
IPD SPECIALLY DESIGNED, EXCHANGE & JOURNALISM RESIDENCY PROGRAMS

PRE-DEPARTURE ORIENTATION

International Program Development (IPD) • Northwestern University



CONTENTS

Welcome	5
Pre-Departure Steps	6
Program Confirmation	6
Pre-Departure Requirements	7
Pre-Departure Orientation Modules.....	7
In-Person Pre-Departure Orientation Session	7
Program Information	9
About IPD Study Abroad	9
IPD Study Abroad Contacts.....	9
Program Dates	11
Travel.....	11
Visas	12
Accommodations.....	13
Academics	13
IPD Specially Designed Programs	13
IPD Exchange Programs	14
Registration, Transcripts & Credit.....	16
Code of Conduct & Academic Dishonesty	17
Money Matters	18
Program Costs & Billing	18
Financial Aid: Academic Year Programs.....	18
Financial Aid: Summer Programs.....	19
Scholarships.....	19
Withdrawal and Refund Policies	20
Currency Exchange.....	20
Accessing Funds.....	20
Communications	21
Cell Phones	21
Email & Internet.....	22
Postal Mail & Courier Services	22
Packing	22
Culture & Diversity Abroad	24
Preparing for Cultural Interaction	24
Do Your Research!.....	24
Cultural Expectations: IPD Specially Designed Programs	25
Cultural Expectations: IPD Exchange Programs	25
Identity and Diversity	25
Gender Roles & Issues	25
Sexual Orientation and Identity.....	26
Race and Ethnicity	26
Cultural Adjustment.....	27
Health, Safety, and Security	28

Expectations and Responsibilities	28
Northwestern's & Host's Responsibilities	28
Your Responsibilities.....	29
Staying Healthy	30
NU Health Assessment.....	31
Study Abroad Health Insurance.....	31
Prescription Medication.....	32
Vaccinations	32
Food and Water Precautions	32
Healthy Travel	33
Mental and Emotional Health.....	33
Alcohol and Other Drugs.....	33
Safety and Security	34
Travel Warning Waiver & Release	34
Smart Traveler Enrollment Program (STEP).....	35
Standing Travel Advice	35
Crisis and Emergency Procedures	35
Scenario I: Need for Medical Care	36
Scenario II: Crime Committed Against a Student	37
Scenario III: Hostility Toward United States Citizens & Terrorist Acts	37
Scenario IV: Public Demonstration, Riot, Strike, or Civil Unrest	37
Scenario V: Fire or Natural Disaster.....	37
Scenario VI: Arrest or Detention Abroad	37
Scenario VII: Sexual Misconduct.....	37
Resources	39
Program & Country Information	39
Health & Safety Information	39

Welcome

Congratulations on your acceptance to an IPD specially designed or exchange program or one of the Journalism Residency (JR) programs abroad. You are about to embark on an exciting and challenging journey!

This pre-departure orientation guide provides important information about next steps for confirming your place in your IPD program and preparing for your study abroad experience, including logistical information, important travel health and safety tips, and requirements.

Refer to this resource early and often! It will help you understand, enjoy, and adapt to life abroad as you participate in your IPD program. By learning and preparing as much as you can before your departure, you can spend less time in-country worrying about the basics, and more time getting to know the country and your classmates, working on your class and research projects, and broadening your perspectives.

This handbook is intended for the use of all students who are preparing to go on an IPD specially designed program or an IPD exchange program.

- If you are participating in IPD specially designed program or Journalism Residency program, you will also receive *Program Notes* for your specific program, which will include more specific program and country information, prior to your in-person pre-departure orientation.
- If you are participating in an IPD exchange program, you are encouraged to review information provided by your host university carefully.

These resources will help you prepare for your study abroad, maximize your experience while abroad, and reflect on what you have learned about your host country—and about yourself—after you come back.

Don't worry. Get excited! You are about to have the time of your life.

Best of luck,



Dévora Gynspan
Vice President for International Relations

Pre-Departure Steps

After you are accepted to an IPD specially designed program, IPD exchange program, or Journalism Residency program abroad, there are a number of steps that you must complete, including completing requirements, preparing to leave campus, and planning for travel.

If you fail to complete pre-departure requirements in a timely manner, you risk your participation in study abroad. Details regarding program requirements and planning steps will be communicated via email and through Canvas. It is your responsibility to read and respond promptly.

Program Confirmation

To confirm your participation in your IPD program, you must complete the following steps by the confirmation deadline listed in your approval notification:

1. Submit your Program Confirmation Form:
https://weinberg.co1.qualtrics.com/jfe5/form/SV_0V5T4YyPwBHEKyh
2. Complete the Pre-Departure Health Assessment step. To do this, log in to your Northwestern Study Abroad Application (<http://www.northwestern.edu/studyabroadapp>), navigate to the Pre-Departure Health Assessment section, and complete all items. Completing this personal health assessment is the first step in taking responsibility for your health and well-being abroad. The information you elect to disclose will be treated confidentially by study abroad staff and will not affect your admission to study abroad. (Refer to the **Staying Healthy** section below for more information.)

Be aware of the following:

- You must have a valid passport – or have applied for a passport – by your program confirmation deadline. If you do not have a passport or your passport expires within six months of the end date of your program, you must apply for or renew your passport; information about applying for a passport can be found at <http://www.travel.state.gov>. As you are completing your Program Confirmation Form, you will be asked to either verify that your passport is valid or provide proof (i.e., a receipt or other documentation) that your passport is being processed.
- If you applied to an IPD specially designed program, your space is not guaranteed until you have completed all steps, and your space may be released to another student if all confirmation steps are not completed by the confirmation deadline.
- If you applied to an IPD exchange, you will not be nominated to your host university until you have completed all confirmation steps. If your IPD exchange program has a waitlist, your space is not guaranteed until you have completed all confirmation steps, and your space may be released to another student if all confirmation steps are not completed by the confirmation deadline.

If you have decided not to participate in your IPD program and have selected another program instead, you must submit a Program Confirmation Form for that program.

If you have decided not to study abroad, please submit a Withdrawal Form indicating that you wish to withdraw your Northwestern Study Abroad Application and your reasons for withdrawal. Students who withdraw from study abroad after submitting a Program Confirmation form are subject to the Withdrawal and Refund Policies for Northwestern-Sponsored Programs. You can find the Withdrawal Form here: weinberg.co1.qualtrics.com/jfe/form/SV_dpa1YKDqSdrEjE9

Pre-Departure Requirements

Once you have confirmed your place in your IPD program, you will be enrolled in an IPD Study Abroad course in Canvas. Through Canvas, you will receive information about pre-departure requirements, forms, and other paperwork that must be submitted for your program. You will also receive information about travel planning (See **Travel** below) and applying for a visa, if applicable (See **Visas** section below).

Please be sure to complete any requested information by the deadlines provided. Information about pre-departure requirements is also available online at <http://www.ipd.northwestern.edu/study-abroad/pre-departure/index.html>

In addition to program-specific requirements, all study abroad students must complete the following requirements.

Pre-Departure Orientation Modules

The IPD Study Abroad Canvas site will include a number of pre-departure orientation modules, which will help you prepare yourself for the opportunities and challenges of studying abroad. Each module includes an interactive Prezi presentation with information, guidelines, and resources covering important topics related to study abroad, such as alcohol awareness, health and safety abroad, billing and financial aid, mental health and wellness abroad, and gender norms and sexuality abroad. Following each Prezi is a checklist and a mandatory quiz, which must be completed by the date of your pre-departure orientation session.

In-Person Pre-Departure Orientation Session

All students are also required to attend an in-person pre-departure orientation session, which builds on information covered in the Prezi presentations. This session will also give you the opportunity to meet and talk with past and current program participants. If you cannot attend your session during the scheduled time, you should notify IPD in advance through Canvas and schedule a make-up.

IPD Pre-Departure Orientation Guide 2016-2017

Orientation dates for 2016-2017 are as follows:

Term	Orientation Date/Time	Location
Fall 2016	Monday, May 23, 2016, 6-8 PM	Norris, Various Rooms
Summer 2016	Monday, May 23, 2016, 6-8 PM or Tuesday, May 24, 2016, 6-8 PM (<i>depending on program</i>)	Norris, Various Rooms
Winter-Spring 2017	Monday, November 7, 2016, 6-8 PM	1800 Sherman, Suite 4-600
Winter 2017*	Tuesday, November 8, 2016, 6-8 PM	1800 Sherman, Suite 4-600
Spring 2017	Monday, February 13, 2017, 6-8 PM	Norris, Room TBD
Fall 2017	Monday, May 22, 2017, 6-8 PM	Norris, Various Rooms
Summer 2017	Tuesday, May 23, 2017, 6-8 PM	Norris, Various Rooms

*Students participating in the Journalism Residency Argentina and Journalism Residency Qatar programs will have a separate pre-departure orientation. IPD will communicate with you through your faculty leaders to schedule this session.

