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.

The information in this handbook applies to the academic year 2015-2016 and is accurate and current, to the extent possible, as of March 2015. 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.

Comments or suggestions for the Duke Abroad Handbook should be sent to: globaled@duke.edu.

Duke-Administered (Duke-In) Semester/Academic Year Programs:

- Duke in Barcelona/CASB [some transfer credits included]
- Duke in Berlin [some transfer credits included]
- Duke in France/EDUCO – Paris [some transfer credits included]
- Duke in Glasgow [some transfer credits included] (Fall only)
- Duke in Istanbul [some transfer credits included]
- Duke in Madrid [some transfer credits included]
- Duke in St. Petersburg, Russia
- Duke in Venice/Venice International University
- Duke Semester in India
- OTS Tropical Biology on a Changing Planet in Costa Rica
- OTS Tropical Diseases, Environmental Change and Human Health in Costa Rica
- OTS African Ecology and Conservation in South Africa
- Intercollegiate Center for Classical Studies (ICCS) – Rome

Duke-Approved, Non-Duke Programs:

All other programs on the Duke-Approved List, including the “Direct” programs in South Africa and at Oxford, are referred to in this handbook as non-Duke or Duke-approved programs. All non-Duke programs earn transfer credit only.
Table of Contents

I. THE GLOBAL EDUCATION OFFICE FOR UNDERGRADUATES (GEO) ------------------------------- 6

II. DUKE UNIVERSITY STUDY ABROAD POLICIES AND PROCEDURES ---------------------------- 7

   Duke University Non-discrimination Policy ------------------------------------------------- 7
   Duke Abroad Online Application (MyGlobalEd) ----------------------------------------------- 7
   Academic Eligibility for Study Abroad ------------------------------------------------------ 8
   Students under Academic or Disciplinary Sanctions ----------------------------------------- 8
   International Students Studying in Their Home Country -------------------------------------- 8
   Participation Agreement ------------------------------------------------------------------- 8
   Study Away Agreement ---------------------------------------------------------------------- 8
   Part-time Status for the Final Semester at Duke --------------------------------------------- 9
   Insurance Requirements and Suggestions ---------------------------------------------------- 9
   Medical Evacuation and Repatriation of Remains Insurance: International SOS ---------------- 9
   Duke University International Travel Registry and Travel Policy ----------------------------- 10
   Duke NetID and Password -------------------------------------------------------------------- 11
   Financial Aid ----------------------------------------------------------------------------- 11
   Behavior and Program Participation -------------------------------------------------------- 11
   Major Declaration -------------------------------------------------------------------------- 12
   Foreign Language Requirement in Non-English-speaking Countries ----------------------------- 12
   Duke Credit and Study Abroad Transfer Credit ----------------------------------------------- 12
   Course Approvals -------------------------------------------------------------------------- 12
   Course Load -------------------------------------------------------------------------------- 13
   Pass/Fail or Satisfactory/Unsatisfactory Option --------------------------------------------- 13
   Continuation Requirement ----------------------------------------------------------------- 13
   Service Learning -------------------------------------------------------------------------- 14
   On-line Courses --------------------------------------------------------------------------- 14
   Independent Studies/Directed Research and Academic Internship Courses ----------------------- 14
   Seminar Credit ----------------------------------------------------------------------------- 15
   Extension of Study Abroad Agreement -------------------------------------------------------- 15
   Withdrawal -------------------------------------------------------------------------------- 15
   Payment of Program Fees and Expenses ------------------------------------------------------- 15
   Refund Policies ----------------------------------------------------------------------------- 16

III. TRANSFER CREDIT POLICIES AND PROCEDURES ----------------------------------------------- 16

   Curricular Requirements ----------------------------------------------------------------- 17
   Required course load ----------------------------------------------------------------------- 17
   Minimum grade requirements ------------------------------------------------------------- 18
   Pass/Fail Option --------------------------------------------------------------------------- 18
   Duplicate courses -------------------------------------------------------------------------- 18
   Grade transfer ----------------------------------------------------------------------------- 19
   Continuation requirements --------------------------------------------------------------- 19

IV. OTHER POLICIES FOR NON-DUKE PROGRAMS ----------------------------------------------- 19

   Foreign language requirement ------------------------------------------------------ 19
   Petition Process for Non-Approved Programs ------------------------------------------ 19
   Study Abroad Fee -------------------------------------------------------------------------- 20
# Table of Contents

V. INTERNATIONAL TRAVEL ................................................................. 20
   Travel Resources ........................................................................... 20
   Passports ...................................................................................... 20
   Visas ............................................................................................. 22
   International Students Studying Abroad ....................................... 22
   International Student Identity Card ............................................. 23
   Arranging International Transportation ....................................... 23
   Luggage and Shipping .................................................................. 23
   Packing Your Bags ....................................................................... 24
   Immigration and Customs Inspections ......................................... 24
   International Driving Permits ..................................................... 24
   International Communications .................................................. 25

