



INTERNATIONAL PROGRAMS

Short-Term Travel/Study Abroad Participant Checklist

Please complete and return the following forms/documents

to _____ by _____.

Complete **all** information on each form. Incomplete forms will be returned to you. **If your complete set of forms, documents, and photos has not been submitted by the date noted above, your name will automatically be removed from the participant list.** Any nonrefundable program deposits and other payments you have made will be forfeited and any funds that have been spent on your behalf that cannot be retrieved and are not covered by payments you have already made will be charged to your Hollins account.

- Behavior Contract/Liability Release & Waiver (one form)
- Health Report and Release
- Photocopy of the identification page of your passport
- Health Insurance with Cultural Insurance Services International Application (CISI) *
/ International Student Identity Card (ISIC) **

Your faculty leader will carry some of these documents on the trip. Others must be filed in the Office of International Programs for emergency and insurance purposes.

* You must be enrolled in a supplemental health insurance program for your time abroad. The International Programs office will enroll you in a CISI policy.

** You must have an International Student Identity Card to fulfill Hollins University insurance requirements if your short term program or course is taking place in Africa or Asia. The card also provides discounts overseas and in the U.S. (see www.myisic.com for details). The \$25 fee for the ISIC will be charged to your Hollins account if applicable.



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Information for Participants in Short Term Travel/Study Courses Abroad

Forms and Documents

All students participating in Short Term or J-term travel/study courses must submit several important forms and documents for legal, emergency, and insurance purposes. You will receive a checklist detailing what is required and a copy of each form. **If you do not complete and submit all of the required documents and forms by the deadline specified on the checklist, we will have to remove your name from the list of participants.** This means you will not be able to go on the trip and you will lose any deposits you have already made. We cannot make exceptions—we are legally required to have these documents.

Passports and Visas

To travel abroad, you must have a valid passport. **Hollins University requires that all overseas travelers have a passport that will be valid for at least 6 months beyond the intended return date to the US.** If you already have a passport, be sure to check the expiration date. If you need to apply for a new or renewed passport and have not yet done so, do it now. Normal processing time is four to six weeks and you'll need to provide documentation (such as an official birth certificate) that may take several weeks to obtain. If you were born overseas and/or were adopted, be sure to allow extra time for the process of getting a passport. A photocopy of the ID page of your passport is one of the required items on the checklist, so you need to have your passport by the deadline for forms.

Passport applications and supporting documents must be submitted in person to designated offices of the U.S. Postal Service or, in some smaller communities, to the local clerk of the court. In Roanoke, passport applications are accepted at the main post office at 419 Rutherford Avenue, NE (across from the Roanoke Civic Center). You must call 985-8817 to schedule a passport appointment. Hours are Monday-Friday, 9 a.m. - 4 p.m. and Saturday, 9-11 a.m.

For forms, fees, and information on the application process and required documents, go to www.travel.state.gov.

In most cases, a U.S. passport will be all that is required to enter your country of destination. However, for some countries a visa is also required. In addition, if you are an international student studying at Hollins, you may be required to obtain a visa, while US citizens may not. In those cases, your faculty leader will tell you how to obtain a visa. You need a valid passport before you can apply for a visa.

If you are not traveling with a U.S. passport, you should consult the website of the embassy of the country to which you are traveling to see whether citizens of your country are required to have a visa. Do not assume that because U.S. citizens do not require a visa, you will not either.

Safety

Information on safety concerns in all countries is provided in the U.S. State Department's consular information sheets that can be found at www.travel.state.gov. In most countries to which our students travel, the most common crime is petty theft, and foreigners, especially those considered likely to be carrying money or valuables, are prime targets. As an American, you will be assumed to be wealthy and a worthwhile target of theft. It is important that you use common sense and observe reasonable safety precautions while you are abroad, as you would at home.

We suggest the following to students studying abroad in any country:

