

# **STUDY ABROAD HANDBOOK**

# **Study Abroad Handbook**

- I. Selecting a Program
- II. Financing Study Abroad
- III. Obtaining Necessary Documents for International Travel
- IV. Arranging for International Travel, Arrival, and Accommodations
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## **How to Plan for Education Abroad Opportunities**

### Define Your Goals

How important is receiving credit in your major field? Learning language and culture?  
Internship opportunities?

### Examine Your Educational Choices

Some enrollment options:

- (1) Academic programs sponsored by a U.S. College or University
- (2) Academic programs through not-for-profit or proprietary organizations
- (3) Academic programs for international students at foreign institutions

### Make a Plan

- (1) Consult faculty and study abroad advisors
- (2) Prepare yourself for living outside the United States
- (3) Evaluate your language skills
- (4) Choose a location
- (5) Arrange for academic credit
- (6) Consider transportation and housing options
- (7) Obtain proper travel documents
- (8) Evaluate appropriate medical needs and insurance
- (9) Think ahead about returning home.

### Determine How You Will Finance Your Trip

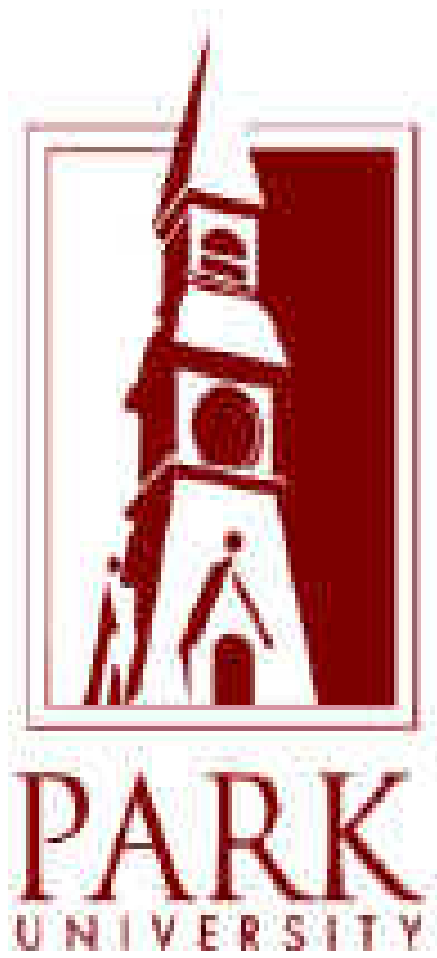
Key considerations for funding education abroad:

Why do you want to go?

What resources do you have for your overseas options?

What resources do you need for your overseas options?

What scholarships are available for your program/country?



## **A. Selecting a Program**

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**Office of International Affairs and Education**  
**Study Abroad Handbook**

Step One:     Considering your options

- Visit the Study Abroad Office located on the first floor of Herr House for an overview of education abroad opportunities. Talk with a study abroad advisor. Consult study abroad information: handouts, pamphlets, evaluations, videos, and catalogues.
- E-mail: [amarkley@park.edu](mailto:amarkley@park.edu) or [studyabroad@park.edu](mailto:studyabroad@park.edu), phone: 816-584-6510
- Read “ Basic Facts on Study Abroad in the 21st Century,”  
[http://www.iie.org/Content/NavigationMenu/Research\\_and\\_Resources/Publications3/Field\\_Papers1/Resources2/BasicFactsonStudyAbroad/BasicFactsonStudyAbroad.htm](http://www.iie.org/Content/NavigationMenu/Research_and_Resources/Publications3/Field_Papers1/Resources2/BasicFactsonStudyAbroad/BasicFactsonStudyAbroad.htm). It is a valuable how-to guide to help define your goals, plan, and finance your study abroad.
- Define your goals and examine your educational choices and language skills for study abroad to ensure the right fit.
- Carefully consider the questions posed in the Guide for Selecting an International Education Program to help you to collect information on different options.
- Complete a Comparison Worksheet to evaluate your options and compare program choices.

Step Two:     Selecting a Program

Choosing a Park University Program

- Attend an information session on study abroad programs
- Make an appointment with the Assistant Director of Study Abroad to learn about your options
- Read program information
- Read student evaluations
- Talk with returned study abroad students

Choosing a Non-Park University Program

- Consult program literature in the Study Abroad Advising Center or send request for program materials
- Consult [www.iiepassport.org](http://www.iiepassport.org) for a searchable database of study abroad programs
- Talk to study abroad returned students

See your Academic Advisor in your department

Step Three:     Applying for International Programs

- Submit your application to the Office of International Affairs and Education (OIAE) (may include application, transcript, 2 or 3 recommendations, health information, and/or photos depending on the program).
- Submit your deposit to hold your spot in the program (amount varies by program).

Step Four: Accepting Program Admission

- Once you have received notification of your acceptance to the program, submit your signed acceptance form as soon as possible.
- Discuss the schedule for your pre-departure orientation with the OIAE.
- Set up an appointment with an academic advisor to discuss course enrollment options and assessment of academic credit.
- Contact Financial Aid and Scholarship Office to discuss program costs and implications for financial aid and scholarships.
- Follow deadlines for paying program fees and for scholarship applications.

## Step One: Considering Your Options

1. Identify your reasons for wanting to go abroad. Consider the following questions regarding your objectives:

- \* Why are you interested in go abroad? Travel? Work? Help people?
- \* How deeply do you want to be immersed in the culture? Do you want to attend classes and live with other Americans or with nationals of the host country?
- \* Where would you like to go? Do you want to spend most of your time in one location or travel to several places? Do you prefer cities or towns?
- \* Is foreign language proficiency necessary to study or work in the country you have selected?
- \* When do you want to go? How long would you like to stay?
- \* If you are planning to study abroad, do you expect to earn credit for it?
- \* Would going abroad alter your graduation plans?

2. Identify several specific international opportunities that meet your needs, and ask for information and application forms.

3. Discuss the program with program representative and recent alumni, where applicable.

4. Increase your knowledge of the host country and its language through courses, individual reading, and discussions with people who have been there and students from that country. See the OIAE for suggestions.

5. Carefully consider the health, safety, economic, and political situations in choosing location.

6. Carefully consider the following questions when comparing various programs.

### Program Sponsor

What organization operates the program in which you are interested?

What is the organization's interest in promoting study abroad opportunities?

Do you know anyone familiar with the organization or program?

Where is the organization's headquarters? How long have they been organizing international trips? Does the organization have a local representative with whom you could speak?

### Program Objectives

What are the program's objectives?

How do they match your own objectives?

Is the length of the program sufficient to achieve your objectives?

### Program Administration

Is there someone specifically responsible for academic and personal advising?

Is there a program office open at regular or convenient hours, with program staff regularly available to assist students?

### Program and Host Country resources

What personnel and other resources will be available in the host country?

Do you have proficiency in the language of the host country adequate to enable you to meet the goals of the program?

How will the program foster your contacts with host country citizens?

#### Housing

What types of housing are available? How will the housing arrangements be made?

If the program sponsor makes housing arrangements, how will your preferences be taken into consideration?

What action will the program sponsor take if you want to change your housing accommodations?

What are the conditions for changing?

#### Travel Arrangements

What information has been provided concerning the arrangements for your travel to the program site and your return home?

Will you be able to travel on your own after the program ends, or are you required to return home with the program group at a specified time?

#### Orientation

What orientation activities will you be involved in before you leave the United States?

Will the program sponsor help you contact alumni of the program for information?

What orientation activities will you be involved in after arrival in the host country?

What type of re-entry activities will you be involved in at the conclusion of the program?

#### Cost

What is the total program cost? How does this compare with other programs?

What items are covered in this fee? Does the organization provide an itemized breakdown of academic costs, study materials, living expenses, airfare, insurance, etc.?

What medical insurance costs will you incur, including required vaccinations?

How will you pay this amount? What is the payment schedule?

Under what circumstances will a refund be made? What options are offered in the event of cancellation of services/programs - i.e. assist with rescheduling and travel arrangements?

What additional items should you consider in your budget?

## Step Two: Selecting a Program

Different Ways to Study Abroad (Which program is right for you?)

- Direct enrollment in a university abroad
- English language programs in non-English speaking countries
- Foreign language programs
- Programs for specific majors
- Academic year and semester programs
- Summer programs
- Short-term programs

For further information and application forms please contact:

Park University  
Office of International Affairs and Education  
Parkville, MO 64152  
amarkley@park.edu or  
studyabroad@park.edu  
(816) 584-6510

### Direct Enrollment in a University Abroad

If your language skills are excellent, or if you want to study at a university where the language of instruction is English, you may want to directly enroll in a foreign institution. The advantage to this type of study abroad is that you have complete immersion in the university culture of the host country, and you can receive college-level credit at a foreign institution in any field you choose.

### English Language Programs in Non-English Speaking Countries

Some universities offer programs taught in English for international students. You may also find a program consisting of courses taught by a U.S. faculty member to the participants in the study abroad program (no courses at a foreign institution). Courses offered in these programs are limited in scope and may focus on aspects of the host country or particular topics, such as business, environmental science, etc. No prior language study required.

### Foreign Language Programs

Students gain two to four semesters of college-level language study in one semester abroad. You may also take courses on the culture, history and literature of the host country as well as special courses like cooking or dance.

### Programs for Specific Majors

There are a number of programs that provide courses in English for specific majors. Consult the OIAE staff for information on programs offering courses in your major.

### Academic Year and Semester Programs

Students enroll in courses at universities abroad through a host organization in the U.S. or in courses organized for international students and participate fully in academic and extracurricular activities alongside host country students.

Usual requirements: 3.0 GPA, Junior or Senior standing, advanced foreign language (non-English speaking universities)

### Short-Term Programs

These are programs held over breaks or during short terms like Maymester. There are usually few of these types of programs offered, so space is limited. Consult the OIAE for current programs being offered.

### Summer Programs

Many semester/academic year programs offer shorter versions of their programs during the summer, though not all programs are available. This may be a good option if you are short on funds or need to take required courses during the year that are not offered as part of the study abroad program. See the OIAE to discover if these programs are right for you.





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**GUIDELINES FOR PARK UNIVERSITY-SPONSORED STUDY  
ABROAD PROGRAMS**

- A. Guidelines for the OIAE and Sponsoring Academic Units
1. All Park University-sponsored study abroad programs should be presented to the Study Abroad Faculty Advisory Board for their input and advice. Final approval of the programs must come from the Provost. Sponsored programs include programs designed, negotiated and managed by Park University and/or consortium agreements.
  2. The administration of study abroad programs will be by the Office of International Affairs and Education. Although individual faculty members may be responsible for much of the planning for their faculty-led programs, the OIAE will be responsible for ensuring that each study abroad program sponsored by Park University meets the following guidelines.
  3. As appropriate, the following information will be made available to students and, if the student is under 18, to their parents during an orientation about study abroad programs. Orientation may be provided either in writing and/or face-to-face, but face-to-face is the preferred method. After attending the orientation session(s), students and, when appropriate, their parents must sign a release form indicating they have received the information covered in the sessions and understand the risks associated with participation in a study abroad program. Prior to participation, consent must be given in writing using a Park University Release Form, and failure to provide consent in writing will preclude participation in the program.

