



PRINCETON  
UNIVERSITY

2015-16

# International Travel Handbook



## PRE-DEPARTURE CHECKLIST

- ❑ Apply for passport. If you already have a passport, make sure that it is valid for at least six months past the date of your anticipated return.
- ❑ Collect documents required for your visa and any other required entry documents (e.g. financial statements, program acceptance letter, immunization records, etc.). Apply for and obtain the visa.
- ❑ Make a travel planning appointment with UHS or your doctor.
- ❑ Make flight arrangements. Obtain airline tickets, rail passes, etc.
- ❑ Plan a budget.
- ❑ Submit a travel request in Concur: [www.princeton.edu/concur](http://www.princeton.edu/concur).
- ❑ Learn about your host country and city, including health, safety, and cultural issues.
- ❑ Make sure you understand what your health insurance plan covers and how it works. Purchase travel health insurance if necessary.
- ❑ Consider purchasing insurance for property loss, trip cancellation, etc.
- ❑ Review International SOS services and familiarize yourself with emergency procedures. Find out the 911 equivalent for your destination.
- ❑ Photocopy important documents such as your passport and itinerary and provide to family members. Keep copies with you, separate from your original documents.
- ❑ Bring a list of international contact numbers for your bank(s) and your credit card and ATM card numbers.
- ❑ Arrange with your bank to have \$100.00 in local currency to bring with you. Make sure you have the credit cards, ATM cards, phone cards, etc. that you are planning to use.
- ❑ Make a plan with your family for communication when you arrive and during your stay.
- ❑ Take this handbook with you.

## EMERGENCY PROCEDURES

**Medical or security advice and assistance is available 24/7.** Should you encounter an emergency while abroad:

1. Take the necessary steps to secure your immediate physical safety.
2. Contact an International SOS Alarm Center. International SOS will work to meet your needs and will contact the University while coordinating your services.

### **International SOS Alarm Centers**

If calling from:

North America, South or Central America: +1-215-942-8226

Europe, Africa, or the Middle East: +44-20-8762-8008

Asia, Australia, or Pacific Rim: +65-6338-7800

3. In the case of a serious international incident, International SOS and Princeton University will try to reach you by using the contact information that you provided in Concur. Keep your phone line open and check e-mail if you can.
4. Once the immediate situation has been addressed, contact your sponsoring department/program at Princeton.

**Princeton University 24/7 Emergency Number: 609/258-3333**

## CONTACT INFORMATION

### Non-Medical Emergency

Contact Princeton University Public Safety at 609/258-3333. Public Safety is open 24/7 and will contact appropriate administrative staff.

### Medical Emergency

In a medical emergency, call the closest International SOS Alarm Center. Princeton International SOS Membership Number: 11BSGC000022

If calling from:	Call Alarm Center in:	Call collect at:
U.S., Canada, Mexico or South or Central America	Philadelphia	+1-215-942-8226 (1-800-523-6586 toll-free from U.S. or Canada)
Europe, Russia and former Soviet Republics, Africa, or the Middle East	London	+44-20-8762-8008
Asia, Australia, or Pacific Rim	Singapore	+65-6338-7800

**Health Services**, McCosh Health Center, [www.princeton.edu/uhs](http://www.princeton.edu/uhs)  
[uhs@princeton.edu](mailto:uhs@princeton.edu), Fax: 609/258-1355  
Medical Services Phone: 609/258-3129  
Counseling and Psychological Services: Phone: 609/258-3285  
SHARE: 609/258-3310 (24-hour confidential services)

**Housing**, 5 New South, [facilities.princeton.edu/housing](http://facilities.princeton.edu/housing)  
Kathleen Ludman, [kludman@princeton.edu](mailto:kludman@princeton.edu),  
Phone: 609/258-2556, Fax: 609/258-5898

**Registrar**, 101 West College, [registrar.princeton.edu](http://registrar.princeton.edu)  
Sally Gonzalez, [sallyg@princeton.edu](mailto:sallyg@princeton.edu),  
Phone: 609/258-7242, Fax: 609/258-6328

**Student Accounts**, 701 Carnegie Center, Suite 161, [finance.princeton.edu](http://finance.princeton.edu)  
Maureen Ciambrello, [maweaever@princeton.edu](mailto:maweaever@princeton.edu), Phone: 609/258-6378  
Cynthia Gyenge, [cmguhl@princeton.edu](mailto:cmguhl@princeton.edu), Phone: 609/258-3074  
Tim Jackson, [timonj@princeton.edu](mailto:timonj@princeton.edu), Phone: 609/258-1825  
Andrea Pointin, [ahartz@princeton.edu](mailto:ahartz@princeton.edu), Phone: 609/258-3605  
Fax: 609/258-2873

**Undergraduate Financial Aid**, 220 West College  
[www.princeton.edu/main/students/aid](http://www.princeton.edu/main/students/aid)  
Catherine Beach, [cbeach@princeton.edu](mailto:cbeach@princeton.edu)  
Phone: 609/258-3330, Fax: 609/258-0336

# CONTENTS

<b>Introduction</b> .....	1
<b>Princeton University Policies</b> .....	1
Submitting a Travel Request in Concur, Department of State Smart Traveler Enrollment Program, Immunizations and Health Review, Health Insurance, Conduct, Travel to Countries on U.S. State Department Warning List, University Revocation of Sponsorship, Driving Abroad, Photographs and Videos Abroad	
<b>International Travel</b> .....	4
U.S. State Department Travel Information, Passports, Visas, Entry Requirements, Required Immunizations, HIV Antibody Test Requirement, U.S. Permanent Residents, Students in F-1 or J-1 Visa Status, Power of Attorney, Personal Insurance, International Student Identity Card, Booking Air Travel, Rail Passes, Hostels, Luggage, Laptop Computers, Duties and Tariffs, Immigration and Customs Inspections, Returning to the U.S.	
<b>Emergency Support and Procedures</b> .....	10
Preparing for Emergencies, What to Do in Emergencies, International SOS Emergency Assistance, Office of Overseas Citizens Service	
<b>Staying Safe and Obeying the Law</b> .....	12
Taking Personal Responsibility, Local and National Laws	
<b>Maintaining Health Abroad</b> .....	14
Prescriptions; Mental Health; Routine and Emergency Medical Care; Jet Lag; Food and Water Safety; Travelers' Diarrhea; Sexually Transmitted Diseases; Overseas Blood Transfusions, Blood Products, and Injections	
<b>Communication</b> .....	18
E-mail; International Calls; Cell Phones; Smart Phone Apps; Text, Voice, & Video Chat; Time Zones; Mail	
<b>Money and Banking</b> .....	20
General Financial Information, Currency Exchange, Travelers' Checks, Credit/Debit Cards, Opening a Bank Account, Budgeting	
<b>Adjusting to a New Culture</b> .....	22
Cultural Adjustment, Fitting In, Discrimination Abroad, LGBT Students Abroad, Gender Roles and Norms, Sexual Harassment, Readjusting to Princeton	
<b>Packing Suggestions</b> .....	27
Clothing, Toiletries and Medical Kit, Documents, Gift Suggestions, Miscellaneous	

<b>Connecting with Princetonians Abroad</b> .....	29
<b>Postgraduate Fellowships and Scholarships</b> .....	29
<b>Thesis Research</b> .....	30
Human Subject Research Regulations, Tips for Conducting Research Abroad	
<b>International Service</b> .....	31
<b>International Internships</b> .....	31
General Guidelines, International Internship Program (IIP) Placements	
<b>Summer Study Abroad</b> .....	33
Academic Credit, Financial Aid	
<b>Academic Year Study Abroad</b> .....	34
Academic Credit, Independent Work, Library Resources, Academic Year Sign In, Course Selection from Abroad, Evaluation of Academic Course Work Completed Abroad, Transcript and Grades, Financial Aid, Housing and Dining Contracts, Storage, Parking, Eating Clubs, Residential College Advising Program, Absentee Voting for U.S. Citizens, Income Taxes, Study Abroad Peer Advisers, A Word on Excessive Travel, Before Arriving Back on Campus	

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 36 University Place, Suite 350  
 Princeton University • Princeton, NJ 08544  
 Telephone: 609/258-5524 • Fax: 609/258-1019  
 Email: [oiip@princeton.edu](mailto:oiip@princeton.edu) • Website: [www.princeton.edu/oiip](http://www.princeton.edu/oiip)

## **INTRODUCTION**

Whether you are going abroad for the first time or already consider yourself a seasoned traveler, we want to make sure that you are well prepared for the experience. This handbook is designed to address issues that may arise before, during, and after your time abroad. If you have questions or need assistance, please feel free to contact the Office of International Programs or other Princeton University offices listed in this handbook.

Your experiences overseas will almost certainly challenge and stimulate you, and we anticipate that you will look back on your time abroad as one of the highlights of your undergraduate career. If you are like many Princeton students who have spent time abroad, you will return to campus with a greater understanding of yourself, a different perspective on world affairs, a host of new friends, and an eagerness to explore newly discovered interests. Best wishes for a productive and memorable experience!

## **PRINCETON UNIVERSITY POLICIES**

### **Submitting a Travel Request in Concur**

If you are participating in the Study Abroad Program or traveling abroad for academic credit or with funding from a Princeton entity (for study, internship, research, or co-curricular activity), you must submit a travel request in Concur, the University's Travel and Expense System, and verify that your profile contact information is correct. To access Concur, visit [www.princeton.edu/concur](http://www.princeton.edu/concur). For step-by-step instructions for submitting a travel request in Concur, please visit <http://travel.princeton.edu/undergraduate-students/student-training>.

When you submit a travel request in Concur, you will be asked to certify that you understand and agree to the Terms and Conditions for University-Sponsored International Travel (see [travel.princeton.edu/undergraduate-students/undergraduate-travel-policies/university-sponsored-international-travel-terms](http://travel.princeton.edu/undergraduate-students/undergraduate-travel-policies/university-sponsored-international-travel-terms)).

### **Department of State Smart Traveler Enrollment Program (STEP)**

All students traveling abroad must register with the embassy or consulate of their home countries. (Non-U.S. citizens should check with their home country's embassy or consulate to find out what services will be available to them while abroad.)

By enrolling in STEP, you put yourself in the position to be assisted by the U.S. State Department in the case of an emergency. The link to the STEP registration page ([step.state.gov](http://step.state.gov)) is provided in the Undergraduate International Travel Checklist on the University Travel website ([travel.princeton.edu/undergraduate-students/checklist/international](http://travel.princeton.edu/undergraduate-students/checklist/international)). When you enroll in STEP, you will automatically receive the most current information compiled about the country where you will be traveling or living. You will also receive updates, including Travel Warnings and Travel Alerts (where appropriate). You only need to sign up once, and then you can add and delete trips from your account based on your current travel plans.

The data you provide is accessible only by cleared personnel in embassies, consulates, and the Department of State, and releasable only with your permission under the provisions of the Privacy Act.

## **Immunizations and Health Review**

All students must discuss their travel plans with medical professionals and obtain required vaccinations and, if necessary, medicine for the duration of their stay abroad. In case of an emergency while abroad, all students should carry a medical profile and an up-to-date copy of their immunization records.

At least four to six weeks before departure to Africa, Asia, Central and South America, Eastern Europe and the former Soviet republics, or the South Pacific (except Australia and New Zealand) all travelers should call University Health Services at 609/258-3141 or go online at [www.princeton.edu/MyUHS](http://www.princeton.edu/MyUHS) to schedule both travel and immunization appointments, or contact their own doctor to make a travel planning and immunization appointments. Appointments at UHS can be made Monday–Friday and last approximately 30 minutes for travel planning and immunization appointments are for 15 minutes. Those who have a chronic medical condition, are pregnant, or are traveling in numerous countries should schedule their appointment at least ten weeks before departure.

If you will be traveling with a group, find out whether a group travel planning meeting for your destination will be held before calling University Health Services for an individual appointment.

Be sure to bring any application or travel requirement forms to your travel planning appointment. This appointment covers general advice about travel and must take place before any immunizations will be given. The clinician will review your immunization record and discuss any precautions that should be taken during your trip. Immunization appointments may be scheduled immediately after the travel planning visit. If a physical examination is also needed, it must be scheduled through a separate appointment.

## **Health Insurance**

All students must carry health insurance that is valid overseas for hospitalization and physician care. Private insurance must meet or exceed the coverage provided by the Princeton Student Health Plan.