- Do not leave your bags or belongings unattended at any time. Security staff at airports and train stations are instructed to remove or destroy (sometimes within less than a minute) any unattended luggage. Do not agree to carry or look after letters, packages, or suitcases for anyone.
- Never keep all of your documents and money in one place. Once you arrive abroad, keep your passport in a safe place. A U.S. passport is an enticing target for thieves; thousands are reported stolen every year and passports can no longer be replaced at U.S. embassies and consulates overseas except in emergencies for travel home.
- Don't keep all your money and credit cards with you. Just take what you need for each day and leave the rest in a safe place. Remember that, at least at first, you will be unfamiliar with your surroundings, local customs, behavior, and body language. You won't know whom to trust. Be more cautious than you would at home, where you are better able to "read" a given situation.
- Avoid walking alone in poorly lit or deserted streets, parks, and buildings. Even when accompanied by others, stay away from areas of a city or country reputed to be dangerous. If you find yourself in uncomfortable surroundings, try to act like you know what you are doing and where you are going.
- Know how to use public phones and how to contact the police. Have coins or phone cards with you. Tourist attractions, areas around public telephones, and public transportation vehicles and stops are common places for pickpocket activity. Keep backpacks and purses in hand. Safeguard calling card numbers. Do not leave money, credit cards, IDs, or valuables in a backpack that you carry behind you, especially in crowded situations such as public transportation. Leave valuables at home.
- If you don't want to or can't afford to lose something, don't take it with you. When traveling, don't show off cash or expensive jewelry or watches in stores or on the street. Keep your money and credit cards in a money belt or bag that fits across your chest when you are on the street, on public transportation, and in public buildings.
- Be aware of the dangerous effect that alcohol consumption can have on your ability to use common sense and make good judgments, especially in unfamiliar situations. Excessive drinking is one of the greatest risk factors for students traveling abroad and makes you much more vulnerable to sexual assault, mugging, and other crimes. Don't accept drinks from or get drunk with strangers.
- Remember that you are subject to the laws of whatever country you are in, which may be much more restrictive than those in the U.S. Laws against searches and arrests without probable cause and the assumption that a suspect is innocent until proven guilty do not apply in all countries. Familiarize yourself with local laws and don't jeopardize your studies, your freedom, or your mental and physical health by breaking them.

- Stay away from illegal drugs entirely. Use of illegal drugs is grounds for immediate dismissal from any Hollins program or course abroad. Most foreign countries have extremely strict laws regarding even small quantities of drugs and there is very little that program staff or the U.S. embassy can do to help you if you are caught with illegal drugs. For more information, go to <http://travel.state.gov/content/studentsabroad/en/smart-travel/drinking-and-drugs.html>.
- Do not hitchhike or accept rides from strangers. Let your hosts, friends and/or the program director know of any travel plans. Have the director's contact information with you at all times in case of emergency. Do not divulge information about yourself, your fellow students, where you are staying, or other details of your program to strangers.
- Discuss your travel plans with your bank and credit card company and advise them of any and all countries you intend to visit. Failure to do so may result in the freezing of your account, as they might assume your card or account information has been stolen.
- Go in the opposite direction of any disturbance. Do not get involved. Avoid political demonstrations and protests. In the case of sudden political upheaval involving the U.S. or your host country, rely on instructions from your faculty leader.
- In the current world situation, it is also advisable to: Avoid places frequented by Americans—pubs, fast food restaurants, U.S. business and government offices. Avoid loud and boisterous behavior in public with other Americans. Avoid dress and behaviors that readily identify you as an American.

The website of the U.S. Department of State (www.travel.state.gov) provides information on safety and security in overseas travel for Students. Additionally, please visit the site below for information specifically for student abroad and register with their STEP program. It is free and will assist the State Department to contact you in the event of an emergency. If they don't know you're abroad (and in which country), they won't know to find you in an emergency.

- <http://travel.state.gov/content/studentsabroad/en.html>

Your faculty leader will provide you with emergency contact information and instructions on how to proceed if an emergency arises. If there is a major safety or security concern while your program is in session, you should rely on information and instructions from your faculty leader.

Americans Abroad

Just as Americans stereotype people from other countries, people from other countries stereotype Americans, based primarily on what they see on TV, in movies, and in other media. Among the common negative stereotypes of Americans is that they are loud and demanding, have lots of money to spend, drink too much, are promiscuous, are always in a hurry, expect all foreigners to speak English, make no effort to adapt to local customs, and think the U.S. is better than any other country. If you encounter negative stereotypes of Americans that you think are unfair or inaccurate, prove them wrong by your own positive behavior. **Be prepared to encounter anti-American attitudes and, perhaps, the assumption that because you are American you support the U.S. government's actions (regardless of whether you do or not).** You should not feel compelled to defend U.S. foreign policy, but you should be prepared to defend your own personal views intelligently if you enter into political discussions.

Here are a few things to keep in mind: In most other countries, people tend to be well-informed about local, national, and world politics; engaging in political discussions is a way of life, as is criticizing their own and

other governments. In many countries, people tend to be very direct in expressing their political views; it is not considered impolite to openly disagree with others; political discussions can get very heated, even angry, but in the end everyone remains friends. Don't enter into heated discussions when you or those you are conversing with have been drinking heavily. Don't take criticism of the U.S. government, president, or foreign policy personally—you are not responsible for U.S. foreign policy, whether you support it or not. Don't make assumptions. If someone treats you disrespectfully, whether in a discussion or on the street, don't automatically assume it's because you are an American—maybe the person is having a bad day or maybe he's just rude to everyone. Be open-minded and remember that people with different life experiences and world views see things differently. An important part of the abroad experience is encountering and evaluating different perspectives.