Program Information

About IPD Study Abroad

IPD develops and administers specialized Northwestern study abroad programs designed jointly with faculty from partner institutions, as well as exchange programs that allow Northwestern students to study and conduct research at premier partner institutions around the world. IPD specially designed programs are administered by IPD in collaboration with partner institutions and offer an interdisciplinary curriculum organized around a theme, such as global health, culture and identity, or political economy. IPD exchange programs allow Northwestern students to enroll directly at premier partner institutions around the world. IPD also partners with the Medill School of Journalism and Integrated Marketing Communications to operate Journalism Residency programs abroad.

IPD Study Abroad Contacts

There are a number of different partners and players that make important contributions to your academic, cultural, and personal experience abroad. At Northwestern, the team in the Office of International Program Development (IPD) is available to support you before, during, and after your study abroad experience. IPD plays the following roles:

- **Liaison with Host University and/or Program Team:** IPD works closely with your on-site team to pave the way for you to be successful on your program. For specially designed programs, IPD partners with your program director, instructors, and other on-site staff to implement your program. For exchange programs, IPD collaborates with your host institution to facilitate your nomination and application processes and to provide ongoing support. For Journalism Residency programs, IPD works with Medill, local media organizations, and service providers to make arrangements for your placement.
- **Pre-Departure Orientation and Materials:** IPD provides you with important information about your program to help you prepare for your experience. This includes resources, such as this orientation guide, and in-person meetings related to health and safety, budgeting, travel, and academics.
- **Course Registration:** IPD will register students at Northwestern for the appropriate study abroad course(s) for their program; you will not register yourself for any Northwestern courses during your term abroad.
- **Academic Credit:** For many IPD specially designed programs and the Journalism Residency programs, courses have been approved by Northwestern for direct credit. This means that courses and grades will appear on your Northwestern transcript. If your host institution issues a transcript for your program, as is the case for some specially designed programs and all exchange programs, IPD will collect and submit your transcript to the Registrar's Office, which will post general study abroad credits.
- **In-Country Support:** Faculty and staff from Northwestern and/or the host institution will provide support for you while abroad and should be your primary resource, but if you need additional assistance or would feel more comfortable approaching IPD staff, please do not hesitate to contact the IPD adviser for your program (see below).

IPD Pre-Departure Orientation Guide 2016-2017

- **Re-Integration Support:** Upon your return, IPD will provide you with resources to help transition back into campus life at Northwestern, as well as connect you to other study abroad returnees and program alumni.

Your **IPD Adviser** is your primary point of contact for any questions you may have about your program, academics, preparing for study abroad, health and safety, or any other program- or study abroad-related matters.

IPD Adviser	Programs
<p>Catrina DeBord Program Coordinator, IPD Study Abroad catrina.debord@northwestern.edu</p> <p>Regions: Europe (except France) Middle East</p>	<p>Berlin: Global City in the Center of Europe Bocconi University Exchange Comparative Public Health: Serbia and Bosnia-Herzegovina ETH Zurich Exchange Humboldt University Exchange Koç University Exchange Public Health and Society in Israel Technische Universität München Exchange Tel Aviv University Exchange University College London</p>
<p>Karey Fuhs Associate Director, IPD Study Abroad k-fuhs@northwestern.edu</p> <p>Regions: France Americas</p> <p>Journalism Residency Programs</p>	<p>Art, Literature, and Contemporary European Thought (Paris, France) Cuba: Culture & Society European Union Studies (Paris, France) French Field Studies Program Pontificia Universidad Católica de Chile Exchange Public Health in Cuba Public Health in Europe (Paris, France) Public Health in Mexico Sciences Po-Paris Exchange Sciences Po-Reims Exchange Université Sorbonne Nouvelle – Paris 3 Exchange</p>
<p>Lauren Worth Program Coordinator, IPD Study Abroad lauren.worth@northwestern.edu</p> <p>Regions: Africa Asia</p>	<p>China: Political & Economic Development Energy Technology & Policy: Wanxiang Fellows Program Global Healthcare Technologies Hong Kong University of Science & Technology Exchange Media and Integrated Marketing Communications in China National University of Singapore Exchange Public Health & Development in South Africa Public Health in China Shanghai Jiao Tong University Exchange</p>

	Stellenbosch University Exchange University of Hong Kong Exchange
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Whitney Bennett, the IPD Study Abroad Program Assistant, will guide and track you while completing your various pre-departure steps. Contact her at ipd@northwestern.edu, whitney.bennett@northwestern.edu, or 847-467-6953 if you have general questions.

In addition to the Northwestern/IPD team, you will also work with faculty and staff from your host institution.

Program Dates

Program dates will vary by program. IPD will provide you with the official dates of your program after you have confirmed your participation, but you can reference your IPD program website for tentative program dates. For IPD exchange programs, you should also reference the academic calendar of your host institution, which may include further details and orientation dates.

Travel

Students are responsible for making their own flight reservations to and from the program. Only students participating in the Field Research in Public Health: Tanzania program, Wanxiang Fellows Program, and Journalism Residency programs abroad will have their flights booked by IPD.

For students participating in IPD specially designed programs, IPD will contact students after they have confirmed their participation in the program to provide more information about booking travel and to suggest a sample flight itinerary. ***Please do not book flights based on the information in this packet; this information is for planning purposes only.***

For IPD exchange programs, students should refer to materials from their host institution regarding appropriate arrival and departure dates and times.

Once students are ready to make flight reservations, they are encouraged to check flight availability and fares on a variety of airlines and through various search engines. Possible travel vendors or search engines include:

- STA Travel: <http://www.statravel.com/>
- Student Universe: <http://www.studentuniverse.com/>
- Kayak: <http://www.kayak.com>
- Intra World Travel: <http://www.intrawld.com/>

When booking your tickets, be careful to note any restrictions associated with your ticket, particularly if you think you might need to make changes. These include: whether the ticket is refundable, what change penalties exist, the validity of the ticket (e.g., 90 days, 6 months, 1 year), re-routing options, etc.

Pro Tip: Booking round trip airfare is significantly more cost effective than purchasing two one-way flights. Try to arrange your travel plans early so that you can book round-trip airfare for the best price.

Visas

The following students will likely need to apply for visas to enter their host country to study:

- U.S. citizens participating in IPD specially designed programs in China, France, or Tanzania
- U.S. citizens participating in the Journalism Residency Qatar program
- Exchange students in all locations (given the longer duration of their time abroad)
- Students who do not carry U.S. passports (all programs)

U.S. citizens participating in IPD specially designed programs or Journalism Residency programs in locations other than those listed above will likely not need to apply for a visa in advance of departure.

IPD will assist with batch visa processing for specially designed programs in China and Tanzania, as long as students participating in these programs complete and submit their requirements to IPD by the published deadlines. Students who do not comply with IPD's deadlines will be responsible for processing their own visas at their own cost.

For students participating in all other programs, IPD and/or your exchange institution will provide guidelines and requirements about the visa application process for your host country via Canvas and email, as appropriate. However, IPD is not responsible for obtaining your student visa, nor is IPD responsible for visa complications, delays, or denials. Although IPD is willing to help you with the visa application process, we do not have any control over visa requirements or granting visas: the decision to issue you a visa rests solely with the consulate or embassy of your host country.

Entry requirements can change at any time, so you are advised to pay close attention to consular updates and to be prepared to address all entry requirements for your host country. All students must obtain a visa if required to do so by their host country in order to participate in their program. Failure to obtain a visa will result in your having to withdraw from your program, subject to the Withdrawal and Refund Policies for Northwestern-Sponsored Programs.

To confirm if you need a visa, as well as the visa requirements for your host country, reference the Students Abroad section of the Department of State website: <https://travel.state.gov/content/visas/en/general/visa-wizard.html> or the Chicago-based consulate for your country.

Be aware of the following:

- **International students:** If you are an international student enrolled at Northwestern and are planning to study abroad outside your country of citizenship, you will need to work closely with your program and the appropriate

consulate(s) to ensure that you are eligible to do so given your status in the U.S., and that you have the proper documentation, which could differ from that of students who are U.S. citizens. Also, be sure to contact the Northwestern International Office at (847) 491-5613 to ensure you understand any INS requirements and that you do not jeopardize your residency status by participating in a program abroad.

- **Warning about pre-program international travel:** You typically give up your passport to obtain a visa, so international travel during the months before your departure date is *not* recommended and could complicate or jeopardize your participation in your program.

Accommodations

Students studying on IPD specially designed programs and Journalism Residency programs abroad will be provided with housing for the duration of their program. For more information about the housing option(s) for your program, consult the IPD website.

Students participating in IPD Exchange programs will be responsible for making their own housing arrangements. In many cases, on-campus dormitory housing is available through your host institution. However, if your host institution does not have housing available for foreign students, you will need to select housing arrangements that align with your personal goals and budget. Options include: apartments, student residences, and homestays.