The Student Health Plan (SHP), obtained through the University, covers you year-round and worldwide. For details about the Student Health Plan, see [www.princeton.edu/uhs/student-insurance/student-health-plan](http://www.princeton.edu/uhs/student-insurance/student-health-plan). The SHP does not make direct payments to health care providers outside the U.S. It will be your responsibility to arrange for payment until the claim is handled. Your SHP identification card has the address and phone number of the SHP Office at Princeton and Aetna Student Health, the plan administrator. Providers can contact either office directly to verify coverage and policy provisions. The SHP Office can be contacted by calling 609/258-3138 and Aetna Student Health can

be contacted by calling 877/437-6511 (calling from within U.S.) or 617/218-8400 (calling from outside U.S.).

Most U.S. plans provide coverage for medical services received outside the U.S., but U.S. health insurance is typically not accepted outside the U.S. In many places around the world, hospitals and physicians require payment in cash or by credit card at the time care is provided. While students are able to seek reimbursement from their insurance carrier when they return to the U.S., they need to pay for services out of pocket while they are abroad. Therefore, students must carry a credit card or other form of emergency funds for this purpose.

For this reason, Princeton has a contract with HTH Worldwide insurance ([www.hthstudents.com](http://www.hthstudents.com)), a trusted provider for international education programs. HTH provides short-term plans for health insurance that will pay the overseas provider directly. Purchasing this kind of international health care coverage will enable you to obtain medical care without the requirement of a possibly large financial outlay prior to treatment. If you are interested in purchasing HTH Worldwide coverage, see [travel.princeton.edu/consider-purchasing-international-health-insurance](http://travel.princeton.edu/consider-purchasing-international-health-insurance).

You should keep your health insurance card with your plan information and ID number with you at all times. Make sure that you understand your insurance coverage and how the system works. You should know how bills are paid in the case of a medical emergency and for routine treatments. If you need to pay for services at the time of treatment, be sure to obtain a receipt and save all bills to submit with your insurance claim for reimbursement upon return to the U.S. It might be helpful to carry a few blank claim forms with you.

## **Conduct**

While participating in Princeton-sponsored travel abroad, students remain enrolled as degree candidates at Princeton University and, as such, agree to adhere to the University's standards of conduct as described in *Rights, Rules, Responsibilities*. Students must also understand and agree to observe the laws of the country in which they are residing and all applicable academic and disciplinary regulations in effect on the program or at the host institution abroad. Violations of policy, no matter where they occur, may result in disciplinary action and/or premature termination of participation. If students violate policies while abroad, they must return to the U.S. at their own expense.

## **Travel to Countries on U.S. State Department Warning List**

Princeton University does not sponsor undergraduate student travel to countries on the U.S. State Department Travel Warning List or to countries where the U. S. has issued travel restrictions. Students who have a compelling educational reason to travel to such countries may submit a request for an individual travel exemption. The travel exemption process is a time-intensive process. Travelers should allow at least four weeks for the review process. See [travel.princeton.edu/undergraduate-students](http://travel.princeton.edu/undergraduate-students) for information regarding the exemption request process.



## **University Revocation of Sponsorship**

The University reserves the right to revoke support and funding for trips at any time if there has been a significant deterioration in the safety and security conditions or reasonable expectation of deterioration, pertaining to travel arrangements or in the sector of the country or countries where travel is to occur. Examples include, but are not limited to, acts of war, terrorism or widespread civil unrest; an outbreak of a severe or infectious disease; major disruption of public utilities or services; or natural disasters such as hurricane or flood. The University will not be responsible for financial penalties resulting from trip cancellation; it may be prudent to consider trip insurance. Trips may be rescheduled.

## **Driving Abroad**

Undergraduate students receiving Princeton sponsorship may not rent or drive cars or motorbikes in foreign countries or be driven by graduate students unless the graduate students are staff of the program (exception: Canada).

## **Photographs and Videos Abroad**

The University encourages its students to participate fully in international programs by taking personal photos, videos, etc. Remember that the people you are capturing on film are not objects of curiosity. Be tactful and discreet; it is always courteous to ask permission before taking someone's picture.

If you think that you might want to use such images more publicly, such as on websites or blogs, there are some important guidelines to follow—particularly related to images of minors. Most countries have laws that protect the use of images of minors unless you have explicit permission from parents or guardians. Since this permission is always best in writing, the University has a release form that you should use whenever possible. If it is not possible to use the official form, other forms of permission include a handwritten and signed note from a teacher or school administrator or parent or an e-mail from same. For more information about appearance releases and for copies of the release forms, visit [www.princeton.edu/main/news/multimedia/submit](http://www.princeton.edu/main/news/multimedia/submit).

## **INTERNATIONAL TRAVEL**

### **U.S. State Department Travel Information**

The U.S. State Department maintains two websites that provide travelers with a wealth of information about traveling and living overseas: [travel.state.gov](http://travel.state.gov) and [studentsabroad.state.gov](http://studentsabroad.state.gov). Both websites provide information on preparing to travel abroad and dealing with medical, financial, and legal problems while abroad. The “Before You Go” section of the U.S. State Department website, available at [travel.state.gov/content/passports/english/go.html](http://travel.state.gov/content/passports/english/go.html) may be of particular interest.

### **Passports**

Your passport is your most important legal document while traveling overseas. You must have a valid passport to show border and customs authorities when you enter or leave the U.S., when you cross other national borders, and on

all occasions that require official verification of your citizenship.

Apply for a passport as soon as you decide to go abroad. Processing usually takes 4-6 weeks but can take as long as ten weeks during peak travel seasons (expedited options for an additional fee are available). U.S. passports are issued by the Department of State and are good for a period of 10 years if issued at age 16 or older. Information about obtaining a U.S. passport (including the application) can be found at [travel.state.gov/content/passports/english.html](http://travel.state.gov/content/passports/english.html).

### ► Helpful Tip

Having a photocopy of your passport speeds up getting a replacement. Before leaving, make two copies of your passport. Keep one copy with you but separate from the actual passport and leave the other copy with someone in the U.S. You may want to scan your passport and send it to yourself as an e-mail attachment, so you have a copy anywhere you have access to e-mail. Carrying two extra passport pictures and a certified copy of your birth certificate is also a good idea.

Some countries require that your passport be valid six months or longer beyond the dates of your trip. Please check with the embassy or nearest consulate of the country that you plan to visit for requirements. If you already have a passport, but it will expire before you complete your time abroad, you must apply for a new passport before you leave the U.S.

Always keep your passport in a safe but accessible place. Loss or theft of a U.S. passport while in the U.S. should be reported immediately to Passport Services. Information about “Lost or Stolen Passport” can be found on the State Department’s website at [travel.state.gov/content/passports/english/emergencies/lost-or-stolen-passports-abroad.html](http://travel.state.gov/content/passports/english/emergencies/lost-or-stolen-passports-abroad.html). If the loss occurs abroad, immediately notify the nearest U.S. consulate or embassy (see [www.usembassy.gov](http://www.usembassy.gov)). Theft of a passport should also be reported to local police authorities.

## Visas

A visa is a stamp or document from a foreign government that grants official permission to enter that country on or after a certain date for a defined length of time and purpose, such as study, tourism, or work. Check well in advance for the visa requirements of your destination (for some countries, obtaining a visa can take more than two months).

Visa procedures and customs requirements vary depending on citizenship. Make sure you check all requirements for your country of citizenship and for all the countries you plan to visit.

If you are a U.S. passport holder, you can find visa requirements for a specific country in the Entry/Exit Requirements section in the Country Specific Information on the State Department’s website at [travel.state.gov/content/passports/english/country.html](http://travel.state.gov/content/passports/english/country.html).

## **Entry Requirements**

Always check the entry requirements for your destination country, which can be found on the country's embassy website. To enter a country (with or without a visa) or obtain a visa, you may be required to show any of the following:

- Proof of sufficient funds for the duration of your stay, such as a bank statement or a statement or letter from the Financial Aid office
- Acceptance letter from overseas program, university, or host organization
- Proof of medical insurance and required vaccinations
- Letter of good conduct from local police department and/or FBI background check
- HIV/AIDS test results

## **Required Immunizations**

Because of specific health concerns and conditions in various countries, proof that you have received certain immunizations may be required. In such a case, you must carry an official "International Certificate of Vaccination or Prophylaxis" form, issued by the U.S. Department of Health, Education, and Welfare and approved by the World Health Organization. This form is available from University Health Services or from many physicians and travel agencies, and it must be filled out and dated by the physician or clinic administering the immunizations. In some countries, you may be asked to present the form upon entry to the country at the same time that you show your passport and any required visa.

## **HIV Antibody Test Requirement**

Some countries require all incoming foreigners to take the HIV antibody test. Check to see if your host country requires a doctor's certificate showing the results of an HIV antibody test. If you need to be tested, do so only at a center that offers pre- and post-test counseling. Allow at least two weeks for the testing process.

## **U.S. Permanent Residents**

U.S. permanent residents must check with the U.S. Immigration Service concerning regulations for travel and re-entry into the U.S. It is particularly important to verify procedures for those who contemplate being outside the U.S. for more than six months.

## **Students in F-1 or J-1 Visa Status**

**Travel Signatures:** If you will be traveling outside the U.S. and the signature on page 3 of your Form I-20 or in the lower right corner of your Form DS-2019 will expire before you return (signatures are valid for 12 months), be sure to have your I-20 or DS-2019 signed by a Designated School Official (DSO) or Alternative Responsible Officer (ARO) at the Davis International Center before you leave. Note: Obtaining a travel signature takes longer if there is no additional room on the I-20 or DS-2019 to endorse for travel. The Davis International Center is located at 87 Prospect Avenue (behind 91 Prospect).

## **Applying for a New F-1 or J-1**

**Visa:** To re-enter the U.S., you must have a valid F-1 or J-1 visa in your passport. If your visa has expired, you will need to renew it while you are abroad. A visa can only be obtained abroad at a U.S. embassy/consulate. Specific procedures at embassies/consulates may vary. Information about individual U.S. consulates can be found by accessing the U.S. Department of State website: [travel.state.gov/content/visas/english.html](https://travel.state.gov/content/visas/english.html). For your visa application, at the minimum, you will need a valid passport, valid I-20 or DS-2019 with a current travel signature, evidence of adequate financial support, and any other documents that might be required by the consulate. Complete F-1 and J-1 visa travel information can be found at [www.princeton.edu/intlctr/davis-ic-home/immigration/travelguidance](https://www.princeton.edu/intlctr/davis-ic-home/immigration/travelguidance).

### **► Helpful Tip**

Notary services are available free of charge to Princeton faculty, staff, and students at the Registrar's Office, Office of General Counsel, and the Davis International Center. Bring unsigned original document(s) and identification (valid government-issued driver's license, passport, or unexpired Princeton University ID) during regular weekday office hours.

For your visa application, at the minimum, you will need a valid passport, valid I-20 or DS-2019 with a current travel signature, evidence of adequate financial support, and any other documents that might be required by the consulate. Complete F-1 and J-1 visa travel information can be found at [www.princeton.edu/intlctr/davis-ic-home/immigration/travelguidance](https://www.princeton.edu/intlctr/davis-ic-home/immigration/travelguidance).

**Important Note:** Students in F-1 or J-1 visa status who require a visa to travel should be aware that some countries require a student's visa to be valid during their entire stay in that country, even if the student intends to renew the F-1 or J-1 visa before returning to the U.S. You should verify directly with the country's consulate before traveling. A list of consulates can be found at [www.state.gov/s/cpr/rls/](https://www.state.gov/s/cpr/rls/).

## **Power of Attorney**

If your signature will be needed for any official or legal document during your absence, you should arrange for your legal Power of Attorney to be held by an appropriate person to act on your behalf. Obtain a Power of Attorney form and have it notarized by a notary public.

## **Personal Insurance**

All travelers should consider purchasing personal insurance to cover, at least partially, any financial loss incurred by trip interruption or cancellation, as well as loss of baggage and personal effects while either traveling or living abroad. Many, but not all, homeowner's insurance policies contain a clause extending this coverage worldwide. Check to see if your family's policy contains such a clause. Normally, a copy of the police report filed at the time of loss or theft is required by the insurer before any claim will be considered.

## **International Student Identity Card (ISIC)**

A number of privileges are available to students abroad, including discounts on travel and specially priced or free admission to museums, theaters, concerts, and historical sites. To qualify, you must be able to prove your student status. The International Student Identity Card (ISIC) provides this proof wherever you go. It is the most widely recognized proof of your student status. The cards are available at the U-Store on University Place for \$30. You can have your

picture taken at the U-Store at no extra charge or bring your own passport-sized photo. You can also order an ISIC online for \$25 at [www.myisic.com](http://www.myisic.com).