Health and Medical Care

Traveling abroad presents significant physical and psychological challenges. Even mild problems may be exacerbated by the stress associated with adjusting to a new environment. If you are not in good physical and emotional health, you should carefully consider your plans to go abroad. If you have any questions about your situation, be sure to consult with your parents, health and counseling services, and/or your private physician and/or counselor. While you are abroad, as at home, you will be more likely to stay healthy if you are careful about nutrition and get enough sleep and exercise. Refrain from risky behaviors, including excessive drinking, drug use, and having unprotected sex.

If you routinely take a particular medication, bring a sufficient supply with you for the duration of your time abroad. Remember that all prescription medication brought into another country should be accompanied by a photocopy of the prescription. If you wear glasses or contact lenses, bring an extra pair or the prescription with you. Also, bring a supply of care products for your glasses/lenses. You may also wish to bring along over-the-counter medications that you routinely use.

If you have any physical condition that may require emergency care, purchase and carry an identification tag, bracelet, or card with you at all times, indicating the specific nature of your problem and what should be done in the event that you are unable to communicate.

Additional information is available on the State Department website: Select "Your Health Abroad" under the "Before You Go" tab.

While you are abroad, be sure to let your faculty leader know if you are sick or have a medical concern that needs to be addressed.

Insurance

University policy requires that all students have adequate medical insurance while enrolled at Hollins. Please confirm your insurance carrier and policy number on your Health Report and Release form. Also, prior to departure, confirm with your carrier that your health insurance covers you outside the U.S.

As you are probably aware, in most cases, physicians and medical facilities overseas will require that medical services be paid for out-of-pocket. Students can request reimbursement from their insurance companies upon return to the U.S.

Students studying abroad through Hollins are required to enroll in the Hollins University study abroad group insurance coverage through **Cultural Insurance Services International (CISI)**. This comprehensive insurance

covers claims outside the U.S. and the premium has already been included in the cost of the trip. **You will receive a CISI enrollment card and a copy of the group plan via e-mail after you return the enrollment form. It is critical that you save or print a copy of your policy information once you have received it.**

International Student Identity Card

You are required to purchase the International Student Identity Card for identification and insurance purposes if your program will take you to locations in either Africa or Asia. In addition to insurance, the card provides a toll-free, 24-hour helpline for assistance with medical, legal or financial emergencies and a wide range of discounts both overseas and in the U.S. For a list of the discounts, go to www.myisic.com. The card costs \$25. This fee will be charged to your Hollins account or has been included in the cost of the trip (please check with your faculty leader).

Responsibility to the Group

A Short-Term study/travel course is an intense experience. You will spend a lot of time in close quarters with the same people. The success of the experience will depend on the willingness of each participant to be flexible, agreeable, cooperative, and responsible. A student who engages in irresponsible behavior (disregarding instructions of the faculty leader, being late or not showing up for scheduled activities, going off on your own with strangers, engaging in substance abuse, etc.) causes inconvenience, frustration, and potentially serious problems for leaders and others in the group. **Students whose behavior is disruptive or jeopardizes the well-being of themselves or of other participants, or the effectiveness of the course will be dismissed and sent home at the student's expense (with no refund).**

Grounds for Expulsion

You will be dismissed from your course and required to return home **(at your own expense, with no refunds whatsoever)** if you:

- Break the laws of the country in which you are studying (ignorance of the law is neither an excuse nor a defense)
- Use a drug which is illegal in either the U.S. or the country in which you are studying
- Engage in behavior that jeopardizes your own welfare or the welfare of the group
- Persistently engage in disruptive behavior
- Persistently act or dress in ways which are inappropriate in your host culture despite being warned by the course's faculty leader

Faculty leaders may also deem other behaviors or activities to be grounds for expulsion. **No full or partial refunds will be issued to students who are expelled from courses.**

On-Line Resources

Travel bulletins, consular information sheets on individual countries, information for Americans traveling and living abroad, and passport information and applications: www.travel.state.gov

Please enroll in the State Department's STEP program – visit site below for info:

<http://travel.state.gov/content/studentsabroad/en.html>

Information on health conditions around the world and recommended inoculations from the U.S. Centers for Disease Control: www.cdc.gov/travel

Information on air travel from the Federal Aviation Administration: www.faa.gov/passengers/index.cfm

Information on luggage restrictions from the Transportation Safety Administration: www.tsa.gov

If you have any questions or concerns about any of these guidelines, please your contact the faculty and/or staff members in charge of your trip.



