Duke-Administered (Duke-In) Summer Study Abroad Programs:

- Duke in the Arab World (Morocco)
- Duke in Australia
- Duke in Berlin
- Duke in Brazil
- Duke in China
- Duke in Costa Rica
- Duke Archeological Field Practicum in Crete
- Duke in Geneva
- Duke in Greece
- Duke in London-Finance
- Duke Neuroeconomics in China (NEW)
- Duke Neurohumanities in Paris
- Duke in Montreal
- Duke in Oxford
- Duke in Paris
- Duke in Rome
- Duke in Russia
- Duke in Spain (Madrid)
- Duke Intensive Spanish in Alicante (Spain)
- Duke in Singapore
- Duke in Turkey
- Duke in Venice
- Duke/OTS Costa Rica: Tropical Biology
- Duke/OTS South Africa: Global Health Issues

Duke-Administered (Duke-In) Summer Study Away (Domestic) Programs:

- Duke in Alaska (NEW)
- Duke in Chicago
- Duke in New York Summer Internships in the City
- Duke in Silicon Valley

Duke-Approved, Non-Duke Summer Programs:

All other summer programs on the Duke-approved List are referred to in this handbook as non-Duke or Duke-approved programs. The list of Duke approved, study abroad summer and semester programs is publicly available on the GEO website (http://globaled.duke.edu/Programs; click on the link: ‘List of Non-Duke Administered Approved programs’ and look for summer programs in parentheses). All non-Duke programs earn transfer credit only. Please note that Duke summer financial aid can only be used for Duke-administered (not Duke approved) summer programs.
About This Handbook

This orientation handbook is published by the Duke University Global Education Office for Undergraduates (GEO) and distributed to all students studying on Duke-administered programs and all Duke students studying on Duke-approved programs in the summer.

The information in this handbook applies to the summer 2015 and is accurate and current, to the extent possible, as of April 2015. The Duke GEO reserves the right to change programs of study, academic requirements and policies, administrative procedures, and other matters described herein without prior notice, in accordance with established procedures.

The sources for unoriginal information are cited when appropriate. Much of the material in this booklet is adapted from the Duke Abroad Handbook edited by Amanda Kelso, Duke University. We would also like to extend a special word of thanks to Nancy Kanach (Princeton University) and Amy Raphael (University of Pennsylvania) for their contributions.

Comments or suggestions for the Duke Summer Abroad Handbook should be sent globaled@duke.edu.
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The Global Education Office for Undergraduates (GEO) at Duke provides advice and assistance to undergraduate students interested in study abroad during the academic year or summer. It publishes brochures and maintains a website on Duke’s own study abroad programs and maintains a non-circulating library on study and travel abroad. Advisors are available throughout the year to aid you with advice and administrative matters before, during, and after your sojourn abroad.

The Staff of the Global Education Office for Undergraduates

<table>
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II. Duke University Study Abroad Policies and Procedures

Duke University policies and procedures apply to all students studying abroad on programs administered by Duke University, as well as to all Duke University students studying abroad on approved non-Duke programs. Both students and their parents should be familiar with these policies. Details are available at http://registrar.duke.edu/university-bulletins/undergraduate-instruction

Duke Abroad Online Application (MyGlobalEd)

All Duke students wishing to study abroad for academic credit at Duke must complete the Duke Abroad online application located under MyGlobalEd at globaled.duke.edu, regardless of intended study abroad program. Different program options and terms require individual applications, all of which can be managed through one NetID log-in or a created log-in for non-Duke students. The Duke online application site encompasses requirements and checklists applicable to students before, during, and after the study abroad experience. Please note that when a Duke student submits a “general application” questionnaire for any term, the GEO is authorized to request checks on the student’s academic and disciplinary eligibility for study abroad from the relevant offices at Duke. For technical assistance with your MyGlobalEd log-in and site, please contact Valerie Cullen (valerie.cullen@duke.edu; 919-684-2174).

Duke University Non-Discrimination Policy

Duke University does not discriminate on the basis of race, color, national and ethnic origin, disability, sexual orientation or preference, gender or age in the administration of educational policies, admissions policies, financial aid, employment, or any other university program or activity. It admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students. The university also does not tolerate harassment of any kind.¹

Academic Eligibility for Study Abroad

While acknowledging that all study abroad/away programs and overseas institutions have their own criteria for admissions, Duke University students are held to an institutional standard before being allowed to study abroad/away for credit. The institutional standards for study abroad/away are as follows:

**Summer:** There is no minimum cumulative GPA required for Duke students wishing to study abroad/away during the summer, but students must meet continuation requirements at Duke and are subject to program-specific admissions requirements, which may include a higher minimum GPA.

Non-Duke students must be in good standing at an accredited college or university and provide a transcript(s) of all work taken and be accepted into the program by the Duke program director. **Students who have not matriculated at a college or university are not eligible to participate in study abroad on Duke’s programs and will not receive credit for programs abroad taken through another institution.**

Students under Academic or Disciplinary Sanctions

Upon submission of the General Application questionnaire portion of the study abroad application, the GEO will conduct a check of a student's academic and disciplinary record to determine eligibility to study away from Duke. A student who is on academic or disciplinary probation, or who has a pending disciplinary probation, does not qualify for study abroad enrollment. A student who is put on academic or disciplinary probation during the course of a study abroad program is not permitted to continue in the program. In this event, the student must leave the program and forfeit academic credit. Students may not apply to study abroad programs while suspended from Duke.
Study Abroad Final Forms

All Duke students studying abroad/away and all non-Duke students studying abroad/away with Duke University, along with their parents or legal guardians, are required to sign and submit a Participation Agreement in the semester prior to departure. Students who fail to submit properly completed forms by the published deadlines may not be placed on Study Away Agreement with the university and may not be allowed to study on a global education program. Non-Duke students studying on Duke-administered programs will receive instructions regarding the forms at the time of acceptance. The signed forms must be submitted by the date indicated in the acceptance letter. Parents may submit their signatures by fax for deadline purposes, but the original signature should be forwarded immediately to the GEO, where it will remain on file. All study abroad/away forms are available for download on the student's application page at MyGlobalEd.

The participation agreement packet contains the following:
- Participation Agreement
- Commitment to Participate (Annex 1)
- Study Away Waiver and Release (Annex 2)
- Authorization to Consent to Medical Care (Annex 3)

The Commitment to Participate form acts like a deposit, signifying that you have been accepted to and have committed to participate in a Duke-administered summer study abroad program. Students should read the information in this commitment form carefully before signing it and submitting it back to the GEO, especially with regard to the GEO refund policy and the cancellation of participation deadline (March 31). There are cancellation fees in effect for students who chose to withdraw from a Duke-administered summer program. These fees are $1,500 for a one-credit Duke summer program and $2,000 for a two-credit Duke summer program, and they go into effect for any student who withdraws after the March 31 cancellation deadline but before the start of the summer program.

Each section must be signed by the student and the parent/guardian.

Study Away Agreement

Duke students studying abroad or away on approved programs will be put on Study Agreement status for the duration of their study programs. Study Agreement status will preserve the student's place and standing at Duke while away from campus. The Study Agreement also controls the type and amount of debits posted to the Duke Bursar's account. All pre-departure requirements imposed by the GEO on behalf of Duke University must be met, and students with Bursar blocks on their accounts must settle their accounts in order for students to be put on "study agreement" status.

Insurance Requirements and Suggestions

Health Insurance: Duke University requires all students study on Duke-administered and Duke-approved programs to have appropriate U.S. based health insurance coverage with coverage in foreign countries for the duration of the program and that students will be responsible for all medical expenses incurred during the program. Students and parents will be asked to supply such insurance coverage information in the Participation Agreement. Duke students studying abroad can elect to purchase the Duke Student Medical Insurance Plan (SMIP) administered by Blue Cross/Blue Shield of North Carolina. See http://www.studentaffairs.duke.edu/studenthealth/health-insurance. Non-Duke students in need of insurance coverage abroad should consult student services and the study abroad office of their home institutions for suggestions.

ALERT

Duke students who do not wish to purchase the Duke University Student Medical Insurance Plan will need to enter alternative insurance information on ACES each academic year or the insurance fee will automatically be charged.
Tuition Insurance: Students are not required to purchase tuition insurance, but students on Duke-administered programs may purchase insurance through the Tuition Refund Plan. See http://finance.duke.edu/bursar/insurance/index.php.

Travel insurance: If you feel the need to insure your travel arrangements against unexpected illnesses and disruptions, you may consider purchasing travel insurance from your airline or travel agent. Be sure to read and feel comfortable with the exceptions to coverage before purchasing any policy.

Motor Vehicle Insurance: Duke University does not prohibit students from operating motor vehicles abroad, but does discourage it. Those students who plan to operate a motor vehicle must obtain liability and collision insurance that will cover them in the applicable foreign countries.

Property Insurance: Duke University is not responsible for property lost or stolen while students study abroad/away. Students are encouraged to insure their property from loss or theft while abroad/away, since out-of-pocket replacement expenses for laptops, Ipods, digital cameras, etc. can be quite costly.

International Student Identification Card

The International Student Identity Card (ISIC) is required by some Duke summer study abroad programs; please see your summer program’s website for details or contact the faculty director of the summer program. Cards cost approximately $25 and are available for purchase online at www.myisic.com. The ISIC entitles the holder to certain travel and entry fee discounts around the world, as well as a supplemental emergency insurance policy.

Non-Duke students wishing to purchase an ISIC should contact their study abroad or registrar’s office for details.

International Travel Registry and Travel Policy

In order to maximize Duke University’s ability to assist you in an emergency situation, all students studying on Duke-administered summer study abroad programs are required to register their travel plans with Duke’s International Travel Registry by completing the Duke International Travel Registry questionnaire located in the GEO online application system, ‘MyGlobalEd’. Non-Duke students will need a Duke-issued NetID and password to register (see “Duke NetID and Password” below).

This travel questionnaire is mandatory; you cannot be cleared for summer study abroad until you have completed it. Duke and non-Duke students using their net ID and password can start filling out the brief travel questionnaire any time after they have been accepted to a Duke-in-summer program. If need be, students can return to the electronic international travel registration form later to complete any missing information, such as passport numbers, flight number and travel dates. Any student experiencing difficulty accessing and/or completing the online travel questionnaire in ‘MyGlobalEd’ should contact the GEO for assistance (email globaled@duke.edu and indicate your name and the Duke summer program you are enrolled in).

Furthermore, students are prohibited from traveling to a destination on the Duke University Restricted Regions List (https://global.duke.edu/admin/travelpolicy/rrl.php) on Duke-sponsored or affiliated travel unless a waiver of the restriction, based on the individual traveler’s experience and plans, is granted by the Duke University Global Travel Advisory Committee AND a High Risk Travel Waiver/Release form is completed and submitted to the Travel Policy Administrator in advance of travel.
Duke University puts the health and safety of its students traveling on study abroad programs as a top priority. Duke recognizes that in this rapidly changing world, there may be apprehension about travel and health. It may be challenging to contact a staff member while traveling abroad should something unexpected occur. It is for these reasons that the university has contracted travel assistance and medical evacuation services from a company called International SOS (SOS), on behalf of all undergraduates (Duke and non-Duke) studying abroad.

The services provided by International SOS range from telephone advice and referrals to full-scale evacuation by private air ambulance. The SOS network of multilingual specialists operates 24 hours a day, 365 days a year, from SOS Alarm Centers around the world. Your SOS membership, provided by Duke University, protects you against a variety of difficulties that could arise while you are abroad. The coverage is designed to supplement the policies, procedures and support which Duke University already has in place. The services provided by SOS are available in all countries except for the students’ “home country” defined by the country for which a student presently holds a passport. If a student has two passports, the student must elect one of the two as his or her “home country”.

For more information, please see http://www.treasury.duke.edu/corprisk/travel/isos.html. Any questions about the policy should be directed to Duke Corporate Risk Management at corprisk@duke.edu or 919-684-6226.

Whenever you are traveling or living abroad, you can access up-to-date reports on more than 170 countries worldwide on health issues, medical care and vaccination requirements via the International SOS website (click on "International SOS" at http://www.global.duke.edu/admin/health_safety/index.php to link directly to the Duke ISOS homepage) — your home page for travel health and safety information. The International SOS website also contains an online Personal Locator form for inputting travel and destination information. **We strongly encourage all travelers to complete the form so that this information is available to International SOS and Duke on-call staff should you need to be located in the event of a crisis or emergency.**

While you are abroad, your first contact should always be the director of your overseas program, as instructed during your orientation. If you are traveling, and/or in a situation where you are not able to reach that person, you should contact the Duke University Police Department at 919-684-2444 or International SOS who will work to meet your needs immediately. They will contact the University’s on-call staff in the United States while coordinating services with Duke University.

It is important to understand that, although International SOS offers our students travel, medical and security advice and services, as well as online access to information which many insurance companies do not offer, **International SOS is NOT health insurance.** Duke University continues to require all students attending our programs to maintain health insurance coverage that covers them while abroad.

**Program Costs**

Program costs for Duke programs are based on Duke’s summer tuition and a program specific fee. After selecting the Duke summer program on our website (under the “Programs” tab), see the “Estimated Costs” section in the Duke GEO website (http://globaled.duke.edu/) to see what is and what is not included in your program’s tuition and fees. A link to a detailed program budget showing billable and non-billable program expenses is also available on the Estimated Costs webpage for your particular summer program.
Payments and Financial Arrangements

Final payments: Students are obligated to pay Duke tuition, program fees, and housing fees (if any) listed in the Duke program description. These charges will be appear on a Duke University Bursar account in the student’s name. Other reasonable, personal expenses will be represented in the financial aid cost estimate provided for each program. Duke University will endeavor to identify major expected out-of-pocket expenses, but cannot guarantee it will identify all that exist. The balance due for each program will be billed by the University Bursar, and the payment due date, along with the payment instructions, will be indicated on the bursar statement you will receive. Please see the Duke Bursar’s Office website for the billing schedule and general billing information for Duke summer and academic year programs: http://finance.duke.edu/bursar/Billing/index.php.