## **Booking Air Travel**

Book your travel as soon as you know when and where you have to arrive and when you want to return. Make sure you check exam schedules, if relevant, before booking your flights. It is strongly recommended that you book a round-trip ticket. Although changing your return flight date can incur a heavy surcharge, one-way flights are usually even more expensive. Additionally, some countries may require that you have a return ticket as part of their entry requirements.

Cancellation policies vary by airline. If you think you might need to cancel a reservation for any reason, ask about it before you purchase a ticket. You can also purchase trip cancellation insurance, but be sure to read the fine print to find out when it is applicable.

## **Rail Passes**

In many countries, trains go almost everywhere one might wish to visit and are a widely used form of transportation. Unlike in the U.S., one must often reserve a seat in advance in addition to having a ticket. You can reduce the expense of train travel in most countries by buying a rail pass—which, for a certain price, offers you almost unlimited travel for a specified period of time. With a rail pass, you will not have to line up to buy a ticket, though you still may need to make reservations.

Information about rail passes (Railcard, Eurail Pass, etc.) can be obtained online or from a travel agent. Please note that many of these passes can only be purchased in the U.S., so you must obtain the one you want before departure. If you expect to limit your travel to a single country, you may wish to explore rail pass availability for travel within the borders of that country. Information on such national rail passes can be obtained from the respective national railroads.

## **Hostels**

You can save money when traveling by staying at low-cost hostels. Many youth hostels require that you have an International Youth Hostel Pass. Information about membership can be obtained from Hostelling International at [www.hihostels.com](http://www.hihostels.com). The Hostelling International website allows you to search for hostels by location and book rooms. In addition, you can book rooms by calling a booking center or visiting a booking center in person.

## **Luggage**

Excess luggage can be expensive to transport, but if you have crucial items that do not fit into your airline's luggage limit, you can 1) pay for excess luggage on your flight (do not forget that you will still have to transport your luggage from the airport to your destination!) or 2) have packages sent to you at your destination.

Check luggage and carry-on regulations for all airlines on which you will be traveling. Airlines are strict about weight and size requirements. Visit the Transportation Security Administration (TSA) website for information about prohibited items in carry-on and checked baggage: [www.tsa.gov/traveler-information/prohibited-items](http://www.tsa.gov/traveler-information/prohibited-items).

### ► Helpful Tip

Do not bring more pieces of luggage than you can carry yourself. Traveling light is safer and easier.

Mark all luggage, inside and out, with your name and address. You may want to mark your bags in a distinctive way, so you can easily find them. Count your pieces of luggage each time you travel from place to place.

## Laptop Computers

If you will need easy access to a computer for research or academic work, you may want to bring a laptop. Keep in mind, however, that there are risks in transporting and storing the computer. When traveling, keep your laptop with you at all times; never put it on the seat in front of you or underneath your seat. Make sure the computer is insured.

## Duties and Tariffs

In advance of your departure, you should consult the U.S. Customs and Border Service website ([www.cbp.gov/travel](http://www.cbp.gov/travel)) for information about duties and tariffs that may apply upon your return. You should save receipts for any major purchases you make overseas and intend to take home.

## Immigration and Customs Inspections

Upon entry to any country, you must show your passport and any required visas and/or proof of immunizations. At an airport, this usually occurs just after you deplane, but before you recover your luggage. Remember that admission to the country is entirely at the discretion of the immigration officer. It is wise to be polite and to dress neatly. The immigration officer will normally ask you about the nature of your visit and how long you plan to remain in the country.

After your passport has been stamped and you have collected your luggage, you must pass through a customs inspection. You will probably receive a customs declaration form to complete prior to arrival, and customs officials will examine it when they look at your luggage. Your bags may be carefully examined, and you may be detained or asked to pay duties if there are any irregularities or violations of customs regulations. You may also be waved through with no special attention.

## Returning to the U.S.

U.S. residents are usually permitted to bring \$800 worth of goods purchased abroad into the U.S. duty free. All articles acquired abroad and in your possession at the time of your return to the U.S. must be declared to Customs officials, either orally or in writing. This includes gifts you received or that you purchased for someone else, personal purchases, goods you intend to sell,

and purchases made in duty-free shops. Declaration forms will be distributed during your flight back to the U.S. Before you return, you might want to check the items you plan to bring back to be sure they are not prohibited or restricted (see “Know Before You Go”: [www.cbp.gov/travel/us-citizens/know-before-you-go](http://www.cbp.gov/travel/us-citizens/know-before-you-go)).

Personal belongings of U.S. origin taken abroad may be sent back by mail duty-free if, on the outside wrapper, it is stated that the articles were taken out of the U.S. as personal effects and are being returned without having been repaired or altered while abroad (“American Goods Returned”). Should you need assistance on matters relating to U.S. Customs while abroad, customs representatives are available in American embassies.

## **EMERGENCY SUPPORT AND PROCEDURES**

All Princeton University travelers should become familiar with the resources available to them in an emergency or crisis. While most students experience a safe and healthy time abroad, some do encounter both minor emergencies (e.g. theft, illness, injury) and major crises (natural and environmental disasters, civil unrest, political uprising, terrorist attack, etc.).

### **► Helpful Tip**

After you arrive in your host country, remember to share your local contact information with your family and update your file in Concur. In the case of a crisis, the University will need to be able to reach you to ensure your safety.

### **Preparing for Emergencies**

The first step in crisis management is being prepared before a crisis occurs. In most cases, you can respond to minor emergencies in the same way you would in a similar situation at home. However, what counts as a minor

emergency at home can often be more difficult to handle abroad due to language and communication barriers and a lack of familiarity with your surroundings.

Make sure you learn the name and location of the hospital nearest to your residence abroad and how to contact the local police and summon emergency medical care. A list of 911 equivalents is posted on the Students Abroad website: [travel.state.gov/content/studentsabroad/en/to-go/911-list.html](http://travel.state.gov/content/studentsabroad/en/to-go/911-list.html).

When traveling on weekends or over holiday periods, be sure to keep your local contacts and/or roommates or host family informed of your intended itinerary. Make sure the resident director, host family, or work supervisor who is assigned responsibility for your welfare always knows where and how to contact you in an emergency.

If you are part of an organized program abroad, make sure you are aware of the emergency plan for your program or university. If you are studying or interning abroad independent from an organized program, consider creating a personal emergency action plan that outlines what actions you would take in the event of an emergency.

Your emergency action plan should include a list of important phone numbers (emergency numbers in your host country, numbers for local supervisors/contacts and home embassy/consulate, numbers for International SOS and Princeton Public Safety) along with copies of your insurance papers, passport, and names of any medications to which you are allergic. You should input these numbers into your cell phone, if you carry one, but should also keep this information in at least one other location.

## **What to Do in Emergencies**

Dealing well with a crisis situation includes understanding your emotions, keeping yourself as safe as possible, and communicating with your emergency contacts. It is important to remain calm and exercise good judgment. If you encounter less serious problems while abroad, it is best to check in with your on-site coordinator or local contacts before calling International SOS, Princeton University, or your family.

Should you encounter difficulties or problems that you cannot easily solve on your own, you should follow these steps:

1. Take the necessary steps to secure your immediate physical safety (e.g. call 911 equivalent, go to the hospital, seek shelter).
2. Contact International SOS. International SOS will work to meet your needs and will contact Princeton University, while coordinating your services.
3. Keep your phone line open and check e-mail if you can. In the case of a serious international incident, International SOS and Princeton University will try to reach you by using the contact information that you provided in Concur.
4. Once the immediate situation has been addressed, you should contact your sponsoring department/program at Princeton to inform them of the situation. Princeton University Public Safety can coordinate this contact. The Public Safety office is on-call 24/7 at 609/258-3333.

## **International SOS Emergency Assistance**

All Princeton faculty, staff, and students who participate in Princeton-sponsored travel abroad are automatically enrolled in and supported through International SOS, a 24-hour emergency assistance program (at no additional cost). Always carry your International SOS card with you.

If you are not fluent in the language and need medical advice, remember to use your International SOS card. Weekend travel may present special problems, as you may find yourself in unfamiliar or remote locations.

International SOS services include extensive medical assistance (e.g. information on travel health issues, referrals to English-speaking doctors, emergency and routine medical advice, and repatriation of mortal remains), personal assistance (e.g. legal referrals and lost document advice), as well as security evacuation. Other services, such as emergency personal cash advance or translations and interpreters, are available for an additional fee. Should you request a service that has an additional charge, International SOS will inform



you in advance and will require a credit card payment for these services. **Note: International SOS is not medical nor trip cancellation insurance.**

To ensure a prompt response when calling International SOS, you should be prepared to provide the following:

- Princeton's International SOS membership number: 11BSGC000022
- The telephone number from which you are calling (in case you are disconnected)
- Name, location, and telephone number of the hospital, clinic, and treating doctor (if applicable)

<b>If calling from:</b>	<b>Call Alarm Center in:</b>	<b>Call collect at:</b>
U.S., Canada, Mexico, or South or Central America	Philadelphia	+1-215-942-8226 (800-523-6586 toll-free from U.S. or Canada)
Europe, Russia and former Soviet Republics, Africa, or the Middle East	London	+44-20-8762-8008
Asia, Australia, or Pacific Rim	Singapore	+65-6338-7800

International SOS offers two online services: the *Personal Travel Record* and *Your Emergency Record*. The *Personal Travel Record* allows you to store your medical, travel, contact, and credit card information. You can allow International SOS to access this information in the event of an emergency. If you register *Your Emergency Record*, you will receive recommendations for appropriate vaccinations and reminders for follow-up boosters.

### **Office of Overseas Citizens Services**

For U.S. citizens, emergency assistance is also available through the Office of Overseas Citizens Services, operated by the State Department's Bureau of Consular Affairs. If you need to contact the Office of Overseas Citizens Services from overseas call 202/501-4444. They can help you:

- Replace a stolen passport
- Contact family and/or friends
- Obtain medical care
- Address emergency needs that arise as a result of a crime
- Obtain general information about the local criminal justice process and information about your case
- Obtain information about local resources to assist victims, including crime victim assistance and victim compensation programs
- Obtain a list of local English-speaking attorneys

The Office of Overseas Citizens Services cannot act as a travel agent, lend money, cash personal checks, arrange free medical service or legal advice, provide bail or get you out of jail, act as a courier or interpreter, search for missing luggage, or settle disputes with local authorities.

## STAYING SAFE AND OBEYING THE LAW

Depending on where you are traveling, you may be in a place with less, more, or the same level of street crime as in the U.S. In any case, being a foreigner and not knowing the customs and patterns of local behavior may increase the odds of your becoming the victim of crimes such as fraud, robbery, or theft.

### Taking Personal Responsibility

Safety and security depend to a large degree upon being well prepared, listening and heeding the counsel you are given, being careful, and remaining vigilant. Here are some essential rules:

- Try to blend in with the people around you. Don't dress in conspicuous ways, speak loudly, behave inappropriately, or display expensive personal accessories (cameras, iPods, laptops, etc.).
- Avoid crowds, protests, rallies, or any potentially volatile situations, as well as restaurants and places where foreigners are known to congregate.
- Keep abreast of local news. Read local newspapers and magazines and speak with locals to learn about any potential civil unrest. **Do not get involved in protests, rallies, or demonstrations.**
- Report to the responsible authority any suspicious persons loitering around residence or instructional facilities or following you; keep your residence area locked; use common sense in divulging information to strangers.
- Whenever possible, make reservations at a hotel or hostel before you arrive in a city. Check a map before you leave so you know where you are going. Looking lost or confused or holding a map can make you an easy target.
- Be careful when using ATMs and avoid using them in isolated places or at times when you are likely to be the only person around.
- Do not impair your judgment through excessive consumption of alcohol or by taking illegal drugs.
- Remember that safety in numbers is a good idea wherever you are.
- Do not accept help from people waiting around at the airport exit gate. Arrange for airport pick-up ahead of time or inform yourself about the public transportation options. If you plan to take a taxi, find the official airport taxi stand.
- If you are traveling (even if only overnight), leave an itinerary with your resident director, host family, or employer.

#### ► Helpful Tip

Thieves often strike when people are distracted. When making a phone call, texting, eating at a restaurant, checking a train schedule, or reading a map, stay aware of where you are and always keep your bags in your line of vision or in hand.

### Local and National Laws

You are subject to the laws of any country you are visiting. You should make sure you know the laws and obey them scrupulously. Many of the legal protections you may take for granted are left behind when you leave the U.S., and penalties in some countries are much tougher than in the U.S. Embassies and consulates are limited in the assistance they can provide should you get caught up in the legal system of your host country. They cannot intervene on your behalf if you are arrested or prosecuted for violation of local laws, including laws on drug

use, currency exchange, and disturbance of the peace. Do not count on the consulate or embassy assisting you in anything other than providing advice. If you do become involved in any legal problems, contact Princeton immediately.