VI. HEALTH, SAFETY, AND SECURITY ABROAD .................................. 25
   Immunizations ............................................................................. 25
   Other Health Concerns .................................................................. 27
   Medical Care Abroad ................................................................... 27
   Safety and Security While Traveling ............................................. 27
   Laptop Security ............................................................................ 28
   Driving Abroad ............................................................................ 29

VII. SEXUAL HEALTH AND SAFETY ABROAD .................................... 29
   Gender Roles Abroad .................................................................... 29
   Assault and Harassment Issues and Title IX ............................... 30
   Minimizing the Risks .................................................................... 30
   Responding to an Emergency ...................................................... 31
   Special Note to Women ................................................................ 32
   Safer Sex Abroad .......................................................................... 32
   HIV and AIDS Abroad .................................................................. 32
   Being Gay, Lesbian, Bisexual, or Transgender Abroad .................. 32

VIII. CULTURAL DIFFERENCES ............................................................. 34
   Culture Shock ............................................................................. 34
   Fitting In ....................................................................................... 36

IX. LEGAL MATTERS AND CONSULAR SERVICES ................................ 37
   Power of Attorney ....................................................................... 37
   Dual Citizenship ........................................................................... 38
   Obeying Local and National Laws ............................................. 38
   Working Abroad Legally ............................................................. 38
   Help from American Embassies and Consulates ....................... 39
   Office of Overseas Citizens Services ......................................... 39

X. MONEY AND BANKING .................................................................... 39
   Budgeting ..................................................................................... 39
   Banking ......................................................................................... 40
   Bank or ATM Cards ....................................................................... 40
Currency Exchange.................................................................................................................................................. 41
Transferring Money from the U.S. .................................................................................................................................. 41
Credit Cards and Debit Cards ........................................................................................................................................ 41

XI. IN CASE OF EMERGENCY........................................................................................................................................ 43

XII. STUDY ABROAD AND YOUR FUTURE .................................................................................................................. 44

Before You Go .......................................................................................................................................................... 44
While Abroad ............................................................................................................................................................ 44
After Returning to Duke .............................................................................................................................................. 45

XIII. RETURNING TO CAMPUS...................................................................................................................................... 46

Transcripts .................................................................................................................................................................... 46
Program Evaluations .................................................................................................................................................. 46
Unpacking Your Study Abroad Experience ................................................................................................................ 46
Promoting Study Abroad ........................................................................................................................................... 47
GEOReflects Photo and Video Contest .................................................................................................................... 47
Postcards from Abroad and Blogging ......................................................................................................................... 47
Student Global Education Committee (Duke students only) .................................................................................. 47
Registration for Duke Classes (Duke students only) .............................................................................................. 47

APPENDIX A. DUKE COMMUNITY STANDARD ....................................................................................................... 50

APPENDIX B. INTERNET RESOURCES FOR STUDY ABROAD ............................................................................. 52

APPENDIX C. PACKING YOUR LUGGAGE .................................................................................................................. 56

APPENDIX D. ACADEMIC GUIDANCE ....................................................................................................................... 58

APPENDIX E. PRE-DEPARTURE CHECKLIST ........................................................................................................... 60

APPENDIX F. TITLE IX: RESOURCES AND CONTACT INFORMATION ..................................................................... 62
The Global Education Office for Undergraduates (GEO) provides advice and assistance to students interested in study abroad during the academic year or summer. It publishes brochures and maintains a web site on Duke’s own study abroad programs as well as 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

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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 the policies listed below. These policies are upheld by Duke University’s Global Education Office for Undergraduates (GEO), in conjunction with other administrative and academic units at Duke. Several policy statements make reference to Duke-administered and Duke approved programs. Duke-administered programs and Duke approved programs can be found at http://globaled.duke.edu/programs. Programs temporarily approved through the petition process fall under the Duke-approved program policies.

Duke University Non-discrimination Policy

Duke University does not discriminate on the basis of race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex, genetic information, 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.

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 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).
Academic Eligibility for Study Abroad

While acknowledging that all study abroad 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 for credit. The minimum cumulative grade point average (GPA) required for Duke students wishing to study abroad during the semester is 2.7 on a scale of 4.0. A student with a GPA lower than 2.7 must obtain permission from his/her academic dean before s/he will be approved for study abroad by the GEO. Students receiving conditional waivers to study abroad must meet all specified conditions in order to be eligible to study away. Pratt students with a GPA that is lower than 2.7 may not study abroad.