The OIAE will:

4. Conduct periodic assessments of health and safety conditions for a program, document those assessments, and develop and maintain an emergency preparedness and crisis response plan.
5. Provide health and safety information for prospective participants so that they can make informed decisions concerning participation in and behavior on the program
6. Notify prospective participants that home campus services and conditions are not replicated at the overseas site.
7. Provide orientation to potential participants on how to deal with health and safety issues, potential risks, and appropriate emergency response for a program.
8. Ensure that participants are provided information regarding health insurance that can be utilized at the overseas site.

9. Evaluate the local environment of the program, including program-sponsored events, excursions and other activities. Provide, on an ongoing basis, documentation of that evaluation. Use reasonable care when selecting any third party to provide products or services.
10. Assess the availability of medical and professional services at the foreign study site and instruct the program director or host institution to inform participants of their availability.
11. Provide appropriate and ongoing training on health and safety guidelines and practices for program directors and staff.
12. Communicate applicable codes of conduct and consequences of noncompliance to participants.
13. Inform participants when and where Park University's responsibility ends and what aspects of their experience are beyond Park University's control. Generally, Park University:
  - ✓ Cannot guarantee the safety of participants or eliminate risk from the study abroad environment.
  - ✓ Cannot monitor or control the entire daily personal decisions, choices, and activities of individual participants.
  - ✓ Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
  - ✓ Cannot assure that U.S. standards of due process apply or provide or pay for legal representation for participants.
  - ✓ Cannot assume responsibility for the actions of persons not employed or otherwise engaged by Park University, for events that are beyond the control of Park University and its subcontractors, or for situations which arise from the failure of a participant to disclose pertinent information.
  - ✓ Cannot assure that home-country cultural values will apply on the program when these differ from those of the host country.

#### B. Guidelines for participants

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

1. Read and carefully consider all materials issued or recommended by the sponsor that relate to safety, health, legal, environmental, political, academic, cultural and religious conditions in host countries.
2. Consider their personal health and safety needs when accepting a place in a program.

3. Assume responsibility for all elements necessary for their personal preparation for the program and participate fully in all orientation sessions.
4. Obtain and maintain appropriate insurance policies and abide by any conditions imposed by the carriers.
5. Inform parents, guardians, and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.
6. Understand and comply with the terms of participation and codes of conduct of the program, and obey host-country laws.
7. Be aware of local conditions when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
8. Accept the consequences of their own decisions and actions.
9. Consult the appropriate academic unit on campus concerning questions about the transferability of course credit offered by the host institution prior to participation in the program.

Students from Park University who participate in programs sponsored by other universities or organizations should follow the participant guidelines

#### C. Guidelines for parents and guardians

When appropriate, parents or guardians should:

1. Obtain and carefully evaluate health and safety information related to the program as provided by Park University, the Center for Disease, the U.S. Department of State and other sources. The above mentioned sources can be reached at 1 800 311 3435 or 1 800 877 8339.
2. Be involved in the decision of the participant to enroll in a particular program.
3. Engage the participant in a thorough discussion of safety and behavior issues related to the program.
4. Be responsive to requests from Park University or other program sponsor for information needed regarding the participant.
5. Keep in touch with the participant.

6. Consider the Assistant Director of the OIAE the primary point of contact for emergencies or special concerns regarding the student's participation in a study abroad program.

This policy was based on guidelines developed by the Inter-Organizational Task Force on Health and Safety in Study Abroad sponsored by the Council on International Educational Exchange, NAFSA: Association of International Educators, and the Association of International Education Administrators.

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**REQUEST FOR ACADEMIC APPROVAL TO STUDY ABROAD**

INSTRUCTIONS. See the OIAE for a copy of this form.

This form certifies that your department and the Registrar are aware of, and approve of, your decision to study abroad and transfer credit back to your home institution. It also assures you that if you successfully complete the courses listed on the form, and they are equivalent to Park University courses, you will receive credit towards your degree program. Courses not pre-approved by your advisor and the Registrar cannot be guaranteed for credit. Remember: It is your responsibility to inform your advisor of any changes in your course schedule while you are abroad and receive approval for new courses.

Please read the following instructions carefully and submit the completed form to the OIAE .

1. Fill out the information requested in the top part of the form. Please type or print clearly.
2. Using available resources (catalogues, course lists, etc.) compile a list of courses you would be interested in taking while abroad. Try to list more courses than you would be able to complete during your term abroad to ensure maximum flexibility. Make copies of relevant course description/syllabi as available to show your advisor. Do not write your list on the form at this point.
3. Meet with your academic advisor (if you have a double major or a minor, meet with both advisors) and discuss your study abroad program and the course choices you have made. Working with your advisor(s), complete the course list section of the form, being sure to indicate how the course will apply to your degree program and give equivalencies, where relevant. Feel free to make additional copies of the form if more space is needed. Your advisor(s) will sign and date the form and should make a copy to put in your file. Ask your academic advisor if additional meetings are needed within your major department.
4. Once the form is completed and you have obtained all required signatures, return the original form to the Registrar's office with one copy for your academic advisor, one copy to the study abroad office, and keep a copy for yourself.

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## Study Abroad Registration and Credit Assessment

The following guidelines apply to ALL STUDENTS intending to participate in an international educational experience while pursuing a degree at Park University.

### Study Abroad Course Registration

Students participating in a Park University-sponsored study abroad opportunity will register for academic credit as specified for each individual program. Depending upon the specific arrangements made with each program, students may:

1. Register for Park University courses identified with the international program
2. Concurrently enroll for class(es) at Park University and enroll for additional courses at the host institution
3. Register for classes only at the host institution with credits appearing as transfers in the Park University transcript

All Park University degree-seeking students participating in a Park University-sponsored program should contact the OIAE to determine the specific registration requirements for each program.

Students participating in a non-Park University-sponsored study abroad program will be required to enroll for a one credit hour study abroad course at Park University. Students may earn academic credit for a non-Park University-sponsored program only through approval of transfer credits as described in the guidelines for STUDY ABROAD CREDIT ASSESSMENT. Park University strongly encourages all students applying for a non-Park University-sponsored study abroad program to consult their academic advisors to determine how transfer credit will be assessed prior to participating in an overseas program.

### Study Abroad Credit Assessment

Credit for an international academic program will depend on the following criteria:

- Recognition and/or accreditation of the institution conducting the program
- The type of transcript available to document student achievement in the program
- The manner in which the student enrolls for credit.

Students participating in a Park University-sponsored study abroad program will receive academic credit for their program according to the guidelines established for the program. Some Park University-sponsored programs will consist of Park University credit courses and some will include credit from an accredited foreign institution. When a student

registers for a Park University Credit Bearing course as a part of a study abroad program, the credits are counted as Park University credits in terms of GPA calculation and grading options.

When a student registers for courses at an accredited foreign institution as a part of a study abroad program, credit will be assessed through transfer credit and must follow the guidelines for acceptable educational credit as outlined by Office of the Registrar and the academic department at Park University. Students should consult their academic advisor and OIAE to determine how course equivalencies will be made, how grades/credits will appear on the transcript, and how it will affect the students' GPA calculations. Transfer credits from a foreign institution appear as credit only on students' transcripts.

When a student registers for study abroad courses at an accredited U.S. higher education institution other than Park University, credit will be assessed as transfer credit through the Registrar's office once an official transcript is provided to that office.

Registration for study abroad courses through a private, non-profit, or international organizations will require students to contact the Registrar, OIAE and their academic advisor to determine how or if transfer credit is possible. Credit through these programs may be difficult to have accepted, and students are strongly encouraged to seek written approval from all necessary offices before participating.

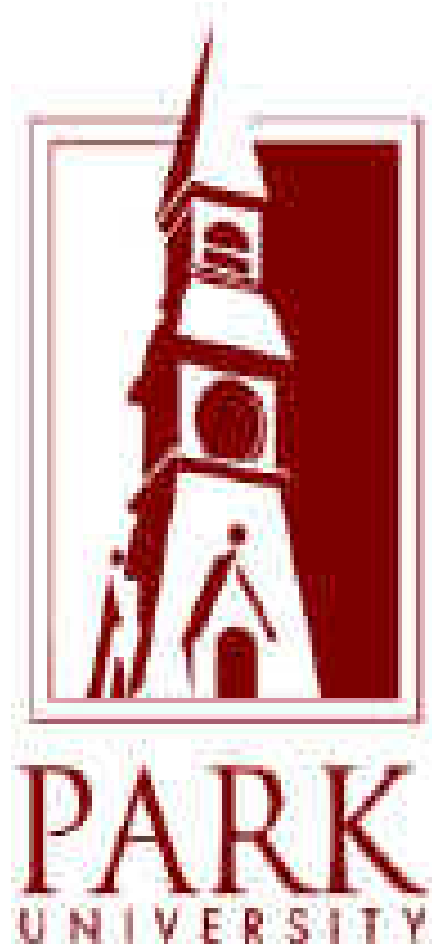
PLEASE NOTE: Once a student determines how credit will be assessed at Park University for a study abroad program, the student must consult their ACADEMIC DEPARTMENT to determine if these credits will meet any graduation requirements.

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**Checklist for Credit Assessment**

1. Make appointment with the Office of International Affairs and Education to determine how study abroad program evaluates academic courses.
    - U.S. accredited
    - Foreign accredited
    - Recognized by the Government
    - Other
  
  2. Make appointment with academic advisor to:
    - Complete *Application for Transfer of Credit* form.
    - Discuss how credit will be evaluated and whether program can meet academic requirements.
    - Discuss enrollment status during study abroad.
    - Discuss pre-registration for semester following Study Abroad.
  
  3. Make an appointment with their financial aid advisor to discuss
    - Discuss other issues such as financial aid, scholarships and loan deferment.
-



## **B. Financing Study Abroad**

## **Checklist**

Consult this checklist as you think about your finances for your study abroad experience.

