks
- Keep track of how much you are drinking
- Use a designated driver who is completely sober
- Always have an exit plan
- Never leave your drink unattended and do not accept drinks from others

Resources

If you or someone you know experiences sexual assault while abroad, please remember that you are not alone. Many of the same resources available to assist you while you are at William & Mary are also available to assist you while abroad. You should contact the Program Director or an administrator at your host school before anyone else. You can also contact:

- Assistant Director of Health Promotion and Sexual Assault Prevention Specialist: Eric Garrison +001 (757) 221-7369, email: emgarrison@wm.edu
- W&M Dean of Students: +001 (757) 221-2510
- On-line form to report incident:
<http://www.wm.edu/offices/wellness/counselingcenter/resources/selfhelpmaterials/sexualassault/index.php>
- Campus Police +001 (757) 221-4596

You can also contact the nearest United States Embassy, Consulate, or Consular Agency. If you are not a U.S. Citizen, you can contact your country's embassy. Personnel are available for emergency assistance 24 hours a day, 7 days a week. Remember to request a copy of your police report. If you need to contact the Office of Overseas Citizens Service, call 001 (202) 501-4444.

Consular personnel know the local government agencies and resources in the country. They can help you:

- Obtain medical care
- Address emergency needs that arise as a result of crime
- Obtain general information about local criminal justice process and your case
- Obtain information about local resources who can assist you
- Obtain a list of local English-speaking attorneys

For more information, visit the U.S. Department of State's Students abroad site:
<http://studentsabroad.state.gov/>

Adjusting to Cultural Differences

EXPECT THE UNEXPECTED

Be prepared for life to be different. After all, that is one of the central aspects and joys of studying abroad. While it can be frustrating and sometimes enormously tiring not to be able to do things the way you are used to, it can also be infinitely rewarding to encounter new ways of viewing the world and discover your own ability to adapt. The more you learn about how and why the people in your host country do things the way they do, the less frustration you will experience as you try to adjust and the more you will enjoy your experience. Observe, ask questions, try to understand – and always stay open-minded!

What to expect:

- Differently paced life
- Commuting between housing and school will be a part of your daily routine
- Greater reliance on walking and public transit (metro, taxi, bus, etc.)
- Different academic structures, teaching styles, grading scales, expectations
- Different cuisine and customs

What not to expect:

- Immediate adaptation to your host city and its culture
- If studying outside of an English speaking country, do not assume that everyone will speak at least some English
- Structured waiting lines
- The same traffic laws as those in the United States
- Ice and free drink refills
- Free public restrooms (or public restrooms at all!)

Americans, be self-aware!

There exists an unattractive stereotype of Americans overseas which you should strive not to reinforce. Rightly or wrongly, American women in many countries have a reputation for being sexually available, and other cultures consider Americans to be loud, obnoxious, presumptuous and especially unable to drink sensibly. Please do not be the one student out of many who reinforces these existing stereotypes and keeps them alive. While you are abroad, remember that your behavior reflects not only on you, but also on your home country, W&M, and your host university. If living with a host family, know that your actions may also reflect poorly on them, affecting their participation with W&M in the future.

Relax. Keep your sense of humor; don't worry if you make mistakes. Enjoy the differences and discoveries, and by all means get your rest! Don't forget that it can be tiring to adjust to a world in which everything is new. Be easy on yourself. Recognize that other new students, even if they seem to be having a wonderful time, are also feeling tired and frustrated at times. You are new to life in this place and with time, you will develop the skills you need to adjust and enjoy the experience. Many returning

students say that it's a good idea to stop and remember why you wanted to study abroad. They say that this helps them to retrospectively recognize and appreciate the good things about being abroad.

CULTURE SHOCK

Some students studying in a new country experience culture shock. This can range from a minor period of adjustment to prolonged difficulty. Culture shock is a slow, cumulative feeling of frustration. Many factors contribute to the mounting feeling of culture shock. It can cause intense discomfort, often accompanied by hyperirritability, bitterness, resentment, homesickness, and depression. In some cases, distinct physical symptoms of psychosomatic illness occur.

Where does culture shock come from?

- Being cut off from the cultural cues and known patterns with which you are familiar – especially the subtle, indirect ways you normally have or express feelings.
- Living and/or working over an extended period of time in a situation that is ambiguous.
- Having your own values brought into question.
- Being expected to function with maximum skill and speed without adequately explained rules or guidelines.