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.

International Students Studying in Their Home Country

Trinity College international students may receive a total of two transfer credits (non-study abroad transfer credits) for study in their home country. Pratt international students may receive a total of four transfer course credits. Both Trinity and Pratt international students must request a personal leave of absence from their academic dean if they plan to study in their home country during the academic year.\footnote{1}

Participation Agreement

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.

Study Away Agreement

Duke students studying abroad 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.
Part-time Status for the Final Semester at Duke

Juniors studying abroad who intend to apply for part-time status in the last semester of their senior year must request permission from their academic dean by April 15 preceding the academic year in which the part-time semester will be taken. Academic deans are listed in Appendix D of this handbook.

Insurance Requirements and Suggestions

**Health insurance:** Duke University requires all students that 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](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](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. Students are encouraged to insure their property from loss or theft while abroad, since out-of-pocket replacement expenses for laptops, iPods, digital cameras, etc. can be quite costly.

**Medical Evacuation and Repatriation of Remains Insurance: International SOS**

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 with a company called International SOS (ISOS) for travel assistance and medical evacuation services, on behalf of all undergraduates (Duke and non-Duke) studying abroad.
While outside the United States, students studying on Duke-administered and Duke-approved programs, who are currently matriculated at U.S. institutions, are covered, at Duke's expense, by ISOS, which covers the cost of emergency medical and security evacuation, along with related support services such as ISOS network of multilingual specialists operates 24 hours a day, 365 days a year, from ISOS Alarm Centers around the world. These services 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”. See http://finance.duke.edu/insurance/travel/sos.php for more information about the policy. 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 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.

**Duke University International Travel Registry and Travel Policy**

Duke University requires that all undergraduate students studying on Duke-administered and Duke-approved international programs register with the Duke University International Travel Registry at travel.duke.edu. Non-Duke students will need a Duke-issued NetID and password to register (see “Duke NetID and Password” below).

Students must list dkearney@duke.edu in the “Add Department, Institute or School Contact” section so the GEO is notified of the student’s registration and this item may be marked as received on our online application system.

Students studying abroad on non-Duke programs should pay close attention to Duke’s International Travel Policy. Students are prohibited from traveling to a destination on the Duke University Restricted
Regions List (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 NetID and Password

All students will be required to use the Duke-issued NetID and password for various functions related to study abroad on both Duke and non-Duke programs. Non-Duke students will be issued a NetID and password by the university’s Office of Information Technology (OIT) upon admission as a visiting student to the Duke system. Emails containing NetID activation instructions will be sent upon enrollment; please keep the information in a secure place.

Students will use the NetID and password to access Duke bursar account information and bills, to register on Duke’s International Travel Registry, to access orientation materials for certain programs, Duke library resources, and Duke Sakai websites, to complete online evaluation forms, and to order transcripts upon completion of their programs.

Please note that Duke’s online registration system (ACES via the NetID) will not be used for course registration on Duke-administered programs unless specified by the individual program.

For questions about your NetID and password, please contact the OIT Service Desk at (919) 684-2200.

Financial Aid

**Duke students:** Financial aid (for Duke students already receiving aid) is available on a semester basis for the full program budget (including airfare) of Duke-administered and Duke-approved study away programs, provided such budget does not exceed that of a semester on the Durham campus. Federal and Duke aid apply; work-study funds are converted to loans. 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/away. Please contact the Undergraduate Financial Aid Office for further details (Phone: 919-684-6225, Fax: 919-660-9811, Email: finaid@duke.edu; Office Hours: 8:00 - 5:00 Monday-Friday, Phone Hours: 8:30 - 4:00 Monday-Friday; URL: financialaid.duke.edu). A special website with financial aid information for students on global programs is located at financialaid.duke.edu/current-undergraduates/study-abroad.

**Non-Duke students:** Non-Duke students are not eligible for financial aid through Duke University, although the ICCS and OTS programs sometimes 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. If a consortium agreement for financial aid purposes is required by your home institution, please send the form to Duke’s Financial Aid Office (finaid@duke.edu). Students whose fees are being paid by the home institution should submit a Third Party Billing Form (globaled.duke.edu/Studying_Abroad/Forms_Publications) upon acceptance to ensure proper billing.

Behavior and Program Participation

As a participant in a Duke-approved or Duke-administered study abroad program, each student is a representative of Duke University, his/her home institution, and the United States, and should comport him or herself in a manner that reflects favorably on all. Duke University gives discretion to the sponsoring institution to discipline a student or dismiss him or her from the program for behavior detrimental to the program and the student. **A dismissed student will receive no refund and may receive no credit.**

**Duke Community Standard:** Full-time Duke students are and remain subject to the behavioral requirements set forth in the Duke Community Standard, available in Appendix A. While a participant of a
Duke-administered or Duke-approved 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 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 or Duke-approved 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:** Both Duke-administered and Duke-approved study abroad/away 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 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.