- ❑ If you plan to apply for financial aid, make a first appointment with a Financial Aid Coordinator around six to eight months before leaving. Bring a statement of the program's costs. Additional appointments may be necessary.
- ❑ Review your current academic funding sources for applicability to the international program.
- ❑ Investigate scholarship opportunities and complete any applications.
- ❑ Contact the Office of International Affairs and Education to review Park University education abroad funding opportunities.
  - ✓ Investigate scholarships administered through the OIAE
  - ✓ Investigate scholarships administered through other Park University offices
  - ✓ Investigate scholarships administered through the Institute of International Education
  - ✓ Review publications on Financial Resources for International Study
  - ✓ Investigate program-specific funding
  - ✓ Investigate country-specific funding
- ❑ Review guidelines for completing scholarship applications.
- ❑ Make sure you are informed about and meet all relevant deadlines.

## Using Your Federal Financial Aid for Study Abroad

You should be able to use your federal financial aid to study abroad on Park University-approved programs. Many of our programs are through American universities, which our Office of Financial Aid can work with to ensure that your aid applies. Some foreign institutions are also approved by the U.S. government to accept U.S. federal financial aid. Please see your financial aid advisor early to determine how your aid will apply to your study abroad program. Please note that study abroad programs that do not require course enrollment will not be financial aid eligible.

## Scholarships for International Study

National Competitions:

### DAAD

Assorted programs for graduates and undergraduates to study, work or intern in Germany  
U.S. citizenship not required  
Summer, semester or year  
Deadlines vary by program  
Website: [www.daad.org](http://www.daad.org)

David L. Boren Undergraduate Scholarship:

U.S. citizens  
Semester, Academic year or summer  
For overseas study in non-traditional destinations. No funding in Western European countries, Australia, nor New Zealand  
Study Abroad must include language training  
Service requirement upon return  
\$20,000 maximum  
Campus deadline: February  
Website: <http://www.iie.org/programs/nsep/undergraduate/default.htm>

David L. Boren Graduate Fellowship

U.S. citizens  
Seniors intending graduate degrees or graduate students  
For overseas study in non-traditional destinations. No funding in Western and European countries, Australia, nor New Zealand).  
Will fund language study in US  
\$30,000 maximum  
Website: <http://www.iie.org/programs/nsep/graduate/default.htm>

Freeman-Asia

U.S. citizens or permanent residents  
Undergraduates only  
Must have applied or have been accepted to a study abroad based program in:  
Cambodia, China, Hong Kong, Indonesia, Japan, Korea, Laos, Macao, Malaysia, Mongolia, Philippines, Singapore, Taiwan, Thailand, Vietnam

Up to \$7,000

Deadlines: March for summer study, April for fall, October for spring.

Website: <http://www.iie.org/programs/Freeman-ASIA/>

#### Fulbright

U.S. citizens and permanent residents

Graduating seniors and graduate students

One academic year; over 140 countries to choose from

Full grants, travel grants and teaching grants available

Campus deadline: October

Website: <http://us.fulbrightonline.org/home.html>

#### Gilman

U.S. citizens who qualify for Pell grants

Undergraduates only

Up to \$8,000 for study in non-traditional countries

Deadlines: April for fall study, October for spring study

Website: <http://www.iie.org//programs/gilman/index.html>

#### Rotary Ambassadorial Scholarships

Two months to two years of study where in countries where Rotary International has membership

\$23,000 maximum

US citizens or permanent residents (International students are advised to go through Rotary Clubs in their country)

No age, level, or academic unit restrictions

Applications available in January for use in September the following year

Website:

<http://www.rotary.org/en/StudentsAndYouth/EducationalPrograms/AmbassadorialScholarships/Pages/ridefault.aspx>

#### U.S.-Japan Bridging Foundation Scholarships for study in Japan

U.S. citizens or permanent residents

Undergraduates only

Up to \$4,000

Deadline: April

Website: <http://www.bridgingfoundation.org/>

## Local and Regional Competitions:

### Office of International Affairs and Education Scholarship

No restrictions on academic level, destination, length, field of study, or activity of program

4 page essay about why student thinks internationalization is important at Park University and what they would gain educationally and personally from studying abroad

### Dr. John Patton Scholarship

Dr. John Patton, an Albright scholar and Park University Professor emeritus, established this Scholarship fund. It was decided to use this endowed fund initially to promote study abroad, giving students access to cultural experience of international programs.

- Applicants must complete an application and their appropriate materials
- Must have at least a 3.6 GPA
- Must complete two semesters at Park after their study abroad or graduate from Park if they are seniors at the time they study abroad

Application Deadlines are September 30 for the spring program, January 15 for the summer program and March 15 for the fall program.

### Talge Scholarship

Primary criteria are: studying such disciplines as international relations, political science, diplomacy, or related fields reflecting Harry Truman's interest and involvement in those fields, and intent to pursue an international career  
Must permanently reside in the 5-county metropolitan Kansas City area  
Entering junior, senior year or first year graduate work

One award: \$2,500

Deadline: March

Website: <http://www.trumanaward.org/web/scholarships.html>

## **FINANCIAL AID RESOURCES FOR INTERNATIONAL STUDY**

### Web sites:

#### Institute of International Education study abroad funding database:

IIE maintains a database of all international education scholarship possibilities at [www.studyabroadfunding.org](http://www.studyabroadfunding.org).

#### IRIS Database: <http://iris.library.uiuc.edu/~iris/search.html> \

This is a searchable database of every kind of scholarship and fellowship available, including international awards. You must use a Park University computer to access this database; you cannot search it from home.

#### University of Illinois at Chicago's Office of Special Scholarship Programs

<http://www.uic.edu/depts/oaa/ssp/abroad.htm>

has a fairly comprehensive list of study abroad scholarships available to undergraduates.

See the OIAE for additional assistance with these or any study abroad scholarship applications.

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**GUIDELINES FOR FILLING OUT APPLICATIONS**

- A. Your standards in filling out an application should include:
- Appearance: Application should be neat and presentable. Applications should be typed, not handwritten. They should not be smudged, wrinkled or full of cross-outs.
  - Completeness: Do not leave out anything
  - Accuracy: Do not make errors of fact. Make sure statements made can be verified, if necessary.
  - Timeliness: Do not miss the deadline.
- B. General
1. Check to see if the application you have is the latest copy. Many application forms are changed from year to year.
  2. Read through the whole application before you begin.
  3. **READ THE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION!**
  4. Never start writing on an original. Make copies of the application to work with and draft what you want to say.
  5. Check the details of the scholarship deadline. Is it absolute, e.g. by 5.p.m. on deadline date, or is it postmark deadline?
  6. Fill in every blank. If the question does not pertain to you, use “N/A” (not applicable).
  7. Put your name on every page; the application may be pulled apart for copying, and pages without names can be mixed up or lost.
  8. Follow all instructions to the letter, even if you think it isn’t necessary. If the application form is a good one, there will be a reason for the request.
  9. Photographs are not requested in applications from public sources, but a private source of funds may ask for these. If required, watch for size limitations and specifications.
  10. When asked to make lists, pay attention to the instructions, e.g. “most recent first”, in order to get the sequencing correct.

11. If space is limited, think of what you can group, e.g. “3 class plays: lead; chorus; lighting.”
12. If anything you list is not commonly known, add a brief explanation, e.g. spell out an organization’s name if a set of initials would be unfamiliar.
13. If anything you write in your application is out of the ordinary, explain: e.g. an extended absence from work or school, unusual work situations.

#### C. References

1. Do not secure personal references (your friend, your neighbor, etc.) These are seen as biased or coming from those who have little or no basis for comparison of yourself with your academic peers. The reference writer should be able to address your qualifications for the particular scholarship requirements. Also, do not use a reference from someone who is unfamiliar with you, such as an elected official.
2. Every reference writer should have from you
  - The scholarship for which you are applying
  - Your c.v.
  - A brief description of the study abroad program you will be participating in
  - The deadline for the reference’s return
  - The contact to whom it is to be returned
    - ✓ If it goes to you, it must be given to you in an envelope, with the writer’s signature across the sealed envelope flap.
    - ✓ If it comes to another agent (e.g. scholarship office), be sure your reference writer has that agent’s complete and accurate address.
    - ✓ As a courtesy, some students give their reference writer a stamped, addressed envelope.
3. References are considered confidential. Do not ask to see what has been written about you.

If the form offers you the opportunity to check that you wish to see the reference, or conversely, to waive your right to see the reference; consider keeping the reference confidential. If you say you want access to your reference, a Selection Committee may discount the reference, as they assume the reference writer was guarded in his or her response, knowing that the person being written about may see it.

#### D. Transcripts

1. Transcripts should (in most cases must) be originals. Transcripts should be directed from the issuing office to the receiving office.
2. If you have a bad grade and can have it removed (or considered for removal) by petition, do this immediately. If your bad grade(s) can be accounted for (e.g. illness), make a brief explanation about this in some appropriate place in the application.

3. If you have Incompletes, address these in order to get them off your record. If you use either of these procedures, always check to see that the changes have, indeed, appeared on your transcript. Do not assume your transcript has been changed.

E. Essays

1. Pay attention to the tone of your writing:
  - Avoid whining, wheedling or rationalizing
  - Put forward all your accomplishments without boasting
  - Explain deficits frankly, without pleading for special consideration. The readers will determine what weight is to be given to these explanations.
  - Avoid “cutesy”. If you use “an angle”, keep it in good taste, and use a light hand.
  - Avoid clichés
2. Be sure you write about what is wanted in the essay by the makers of the scholarship application. If you miss the point of the essay topic, you will have hindered your chances in a major way.

F. CAUTION

1. If a word count limitation is given for an essay, do not exceed it.
2. Do not use abbreviations, contractions or acronyms.
3. Do not use your nickname.
4. Ask before including attachments, if not requested. The application writer (and/or the Selection Committee) has created the application to secure the information they want to evaluate. “See attached” can be a very aggravating phrase to readers of applications.