Not everyone will experience a severe case of culture shock, nor will all the symptoms be observed in any single individual. Many people sail through-cultural adjustment with relative ease, only now and again experiencing the more serious reactions. But most of us experience it to one degree or another. One might say that culture shock is the occupational hazard of overseas living that one has to be willing to go through in order to have the pleasure of experiencing another country and culture.

In order to understand culture shock better, and therefore understand how to counteract it, you should recognize that there are distinct and progressive stages of personal adjustment while living abroad:

1. Initial euphoria
2. Irritability and hostility
3. Gradual adjustment
4. Adaptation or biculturalism

How long will culture shock last?

It varies with the length of your stay. But it also depends to some extent on you and your resiliency, your pre-departure preparation, and on the degree to which you are immersed in the culture. Potentially, and based on accepted understandings of culture shock, you can expect two low points: an initial dip, and a second, likely more substantial one.

Stop a moment and consider what you can do on your own to combat the onset and alleviate the effects of culture shock:

1. Upon arrival in your host city, make yourself aware of local options for seeking assistance in your adjustment, whether they be on- or off-campus mental health services, or local clubs and groups that might introduce you to fun new interests and people.
2. Realize that practically everyone who goes overseas for a substantial period of time experiences some form of culture shock; it's natural.

3. Be ready for the lessons culture shock can teach you. You'll soon find that there are many "right" ways of living, not just the one you are used to.
4. Select one or two areas of interest and investigate them more thoroughly than other topics. Music, art, dance, local sports, local cuisine – find an aspect of this new culture to master.
5. Begin to consciously look for logical reasons behind everything in the host culture that seems strange, difficult, confusing, or threatening.
6. Make a list of all the positive things that you can identify about your present situation – and ignore the negative. You've probably concentrated too much on that already.
7. Avoid those Americans who are in a permanent state of culture shock and who spend their days seeking company to commiserate with. They will only perpetuate any feelings of culture shock you may already have.
8. Don't succumb to the temptation to disparage the host culture yourself. Try to understand and adapt, rather than dismiss.
9. Work at maintaining a healthy sense of humor. Making mistakes can lead you to feel foolish, but the embarrassment will pass. Share your gaffes with family and friends – the laugh you share will help you realize how trivial many small mistakes are. You might even include such stories in a blog about your time in your host city – this will allow you to look back on past mistakes, and get a fresh reminder of how trivial many of them turn out to be.
10. Make friends with natives from your host country, and try to develop a deeper relationship with one or two of them. Discuss with them problems you are having, and look to them as a normalizing presence in your life.
11. When you look for advice, focus on how you are feeling – what is going on inside you – rather than on what you consider the causes of your problems, especially when you're inclined to think they lie in what is wrong in the host culture.
12. As you adjust to the value system of the host culture, don't worry that you may lose your own values in the process. Your values are much deeper than that. Rather, understand that acting according to the customs of your host country is a natural part of being accepted and feeling more at home in this new place, and not a fundamental change to who you are.
13. During the deepest plunges into culture shock, take a trip – get away to a scenic spot or a nearby country. When you return, be open to having good "coming back home" feelings.
14. Prepare some kind of presentation about the U.S. for your hosts and new friends using photos, film, or some other kind of visuals. You will have to do some preparation before you leave home. Become an unofficial ambassador whose mission is to correct some misconceptions about Americans learned through TV and films.
15. Don't be afraid to ask for help. Start with the staff of your host institution or your Program Director.

There you have it, a program to get you safely through culture shock and to make sure that the rewards which come with the overseas experience will be yours to relive happily for the rest of your life.

Problems and Emergency Situations

True emergencies are rare, but it is important to be prepared for any issue, from minor to major.

There are a variety of academic and personal concerns that can surface and need attention while you are living and studying overseas, but most are relatively minor. Occasionally there are instances of petty theft, minor illnesses, miscommunications with host families, and so forth. Such problems are inconvenient, but usually they are quickly resolved and true emergencies are very rare. Whatever the nature and magnitude of your problem, **the first step you take should be to contact the host institution or your Program Director**; they are in the best position to help you immediately (unless, of course, there is an immediate need to obtain medical or police assistance – in such cases, dial the appropriate emergency number of the country you are in.) The sooner you communicate your concerns, the more easily they can be resolved. It is very important that you contact program staff before you contact your parents in order to avoid worrying them needlessly; they would much rather hear that you have a problem and it is in the Program Director's or the host institution's hands than that you have a problem and nothing is being done about it.