All financial arrangements involving Duke University must be completed before departure.

Airfares are usually paid by the student directly to a travel agent or airline. For almost all Duke summer programs there is no group flight and students must secure their own air travel and pay directly to the airline or travel agent. For the few Duke summer programs that feature a pre-arranged group flight, students will be informed in advance by the GEO of the ticketing procedures and billing process. See pages 14-15 in this handbook for additional details on international flights for Duke summer programs. All other expenses not included in the program fee are to be paid by students while on their respective programs. See the Duke GEO website (http://globaled.duke.edu/) for estimates on meals, local transportation, and miscellaneous expenditures.

Financial Aid

For Duke students: Duke students eligible for financial aid during the academic year may also be eligible for financial aid towards two summer sessions at Duke, either on campus or on a Duke-administered program abroad. This aid is offered in addition to the eight basic academic year semesters of financial aid. Eligibility for aid will be determined in the same manner as academic year aid. Note: this policy does not apply to a summer abroad program taken prior to matriculation or after graduation from Duke and only applies to Duke-administered programs.

Financial aid study abroad information for summer programs is available on the Duke Financial Aid Office website: http://financialaid.duke.edu/current-undergraduates/study-abroad#summerabroad The contact information for the Duke Financial Aid office is located in Appendix F.

Non-Duke students are not eligible for financial aid through Duke University, although the OTS and Duke Study in China summer programs may offer scholarships to non-Duke students. All non-Duke students should consult the financial aid office at their home institutions to apply for aid and to obtain approval for outside scholarship sources.

All students can refer to the GEO website for a database of study abroad scholarships, fellowships, and grants (http://globaled.duke.edu/for_students/finances/financial_aid_scholarships/study_abroad_funding_sources).

Behavior and Program Participation

As a participant in a Duke-approved or -administered study abroad program, each student is a representative of Duke University, his or her home institution, and the United States and should comport himself or herself in a manner that reflects favorably on all.

Duke Community Standard: Full-time Duke students are and remain subject to the behavioral requirements set forth in the Duke Community Standard (Appendix A). While a participant of a Duke-administered program, non-Duke students are also subject to the Standard. If a student violates the Standard, Duke in its sole discretion, may terminate a student’s participation in the study abroad/away program. In this event, the student agrees to leave the program and the student will receive no credit for the program.

Compliance with Laws: While on a Duke-administered program, students must comply with all applicable laws and regulations. If the program takes place outside the United States, students are required to comply with all laws and regulations of the host country, including those regarding required travel documents such as obligations
to obtain visas and study permits. It is the sole responsibility of the student to obtain necessary permissions to enter or remain in a country.

**Lectures/Field Trips:** Duke-administered summer programs may include required lectures and field trips which are germane to the educational experience. All enrolled students must participate in such activities unless exempted by the program director.

**Late Arrivals/Early Departures:** All Duke-administered summer programs have established start and end dates which include mandatory orientation programs. Without exception, students should arrive in time for the start date and should expect to stay until the program ends.

**Course Approvals**

All courses taken while abroad on a Duke-administered summer program are regular Duke courses and count the same as if taken on campus.

**Course Load**

Students on Duke-administered summer programs must enroll in all required courses for graded credit.

**Registration for Summer Study Abroad Courses**

The GEO will register all enrolled Duke and non-Duke students for the summer course(s) of that program. For courses with crosslisted departments or Duke summer programs with various elective course offerings, students will be asked to provide their registration preference in the online application system, ‘My Global Ed’, within three weeks of their acceptance to the program. The GEO will then register students based on the information that they have provided. Students should recheck their summer program acceptance letter and/or contact the GEO for additional details about the course registration process for Duke summer programs.

Course descriptions and major/minor information for each department can be found in the *Bulletin of Undergraduate Instruction* at [http://registrar.duke.edu/university-bulletins/undergraduate-instruction](http://registrar.duke.edu/university-bulletins/undergraduate-instruction). You are advised to communicate with your academic advisors during the registration process to update them on the courses you are taking while abroad as well as to discuss your choices for the coming semester.

**Pass/Fail Option and Auditing**

Duke University does not allow students, including those visiting from other institutions and those who have graduated, to take courses on a pass/fail basis while studying abroad. All courses must be taken for a grade to receive academic credit at Duke. No auditing is permitted on Duke programs.

**Independent Study While Abroad**

No student studying on a Duke summer program may register for an independent study.

**On-line Courses**

Students are not allowed to enroll in on-line courses for credit, Duke-originated or not, while on a study abroad program.

**Applying to a Second Program**

Students wishing to participate in a second summer abroad program should apply for the program on the GEO website: [http://globaled.duke.edu/](http://globaled.duke.edu/) (to access the online application system, just click on the link ‘My GlobalEd’ in the upper right hand side of the screen). Students are required to complete a new personal statement explaining why they want to participate on the second summer program, submit a separate *Participation Agreement* packet for the additional program, complete with a parent’s/guardian’s signature, and pay all required tuition and fees.
before the program commences. Some additional application forms may also be required depending on the program. The online application system will inform you of any additional forms required for the second program. The faculty director of the second program will make their admissions decision only after the student has submitted all of the required application materials. *Students can only apply for two Duke-administered summer programs in different terms (term 1 and 2), and the program dates must not overlap in any way.*

**GEO Summer Withdrawal and Refund Policy**

All students who need to terminate their participation in their study away program for any reason must notify the GEO by signing and submitting the GEO Notification of Withdrawal from or Early Termination of Study Abroad before leaving the program. A copy of this form is available in Appendix B of this book and on the web at [http://globaled.duke.edu/for_students/Forms_Publications](http://globaled.duke.edu/for_students/Forms_Publications). Duke students who leave their programs without providing the GEO with this official withdrawal notification may be withdrawn from Duke and will need to apply for readmission in accordance with official Duke University guidelines. In either case, grades reported by the program will appear on the student's Duke record in accordance with Duke grading and grade requirements as stated in the *Duke University Bulletin of Undergraduate Instruction*: [https://registrar.duke.edu/university-bulletins/undergraduate-instruction](https://registrar.duke.edu/university-bulletins/undergraduate-instruction).

If a student chooses voluntarily to withdraw from a Duke-administered summer study away program, the following refund policy is in effect. Assuming a signed Participation Agreement is on file, if the student withdraws by or on March 31, there is no penalty. **If the student withdraws April 1 or after, the student owes a cancellation fee of $1,500 for a one course credit program or $2,000 for a two course credit program. If the student withdraws on or after the start date of the program, there is no refund.**

Duke students asked to withdraw from Duke-administered programs due to academic or disciplinary probation, suspension, or violation of the Duke Community Standard once a program is underway will not receive a refund. Students participating in Duke-administered summer programs who leave the program after the first three days will receive a ‘W’ for withdrawal as determined by the faculty director. Students are responsible for notifying the faculty director of the summer program and appropriate host institution staff of their intent to withdraw from the program.

**Program Cancellation**

In the unlikely event that Duke University needs to suspend or cancel a specific study abroad program, causing no academic credit to be awarded, full refunds will be made unless the cancellation is due to political, natural, technological or other catastrophes beyond its control, in which case Duke University will be able to refund only uncommitted and recoverable funds. If Duke terminates a program early, but makes arrangements for students to earn full or partial credit, the refund amount would reflect this. Whether or not credit would be awarded would depend on the particular program and when the suspension or cancellation would take place.

**III. International Travel**

**Travel Resources**

There is an abundance of travel information available to you in books, magazines, and through Internet resources. We encourage you to read and study about the countries where you will live and travel. Some of the most practical information is available for free from the U.S. Government in the form of publications and web services. A list of government travel publications and other travel resources can be found in Appendix D, "Internet Resources for Study Abroad." Students who have returned from a study abroad program are another helpful resource. This information may be found on our website at [http://globaled.duke.edu/Getting_Started](http://globaled.duke.edu/Getting_Started) (click on the link at the top of the page for ‘Contact Past Participants’).

**Passports**

U.S. citizens will find all they need to know about obtaining passports at the U.S. State Department web site, http://travel.state.gov/content/passports/english.html. A valid, **signed** passport is necessary to travel from one
country to another. Your passport serves as official identification and proof of citizenship. The U.S. State Department issues U.S. passports to U.S. citizens and nationals only. Passports issued after the holder’s 16th birthday are valid for 10 years. Please make sure your passport will be valid for the duration of your stay abroad. If it is due to expire, you should begin the renewal process immediately. Some countries require that your U.S. passport be valid at least SIX months or longer beyond the dates of your trip. If your passport will expire before the program end date, you will have to apply for a new one. Please check with the embassy or nearest consulate of the country that you plan to visit for their requirements.

Your passport is your most important legal document while overseas, so guard it with care. It is recommended that you make at least three photocopies of the photo and information pages of your passport before you leave to give to family and your program director for safekeeping, and that you keep one copy for yourself.

Some countries require foreign nationals to carry their passport with them at all times. Consult your program director about the requirements and expectations in your country. Always carry your passport when traveling from one country to another.

First-time application. First-time applicants will be required to present passport application materials in person at one of the 9,000 passport acceptance facilities located throughout the U.S. Applications, information, and acceptance facility locations may be obtained from the U.S. State Department website at http://travel.state.gov/content/passports/english.html. In addition to the passport application, applicants will need to submit two photographs, proof of U.S. citizenship, a valid form of photo identification such as a driver’s license, and a fee (currently $135 USD).

Passport renewal. You may renew an expired passport by mail as long as your most recent one was issued within the past 15 years, is undamaged, you were over the age of 16 when it was issued, and you have the same legal name (or can legally document your name change) as in the previous passport. If not, you will have to follow the State Department’s instructions for first-time applicants. Passport renewal by mail requires submission of a passport renewal application form, your most recent passport, two identical passport photographs, and a fee (currently $110 USD). If requested, your previous passport will be returned to you with your new passport.

Expedited passport. The normal processing time for a passport is currently three to six weeks. If you need your passport in a hurry, you can expedite the process by paying overnight delivery costs, the regular passport fee, plus an additional fee (currently $60 USD). Expedited processing is available for all passport services, including issuance, amendment, extension of validity, and adding visa pages. Expedited passports are currently processed in about two weeks from receipt of application.

Duplicate passports. U.S. citizens traveling internationally at a time when their passport needs to be in a foreign embassy for visa processing may want to consider applying for a duplicate passport. The U.S. Department of State does not mention the option specifically on their website, but information can be found elsewhere on the internet and can be solicited by phone. Please note that you will need to submit your original passport as part of the duplicate passport application. Duplicate passport fees apply.

HELPFUL HINTS ABOUT PASSPORTS

- Parents should consider getting their own travel documents in order in case an emergency arises with their student abroad.
- There are delays periodically in passport processing. Please check current processing time estimates at the State Department website and plan accordingly.
- Always use a tracking mail service when sending passports and other immigration documents through the mail. Please note that Priority Mail with USPS is not tracked and should NOT be used to send important documents.

Lost or stolen passport. If your passport is lost or stolen abroad, you should report the loss immediately to the nearest U.S. embassy or consulate. The embassy or consulate will give you replacement instructions. Having a copy of your passport will facilitate the replacement process. Theft of a passport should always be reported to the local police. For a listing of overseas U.S. consulate offices and embassies, please visit http://www.usembassy.gov.
Visas

A visa is a special permission to visit a country, issued by the government of that country. Visas come in many forms, most often a stamp, sticker, or attachment stapled to your passport. The process of obtaining a visa can vary from filling out a brief form at the airport upon arrival to submission of notarized documents and photos to a consulate or embassy several months prior to departure. An updated list of foreign consular offices located in the U.S. can be found at the U.S. State Department web-site http://www.state.gov/s/cpr/rls/dpl/32122.htm. Check the visa requirements for your target country or countries as soon as you know where you will study abroad so that you can plan your time accordingly. A passport, valid throughout your planned stay abroad, and sometimes for several months afterwards, is required for all visa applications.

To check the visa requirements for U.S. citizens for your study abroad destination(s), please see the entry and exit sections of each country’s Consular Information Sheet at http://travel.state.gov/content/passports/english/country.html

Please note that students have had difficulty obtaining their visas because they delayed collecting and submitting the materials necessary for the visa application. Do not underestimate the time and effort that will be necessary to complete the visa process. Please start researching your visa needs at the earliest opportunity.

Students should receive basic information about visa requirements from their study abroad programs. Keep in mind, though, that it is absolutely and 100% your responsibility to know and comply with your host country’s immigration laws.

SPECIAL ALERT!

If you plan to participate in DukeEngage internationally or other international travels in the months prior to your study abroad experience, please pay careful attention to the logistics required to obtain multiple visas for your international experiences. If you notice a conflict, please notify the GEO as early as possible.

Non-U.S. citizens. Non-U.S. citizens should pay special attention to the visa requirements for their specific citizenship, as well as the U.S. immigration implications of travel outside the U.S. Duke Visa Services (Phone: 919-681-8472; Fax: 919-681-8492; web: http://www.visaservices.duke.edu/) should be consulted prior to departure from the U.S. by any non-U.S. citizen issued visa documents by Duke.