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Behavior Contract

Code of Student Conduct

Hollins University regards its students as responsible adults and trusts them to promote the safe and effective functioning of our study abroad programs and courses. Each student accepts the responsibility of balancing freedom of the individual with a sensitivity to and respect for the rights of others. The basic principle of student conduct at Hollins and on our study abroad programs/courses holds that any behavior which infringes on the rights, privileges, or property of others, or which impedes the safety of self, group members or the educational process, is unacceptable. Participation in abroad programs/courses is a privilege, not a right; students whose behavior is detrimental to the welfare of a program/course may be dismissed and sent home at their own expense and with no refund of program/course fees. Specifically, dishonesty in any phase of academic work, disregard for the safety of oneself or others, noncompliance with staff or faculty members, illegal activity, abuse of property, and disruptive behavior are serious offenses leading to disciplinary action.

Behavior Contract and Release of Disciplinary Information

As a participant in a Hollins study abroad program or course, I agree to abide by the policies and procedures of the program/course, Hollins University, and the laws/customs of the foreign country to which I am traveling. Additionally, I realize that as an ambassador of Hollins, my behavior has a great effect on the success of the program/course. I understand that inappropriate or unsafe behavior or infractions of program/course policies or of local or national laws or ordinances will jeopardize my participation in the abroad program/course and may result in my dismissal from it.

I hereby agree to the code of student conduct and behavior contract. I also authorize the release of disciplinary information from the overseas program director or staff or travel/study course faculty to the Director of International Programs and Dean of Academic Services at Hollins University. I understand that such information may become part of my permanent disciplinary record.

Signature: _____ Date: _____

Print Name: _____

Liability Release and Waiver

The following activity is being offered through Hollins University in Roanoke, Virginia. As used herein, "Hollins" includes Hollins University, the International Programs Office, academic departments and their current or former faculty members, employees, agents, officers, directors, and affiliates.

Study Abroad Program/Course _____ Date(s) or Term(s) _____

I fully understand my responsibility as a participant in the above named activity to act in a reasonable and prudent manner. I also understand that any University faculty or staff in attendance will be acting in an advisory capacity only. I understand that Hollins assumes no responsibility for my personal safety or the welfare of my property and belongings in this activity, and that I alone assume all risks associated with this activity. I hereby release, waive, indemnify and hold harmless Hollins from any damages, claims, responsibilities or other expenses for personal injury or property damage resulting from, or otherwise in connection with my participation in this activity. I also release, indemnify and hold harmless Hollins for any bodily injury to me while being transported by vehicle by a Hollins faculty or staff member or other designated driver.

I agree that should any provision or aspect of this agreement be found to be unenforceable, all remaining provisions of the agreement will remain in full force and effect.

Signature: _____ Date: _____

Print Name: _____



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Health Report and Release

Traveling and living abroad presents physical and psychological challenges. Even mild problems may be exacerbated by the stress associated with adjusting to a new cultural environment. If you are not in good physical and/or emotional health, you should carefully consider your plan to go abroad at this time. If you have any questions about your situation, contact the Hollins University International Programs office at (800) 511-6612 or email abroad@hollins.edu, or contact the faculty member sponsoring your program/course abroad.

Please answer the following questions as honestly and completely as possible. Your responses will help us to meet any special needs or accommodations you may have. It is important that this information be provided to us, as it is critical for the success and safety of your experience abroad. Under some circumstances, failure to disclose medical or psychological conditions may be considered grounds for dismissal from the program/course.

Print Your Name: _____ Date of birth: _____

Do you have any medical conditions for which we may need to make special arrangements (disabilities, restrictions on physical activity, allergies to any medications or requiring medication or injections, etc.)?

No Yes (if yes, explain)

Do you have any medical or psychological conditions which may require attention or therapy while you are abroad (depression, eating disorders, etc.)?

No Yes (if yes, explain)

Do you regularly take prescription medication that you may need to purchase while abroad?

No Yes (If yes, provide the generic name of the medication)

I hereby authorize Hollins University to contact my parent(s) about my physical or mental health while I am abroad if the University deems advisable to do so.

Your Signature: _____ Parent Name: _____

Parent E-mail: _____ Office & /or Cell: _____

Insurance Information: My medical and accident insurance is provided by:

Carrier and Policy Number: _____

I hereby assume all responsibility for all medical expenses that I may incur while abroad including the costs of my evacuation or return for medical or other reason.

Signature: _____

Date: _____

Authorization of Emergency Care: In the event that I am rendered unable to communicate because of illness, accident, or emergency while abroad, I hereby give permission to qualified emergency care personnel to hospitalize, secure treatment for, and take whatever medical action(s) are necessary to treat me.

Signature: _____

Date: _____

Health Information Release

I _____ hereby permit Health and Counseling Services at Hollins University to release my Hollins University health records to the Director of International Programs and/or the faculty leader(s) of the short term program/course in which I have enrolled. I understand that any information provided to these individuals will not affect my acceptance to a Hollins University study abroad program or travel/study course. This information will be shared only when necessary for my own health and safety, or to facilitate arrangements made to meet my needs.

Signature: _____

Date: _____