**Major Declaration**

Duke students must declare their major no later than the spring of their sophomore year. This means that students wishing to study abroad/away in the 4th semester should declare their major in the semester before they leave.

**Foreign Language Requirement in Non-English-speaking Countries**

Duke students on Duke-administered and Duke-approved programs taught in English in non-English-speaking countries (e.g., OTS-Costa Rica, Danish Institute for Study Abroad, NYU in Prague, etc.) are required to take at least one course in the local language while on the program abroad. The only exception to this policy is the ICCS program in Rome, where Greek or Latin may be substituted for Italian. *If students do not comply with the requirement, a maximum of three course credits will transfer back to Duke for the semester, regardless of credits earned.*

**Duke Credit and Study Abroad Transfer Credit**

Only certain, designated courses on Duke-administered programs are eligible to earn full Duke credit and curricular codes with Duke grades that count in the GPA. Otherwise, provided the course has been approved by a Duke academic department and the student earns the equivalent of a C- or better, course credits will appear on the Duke transcript as study abroad transfer credits, with a grade designation of TR. These TR grades do not affect the student's Duke GPA. Please note that any course with TR* will not count in a student's graduation total, regardless of the individual course value listed in ACES.

Duke University's Trinity College of Arts and Sciences has differing policies for transfer credit brought in from study abroad/away versus other institutional transfer credit. For a detailed explanation, see Transfer Credit on the Trinity College website (http://trinity.duke.edu/undergraduate/academic-policies/transfer-credit).

**Course Approvals**

All courses taken while abroad on a Duke-administered or Duke-approved program must be approved by the appropriate academic department at Duke before academic credit will be granted by the University Registrar. Students on Duke-In programs should consult with individual program administrators about
obtaining approval for non-approved courses. Students on non-Duke programs should follow the procedures outlined in the section below entitled “Transfer Credit Policies and Procedures”.

Course Load

All students studying on Duke-administered and Duke-approved programs abroad are required to enroll in a per semester course load equivalent to four Duke course credits, unless noted elsewhere by GEO program descriptions. Students on Duke-administered programs will normally take four or five courses per semester. Please review the program-specific webpage for more information and contact GEO if you have specific questions about credit.

Students studying abroad with Duke-administered or Duke-approved programs must take the normal (not minimum) full credit load as defined by the program or sponsoring institution. At some institutions in Australia, New Zealand, and South Africa, Duke requirements may vary from the “normal” course load of the host institution (please check with GEO). Otherwise, when studying abroad, no overloads and no underloads are permitted.

When a full load for the Duke-approved programs includes more than four courses in a single semester, students will be able to transfer no more than the maximum credit allowed by Duke for the program. For most programs, you may transfer a maximum of four course credits per semester or eight course credits for the academic year. NOTE: Students enrolling in programs less than 12 weeks in length (ex. the fall trimester at certain British, Irish, and Japanese institutions) will only receive three credits for a full course load. Japanese, Irish, and British spring and summer trimesters must be taken together and earn no more than five credits combined.

See “Transfer Credit Policies and Procedures” in Section III below for more information about course loads and how they will transfer to the Duke transcript.

- If a student is unsure about the number of credits he or she may transfer, or about what constitutes a normal “full load” or mandated full load for his/her program, he/she should consult the appropriate GEO advisor (see page 1 for contact information).
- If students do not comply with the Duke study abroad foreign language requirement (see above), a maximum of three course credits will transfer back to Duke for the semester, regardless of credits earned.
- Failure to complete a full course load may lead to students being put on academic probation or being dismissed from the university if continuation requirements are not met while abroad. When in doubt, ask! When not in doubt, still ask.

Pass/Fail or Satisfactory/Unsatisfactory Option

Duke University does not allow students, including those visiting from other institutions, to take courses on a pass/fail or satisfactory/unsatisfactory basis while studying abroad. All courses must be taken for a grade to receive academic credit at Duke. This applies both to Duke-administered credits and transfer credit courses taken on any program abroad. If a course is offered only on a pass/fail or satisfactory/unsatisfactory basis, you should select a different course.

Continuation Requirement

All Duke students are required to meet continuation requirements while studying abroad. Continuation requirements are explained for Trinity College students at http://trinity.duke.edu/academic-
requirements?p=continuation-requirements and pages 48-49 (2014-2015 edition) of the Undergraduate Bulletin, and, for Pratt students, page 39 of the same Bulletin. An explanation of grades and how they could affect continuation requirements at Duke can be found at http://trinity.duke.edu/academic-requirements?p=end-of-term-grades. Students should be aware that grade expectations and continuation rules apply to Duke-administered and Duke-approved programs alike. The fact that you may ultimately be earning transfer credit for your coursework does not relieve you from the high academic expectations of Duke University.