Academics

The section below outlines important academic considerations and policies at Northwestern. In addition to familiarizing yourself with the information below, it is important that you take some time to learn about the academic culture of your host institution. Speak with past Northwestern students who have studied at your host institution, as well as exchange students from your host institution who are currently studying at Northwestern. Also consult the **Preparing for Cultural Interaction** section.

IPD Specially Designed Programs

Choosing Courses

IPD specially designed programs offer a set curriculum of courses, so students must enroll in all courses offered on their program. No course changes or substitutions are permitted.

Academic Expectations

IPD specially designed programs provide a rigorous, interdisciplinary course of study around a program theme. As Northwestern programs, IPD study abroad experiences are designed to challenge you academically through stimulating coursework and discussion, which are enhanced by field visits, cultural exploration, and other location-specific resources. You should expect to dedicate similar amounts of time and effort to your coursework abroad as you would during a quarter on campus at Northwestern, but you should also approach the learning environment as an opportunity to connect in-classroom activities with out-of-classroom experiences.

Although we encourage you to take advantage of opportunities for independent travel, cultural activities, and exploring your host city and country during your free time, you are expected to participate fully in all classes and program-sponsored excursions, arrive on time to all activities, and complete all assigned work by the deadlines provided, regardless of additional activities you may wish to pursue. If you must be absent for a class or activity, you are expected to notify your professor and/or Program Director in advance, and you are responsible for making up any work you may miss. If you have any questions or concerns about these expectations, contact your IPD adviser.

Please also understand that even though your courses have been designed to meet Northwestern academic standards, they are taught – in many cases – by local instructors. Therefore, you are expected to learn and follow the classroom norms and culture of your host institution.

Travel & Visitor Policies

Visitors are *strongly discouraged* during the term, unless during holiday periods when program activities are not scheduled, as it can be very disruptive to the program and the work that you are doing. Notify your family and friends of this policy.

Students participating in specially designed programs should not plan any personal travel during program dates, unless this is approved in advance by your program directors, since the program schedule is subject to change. (Also see **Crisis and Emergency Procedures** below for procedures.)

IPD Exchange Programs

Choosing Courses

Students participating in IPD exchange programs have access to the full catalog of courses offered by the departments and schools included in the exchange agreement. You should have already discussed your preliminary course plan with your academic advisers, but keep in mind the following requirements and guidelines when selecting and registering for courses abroad.

Northwestern Requirements

When selecting courses to take abroad, you must:

- Enroll in a full-time course load, as defined by your program.
- Enroll in a sufficient number of credits abroad to maintain full-time enrollment at Northwestern (the equivalent of 3 units at Northwestern per quarter). Refer to the IPD website
- Complete at least one quarter of language instruction in a language of your host country either before departure or while abroad.
- Complete all academic requirements for your school and program. Be aware that you must complete all courses, coursework, and final assessments on-site. (*Only in very special circumstances can exceptions to this policy be considered, and*

only if you have made special arrangements in advance with IPD and your host institution).

Finding Courses Eligible for Transfer Credit

A course taken abroad is eligible for credit transfer as long as:

- Northwestern teaches its general subject at the undergraduate level. For example, an Irish literature course is eligible to transfer because Northwestern offers literature courses.
- It is taken for a letter grade (not on a “pass/fail” basis)
- You earn a grade equivalent of a C or above. Grades equivalent to a C- or below are not eligible for transfer.
- It is worth at least 2 ECTS credits (or equivalent in the local credit system). Refer to the IPD Exchanges: Transfer Credit page on the IPD website for more information about credit conversion for your program:
<http://www.ipd.northwestern.edu/study-abroad/returnees/ipd-credit-transfer.html>.

You will not receive credit at Northwestern for the following types of courses:

- Courses covering subject matter not taught in Northwestern’s undergraduate curriculum (e.g., wine tasting, cooking, fashion design, etc.)
- Some business and law courses. Since Northwestern does not allow undergraduates to major in Business or Law, taking these courses for credit abroad can be tricky. Particular types of Business and Law courses are allowed because Northwestern offers minors in Business Institutions and Legal Studies. See the Taking Business and Law Courses Abroad web page for more information: <http://www.northwestern.edu/studyabroad/guide/academics/taking-business-and-law-courses-abroad.html>
- Courses taken abroad on a “pass/fail” basis
- Courses for which a grade equivalent to a C- or below was earned
- Courses worth less than 2 ECTS credits
- Duplicate courses (i.e., they duplicate courses you have already received credit for at Northwestern)

Refer to the following resources for more information:

- Study Abroad Guide: <http://www.northwestern.edu/studyabroad/guide/academics/choosing-courses-to-take-abroad.html>
- IPD Exchanges: Transfer Credit: <http://www.ipd.northwestern.edu/study-abroad/returnees/ipd-credit-transfer.html>

If you have any additional questions or concerns, contact your IPD adviser or consult with your degree auditor in the Office of the Registrar at 847-491-5234 or nu-registrar@northwestern.edu.

Academic Expectations

IPD exchange programs are immersion programs in which students enroll directly in courses offered at Northwestern partner institutions. Partner universities are chosen,

because they offer similar access to academically rigorous courses, research opportunities, and world-class faculty to those that are available at Northwestern. Therefore, students should expect for coursework to be demanding and require significant reading and study outside of class.

Although students can expect for their courses to be as challenging as their Northwestern courses, they should also be prepared to experience a very different academic culture, structure, and/or pedagogical style at their host university. Students may find that expectations regarding attendance, assigned readings, participation, grading, and other course attributes and requirements may be quite different from Northwestern. This is both an opportunity and challenge of participating in an IPD exchange program: Students will be able to learn about a totally different academic system, take classes with local students, and study in the host language (if applicable), but this requires identifying, understanding, and adjusting quickly to these new academic expectations.

Exchange students are expected to learn and abide by all academic policies, rules, and norms of their host university, so it is important that you take time to identify resources that can help you navigate your new university environment. Speak to past exchange students, both from Northwestern and from your partner institution, before you depart, and ask your instructors and other on-site contacts for assistance and feedback.

Finally, as with all other study abroad students, remember that you are participating in this program as a representative of Northwestern, and you are expected to approach your academic work with dedication and integrity.

Journalism Residency Programs Abroad

Academic expectations and requirements will be communicated to you by JR director Karen Springen and your Medill faculty adviser.

Registration, Transcripts & Credit

All students will be registered at Northwestern for the appropriate study abroad course(s) for their program. IPD will register students directly, so students should not register themselves for any Northwestern classes. **No drops are permitted. Additionally, students must take all courses for a letter grade; no pass/no credit options are permitted.**

Most students participating in IPD specially designed programs will be enrolled in regular Northwestern courses (i.e., courses with Northwestern course numbers with an “SA,” or study abroad, designation). Journalism Residency students will be enrolled in one of the following Medill courses during their JR term: JR-Magazine, JR-Newspaper/Online, JR-Broadcast/Video and JR-Marketing Communications. These courses and grades appear on the Northwestern transcript and are figured into students’ Northwestern GPA. Students will be able to view their grades and unofficial transcripts on CAESAR at the end of the term.

IPD programs in Berlin and China offer a combination of direct Northwestern credit and transfer credit. IPD exchange programs and the Public Health in Mexico program offer transfer credit only. For these programs, students will be issued a transcript from the host institution, and course credit will be eligible for transfer back to Northwestern as long as students abide by the policies outlined above and receive course grades of C (or equivalent in the local grading system) or above abroad. Course grades will not appear on your Northwestern transcript or figure into your cumulative GPA. Your transcript will be sent to IPD a few months following program completion. After you complete your required program evaluation, you will be able to pick up a copy of your transcript from IPD, which you can use to support the credit transfer process for your school.

Your departmental and school advisers have the final decision regarding which study abroad credits can be used to fulfill major, minor, and distribution credits, so it is important for you to meet with your advisers during the application process to discuss your course plans and possible equivalencies, and to keep in touch with your advisers from abroad if your plans change.

For full NU policies related to transfer credit, please reference the “Credit Transfer” section of the NU Study Abroad Guide at:

<http://www.northwestern.edu/studyabroad/guide/academics/credit-transfer.html>.

Also review the section about how to go about transferring credit from study abroad upon your return to Northwestern:

<http://www.northwestern.edu/studyabroad/returnees/transferring-credit-from-study-abroad/index.html>.

Finally, be reminded that you are participating in this program as a representative of Northwestern, and you are expected to approach your academic work with dedication and integrity.