Avoid all involvement with drugs and other illegal substances. Do not purchase, use, or have drugs in your possession. Buying or carrying even small amounts of drugs can result in your arrest. Drug charges can carry severe consequences, including imprisonment without bail for up to a year before a case is tried, and sentences ranging from fines and jail time to years of hard labor. Some crimes even carry the penalty of death. Contraband or paraphernalia associated with illegal drug use can also get you in trouble.

Bail provisions such as those in the U.S. are rare in many countries, and pre-trial detention without bail is not uncommon. The principle of “innocent until proven guilty” is not necessarily a tenet of legal systems abroad. Many countries do not provide a jury trial, and in some cases you may not be present at your trial. You could be in a country where prison and law enforcement officials do not speak English, the significance of which you may not fully appreciate until you are confined and feeling helpless.

## **MAINTAINING HEALTH ABROAD**

Staying healthy while traveling abroad may depend on three important factors: making adequate preparations, knowing destination-specific health risks, and following sound U.S. and local medical counsel. Living away from your usual cultural environment may also cause a degree of emotional stress—which, in

### **► Helpful Tip**

Visit the University Health Services website for travel health information, including food and water precautions, common illnesses, and insect and animal protection: [www.princeton.edu/uhs/student-services/medical-services/travel-medicine-services](http://www.princeton.edu/uhs/student-services/medical-services/travel-medicine-services).

turn, could trigger physiological consequences. The impact on personal relationships, counseling sessions (if you are in therapy), and your general health (especially if you are on medication of any kind) is something to consider as you prepare for your sojourn abroad.

Traveling in developed countries usually incurs no greater health risks than traveling in the U.S. However, in some regions of Africa, Asia, South and Central America, and the Middle East, sanitation and hygiene may be below U.S. standards. Cities often have better health environments than rural areas, but not always. For more information consult the Centers for Disease Control and Prevention at [wwwnc.cdc.gov/travel](http://wwwnc.cdc.gov/travel).

All special health needs or medical conditions should be noted on the Medical Profile Form that you carry with you. If you have diabetes, are allergic to penicillin, or have a physical condition that may require emergency care, carry identification—a tag, bracelet, or card—on your person at all times. The ID should indicate the nature of the problem and spell out clearly what must or must not be done should you be unable to communicate this information.

## Prescriptions

Should you currently be under the care of a physician or require regular medication or injections (e.g. insulin or allergy shots), be sure to check with your personal physician for advice concerning your welfare while abroad.

If you need medications regularly, take an adequate supply with you. It is advisable to keep all medicines (prescription or over-the-counter) in their original and labeled containers. A letter from your physician should accompany prescription medicines. This letter should include a description of your condition, the dosage of prescribed medications, and the generic name(s) of the medicine listed. If you are required to take medication containing habit-forming or narcotic drugs, you should consult the embassies of the countries you will visit before departing the U.S. to avoid potential problems.

The Centers for Disease Control recommend that people who require routine injections carry a supply of syringes and needles sufficient to last their stay abroad. Be aware that carrying needles and syringes without a prescription may be illegal in some countries, so check ahead of time and take along a letter from your doctor.

## Mental Health

If you are in counseling, you should discuss plans for support while abroad with your therapist. If you have had psychological difficulties in the past, you may also find it helpful to discuss your plans for spending time abroad with a counselor before you go.

### ► Helpful Tip

Take good care of yourself while traveling! Do not wear yourself down, watch out for excessive exposure to heat, drink plenty of fluids to avoid dehydration, and get plenty of sleep!

Mental health issues may arise from an existing or previous condition or result from the stress of travel and life in another country. The added pressures of communicating in a new language, meeting new people, and adjusting to a new routine and new customs causes stress for most people. If you find yourself being irritable over small things, feeling overtired, and/or excessively homesick, try to change your routine. Go outside and explore your new environment; talk to a new friend. If these things do not help, we encourage you to talk to an adult who you trust and ask for help. If you feel that you are in crisis or are concerned that you are dealing with a serious, urgent mental health problem that may require professional assistance, call International SOS (see pages 11-12) for a referral.

## Routine and Emergency Medical Care

Upon arrival (if not before), you should find out what arrangements exist locally for routine health care and the location of the nearest pharmacy. Make sure you also learn the name and location of the hospital nearest to your residence abroad and how to summon emergency medical care. A list of 911 equivalents is posted on the U.S. State Department's Students Abroad website: [travel.state.gov/content/studentsabroad/en/to-go/911-list.html](http://travel.state.gov/content/studentsabroad/en/to-go/911-list.html)

## Jet Lag

Jet lag refers to the physical and mental effects the body suffers when traveling rapidly across time zones and the resulting disruption of the traveler's normal sleep-wake cycle. As a result, the traveler may experience indigestion, daytime sleepiness, headaches, and changes in blood pressure, fatigue, and poor concentration. Symptoms typically increase with the number of time zones crossed. University Health Services has information about how to manage jet lag on its Travel Tips webpage: [www.princeton.edu/uhs/student-services/medical-services/travel-medicine-services/travel-tips](http://www.princeton.edu/uhs/student-services/medical-services/travel-medicine-services/travel-tips).

## Food and Water Safety

In areas where chlorinated tap water is not available, or where hygiene and sanitation are poor, only hot beverages made with boiled water or canned or bottled beverages may be safe to drink.

Where water may be contaminated, ice or containers for drinking should also be considered contaminated. Iced drinks and non-carbonated fluids made from water of uncertain quality should be avoided. It is generally safer to drink directly from the original beverage can or bottle. If no source of safe drinking water is available, tap water that has been boiled for one minute may be safe. Once it has cooled, it can be used for brushing teeth and drinking. Travelers who are consistently in areas with unsafe drinking water have also found it useful to purchase SteriPENs (ultraviolet, handheld water purification systems).

### ► Helpful Tip

Always dry wet cans, bottles, glasses, plates, bowls, or utensils before using. All surfaces that come into direct contact with the mouth should also first be wiped clean.

Be careful when choosing foods to eat. In areas of the world where hygiene and sanitation are poor, fresh fruit and vegetables should always be selected with care. Avoid unpasteurized milk and milk products, such as cheese, and eat only fruit that you have peeled yourself. Following these precautions will help you avoid intestinal infections, such as travelers' diarrhea, which are caused by organisms in contaminated food or water. But be warned: following the guidelines is no guarantee, and you may still develop diarrhea.

Many countries offer an abundance of food sold from roadside stands, and, in many countries, it is advisable to avoid such food. Locals may have no trouble with such food or drink because they have developed immunities against indigenous microorganisms.

## Travelers' Diarrhea

Travelers' diarrhea is a common affliction that usually strikes a couple of days after arrival in a new environment and seldom lasts longer than about five days. Diarrhea is nature's way of ridding the body of noxious agents; intestinal motility serves as the normal cleansing mechanism of the intestine. The most important way to cope with this disorder is to maintain adequate fluid intake

to prevent dehydration. Most cases of diarrhea are self-limited and require only replacement of fluids and salts lost in diarrhea stools. Drink fluids such as canned fruit juices, hot tea, or carbonated drinks. Your physician may be able to prescribe medication to take along for relief of the symptoms.

It is strongly recommended that you consult a local physician rather than attempt self-medication if your diarrhea is severe or does not resolve itself within several days, if there is blood and/or mucus in the stool, if fever occurs with shaking chills, or if there is persistent diarrhea with dehydration.

### **Sexually Transmitted Diseases**

Many diseases (e.g., gonorrhea, herpes, etc.) are primarily contracted through unsafe sexual activity. AIDS is the best known and the deadliest, but the same precautions apply to all sexually transmitted diseases.

Everything you already know about sexually transmitted diseases and how they are contracted is as true overseas as it is at home. Whatever the situation in your host country, you are not more likely to contract AIDS or other sexually transmitted diseases there than in the U.S.—if you act sensibly and refrain from unprotected sex and other behavior that carries the risk of infection. Since you will not know your overseas environment as well as you know your home environment, or might not be able to control it to the same degree, you should prepare yourself in advance, before leaving the U.S.

If you are sexually active, always use a latex condom. Take a supply with you, as conditions of manufacturing and storage of condoms in other countries may be questionable, and availability may be limited.

### **Overseas Blood Transfusions, Blood Products, and Injections**

Many countries, including the U.S., Australia, Canada, Japan, and countries in Western Europe, screen donated blood for endemic diseases, including HIV, hepatitis, and syphilis; others do not. In some locations, ascertaining the availability of screened blood and blood products may be difficult.

If you are injured or ill while abroad, avoid a blood transfusion unless it is absolutely necessary. If you do need blood, try to ensure that blood from a reliable source is used (check with International SOS or your local embassy/consulate). Before you leave the U.S., you should know your blood type and find out from your local Red Cross or embassy about safe sources of blood.

In the U.S., we take for granted that equipment such as needles and syringes are never reused. In some countries even disposable equipment may be used with multiple patients. Oftentimes, if you require an injection, you can buy needles and syringes and bring them to the hospital for your own use. The best rule is to avoid injections unless absolutely necessary. If injections are required, make sure the needles and syringes come straight from a package. When in doubt, ask to see how the equipment has been sterilized. Caution regarding instrument sterilization applies to all instruments that pierce the skin, including tattooing, acupuncture, ear piercing, and dental work.

# COMMUNICATION

## E-mail

You will probably have Internet access abroad, but it is worth asking before you go. It is important not to overdo e-mail and other online communication with friends and family at home. Online communication can become a crutch, interfering with immersion in the host culture.

## International Calls

To make a direct international phone call, you need:

1. The international direct dialing number/code for the country from which you are calling. For example, the international direct dialing number/code to call from the U.S. to another country is 011. In the U.K. and many other countries, it is 00. Some countries may offer more than one number depending on the carrier and type of service.
2. The country code of the country you are calling. For example, the country code for the U.S. is 1. The country code is dialed after the international direct dialing number/code and before the city/area code. Country and city codes can be obtained from operator assistance or at [www.countrycallingcodes.com](http://www.countrycallingcodes.com).
3. The city/area code (if any) for the number you are dialing.
4. The local number.

You may find it useful to use an international telephone card, available through most long distance phone companies. Since charges are based on U.S. rates, calls are more economical. Phone cards are also useful since many pay phones do not accept cash (cards can be used at regular landlines as well).

## Cell Phones

Cell phones are increasingly used in most countries to call overseas and communicate within the country. Keep in mind that most U.S. cell phones do not work abroad. We recommend that you learn about international cell phones generally and cell phone use in your destination country, before you leave. Be forewarned: Cell phone charges abroad can be more expensive than in the U.S. Use your phone wisely, or be prepared to pay!

Many travelers find that the best option is to buy an inexpensive phone upon arrival abroad. These typically operate on a pay-as-you-go system and can be a convenient and economical choice.

Inserting a SIM card from a local carrier into an unlocked handset will also provide inexpensive phoning and texting to cell phones in the same country. Check with your provider to see whether you have an internationally-compatible device and how to unlock it. Some carriers also offer “world phones” (however, world phones have their own drawbacks).

Another option is to check with your current cell phone provider to see if you can upgrade your service so it works abroad, allowing you to use your current phone number. This option is usually only cost-effective if you will

be traveling to multiple countries and would have to purchase a new phone in each country. If you decide to pursue this option, be sure to discuss rates and fees for voice, data, and texting, as they are likely to be higher than what you pay for domestic service and have more restrictions. Remember to enable any new services before you leave the country. Your device may work abroad, but the rates may be much higher than you would expect.

### **Smart Phone Apps**

We all live in an iWorld and are constantly connected through mobile gadgets and social media that can really make a difference in our lives, especially when traveling abroad. There are many smart phone apps that can help you get organized and ready before and during your travels, including apps for flight booking, airports, hotels, communication, budget management, health and safety, and more. For more information on how to make the best of your apps, check out OIP's *Travel Abroad—There's an App for That* at [www.princeton.edu/oip/practical-matters](http://www.princeton.edu/oip/practical-matters).

### **Text, Voice, and Video Chat**

If you do not have a Skype account, you may find it useful to establish one for making free calls over the Internet to anyone else who also uses Skype. Gmail also offers free voice or video chat, and you can make and receive landline or wireless phone calls in Gmail. You can also pay for a Skype plan for calls to landlines and cell phones. If you plan to Skype or use Gmail chat/calling with your parents, you may want to confirm that they have set up an account before you leave and know how to use it. You should also download any necessary plug-ins before leaving. Apple offers FaceTime, another one-on-one video calling feature, and iMessage, a free text messaging feature between iOS devices. If you own an iPhone you can connect to FaceTime and iMessage via WiFi without having a data plan abroad.