To meet continuation requirements while abroad, students must successfully complete the equivalent of three course credits per semester. For a four-course program, you must pass three courses to meet the requirements. For a semester credit-hour program, you must pass 12 semester credit hours to meet the requirements. Students who fail to meet continuation requirements while abroad must leave the university for at least two semesters (a summer session may be counted as a semester).²

**ALERT**

Duke students have been dismissed from the university for failing to meet continuation requirements while abroad, on both Duke and non-Duke programs. Study abroad is NOT meant to be a break from studies and should not be treated as such.

**Service Learning**

Duke students must contact the GEO before enrolling in service learning courses while on study abroad/study away, to make sure the courses are eligible for academic credit at Duke. In addition to evaluation by a Duke academic department, in order for the service learning course to be eligible for transfer credit at Duke, it must appear on the sponsoring institution transcript with graded credit.

**ALERT**

Students desiring to take service learning courses in non-Duke programs should make initial inquiries about credit to the Global Education Office for Undergraduates (globaled@duke.edu) before they go abroad. Academic credit should not be assumed for service learning activities!

**On-line Courses**

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

**Independent Studies/Directed Research and Academic Internship Courses**

Independent studies on Duke-administered programs must be pre-arranged in close consultation with the GEO and in accordance with Duke University’s independent study policies, as well as study abroad/study away credit transfer policies.

Students may not enroll in independent study courses at Duke while studying abroad/away from campus.

For independent studies/directed research courses and academic internships on Duke-approved programs, students must consult with the GEO about credit possibilities before going abroad. Students must also obtain approval from the appropriate DUS, before going abroad and after return. To receive final approval for such courses, students must bring back evidence of written work in the course (syllabus, papers, exams, portfolio, etc.). To facilitate receiving more than 100 (lower-level) credit at Duke it is recommended that students write a term paper for these courses, even if the instructors do not require it.
Seminar Credit

Small Group Learning Experience (SGLE) credit is possible, but not guaranteed for Duke-administered and Duke-approved study away programs. For a course to carry SGLE designation, the Office of the Registrar will need an official letter or fax (on letterhead) from the instructor or program director stating two things:

- The format was a seminar or tutorial. Seminar generally means that student presentations were an integral part of the class.
- The class size - a number, which must fit Duke's rules for SGLE credit (generally 12 - 15 students, exceptionally to 18).

All seminar letters for credit abroad should be submitted to the Office of the Registrar via the **GEO**.

Extension of Study Abroad Agreement

Any student wishing to remain with the same study abroad program for an additional semester will need to complete a Notification of Extension of Study Abroad form and submit that to the Duke GEO. Faxed copies of signed forms are acceptable. A copy may be downloaded at: [globaled.duke.edu/Studying_Abroad/Forms_Publications](globaled.duke.edu/Studying_Abroad/Forms_Publications). In addition, students should contact their academic dean and major director of undergraduates studies (DUS) prior to making a final decision to extend time abroad. A list of academic deans is located in Appendix D and a list of DUS's can be found at [trinity.duke.edu/directory/director](trinity.duke.edu/directory/director) (Trinity) and [www.pratt.duke.edu/undergrad/policies/3495](www.pratt.duke.edu/undergrad/policies/3495) (Pratt).

Students wishing to switch to a different program for an additional semester of study will need to request an extension of the Study Abroad Agreement in writing as described above and must submit a new Participation Agreement complete with parent’s signature for the new program. Additional forms are available through MyGlobalEd and at [globaled.duke.edu/Studying_Abroad/Forms_Publications](globaled.duke.edu/Studying_Abroad/Forms_Publications) (Semester Participation Agreement).

Withdrawal

All students who need to terminate their participation in their study away program for any reason after being placed on study away agreement must notify the GEO by signing and submitting the GEO **Notification of Withdrawal from or Early Termination of Study Abroad**. 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). A student withdrawing from a non-Duke program should consult the program’s withdrawal policy.

A financial aid recipient considering withdrawal after the start of a study abroad/away program and after the start of classes on his or her home campus should discuss the situation with the issuing financial aid office prior to making a final decision. Please see “Refund Policies” below.