Arranging International Transportation

Unless noted in your program literature, Duke-administered programs do not offer group travel packages at the beginning and end of programs. Therefore, you are required to arrange international transportation on your own. Each Duke program director will let you know the time, date, and location of your expected arrival. You will also be informed of the end date of your program so that you can make return flight plans. Some Duke-administered programs designate certain flights as “group flights” to aid students in finding each other for group travel. Designated group flights are usually met by program representatives in the host country airport and transportation is provided by the program to the group’s lodging. Students are still responsible for making their own travel arrangements, even for designated flights.

Several student travel agencies are available and sometimes offer discounts; we have listed a few below. Be advised to shop around. Mention of these agencies does not mean an endorsement on behalf of the GEO or Duke University.

- **STA Travel**: [http://www.sta-travel.com](http://www.sta-travel.com); tel: 1-800-781-4040
- **AESU Flights**: [http://www.aesu.com](http://www.aesu.com); email: res@aesu.com; 3922 Hickory Avenue, Baltimore, MD 21211-1834; tel: 1-800-638-7640; fax: 1-410-366-6999. If you book through AESU, provide them with the Duke University code (92).
- **Student Universe**: [http://www.studentuniverse.com](http://www.studentuniverse.com); tel: 1-800-272-9676, fax: 866-841-6374

Luggage and Shipping

It is important to note when packing that airlines have limits on the number and weight of your pieces of luggage. Before you begin packing, find out your airline’s baggage limit. Be aware that limits within Europe and Asia may vary considerably, should you plan to travel prior to arriving at your study abroad site. If you are over these limits, you will be required to pay an excess baggage fee. Fees for overweight bags can be high, between $75 and $200, and if the bags are also oversized you could be charged double the excess baggage fee. Excess baggage is also not guaranteed to arrive with you unless you call ahead and reserve space. Excess baggage requests should be made at least 72 hours prior to the flight to insure that all luggage arrives together. While excess luggage fees may seem high, this is generally a cheaper option than shipping these items.

Many countries levy in-country customs charges on packages arriving from abroad, resulting in hefty fees for expensive items such as laptops or high-quality clothing. If you do wish to ship items abroad, there are many companies available. We suggest you do an Internet search and compare prices.

Luggage storage. If you wish to store your luggage in order to travel before the program starts or after it ends, you may be able to rent a storage locker or check it into consignment at major airports and train stations. Storing luggage at a program site is generally not possible. Depending on how long you plan on traveling, it may be cheaper to ship your items to your final destination.

Packing Your Bags

Our most important packing advice is a resounding, “PACK LIGHTLY!” Heavy bags are burdensome and you will be surprised at how easily you can get by with only the bare essentials. Carry medications with you; pack sharp items with checked luggage.

Current regulations for U.S. airlines typically limit the amount of liquids and/or gels that can be carried on board to 3 oz containers, all of which must fit in a 1-quart size plastic bag. Check ahead to see if any of your flights have carry-on liquid restrictions so that preparations can be made before you leave.

Many airlines have begun to charge per bag for checked luggage. Check your airline’s policies and prices and compare to shipping costs or purchasing necessary items onsite.

A suggested packing list can be found in Appendix C, along with other packing tips.

Immigration and Customs Inspections

Upon entry to any country, you must show your passport, any required visas, and proof of required immunizations. You may be required to show additional documents, depending on the country. At an airport, this usually occurs just after you deplane, but before you recover your luggage, so be sure to have the necessary documents with you in your carry-on 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, who determines the length of stay to be authorized and stamped into your passport, will normally ask you about the purpose of your visit, how long you plan to remain in the country, and where you will be staying. 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 be filled out on your plane (or train), and customs officials will examine it when they look at your luggage. Your bags may be very 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 whatsoever.

We suggest you check customs information for your host country prior to departure to learn more about what is allowed and what is prohibited at points of entry.
International Driving Permits

While we recommend that you not drive while abroad, should you choose to do so, you may need a special driving permit, a road permit, or both to drive in certain countries. An international driver’s permit, available from your local automobile association, should be recognized by most countries and may, with your driver’s license, suffice for driving. Please check for the requirements of your host country before operating a motor vehicle of any type. (See also the section on “Driving Abroad.”) More information on international driving permits can be found at the U.S. Department of State website at: http://travel.state.gov/content/passports/english/go.html.

International Communications

You will be able to keep in contact with friends, family, and advisors using email, instant messaging (IM), calling cards, Facebook, blogs, Skype, and cell phones while abroad, depending on the conditions and availability of technology in your host setting. Study abroad programs should cover these topics in pre-departure information, as well as during on-site orientation. You will need to choose the communication method(s) that best fit(s) your budget and needs. Please be aware that you may not have the same access to the internet and computers abroad as you have on the Duke campus. Inquiries about whether or not to take your laptop with you abroad should be directed to your individual study abroad program.

Please keep in mind that global communications have become so affordable and available that you may find yourself spending more time communicating with those back home than with host nationals and friends in your immediate vicinity. **Do not let communications with home take over your abroad experience.** Time is short and the opportunities surrounding you are endless – you may need to step away from the computer or turn off the cell phone. Your friends and family will hopefully understand that you need to learn and live where you are, without constant reminders and thoughts of home.

**Skype:** Skype is a type of software, available for free on the Internet. It allows you to communicate by computer in voice or writing with others who have Skype accounts, regardless of location in the world. Computer to computer calls are free of charge, and rates for calls from computer to phone are reasonable. Skype software can be downloaded at http://www.skype.com/download/.

**Viber:** Viber is a mobile application that allows you to make phone calls and send text messages to all other Viber users for free over WiFi or 3G. Viber can be used to call and message as much as you want. You can even call and message international numbers as long as the person you are dialing uses Viber. Viber works on most Android, iPhone, Blackberry, Windows Phone, Nokia and Bada devices.

**WhatsApp:** WhatsApp Messenger is a cross-platform mobile messaging app which allows you to exchange messages without having to pay for SMS. WhatsApp Messenger is available for iPhone, BlackBerry, Android, Windows Phone and Nokia. WhatsApp Messenger uses the same internet data plan that you use for email and web browsing, there is no cost to message and stay in touch with your friends.

**IV. Health, Safety & Security Abroad**

Immunizations

Because of specific health concerns and conditions in various countries, proof that you have received certain immunizations may be required. In such cases, you must carry an official record of your immunizations and present it upon entry to the country, at the same time that you show your passport and any required visa. Your program will advise you on what is required for entry into the country where your program is located. If you plan personal travel to other countries before, during, or after your program, it is your individual responsibility to know what immunizations are required. Immunization requirement information can be found at the Center for Disease Control (CDC) web site at http://www.cdc.gov/travel/.

As a student traveler, infectious disease and immunizations may be the last thing on your mind, not to mention sun protection, drinking water, jet lag, and traveler’s diarrhea. But these are things you need to consider and prepare for well in advance of travel. Be sure your **tetanus** vaccination is current and that you have had the current **flu** vaccine. Other vaccines to consider:
- **Hepatitis A & Typhoid**: You can’t always be sure that food handlers have washed their hands properly or your water source is clean.
- **Hepatitis B**: Exposure to blood or body fluids can happen in vehicular accidents, unplanned sexual encounters, or unsterile needles/instruments in doctor’s offices and tattoo shops.
- **Malaria Prevention**: See the CDC web site or call the Student Health Travel Clinic for specific information.

**IMPORTANT!** Duke students requiring or desiring immunizations should schedule an appointment with Student Health (SH) Travel Clinic at least 8 to 12 weeks prior to departure. Some immunizations and boosters may require intervals between injections, and during peak seasons (November and April) appointment availability may be limited. You may schedule your initial visit even before you know your final destination.

The Duke Student Health Fee covers advice and consultation at the Duke Student Health Travel Clinic. Immunizations and prescription medicines are not covered by the health fee and must be purchased or filed against insurance. Students are responsible for paying any uncovered costs.

Non-Duke students are not eligible to use the Duke Student Health International Travel Clinic and should check international travel services available in their home or college communities.

**Required Antibody Testing.** When traveling abroad, be aware that some countries may require HIV antibody tests, a test for antibodies to HIV that causes AIDS. Testing is usually required for long-term stays only, and a “doctor’s certificate” showing the results of the HIV antibody test is normally sufficient proof of testing. Please check with your study abroad program administrator or your host country’s local consulate for details. You should allow yourself two weeks for the testing process.

**Blood Screening Abroad.** While many countries, including the U.S. and parts of Europe, have mandatory screening of donated blood for the AIDS virus, not all do. Travelers should inquire at the local Red Cross office or Western embassies about safe sources of blood overseas. In some locales, ascertaining the availability of HIV-screened blood and blood products may be difficult. Because of obvious uncertainties, consider these precautions:

- If you are injured or ill while abroad, avoid or postpone any blood transfusion unless it is absolutely necessary. If you do need blood, try to ensure that screened blood is used.

**Injections Abroad.** Be advised that in some foreign countries health care workers will reuse even disposable equipment such as needles and syringes. If injection is required, you can buy needles and syringes and bring them to the hospital for your own use. Avoid injections unless absolutely necessary. If injections are required, make sure the needles and syringes come straight from a package or have been sterilized with chemicals or by boiling for twenty minutes. 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.

The CDC recommends that “diabetics or other persons who require routine or frequent injections should carry a supply of syringes and needles sufficient to last their stay abroad.” It is not uncommon to bring needles for your own use; however, be aware that carrying needles and syringes without a prescription may be illegal in some countries. Take a note from your doctor if you do need to carry needles and syringes. Some countries do have needles and syringes for sale.

Students visiting the Duke Student Health Travel Clinic for immunizations related to travel in high-risk areas may request a small supply of sterile needles for emergency use abroad. A prescription for the needles will also be provided.

For further information, contact the CDC ([http://www.cdc.gov/travel/](http://www.cdc.gov/travel/)) or the World Health Organization ([http://www.who.int/](http://www.who.int/)).
Other Health Concerns

As you will be out of the country for a semester or academic year, remember to plan ahead for routine health or medical care. Make an appointment with your dentist to take care of any known problems or routine care. If you wear glasses or contact lenses, take an extra pair along with a copy of your eyeglass prescription.

If you need prescription drugs, **make sure you take an adequate supply for your entire trip**. Also, take a letter from your health care provider describing the reason for taking the drug, the generic name of the drug, and dosage. Keep the medication in the original container. If you take regular injections and need to carry syringes, carry a prescription for the syringes.

**Essential medications should be carried with you and not placed in checked baggage!** Do not have medications shipped to you, as this will cause problems with customs.

Medical Care Abroad

Your on-site coordinator should indicate during the orientation period what arrangements exist locally for routine and emergency health care. Often, there will be a physician on-call or a clinic available to visiting international students. You should know what to do when medical attention is required. Your coordinator should be able to help you contact the appropriate physician or other medical authority. To facilitate a prompt and efficient response to any medical problem that may arise, many programs ask you to provide a medical history, which can be passed on to anyone called upon to treat you. Being completely honest is in your best interest. Your program administrators cannot assist you in locating the appropriate services if they are unaware of your condition.

During weekend or pre- and post-program travel, you may find yourself in unfamiliar and possibly remote locations. If you are not fluent in the language of the host country, seek out an English-speaking doctor if you need medical attention. Do not take any chances on a breakdown in communications. American embassies and consulates, some large travel agencies, and a number of the larger hotels abroad will have lists of English-speaking physicians.

Some agencies have also been established to assure travelers needing medical care (e.g. with a preexisting medical problem) a reasonable, preset fee with reputable physicians fluent in English. One such agency in New York is the International Association for Medical Assistance to Travelers (IAMAT) located at 1623 Military Rd. #279 Niagara Falls, NY 14304-1745, (phone: 716-754-4883; web-site: [http://www.iamat.org/](http://www.iamat.org/)). Members have access to a listing of the IAMAT Centers around the world and receive a membership card. The physicians associated with IAMAT usually speak English or French and have been trained in Europe or North America.

Safety and Security While Traveling

Most countries in the world have less street crime than exists in the United States. Indeed, U.S. students returning from abroad often report that they never felt safer. This does not mean that there is no crime or that your safety is assured. Being a foreigner and not knowing the rules of local behavior may increase the odds of your becoming the victim of crimes such as fraud, robbery, or theft. Moreover, in some circumstances it is possible that you will get caught in the midst of political strife, which may not be directed at you personally, or even at you as an American, but nevertheless can be very dangerous.

In the event of a terrorist threat, program directors, working with local police and U.S. consular personnel and local university officials, will institute all necessary security measures. You will be briefed during orientation programs about security measures that you must take in your daily activities at times of heightened political tension. Terrorism is a harsh reality of today’s world, but to succumb to the threat by reacting in fear may well be the objective that terrorists seek to achieve.

**U.S. Government Travel Advisories:** The U.S. Department of State routinely publishes travel advisories and public announcements to warn U.S. citizens about areas of danger or unrest. Travel advisories, public announcements, or descriptions of general conditions for every country can be found at [http://travel.state.gov/](http://travel.state.gov/).
There are many things that students can do once in their host country to ensure the safety and well-being of themselves and fellow travelers. The following practical advice is offered to students in hopes that problems abroad will be avoided:

- **Try to fit in.** Don’t stand out. While “safety in numbers” is a good rule to follow, traveling as an identifiable American group of students will attract attention and possibly cause problems. Try to fit in with the surroundings and be “invisible.” Whenever possible, speak in the local language. In large cities and other popular tourist destinations, avoid possible target areas, especially places frequented by Americans (e.g., American banks, American schools and churches, U.S. embassies and consulates, American-style eating places). Avoid using American logos on your belongings or clothing, especially athletic wear.