Code of Conduct & Academic Dishonesty

As outlined in the Student Agreement, which you signed as part of the Northwestern Study Abroad Application, you are subject to the Student Code of Conduct in the Northwestern University Student Handbook while abroad:

<http://www.northwestern.edu/student-conduct/about-us/student-handbook/>. This includes adhering to academic conduct policies and academic integrity standards, which prohibit all academic dishonesty including, but not limited to, plagiarism, cheating, fabrication, obtaining an unfair advantage, aiding and abetting violations of the standards of academic integrity, falsification of record and official documents, and unauthorized access to computerized academic or administrative records or systems.

You are also bound by the rules, regulations, and policies set by your Program Director, on-site administrators at your host institution, and housing and other service providers.

Actions that violate the Northwestern Student Code of Conduct or any other rules, regulations, or policies dictated by your program could result in a variety of sanctions, outcomes, and interventions, including potential dismissal from the program.

Money Matters

In addition to reviewing the information provided here, also be sure to reference the “Billing,” “Financial Aid,” and “Budgeting and Money Management” modules on Canvas.

If you have any questions about billing, financial aid, or scholarships, email Krista Buda Bethel at krista@northwestern.edu or refer to the Money Matters resource pages of the Study Abroad Guide: <http://www.northwestern.edu/studyabroad/guide/money-matters/index.html>

Program Costs & Billing

Students participating in IPD specially designed programs and Journalism Residency programs abroad will be charged a program fee, which includes tuition, accommodations, program-related excursions, and GeoBlue Health Insurance. Students will also incur out-of-pocket expenses associated with their airfare, visa (if obtained by the student and not by IPD), books and materials, and discretionary expenses like meals, personal transportation, and personal spending.

Students participating in IPD exchange programs will be charged a program fee, which is equal to Northwestern tuition during Fall Quarter or Spring Quarter programs, equal to 1.5 quarters of tuition for programs in Fall-Winter Quarters or for Winter-Spring Quarters, and equal to 3 quarters of tuition for Full Year programs. This program fee includes tuition and GeoBlue Health Insurance, which is purchased by IPD on exchange students’ behalf for the full length of the program.

Refer to your program page on the IPD website for the expected program costs.

Invoices for study abroad are issued through CAESAR on the regular quarterly schedule, subject to the same due dates.

Full details can be found in the Study Abroad Guide under Billing & Payments: <http://www.northwestern.edu/studyabroad/guide/money-matters/billing-payments.html>.

Financial Aid: Academic Year Programs

Northwestern’s policy of meeting demonstrated need extends to study abroad, so financial aid recipients participating in IPD programs during the academic year can use their aid toward the program costs. The aid application is no different for study abroad than for regular campus study.

As in any other year, your expected family contribution (EFC) will be calculated based on information reported in the financial aid application materials, and will not change based on study abroad costs. When calculating financial aid awards, the Financial Aid Office will use the program budget, which includes the IPD program fee, plus your

transportation, student visa, books, and personal expenses abroad. Estimated personal and other costs take into account reasonable cost of living for the area in which you will be studying.

For specially designed and JR programs, because housing and other costs are included in the IPD program fee, and are therefore not experienced by IPD students abroad, the total cost of the program is typically about equal to or lower than a standard quarter on campus. For study abroad programs that cost less than studying at Northwestern, your financial aid award will be reduced: self-help aid (i.e., work-study and need-based loans) is typically reduced first, and Northwestern Scholarship may be reduced if necessary. Your EFC will remain the same.

For exchange programs, since the length of the term at your host institution is typically longer than the Northwestern quarter, the total cost is typically slightly higher than studying on campus. For study abroad programs that cost more than studying at Northwestern, the additional expense is shared between Northwestern and the student: Typically, half of the additional cost will be met with additional Northwestern Scholarship assistance, and half will be met with additional need-based loans.

Because Federal Work-Study is unavailable to students while they are abroad, work-study funds will be replaced with need-based loan funds for any quarters abroad.

Remember that your financial aid and loans cannot cover the cost of your housing in Evanston (on-campus or off-campus housing) while you are studying abroad. Be sure to cancel your on-campus housing contract or sublet your off-campus apartment for the term you are abroad: <http://www.northwestern.edu/studyabroad/outbound-students/prepare-to-leave-campus.html>

Financial Aid: Summer Programs

Summer scholarship assistance through the Office of Undergraduate Financial Aid is need-based and very limited. Northwestern students attending IPD summer programs who are currently financial aid recipients are eligible to apply for summer aid from Northwestern. However, keep in mind that Northwestern financial aid is only renewable for up to 12 quarters of enrollment. Therefore, if you are offered and accept a summer scholarship offer from the Office of Undergraduate Financial Aid, it will count as a quarter of your Northwestern financial aid eligibility.

Full details about Financial Aid can be found within the Study Abroad Guide: <http://www.northwestern.edu/studyabroad/guide/money-matters/financial-aid/index.html>

Scholarships

All Northwestern students receiving IPD study abroad scholarships will see their awards credited to their NU invoice. In some cases, IPD funding may replace other sources of self-help aid.

All students are encouraged to pursue outside scholarships and other sources of funding. Review the Financial Considerations page on the IPD website for more information and links to external scholarships and funding:
<http://www.ipd.northwestern.edu/study-abroad/financial-considerations/index.html>.

Students receiving outside scholarships must report these awards to the Financial Aid Office. IPD and outside scholarships received during the summer do not count as one of your NU quarters of aid eligibility.

Withdrawal and Refund Policies

Do not forget that if you withdraw or are dismissed from your program, you are subject to the Withdrawal and Refund Policies for Northwestern-Sponsored Programs. According to these policies, students are responsible for paying a \$1,000 cancellation fee plus any unrecoverable program costs that IPD or the host institution has incurred on their behalf, if they withdraw or are dismissed from the program prior to its commencement. Any program scholarships, fellowships, travel grants, or other funding may also be cancelled, and the student is responsible for any balance due resulting from this loss of funding.

If a student withdraws or is dismissed after the program begins, for any reason, they will be responsible for all unrecoverable program costs. Depending on the date of withdrawal, it is possible that no refunds will be given.

Refer to the Withdrawal and Refund Policies for Northwestern-Sponsored Programs:
<http://www.northwestern.edu/studyabroad/programs/program-types/northwestern-sponsored-programs/withdrawal-policies-for-northwestern-sponsored-programs.html>

Currency Exchange

Take some time before departure to familiarize yourself with the local currency in your host country. It is also important to understand how the exchange rate may impact your budget. Check www.oanda.com for daily currency conversion rates for various countries.

In most locations, U.S. dollars can be exchanged for the local currency at international airports, banks, and exchange houses. Although you should find a way to directly access your funds while abroad (see below), you should plan to bring \$50-100 in cash to convert right away, to cover any expenses incurred upon arrival.

Accessing Funds

Most students find that the easiest way to access cash abroad is via ATM. Check with your bank before you leave to make sure you can access ATMs in your host country and to notify them that you will be abroad. Occasionally, PIN numbers that start with a "0" do not work internationally, so if this applies to you, we recommend that you change your PIN before you go.

ATMs are widely available abroad. Thefts at ATMs can happen, so be vigilant when taking out money at ATMs. Extracting large sums of money from the ATM and keeping

large sums of cash on you (or in your personal space) increases the risk of theft. Carry with you only what you need. (See the **Safety & Security** section.)

It is recommended that you bring at least one (and maybe a second backup) credit card. In most locations, big shops and restaurants will accept major credit cards (MasterCard and Visa are more widely accepted than American Express), and you can also withdraw cash with a credit card at most ATMs. Notify your credit card company that you will be abroad and to verify any foreign transaction fees.

For students studying abroad in Europe, be aware that in most European countries, credit cards use “chip-and-PIN” technology (cards have a small computer chip in them and require users to enter a PIN code to make purchases), rather than a magnetic strip and signature, which has been common in the U.S. This means that in many locations, particularly when paying at a self-service kiosk or ticket machine, American credit cards may be rejected. If you do not already have a credit card with chip technology, it is recommended that you contact your credit card company before you depart to ask whether this is available.

Traveler’s checks are not recommended.

Communications

Keep in mind that there is a time difference between the U.S. and your host country. Plan accordingly when trying to communicate with people in the U.S.

Also, make sure to keep your family and loved ones informed of your travel and other plans. Understand that they worry about you when they do not hear from you, so be sure to set clear expectations regarding your frequency of communication, and notify them in advance if you will not be reachable for a period of time. (See the **Safety & Security** section.)

Cell Phones

You must be reachable in case of emergency. It is advisable to get a local SIM card, so that you have a local number and can keep in easy contact with Northwestern and local students, as well as with your on-site program administrators. Even if your U.S. phone is compatible, and you sign up for an international plan, it is quite expensive for others to call a U.S. number. Cell phones in most program locations are fairly inexpensive, but if you would prefer to obtain a phone before you go, be sure that it is unlocked and compatible. Once you arrive, you can purchase pre-paid SIM cards and “pay as you go” credit at markets and telephone stores. Contact previous students for tips on cell phone purchase and use. (You might even be able to purchase their phone!)