Payment of Program Fees and Expenses

**Duke-administered programs:** 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.
Duke-approved programs: The Study Abroad Fee of $4,580 (2015-2016) per semester will be charged by Duke University to students participating in Duke-approved programs administered by institutions other than Duke University for the purpose of maintaining the student’s enrollment at Duke. This mandatory fee set by the Board of Trustees is not waived under any circumstances. In addition, students enrolled in Duke-approved programs are obligated to pay for any and all goods and services that are identified as their responsibility in the program description provided by the non-Duke provider. For example, host institutions may (1) have lab fees for lab equipment or audiovisual materials which students are required to purchase to take a course, (2) assess charges based on damages to property or late fees for late return of library materials, or (3) offer options to use the institutional athletic center for a fee.

Refund Policies

Program Cancellation Refund Policy

Duke-administered programs: In the unlikely event that Duke University needs to suspend or cancel a specific study abroad/away 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.

Duke-approved programs: Should another sponsoring institution cancel its program, its refund policy, if any, will apply.

Voluntary Withdrawal Refund Policy

Duke-administered programs: If students choose voluntarily to withdraw from a Duke-administered semester study away program, the following refund policy is in effect. Any deposit made for a Duke-administered program is non-refundable. In the case of withdrawal, any remaining paid tuition will be refunded in accordance with the Duke University refund policy outlined in the Duke University Bulletin of Undergraduate Instruction (see https://registrar.duke.edu/university-bulletins/undergraduate-instruction).

Duke-approved programs: Should students withdraw from another sponsoring institution, its refund policy, if any, will apply.

Involuntary Withdrawal Refund Policy

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. Duke students asked to withdraw from Duke-approved programs for similar reasons are subject to the sponsoring institution’s refund policy.

III. Transfer Credit Policies and Procedures

This section applies to Duke students on approved non-Duke programs and certain hybrid Duke-administered programs.

You must transfer credit back to Duke University from any semester/year abroad for which you request a study agreement. You must authorize your host institution abroad to send a complete transcript to the GEO as soon as it is available. Graduation dates may need adjustment if study abroad transcripts are not received and credit transfers are not completed by the specified deadlines.
If you are a transfer student to Duke University, you must consult your academic dean to determine whether you will be able to graduate on time by earning additional transfer credits from abroad.

For all transfer credit, it is the student's responsibility to do the following:

- Verify that all the courses you plan to take abroad are in the Course Approval Database detailed instructions are found at: [globaled.duke.edu/Studying_Abroad/Academics/Course_Approval_Database](http://globaled.duke.edu/Studying_Abroad/Academics/Course_Approval_Database).

- On occasion, a course is approved by more than one department. If this is the case, please let GEO know which approval you want so that a note can be added to your file.

- If the course(s) is (are) not contained in the Course Approval Database found at direct quick link, courses.globaled.duke.edu you need to consult Cathy Penny (cathy.penny@duke.edu), in GEO. You will need to provide her with an official syllabus for each course which contains a detailed description of the course, structure, required readings, etc. If the course syllabi are not located on the program's web-site, you will need to request them from the program. Please plan on obtaining needed syllabi as soon as possible. Ms. Penny will consult the Director of Undergraduate Studies (DUS) of the appropriate department(s) to determine the Duke equivalent of the course(s) not yet approved or a 100 (lower-level) or 300 (upper-level) may be assigned as an approved course number if there is no equivalent. The DUS and GEO will recommend a course credit value (cc) for the course (normally one for a semester and two for a year course). The DUS and GEO also will designate an area of knowledge where applicable. Independent study courses, field study and internships will not carry area of knowledge designations. Upon your return, you must promptly reconcile your credit transfer.

- Request that an official transcript of courses with final grades from the program you attended be sent to the Global Education Office for Undergraduates, Smith Warehouse, Bay 6, 2nd floor, 114 S. Buchanan Blvd., Box 90057, Durham, NC 27708; generally programs will not mail transcripts automatically. Only courses that have been approved will be transferred to your Duke transcript. All courses listed on your transcript will need approval before credits can be transferred. Transcripts must be forwarded to GEO as soon as they are available.

### Curricular Requirements

Provided students have earned the appropriate grade, all courses approved by academic departments at Duke will appear on the Duke transcript and can be used to satisfy area of knowledge requirements. At your department's discretion, transfer courses taken away may be used to satisfy major and minor requirements. Students are not able to request Modes of Inquiry for post-matriculation study abroad transfer courses, with one exception: students may apply for the FL Mode of Inquiry (1) for foreign language courses taken in study abroad immersion settings, and (2) for less commonly taught language courses not offered at Duke, provided the student has a compelling reason and received permission from his/her academic dean to use this language to satisfy the foreign language requirement. Read more about curricular code transfer policies at [http://trinity.duke.edu/undergraduate/academic-policies/transfer-credit](http://trinity.duke.edu/undergraduate/academic-policies/transfer-credit).