- **Be cautious.** Report suspicious events immediately. Contact the study abroad coordinator/resident director at your study abroad campus if you observe suspicious persons within the premises of your educational environment. Act similarly if anything might indicate threats or an actual terrorist attack on the premises or on student activities. Do not be free with information about other students. Be wary of strangers. Do not give your own or anyone else’s address or telephone numbers to strangers. Don’t give away your class or field trip schedule.

- **Watch your valuables.** Keep all valuables on your person in a discreet place, preferably stowed away in a money belt or a pouch that hangs around your neck and under clothing. Don’t carry more money than you need for your daily expenses. Deposit excess cash in a bank if possible, or in a hotel safe or deposit box. Keep separately a list of your traveler’s checks’ serial numbers. Take good care of bank, credit, and calling cards. Never leave a handbag or backpack unattended. If the item has a shoulder strap, wear it crossing the strap over your body. Do not put valuable items in the exterior pockets of book bags, backpacks, or bags that are open at the top.

- **Be a wise traveler.** Try to avoid arriving late at night in cities with which you are not familiar, and take along a reliable guidebook that lists resources and hotels/hostels. It’s preferable to travel with another person. It is not advisable to sleep on a train if you are traveling alone. Do not agree to watch the belongings of a person whom you do not know. Do not borrow suitcases, and ensure that nothing is inserted into yours. Remain alert in all public places. Remember that hitchhiking can be as dangerous abroad as it is in the U.S., and is therefore unadvisable. Let your program director, host family, or friends know your general itinerary when traveling.

- **Be streetwise.** Avoid deserted areas and exercise caution in crowds. Avoid impairing your judgment due to excessive consumption of alcohol. Be aware that pickpockets tend to prey on people who look lost or who do not seem to be paying attention. Pickpockets often have an accomplice who will jostle you, ask you for directions, or distract you in another way. Find out which areas are considered to be unsafe by the local people and avoid them.

### Laptop Security

It is easy to carry a laptop around, but unfortunately it is just as easy to steal one. In the seconds you take to turn around and say hi to a friend in the coffee shop, a thief can pick up and make off with your machine. It is also easy for that thief to turn your laptop into ready cash. **Bottom line: You need to guard your laptop as closely as you guard your wallet.**

When you travel, be especially alert to one of the most common sites of laptop theft – airports. Laptop thefts are epidemic in airport restaurants, waiting areas, and even in, of all places, the security checkpoints.

Thieves are known to target airport security checkpoints; they take advantage of the fact that unwary travelers can easily lose track of where their laptops are during the course of luggage and personal scans. It only takes seconds to lift a machine and conceal it under a coat or jacket.

Do not place your laptop in the overhead compartment of an airplane. Not only will it get tossed about, it will present an unnecessary temptation to the light-fingered. It could also easily fall on someone’s head when the compartment is opened. Keep the laptop under the seat in front of you where you can see it at all times.

Do not store your laptop in your checked luggage. Checked luggage takes hard knocks that a laptop might not survive.

Recently, there have been a couple of incidents where our students were victims of laptop theft in their hotels and apartments. When not mobile with the laptop, it’s a good idea to keep your laptop locked to your desk using a
laptop cable lock or secured in the hotel safety deposit box. You should also consider carrying the cable lock with you in case you need it at school or in an internet café. All laptops should be secured with a password. You’ll get used to the extra step and you’ll be happy you kept your data behind a password if your laptop is ever stolen.

Always keep a backup copy of your files separate from your laptop. It hurts to lose a laptop. It hurts worse to lose all of your digital photos because you never thought to back them up.

Driving Abroad

We discourage students from driving abroad. Students traveling abroad, especially in developing countries, are often unprepared for the road conditions they encounter. They leave the U.S. for destinations in which they are exposed to narrow, winding, deteriorated roads; hairpin curves with no guardrails; inadequate signs, signals, and lighting; and byways in which motorists, bicyclists, pedestrians, and livestock compete for space. In some countries reckless driving, disregard for traffic laws and pedestrian safety, and driving while intoxicated pose serious risks. Buses, trucks, and vans may be poorly maintained and dangerously overloaded. Bus drivers may have received little or no training. Medical rescue staff and equipment may be inadequate.

Even in many developed countries, rates of serious accidents and highway fatalities are higher than in the U.S., sometimes dramatically so. Drivers may be more aggressive, and passing and speeding more common. U.S. students may be unaware of local traffic conventions. Young Americans studying in areas with relatively safe roads may tour other countries with poor safety records.

Road safety information can be acquired for individual countries by contacting the Association for Safe International Road Travel (ASIRT, 11769 Gainsborough Road, Potomac, MD 20854; phone 301-983-5252; fax 301-983-3663; email: asirt@erols.com; http://www.asirt.org.) Additional road safety and emergency contact information may be found on the individual country Consular Information Sheets available from the U.S. Department of State at http://travel.state.gov/content/passports/english/go.html

V. Sexual Health & Safety Abroad

Gender Roles Abroad

Thinking about sex and what it means in a new culture can be quite complex. Our assumptions are created and formed by our existing framework. Cultural expectations and practices often result in well-defined gender roles within a society. Gender roles abroad often differ greatly from those in the United States. While abroad, you may not choose to behave in the same way as traditional local men and women do in the host country; however, it is important to educate yourself about cultural gender roles within your host community in order to make sensitive choices about how you will behave abroad, and to understand how your personal views and opinions may be interpreted by your host culture. For example, American women tend to have a reputation in many countries as being looser, more carefree, and more relaxed with their personal boundaries. American men tend to have a reputation in many countries as being aggressive, loud, and overly patriotic. These opinions are often created and reinforced by American media.

Assault and Harassment Issues and Title IX

Duke University is committed to encouraging and sustaining a living and learning community that is free from harassment, violence, and prohibited discrimination. Consistent with this commitment and Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex/gender in any of the institution’s programs or activities, Duke University has developed a comprehensive Student Sexual Misconduct Policy (studentaffairs.duke.edu/conduct/z-policies/student-sexual-misconduct-policy-dukes-commitment-title-ix) which is applicable to all students as well as a Duke Harassment Policy, web.duke.edu/equity/harassment.html.

Sexual violence refers to any physical act of a sexual nature perpetrated against an individual without consent or when an individual is unable to freely give consent. Sexual violence can happen to anyone regardless of gender, race, age, socio-economic status, or religion. Many people believe that most sexual assaults are
committed by strangers; the reality is that is more likely to be someone you know—a friend, date, neighbor, or relative—rather than a stranger.

Not all types of sexual misconduct include physical contact—sexual harassment, threats, intimidations, and spying or peeping, while not physical, may be sexual misconduct. Here in the United States our concept of sexual harassment is very different than it is in other parts of the world. What we consider sexual harassment may be part of the cultural norms of how men (and other women) treat women and sometimes men in other cultures. Although less common, men can be victims of sexual harassment. Sexual harassment abroad can take the shape of cat-calls, staring, gestures, and usually is more uncomfortable than unsafe. If you feel you are being harassed, it is best to try to remove yourself from the situation as quickly as possible, report the incident and seek assistance and support immediately.

Students on study abroad and domestic programs away from campus who do experience sexual misconduct involving other students, faculty, staff, administrators and third parties can obtain information and guidelines on grievance procedures as well as assistance from the following sources at Duke (contact information for offices at Duke are provided in Appendix F of this handbook):

**Duke University On-Campus Resources:**
- Office of the Dean of Students
- Office of Student Conduct
- The Office for Institutional Equity
- Assistant Directors and Program Coordinators at GEO
- Office of Gender Violence Prevention and Intervention (GVPI) in the Duke Women’s Center: studentaffairs.duke.edu/wc
- Duke Counseling and Psychological Services (CAPS): studentaffairs.duke.edu/caps
- Office of Case Management, Duke Police (for possible criminal conduct)

**Study Abroad/Study Away Program Resources In-Country**
- On-site staff and program coordinators (refer to program handbooks and websites for contacts)
- In-country resources (vary by country) (consult with program staff and GEO staff)

**Minimizing the Risks**

It is important to remember that sexual violence is never your fault! It happens for the same reasons other types of crime and violence occurs. It is not driven by sexual desire. Below are some tips to minimize the risk of becoming a victim abroad:

- **Drink in moderation and do not take drugs!** Being intoxicated can make you a target for predators because of impaired judgment and reduced capacity to protect yourself. If you are drinking in excess, make sure you are with friends and keep track of each other. Many education abroad professionals speculate that the majority of the problems that happen to students abroad are related to the abuse of alcohol.
- **Trust your instincts.** You should never do something you are not comfortable with, and remember no means no! If you feel cornered by someone, look for a way to get out of the situation.
- **Be aware of your surroundings at all times.** Walk confidently and act like you know where you are going. Avoid poorly lit, deserted areas and try not to walk alone, especially at night.
- **Take cues from locals.** Look at how they dress and interact with strangers. Of course you want to be able to express your own individuality, but keep in mind that the way you dress may attract unwanted attention from men and women alike.
- **Do not respond to any catcalls that you receive.** Just walk on.
- **If you have to wait somewhere alone, like in a train station, stay near other women or families.** This may help keep you from being harassed or approached.
- **Check the legality of “self-defense” items in your host country before traveling abroad.** Be aware that in certain countries, mace, pepper spray, and other such “self-defense” items are considered weapons and may be illegal to carry. Check on this before you try to carry these items into a host country.
- **Know the emergency number for your host country.** It is not 911 as it is here in the United States. Be sure to write this number on your wallet-sized ‘In Case of Emergency’ card that will be mailed to you before
you depart for the study abroad program. You should also include the mobile phone numbers of your program/faculty directors and on-site support staff if you ever need to reach them.

You will have to learn the unwritten rules of your host culture. Students can provide support for one another. Past GEO program participants suggest getting together several times early in your stay to discuss what works and what does not for dealing with unwanted attention. Bystander prevention (intervention) is an important way to keep students safe abroad. The goal of bystander intervention strategies is to change social norms so that everyone is looking out for one another. This strategy empowers both male and female students on study abroad programs to intervene with their peers to prevent an assault from taking place. It is pertinent that everyone remains extra vigilant while abroad and does their best to prevent themselves and others from ending up in threatening situations.

Responding to an Emergency

If you do become a victim of any crime, contact your on-site staff immediately for assistance and advice about what to do next. If you are the victim of sexual violence, do not shower or discard any of the clothing you had on during the attack. Your on-site staff may be able to direct you to the crisis services and possibly with the authorities. If available, seek counseling and remember it is not your fault. It is the fault of the person who attacked you.

Counseling may or may not be available while abroad but it will be available to you when you return home:
- Duke Women’s Center: http://studentaffairs.duke.edu/wc
- Duke Counseling and Psychological Services (CAPS): http://studentaffairs.duke.edu/caps

For more information on acquaintance rape, sexual assault, and dating abuse, you may also contact these organizations:
- Rape, Abuse, and Incest National Network (RAINN): www.rainn.org
- CDC Website on Sexual Violence: www.cdc.gov/ViolencePrevention/sexualviolence/index.html
- Men Can Stop Rape: www.mencanstoprape.org/index.htm
- National Sexual Violence Resource Center: www.nsvrc.org
- Victim Assistance Online—An International Resource: www.vaonline.org

Special Note to Women

Some female students, in certain overseas sites (e.g. South America, the Middle East, and parts of Europe) have a hard time adjusting to attitudes they encounter abroad, in both public and private interactions between men and women. Some (but not all) men in such countries openly demonstrate their appraisal of women in ways that many U.S. women find offensive. It is not uncommon to be honked at, stared at, verbally and loudly praised, and to be actively noticed simply for being an American woman. Sometimes the attention may feel flattering. However, it may become very annoying, and potentially even angering. Indigenous women, who often get the same sort of treatment, have been taught how to ignore the attention. Many U.S. women find this hard to do. Eye contact between strangers or a smile at someone passing in the street, which is not uncommon in the States, may result in totally unexpected invitations. Some women feel they are forced to stare intently at the ground while they walk down the street.

Safer Sex Abroad

No matter what your decisions about sex while studying abroad, be thoughtful about it. Regardless of your gender identity. You should plan ahead for birth control, contraception, and preventative measures to help protect against sexually transmitted infections and diseases (STIs/STDs).

Do remember that using the birth control pill or other prescription birth control methods alone does not reduce the risk of contracting STIs, STDs, or HIV. Other than abstinence from intercourse, the use of latex condoms is the most reliable method for prevention of the spread of infections and diseases. If you think you may have contracted a STI, STD, or HIV while abroad, contact your local on-site staff to find a clinic or treatment center.
HIV and AIDS Abroad

Acquired Immune Deficiency Syndrome, or AIDS, is a viral disease which breaks down the body's immune system and leads to infections and cancers that may be fatal. Even though there are no known vaccines to prevent AIDS, there have been several medical breakthroughs in drugs and assistance in preventing AIDS, both in the United States and abroad. The AIDS virus can be transmitted in four general ways: (1) through intimate sexual contact, (2) through infected blood and blood products, (3) through contaminated needles or any other human immunodeficiency virus (HIV)-contaminated skin piercing instruments, and (4) from an infected mother to her infant before or during delivery.