### **Time Zones**

When making phone calls to or from the U.S., keep the time difference in mind, and be sure to remind friends and relatives! Should your friends, for example, call you in France at 10 p.m. EST, they should be aware that you have probably long since gone to bed. The time zone of every country in the world can be found at [www.worldtimezone.com](http://www.worldtimezone.com).

### **Mail**

Surface mail can be slow, but airmail is usually fast. You may need to send and/or receive packages, so make sure you know where the nearest post office is and how it operates. You may also want to find out the rates of services such as FedEx, DHL, and UPS. They are usually more expensive for small items, but often competitive for larger ones.



## **MONEY AND BANKING**

Note: Although banking has become more uniform, the advice below may not apply in every country. Well before you leave the U.S., you should get accurate information from your bank and from credit card agencies.

### **► Helpful Tip**

Never carry large amounts of cash and take only the credit and ATM cards you will use on the trip. Consider using a necklace pouch or a money belt to keep cash and cards safe.

### **General Financial Information**

The safest way to protect your finances while abroad is to use an ATM card and a credit card. Carrying large amounts of cash is not recommended.

### **Currency Exchange**

You may want to exchange about \$100.00 prior to departure to have cash on hand when you arrive at your destination. American currency can be exchanged for foreign currency at most international airports and major banks (and at most major railroad stations). In general, it is wise to exchange money at banks and not at hotels, restaurants, or retail shops, where the exchange rates are unfavorable. Banks abroad afford you the fairest exchange rate available, but you can expect to pay a commission every time you exchange currency. In some countries, the commission is based on a percentage of the amount you exchange, while in others there is a flat fee regardless of the transaction amount. Often, you can use your ATM card to withdraw money and avoid a commission charge, although your bank may charge you a withdrawal fee.

Current currency exchange rates can be found at [oanda.com/convert/classic](http://oanda.com/convert/classic) or [www.xe.com](http://www.xe.com). Currency converter apps for your Blackberry, Android, iPhone, or Windows mobile device are available on the Oanda website or you can use the XE Mobile Currency Site.

### **Travelers' Checks**

With the widespread availability of ATMs, travelers' checks are often inconvenient to use and, increasingly, are not used as a source of funds while traveling abroad. Still, you may wish to carry some travelers' checks in case you cannot access funds through an ATM. If you do not use them abroad, you can use them as cash when you return to the U.S.

### **Credit/Debit Cards**

Credit cards make foreign currency transactions easy and are invaluable in financial emergencies. Take a credit card along, but use it wisely; plastic can be dangerous because overspending is easy. Interest charges can be costly, and the loss or theft of a card abroad is a serious inconvenience. Not all merchants abroad accept credit cards, regardless of the brand. Visa and MasterCard tend to be more widely accepted than American Express. Some banks charge fees for overseas credit card use. Make sure you find out what your bank's credit card and/or debit card policies are before you depart.

Most ATM machines accept foreign cards (check for the Cirrus or the Plus logo). If you have an account with Bank of America, you can avoid cash withdrawal charges by using ATMs at partner banks. **If you have a six-digit PIN for your debit and/or credit card, you may need to reset your PIN to four digits as ATMs in some countries do not accept more than four digits.**

Before you leave the U.S., make sure your bank and credit card companies know about your travel plans. Sudden changes in your account activity, such as frequent withdrawals in a foreign country, can trigger a fraud alert and cause your bank to freeze your account. You should also make a list of international contact numbers for your financial institutions, as well as your account, credit card, and ATM card numbers. Keep this information in a safe location.

The amount charged to your credit card bill is based on the exchange rate on the day that your bank or credit card company processes the transaction. Do not forget to pay your credit card bill on time! Request an electronic statement, pre-pay, or arrange for payments directly from your bank account.

### **Opening a Bank Account**

If you are studying abroad for the academic year, you may want to open a bank account to avoid ATM withdrawal fees. After arrival, you can become acquainted with the various banks and find the branch office most convenient for your use. If you already have the exact address of a convenient location, you may want to open an account before you arrive.

### **Budgeting**

The overall cost of living abroad can be higher than at home in part because you are in an unfamiliar environment making transactions with unfamiliar currency. Depending on your location, you may also be confronted with an almost endless array of entertainment possibilities and attractions. A go-slow approach to spending makes sense. Little is more dismaying than running out of funds overseas with no easy or quick means of replenishment.

In the OIP office and online, you may can review student evaluations, which include estimated costs that students experienced while abroad. Keep in mind that costs can vary based on individual expectations, location, number of weeks abroad, and time of year. General principles include the following:

- Make both weekly and daily budgets and stick to them.
- Learn the value of the money in relation to the US\$ (or another currency you know well) wherever you are and as quickly as possible.
- Be alert to special student rates and discounts and know what discounts are available if you have an International Student Identification Card.
- Cook for yourself (especially breakfasts) when possible.
- When you travel, stay in hostels or in modest bed-and-breakfast accommodations instead of hotels.
- Shop at street markets or major chain supermarkets and avoid specialty shops and convenience stores (which often add a 20-30% mark-up). Put off making major purchases until you have learned the range of available

- selections and prices—or learned that you do not need an expensive item.
- Sales taxes, as Americans know them, generally do not exist in other countries. But many now impose a Value-Added-Tax (VAT) on certain goods (not services), especially more expensive ones. As a visitor, you can reclaim the amount you have spent on the VAT at the international airport when you leave the country. You will need to show all your receipts and your purchases to claim this refund.

## **ADJUSTING TO A NEW CULTURE**

It can be easy to believe one understands a foreign culture even without having directly experienced it. Images in the media and information gleaned from books or encounters with natives can provide the illusion of real knowledge. Living in a culture and having to come to terms with its conventions and customs is a different matter entirely. Some cultural differences are evident (e.g., language, religion, political organization, etc.). Others can be so subtle that becoming aware of them can be a complex process. A first-time visitor may remain uncomfortable and off balance for quite some time.

In adjusting to your new environment, you will have to deal not only with real differences, but also with perceived differences. Keep in mind that people of other cultures are just as adept at stereotyping foreigners as we may be at stereotyping them—and the results are not always complimentary.

The best way to learn about local social customs is to inquire politely. Expect things to be different overseas. One of the basic reasons for you to go abroad is to develop an appreciation for the people and customs of other cultures. Anyone who goes overseas demanding that everything be the same as what he or she is accustomed is probably better served by staying at home. Be flexible and receptive in dealing with differences, and you will find your own life experiences enriched. An open mind, sense of humor, and a full dose of patience will serve you well in making a successful adjustment.

### **Cultural Adjustment**

Just as an athlete cannot get in shape without going through a sometimes uncomfortable conditioning stage, so you cannot fully appreciate cultural differences without first going through some stages of adjustment. It is possible that your initial reaction to life abroad will be euphoria, sparked by a sense of novelty and adventure. It is also possible that the euphoria will give way to a less pleasant emotion, as you try to make your way through an unfamiliar culture. You may find that you are unable to follow your usual routines. Minor problems may seem like major crises. You may feel anxious or depressed.

These symptoms are often referred to as “culture shock,” although this is somewhat of a misnomer. It is important to realize that these are perfectly normal responses to a new environment and, in fact, can be seen as a sign that you are truly engaging with a new culture. There is no one-size-fits-all way of dealing with the challenges of this adjustment period, although the more you understand it, the more effectively you can move past it and use it as a way to deepen your immersion into the culture. People who are living, working, and/

or studying in an unfamiliar location face many of the same issues that people face making other life transitions.

Techniques for adjusting to a new culture include learning as much as possible about the host country prior to departure, looking for the reasons things are done or perceived differently, meeting local people and finding friends with whom you can discuss your reactions, reading and speaking the local language, and familiarizing yourself with local viewpoints and customs. You should emerge from the experience with the ability to function in two or more cultures with confidence.

Some of the issues you may want to familiarize yourself with about your host country are traditions or practices related to appropriate dress, food, table manners, greeting, gift giving, hygiene, punctuality, religion, tipping, transportation, physical contact, and dating.

► **Helpful Tip**

Keep in mind that you are a guest in your host country. Always remain friendly and courteous. If your missteps are well intentioned, you are likely to be given the benefit of the doubt as a foreigner who is doing his/her best.

**Fitting In**

Expect to make mistakes. There is no way to learn everything about a host culture ahead of time. Because social customs differ greatly from one country to another, it is impossible to give guidelines that are universally applicable.

**Speaking the language:** Most people will appreciate your efforts to communicate in their native language. Do not be intimidated even if your command of the language is limited.

**Politeness:** In many countries, social encounters are governed by a code of conduct that requires a greater degree of formality than in the U.S. Be aware of the differences between the “familiar” and the “polite” forms of address (and use them properly). Become familiar with the appropriate expressions of gratitude in response to your hosts’ hospitality and be prepared to offer a formal greeting to whomever you meet in your day-to-day activities.

**Personal questions:** Let your hosts take the lead when engaging in “small talk.” While Americans often find it easy to talk about themselves, in some countries your hosts may view such discussion as impolite.

**Physical contact:** When establishing social relationships, be aware of the level of familiarity that you should adopt. Physical contact, for example, may not be appreciated or understood by someone unfamiliar with the American idea of camaraderie; a cheerful pat on the back or a warm hug may be uncomfortable. All cultures have social space norms: how far away to stand when conversing, how to shake hands or wave farewell. You should learn the local customs as quickly as you can. Learning customs related to boundaries and personal space in an unfamiliar culture also plays an important role in personal safety.

**Relationships:** What may be considered normal relations between people of the opposite sex in the U.S. may be interpreted very differently by your host culture. Both men and women should talk to locals to understand customs as they pertain to acceptable dress and other prevailing social mores.

**Drinking and drunkenness:** Be extremely sensitive to cultural attitudes regarding alcohol. You may find that drinking alcohol at most meals is the norm in your host country or that drinking alcohol is a rare occurrence. Whatever the prevailing cultural norms, binge drinking and drunkenness are not acceptable.

**Humor:** While each country has its own brand of wit and humor, few cultures appreciate the kind of “kidding” to which Americans are accustomed. Kidding comments, even when well intentioned, can be interpreted as unfriendly.

**Price bargaining:** Bargaining over prices is sometimes not only appropriate but expected. At other times, it is inappropriate. If you misread the situation, you may find that you have insulted the merchant. You can test the waters by politely indicating that you like the product, but that the price is more than you had anticipated spending. If the merchant wishes to bargain, he or she now has an opening to lower his/her offer. If bargaining is not part of standard business practice, you can simply (and politely) terminate the conversation.

### **Discrimination Abroad**

People you encounter abroad may judge you based on your race, ethnicity, nationality, sexual orientation, age, religion, gender, or physical ability—both in ways you might expect based on previous experiences and in completely unexpected ways. You may be part of a minority or majority for the first time in your life and have to think about your identity in a new way. You can also expect to encounter anti-Americanism in some parts of the world. Try not to let the possibility of discrimination prevent you from experiencing the many benefits of travel abroad.

No two people traveling abroad ever have the same experience, even in the same program and country. Some students have reported feeling exhilarated by being outside the American context; others have experienced varying degrees of innocent curiosity and sometimes familiar as well as new types of ostracism or discrimination. The nature of the discrimination you may experience often has to do with the ethnic/racial make-up of the host country as well as cultural norms and attitudes related to gender, religion, and sexual orientation.

You may discover that what first seems like discrimination is actually curiosity. People may stare at you or ask questions that you find insensitive. In many parts of the world, a person’s only connection with Americans and certain cultural groups comes from what they see on TV or in movies, which can lead to misimpressions (often strongly held).

While you may encounter situations that are difficult to deal with, educating yourself about the host culture and thinking through scenarios you might

encounter ahead of time will better prepare you to deal with life abroad. Talking with students on campus who have spent time abroad can be helpful in terms of establishing what the context will be like abroad and how to prepare for it.

### **LGBT Students Abroad**

You may already identify as lesbian, gay, bisexual, trans, or queer, or you may still be exploring your identity. In any case, you will find that the social climate, laws, and norms for personal interactions in other cultures are often different from those in the U.S. Some countries are more liberal on these matters than the U.S. and some less. Whatever the general rule, there will always be pockets of difference and personal idiosyncrasies. You should certainly talk with other students who have been where you will be.