Conduct

While participating in a study abroad program, you are bound by the same rules of conduct that apply on the College of William & Mary campus. The current code can be viewed in full on the Dean of Students website, located here:

<http://www.wm.edu/offices/deanofstudents/services/studentconduct/index.php>

You will also be expected to abide by the rules of conduct at your host institution. As is stated in the behavior agreement which you signed for this program, serious misconduct will result in disciplinary action by the Office of the Dean of Students and possible removal from the program. Any expenses incurred as a result of such expulsion, including return travel expenses, are exclusively your responsibility.

Refund and Cancellation Policy

The College of William and Mary makes financial commitments on behalf of program participants and faculty well in advance of the start of each study abroad program. The application fee and deposit are non-refundable except when the program is canceled by William & Mary. Exceptions to this policy involving severe illness will be considered on a case by case basis by the Reves Center's Global Education Office, provided supporting documents are submitted for review. Refunds are determined individually on the basis of recoverable costs and will be refunded after the program has concluded and all financial obligations have been cleared. Please realize that canceling your participation in a program may impact your financial aid status as well. Contact a GEO Advisor for more information.

The College reserves the right at its discretion to dismiss any participant from the program at any time between the student's acceptance and the final day of the program for reasons of unacceptable behavior, including but not limited to behavior indicating a lack of responsibility or maturity. Such dismissal will be without refund, and may result in the participant's earning no academic credit for the program; any expenses incurred for return transportation will be the responsibility of the student.

Students who wish to withdraw from their program after March 4th need to notify Molly DeStafney (mldestafney@wm.edu) or Sarah Mullen (semullen@wm.edu) in writing and fill out a cancellation form.

In the event of voluntary withdrawal or removal from the program, no refund will be made.

Reference

US STANDARD-METRIC CONVERSION CHART			
DISTANCE		VOLUME	
1 inch	=2.54 centimeters	1 fluid ounce	=29.57 milliliters
1 foot	=30.48 centimeters	1 US gallon	=3.785 liters
1 yard	=0.914 meters		
1 mile	=1.61 kilometers	WEIGHT	
1 millimeter	=0.039 inches	1 ounce	=28.35 grams
1 centimeter	=0.394 inches	1 pound	=0.45 kilograms
1 meter	=3.28 feet	1 gram	=0.035 ounces
1 kilometer	=0.621 miles	1 kilogram	2.2 pounds

FAHRENHEIT-CELSIUS CONVERSION CHART			
32 F	= 0 C	86 F	= 30 C
50 F	= 10 C	91.4 F	= 33 C
60.8 F	= 16 C	95 F	= 35 C
68 F	= 20 C	98.6 F	= 37 C
75.2 F	= 24 C	104 F	= 40 C
80.6 F	= 27 C	109.4 F	= 43 C

To find out what time it is anywhere in the world, consult: <http://www.timeanddate.com/worldclock/>

WHEN IT IS 11 A.M. IN WILLIAMSBURG, VA, IT IS...			
6:00 p.m.	Athens	8:30 p.m.	Goa
11:00 a.m.	Barbados	5:00 p.m.	Montpellier
11:00 p.m.	Beijing	5:00 p.m.	Potsdam
5:00 p.m.	Cádiz	5:00 p.m.	Prague
4:00 p.m.	Cambridge	5:00 p.m.	Rome
5:00 p.m.	Cape Town	5:00 p.m.	Santiago de Campostella
5:00 p.m.	Florence	5:00 p.m.	Siracusa
4:00 p.m.	Galway	7:00 p.m.	St. Petersburg

Useful Internet Links

College of William & Mary	
William & Mary website	www.wm.edu
Global Education Office at the Reves Center	www.wm.edu/offices/revescenter/studyabroad
William & Mary student insurance info	www.wm.edu/offices/healthcenter/studentinsurance
CISI health insurance information	www.culturalinsurance.com
William & Mary Financial Aid Office	www.wm.edu/admission/financialaid
William & Mary Bursar's Office	www.wm.edu/offices/financialoperations
Study Abroad Scholarship Opportunities	www.wm.edu/offices/revescenter/studyabroad/students/financialmatters/scholarships/index.php
Reves Center's Facebook page	https://www.facebook.com/internationalwm