Being Gay, Lesbian, Bisexual, or Transgender Abroad

How sexual identities are defined and understood varies between cultures, including the interpretation of what is considered appropriate behavior. This applies to acquaintance, platonic, and intimate relationships. If you are a LGBTQ student, you must understand that openly living your sexuality abroad might be different from what you are accustomed to at home. Some countries and cultures are open to LGBTQ individuals while others are less accepting or even hostile. Attitudes toward sexual orientation can vary significantly even within regions of the same country or according to different social contexts. In addition, you should always be aware of individual idiosyncrasies and beliefs.

Expression of Sexual Orientation, Relationships, and Safety

A foreign country may appear to provide a safe haven for exploring sexual and gender identities free from the judgments of friends and family. Unfortunately, students can learn that what appeared to be a safe environment was not safe at all. While some countries are more supportive of LGBTQ rights than the United States, others stipulate punishments for same-sex acts.

Before you go abroad, find out about the status of LGBTQ rights in your future host country. Learn as much as possible about the culture-specific norms of friendship and dating. Behavioral signals that mean one thing in the United States may mean something completely different in the host culture.

While studying abroad, you will encounter different ideologies and will have to adapt to different customs. Some students find it necessary to hide their sexual orientation for safety reasons, while others find safe ways to express their sexual identity openly. Become informed and be aware of the attitudes, customs, and laws of the host country so you can have a safe and rewarding experience abroad.

Questions for LGBTQ Students Traveling Abroad

- What are the laws regarding homosexuality in the host country?
- Is it safe for me to be out when I am abroad?
- Should I come out to my host family?
- What are the cultural norms for dating and friendship?
- What LGBTQ resources exist in the host country?
- What is the LGBTQ population like in my host country?

Tips for LGBTQ Students Traveling Abroad

Country-specific information is often available from campus offices, personnel, and student groups. You should certainly talk with other students who have been where you will be. For e-mail addresses of Duke students who have previously studied abroad, please consult the student contact lists at http://globaled.duke.edu/ under the “Getting Started” tab.

Below are some tips to keep in mind as you begin to prepare for your time abroad:

- Put your safety first.
- Before you leave, familiarize yourself with the customs and laws of your host country.
- Research whether or not talking about sexuality is taboo.
- Research the terms and definitions used in your host country to talk about LGBTQ issues.
- Find a support network abroad.
- Have a conversation with a study abroad advisor in the Global Education Office about your concerns to develop a strategy to have as positive an experience abroad as possible. Luca (luca.lipparini@duke.edu), Carolyn (carolyn.coyalt@duke.edu) and Abby (abigail.hall@duke.edu) received Ally training and would love to talk with you.
- Talk to the program leaders or the faculty director about your concerns. Approach the program leaders in-country should you encounter any problems.

Resources for LGBTQ Students Traveling Abroad

General
- Duke University Center for Gender and Sexual Diversity (CSGD): studentaffairs.duke.edu/csgd
- The NAFSA Rainbow Special Interest Group: www.rainbowsig.org

Country Specific
- International Lesbian, Gay, Bisexual, Trans and Intersex Association: ilga.org
- Global Gayz: globalgayz.com
- International Gay and Lesbian Human Rights Commission: iglhrc.org

Trans* Resources
- National Center for Transgender Equality: transequality.org

VI. Cultural Differences

“Perhaps travel cannot prevent bigotry, but by demonstrating that all peoples cry, laugh, eat, worry, and die, it can introduce the idea that if we try and understand each other, we may even become friends.” – Maya Angelou

The following is very general information regarding cultural differences abroad.

Culture Shock

Living and studying abroad is an exciting and enriching opportunity. However, the ways in which you view the world and the views, values, and customs of people of other cultures may be vastly different. Culture shock is the stress of the psychological disorientation experienced living in a culture different than your own. Symptoms of culture shock may include the following: discomfort, irritability, homesickness, hostility towards the host culture, frustration, and other physical symptoms of stress.

Richard Slimbach (2011) identifies five phases of cultural adaptation, stating, “Cultural quakes happen. Our foundations suddenly shift, and nothing – not family, not friends, not language, not customs – seems fixed anymore.” He goes on to state that, “deep intercultural learning depends on this kind of dissonance, but it need not debilitate us... Although the path of transformation rarely follows a predictable and linear course, it requires that we keep walking.”

Slimbach lists five phases of cultural adaptation as follows:

**Phase 1 – Anticipation:** In this phase, you’re excited and anxious, all at the same time. You are open to something new.
Phase 2 – Contact: You arrive and confront differences. You are still open and accepting to new experiences. There’s a sense of wonder and euphoria. For some, this “honeymoon” period lasts a while. For others, it is short-lived, particularly if the program or location proves more culturally or physically challenging.

Phase 3 – Disintegration: The newness of the place and experience wear off and you begin to notice differences more than similarities. Perhaps you are tested by language, food, customs, and transportation methods and distances that are far from the familiar. Most students are tempted to “escape” during this phase, preferring to hang out with American friends, speak in English, or perhaps frequent bars, restaurants, and stores that offer familiar foods or products. They may find themselves chatting online with friends and family from home, listening to music, or sleeping too much – anything to avoid spending time with the host culture. Others may react by trying to become one with the host culture, without regard for self or personal history.

Phase 4 – Recovery: Now you begin to analyze what is bothering you about the new culture and why you are reacting in certain ways. You may also begin to understand the myriad forces shaping local customs and practices. During this phase, Slimbach encourages us to seek out opportunities to reflect critically on our experiences. He observes, “The only way over culture stress is through it.” Blogging or journaling experiences can be a thoughtful way to explore and integrate ideas and impressions. Hopefully this analysis leads us to see not only ourselves, but those around us, in a different way, and we begin to accept the host culture, rather than reject it.

Phase 5 – Integration: In this phase, you begin to feel at ease in the new culture. That doesn’t mean that you have been consumed by it, but rather you have become self aware enough to realize that understanding and acceptance of the host culture doesn’t negate your own values and beliefs. You learn to view the world with multiple lenses and accept that differences aren’t necessarily better or worse, just different.

Students will react to culture stress in many different ways. Some may have very severe cases, becoming depressed and anxious in the new environment. Others will have very mild experiences. For students studying in cultures that seem very similar to their own (e.g. U.S. students studying in Britain or Australia), culture shock may sneak up on them, causing unexpected distress. Here are some strategies to help you cope with culture shock:

- Know the culture prior to living there. Find out all you can. Talk with people from that culture if possible. Talk with returned study abroad students who have lived there.
- Be curious. Explore the values and traditions behind the cultural behaviors.
- Bring familiar items from home -- things that make you feel most comfortable.
- Have a sense of humor! You will be making lots of mistakes and that’s okay!
- Set realistic goals for yourself. Attempting to be perfect is a sure way to increase your frustration. Also, have the ability to tolerate failure and ambiguity.
- If you do become depressed or sad, seek help. The effort to reach out may prove just enough forward motion to ease your anxieties about the new culture, and if not, you still don’t need to be suffering alone.

Recommended Website: What’s Up with Culture?

For those wanting to explore the concept of culture and what it means to interact and function in a new environment outside of your comfort zone, we highly recommend that you visit the interactive and informative What’s Up With Culture site hosted by the University of the Pacific at: www2.pacific.edu/sis/culture.

Fitting In

Social customs differ greatly from one country to another. It is therefore impossible to give guidelines that will be applicable in every culture. Generally speaking, you can be yourself as long as you remain friendly, courteous, and dignified. Always keep in mind that you are the guest in someone else’s country. Therefore, you would be safe to assume that your behavior should be regulated pretty much in the same manner as if you were the guest in someone else’s home. On the other hand, as an outsider, especially if you err on the side of being respectful, some allowances are likely to be made for the things you do not immediately understand or feel comfortable with.
Politeness. In keeping with the relatively formal manner of social customs abroad, you should place much more emphasis on the simple niceties of polite social intercourse than you might at home. Be prepared to offer a formal word of greeting to whomever you meet in your day-to-day activities. For example, should you approach a clerk in the local market in Strasbourg always be courteous enough to begin your conversation with, “Bonjour, Madame (Monsieur, Mademoiselle)” before you launch into your inquiries about the products, and become familiar with the appropriate expressions of gratitude in response to your hosts' hospitality.

Humor. While each country has its own particular brand of wit and humor, very few cultures appreciate the kind of “kidding” to which Americans are accustomed. Comments, even when intended to be humorous, can often be taken quite literally.

Speaking the language. When it comes to language, most people will be extremely flattered rather than amused at your efforts to communicate in their native language. Do not be intimidated or inhibited when practicing your own limited command of the language. A couple of words of caution might be in order: do your best to avoid slang expressions, which are usually unique to the particular culture, and which may therefore be totally meaningless or inappropriate in the context of another culture. Be aware of the differences between the “familiar” and the “polite” forms of address and be sure to use them properly.

Do not try to translate American idiomatic expressions directly into the native language. Idioms as a whole may be complete nonsense when translated into another language. While it is not true that all people speak English, it is true enough for you to be wary of making impolite or tactless comments on the presumption that those within hearing distance will not understand what you are saying.

While it may be interesting and useful to learn to recognize and understand swearing in the host language, it is safest to refrain from using it yourself. Only a native speaker can understand the full impact of taboo language and judge what is, at best, inappropriate and at worst, seriously offensive in the cultural context.

Non-Verbal Gestures. Do not assume that a familiar gesture has the same meaning in the host culture that it does in your own. The meaning can turn out to be quite different, and in some cases can be as offensive as the strongest swear words. Try to take your cues from the locals. As you get to know people, ask them what is meant by gestures you observe; this can lead to fascinating cross-cultural discussions and help you learn how to fit in better to the culture.

Physical contact. When establishing social relationships, “play it by ear” in determining the level of familiarity that you should adopt at the various stages of your relationship. Physical contact, for example, may not be especially appreciated or understood by someone unfamiliar with the American idea of camaraderie; a cheerful pat on the back or a warm hug may be quite embarrassing and uncomfortable in certain cultures. All cultures have different notions about social space, for instance how far away to stand or sit when conversing, or how to shake hands or wave farewell. Restraint is advisable until you learn how the locals do it and what they expect of you.

Personal questions. Let your hosts point the way when engaging in "small talk." While Americans may find it easy and quite appropriate to talk about themselves, in some countries, your hosts may view this as being as impolite as asking personal questions of them.

Drinking and drunkenness. Be extremely sensitive of others’ attitudes and feelings when it comes to drinking. You will probably find that your hosts enjoy social drinking as much as any American, but they might not look upon drunkenness as either amusing or indeed tolerable.

Price bargaining. Haggling over prices can be another sensitive and vague subject. Haggling is not only appropriate but also even expected in some circumstances. The trick is to know under which circumstances haggling is appropriate. Unless you clearly understand the difference between appropriate and inappropriate circumstances for this sort of social bargaining, you may very well find yourself insulting the merchant and further reinforcing a negative stereotype of Americans. You can always test the waters by politely indicating that you like the product very much, but that it is a bit more than you had anticipated spending. If the merchant wishes to bargain further, this will give him the opening he needs to offer you the product at a lower price. If it is not that kind of an establishment, you can simply (and politely) terminate the conversation.
Talking politics. Expect people abroad to be very articulate and well informed when it comes to matters of politics and international relations. Do not be at all surprised if your counterparts try to engage you in political debate. There is certainly no reason for you to modify your own convictions, but you should be discreet and rational in your defense of those convictions. Here again you may very well find yourself butting heads with another of those unfortunate stereotypes, such as the arrogant American who thinks everyone must fall in line with the United States.

Photography etiquette. You may want to record many of your memories on film or in digital form, and it is often convenient to include some of the local populace in your photographs. However, remember that the people of whom you take photos are human beings and not curiosity objects. Be tactful and discreet in how you approach photographing strangers; it is always courteous and wise to ask permission before taking someone’s picture.

Racial and Ethnic Concerns

No two students studying abroad ever have quite the same experience, even in the same program and country. This same variety of experience is also true for students of color and those from U.S. minority ethnic or racial backgrounds. Reports from past participants vary from those who felt exhilarated by being free of the U.S. context of race relations, to those who experienced different degrees of ‘innocent’ curiosity about their ethnicity, to those who felt they met both familiar and new types of ostracism and prejudice and had to learn new coping strategies. Very few minority students conclude that racial or ethnic problems that can be encountered in other countries represent sufficient reasons for not going. On the other hand, they advise knowing what you are getting into and preparing yourself for it. Try to find others on your campus who have studied abroad and who can provide you with some counsel. For e-mail addresses of Duke students who have previously studied abroad, please consult the student contact lists at http://globaled.duke.edu or contact the GEO (globaled@duke.edu).

VII. Legal Matters and Consular Services

Power of Attorney

If your signature will be needed for any official or legal document during your absence, you should make arrangements for “power of attorney” to be held by an appropriate person to act on your behalf. You can do this by writing out in detail the specific duties that the person you choose will execute. Take this to a notary and have it notarized.

Dual Citizenship

Different countries have different laws concerning citizenship. Some countries may claim you as a citizen of their country if you were born there, if one of your parents is a citizen of that country, if you are married to a citizen of that country, or if you are a naturalized US citizen but still considered a citizen of the country under that country's laws. If any of these circumstances apply in your case, be sure to clarify your status with that country’s embassy or consulate before you leave. If you want to terminate any such previous citizenship, you will need to consult with the State Department.

Obeying Local and National Laws

While you are visiting another country, you are subject to the laws of that country. Many of the legal protections we take for granted are left behind when you leave the U.S., and American embassies and consulates are very limited in the assistance they can provide should you get caught up in the legal system of your host country. They can give you the names of competent attorneys and doctors, but not any financial assistance in paying for legal or medical services. They cannot intervene on your behalf in the administration of justice in the host country.