The Princeton LGBT Center ([www.princeton.edu/lgbt](http://www.princeton.edu/lgbt), [lgbt@princeton.edu](mailto:lgbt@princeton.edu), 609/258-1353) is a good on-campus resource for pre-departure discussions and information and can also be used as a resource while abroad. For example, the LGBT Center sponsors Outreach Chats ([outreach.princeton.edu](http://outreach.princeton.edu)), which allow Princeton students seeking support in matters surrounding sexual orientation and/or gender identity to anonymously chat with trained LGBT Peer Educators in real time.

Additional LGBT resources include:

- University of South Florida LGBT Student Guide: [educationabroad.global.usf.edu/\\_customtags/ct\\_FileRetrieve.cfm?File\\_ID=51978](http://educationabroad.global.usf.edu/_customtags/ct_FileRetrieve.cfm?File_ID=51978)
- Michigan State Study Abroad for Gay, Lesbian, Bisexual, & Transgendered (GLBT) Students: [studyabroad.isp.msu.edu/forms/glblt.html](http://studyabroad.isp.msu.edu/forms/glblt.html)
- U.S. State Department LGBT Travel Information: [travel.state.gov/content/passports/english/go/lgbt.html](http://travel.state.gov/content/passports/english/go/lgbt.html)
- International Lesbian, Gay, Bisexual, Transgender & Intersex Association (ILGA): [ilga.org](http://ilga.org)
- NAFSA Association of International Educators Rainbow Special Interest Group: <http://www.rainbowsig.org/>
- National Center for Transgender Equality: [transequality.org/Issues/travel.html](http://transequality.org/Issues/travel.html)

The Princeton Office of International Programs is a safe and inclusive space for lesbian, gay, bisexual, and transgender students and their allies. Never hesitate to contact a study abroad adviser in the OIP for more information or to share your input, questions, or concerns.

### **Gender Roles and Norms**

When you travel abroad, you may encounter gender roles and norms that are different from what you are accustomed to, and you may be treated differently or be expected to treat others differently based on these roles and norms. Before traveling, you should inform yourself about societal perceptions of gender, behavioral expectations, dating, and relationships in your host culture and take time to consider issues that you may face while abroad.

You will have to make an effort to learn the unwritten rules about what you can and cannot do in the country that you are visiting. Talking with peers who have spent time in your host country can be useful to get a sense of norms related to behavioral expectations and relationships. You may find that you are made uncomfortable or offended by behavior that is acceptable in your host country. Considering how societal expectations align with your personal values can be a useful exercise for contextualizing both others' behavior and your own reactions.

For example, many female college students have a hard time adjusting to attitudes they encounter abroad in both public and private interactions between men and women. Perhaps the greatest challenge to U.S. women abroad stems from their tendency to be independent and to hold the belief that women may go where men go, do what men do, and speak as men do.

You may not agree with some local practices you find abroad, but you should try to understand and respect them while in your host country. Try to maintain the perspective that these challenging experiences are part of understanding another culture, which is one of the reasons you have traveled abroad.

### **Sexual Harassment**

Students may find that what is considered sexual harassment in the U.S. is socially acceptable behavior in other countries. In some countries, it is not uncommon for women to be verbally and loudly appraised, honked at, and aggressively addressed in other ways. Local women, who often get the same treatment, have usually learned to ignore it.

Although being culturally sensitive and respectful is an important element of your experience abroad, you should not accept behavior that invades your personal boundaries or makes you feel unsafe or uncomfortable. Trust your instincts. Although it may seem rude to be unfriendly to a stranger, creating boundaries to protect yourself is important. Use body language, facial expressions, and a firm voice to fend off unwanted attention. Make sure your body language is congruent with your words—if you say no with a smile, your words lose their force. Avoid eye contact, which can be seen as an invitation in some cultures.

The issue of sexual harassment can become a major stress factor for women and can greatly affect their experience abroad. Harassing behavior is almost always annoying but only occasionally develops into a dangerous situation. Responding aggressively out of exasperation is understandable, but can put you at risk. Engaging in conversation with locals about gender roles and techniques for deflecting unwanted attention can be helpful. If harassment toward you causes increased anxiety or anger, you should seek assistance.

The Sexual Harassment/Assault Advising, Resources and Education (SHARE) Office at Princeton is a resource for you before you travel as well as while you are abroad. SHARE provides crisis response, support, advocacy, education, and referral services to those who are dealing with incidents of

power-based personal violence including sexual harassment, sexual assault, dating/domestic violence, and stalking (call 609/258-3310 for 24-hour on-call confidential services). International SOS can also assist you in identifying local resources for support and/or counseling.

Uncomfortable situations can usually be avoided by taking precautions. Dress conservatively (information about appropriate clothing for women travelers in various countries can be found at [www.journeywoman.com](http://www.journeywoman.com)). Do not go out alone late at night or in questionable neighborhoods.

### **Readjusting to Princeton**

You may face a period of adjustment after returning to campus. Returning to your home environment can often be more difficult than traveling to a different country because you don't expect to have any issues returning "home." If you integrated yourself successfully into your host culture you may feel torn about leaving. You may be eager to return home but also reluctant to leave behind important relationships you established while abroad.

As you resume your routines, you may recognize that you have changed as a result of your overseas experience. This change is a healthy and expected result, but your intellectual and/or personal growth may mean that you have some difficulty fitting into your old patterns of behavior. For example, you may be disappointed with friends who seem uninterested in accounts of your overseas experiences. You may find that life at home is restrictive compared with what you enjoyed abroad. While you may be eager to be home again, you may also hesitate over resuming all the rhythms of your former life.

After an initial period of dislocation, most students who have spent time abroad readjust to American academic and social life without difficulty. The experience of learning and living in a different cultural environment often has a confidence-building effect.

### **PACKING SUGGESTIONS**

Most students who have traveled abroad report that they packed too much, especially clothes. What you take depends largely on where you are going and how long you will be there. Remember that you will often be able to buy what you need abroad.

Don't pack your bags to their limit. It is likely that you will buy items while abroad that you will want to carry home. Comfort and practicality are key for both clothing and shoes, but remember that people in other countries often dress more formally than people in the U.S. The local style is likely to differ from what you see on campus or in your hometown. Descriptions of appropriate casual and business dress for men and women in many countries can be found at [www.executiveplanet.com](http://www.executiveplanet.com) in the country-specific business culture guides.

#### **Clothing:**

- The basics: socks, underwear, shorts (if appropriate), skirts/pants, shirts, pajamas, sweater/sweatshirt



- Waterproof walking shoes, flip-flops/shower shoes
- Rain jacket, light jacket or winter coat, gloves, scarf, hat, as appropriate
- Bathing suit
- Sun hat (and sunglasses)
- One or two nice outfits

### **Toiletries and Medical Kit:**

- The basics: toothbrush and toothpaste, comb and/or brush, deodorant, razor(s), razor blades, moisturizer
- Sunscreen, lip balm
- Prescription medicines (carry copy of prescriptions and letter from physician)
- Non-prescription drugs: laxative, antacid, pain reliever, anti-diarrheal medication (Immodium or Lotomil), motion sickness pills, decongestant, antihistamine, anti-fungal cream, cough suppressant, yeast infection medication
- Insect repellent (25-30% DEET) and, depending on destination, mosquito bednet; calamine lotion or topical antihistamine
- Band-Aids, gauze, tape, antibiotic cream
- Oral thermometer
- Contraceptives and condoms
- Tampons/sanitary napkins (enough for your whole stay)
- Extra eyeglasses and contact lenses with cleaning solution
- Tweezers, fingernail clippers, nail files, etc. and/or Swiss Army knife
- Pre-moistened towelettes
- Water disinfectant (iodine or chlorine solution)
- Gatorade/electrolyte replacing powder

### **Documents:**

- Passport and visa(s) and photocopies
- International SOS card
- Airline tickets and rail passes
- Medical insurance card and coverage plan
- Driver's license
- Emergency contact information
- Credit cards, ATM cards, , etc. and copies for reporting lost/stolen cards
- Acceptance letter from program or host organization and approval letter from Princeton (if applicable)
- Extra passport sized photographs (useful for ID cards, rail cards)

### **Gift Suggestions:**

- Clothing and items with Princeton logo
- Baseball caps
- Non-perishable traditional American foods

### **Miscellaneous:**

- Money belt or neck wallet
- Umbrella
- Watch (cheap, reliable)

- Camera and film/batteries/extra disks
- Flash drive/memory stick
- Flashlight
- Day pack/small compressible knapsack
- Battery-operated alarm clock (and extra batteries)
- Adapter and voltage converter. For information about electrical outlets, plugs, and sockets found throughout the world, see [www.electricaloutlet.info](http://www.electricaloutlet.info). Small locks for backpacks or locking luggage to overhead train racks
- Pictures of your life at Princeton or at home to share

## **CONNECTING WITH PRINCETONIANS ABROAD**

More than 160 Princeton regional alumni associations exist all over the world, connecting Princetonians within a certain geographic boundary to each other and the University. The Princeton Alumni Association maintains a list of regional associations on its website at [alumni.princeton.edu](http://alumni.princeton.edu). Click on Alumni Communities, then Regional Associations. You can also access alumni discussion groups by clicking on TigerNet Services, then Discussion Groups.

In addition, you can make contact with Princeton students through Princeton Friends Abroad, a list of students who are studying, interning, volunteering, or researching abroad, maintained by the Office of International Programs. You may have signed up to be included on this list during a pre-departure orientation. If not, and you'd like to be added (or if you need to make a correction or update information), contact Veronica Drumm, [vdrumm@princeton.edu](mailto:vdrumm@princeton.edu), in the Office of International Programs with the city and country in which you will be living and the dates you will be there.

## **POSTGRADUATE FELLOWSHIPS AND SCHOLARSHIPS**

Many Princeton undergraduates who participate in study abroad, international internships, and other global experiences make ideal candidates for postgraduate fellowships, including Rhodes, Marshall, Gates Cambridge, Fulbright, and National Science Foundation (NSF). Highlighting your global experiences and demonstrating that you have made connections with scholars and institutions abroad strengthens your fellowship applications. Take advantage of your time abroad to make connections that may be useful for future academic endeavors and career plans.

Postgraduate fellowships are listed on the Fellowships Advising website at [www.princeton.edu/oip/fellowships](http://www.princeton.edu/oip/fellowships). The Fellowships Advising website provides an overview of awards available, useful reference tools, and advice on the application process. If you would like to join the Fellowships Advising Blackboard site to stay informed about meetings, opportunities, and upcoming deadlines, e-mail [postgrad@princeton.edu](mailto:postgrad@princeton.edu).

Juniors who will be abroad during spring semester and are interested in applying for postgraduate fellowships and scholarships in the fall of senior year should try to schedule a meeting with either Dr. Deirdre Moloney, director of fellowship advising, or Ms. Hanna Lee, assistant director of fellowship advising prior to departure. Please review carefully the list of opportunities on

the website prior to your meeting. (You can make an appointment on WASS.) You can also make an appointment for advising by phone or Skype while you are abroad (Skype: deirdre\_moloney and hanna.le4). For fellowships with early fall deadlines, students begin drafting application essays and identifying possible recommenders as early as March of their junior year.

For more information, contact Fellowships Advising in the Office of International Programs (609/258-1998, postgrad@princeton.edu).

## **THESIS RESEARCH**

### **Human Subject Research Regulations**

All students, faculty, and staff conducting research involving human subjects must receive approval from the Institutional Review Board for Human Subjects (IRB) prior to beginning their research. Researchers must complete and submit either Questionnaire A or Questionnaire B directly to the Institutional Review Board for Human Subjects, ORPA, 87 Prospect Avenue, 3rd Floor. Plan ahead! In most cases, a faculty adviser must review and sign the completed questionnaire before it is submitted. The IRB meets once a month and usually asks for further information from students, a process that takes a second month. For more information about the approval process and the kind of research that should be submitted to the IRB for review, visit IRB's website: [www.princeton.edu/ria/human-research-protection/committee-information](http://www.princeton.edu/ria/human-research-protection/committee-information).

### **Tips for Conducting Research Abroad**

- Utilize your Princeton connections. Ask professors if they know anyone who might be willing to speak with you.
- Plan your course of research. Do preliminary research and prepare your questions before departure, so that you can best utilize your time abroad.
- Use your time abroad to do research you cannot do in the U.S. Check the resources at Princeton libraries before you go to help you prepare and to ensure that you use your time abroad effectively.
- A digital recorder can be useful in interviewing. Keep in mind that some people are not comfortable being recorded.
- Save time by arranging interviews ahead of time.
- Go to the top when trying to schedule interviews. Even though you will most likely be interviewing assistants, supervisors are more likely to respond positively to informational interviews.
- Be aware of local holidays, vacation schedules, and business hours. In many countries, businesses close in the early afternoon.
- Learning to make your way around in a foreign bureaucracy can be difficult and time consuming. Be patient.
- Start writing! It will help you sort through your thoughts and identify areas and topics to further explore while you are abroad.
- Bring letters of introduction and business cards with your e-mail address. Letters of introduction can help you access libraries and other restricted resources. Business cards are an excellent tool for networking and for introduction when trying to schedule interviews. In some countries, it is

customary to exchange cards upon introduction.