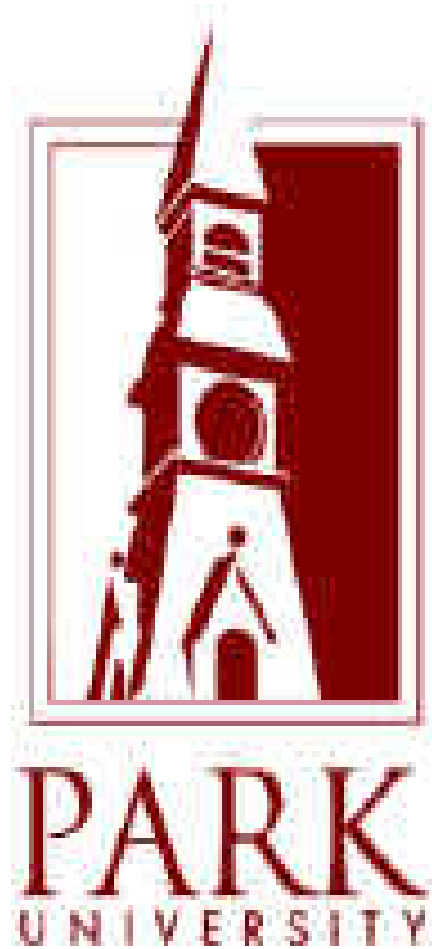
G. INTERPRETATION: what a committee can tell about you from your application

1. Careful or careless
2. Strong or weak on
  - spelling
  - grammar
  - syntax (word order)
3. Ability to follow instructions
4. From essays:
  - personal viewpoint
  - perhaps how thoughtful you are

- (range and depth of your responses, e.g. to social issues, value of education, etc.)
- motivation

#### H. FINAL TIP

1. Give yourself time to do a good job
2. ALWAYS:
  - Save copies; once you've made a good effort, you will have materials to refer for your next application
  - Thank the people who:
    - ✓ Wrote your references
    - ✓ Typed your application or papers
    - ✓ Spent their time giving you advice
3. Consider granting permission to allow other students to view your application in the future to help them prepare for the competition.



## **C. Obtaining the Necessary Documents for International Travel**

## Checklist

- Obtain a passport
  - ✓ Please visit the following U.S. Department of State webpage for the most current information on applying for a passport including instructions, required documents and application materials: [http://travel.state.gov/passport/forms/forms\\_847.html](http://travel.state.gov/passport/forms/forms_847.html)
  - ✓ Visit the following webpage to find the closest U.S. Post Office with passport services: [http://www.switchboard.com/usps.1355/dir/6\\_0/index.htm?cid=3034](http://www.switchboard.com/usps.1355/dir/6_0/index.htm?cid=3034)
  - ✓ Get photos taken for passport. You will need additional photos for international identity cards/study abroad program applications.
  - ✓ Instructions for requesting a birth certificate can be found at: <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>
  
- Obtain a visa
  - ✓ Determine if a visa will be necessary for entering the country (ies) you will be visiting. Two Internet sources for checking entry requirements are the U.S. department and the foreign embassy or consulate for the countries you will be visiting:
    - Locate foreign embassies on the Internet at <http://usembassy.state.gov/>
    - Information on foreign entry requirements from the State Departments: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html)

SPECIAL NOTE: Entrance requirements can change. Don't assume that if you did not need a visa in the past you will not need one in the future. Be sure to CHECK requirements before you depart.

- Obtain other identification and discount cards
  - ✓ The OIAE requires that each participant in a Park University study abroad program obtain an *International Student Identification Card* (ISIC). You may also be interested in an *International Youth Hostel Pass* for travel discounts and other benefits.
    - Visit the OIAE for an application or apply online at [http://www.statravel.com/cps/rde/xchg/us\\_division\\_web\\_live/hs.xsl/discountcards.htm](http://www.statravel.com/cps/rde/xchg/us_division_web_live/hs.xsl/discountcards.htm) .
  
- Obtain proper health and safety information
  - ✓ Carefully review the health and safety guidelines provided at your study abroad orientations
  - ✓ Review your current health insurance coverage as it relates to your education abroad program.
    - See the sample *Health Insurance Coverage for Study abroad Verification Form*
  
- Secure appropriate international health insurance relevant to your destinations and personal health needs and provide proof to the OIAE before departure.

- Check required immunizations and suggested health precautions prepared by the CDC: <http://wwwn.cdc.gov/travel/default.aspx>

### Special Instructions Regarding Your Passport

- **When you receive your passport, sign it and fill in the address and notification data at the front of the passport.**
- **Do not alter the passport in any way. Keep your passport in good condition and guard it as you would any other valuable.**
- **Make several copies of the official page and any visas in separate locations in case your passport is lost or stolen.**
- **Report loss or theft of the passport immediately to Passport Services in Washington, DC, or to the closest embassy or consulate as well as to the OIAE. Theft of your passport should also be reported to the local police.**
- **For expedited passport services, see the OIAE for recommendations for passport services that can assist you.**

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**Health and Safety Guidelines**

**Pre-Departure:**

- ❑ Read the health and safety guidelines provided during your orientation to learn about institutional, personal, and parental responsibility for health and safety.
- ❑ Assess your personal health needs for the duration of your study abroad program based upon your health history and destination.
- ❑ Review required and recommended immunizations and health information presented by the Center for Disease Control (CDC) related to your country of destination:

**<http://www.cdc.gov/travel/travelmap.html>**

- ❑ Bring your doctor a copy of the *Summary of Health Information for International Travel* sheet by geographic region available on the CDC Website to discuss country-specific health concerns: **<http://wwwn.cdc.gov/travel/default.aspx>**
  - Speak to your doctor about travel with prescription medications, if necessary
  - Get a copy of your vision prescription in case of loss of your contacts or glasses
- ❑ Review your current health insurance coverage as it relates to your education abroad program
  - See the sample *Health Insurance Coverage for Study Abroad Verification Form*
- ❑ Visit the OIAE for brochures and information on study abroad health insurance coverage

- **Park University requires health insurance coverage while abroad as well as evacuation and repatriation coverage**
- **The required ISIC card provides some insurance to supplement your main coverage**
  
- ❑ **Speak with nationals of your host country or others who have visited the country. Find out about special health and safety issues and their recommendations for Americans traveling to that country. Consider cultural differences in care.**
  
- ❑ **Check the Department of State's *Consular Information Sheets* for country specific information for Americans at <http://travel.state.gov/>**
  
- ❑ **Review *Travel Safety Information for Students* [http://travel.state.gov/travel/cis\\_pa\\_tw/safety/safety\\_2836.html](http://travel.state.gov/travel/cis_pa_tw/safety/safety_2836.html) published by the U.S. State Department**
  
- ❑ **If you are participating on a Park University-sponsored study abroad program, complete the *Agreement and Release Form* and return to the OIAE.**

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**Health Insurance Coverage for Study  
Abroad Verification Form**

**FOR STUDENT TO COMPLETE:**

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Study Abroad Program \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_

**I grant permission for my insurance provider to complete the form below regarding my health insurance.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR HEALTH INSURANCE PROVIDER:**

**Please provide the following information for the above –named student who is planning to participate in a Park University Study Abroad Program. If you have any additional information you would like to add, please feel free to attach this form. Thank you for your assistance.**

Student name \_\_\_\_\_

Policy number \_\_\_\_\_

Insurer \_\_\_\_\_

Insurer address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Countries covered \_\_\_\_\_

Dates Covered \_\_\_\_\_

**Policy Maximums:**

Medical Expense \_\_\_\_\_

Emergency Medical Transportation/Repatriation of Remains \_\_\_\_\_

Accidental Death & Dismemberment  
\_\_\_\_\_

I certify that the above-named student is covered by this health insurance company  
in the countries listed above during the dates listed above.

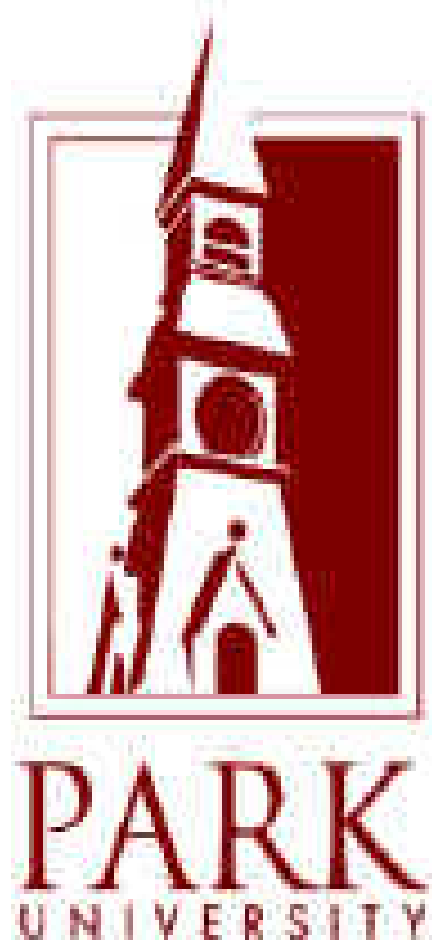
\_\_\_\_\_

Health Insurance provider Signature

Date

---

**Please return completed form to: Park University  
Office of International Affairs and Education  
8700 NW River Park Drive, Box 96  
Parkville, Missouri 64152  
Fax (816) 505-5420**



***D. Arranging International  
Travel & Accommodations***

## Checklist

- ❑ Decide on housing choice while overseas, if applicable
- ❑ Make travel arrangements, if not provided by Park University
  - ✓ Determine recommended arrival date at host institution BEFORE purchasing airline ticket
  - ✓ Determine if temporary housing is available for an earlier arrival date.
  - ✓ If layovers, airport changes, and transportation changes ( i.e. train travel within country) are required, be sure to estimate costs and communicate arrival plans with host institution
  - ✓ Consider using student or discount travel agencies for international flights and rail passes. Be sure to consider flight schedule change fees and cancellation fees that are often necessary for students planning extensive sojourns before purchasing international airfare. See sample travel arrangements sheet.
  - ✓ Decide if you are arriving early and/or staying late for personal travel, and purchase tickets accordingly
- ❑ Apply for an International Student or Teacher Identification Card, available through the Study Abroad Office.
  - ✓ Review benefits of ISIC
- ❑ Visit [http://travel.state.gov/travel/travel\\_1744.html](http://travel.state.gov/travel/travel_1744.html) for U.S. State Department information on travel publications and safety issues in other countries.
- ❑ Learn more about your study abroad site by reading and by talking with faculty, international students and study abroad alumni. You may also request information from the cultural attaché at one of the country's embassies. Information on embassies is located at <http://usembassy.state.gov/>.
- ❑ Visit <http://www.frommers.com/> and click on the country you'll be visiting to learn information on travel, culture, language, food, and many other topics.

## Travel Arrangements

### Websites

<http://www.orbitz.com/>

Website summarizing air itineraries available on majority of airlines. A great place to start to see what itineraries are available and what general prices are.

However, we recommend purchasing from the airline's website directly to avoid any issues in case of changes to itinerary.

[www.courier.org](http://www.courier.org),  
[www.aircourier.org](http://www.aircourier.org)

International Association of Air Travel Couriers and Air Courier Association. You may be able to find very inexpensive fares if you travel as an air courier. However, the luggage you are able to check will be limited.

<http://www.sidestep.com/>

A search engine of search engines. Searches all major travel search engines to see where the best fares are.