Bail provisions as we know them in the United States are rare in many other 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. The best advice is, of course, to know the laws and obey them scrupulously. If you get in trouble, contact your program director and seek local legal assistance as quickly as possible.
Drugs

Avoid any involvement with drugs and all other illegal substances. Drug laws vary from country to country, but in many cases they are extremely severe, regardless of whether the drug in your possession is for personal use or for sale to others. Bail is not granted for drug-trafficking cases in most countries. Pre-trial detention, often in solitary confinement, can last for months. Many countries do not provide a jury trial, and in some cases you may not even be present at your trial.

Most prison and law enforcement officials abroad will probably not speak English, the significance of which you may not fully appreciate until you are confined and feeling helpless. The average jail sentence in drug cases worldwide is about seven years. In several countries, the death penalty can be imposed for conviction on some drug charges. Do not wrongly assume that buying or carrying small amounts of drugs cannot result in your arrest. Americans have been jailed abroad for possessing as little as three grams (about one-tenth of an ounce) of marijuana. They have been jailed just for being in the company of someone who was carrying drugs for personal use!

Working Abroad Legally

In many other countries, as in the U.S., holding a wage-earning job while you are in the country on a student visa is illegal and can be grounds for expulsion. Your student visa usually authorizes you to remain in the country only for the purposes of education, usually for the period of your formal enrollment, plus perhaps some additional time for tourism. You are likely to be busy enough with your studies and the other demands and pleasures of being in a new place that you will not have time to do much else. More to the point, if you are caught working illegally, it is likely that you will be asked to leave the country.

If you are intent on working abroad, you must make arrangements in the U.S. beforehand. You should plan to work either before your program begins or after it ends and you will most likely need a work permit. Such legal certification is available only for work in certain countries. Employers are usually required to demonstrate that a potential employee from another country has skills and experience that are not possessed by the citizens of that country. This is usually a very hard case to make.

Help from American Embassies and Consulates

Should you encounter serious social, political, health, or economic problems that cannot be handled within your program, the U.S. Embassy and/or Consulate can usually offer limited assistance. For example, they can provide you with a list of local attorneys and physicians, contact next of kin in the event of an emergency or serious illness, contact friends or relatives on your behalf to request funds or guidance, provide assistance during civil unrest or natural disaster, and replace a lost or stolen passport.

U.S. embassies and consulates cannot, however, act as a travel agency, give or lend money, cash personal checks, arrange free medical service or legal advice, provide bail or get you out of jail, act as couriers or interpreters, search for missing luggage, or settle disputes with local authorities. Remember that their primary purpose is to fulfill the diplomatic mission of the United States government.

There are several useful pamphlets about travel and residence abroad, prepared by the Bureau of Consular Affairs of the U.S. Department of State. Two are of particular interest: “A Safe Trip Abroad” and “Your Trip Abroad.” You can usually pick them up free of charge in any U.S. Passport Office. Otherwise, they can be downloaded from the web-site http://travel.state.gov/.

It is recommended that U.S. citizens residing abroad for an extended period of time register with the local U.S. Embassy or Consulate. If you are on a study abroad program, this will usually be done on your behalf by the program staff, but not always. Check to be sure.

Contact information for U.S. embassies and diplomatic posts abroad can be found at http://usembassy.state.gov/.
Office of Overseas Citizens Services

Should your family need to contact you while you are traveling (e.g., after the program is over), emergency assistance is available through the Citizen’s Emergency Center of the Office of Overseas Citizens Services (OCS), operated by the State Department's Bureau of Consular Affairs. The office is open Monday-Friday, 8:15 a.m. to 5:00 p.m. Eastern time. The OCS toll-free hotline at 1-888-407-4747, and the overseas number is 1-202-501-4444.

This office can transmit emergency messages from your family, provide protection in the event of arrest or detention while abroad, transmit emergency funds to destitute nationals when commercial banking facilities are not available, etc. It would be wise for you to provide your family with at least a tentative itinerary so that in an emergency they can give the State Department some idea where to begin looking for you. More information about services available to US citizens in a crisis abroad can be found at [http://travel.state.gov/content/passports/english/emergencies/crisis-support.html](http://travel.state.gov/content/passports/english/emergencies/crisis-support.html)

VIII. Money and Banking

Budgeting

The overall cost of living abroad can sometimes be higher than at home because you are in an unfamiliar environment making transactions with unfamiliar currency. Depending on your program site, you may also be confronted with an almost endless array of entertainment possibilities and attractions. A go-slow approach to buying makes sense. It also makes sense to try to live within a prudent budget, which will allow you to keep your finances in shape. There is little that is more dismaying than to run out of funds overseas with no easy or quick means of replenishment. The following suggestions may prove helpful.

- Learn the “value” of the money (i.e. in relation to the currency you know, the US dollar) wherever you are and as quickly as possible.
- Be consistently alert to special student rates and discounts wherever you go, and know what is available through the use of your International Student Identity Card (e.g. travel, accommodations, entrance fees, some entertainment, etc.).
- Take advantage of less expensive alternatives whenever possible. Cook for yourself (especially breakfasts), or use refectory or student cafeteria meals rather than restaurants, reserving meals at restaurants for special occasions. Note: Many students eat their main meal at lunchtime, taking advantage of the subsidized student cafeterias. Doing this will save you money.
- Plan your entertainment and recreation around the availability of free, inexpensive, or discounted events on campus or in the surrounding community.
- Whenever possible, shop at street markets or major chain supermarkets, and avoid specialty shops and convenience stores (that add 20-30% mark-up). Put off making major purchases until you have learned the range of available selections and prices, or learned that you don’t really need that expensive item after all.
- When you travel, stay in youth or student hostels or in modest bed-and-breakfast accommodations, as opposed to hotels, which cater to tourists and business travelers and charge accordingly.
- Take care of your belongings and safeguard your traveler’s checks and cash. Loss of personal possessions is upsetting at any time, but even more troubling and inconvenient abroad. Keep in mind that pick pocketing is common.
- 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 and services, especially more expensive ones. As a visitor, you may be able to reclaim the amount you have spent on the VAT at the international airport when you leave the country, but you will need to show all your receipts and purchases and be able to prove that you did not use the item in the country where it was purchased in order to claim this refund.
- Join local organizations, such as church choirs and sports teams, that offer subsidized travel opportunities.
Banks or ATM Cards

By far the most convenient and preferred method of obtaining cash abroad is by using bank or ATM cards to withdraw money from U.S. accounts. A Visa or MasterCard debit card is also accepted in the ATMs. Students around the world have found this method to offer many benefits, including favorable exchange rates and greater accessibility and security. Automated teller machines are now located in almost every corner of the world, most of them adhering to systems widely available in the U.S. such as PLUS and CIRRUS. Machines are usually available 24 hours a day, seven days a week, unlike many foreign banks which close early in the afternoon or have limited weekend hours. Furthermore, the machines issue cash in the local currency, eliminating the need to exchange dollars or pay exchange commissions. Be sure to check with your bank at home, to ensure that your Personal Identification Number (PIN) is valid overseas and to clarify what sorts of charges will be applied. It is suggested that your PIN be a four-digit code. NOTE: Although this way of accessing money is convenient, you are warned not to use it as your only method of getting cash.

A listing of ATM locations worldwide can be found at http://www.mastercard.us/cardholder-services/atm-locator.html (MasterCard/Cirrus) or http://www.visa.com/atmlocator/.

Currency Exchange

U.S. currency can be exchanged for foreign currency at most international airports prior to your departure, at the international airport of your destination, and at most major banks and railroad stations abroad. In general, exchange rates are unfavorable at airports and train stations. It might be wise to exchange a small amount of money prior to your departure, either at your home bank or in the airport, in order to have some cash on hand upon your arrival abroad.

Bank branches can often be found in both airports and railroad stations abroad. Banks abroad afford you the fairest exchange rate available, but you can expect to pay a commission (which varies from one country to another) 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 amount of the transaction. The flat fee rate makes it advantageous to exchange larger amounts to avoid repeat visits to the bank window, though this may mean you might be carrying more cash than advisable. You will need to find a happy medium between carrying large amounts of cash and paying bank commissions.

Currency exchange rates between 164 different countries are updated daily at the web-site http://www.oanda.com/converter/travel. There is even a printable “cheat sheet” for those times when you need to translate prices quickly into your own currency.

Credit Cards and Debit Cards

Credit cards make foreign currency transactions easy, and they are invaluable in a financial emergency. Do take a credit card along, but use it wisely; plastic can be dangerous because overspending is so easy. Service fees and interest charges can be costly, and the loss or theft of a card abroad can be a serious inconvenience when you are traveling. Check to see if your card has a grace period for payments.

Banks and credit card companies often have policies to minimize the risk of identity theft and these can involve cutting off access to the card if charges suddenly begin appearing overseas. It is wise to notify them ahead of time that you will be using your account abroad, and in which countries so that when your overseas charges appear, they will not freeze your card account.

Make a list of your credit and debit numbers, expiration dates, and customer service numbers and leave copies in a safe place at your residence abroad, as well as with your family back home. Having this information together in one place will make canceling your cards much easier if they are lost or stolen.

Be aware that not all businesses will accept credit cards. Also, 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. If the merchant is slow in submitting your charge slip, the bill could be a bit different from what you might have expected.
With many credit cards you can obtain a cash advance against your account from a foreign bank. Be aware, however, that they begin charging a high interest rate on the amount advanced immediately.

For all financial transactions abroad be sure to have adequate identification with you (e.g. your passport).

Recently, banks in most of the world outside the U.S. have switched their credit card security system from the familiar "stripe and sign" system to a newer "chip and pin" system. Instead of having a merchant or machine read information off a magnetic stripe on your card, and having you sign a slip to verify the transaction, the merchant or machine gets data from a chip embedded in your card and you verify by entering a PIN. Most of Europe has embraced the chip-and-pin system, as have many countries in Asia and South America. However, US credit card companies and banks have been slow to implement this new system. More and more U.S. travelers report problems in making some purchases (i.e. train station ticket machines). Check with your credit card vendor and/or bank to see if this new chip and pin card is available to you.

Not all of the preceding advice may apply in every country. Indeed, it is probably more accurate for the major Western European countries than for the rest of the world. But banking has become more uniform these days, so the above advice is likely to be useful for most locations. Before you leave the U.S., you should try to get accurate and timely information from your current bank and from credit card agencies. This is also an issue you should discuss with returned study abroad students who have been to your anticipated destinations.

Transferring Money from the U.S.

Should you run short of cash while abroad, money can be sent from home in a variety of ways. A quick (and expensive) way is by cable transfer from your U.S. bank to a bank abroad. You might want to visit your hometown bank before your departure to obtain a list of the overseas correspondent banks to which money can be transferred by cable and to let the bank know who is authorized to initiate cable transfers on your behalf. To pick the money up at the overseas bank, you will, of course, need identification (e.g. your passport). It may be necessary for your hometown bank to process cable transfers through a major, internationally recognized U.S. bank, which will in turn probably have to deal with a comparable internationally recognized bank overseas. The correspondent bank abroad (e.g. in Paris, Madrid, etc.) can then complete the transfer to a local bank at your study abroad location.

Western Union (http://www.westernunion.com/) has offices throughout the world, and is a convenient way to send money if the situation is urgent. Be aware of the transaction fees involved (as well as any limits to the maximum amount of money allowed for transfer) which may vary depending on where you are wiring the money to and the method you are using to send the money. Western Union allows online wiring as well as the more traditional method of visiting the agent office and wiring money overseas from that location.

Personal checks drawn against your local hometown bank will be virtually worthless because of the time it takes each bank to clear the check.

IX. In Case of Emergency

Duke-Administered Program Emergency Procedures

In case of emergency, students should notify the following:
1. On-site program director
2. His/her parents

The program director will notify Duke’s Global Education Office for Undergraduates (GEO) about the emergency.

If parents need to contact the GEO, please call 919-684-2174 during business hours (8 a.m. to 5 p.m., EST). After hours, please contact the Duke University Police at 919-684-2444. The police will contact the GEO on-duty director, who will call you.
The U.S. Government is often in the position to offer assistance to citizens experiencing difficulties overseas. Crisis management information can be found at the State Department web site at http://travel.state.gov/. As previously mentioned in Section VII, the Office of Overseas Citizens Services is also available to assist.

If a parent has an emergency and needs to contact the student, he or she should get in touch with the program's on-site contact or ask the GEO for assistance in reaching the student.

X. Study Abroad and Your Future

Your time abroad will be a wonderful way of applying, enriching and diversifying your education. You will learn a tremendous amount simply from living and learning in a new social and cultural environment, from the people you meet, and from life as it unfolds. Additionally, for many students the study abroad experience stimulates not just a new way of looking at themselves and the world, but new ideas about what comes after they graduate. Many students express regret afterward that they didn't do more to prepare for "life after Duke" before and during their time away--something echoed by campus career advisers.

Employers and graduate and professional programs generally look favorably at applicants who, in addition to having a strong academic record, also have some hands-on work experience. In the increasingly global economy and job market, an international work experience may be seen as especially valuable. It is sometimes possible to set up some sort of non-credit work project, volunteer service, shadowing externship, or internship in the community surrounding your program.

Here is a checklist of things you can do before, during, and after you study abroad, to maximize its future-enhancing potential.