***Planning Tip:** If you intend to bring a phone from the United States, rather than purchasing a phone in your host country, be sure that the phone is unlocked and compatible. Consult this resource for information about compatibility:

<http://www.worldtimezone.com/gsm.html>

You will be responsible for providing your cell phone number to the IPD Office and to your Program Director (if applicable) in case of an emergency. You should also provide this number to your own emergency contacts.

Email & Internet

You will most likely have Internet access in various facilities at your host institution and in your accommodations. For locations where internet access and reliability can be challenging, additional information and instructions will be provided in your **Program Notes**.

Any official Northwestern communications will come through your NU email address. We recommend that you install the Northwestern VPN (Virtual Private Network; <http://www.it.northwestern.edu/oncampus/vpn/>) onto your laptop before you leave, so that you can Northwestern's network and services.

You can also access NU Library resources from abroad by visiting: <http://libguides.northwestern.edu/studyabroad>

Postal Mail & Courier Services

In general, we discourage students from shipping items to their local addresses. However, if you plan to send or receive mail in your program location, it is recommended that you use a courier service (like FedEx, UPS, DHL, etc.) or enable tracking features with the US Postal Service. Keep in mind that any packages sent from the U.S. will likely be opened and examined by customs, so it is not advisable to send medications (these should be packed with you) or irreplaceable or expensive items.

Packing

Packing lists are totally personal, but we have included a suggested packing list on Canvas. (To access the Recommended Packing List, go to "Files" and look through the folder of resources for all students.) We recommend that you pack clothes that can be worn in layers: clothes of various weights in solid colors that can be mixed and matched. Also keep in mind that darker colors are easier to keep clean. Research the average temperatures in your host country to guide your packing choices.

Also be sure to bring your passport, a copy of your GeoBlue insurance card, and a list of all of your local and emergency contact numbers and addresses. (See the **Safety & Security** section for more information about these resources.) Bring 2 copies of each. During the program, keep the originals and one copy safe in your suitcase and keep the other copy on you at all times.

Here are a few additional tips:

- Less is more. Although the natural tendency is to overpack, you can't—and shouldn't—bring everything with you. You will also want to leave some room in your luggage for souvenirs, gifts, and other things that you will acquire.

- Check the baggage policies and fees for your outbound and return flights on the website of the airline that you will be flying in order to avoid being charged for exceeding limits imposed by the airline.
- Carry all valuables (money, credit card, passport, identification, tickets, insurance card) and prescription medication with you in your carry-on luggage. You will also want to bring some personal items (a water bottle, a book, a toothbrush/toothpaste) and a change of clothes in case of flight delay/cancellation.
- In most program locations, you will be able to find just about anything you may need. If you take prescription medications, bring a supply to last you throughout the program. It is also common for students to suffer from common travel maladies, like gastrointestinal distress, diarrhea, cold/flu, fungal infections, etc., so plan to bring a personal first aid kit with common over-the-counter medicines. You may also wish to bring your preferred brand of toiletry items. Some feminine hygiene products, such as tampons, can sometimes be difficult to find abroad. Also, if you plan to bring any appliances, like a hair dryer or electric razor, make sure that they function within the local systems. Otherwise, you will need an adapter or converter. This is something you can purchase at a local electronics store.
- You will need your laptop to do work and communicate with home. Please take the necessary precautions, as your host institution and IPD are not responsible for lost, stolen, or damaged laptops.
- You will want to bring a camera, since there will be some incredible photo opportunities. However, you will need to be careful and take proper precautions. Also be sure to ask permission if you are taking a picture of someone or someone's property.
- You may wish to bring gifts and/or souvenirs for people you will meet. These are welcome but totally optional. If you choose to bring gifts, please think about the practicality, sustainability, and durability of those items.

Culture & Diversity Abroad

Preparing for Cultural Interaction

Most students who study abroad do so, among other reasons, to experience and to interact with people from another culture. Engaging with your host community and culture is central to the study abroad experience and to the discoveries that you will make about yourself and your host country. But remember: the level and depth of interaction that you will have with the local culture will depend largely on your own initiative, and the process starts long before your arrival in your host country.

Having some knowledge about your host institution and country will make you better equipped to interact with your local environment in a substantive and meaningful way. Having a basic understanding of the history and geography of your host country as well as social, economic, and political systems will help you build relationships with local people and better understand the cultural dynamics you will experience. Additionally, the more informed you are about the environment in which you will be living and studying, the more likely you will be to question assumptions or misconceptions you may have about the place and people, to understand and cope with differences between your expectations and the reality you experience, and to represent yourself, Northwestern University, and the United States well.

Do Your Research!

Take some time before you depart to set specific goals for yourself while you are abroad and plan how you might accomplish them. Begin by researching the basic history of your host country and/or city, as well as local politics and government, language, religion, holidays, traditional art and music, the economic system, customs and traditions, gender roles, recent hot topics and controversies, etc. Refer to the questions and guidelines provided in the “Learn About Your Destination” section of the Study Abroad Office website:

<http://www.northwestern.edu/studyabroad/outbound-students/learn-about-your-destination.html>

Besides basic Internet searches, consider watching a movie from or about your host country (there are many in the IPD library), reading a novel or non-fiction work about the place you are visiting (also available in the IPD library), reading articles from local newspapers online, and buying a travel guide that points out the major sights and attractions in the area where you will be living. Visit the IPD Library website for details on how to check out items: <http://www.ipd.northwestern.edu/about/library.html>.

Contact returnees and start asking questions. Refer to the list of resources in the **Links & Recommended Reading** section. Focus your investigation on topics that are of interest to you and aim to find information from a variety of sources, mediums, and viewpoints.

Cultural Expectations: IPD Specially Designed Programs

IPD specially designed programs provide you with the comfort of a relatively familiar academic and social setting, since your curriculum aligns with your on-campus studies, and you are living and studying with a group of your Northwestern peers. However, this structure can sometimes lead to a Northwestern “bubble” or “island” phenomenon abroad, which may pose a challenge to getting to know local people and having positive cross-cultural experiences. It is important that you make a concerted effort to cultivate relationships with students at your host institution, with your host family (if applicable), and with community members in the city where you live.

Cultural Expectations: IPD Exchange Programs

Exchange programs are unique in that they offer students a fully immersive experience. Think back to when you came to Northwestern as a first-year student and the time it took for you to develop your social network, adjust to the new academic challenges and expectations, and navigate the campus environment. Arriving at your host institution will involve a similar degree of adaptation, except the linguistic context – as well as cultural rules and norms both inside and outside of the classroom – will likely be different. Plus, the amount of time that you will have to experience university life – and adapt accordingly – will be much more compressed. You only have a few months, rather than four years!

As a result, exchange programs require that students exhibit a great degree of independence, personal responsibility, and self-direction, since it will be up to you to define your goals, identify resources, make connections, and seek help when necessary. It is important that you make a concerted effort to take advantage of opportunities available to you through your host institution and host city, as well as to cultivate relationships with local students and community members.

Cultural Expectations: Journalism Residency Programs Abroad

Students completing their Journalism Residency abroad will need to adapt to the cultures of their workplace and their host city/country. Make use of your work colleagues, your site supervisor, and your local minder – as well as your resources back at Northwestern – to help you navigate these cultural differences.

Identity and Diversity

Taking the time to learn about social norms, cultural mores, and local practices also will help you navigate how aspects of your identity may be perceived and treated in your host country. Depending upon the location of your program, there may be Country Diversity Climate Notes for your host country available in Canvas for you to reference.

Some general advice is provided below. Additional information will be provided in **Program Notes** as applicable.

Gender Roles & Issues

Gender roles abroad may differ from those in the U.S. You may choose not to behave in exactly the same ways as local men and women do; however, it is important that you

educate yourself about cultural gender roles within your host community in order to make sensitive choices about how you will behave while abroad and to understand how your personal views and opinions may be interpreted by your host culture. Take the time and initiative to learn as much as possible about your host country's language, religion, customs, and appropriate dress. Such knowledge will increase your confidence and independence, which are important to your personal safety.

Women may experience particular difficulties while abroad, which can be compounded by language and cultural differences as well as risk factors related to health and safety. Do not put yourself at greater risk for harassment by becoming intoxicated, accepting drinks from strangers, or being alone.

You are your own best resource. Keep this in mind when preparing to face a range of possible situations, from sexual comments or harassment, to the rare event of a physically threatening situation. Depending on the situation, remove yourself as quickly as possible; confront the person; or ask for support from your Program Director, other program staff, or IPD. The best advice: trust your intuition, make good choices, and support your program mates. If your instincts send you warning signals, heed them!

Refer to the "Gender Norms and Sexuality Abroad" presentation in Canvas, and visit the "Gender Abroad" section of the Study Abroad Guide for more information and resources:

<http://www.northwestern.edu/studyabroad/guide/identity-and-diversity/gender-abroad/index.html>.