[www.dstravel.com](http://www.dstravel.com)

Consolidator for most of the major international airlines. Headquarters in Overland Park, KS 1-800-431-8588

[www.sta-travel.com](http://www.sta-travel.com)

Student Travel Agency

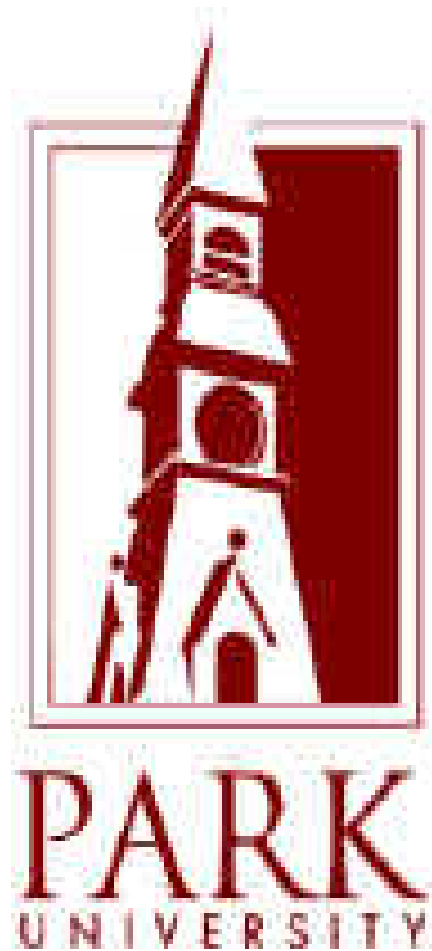
## **Travel Passes**

**If you decide to travel before or after your study abroad program, you may be interested in these passes, which will allow you to travel less expensively.**

**Eurail Pass: Allows travel on any train in most European countries Must be purchased in the U.S. <http://www.eurail.com/>**

**Britrail Pass Similar to the Eurail, these passes offer a variety of discounted travel in the United Kingdom. <http://www.acprailnet.com/britrailbook>**

**Air pass: Several companies sell discounted airline tickets for travel within a country or region, which are sold OUTSIDE that country/region. You can purchase these passes in conjunction with an international flight to that country. <http://www.europebyair.com/efp/index.jsp>, [http://www.staralliance.com/en/travellers/fare\\_products/index.html](http://www.staralliance.com/en/travellers/fare_products/index.html).**



***E. Making Final Travel Arrangements***

## **Checklist**

- ❑ Pay your program bills at least five business days before departure or according to the program provider's payment deadline, whichever is sooner.**
- ❑ Leave copies of all applications, program materials and other important personal documents (e.g. passport) with a friend or family member in the United States. You may consider executing a power of attorney to allow someone to transact personal business in your absence. Make sure to leave a copy of your passport with the OIAE.**
- ❑ Send arrival information to host institution/program administrator at least three weeks prior to departure. Be sure to have specific instructions on how to transfer to your host institution before you leave, including host institution contact information in case of last minute changes.**
- ❑ Be prepared to handle your arrival into your host country independently in case of flight delays, cancellations, and last minute changes.**
- ❑ Determine how you will pay expenses and/or receive money while overseas. Talk to your bank, financial services representatives, and financial aid coordinator to find out about restrictions or considerations on release of personal funds or loans. The OIAE can advise you on how to withdraw/exchange money while overseas.**
- ❑ Sign necessary forms for the OIAE, including**
  - ✓ Agreement and Release Form**
  - ✓ Emergency Contact Sheet**
  - ✓ Acceptance forms**

**Attend OIAE pre-departure orientations.**

### **State Department Consular Sheets**

Consular Information Sheets are available for every country of the world. They include such information as location of the U.S. Embassy or Consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the conditions may be included under an optional section entitled "Areas of Instability. Consular Information Sheets generally do not include advice, but present information in a factual manner so the traveler can make his or her own decisions concerning travel to a particular country.

**WEBSITE:** [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html)

### **State Department Travel Warnings**

Travel Warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. Countries where avoidance of travel is recommended will have Travel Warnings as well as Consular Information Sheets

**WEBSITE:** [http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

### **State Department Travel Alerts**

**Travel Alerts are a means to disseminate information about terrorist threats and other relatively short-term and/or trans-national conditions posing significant risks to the security of American travelers. They are made any time there is a perceived threat and usually have Americans as a particular target group. In the past, Travel Alerts have been issued to deal with short-term coups, bomb threats to airlines, violence by terrorists and anniversary dates of specific terrorist events**

**WEBSITE:** [http://travel.state.gov/travel/cis\\_pa\\_tw/pa/pa\\_1766.html](http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html)

### **State Department Travel Safety Information for Students**

**Website:** [http://travel.state.gov/travel/cis\\_pa\\_tw/safety/safety\\_2836.html](http://travel.state.gov/travel/cis_pa_tw/safety/safety_2836.html)

### **State Department Services and Information for Americans Living Abroad**

**Website:** [http://travel.state.gov/travel/living/living\\_1243.html](http://travel.state.gov/travel/living/living_1243.html)

### **State Department List of U.S. Embassies and Consulates**

**Website:** <http://usembassy.state.gov/>

### **Center for Disease Control and Prevention (CDC)**

**The Center for Disease Control and Prevention maintains health information for travelers to any region of the world. We recommend that potential overseas travelers**

**learn about possible health risks and preventative measures relevant to your personal health history.**

**Website:** [http:// www.cdc.gov/travel/default.aspx](http://www.cdc.gov/travel/default.aspx)

### **International Travel Insurance**

**When considering your medical insurance needs, please keep in mind the extent of coverage provided; when and where the coverage is applicable; and any specific medical needs you may have. If you currently hold medical insurance CONFIRM with your insurer if and for what reasons you would be covered outside the United**

**States. You must provide proof of this insurance to the OIAE before you will be allowed to travel abroad with Park University.**

**We recommend the full coverage provided by STA Travel. It includes medical and evacuation insurance as well as trip coverage.**

**[http://www.statravel.com/cps/rde/xchg/us\\_division\\_web\\_live/hs.xml/travelinsurance.htm](http://www.statravel.com/cps/rde/xchg/us_division_web_live/hs.xml/travelinsurance.htm)**

**You may elect to get medical coverage only. Park University does not require trip insurance (baggage coverage, cancellation insurance, etc.). In this case we recommend TravelGuard's student travel insurance.**

**[www.studenttravelguard.com](http://www.studenttravelguard.com)**

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**Emergency Contact Information**

**In the event of an emergency, it is vital that we have immediate access to the following information. Please complete this form and return it to us before you leave today. You should also submit the following additional documents:**

- Photocopies of the pages of your passport with your personal information
- Copy of ISIC card

Traveller Name: \_\_\_\_\_

Emergency Contact Names

Name: \_\_\_\_\_

Relationship \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone \_\_\_\_\_

Telephone number where we can reach you day of departure (cell phone is  
good).

Phone \_\_\_\_\_

## *PRE-DEPARTURE ORIENTATION*

### **A. Icebreaker and Introductions**

#### **Your role as an study abroad student**

- ❑ **What is an exchange student: direct enrollment at foreign institution; independent, supervised by foreign staff and faculty. Representing Park University, must abide by codes of conduct at both institutions, participate with other exchange students upon your return**
- ❑ **Review the Agreement and Release Form**
- ❑ **Your advocate at Park University: the Office of International Affairs and Education**
- ❑ **Emergency Contact Form**

### **B. Practical Information**

- ❑ **Country-specific information**
- ❑ **Essential documents**
- ❑ **Insurance and health issues**
- ❑ **Communicating home**
- ❑ **Money**
- ❑ **Safety**
- ❑ **Academic Enrollment**

### **C. Cultural Adaptation**

- ❑ **What is culture?**
- ❑ **Expectations and goals**
- ❑ **Pre-arrival issues**
  - ✓ **How to prepare**
  - ✓ **Packing**
- ❑ **Living abroad**
  - ✓ **Cultural Learning Curve**
  - ✓ **Budgeting**
  - ✓ **Correspondence**
- ❑ **Upon Return**
  - ✓ **Reverse Culture Shock**
  - ✓ **Integrating your experience into everyday life**

**Nothing broadens your vision, sparks your creativity or elevates your senses more than living and learning in a foreign culture. Each experience will be adventure-filled, thought provoking, and career building.**

**ESSENTIAL DOCUMENTS**

### **You should plan on taking**

- Passport (required)**
- Visa(if required)**
- International Student ID card (required)**
- Credit card**
- Traveler's checks**
- Evidence of medical coverage (required)**
- Medications/prescriptions**

Other documents to consider taking:

- Park University transcript**
- Extra passport photos**
- Certified birth certificate**

Make copies of all documents

**(Passport, visa, ID cards, travel itinerary and ticket numbers) and keep them separate from the originals; traveler's check numbers should always be carried separately.**

### **You will always need your passport for cashing traveler's checks**

### **Contact the embassy immediately if your passport is lost or stolen**

Always carry some form of identification with you

**(i.e. International Student ID). Ask your school officials whether you should always carry your passport with you or keep it in a safe place.**

Keep a list of local contacts

**(i.e. program director, friend or neighbor) and overseas contacts (i.e. parents, OIAE) with you, as well as health insurance information. Always carry change or a phone card with you.**

Helpful websites

- [www.state.gov](http://www.state.gov)**  
**The Department of State's home page; lists important information regarding passports and visas, customs and duties; travel warnings, embassy locations, etc.**
- <http://travel.state.gov/>**  
**The U.S. Department of State Travel Advisors and Consular Information Sheets**

## HEALTH AND SAFETY GUIDELINES

### Pre-Departure:

- ❑ **Read the health and safety guidelines provided during your orientation to learn about institutional, personal, and parental responsibility for health and safety.**
- ❑ **Assess your personal health needs for the duration of your study abroad program based upon your health history and destination.**
- ❑ **Review required and recommended immunizations and health information presented by the Center for Disease Control (CDC) related to your country of destination:**  
**<http://www.cdc.gov/travel/travelmap.html>**
- ❑ **Bring your doctor a copy of the *Summary of Health Information for International Travel* sheet by geographic region available on the CDC Website to discuss country-specific health concerns: <http://wwwn.cdc.gov/travel/default.aspx>**
  - **Speak to your doctor about travel with prescription medications, if necessary**
  - **Get a copy of your vision prescription in case of loss of your contacts or glasses**
- ❑ **Review your current health insurance coverage as it relates to your education abroad program**
  - **See the sample *Health Insurance Coverage for Study Abroad Verification Form***
- ❑ **Visit the OIAE for brochures and information on study abroad health insurance coverage**
  - **Park University requires health insurance coverage while abroad as well as evacuation and repatriation coverage**
  - **The required ISIC card provides some insurance to supplement your main coverage**
- ❑ **Speak with nationals of your host country or others who have visited the country. Find out about special health and safety issues and their recommendations for Americans traveling to that country. Consider cultural differences in care.**
- ❑ **Check the Department of State's *Consular Information Sheets* for country specific information for Americans at <http://travel.state.gov/>**
- ❑ **Review *Travel Safety Information for Students* [http://travel.state.gov/travel/cis\\_pa\\_tw/safety/safety\\_2836.html](http://travel.state.gov/travel/cis_pa_tw/safety/safety_2836.html) published by the U.S. State Department**