## **INTERNATIONAL SERVICE**

Volunteering overseas—whether as an individual or as part of a group—can be an extraordinary experience, but it is rarely easy. You are likely to encounter challenges such as confronting unfamiliar values and alternative approaches to problem solving.

- Make sure that the volunteer opportunity you join is part of a long-term project that benefits the local community and can continue after you leave.
- Consider adopting a lifestyle consistent with local standards.
- Newly arrived volunteers are often very energetic and optimistic (not a bad thing!). As a result, however, they often set unreasonably high expectations for themselves and for their hosts. Begin by slowing down: allow time to adjust to your new environment, and learn to listen and observe rather than immediately asserting your own opinions and ideas.
- You will be in many situations that you may not understand right away—even when you think you do. Be careful not to judge too quickly.
- Accepting prevailing behavior and attitudes instead of trying to change or challenge them usually makes for a more productive volunteer experience, especially if you are only in a location for a short time. You may be eager to “change the world,” but be careful not to approach people and situations with the assumption that you know best.
- Follow through on your commitments and respect the time and energy of your host organization and host community.

## **INTERNATIONAL INTERNSHIPS**

In today’s global economy, an international internship can be a valuable addition to your resume. Through success in an international internship, you show that you can function in a work environment overseas and adapt to a new culture.

### **General Guidelines**

- Build a relationship with your supervisor before you go. Let your supervisor know what your skills are, what you can offer, and what you are not comfortable doing. Offer to prepare in advance. Communicate in the language you will be using for your internship.
- Try to tailor the work you will be doing to your interests or academic goals, while assuring that it will be valuable for the hosting organization.
- Concentrate on making an impact and contributing to the organization’s goals and objectives.
- Establishing an attainable goal with concrete tasks prior to arrival makes intern supervision easier. Many organizations have limited time to supervise or assist a temporary employee.
- Make yourself useful and do things your supervisor needs to get done. If you take on some of the grunt work, you may also be more likely to get assigned challenging tasks.
- Be flexible and independent. Even in the most advanced organizations, needs evolve rapidly. Adjust your expectations to on-the-ground realities.
- Get to know all staff, not just your supervisor and the director.
- Remember that your internship is one of the most valuable opportunities

you will have to start networking at an international level. Bring business cards with your e-mail address and make sure you collect those of the people you meet. The people you meet during your internship will usually be eager to help you in any way they can—whether you are working on a research project or searching for a job after graduation. Keep a journal (detailed account) of your experience. This account may prove useful for applications and job interviews.

- Wherever you go, be in touch with Princeton alumni living in the area before you get there. They are a great resource for networking and are often willing to help you settle into your new environment.
- Keep in mind that many internships are not part of established programs with support services. Most likely, you will need to be pro-active to make the most out of your experience.
- Remember to thank your employer with a formal thank you note upon returning to the U.S.

### **International Internship Program (IIP) Placements**

If you have been accepted to an IIP Placement, you will sign a commitment form and be put in touch with your overseas supervisor before starting the internship. Students will receive an IIP award, as per the IIP acceptance email. For students on financial aid, this award is estimated to cover airfare (roundtrip from Newark), accommodation, meals, and local transportation to and from work and to and from the airport. For students who are not on financial aid, the award is estimated to include accommodation, meals, and local transportation to and from work and to and from the airport. All students can search for additional funds to cover immunization and visa costs, through the SAFE portal, regardless of their financial aid status.

### **Before the Internship Starts:**

- Read former interns' evaluations, speak with former interns (when available), and consult the website of the internship provider.
- Make an appointment with the IIP director to discuss information specific to your placement, including developing a work project with your supervisor that matches your academic or future professional interests and the logistics of housing, visas, and transportation.
- Initiate a relationship with your supervisor to discuss your summer work/project and copy the IIP ([iip@princeton.edu](mailto:iip@princeton.edu)). Contact information will be provided to you by the IIP.
- Contact faculty and graduate students for advice on how to make the most of your work responsibilities and how to connect this experience to your Princeton academics.
- Contact alumni in your field to discuss how to best use your internship experience to enhance your resume.
- Attend a mandatory Health Meeting, Cultural Awareness Session, and workshop on the ethics of research. In addition, you should attend an OIP International Pre-departure Orientation, during which health, safety, and cultural issues will be addressed.
- Submit a travel request in Concur ([www.princeton.edu/concur](http://www.princeton.edu/concur)).
- Complete the Pre-departure Survey

### **During the Internship:**

- Immediately inform the IIP of any issues, social or professional, that arise during the internship, however small they might seem.
- Respect your workplace regulations and policies regarding assignments, working hours, and professional conduct (including dress code).
- Respond to communication from the IIP (within a week of receipt) during the course of the internship. At a minimum, you will receive three surveys from the IIP that request (1) a check-in survey within one week, (2) a mid-term report, and (3) a final evaluation.
- Take photographs of your workplace and the city in which you are interning! Have someone take a photo of you “in action” or with the sign for the organization or company where you are interning.
- Keep a journal and a daily log of your work responsibilities and decisions, described in step-by-step detail.

### **Upon Returning to Princeton**

- Send a thank you e-mail to your supervisor and copy [iip@princeton.edu](mailto:iip@princeton.edu).
- Complete the mandatory IIP Final Evaluation Survey and submit it to the International Internship Program.
- Participate in mandatory debriefing activities.

## **SUMMER STUDY ABROAD**

### **Academic Credit**

Summer courses not offered by a Princeton program must be pre-approved if you wish to receive Princeton credit. We do not recommend paying a program deposit before you have courses approved.

To initiate the approval process, you must complete the *Approval Form for a Course Taken at Another Institution*, available on the Office of International Programs website. This form should be submitted along with the course description/syllabus to the relevant departmental representative and the OIP for review and approval. Courses that are pre-approved must be passed with a grade of C or better to qualify for credit.

Guidelines for pre-approval of courses taken at another institution are as follows:

1. The outside course must be offered by an accredited, four-year institution. Study Abroad courses must appear on the transcript of a four-year institution. Online courses are ineligible for transfer credit.
2. For summer courses, a one-term course must meet for a minimum of 4 weeks and 30 hours or more; a two-term course must meet for a minimum of 8 weeks (and 60 hours). A course or set of courses proposed to substitute for a course in a foreign language must meet a total of 60 hours. Please note that many departments (e.g. Math, Economics, Physics) impose additional requirements and restrictions: check with departmental or program websites to determine the specifics of what they require.
3. The content of an elective course should fit generally within the range of course offerings in a Princeton department or program. In the case of

a course proposed to substitute for a prerequisite or required course in a Princeton department or program, the content should be substantially similar.

4. The Departmental Representative or Program Director may request information about the course beyond the catalog description, such as a reading list, the names of required texts, and the kinds of examinations, reports, lab projects, or papers used to test the student's mastery of the course.

## **Financial Aid**

Currently enrolled Princeton undergraduates who attend summer school may qualify for a University loan to help cover the cost of summer school. To be eligible, you must 1) be a need-based financial aid recipient and 2) be enrolled in a Princeton-sponsored program or taking a course that has been pre-approved for Princeton credit. If you are not enrolled in a Princeton-sponsored program, you must submit a copy of the tuition bill or a course catalog listing the cost of tuition.

**Loan Information for Princeton Programs:** You may borrow up to the cost of the program, less any funding you receive. Repayment of the loan begins nine months after you are no longer enrolled as a full-time student. There is a five percent interest charge during repayment. Once you have been officially accepted into a Princeton program and are aware of all other funding you will receive, you should make an appointment to see a financial aid counselor if you wish to request the loan.

**Loan Information for All Other Summer Programs:** The loan is limited to the amount of tuition. Room, board, books, personal and transportation expenses will not be considered. If the program provides one figure for total costs, you must contact the program to determine the tuition charge before meeting with a financial aid counselor. Once you have completed the *Approval Form for a Course Taken at Another Institution* and obtained tuition information, you should make an appointment to see a financial aid counselor. The loan funds will be sent directly to the program you are attending unless you have a receipt confirming tuition has already been paid.

**Summer Savings Shortfall:** If you are unable to save the amount expected from summer earnings, you may apply for replacement aid in the fall. The shortfall is typically met with 50% University grant and 50% self-help aid (loan or campus job). Once you are back on campus in the fall, contact the Financial Aid Office (609/258-3330) and schedule an appointment to have the shortfall in your summer savings replaced.

## **ACADEMIC YEAR STUDY ABROAD**

### **Academic Credit**

Students who are approved to take a semester or year abroad are expected to take the equivalent of four Princeton courses per semester. The actual number of courses you take abroad may vary according to the institution or program

you attend. Students who have completed extra courses at Princeton may, if the program permits, be allowed to take the equivalent of three courses in a semester.

It is possible to receive credit for one extra course abroad, if approved in advance. Any extra courses taken during a semester or year abroad reduce the number of outside courses that can be counted toward your degree. Students interested in taking more or fewer courses than the norm while abroad need approval from the Office of International Programs.

You must earn the equivalent of a grade of C or above in pre-approved courses taken abroad to be granted credit, and you may not take a course on a pass/fail basis. Once you arrive at your destination, you may find that a course is no longer offered, that scheduling conflicts prevent you from taking a course, or that a different course is more appealing than one you had chosen earlier. It is not unusual to substitute one course for another once you have become better acquainted with the course options abroad. Reasonable substitutions are not a problem, but you do need approval from the Office of International Programs. If you wish to substitute one departmental course for another, contact your departmental representative to ensure that the substitution is acceptable.

Before you leave campus, it is a good idea to discuss with your departmental representative the range of courses that would be acceptable for departmental credit. Your departmental representative is responsible for the academic programs of undergraduate concentrators and can answer questions concerning departmental requirements and independent work expectations.

You may use two courses taken abroad to fulfill any two distribution area requirements, but they should normally be in two different areas. You may have the courses approved for this purpose either before or after your time abroad by the departmental representative in the appropriate department.

If you wish to drop a course during the semester, you must contact the Office of International Programs and your college dean to discuss how it will affect your standing at Princeton.

### **Independent Work**

Conducting research while living in the part of the world about which you are writing can enrich any scholarly effort and firmly establish the link between foreign study and Princeton departmental work. In some departments, independent work can be supervised by an on-site adviser, appointed by Princeton, who will guide you in your project. Your on-site adviser will evaluate your paper and assign a grade, which will be reported to your department at Princeton. In other departments, a faculty member at Princeton will advise you. You need to keep your long-distance adviser apprised of your progress by e-mail, phone, or Skype. Even if a faculty member at Princeton is supervising your independent work, you should seek advice from professors and scholars on-site. Princeton faculty can often help you identify useful contacts abroad. Most complications that arise when doing independent work abroad may be



circumvented by planning ahead, keeping in touch with your adviser, and by designing a project that takes advantage of what the host country offers.

As is the case with students on campus, you may request an extension of the due date if circumstances beyond your control prevent you from meeting the independent work deadline. Taking early stock of research conditions, including such matters as library borrowing privileges and hours of operation, is a good way to avoid last-minute panic.

However, if your best-laid plans fail you or if the academic calendar abroad presents difficulties, do not hesitate to contact the Office of International Programs and your department to ask for more time. Extensions must be approved by your departmental representative, the adviser in charge of independent work, and the Office of International Programs, in consultation with your college dean.

### **Library Resources**

Before departing, check at the library circulation desk to return all books and pay any outstanding fines. Your library card and privileges will not be canceled while you are away.

For information regarding using library resources from off campus locations, consult a *Guide to Library Resources for Princeton Students Going Abroad*, which has been put together to assist you in conducting academic research while abroad: [libguides.princeton.edu/abroad](http://libguides.princeton.edu/abroad). The first thing you should do is follow the directions for setting up a VPN connection on your laptop. Instructions for using the proxy server are also provided. You should set up and test your VPN connection before you leave campus.

You are encouraged to contact a subject specialist in Firestone Library for assistance, especially for junior paper research (see [library.princeton.edu/help/sub.php](http://library.princeton.edu/help/sub.php)). This should be done before departure.