Before You Go

- Make a list of Duke alumni: 1) living in the city/country where you'll be and 2) working in jobs or companies that interest you anywhere. Get names and contact information from DukeConnect, a database of over 5,000 Duke alumni who have agreed to be career advisors at http://www.dukeconnect.com.
- Talk with current students who are back from your study site. Did any of them arrange non-credit internships or community service projects? How and when did they arrange them? See http://globaled.duke.edu/ under "Getting Started" for lists of Duke students who have returned and are abroad now.
- Read the sections of all "work abroad" books that mention the country/city where you'll be.
- Prepare a resume, in case you need to show an employer or internship adviser overseas what you've already done.
- Schedule an appointment at the Career Center to talk to an advisor about what will be going on while you are gone and what will be happening very shortly after your return.
- Be sure you know about the hiring or scholarship deadlines before you leave, and keep in touch with your career advisor.
Get into Duke eRecruiting, also on the Career Center website. Update your profile, complete the required Recruiting Orientation, and, in the admin section of your profile, subscribe to Career News and industry specific email lists that interest you.

While Abroad

Contact alumni in the US via email or telephone to learn more about careers that interest you and continue to build your network.
Maintain a contacts spreadsheet or notebook for networking and industry information. Include the name, address, phone number, email address, and notes from your meeting for every interesting alum you contact or professional you meet.
Check into Duke eRecruiting periodically for domestic and international work opportunities.
Have a friend at Duke forward and save summer job and internship information for you.
Set aside time to reflect on your experiences and how they relate to your future choices.

If you are considering more study or work abroad in the future:

Maintain a contacts spreadsheet or notebook. Include the name and contact information along with notes about your meeting for of every interesting professional you meet.
Check out the local "yellow pages" and scan the daily paper's want ads and electronic job search engines for future reference.
Contact alumni near your location. Meet them at their places of business or socially. Express your interest in staying on after your program of study ends, or your interest in returning after graduation.
Look for schools that teach in English. Go check them out. What qualifications do their teachers have?
If in a homestay, talk often with adults in the family about the local economy. Take every opportunity to meet the family's friends and extended family, to network.
Practice the local language--if English, learn the idioms, accent, vocabulary, etc. Speak with 'natives' in all walks of life. Read the local and national papers and periodicals.
When you encounter 'older' Americans living locally, introduce yourself. Make note of where they are employed and how they obtained their positions.
Pay attention to the cost of living, as opposed to the U.S., and figure out how much money you would need to live there.
If graduate study in your host country is an option, get application information while you're there.

After Returning to Duke

Schedule an appointment at the Career Center (919-660-1050), early after you return. Many deadlines for jobs, internships, and on-campus recruiting tend to be early in the semester. You'll need to consider how to market your study abroad experience to employers in interviews, info sessions and at career fairs. (http://www.studentaffairs.duke.edu/career)
Update your resume. Make sure it adequately describes your experience abroad and all skills you acquired, including language competency.
Keep in touch with all the contacts you gathered while abroad and update them as you progress.

If you are considering more study or work abroad in the future, you should also:

Learn whether firms with offices abroad recruit on campus. Don't be distressed to learn that you might have to work in the U.S. first.
Ascertain whether you will need a higher degree to obtain the job you want. What graduate entrance exams are required? Where in the U.S. or abroad can that degree be earned?
Make time to gather and pursue short-term and more permanent work-abroad resources.
Each country has its own resume format; make sure it is in the correct format for the particular country.
Write to your contacts, stating your serious interest in returning to work in that country after graduation (if you ARE serious).
Investigate short-session programs that teach the Teaching of English as a Second Language. Do they help with job placement?
Determine your financial situation. Must you earn money before you go? How long can you afford to live abroad?

You can begin to integrate your study abroad experience in your life at Duke immediately upon return. For instance, as you consider courses to take in the future, consider how your interests have changed or grown. Consider pursuing research grants to continue exploring questions that came to mind while you were abroad. Talk about your experience with other returnees and with prospective study abroad students. Keep your study abroad experience alive and relevant by integrating it into your classes and life upon return to Duke.

XI. Returning to Campus

Like all good things, the study abroad experience must come to an end, and you will return home. While you will invariably look forward to the moment when you will be back on American soil, you may also want to hold on to the richness of your overseas experience for as long as possible — and may even begin immediately to make plans for a return trip. As you will have discovered, living and learning overseas usually brings unanticipated intellectual and personal maturity, independence, and an invigorated sense of direction and involvement. Besides this, it was, more likely than not, fun! **But you should always remember one basic fact: study abroad was a means of earning credit toward your degree.** Upon returning to campus, you must make sure that the necessary information about your academic and non-credit experiences are sent to the GEO and the University Registrar if you are a Duke student; non-Duke students must request their official Duke transcript (see below for details) and consult with their study abroad advisor or registrar’s office at their home institution to verify transfer credit processing.

Transcripts

Students on non-Duke summer or semester programs should remember to arrange for an official transcript of coursework taken abroad to be sent directly to the Global Education Office for Undergraduates, Box 90057, 114 S. Buchanan Blvd., Smith Warehouse, Bay 6, 2nd Floor, Durham, NC 27708-0057, as soon as it is available.

Non-Duke students studying on Duke-administered programs will need to contact the Duke University Registrar in writing to arrange for a Duke transcript be sent to their home institution at the completion of the program. All non-Duke students studying on Duke-In programs pay a $40 one-time, lifetime transcript fee, so no further payment is needed. Transcript request forms and additional information are available at [http://registrar.duke.edu/student-records/transcripts-verifications](http://registrar.duke.edu/student-records/transcripts-verifications).

**NOTE TO NON-DUKE STUDENTS:**

Transcripts will not be sent automatically by any of the Duke-administered programs. Only **you** may request them from the Duke University Registrar.

Program Evaluations

Upon completion of your program, you will be asked by the GEO to submit an electronic evaluation of your summer study abroad program. These evaluations are extremely useful for future participants and are consulted frequently by faculty and staff. Results are sent to the program sponsors and on-site directors, and changes are frequently made in the programs in response to students’ comments.

You will be sent the link to the online evaluation form in an email near the end of your Duke summer program. Please be sure to take the time to complete the online summer program evaluation as completely as possible; **your feedback is invaluable.**
Course Evaluations

In addition to an overall summer program evaluation, all students enrolled in a Duke-administered summer program will have the opportunity toward the end of the program to complete individual course evaluations online for the one or two courses that comprise the Duke summer program. These confidential course evaluations are shared only with the Duke faculty director and other faculty instructors who teach on the program as well as with GEO staff. The student feedback will be used to help make any necessary improvements to the course instruction in future years as a means to strengthen the summer program. Please complete the online course evaluations as fully as possible; your input is critical to the success of our summer programming. Instructions and the link to access these course evaluations will be sent to you while the summer program is underway.

Unpacking Your Study Abroad Experience

The GEO and the Career Center want to welcome you back to Duke at the end of your time away by providing an interactive workshop with speakers, resources, and personal advice on how to convey the impact of your semester away in your graduate school application or during a job interview. Whether it is acceptance to a competitive graduate program or a dream job, learning the best way to articulate what you gained from going global will help you get where you want to go from here. Look out for announcements about this useful event.

Promoting Study Abroad

All returning students are urged to discuss their experiences with prospective participants. Please provide your name and email address to the GEO (globaled@duke.edu) if you wish to serve as a contact for your host country or study abroad program. Your comments and advice are invaluable to interested students and your help is very much appreciated.

GEOReflects Photo and Video Contest

GEOReflects challenges students to examine their time away from Duke by bridging artistic expression and educational experience. Through photography and video, GEOReflects encourages students to use their off-campus experience to develop a deeper understanding of other people and of themselves. The contest seeks work that challenges perceptions of life in a host community and creatively conveys the student’s experience. Any current Duke student who is participating or has participated in a program through the Global Education Office is eligible to participate: http://globaled.duke.edu/for_students/photo-contest/submission-requirements. Winners will receive cash prizes.

Postcards from Abroad and Blogging

At any time while you are abroad, or after you return, please consider sending us a “postcard.” For the past three years, students have been submitting electronic postcards about their study abroad experiences, sharing a favorite moment, impressions, lessons learned, etc., along with a representative photograph. We would love to have you share thoughts about your time abroad with us via this format. You’ll find previous postcards, the current featured card, and a form for electronic submission of the card in the “Media” section at globaled.duke.edu. Postcards from students appear throughout the GEO website.

If you keep a blog while abroad, please consider sending a link to the GEO (globaled@duke.edu) so that we may feature your blog or specific post(s) as appropriate. If you are interested in being a guest blogger on the GEO blog at dukeglobaled.wordpress.com, please contact Soraya Campbell (soraya.campbell@duke.edu). For blogging guidelines and suggestions, please visit: globaled.duke.edu/Studying_Abroad/Preparing_to_Go/Want_to_blog_.

Student Global Education Committee (Duke students only)

Students who are interested in further promoting study abroad on campus should join the Student Global Education Committee. Email Luca Lipparini (luca.lipparini@duke.edu) for more information.
APPENDIX A. Duke University Community Standard

The Duke Community Standard (www.integrity.duke.edu/standard.html)

Duke University is a community dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, respect, and accountability. Citizens of this community commit to reflect upon and uphold these principles in all academic and non-academic endeavors, and to protect and promote a culture of integrity.

To uphold the Duke Community Standard:

- I will not lie, cheat, or steal in my academic endeavors;
- I will conduct myself honorably in all my endeavors; and
- I will act if the Standard is compromised

NOTE:
APPENDIX B. Withdrawal or Early Termination Notification Form

Duke Summer Study Abroad
Withdrawal or Early Termination Notification

Name of Duke-administered (‘Duke-in’) summer program: ______________________________

Date of withdrawal: ___________________

In withdrawing from my study abroad program, I understand that the refund policy outlined in the summer ‘Authorization and Consent’ form and on the ‘Commitment to Participation’ form applies to my actions. Additionally, I acknowledge that I must resolve the implications of my actions with the Duke Undergraduate Office of Financial Aid if I am a recipient of summer financial aid.

In withdrawing from or terminating my study abroad program after the summer program has begun, but before its scheduled end date, I acknowledge that I will not be entitled to any refund of tuition or program fees from Duke University, and I will be held responsible for paying these charges in full. Student recipients of summer financial aid are advised by the Duke Global Education Office for Undergraduates (GEO) to contact their Duke financial aid advisor before they officially withdraw from the summer program to discuss financial implications that may result.

I understand that Duke University academic credit is available only for those courses which I have completed and earned a passing grade. Students participating in Duke-administered programs who leave the program after the first three days will receive a notification of ‘W’ on their academic record, as determined by the faculty director. Finally, I agree to notify the faculty director and appropriate host institution staff of my early withdrawal.

Student Signature: ____________________________ Date of Signature: ______________

Printed Name: ______________________________

Signature of Faculty Director: ____________________________

Please return this form to the Duke Global Education Office for Undergraduates by fax (919) 684-3083 or mail.

For Office Use Only

Assoc. Dean Signature ____________________________ Date ______________

Notification:

Registrar- (grades/study agreement (DK) _______ Date: _______ Program (PP/NG) _______ Date: _______ Fin. Aid (DK) _______ Date: _______

University/Third Party (PP/NG) _______ Bursar (DK) _______ PS Status (DK) _______

Count (VC) _______ Country (VC) _______ File (DK) _______
You had a global experience...

NOW WHAT?

Unpack Your Global Experience

September 2015

Look for announcements on our website!

Interactive workshop & resource fair to help you convey the impact of study away or DukeEngage while applying to jobs, internships or graduate school.

Guest Speaker

Teri Mills
Career Center Associate Director, Counseling and Programs

Refreshments served!
APPENDIX C. Internet Resources for Study Abroad

Duke University (http://www.duke.edu)

Duke Global Education Office for Undergraduates (GEO-U) http://global.duke.edu/geo

Database of Approved Courses: https://courseapproval.studyabroad.duke.edu/cgi-bin/study.pl

ACES: http://www.registrar.duke.edu/

Bursar’s Office: http://www.bursar.duke.edu/

Duke Career Center: http://www.studentaffairs.duke.edu/career


Duke email accounts: https://www.mail.duke.edu

Duke Student Medical Insurance Plan information can be found at https://www.uhcsr.com/duke and at http://www.studentaffairs.duke.edu/studenthealth/health-insurance

Duke University Residence Life and Housing Services: http://www.studentaffairs.duke.edu/rlhs

Duke Women’s Center: http://www.studentaffairs.duke.edu/wc/

Financial Aid Office: http://www.finaid.duke.edu


Office of Information Technology (OIT): http://www.oit.duke.edu

Student Study Abroad Committee: http://globaled.duke.edu/for_students/Returning_from_Abroad/Get_Involved

List of Trinity Directors of Undergraduate Studies: http://trinity.duke.edu/directory/director

List of Pratt Directors of Undergraduate Studies: http://www.pratt.duke.edu/undergrad/policies/3495

Trinity College Transfer Credit Policy and Procedures: http://trinity.duke.edu/academic-requirements?p=transfer-credit

Tuition Refund Insurance (non-Duke site, but related): http://www.tuitionrefundplan.com

Undergraduate Bulletin: http://www.registrar.duke.edu/bulletins/Undergraduate/

U.S. Government Resources

Center for Disease Control: http://www.cdc.gov/travel/

Crisis management information from the U.S. State Department: http://travel.state.gov/

Foreign consulates and embassies located in the United States: http://www.state.gov/s/cpr/rls/fco/

Passport information: [http://travel.state.gov/passport/passport_1738.html](http://travel.state.gov/passport/passport_1738.html)


U.S. embassies and diplomatic posts abroad: [http://usembassy.state.gov/](http://usembassy.state.gov/)