- ❑ **If you are participating on a Park University-sponsored study abroad program, complete the *Agreement and Release Form* and return to the OIAE.**

## While Abroad

- 1. Register at the American Embassy or Consulate upon arrival. Learn about services provided to Americans abroad through American Citizens Services and Crisis Management available on the State Department website:  
[http://travel.state.gov/travel/about/who/who\\_1245.html](http://travel.state.gov/travel/about/who/who_1245.html)**
- 2. Check to see if your institution has a health center for minor illnesses.**
- 3. Check with American Embassy or Consulate for doctors with English skills.**
- 4. Discuss health concerns with program staff and program participants.**
- 5. Be aware that changes in diet can affect your health; different water treatments and food may affect your system strangely. Try drinking bottled water and cleaning fresh fruits and vegetables thoroughly if you have problems with your health upon arrival.**
- 6. Keep a copy of all important documents (passport, visa, health insurance, etc.) separate from the documents themselves and in a safe place; keep a second copy of all documents with your parents or a contact in the U.S.**
- 7. Notify program staff and your family of any planned absences.**
- 8. Ask about local laws and customs; do not assume that the risks at home are the same as the risks abroad. Ask yourself: “Can I live with the consequences?”**
- 9. Stay aware of your surroundings**
  - ❑ **Ask questions on safety.**
  - ❑ **Listen to local students, staff, and most importantly, your intuition!**
  - ❑ **Keep a low profile.**
  - ❑ **Never enter a large crowd, protests, or other volatile situations.**

## Special Instructions to Women

- 1. Use caution regarding where you go, when you go, and with whom you go. Be wary of going to unfamiliar places with men whom you do not know well.**
- 2. Be aware of possible misreading of non-verbal cues, potential misunderstandings owing to language difficulties, and inaccurate notions about American women.**

3. **Be firm and direct in declining invitations from men. Firmly saying no, avoiding being alone, and threatening to call the police should stop unwanted attention.**
4. **Do not carry mace with you unless you are absolutely sure it is necessary, and that carrying it is not a violation of the laws of the country in which you are traveling.**
5. **Do not go by yourself – always have someone with you.**

## Communicating Home

### 1. E-mail

- Use of computers at host institution may be limited**
- Importance of not retreating to electronic world “at home”**

### 2. Telephone

- Phone card and/or phone rental through your ISIC card**
- Use of phone cards at pay phones in foreign countries**
- Costs related to local and long distance calls.**

### 3. Mail

- Postal service in other countries.**

### 4. What’s so important about communication?

- Establishing a plan/pattern with family and friends.**
- Developing an emergency plan.**
- Aiding the cultural learning process.**

## Money

1. **Take some money (\$100-200) in local currency for your arrival; take the rest of your money in traveler's checks or keep your bank account here and use ATM for withdrawals abroad.**
2. **Consider opening a bank account when you arrive and use ATM machines for cash withdrawal.**
  - **Exercise caution when using ATM machines. Try to use machines located within banks during banking hours for safety and security reasons.**
3. **Watch the currency exchange rate and consider whether you will change all your traveler's checks when you arrive or whether you should wait.**
4. **Budget wisely. Prioritize, decide what is necessary and what is extravagance. Save money by packing lunches for school and travel rather than eating out all the time; stay in youth hostels when traveling; look into discount train passes; use student discounts whenever possible; read up to find out when museums are free of admission. Also, please keep track of your budget for us.**
5. **Limit the amount of cash you carry; consider wearing a passport pouch inside your shirt to carry cash and documents.**
6. **Check out <http://www.xe.com/ucc/> for currency converter so you can see the current conversion between U.S. dollars and foreign currencies.**
7. **Transferring money from home:**
  - **Cable transfer: This is the quickest, but most expensive, way; ask your local bank for details**
  - **Money orders: Through American Express, it is relatively fast; it must be sent from American Express office here and received at an American Express office abroad; ask American Express for details.**
  - **Foreign currency draft: American banks may be able to draw a draft in a foreign currency, which can be sent by registered or certified mail for cashing abroad.**
  - **American currency draft: A bank draft in American currency drawn against a major U.S. bank can be sent by registered or certified mail to cash abroad; this method is the slowest.**
  - **Personal check. American Express offices will cash one personal check per month drawn on an American bank for American Express cardholders. This can be helpful in an emergency.**

## PACKING

1. **Pack light! You will only need about 1/2 of what you think you need. You can probably buy anything you need there.**
  - **TIP! After you have packed, carry all your bags for about 1/2 a block. Imagine having to transport your bags across airports, and on and off shuttle buses, into your new accommodations.**
2. **Check airline regulations for size and number of bags you are allowed to take. Excess luggage can be very expensive! Generally speaking, most airlines will allow you to check through 2 pieces whose total external dimensions do not exceed 106 inches (width+length+depth of both pieces combined) with the larger piece not exceeding 62 inches.**
3. **Mark all luggage, inside and out, with your name and address. Keep a list of what is in each bag and carry it with other important documents.**
4. **Keep essential documents, medications, and other essentials in your carry-on.**
5. **Do some reading and think about the types of clothes you'll need with respect to the climate and the style of the locals. Also, remember that you will probably want to fit in with local styles (to a certain degree) and will want to buy clothing while abroad.**
6. **Consider shipping items by sea mail (i.e. ship winter coat now to arrive in about 3 month, ship winter items home in April to arrive here the same time you do)**
7. **Try to fit a small duffel bag into your suitcase; it will work for weekend trips and you'll fill it up with everything you buy there for when you come home.**
8. **Consider taking some small gifts such as banners, T-shirts, pens, etc. with Park University or Missouri logos on them, typical Kansas City items, etc. (ask previous travelers or natives for advice on what the locals would like).**

**Be aware of U.S. Customs regulations for re-entry into the U.S. Read the U.S. Customs brochure "Know Before You Go" at <http://www.cbp.gov/linkhandler/cgov/toolbox/publications/travel/knowbeforeyougo.ctt/knowbeforeyougo.pdf>**
9. **Look at guidebooks such as the Let's Go, Lonely Planet and Rough Guide series for tips on traveling and packing.**
10. **Consider changes in electrical systems before packing electrical items. If the electrical system is different, you will need an adapter and converter. It may be cheaper to buy small electrical items there, or do without them.**

- 11.Pack essential overnight items in you carry-on bag in case your luggage is lost.**
  - 12.Keep you passport and ticket on you (in an inside pocket or passport pouch).**
  - 13.On a daily basis or for short trips: Limit the amount of cash you carry with you; consider wearing a neck pouch inside your shirt to carry cash and documents during trips.**
- Check out <http://www.frommers.com/> for all kinds of information on many countries of the world related to weather, culture, tourism, etc.**

## Cultural Adaptation

The cultural adaptation process is one of the most interesting experiences you will have while living abroad. Sometimes called the U-curve, the four stage process of cultural adaptation often seems more like a roller-coaster ride with extreme highs and lows. Like many travelers, you will go through an initial period of euphoria and excitement, overwhelmed by the thrill of being in a totally new unusual environment. As this initial sense of “adventure” wears off, you will gradually become aware of the fact that old habits and routine ways of doing things no longer suffice. You will gradually or suddenly no longer feel comfortable. When this happens, you will feel like the outsider that in fact you are. Minor problems may quickly assume the proportions of major crises, and you may find yourself growing somewhat depressed. You may feel an anxiety that results from losing all your familiar signs and symbols of social intercourse, a kind of psychological disorientation. This experience is called “Culture Shock”. Such feelings are perfectly normal, so, knowing this and with a bit of conscious effort, you can make adjustments that will enable you to adapt to your new cultural environment.

As mentioned above, there are generally four stages in the cultural adaptation process:

1. **Initial Euphoria**: Most people begin with great expectations and positive mind set. At the beginning anything new is intriguing and exciting. The recent arrivee also tends to notice the similarities; he/she is impressed with how people everywhere are really very much alike. This period of euphoria may last from a week or two to a month.
2. **Irritation and Hostility**: Gradually, your focus turns from the similarities to the differences. You blow up little, seemingly insignificant difficulties into major catastrophes. This is the stage that is generally referred to as culture shock, and you may experience some of the following symptoms:
  - ❑ Homesickness
  - ❑ Boredom
  - ❑ Withdrawal
  - ❑ Compulsive eating/drinking
  - ❑ Other compulsive behaviors (cleaning)
  - ❑ Exhaustion
  - ❑ Sadness/crying
  - ❑ Stereotyping of host nationals
  - ❑ Hostility towards host nationals
  - ❑ Physical ailments (Acne, weight gain)

The length of culture shock varies from person to person, and occurs at different times during the stay abroad.

3. **Gradual Adjustment:** This step may come so gradually that at first, you will be unaware that it is even happening. Once you begin to orient yourself and to be able to interpret some of the subtle cultural clues and cues which passed by unnoticed earlier, the culture seems more familiar. You become more comfortable in it and feel less isolated from it.
4. **Adaptation to Biculturalism:** At some point you will be able to function in two cultures with confidence. You will even find that there are a great many customs, and personal attitudes which you enjoy, habits to which you have in some degree acculturated and will miss when you return home.

There is no clear-cut way of dealing with culture shock. Simply recognizing its existence and your accepting vulnerability to it is an important first step. As long as you know in advance that you will probably fall victim to culture shock at a certain level, you can prepare yourself psychologically to accept the temporary discomfort and turn it into an advantage by learning from it. Remember that you are not the only one experiencing occasional frustration, irritability, and depression, etc. Falling victim to culture shock, in other words, does not imply the existence of any psychological or emotional shortcoming on your part.