### Required course load

On Duke-approved programs, take the **normal full** load—not the **minimum** load—at the host institution, as approved by Duke, in order to transfer a full load back to Duke. Neither underloads nor overloads are permitted. If it is discovered that you engaged in an unauthorized underload while abroad, you will be blocked from registration in your next registration period until the final available registration window. Don’t set yourself up for a surprise; **ensure** that you are taking what Duke will transfer as a full load. The key for many transfer situations is that one Duke semester course credit is equivalent to four semester hours. For the typical, semester-hour-system school, this means credit would transfer as follows:
<table>
<thead>
<tr>
<th>3-5</th>
<th>Semester hours (1 course abroad) transfers as 1 course credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-8</td>
<td>semester hours (2 courses abroad) transfers as 2 course credits</td>
</tr>
<tr>
<td>9-11</td>
<td>semester hours (2-3 courses abroad) transfers as 2 course credits</td>
</tr>
<tr>
<td>12-14</td>
<td>semester hours (3-4 courses abroad) transfers as 3 course credits</td>
</tr>
<tr>
<td>15-16</td>
<td>semester hours (4-5 courses abroad) transfers as 4 course credits</td>
</tr>
</tbody>
</table>

Five transfer courses would appear on your Duke record, and each could, upon approval, fulfill general studies Areas of Knowledge and/or major requirements, but only four would count toward the 34 semester credits graduation requirement. Students enrolling directly in foreign universities should contact the International Student Advisor there and Duke’s GEO to find out what a normal load is. To calculate the normal semester load of any school, find the regular yearly load and divide by two – whether or not it is a semester system school; the yearly load is whatever is required of regular, degree candidates at that school in order to graduate on time. Overloads, by policy, never transfer.

When Duke University receives an official sealed transcript from your study abroad program, staff in the GEO will compare it with the Course Approval Database. The Registrar will award credit only for those courses that appear BOTH on the transcript and in the database. When the transcript and the database give different information regarding the course credit value (cc) for a particular course, you will receive the lesser amount of credit indicated. For example, if the course is approved at Duke as one (1) course credit (usually equivalent to three, four, or five semester-hours), but the transcript indicates that the course was two semester-hours, then the Registrar will transfer only one-half (0.5) course credit for the course. Likewise, if the transcript indicates that a course could count for two (2) course credits, but the course is approved at Duke for one (1) course credit, the Registrar will transfer only one (1) course credit for the course. The GEO accepts official electronic transcripts from the foreign institution.

In some instances, you will not have been able to make course selections before leaving Duke to study abroad, or your courses may change after you arrive at your program abroad. You may work with the GEO before your local drop/add period ends to get approvals. You may apply retroactively for approval for all courses for which you did not obtain prior approval, though there is no guarantee you will receive credit. **IF YOU POSTPONE COURSE APPROVALS UNTIL AFTER YOUR RETURN, THERE IS NO GUARANTEE OF CREDIT.**

Minimum grade requirements

A course will not transfer unless a minimum grade of C- or the equivalent is earned.

Pass/Fail Option

Duke University does not allow students 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, including transfer credit courses taken on any program abroad.

Duplicate courses

Credit may not be granted for the same course twice. For example, a student who has taken POLSCI 219 at Duke may not receive transfer credit for taking an equivalent course on a program abroad. The reverse is also true.
Grade transfer

You must request that non-Duke programs abroad supply Duke University with an official transcript, complete with grades, as soon as one is available and promptly reconcile your credit transfer. If a course is approved as a 100 (lower level) or 300 (upper level), the course will appear on the Duke transcript as a specific department elective. If a course is approved as a Duke equivalent, the Duke course title will appear on the Duke transcript. These courses will be regarded as transfer credits and will not count in the Duke GPA.

All courses taken at the University of Glasgow, except the Duke PPS course, receive transfer credit. Also, some courses in the Duke-in-Berlin [spring semester], Duke in Istanbul, Duke-in-France, Duke-in Madrid, and Duke in Barcelona/CASB receive transfer credit. All courses taken at Sciences Po through Duke in France receive transfer credit.

Grades will appear on the Duke transcript and count toward the Duke GPA for all other “Duke-In” programs. Only grades earned in Duke courses, including those earned in Duke study abroad programs are considered in determining a student’s eligibility for academic recognition and honors such as Dean’s List.3

Continuation requirements

Transfer credits will appear as TR on the Duke transcript. Continuation Requirements, as outlined in the University Bulletin, and above, apply to academic performance abroad.

IV. Other Policies for Non-Duke Programs

Foreign language requirement

Students on approved programs taught in English in non-English-speaking countries (e.g. NYU in Florence, Danish Institute for Study Abroad, Syracuse in Strasbourg, etc.) are required to take at least one course in the host country language while on the program abroad. Students who fail to meet this provision will have their transfer courses reduced by one course credit to reflect non-compliance with this requirement.