**Travel Resources**

STA Travel: [www.statravel.com](http://www.statravel.com)

Student Universe: [www.studentuniverse.com](http://www.studentuniverse.com)

Travelocity: [www.travelocity.com](http://www.travelocity.com)

Transitions Abroad magazine: [www.transitionsabroad.com](http://www.transitionsabroad.com)

Rail Europe (European rail travel): [www.raileurope.com](http://www.raileurope.com)

Travel in Great Britain: [www.visitbritain.com](http://www.visitbritain.com)

Routes International (worldwide modes of transportation): [www.routesinternational.com](http://www.routesinternational.com)

Let's Go guidebooks: [www.letsgo.com](http://www.letsgo.com)

Lonely Planet guidebooks: [www.lonelyplanet.com](http://www.lonelyplanet.com)


Tourism Offices Worldwide Directory: [www.towd.com](http://www.towd.com)

AirBnB: [https://www.airbnb.com/](https://www.airbnb.com/)

Hostelling International: [www.hihostels.com](http://www.hihostels.com)

Hostel World: [www.hostelworld.com](http://www.hostelworld.com)

Hostels.com – Internet Guide to Hostelling: [www.hostels.com](http://www.hostels.com)

Weather Channel: [www.weather.com](http://www.weather.com)

**Health and Safety in Study Abroad**

World Health Organization: [www.who.int](http://www.who.int)

International Association for Medical Assistance to Travelers (IAMAT): [www.iamat.org](http://www.iamat.org)

Road safety information: [www.asirt.org](http://www.asirt.org) and US Department of State

Cultural Adjustment: [www2.pacific.edu/sis/culture](http://www2.pacific.edu/sis/culture)
Sara’s Wish Foundation: [www.saraswish.org](http://www.saraswish.org)

Banking and Finance Abroad


Visa/ATM Locator: [http://visa.via.infonow.net/locator/global/](http://visa.via.infonow.net/locator/global/)


Miscellaneous, But Extremely Useful

Study abroad information for students with disabilities: [www.miusa.org](http://www.miusa.org)

Hardware and software tips for Internet connectivity and power for your laptop while traveling: Roadnews at [http://www.roadnews.com](http://www.roadnews.com) and Teleadapt at [www.teleadapt.com](http://www.teleadapt.com)

Former Duke Study Abroad Students who have studied abroad or who are currently abroad: [globaled.duke.edu/getting_started/contact_past_participants](http://globaled.duke.edu/getting_started/contact_past_participants)

It’s not an Internet resource, but the Dave Eggers book, *You Shall Know Our Velocity* has been recommended for study abroad students by returned study abroad students.
GEOReflects is a photo and video contest hosted annually by the Global Education Office. The contest seeks work that challenges perceptions of life in a host community and creatively conveys the student’s experience. We encourage all students who are participating or have participated in a Global Education program to submit entries.

**CASH PRIZES of up to $500 will be awarded to the winners!**

Submit Your Entries Online:
globaled.duke.edu/for_students/georeflects

**DEADLINE:** February 15
APPENDIX D. Packing Your Luggage

Below is a sample list to use as a guide when you pack. Please remember this is only a general guide and items will vary according to culture, climate, and personal taste.

**Essential Items:**
- Passport
- Tickets
- International Student Identification Card (ISIC) if required by program
- ATM and credit cards
- Photocopies of all travel documents, prescriptions, etc. (leave copies at home, too)
- Duke Abroad Summer Handbook (electronic version available in MyGlobalEd)
- Arrival information sent by your study abroad program or host institution
- Prescription medicines (should be packed in carry on, not checked luggage)

**Clothing (will vary based on location):**
- 3 pair pants – 2 casual, 1 a bit nicer than casual
- 1 or 2 dresses or skirts (for women)
- 5 casual shirts
- 1 pair pajamas
- sweatshirt and sweatpants
- 1 or 2 sweaters
- 7 pair of socks and underwear (no need to skimp on these, they don’t take up that much room so pack as many as you can)
- pair of walking shoes (tennis, running, walkers)
- pair of very comfortable casual to nice shoes
- pair of rubber thongs for the beach or shower
- swimsuit
- jacket (type greatly depends on where you will be)

**Toiletries:**
- toothbrush, toothpaste, dental floss, shampoo, soap, deodorant, comb, brush
- towel
- non-prescription medications that you cannot live without
- cosmetics
- contact lens solution

For the most part, anywhere you go the basics will be easy to find, so there is no need to weigh down your bags with a year’s supply of toothpaste – only pack enough for a few days or a week, then purchase what you need in your host country. If you have an affinity for specific brand names, you may want to take a larger supply.

**Accessories (items to consider):**
- sewing kit, safety pins, sunglasses
- digital camera, shoulder-strap camera case
- travel guides, phrasebooks, maps
- foreign language dictionary (if appropriate)
- converter (needed to use an American appliance in Europe and Asia, changes the voltage power)
- travel alarm clock
- money belt or neck passport pouch
- shoulder bag or day pack for short day trips
- gift items for host families
- photos of your home, family, and friends to share
- personal CD player/radio or iPod (great for long plane, train, and bus rides)
- bicycle lock and chain (for chaining your backpack or suitcase to the overhead baggage rail on
trains and buses when traveling overnight)

**Types of luggage:** Hard-sided luggage is sturdy, durable, and protects breakables. However, hard-sided suitcases are also bulky and heavy before packed. If you do decide to take hard-sided luggage, make sure that it has wheels. Soft-sided luggage and duffle bags are lightweight, expandable, and they fit easily under seats, onto racks, and in lockers. The durability of soft-sided luggage depends on the quality of the luggage. Backpacks come in three major categories: frameless, external frame, and internal frame. Frameless packs tend to be small, lightweight, and great for overnight stays and weekends. Regardless of the type of luggage you decide for the bulk of your belongings, a small frameless pack is a great addition. External frame packs are sturdy and supportive, but a bit awkward. Internal frame packs are sturdy, supportive, and more flexible than the external pack. These packs are recommended for the average person planning to travel a lot by public transportation while abroad (e.g. backpacking through Europe).

**Packing tips:** You will be able to buy many of the things you need in your host country. However, for the items you choose to bring from home, you would be wise to consider the following tips:

- Do not pack valuables in your checked luggage!
- Put address labels and contact information inside and outside each piece of luggage.
- Pack medications in your carry-on luggage; pack all sharp objects in your checked luggage!
- Bring items that are lightweight, drip dry, and wrinkle-proof such as knits, permanent press, and cotton. Easy care items are essential.
- Dark colors are more practical than light colors, as they do not show dirt as easily.
- To give your wardrobe more variety without weighing down your suitcase, consider taking items that are interchangeable.
- Do not take any clothing that you would hate to ruin or leave behind.
- Do not take clothes that you may wear only once or twice.
- Carry all liquids in plastic bags in case leakage or spillage occurs in route. Consider the current airline liquid restrictions for carry-on luggage when packing.
- By rolling your clothing instead of folding, you will be able to fit more in your bag, everything can be seen at a glance, and there are fewer wrinkles.
- You should also pack according to the probability of use, especially if you will be “living out of a suitcase” for several days before settling in.
- Carry your camera in your carry-on, not your checked luggage.
- Have TSA-approved locks on all your baggage pieces (be prepared to take them off during security inspections).
- Leave your samurai swords at home!

**Final words of advice:** PACK LIGHTLY. PACK LIGHTLY. PACK LIGHTLY!
APPENDIX E. Academic Guidance & Duke Contacts

Academic Guidance

Directors of Undergraduate Studies
Trinity College of Arts and Sciences: http://trinity.duke.edu/directory/director
Pratt School of Engineering: www.pratt.duke.edu/undergrad/policies/3495

Academic Deans
Trinity College of Arts and Sciences: trinity.duke.edu/directory/dean
Pratt School of Engineering: www.pratt.duke.edu/undergrad/policies/3479

Undergraduate Bulletin
registrar.duke.edu/university-bulletins

Duke University Contacts

WHEN MAILING ITEMS TO DUKE UNIVERSITY,
BOX NUMBERS MUST BE INCLUDED IN ALL ADDRESSES.

Residence Life/Housing Assignments
218-B Alexander Avenue (Central Campus),
Box 90451
Durham, NC 27708
Tel: 919-684-4304  Fax: 919-681-6248
Email: housing@studentaffairs.duke.edu
studentaffairs.duke.edu/hdrl/apply-housing

Undergraduate Financial Aid
2127 Campus Drive, Annex, Box 90397
Durham, NC 27708
Tel.: 919-684-6225  Fax: 919-660-9811
Email: finaid@duke.edu
financialaid.duke.edu/current-undergraduates/study-abroad

Office of Student Loans
2127 Campus Drive, Annex, Box 90755
Durham, NC 27708
Tel.: 919-660-3630  Fax: 919-684-6132
Email: studentloans@duke.edu
financialaid.duke.edu/loans

Registrar's Office
1121 West Main StreetBox 90754
Durham, NC 27708
Tel.: 919-684-2813  Fax: 919-684-4500
Email: registrar@duke.edu
registrar.duke.edu

Office of Information Technology (OIT)
oit.duke.edu/help

Downtown Post Office (for Passports)
323 East Chapel Hill Street
Durham, NC 27701
800-ASK-USPS® (800-275-8777)
Phone 919-420-5230
Fax 919-687-0935
www.usps.com

Mail Services - Duke University
www.postoffice.duke.edu/locations/duke.html

West Campus
Duke Technology Center
Basement level of the Bryan University Center
Box 90850
(919) 684-8956

Student Mailbox Center
101A Bryan University Center, Lower Level
Box 90813
(919) 684-4104

East Campus Union
Automated kiosk available 24/7
APPENDIX F. TITLE IX: Resources and Contact information

Duke Campus Resources and Contact information

Office of the Dean of Students
- Fax: 919-681-7873
- Email: deanofstudents@studentaffairs.duke.edu
- Website: studentaffairs.duke.edu/dos
- Phone: 919-668-3853
- Mailing Address: 102 Flowers Building Duke Box 90959 Duke University Durham NC, 27708
- Physical Address: 102 Flowers Building Duke University Durham NC, 27708

Office of Student Conduct
- Fax: 919-681-7390
- Email: conduct@duke.edu
- Website: studentaffairs.duke.edu/conduct
- Phone: 919-684-6938
- Mailing Address: 200 Crowell Hall Box 90893 Durham, NC 27708
- Physical Address: 200 Crowell Hall Durham, NC 27708

The Office for Institutional Equity
- Fax: 919-684-8580
- Email: Staff Assistant: elizabeth.amend@duke.edu; VP: ben.reese@duke.edu
- Website: web.duke.edu/equity
- Phone: 919-684-8222
- Mailing Address: 114 S. Buchanan Blvd. Bay 8 PO Box 90012 Durham, NC 27708
- Physical Address: 114 S. Buchanan Blvd. Bay 8 Durham, NC 27708

Office of Gender Violence Prevention and Intervention (GVPI) in the Duke Women’s Center
- Fax: 919-681-6885
- Email: WCHelp@duke.edu; womenctr@duke.edu
- Website: studentaffairs.duke.edu/wc/gender-violence
- Phone: 919-684-3897
- Mailing Address: 420 Chapel Drive Box 90920 Durham, NC 27708
- Physical Address: 107 Few Federation 420 Chapel Drive, Durham, NC 27708

Duke Counseling and Psychological Services (CAPS)
- Fax: 919-660-1024
- Email: Staff Assistant: christine.mello@duke.edu Director: wanda.collins@duke.edu
- Website: studentaffairs.duke.edu/caps
- Phone: 919-660-1000
- Mailing Address: 214 Page Building Box 90955 Durham, NC 27708
- Physical Address: 214 Page Building 402 Chapel Drive Durham, NC 27708

Office of Case Management, Duke Police
- Fax: none listed
- Email: none listed
- Website: duke.edu/police/index.php
- Phone: 919-684-2444
- Mailing Address: 502 Oregon Street, Durham, NC 27708
- Physical Address: 502 Oregon Street, Durham, NC 27708
Traveled Abroad? Enjoy International Culture? Then Passport is just for you!

Passport Magazine is an international-themed magazine that brings educational and entertaining stories to the Duke community. Whether through writing, editing, or graphic design, become a part of Duke’s premier international magazine—we’re always looking for new staff members to join us! Feel free to send us an email at passportmag@gmail.com.

Have a story to tell? We’re accepting submissions! Don’t worry if your submission is still in its earlier stages—our editors will help you polish it up. We’re looking for photo essays as well.
Endnotes


3 Text and material taken from “International Road Safety: What U.S. Students Need to Know by the Association for Safe International Road Travel (ASIRT),” NAFSA Focus Newsletter, and the web site for ASIRT (http://www.asirt.org).


5 Melissa Chambers, Sexual Health Abroad: A Guide to Healthy Practices During Education Abroad, 2009, NAFSA.


7 Adapted from Diversity Abroad (Diversityabroad.com) and NAFSA Rainbow Special Interest Group (http://overseas.iu.edu/lesbigay/int.htm)


12 Adapted from It’s Your World, (http://www.studyabroad.com/handbook/handbook.html).

13 Adapted from It’s Your World, (http://www.studyabroad.com/handbook/handbook.html).

14 Adapted from a handout written by Jane Cary, formerly of Amherst College.

“Travel Safe: AIDS and International Travel,” Council Travel, CIEE: Council on International Educational Exchange. Adapted from Diversity Abroad (Diversityabroad.com) and NAFSA Rainbow Special Interest Group (http://overseas.iu.edu/lesbigay/int.htm)