Sexual Orientation and Identity

Sexual identity and definitions of sexuality can be cultural, so it is important that you research and become aware of the LGBT climate in your host country and how this may affect personal interactions. Visit the "LGBTQ Students & Study Abroad" section of the Study Abroad Guide for information and resources:

<http://www.northwestern.edu/studyabroad/guide/identity-and-diversity/lgbtq-students-abroad/index.html>

Race and Ethnicity

Racial and ethnic relations vary by culture, so while you are abroad, you may be part of an ethnic minority or majority for the first time in your life or have to think about your identity in a new way. Take some time to research the minority, majority, and plurality racial and ethnic composition of your host country; explore its history of racial and ethnic relations; and consider how this may impact your own experience.

Visit the "Race and Ethnicity" section of the Study Abroad Guide for more resources:

<http://www.northwestern.edu/studyabroad/guide/identity-and-diversity/race-and-ethnicity-abroad/index.html>

Cultural Adjustment

There is a lot of helpful literature related to the cultural adjustment process, which will discuss common themes and experiences, representing phases of highs (comfort and excitement) and lows (discomfort and anxiety). Refer to the “Life in a Foreign Culture” page on the Study Abroad Office website:

<http://www.northwestern.edu/studyabroad/outbound-students/life-in-a-foreign-culture-tips-for-cultural-adjustment-while-abroad.html>

Your on-site administrators will be the most important resources for helping you to navigate cultural differences and adjustment, but keep in mind a few things:

- “Culture shock” is normal and however you experience it is normal. Moods shift when cultures shift, and it is common for students to experience a wide range of emotions during their time abroad.
- Intercultural adjustment not only varies by individual but also by program. You may find that some of the traditional “low” phases may correspond with activities or break periods and produce a “high.”
- Cultural transitions can trigger or exacerbate mental health challenges or conditions. If you have seen a therapist or psychiatrist for anxiety, depression, or any mental health conditions within the past five years, be sure to indicate this on the required NU Health Assessment Form and meet with your doctor to discuss your condition in light of study abroad. If you wish to continue your therapy while abroad or require any special accommodations, be sure to discuss your situation with IPD prior to departure, so that we can work with on-site staff to determine what—if any—provisions can be made. (Refer to the **Health, Safety, and Security** section.)
- Be aware of what you are experiencing. If you encounter any difficulties or discomfort, which prevent you from being successful, discuss this with your on-site administrators or IPD.

Health, Safety, and Security

Expectations and Responsibilities

Ensuring the health, safety, and security of our students abroad is essential to a successful study abroad experience. This will depend upon:

- **Northwestern and host:** to provide ongoing support and information about health and safety risks and emergency protocols; to understand and monitor the local political, social, and economic climate; and to assist in case of emergency.
- **The on-site team:** to be an initial point of contact in an emergency; to understand and monitor the local political, social, and economic climate; and to enact risk management protocols to ensure that your environment is safe and secure.
- **You:** to adhere to instructions about tips regarding your safety and security; to inform yourself about risks associated with your travel; to act prudently to avoid putting yourself in risky situations; and to uphold Northwestern University norms, policies, and code of conduct while abroad.

Northwestern's & Host's Responsibilities

- **Provide a knowledgeable, supportive host community.** Northwestern has established relationships with contacts abroad through which we have developed institutional and personal partnerships with trusted colleagues who live locally and have years of experience working with international students and local communities. While conditions can change, the network of on-site contacts and partners monitor the local climate as it relates to the safety of our students and are trained to provide guidance and support to mitigate risk in the case of any unanticipated uncertainty.
- **Provide information to you about conditions related to safety and security in your host community.** Through literature and resources distributed to you prior to arrival, including this Orientation Guide, materials in Canvas, the mandatory in-person Pre-Departure Orientation meeting, and your on-site program orientation, we equip you with information and tools to be aware of the realities of your host community, to help avoid situations that would put you at risk, and to manage uncomfortable or risky situations in the unlikely event they arise.
- **Provide emergency contact information and protocols.** Prior to your departure, IPD will provide you with a list of medical contacts, which have been referred by GeoBlue. Your on-site program staff can also identify medical contacts and support you in addressing your needs during a medical or emergency situation.
- **Contact your emergency contacts in the case of major emergency.** We will only contact your emergency contacts upon request or in the case of a major emergency that prevents you from being able to contact them.

Your Responsibilities

- **Register with GeoBlue Students. IPD will purchase GeoBlue policies on behalf of program participants, and the cost is included in your program fee.** Therefore, you should not enroll yourself in GeoBlue; IPD will enroll you for the official travel period of your program. After enrollment, you will receive an email confirmation of coverage and information about how to register with the GeoBlue Students site, where you will find details about your insurance benefits, a PDF copy of your policy card, and access to information about medical providers. (See **Study Abroad Health Insurance.**)
- **Purchase supplemental coverage if traveling before/after your program.** Should you elect to travel on your own prior to or at the end of your program, you will need to purchase additional insurance coverage. (See **Study Abroad Health Insurance.**)
- **Register with STEP.** Register with the U.S. Department of State's Smart Traveler Enrollment Program (STEP). See <https://step.state.gov/step/>.
- **Inform yourself and adhere to instructions and tips about health and safety.** Be sure to read the information in this Orientation Guide, on the U.S. Department of State's Travel site (See <http://travel.state.gov/> and enter your country), and on the GeoBlue Students site to inform yourself about and prepare yourself for health and safety concerns abroad, including physical and mental health and issues of sexual orientation and gender identity. You should also research the history and current events of your host country and community prior to arrival. While you are abroad, be sure to pay attention to and follow the advice and tips provided to you by Northwestern and on-site staff before and during your time abroad.
- **Plan ahead.** If you have any physical or mental health conditions that will affect you while abroad, it is important that you and your healthcare provider plan ahead to ensure that you will have adequate care while you are abroad. Complete the NU Health Assessment Form with any and all information that you think will be relevant to NU and on-site staff to help you stay healthy while abroad. When engaging in non-program activities abroad (e.g., personal travel and excursions), it is also important that you set a plan and inform all relevant parties of this plan, including on-site staff, before you go.
- **Communicate before you go with family and friends.** Parents, grandparents, and siblings will be concerned for your safety and wellbeing during your study abroad programs. They are more likely to experience anxiety if they are not well informed. Before you leave, take time to discuss the program's itinerary and activities with your family. Explain the GeoBlue medical insurance plan and the advice you have received about how to stay safe and healthy. Also establish a reasonable communication plan. Family and friends are accustomed to hearing from you regularly, by phone, Facebook, or text, but you are not likely have time during your study abroad programs to maintain that same frequency. Establish reasonable expectations so family and friends don't worry about your safety.
- **Minimize risk.** Follow the tips provided in the [Safety and Security](#) section below to avoid putting yourself in uncomfortable or risky situations.

- **Be able to access important documents while you are in-country.**
 - Carry with you:
 - A copy of your GeoBlue card
 - A copy of your passport
 - Your Emergency Contact Information Sheet, which provides a list of local and emergency contact numbers and addresses (distributed via email prior to departure). We suggest that you keep this page apart from your wallet and also keep a copy in your email inbox.
 - Keep apart:
 - Copies of your passport, bank cards and credit cards. You should also keep a copy of these with an emergency contact at home. Do not carry your passport on your person unless it is required for travel or access to an event or facilities.
 - Emergency Contact Information Sheet and any other important documents. Keep a copy in your email inbox.
- **In case of health or safety concern, crisis, or emergency, seek assistance from on-site staff, IPD, or the NUPD.** In the event that you are involved in a health or safety incident abroad, whether the incident is an emergency or not, please seek assistance from your program director and other on-site contacts first, and they will help you to resolve the situation. You can also get assistance from IPD or the NUPD, which is available 24/7 at 847-491-3456. (Review the steps for **Scenario I: Need of Medical Care** under Crisis and Emergency Procedures below.)
- **In the case of a medical emergency, go to the nearest treatment facility and phone GeoBlue through their 24/7 number (610-254-8771) as soon as possible.**
- **Plan financially for medical and emergency-related costs.** For non-emergency medical needs, you should arrange care through the nearest GeoBlue-affiliated facility, so that no out-of-pocket costs are incurred. Just be sure to report your need for medical care to IPD or contact GeoBlue directly prior to your appointment, so that a Guarantee of Payment can be issued. If you choose to see another provider, GeoBlue can inquire with the treatment facility to see if they would be willing to establish a direct bill relationship. If this is not possible, you will need to pay up-front for services. Please bring a credit card and/or have access to extra cash to cover any medical expenses, and be sure to hold on to your receipts. You will be able to submit a claim for reimbursement to GeoBlue upon return. Never defer medical treatment because of financial concerns.