Some tips for dealing with culture shock

- ❑ **Maintain a positive attitude**
- ❑ **Remain tolerant and open-minded**
- ❑ **Try to avoid being a part of an American clique in your host country. Make an effort to get to know the natives.**
- ❑ **Allow yourself to deal with these emotions whenever they hit. Be aware that even once you've adjusted you may still have times of homesickness.**
- ❑ **Read as much as possible before you go and while you are there! Learn about the cultural adaptation process, your host country, and the U.S. Look at the books on the suggested bibliography for information about cultural adaptation. Learn about basic etiquette such as tipping, gift giving, etc. Try reading the Economist or a weekly newsmagazine for host country and U.S. information. Remember, you are a "typical American" to everyone you meet. Think about how you represent the United States!**
- ❑ **Keep a journal. It's great way to record all of the new and different experiences, express your feelings, and relive your memories when you return.**
- ❑ **Make the most of your time! It will go by fast. Visit and do as much as possible. Most people regret more what they didn't do than they did.**
- ❑ **Check out <http://www.frommers.com/> for all kinds of information on many countries of the world related to culture, travel, etc.**

**Undergoing culture shock is in itself a learning experience that you should take advantage of. It is a way of sensitizing you to another culture at a level that goes beyond the intellectual and the rational. Just as an athlete cannot get in shape without going through the uncomfortable conditioning stage, so you can not fully appreciate the cultural differences that exist without first going through the uncomfortable stages of psychological adjustment. As Robert Kohls says, “Culture shock is in some degree inevitable...and is occupational hazard of overseas living through which one has to be willing to go through in order to enjoy the pleasures of experiencing other countries and cultures in depth.”**

**One final note: You will probably go through this same process upon your return to the U.S. This second stage is called “Reverse Culture Shock” and is sometimes even more difficult to deal with. As you have adapted to a foreign culture and become used to their ways, habits in the U.S. will become unfamiliar and disorienting. Again, there is no clear-cut way to deal with this except to be aware that it will occur upon your return in a similar way to your initial culture shock experience.**

## Checklist for carrying documents

**Review this checklist each time you travel and ensure that you have appropriate documents in these locations.**

### Carry on your person

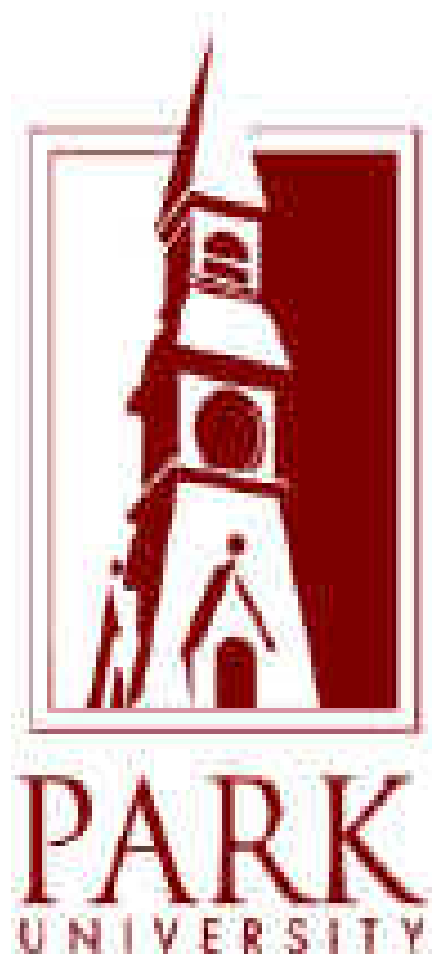
- Passport and visa (if necessary)**
- Airline and ground transportation tickets**
- Money-currency, credit cards, and traveler's checks if desired**
- Name telephone number, and address of contact at host institution and at home**
- Medical insurance information/identification card**

### Carry in your suitcase

- Copy of passport**
- Copy of visas**
- Copies of tickets and itinerary**
- Copy of credit cards and telephone numbers to reach the companies**
- Traveler's check numbers**
- Emergency contact information (name, telephone number, and address) in home community and at host community**

### Leave at home

- Copies of passport**
- Copy of visa**
- Copy of ticket and itinerary**
- Copy of credit cards and telephone numbers**
- Traveler's check numbers**
- Emergency contact information (name, telephone, number, and address) at host institution**
- Copy of medical insurance information**
- Power of attorney forms, if desired**



## ***F. On-site Considerations***

## **Checklist**

- ❑ **Register at the American Embassy or Consulate upon arrival. Learn about services provided to Americans abroad through American Citizens Services and Crisis Management available on the State Department website:  
[http://travel.state.gov/travel/about/who/who\\_1245.html](http://travel.state.gov/travel/about/who/who_1245.html)**

**And the State Department webpage “Get help in a foreign country”:  
[http://travel.state.gov/travel/tips/emergencies/emergencies\\_1205.html](http://travel.state.gov/travel/tips/emergencies/emergencies_1205.html)**

- ❑ **Contact the OIAE with your local address, telephone number, and e-mail address**
- ❑ **Discuss health & safety concerns with program staff and program participants**
- ❑ **Keep copies of all syllabi, class assignments, and papers for verification of work complete abroad**
- ❑ **Keep in touch – send us a postcard or an e-mail!**
- ❑ **Keep track of your budget**
- ❑ **Obtain a transcript of your course work for all completed classes at your study abroad program. Be sure to keep grade reports and any written evaluations from faculty**

## **U.S. Consuls Help Americans Abroad**

**A U.S. State Department brochure (A Sample)**

**There are U.S. embassies in more than 160 capital cities of the world. Each embassy has a consular section. Consular officers in consular sections of embassies do two things:**

- they issue visas to foreigners;**
- they help U.S. citizens abroad.**

**There are also consular officers at about 60 U.S. consulates general and 20 U.S. consulates around the world. (Consulates general and consulates are regional offices of embassies.)**

**U.S. consuls usually are assisted by local employees who are citizens of the host country. Because of the growing number of Americans traveling abroad, and the relatively small number of consuls, the expertise of local employees is invaluable. In this pamphlet, we highlight ways in which consular officers can assist you while you are traveling or residing abroad.**

**To help us help you while you are abroad, register with the nearest U.S. embassy or consular. This makes it easier for consular officers to reach you in an emergency or to replace a lost passport.**

**Consular officers provide a range of services -- some emergency, some nonemergency.**

### **EMERGENCY SERVICES**

*Replace a Passport* - **If you lose your passport, a consul can issue you a replacement, often within 24 hours. If you believe your passport has been stolen, first report the theft to the local police and get a police declaration.**

*Help Find Medical Assistance* - **If you get sick, you can contact a consular officer for a list of local doctors, dentists, and medical specialists, along with other medical information. If you are injured or become seriously ill, a consul will help you find medical assistance and, at your request, inform your family or friends. (Consider getting private medical insurance before you travel, to cover the high cost of getting you back to the U.S. for hospital care in the event of a medical emergency.)**

*Help Get Funds* - **Should you lose all your money and other financial resources, consular officers can help you contact your family, bank, or employer to arrange for them to send you funds. In some cases, these funds can be wired to you through the Department of State.**

*Help In An Emergency* - **Your family may need to reach you because of an emergency at home or because they are worried about your welfare. They should call the State Department's Overseas Citizens Services at (202) 647-5225. The State Department will relay the message to the consular officers in the country in which you are traveling. Consular officers will attempt to locate you, pass on urgent messages, and, consistent with the Privacy Act, report back to your family.**

*Visit In Jail* - **If you are arrested, you should ask the authorities to notify a U.S. consul. Consuls cannot get you out of jail (when you are in a foreign country you are subject to its laws). However, they can work to protect your legitimate interests and ensure you are not discriminated against. They can provide a list of local attorneys, visit you, inform you generally about local laws, and contact your family and**

**friends. Consular officers can transfer money, food, and clothing to the prison authorities from your family or friends. They can try to get relief if you are held under inhumane or unhealthful conditions.**

*Make Arrangements After The Death Of An American* - **When an American dies abroad, a consular officer notifies the Americans family and informs them about options and costs for disposition of remains. Costs for preparing and returning a body to the U.S. may be high and must be paid by the family. Often, local laws and procedures make returning a body to the U.S. for burial a lengthy process. A consul prepares a Report of Death based on the local death certificate; this is forwarded to the next of kin for use in estate and insurance matters.**

*Help In A Disaster/Evacuation* - **If you are caught up in a natural disaster or civil disturbance, you should let your relatives know as soon as possible that you are safe, or contact a U.S. consul who will pass that message to your family through the State Department. Be resourceful. U.S. officials will do everything they can to contact you and advise you. However, they must give priority to helping Americans who have been hurt or are in immediate danger. In a disaster, consuls face the same constraints you do - lack of electricity or fuel, interrupted phone lines, closed airports.**

#### **NONEMERGENCY SERVICES**

*Issue A Consular Report Of Birth* - **A child born abroad to U.S. citizens parents usually acquires U.S. citizenship at birth. The parents should contact the nearest U.S. embassy or consulate to have a "Report of Birth Abroad of a U.S. Citizen" prepared. This is proof of citizenship for all purposes.**

*Issue A Passport* - **Consuls issue approximately 200,000 passports abroad each year. Many of these are issued to persons whose current passports have expired.**

*Distribute Federal Benefits Payments* - **Over a half-million people living overseas receive monthly federal benefit payments. In many countries, the checks are mailed to the U.S. embassy or consulate and distributed through the local postal service.**

*Assist In Child Custody Disputes* - **In an international custody dispute, a consul can try to locate the child abroad, monitor the child's welfare, and provide general information to the American parent about laws and procedures which may be used to effect the child's return to the United States. Consuls may not take custody of a child, or help a parent regain custody of a child illegally or by force or deception.**

*Help In Other Ways* - **Consuls handle personal estates of deceased U.S. citizens, assist with absentee voting and Selective Service registration, notarize documents, advise on property claims, and provide U.S. tax forms. They also perform such functions as adjudicating U.S. citizenship claims and assisting U.S. courts in legal matters.**

#### **WHAT CONSULAR OFFICERS CANNOT DO**

**In addition to the qualifications noted above, consular officers cannot act as travel agents, banks, lawyers, investigators, or law enforcement officers. Please do not expect them to find you employment, get you residence or driving permits, act as interpreters, search for missing luggage, or settle disputes with hotel managers. They can, however, tell you how to get help on these and other matters.**

**If you need to pick up mail or messages while traveling, some banks and international credit card companies handle mail for customers at their overseas**

**branches. General Delivery (Poste Restante) services at post offices in most countries will hold mail for you.**

**PRIVACY ACT**

**The provisions of the Privacy Act are designed to protect the privacy rights of Americans. Occasionally they complicate a consul's efforts to assist Americans. As a general rule, consular officers may not reveal information regarding an individual American's location, welfare, intentions, or problems to anyone, including the family members and Congressional representatives, without the expressed consent of that individual. Although sympathetic to the distress this can cause concerned families, consular officers must comply with the provisions of the Privacy Act.**