### **Academic Year Sign-In**

Students who are studying abroad complete Academic Year Sign-In and course enrollment for the academic year via TigerHub at the same time as all other undergraduates. For the 2015-16 academic year, Academic Year Sign-In begins at 7 a.m. on Wednesday, September 9 and ends at 11:59 p.m. on Tuesday, September 15. To complete Academic Year Sign-In, you must log into TigerHub, review your personal and bio-demographic information, and confirm your student status for the academic year.

All enrolled students, whether on campus or abroad, must complete Academic Year Sign-In by the deadline. If you do not complete it on time, you will be assessed a \$75 late fee. Students who have a compelling reason for not being able to sign in on time should immediately notify Deputy Registrar Sally Gonzalez at 609/258-7242 or [sallyg@princeton.edu](mailto:sallyg@princeton.edu) to explain the circumstances and request a waiver of the late fee.

## **Course Selection from Abroad**

Course selection for the fall occurs in mid-April and for the spring in early December. The Office of the Registrar will notify you about each semester's course selection schedule via e-mail. To enroll in courses from abroad, you should first seek the advice of your departmental adviser via e-mail and then enroll in courses online on the specified dates. To participate in this process, you will need internet access. If you have trouble accessing the internet for online course enrollment, please notify the Office of the Registrar at registrar@princeton.edu.

The web-based course enrollment process will keep track of and enforce enrollment limits on courses that have them. There will, however, still be courses with admission by "application only." It is not difficult to apply for such courses from abroad. Applications are usually available online and can be faxed or sent by e-mail to the appropriate office. Some courses may require an interview. Students who are abroad are not expected to be present at an interview. If the interview is required in addition to the application, you should use the written application to explain your interest in the course. If only an interview is required, you can send an e-mail to the professor in charge of the course explaining your reasons for wanting to take the course and any background that you would bring to it. If you have difficulty making contact with the appropriate person on campus, please contact the Office of International Programs for help.

## **Evaluation of Academic Course Work Done Abroad**

At the conclusion of your program, you should arrange to have an official transcript of your course work sent to the Office of International Programs. Credit will be granted for courses that were pre-approved and passed with a C (or its equivalent) or better. (Credit is not granted for courses taken pass/fail.) Credit cannot be given until the transcript is received and duly processed.

Be sure to keep a record of all work done abroad and keep copies of all work before you turn it in, as professors abroad frequently do not return papers and examinations.

## **Transcript and Grades**

Approved courses taken for credit while you are abroad during a semester or year will be recorded on your Princeton transcript. The transcript will indicate the institution or program attended and its location. For all but two programs (the Tropical Biology Programs in Panama and Kenya), grades for courses taken abroad will not be recorded on the Princeton transcript. Credit will be indicated by a notation of "T," meaning "transfer credit."

Grades earned abroad that do not show up on the Princeton transcript are not used in calculating averages for departmental and university honors. (They do, however, show up on your internal transcript.) Grades for Junior Independent Work completed abroad are reported on the Princeton transcript and are used in calculating averages for departmental and university honors.

Your transcript will be processed for Princeton credit and a copy forwarded to

your department only after you submit your online Study Abroad Evaluation.

Although courses taken abroad will be listed on your transcript, you will find that graduate and professional schools and fellowship competitions request original transcripts as part of their applications. If you are planning to apply to graduate school or for postgraduate fellowships in the fall after your semester or year abroad, we advise you to order extra copies of your transcript from your study abroad program/university while you are still in the country. Getting transcripts from abroad can be a lengthy process, and application deadlines for graduate school and postgraduate fellowships are strict.

## **Financial Aid**

Students receiving financial aid who are planning to study abroad should read the Financial Aid Information Sheet and must submit the Financial Aid Form and Budget to the Office of International Program (36 University Place, Suite 350). These documents can be found in the Other Forms section at [www.princeton.edu/main/students/aid](http://www.princeton.edu/main/students/aid). No funds will be made available to you or dispersed to your program sponsor until your budget has been approved. Make sure you take care of this in a timely manner!

Your budget for study abroad will be reviewed and your financial aid award will be adjusted, if necessary. If your combined expenses for a semester away and a semester at Princeton (or a full year away) are more than a year's budget at Princeton, University grant funds will be assigned to meet the additional cost. If your total budget is less than Princeton's, your self-help aid will be reduced first, then, if necessary, grant assistance.

After you have completed and returned all necessary forms, the Student Accounts Office will prepare your financial aid for release. Typically, financial aid is first released to the sponsoring program to cover their direct charges (less any payment your family may have already made to the program). Any remaining aid is released to either you or a parent. Financial aid funds are normally not released until the first day of classes each term. If earlier payment is due to the program, please specify the due date and be sure to discuss your situation with a financial aid counselor.

## **Housing and Dining Contracts**

Before you leave campus, you must cancel your Housing and Dining Services contracts. This can be done online at [housing.princeton.edu](http://housing.princeton.edu) and should be completed the day you are leaving campus. Failure to cancel your contract may result in additional charges to your student account.

A space vacated by a student going abroad will be filled by a student on the housing waiting list. Students may not hold a room or space in a suite by paying for a yearlong housing contract. In some cases, the remaining roommates may be moved to a smaller room, if one is available. All vacancies in suites will be handled at the discretion of the Housing Office.

**Students Abroad for the Academic Year or Spring:** While abroad, you will

participate in room draw through the online room draw website at [housing.princeton.edu](http://housing.princeton.edu). If you have limited internet access, contact the Housing Office to make other arrangements. You can designate a friend or the Housing Office to select your room and roommates by logging on to the room draw website and clicking on "Assign Proxy." Your proxy will then be able to log in (as you) to select your room. Make sure that your proxy is aware of your draw time and your room preferences. *It is your responsibility to apply for room draw. Once you have a valid room draw application and receive your draw time, you can assign a proxy.* Your electronic signature on the Housing/Dining Contract indicates your intention to occupy the room. You are therefore subject to all rules concerning the cancellation of the housing contract.

**Students Abroad for the Fall:** If you will be away during the fall semester only, consult the Housing Office website for information about Spring Move-In: <http://hres.princeton.edu/undergraduates/move-in>. Students who are returning to housing for spring semester should apply for housing online, as instructed on the Spring Move-In Information webpage. Please be aware that single rooms are usually not available. You should expect to be assigned to a vacancy in a suite. If you are returning from the fall semester abroad and wish to take the space in a suite of someone who will be away in the spring semester, let the Housing Office know between mid-December and mid-January. As long as the other students in the room agree to the proposed arrangements, there should not be a problem.

Please note that single rooms cannot be requested, even if you know that the room will be vacant. Beginning in mid-December, you may contact Kathy Ludman (609/258-2556, [kludman@princeton.edu](mailto:kludman@princeton.edu)) to discuss your housing requests. Students returning from the fall semester abroad cannot be given access to their room until noon on the Wednesday of intersession week. If you have any questions about housing policy or room selections before or during study abroad, please contact Kathy Ludman.

## **Storage**

If you wish to store boxes while you are studying abroad, storage space is available at no charge in 1938 Hall basement (fall) and 1939 Hall basement (spring). Storage is limited to boxes only; there are no facilities for storing carpets, furniture, or refrigerators. Although there is no limit set for the number of boxes you may store, you should try to store as few as you can to help assure that space exists for all students who are studying abroad.

You can generally access the storage facilities Monday through Friday from 9 a.m. to 11:45 a.m. and 1 p.m. to 2:30 p.m. Please note that storage areas may not be accessed during reunions. When you are ready to place your belongings in storage, call 609/258-3490. Someone from Building Services will tell you in which building the storage is located and will meet you to unlock the space. When you return to campus, you may retrieve your items during the storage access hours as stated above by calling Building Services. If you have any questions, please contact Rick Clugston at Building Services by calling 609/258-6241 or e-mail [clugston@princeton.edu](mailto:clugston@princeton.edu).

## **Parking**

Study abroad students may not leave their vehicle unattended while away. For further information, contact Transportation & Parking Services (parking@princeton.edu, 609/258-3157).

## **Eating Clubs**

Sophomores who want to study abroad in the spring often ask about how they can enter an eating club. To enter a non-selective club, you may ask a specific club's officers to place your name on the club's list before you leave campus, or you can ask a friend to sign you in. For the selective clubs, you may be able to bicker in the fall of your junior year (if that option is available at the club at which you wish to become a member), or you may participate in the regular bicker session as a second semester junior. Clubs may ask members who plan to be abroad to pay the membership fee to hold their place.

Assistant Dean of Undergraduate Students Bryant Blount '08 serves as a liaison to the eating clubs. He can be helpful in answering questions or directing you to other resources. Dean Blount may be contacted at 609/258-3061 or blount@princeton.edu.

## **Residential College Advising Program**

A number of former study abroad participants have, upon their return, served as residential college advisers. If you would like to apply but will not be available for a January interview, you should let your college know and schedule an early interview with the college master or someone designated from his/her staff. You are still responsible for submitting an application by the fall deadline. Applications and detailed information are available on the Office of the Dean of Undergraduate Students website: [www.princeton.edu/odus/living/advising](http://www.princeton.edu/odus/living/advising).

## **Absentee Voting for U.S. Citizens**

Just because you are not in the U.S. at election time does not mean you cannot cast a ballot. Before you may vote from abroad, however, you must be registered to vote at home. Check with your local city or town hall to obtain information on procedures for voting by Absentee Ballot, including timing. You may also refer to the website for the Federal Voting Assistance Program ([www.fvap.gov](http://www.fvap.gov)) and the Youth Vote Overseas website ([yvo.overseasvotefoundation.org](http://yvo.overseasvotefoundation.org)).

## **Income Taxes**

If you will be away for the entire academic year and have earnings that require you to file federal and/or state income tax returns, you should plan ahead. Persons temporarily living abroad may normally request an extension of the deadline for filing federal income tax. You can file from abroad if you make arrangements with your parents to send you the necessary documentation. Federal tax forms are available for download at [www.irs.gov](http://www.irs.gov).

## **Study Abroad Peer Advisers**

A network of study abroad peer advisers is available to answer questions you may have about your upcoming study abroad experience, whether about academics, packing, travel, etc. You can find contact information by country

or by department on the Office of International Programs website: [www.princeton.edu/oip/sap/peer\\_advisers](http://www.princeton.edu/oip/sap/peer_advisers).

### **A Word on Excessive Travel**

You may feel less academic pressure in your program overseas than you do at Princeton; you may have fewer tests and papers. You will simultaneously become aware of how much you can learn by exploring your environment and making friends. Foreign universities often permit more freedom than you may be used to. Responsibility for learning rests squarely on students' shoulders. Independent learning is often not only encouraged but expected.

Do not fall into the trap of thinking that because there may be less work to submit to instructors for grading during the term that less work is demanded of you. The demands are simply different and require that you take charge of much of your own learning. Students who do not learn this lesson often end up regretting that they did not use their time wisely. In that context, ambitious travel away from the program site, though a great temptation, should be approached with care.

While travel in your free time can be enormously educational (and fun), excessive travel can undercut the primary reason for being overseas. You certainly do not need to study all the time, but you should remember that study abroad should be primarily an academic experience. Be realistic when calculating the amount of travel you can reasonably undertake during your program, keeping in mind your academic commitments. With careful advance planning, you can satisfy your wanderlust without sacrificing the educational benefits of the program.

Parents often visit their children overseas and travel with them. Please be sure that you arrange any visits from family or friends during the breaks in your academic schedule. Missing classes for a week or two to accompany your parents around the country is not acceptable.

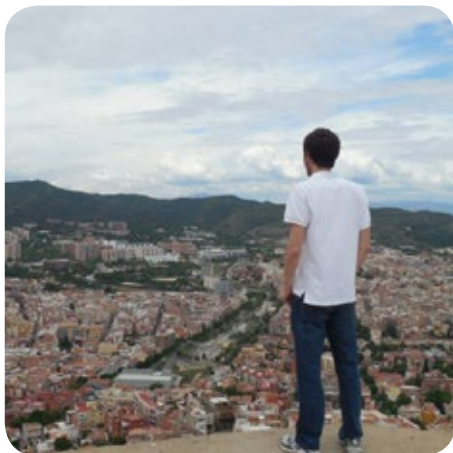
### **Before Arriving Back on Campus**

Before the start of the semester following study abroad, all returning students will be sent (1) information about resuming their studies on campus; (2) an Interim Health Form, which must be returned to University Health Services; (3) a link to the online Study Abroad Evaluation.

After you complete your evaluation, your student record will be updated to reflect Princeton credit for courses taken abroad, and the Office of International Programs will forward a copy of your transcript to your department. The department will then update your record to reflect courses that fulfilled departmental requirements.

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