Staying Healthy

*In addition to reviewing the information provided here, also be sure to reference the **Health Abroad** presentation in Canvas and the Travel Health section of the Office of Global Safety and Security (OGSS) website: <http://www.northwestern.edu/global-safety-security/health-safety/travel-health/index.html>

Although there are GeoBlue-affiliated hospitals and clinics that provide quality medical care in all IPD program locations, it is essential that you identify and take all necessary health precautions before, during, and after your time there. Providing detailed medical advice is beyond the expertise of IPD. Consult a healthcare and/or travel health professional and the Center for Disease Control and Prevention (www.cdc.gov) for more information.

NU Health Assessment

All students are required to complete a **Pre-Departure Health Assessment** by their program confirmation deadline, which places responsibility on students to conduct a personal health assessment, meet with a medical professional (if required), and discuss healthcare needs with one of more of the following—an IPD representative, AccessibleNU, a healthcare professional, parents, or other family members—well in advance of the program's departure date.

Students must **complete Parts A & B** of the **Pre-Departure Health Assessment** via the **Northwestern Study Abroad Application** (<http://www.northwestern.edu/studyabroadapp>) by their program confirmation date. If required, students must submit **Part C – Healthcare Provider Evaluation** by uploading the completed form, signed by a physician, to the online application by the date of the **Pre-Departure Orientation** or no later than six weeks prior to the start date of the program.

Study Abroad Health Insurance

As a reminder, Northwestern University requires all study abroad students to be enrolled in GeoBlue health insurance coverage (<http://www.northwestern.edu/global-safety-security/health-safety/travel-health/geoblue-global-health-insurance/geoblue-for-students.html>) for the period of time they are studying and traveling abroad, regardless of any other coverage they have from their parents or Northwestern. **IPD will enroll you in GeoBlue Health Insurance for the length of your program period.** Be sure to familiarize yourself with the terms of your coverage before you go.

If you elect to travel on your own prior to or at the end of your program, you will need to purchase additional coverage. There are dozens of companies that specialize in international medical insurance policies. You can research them on the web or you can purchase a policy similar to the NU coverage from our current provider GeoBlue (https://www.geobluetravelinsurance.com/product_overview.cfm). On the website, you

Tips for Staying Healthy

- Review your medical history and needs and get routine care before going abroad.
- Carry a copy of your personal health record with you when you travel.
- If you have any special needs, let IPD administrators know before you go, so that they can help you make arrangements and plan ahead.
- Understand your primary care and GeoBlue insurance coverage.
- Prevention works! Avoid putting yourself in risky situations.
- Contact your on-site resources, IPD, or NUPD for help if an incident arises.

can review a variety of coverage options, make a selection, and pay with a credit card. Your policy will be emailed to you within hours.

Remember, you will need to independently purchase this **separate insurance coverage**. You cannot extend the Northwestern study abroad coverage; a new policy must be obtained.

Prescription Medication

If you will require routine or prescription medication during your trip, ensure that you pack an ample supply in their *original packaging*. Place them in your carry-on luggage, with copies of your prescription. Consider carrying a doctor's note explaining your need for legal, non-prescription drugs you have packed - in English and the language of your destination(s). It is also useful to look up the generic names of the medications, since brands vary. Many pharmaceuticals are unavailable or in short supply overseas, so make arrangements with your health provider at home to ensure that you have enough to last you the full trip. For more information about traveling with medications, visit:

<http://www.northwestern.edu/global-safety-security/health-safety/travel-health/index.html>

Vaccinations

As a reminder, you must complete all required immunizations for travel to your site. Check health and safety recommendations provided by the Centers for Disease Control and Prevention: <http://wwwnc.cdc.gov/travel/destinations/list>. After entering your destination, be sure to click on "Extended Stay/Study Abroad" under the heading, "What kind of traveler are you?".

Even if you are not required to see a medical professional as part of the NU Health Assessment process, it is recommended that you consult a travel health professional about appropriate immunizations and preventative health measures for your trip and collect documentation regarding any special medical conditions, blood type, allergies, and other relevant information they wish to share with others in case of emergency. NU Health Service is not currently offering travel health services, but their website provides some important questions and a list of travel immunization facilities in the area:

<http://www.northwestern.edu/healthservice-evanston/medical-services/travel-health-services/index.html>

Also consult the Office of Global Safety and Security website:

<http://www.northwestern.edu/global-safety-security/health-safety/travel-health/immunizations-medications.html>

Food and Water Precautions

In many program locations, tap water will be safe to drink, but in others, you will need to drink boiled or bottled water. Do some research on water safety before you go. It is always a good idea to wash your hands with soap or use an alcohol-based hand sanitizer before eating and clean any fruits or vegetables purchased at markets before eating them.

Healthy Travel

It is recommended that you familiarize yourself with the symptoms of the most common illnesses contracted by travelers (diarrhea, dehydration, sunburn, food poisoning) and bring medicines and supplies for prevention and treatment. Dehydration is the most common travel malady, so having a water bottle filled with safe drinking water will be one of your best medicines!

Mental and Emotional Health

In addition to being personally rewarding, culturally expanding, and growth-producing, study abroad can be a *stressful* experience. Students will experience cultural differences and react to these differences (commonly referred to as “culture shock”) in a variety of ways. As such, study abroad can cause students to have strong emotional reactions that can interfere with effective functioning as well as trigger and/or exacerbate mental health concerns, such as a return of symptoms or increased depression or anxiety.

The state of your mental health is a personal matter and a personal responsibility, but discussing your mental health needs and readiness for study abroad with your current mental health provider or Northwestern’s Counseling and Psychological Services (CAPS) before you go abroad will help you to prepare for any mental health challenges abroad. Please also consult with your program administrators about your mental health history, so that they can help you plan ahead and discuss options available for support while abroad. Visit the CAPS website:

<http://www.northwestern.edu/counseling/index.html>

Please refer to the “Mental Health and Wellness Abroad” presentation in Canvas, as well as the “Mental Health Abroad” page on the OGSS website:

<http://www.northwestern.edu/global-safety-security/health-safety/travel-health/mental-health-abroad.html>.

Alcohol and Other Drugs

The risks to your personal safety and the safety of others increase with the consumption of alcohol: you are more likely to be the target of abuse, criminal behavior, or other offenses when you have been drinking and your faculties are impaired, so it is essential that you make good choices about your drinking behavior. Do not accept drinks from others. Do not leave restaurants or bars alone, and do not walk around after you have been drinking. Have a plan for returning home and communicate and coordinate this plan with others. Excessive or irresponsible intoxication and behavior that interferes with your personal safety and that of others is subject to immediate disciplinary action, including dismissal from the program, parental notification, and return home at your own expense.

The use of drugs is not permitted under any circumstances. The penalties of drug use are much too dangerous, so avoid drugs completely.

Refer to the “Alcohol Awareness” video on Canvas, and consult the Office of Global Safety and Security website for information about alcohol and drug use abroad: <http://www.northwestern.edu/global-safety-security/health-safety/travel-safety/alcohol-and-drug-use.html>

Safety and Security

Regardless of what country you are visiting, there are always risks involved. The information provided below is intended to make you aware of potential safety and security risks and provide you with advice for avoiding risky situations; it is not meant to scare you or deter you in any way from having a rich, rewarding, and fulfilling experience abroad!

More information about risks related to your program location will be included in the **Program Notes**. Also refer to the U.S. Department of State Country Information Sheet for your program location for safety and security guidelines: <http://travel.state.gov/content/passports/english/country.html>

*In addition to reviewing the information provided here, reference the “Safety Abroad” presentation in Canvas and consult the Travel Safety section of the OGSS website: <http://www.northwestern.edu/global-safety-security/health-safety/travel-safety/index.html>. Also heed any email alerts sent to you through your STEP registration.

Travel Warning Waiver & Release

It is important to monitor travel safety in your country and assure that the country is not currently under a U.S. Department of State Travel Warning or Alert: <http://travel.state.gov/content/passports/english/alertswarnings.html>.

In accordance with Northwestern University’s Undergraduate International Travel Policy, any program in a location under a Travel Warning must be fully reviewed and seek special travel permission from the International Risk Assessment Committee (IRAC) (formerly known as the Study Abroad Risk Assessment Committee). As a response to changes in country conditions that may raise significant health, safety, or security concerns, programs approved by the IRAC to operate in Travel Warning countries are subject to modification or suspension at any time. To learn more about Northwestern's approach to international risk management and how we monitor world events that may impact travel, visit the Office of Global Safety and Security website: <http://www.northwestern.edu/global-safety-security/>.