**For more information, contact: Overseas Citizens Services, Department of State, Room 4811, Washington, D.C. 20520.**

***Department of State Publication 10176***

**Park University**  
**Office of International Affairs and Education**  
**Study Abroad Handbook**

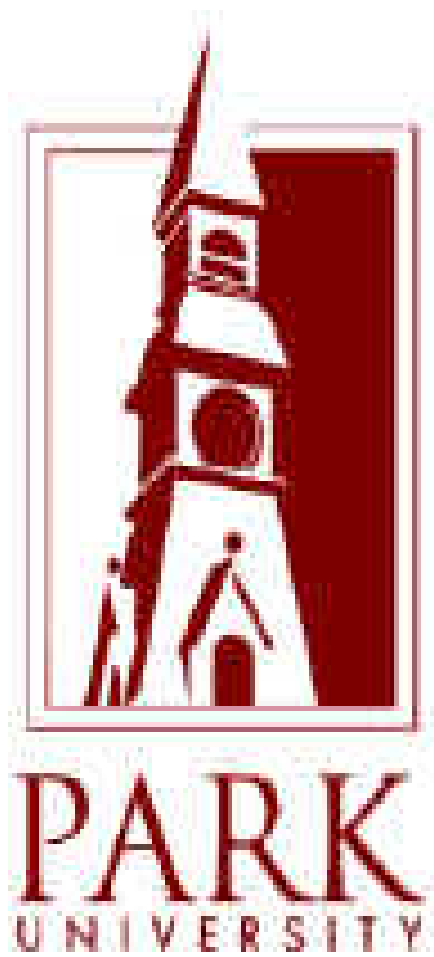


**EXPENSE LOG**

	<b>Price</b>	<b>Per:</b> (once, month, semester, etc.)	<b>Semester Cost</b>	<b>Semester Totals</b>	<b>Yearly Cost</b>	<b>Yearly totals</b>
<b>Travel</b>	<b>Airfare, round- trip ticket</b>	\$				
	<b>Incidental costs</b>	\$				
	<b>Other</b>	\$				
	<b>Other</b>	\$				
				\$		\$
<b>Living</b>	<b>Room</b>	\$				
	<b>Board</b>	\$				
	<b>Utilities</b>	\$				
	<b>Health insurance</b>	\$				
	<b>Other</b>	\$				
	<b>Other</b>	\$				
				\$		\$
<b>School Expenses</b>	<b>Tuition</b>	\$				
	<b>Books</b>	\$				
	<b>Transport</b>	\$				
	<b>Other</b>	\$				
	<b>Other</b>	\$				
				\$		\$
<b>Personal Expenses</b>	\$					

**Grand  
Total**

	\$					
	\$					
	\$					
				\$		\$



***G. UPON RETURN***

**Checklist:**

- ❑ **Make an appointment with your academic unit to discuss assessment of academic credit.**
- ❑ **Make an appointment with the OIAE to attend a re-entry workshop and complete program evaluations.**
- ❑ **Review the Returned Student Packet.**

**Park University**  
**Office of International Affairs and Education**  
**Study Abroad Handbook**

## **Re-entry Orientation**

Are you having mixed, perhaps conflicting, feelings about your return? Don't worry, you are not alone! You are probably experiencing what is known as re-entry or reverse culture shock. People generally expect to have to adjust when they go abroad, but they don't expect that returning home will also involve an adjustment. The adjustment period often lasts about a month after you return to Park University. If you would like to discuss your experience with re-entry and reverse culture shock, please be in touch with Park University OIAE. Also plan to attend Park University's re-entry workshop.

Common reactions to re-entry include:

- **Boredom and Restlessness: After an exciting and stimulating time abroad, returning to family, friends, and old routines can seem dull. It is natural to miss the excitement and challenges which characterize the study abroad experience. Challenge yourself academically and socially, and gradually strike a balance between your life at Park and your international interests.**
- **Reverse Homesickness: Home is supposed to be familiar and comfortable. However, after spending a substantial amount of time in another country, coming home may not be as easy as you thought it might be. It is natural to miss the people, places, attitudes or lifestyles that you grew accustomed to in your host country. Try to alleviate these feelings of loss by keeping in contact with people you have met abroad and keeping your international interests alive at Park.**
- **No One Wants to Hear: Your family and friends may not be interested in hearing about all of your adventures and observations abroad. Remember that they are not rejecting you or your achievements. You just need to be realistic in your expectations of how fascinating your journey is going to be for anyone, and remember that they may not be able to relate to your experiences.**
- **Relationships Have Changed: After a long period of separation, people often need to renegotiate relationships and adjust to being together again. Just as you have altered some of your ideas and attitudes while abroad, the people at home are likely to have experienced some changes, too. Flexibility and openness are important qualities in successfully developing "new" relationships with relatives and old friends.**
- **Identity Issues: Some students feel unsure of how to integrate their "old" and "new" selves. Feeling frustrated about the lack of opportunities to apply**

**recently acquired social, linguistic and practical coping skills is also common. Be creative, be patient and above all use cross-cultural adjustment skills to assist in your own re-entry.**

- **Compartmentalization of Experience: Returnees often worry that they will "lose" their international experiences. Memories and experiences are not souvenir objects that you take out occasionally and look at. Keep your study abroad experience alive by maintaining contacts with friends and host families abroad, talking to people who have experiences similar to yours, pursuing the interests and using the skills you developed when you were abroad.**

*(Adapted from "Welcome Home: Managing Reentry or Reverse Culture Shock" by Alice Wu and "The Top Ten Immediate Re-entry Challenges," by Dr. Bruce LaBrack. Aspire Newsletter, p.6. Spring 1994.)*

**Source: Cornell University – Cornell Abroad website  
<http://www.cuabroad.cornell.edu/returned/reentry.asp>**

# *Integrating your international experience into the job search*

- Define the qualities reinforced by such an experience and how they are applicable to the job
  - ✓ **Dedication to a project/goal**
  - ✓ **Perseverance in attaining goals**
  - ✓ **Creative thinking skills**
  - ✓ **Problem solving skills**
  - ✓ **Adaptation skills**
  - ✓ **Broadened view of self/world**
  
- Describe specific goals attained
  - ✓ **Competency/fluency of another language**
  - ✓ **Understanding of a different culture**
  - ✓ **Independence**
  - ✓ **Travel opportunities**
  
- Define contacts made and how they are useful to the business
  - ✓ **Host family**
  - ✓ **Friends**
  - ✓ **University faculty**
  
- Consider a variety of career paths
  - ✓ **Teaching**
  - ✓ **Translating and interpreting**
  - ✓ **Government**
  - ✓ **Educational Administration**
  - ✓ **Business, Industry and Commerce**
  
- **Visit the Career Development Center in Mabee 406 (across from the library) for help.**

# Study Abroad...Again

## **Redefine your goals for studying abroad again**

- ❑ **Further knowledge of language, culture**
- ❑ **Different experience (i.e. living with host family instead of apartment alone, studying in major field instead of studying language)**
- ❑ **Different location**
- ❑ **Longer stay**

## **Explore Scholarships for advanced Study Abroad**

- **See Section II of the Handbook for an overview of scholarships for study abroad**

## **Consider Program Options**

- ❑ **Select a program which fits your goals**
- ❑ **Look for specific scholarships related to your institution, program, or field of study**
- ❑ **Consider combining work and study options**

# Working Overseas

**United States Peace Corps** – Opportunities for paid volunteer overseas for U.S. citizens.

<http://www.peacecorps.gov/>

**United States Department of State** – Opportunities for internships for students. Job opportunities in the Foreign Service, Civil Service

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

Teaching Abroad

Dave's ESL Café

Website resource for teaching English overseas

<http://www.eslcafe.com/>

Fulbright U.S. Student Program Teaching Assistantships

[http://us.fulbrightonline.org/thinking\\_teaching.html](http://us.fulbrightonline.org/thinking_teaching.html)

Japan Exchange Teaching Program (JET)

Consulate General of Japan in Kansas City

[http://www.mofa.go.jp/j\\_info/visit/jet/](http://www.mofa.go.jp/j_info/visit/jet/)

WorldTeach

1-800-4-TEACH-O

<http://www.worldteach.org>

Other online teaching abroad resources:

[www.teachabroad.com](http://www.teachabroad.com)

<http://www.transitionsabroad.com/listings/work/teachingk12university/index.shtml>

Other Work Abroad Opportunities for Students

BUNAC (work programs in eight countries worldwide)

<http://www.bunac.org/>

Other online working abroad resources:

<http://www.transitionsabroad.com/listings/work/>

<http://www.workingabroad.org/>

<http://www.jobsabroad.com/search.cfm>

# What in the world can you become after study abroad?

## Famous Americans who have studied abroad

Actor	Carroll O'Connor	Economist	Arthur Laffer
	Gene Wilder	Feminist Activist	Gloria Steinem
	James Woods	First Lady	Eleanor Roosevelt
	John Lithgow		Jacqueline Kennedy
	Paul Robeson		Mrs. Herbert Hoover
	Stacy Kesch	Industrialist	Donald Lambert
	Vincent Price	Inventor (Jarvik artificial heart)	Robert Jarvik
Actress	Amy Irving	Journalist	Bill Moyers
	Jessica Lange	Musician/actor	Kris Kristofferson
	Kathleen Turner	Political Commentator	George Will
	Miro Sorvino	Political Leader	Malcolm X
	Swoozie Kurtz	President of Harvard Emeritus	Derek Bok
Asst. Sect. Of State	Elliot Abrams	President of U.S.	Bill Clinton
Author	George Land	Presidential advisor	Walt Rostow
	James Michener	Producer of Superman	Pere Guber
	John Hersey	Rap star	Sister Soulja
	John Irving	Science fiction artist	Edmund Emshwiller
	John Updike		Michael Herring
	Joseph Campbell	Sec. Of Labor, Pres. American red Cross	Elizabeth Dole

	<b>Raymond Chandler</b>	<b>Sec. Of Labor</b>	<b>Robert Reich</b>
	<b>Sylvia Plath</b>	<b>Sec. Of State</b>	<b>John Foster Dulles</b>
	<b>Theodore Seuss Geisel</b>		<b>Dean Rusk</b>
	<b>W.E.B. DuBois</b>		
<b>CBS Good Morning America Host</b>	<b>Joan Lunden</b>	<b>U.S. Senator</b>	<b>Bill Bradley</b>
<b>Composer</b>	<b>Cole Porter Johnny Mark</b>		<b>Paul Tsongas Daniel P. Moynihan</b>
	<b>Richard Markowitz</b>		<b>John Tower</b>
<b>Curator/artist</b>	<b>David Driskell</b>		<b>Richard Lugar</b>
<b>Dancer</b>	<b>Josephine Baker</b>		<b>William Fulbright</b>
<b>Director</b>	<b>J. Robert</b>		
<b>Manhattan Project</b>	<b>Oppenheimer</b>		
<b>Director</b>	<b>George Roy Hill</b>		