U.S. Government Resources	
General study abroad info	http://studentsabroad.state.gov/
Transportation Security Administration	www.tsa.gov
U.S. State Department	www.state.gov
U.S. State Department Travel Publications	http://travel.state.gov/content/travel/en.html
U.S. Center for Disease Control	www.cdc.gov/travel
U.S. embassies abroad	www.usembassy.gov
Embassy registration	https://travelregistration.state.gov/ibrs/ui
Passport information	travel.state.gov/passport/passport_1738.html
Foreign entry requirements	http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html
Travel warnings, crisis info, int. driving	http://travel.state.gov/content/travel/en.html
CIA World Factbook	https://www.cia.gov/library/publications/the-world-factbook/index.html
Canadian Center for Intercultural Learning	http://www.intercultures.ca/cil-cai/countryinsights-apercuspays-eng.asp

Travel Resources	
STA Travel	www.statravel.com
Student Universe	www.studentuniverse.com
Expedia	www.expedia.com
Travelocity	www.travelocity.com
Orbitz	www.orbitz.com
Which Budget budget airlines	www.whichbudget.com
<i>Transitions Abroad</i> magazine	www.transitionsabroad.com
<i>Abroad View</i> magazine	http://abroadviewmagazine.wordpress.com/
<i>Glimpse</i> magazine	www.glimpse.org
Council on Foreign Affairs	www.cfr.org
Routes International (worldwide travel)	www.routesinternational.com
Tourism Offices Worldwide Directory	http://www.worldtourismdirectory.com/
Hostelling International	www.ihf.org
Hostels.com	www.hostels.com
Hostel World	www.hostelworld.com
Journeywoman (travel info for women)	www.journeywoman.com
Women's Travel Tips	www.womentraveltips.com

Health and Safety	
Travel Clinic Locator	www.travelersvaccines.com
U.S. Center for Disease Control	wwwnc.cdc.gov/travel
William & Mary student insurance info	www.wm.edu/offices/healthcenter/studentinsurance
CISI health insurance information	www.culturalinsurance.com
World Health Organization	www.who.int
Int. Assoc. for Med. Assist. to Travelers	www.iamat.org
Culture shock information	http://www2.pacific.edu/sis/culture/pub/1.6.1-Common_Reactions.htm
CIEE health check for travel abroad	www.ciee.org/health_safety/health/pre-departure_checklist.aspx
CIEE, AIDS, and international travel	www.ciee.org/health_safety/health/AIDS_intl_travel.aspx
International Student Travel Confederation	http://www.aboutistc.org/
Weather Channel	www.weather.com
Cost of living comparison	www.numbeo.com/cost-of-living/comparison.jsp
Google Maps	maps.google.com
Yahoo Travel	https://www.yahoo.com/travel

Banking and Finance	
Currency converters	www.xe.com/ucc , www.oanda.com/currency/converter/
MasterCard / Cirrus ATM finder	www.mastercard.com/us/personal/en/cardholderservices/atmlocations/index.html
Visa / Plus ATM finder	http://www.visa.com/atmlocator/index.jsp#%28page:home%29
Western Union	www.westernunion.com

Communication	
U.S. Postal Service	www.usps.com
Country Calling Codes	www.countrycallingcodes.com
ComFi – purchase calling cards instantly	www.comfi.com
Skype	www.skype.com

Cellular Abroad – rent intl. cell phone	www.cellularabroad.com
Telestial – rent intl. cell phone	www.telestial.com

Miscellaneous	
General info for LGBTQ students	www.indiana.edu/~overseas/lesbigay
Info for students with disabilities	www.miusa.org
Computer tips for connectivity and power	www.roadnews.com , www.teleadapt.com
Ref. materials for departure and re-entry	www.globalscholar.us
Shipping and storage	www.collegeboxes.com
International Volunteer Programs Assoc.	www.volunteerinternational.org
What's Up with Culture	www3.uop.edu/sis/culture/index.htm

Contact Information

GLOBAL EDUCATION OFFICE CONTACTS

You may call the Global Education Office and its advisors at the numbers below between 8am and 5pm (EST), Monday through Friday. In case of an emergency that falls outside of these times, please call William & Mary Campus Police at +001 (757) 221-4596. Campus police will then forward your call to the correct person or office.

Global Education Office Advisors:

Molly DeStafney (mldestafney@wm.edu) 001 (757)221-3425

Sarah Mullen (semullen@wm.edu) 001 (757)221-2003

Global Education Office: wmabroad@wm.edu 001 (757) 221-3590

Reves Center for International Studies

Global Education Office

College of William and Mary

P. O. Box 8795

Williamsburg, VA 23187-8795

Fax – (757) 221-3597

*To call the U.S. from abroad: 001+ (Area Code) + phone number

CONTACTS ABROAD

Please consult your program handbook for more information regarding emergency contacts at your host institution.