Currently, for the 2016-2017 academic year, the following IPD programs are in locations subject to a Travel Warning:

- Koç University Exchange
- Public Health and Society in Israel
- Public Health in Mexico
- Tel Aviv University Exchange

Students enrolled in these programs will be required to adhere to additional security measures, which will be discussed in more detail during advising appointments and pre-departure orientation. Students and their parent or guardian must also sign a **Travel Warning Release and Waiver**, which will be due in Canvas shortly after their program confirmation date. The form is available here: <http://www.northwestern.edu/global-safety-security/resources/forms-documents/Undergraduate-Travel-Release.pdf>

Smart Traveler Enrollment Program (STEP)

The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens – and international students with U.S. visas – who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. Visit STEP at: <https://step.state.gov/step/>. **All IPD students must register their travel with STEP prior to departure, and submit proof of their registration in Canvas.**

Standing Travel Advice

- Carry as little money and valuables as possible.
- Never carry your passport or other official documents with you – carry photocopies and keep the originals in a safe, secure location.
- Hold your bag close to you or in front of you and never leave it unattended. Pick pocketing and purse snatching are common in crowded areas and on public transportation. Use a purse with zips or buckles, and don't wear expensive-looking jewelry or be looking at your phone, iPod, or money in public places.
- Women travelling alone after dark can be at risk. All students should travel with someone they know at all times and avoid being out alone after dark.
- Know where you are going, or at least look like you know where you are going. If you are unsure, ask someone for directions or hire private transportation from a trusted provider. If you need to pull out a map, do so somewhere sheltered and discreet.
- Be aware of your surroundings. Observe your environment with great care and attention and adapt your behavior accordingly.

Also consult these suggestions offered by previous study abroad students:

<http://www.northwestern.edu/global-safety-security/health-safety/travel-safety/safety-strategies.html>

Crisis and Emergency Procedures

By following the general health and safety precautions outlined above, you should anticipate having a healthy, safe, and successful study abroad experience without incident. However, in the event of any unanticipated crisis or emergency, it is important that you understand your roles, responsibilities, and appropriate prevention and response steps.

Refer to the “Emergencies Abroad” section of the OGSS website for more information: <http://www.northwestern.edu/global-safety-security/emergencies-abroad/index.html>

General Policies and Preventive Measures:

- You must be reachable in case of emergency, so you are required to have a cell phone that is charged and able to send and receive calls at all times. You must provide your cell phone number to your on-site administrators and IPD, so that you can be contacted in case of emergency. You should also program your cell phone with important numbers from the emergency contact sheet that IPD will distribute prior to departure.
- All students must carry the list of emergency contacts provided by IPD at all times. If an emergency arises and you cannot access the contact numbers in your cell phone, you should have a backup, so that you can call the emergency phone numbers.
- Contact your on-site administrators, IPD, or the NUPD if an incident arises. They will lead you through next steps and make any necessary arrangements.
- Do not participate in any kind of rally, protest, or political manifestation.
- Report any independent travel, including a written itinerary and contact information, to your on-site administrators.

Scenario I: Need for Medical Care

Non-Emergency: If you are not feeling well or are experiencing emotional distress and *it is not an emergency*, contact your on-site administrator or IPD, and they will help you get the care that you need. If you need medical care, it is best to report this to your on-site staff or IPD as soon as possible so that they can assist in the arrangement of quality care.

If you would prefer to arrange your own care, you can schedule an appointment with an GeoBlue-affiliated medical practitioner in one of the following ways:

1. Contact GeoBlue to request an appointment: +1.610.254.8771 or globalhealth@geo-blue.com.
2. Contact one of the doctors listed on the Emergency Information & Resources Sheet provided by IPD to schedule an appointment. Or log on to the GeoBlue website (<https://www.geo-blue.com/>) and search under “find doctors and hospitals” to make an appointment. For specialty care, click on the “destinations dashboard” to view a more complete list of providers in your location abroad. Once you have scheduled your appointment, then email the Global Health Team at GeoBlue (globalhealth@geo-blue.com) with as much notice as possible to arrange direct billing. Be sure to provide them with your full name, your GeoBlue certificate number, and your date of birth, as well as the details of your appointment (doctor's name, date/time of appointment).

Emergency: In case of emergency, *go immediately to the nearest hospital, preferably a private hospital* (refer to your emergency contact sheet). Have your on-site administrator or a friend contact GeoBlue emergency assistance line at +1-610-254-8771 as soon as possible and before you complete the intake process.

Scenario II: Crime Committed Against a Student

If you are the victim of a crime, contact your on-site administrator, and they will notify you of the proper procedure for reporting the crime and if applicable, the steps for replacing stolen items. If your passport is lost or stolen, you will need to contact local police and the U.S. Embassy. Refer to the OGSS website for more information about what to do if you are a victim of crime abroad: <http://www.northwestern.edu/global-safety-security/health-safety/travel-security/security-information.html>

Scenario III: Hostility Toward United States Citizens & Terrorist Acts

We monitor the U.S. Department of State and other resources for announcements regarding the safety of our students abroad. In case of emergency, we will liaise with the U.S. Department of State, our security information and evacuation provider, and other sources to analyze the severity of the situation. We will keep you informed of any relevant warnings and update you about any potential risks or areas to avoid. If necessary, we will make arrangements to evacuate students to a secure location away from the area of concern.

Scenario IV: Public Demonstration, Riot, Strike, or Civil Unrest

Protests and demonstrations do take place. As stated above, students are not permitted to participate in—or attend—any kind of public demonstration. In the event of unrest, students should return to (or remain at) the university or their accommodations and stay there until the situation stabilizes.

Scenario V: Fire or Natural Disaster

In the event of a fire, natural disaster, or other weather-related emergency, on-site administrators will notify you about emergency procedures, and, if necessary, evacuate you to a safe facility.

Scenario VI: Arrest or Detention Abroad

You must obey all of the laws of your program location and any other country that you may visit during your program. If you get into trouble, contact your on-site administrators, IPD, or the NUPD at 847-491-3456. Also be sure to notify a consular officer at the nearest U.S. embassy or consulate, but understand that the U.S. consulate cannot get you out of jail, represent you at trial, give you legal counsel, or pay fees or fines with U.S. government funds. For more information, including a list of services that the U.S. consulate can – and cannot – provide, visit the OGSS website: <http://www.northwestern.edu/global-safety-security/emergencies-abroad/arrest-and-detention-abroad.html>.

Scenario VII: Sexual Misconduct

Northwestern's Policy on Sexual Misconduct (http://www.northwestern.edu/sexual-misconduct/docs/sexual_misconduct_policy.pdf) extends to students while they are abroad, and Northwestern prioritizes creating a safe and healing environment for students. If you experience any type of sexual misconduct abroad, please know that you have options, you have rights, and support is available to you. If you are a survivor of sexual misconduct that occurred abroad, what happened to you was not your fault, and

you have various options and resources available to you regarding how you respond and begin the healing process. For more information, options, and resources, contact the Center for Awareness, Response, and Education (CARE) (<http://www.northwestern.edu/care/>) or visit the OGSS website at: <http://www.northwestern.edu/global-safety-security/emergencies-abroad/sexual-misconduct/index.html>

Resources

Program & Country Information

- IPD Specially Designed Program pages: <http://www.ipd.northwestern.edu/study-abroad/explore/index.html>
- NU IPD blogs: <http://www.ipd.northwestern.edu/study-abroad/student-voices/blogs.html>
- NU Study Abroad Guide: <http://www.northwestern.edu/studyabroad/guide/index.html>
- Canvas Pre-Departure Orientation: <https://canvas.northwestern.edu/>
- CIA World Factbook page: <https://www.cia.gov/library/publications/resources/the-world-factbook/>
- US. Department of State Country Information Pages (enter your country to “Learn about your destination”): <http://travel.state.gov/content/travel/english.html>
- U.S. Department of State: Students Abroad: <http://travel.state.gov/content/studentsabroad/en.html>
- Lonely Planet: <http://www.lonelyplanet.com/>

Health & Safety Information

- NU Office of Global Safety and Security: <http://www.northwestern.edu/global-safety-security/index.html>
- NU Counseling and Psychological Services (CAPS): <http://www.northwestern.edu/counseling/>
- NU Center for Awareness, Response, and Education (CARE): <http://www.northwestern.edu/care/>
- NU Travel Health Services: <http://www.northwestern.edu/healthservice-evanston/medical-services/travel-health-services/index.html>
- NU Health Promotion and Wellness: <http://www.northwestern.edu/hpaw/>
- NU Gender and Sexuality Resource Center: <http://www.northwestern.edu/msa/resources/lgbtqia-resources/index.html>
- World Health Organization: <http://www.who.int/countries/en/>
- CDC: Health Information: <http://wwwnc.cdc.gov/travel/destinations/list>
- GeoBlue Health Insurance: <https://www.geobluestudents.com/>
- U.S. Department of State Travel Alerts and Warnings: <https://travel.state.gov/content/passports/en/alertswarnings.html>
- Smart Traveler Enrollment Program (STEP): <https://step.state.gov/step/>