Petition Process for Non-Approved Programs

Students who wish to receive academic credit from Duke for programs not approved for study abroad by Duke University will need to file a formal petition for approval with the Faculty Global Education Committee. To begin a petition, students should start an online study abroad application at MyGlobalEd for “Petition” (under program listings) and the desired term. There will be a short petition questionnaire to complete. Students should then contact GEO or submit an electronic request through the GEO website to meet with a program coordinator. Students are instructed to bring information about the petition program/university to the advising session. Additional petition information and deadlines are posted on the online application program brochure for “Petition”.

| The Duke Abroad Handbook | 19 |
Once the petition of the non-approved program has been approved, you must, upon completion of the program, bring back all course materials, syllabi, exams, and papers. You will need to request program evaluation letters from the GEO to take along with your course work to the appropriate DUS. You must also submit a program evaluation form. Only after this material has been reviewed by the responsible DUS’s will the credit for your work abroad be entered on your Duke transcript.

**Study Abroad Fee**

Students who register to study on programs administered by institutions other than Duke University (this includes the South Africa and Oxford Direct programs) will pay the tuition and fees of the administering university. A Study Abroad Fee of $4,580 per semester (2014-15 rate), payable to Duke University, to maintain a student’s enrollment at Duke, will be charged to your Bursar’s account. This mandatory fee set by the Board of Trustees is not waived under any circumstances.

**Housing**

Duke University requires students to live in established program housing when the housing is required by the host institution or program provider. Duke University believes that program housing is best for health, safety, cultural immersion, and pedagogical reasons.

When choosing a program or a provider, students should consider carefully the housing options. Suggested questions to consider about housing are listed on the “Choosing a Program” tab on the GEO website: [https://globaled.duke.edu/Getting_Started/Choosing_a_Program](https://globaled.duke.edu/Getting_Started/Choosing_a_Program).

If students choose to or must secure independent housing on a Duke-approved program that does not require housing, the GEO will not be able to assist students in securing or be liable for any logistical, financial, or legal issues that may arise regarding independent housing. If students choose to live in independent housing, they must be prepared to accept all associated risks and will be responsible for all expenses and arrangements.

**V. 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 B, “Internet Resources for Study Abroad.” Another resource would be to contact the students who have returned from a study abroad program. This information is found on our web-site at [globaled.duke.edu/Getting_Started](http://globaled.duke.edu/Getting_Started) by clicking on Past Participants.

**Passports**

U.S. citizens will find all they need to know about obtaining passports at the U.S. State Department website, [travel.state.gov/passport/passport_1738.html](http://travel.state.gov/passport/passport_1738.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](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. For more information, please, consult: [http://travel.state.gov/content/passports/english/passports/services/expedited.html](http://travel.state.gov/content/passports/english/passports/services/expedited.html).

**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.

**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](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 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: 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.

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.

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.

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.

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: 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.

International Students Studying Abroad

As an international student there are a few steps you must take in order to maintain your F-1 visa status while studying abroad:
1. Notify Duke Visa Services of your plans to study abroad
2. Make sure your visa documents (I-20 form, visa stamp, and passport) are in order for traveling and re-entering the United States after your program.
3. Before leaving on your study abroad program, update your local/residential address in ACES to reflect the address of the Global Education Office: Global Education Office, Bay 6, 2nd Floor, Smith Warehouse, Box 90057, Durham, NC 27708
4. After you return to the United States please remember to update your local/residential address in ACES to reflect your current U.S. address

**International Student Identity Card**

The International Student Identity Card (ISIC) is required by some study abroad programs; please see your program’s website for details. Cards are available for purchase online at [www.myisic.com](http://www.myisic.com) for Duke students studying or traveling abroad. The ISIC entitles the holder to certain travel and entry fee discounts around the world, as well as an emergency insurance policy.

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

**Arranging International Transportation**

Unless noted in your program literature, Duke-administered programs do not offer group travel packages at the beginning and end of semesters. Therefore, you are required to arrange international transportation on your own. Each Duke program 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 group flights.

Students who decide to arrive earlier than or depart later than the announced dates of a program will need to make separate lodging arrangements for extra nights and should not plan to store luggage at program facilities. **Most program headquarters do not have space for student luggage and our staff and host families are not prepared to deal with students outside of the assigned program dates.**

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 has information available at [www.statravel.com](http://www.statravel.com) and via their toll-free number, 1-800-781-4040. Email contact is available at go@statravel.com.
- Student Universe has a web site at [www.studentuniverse.com](http://www.studentuniverse.com); telephone: 1-800-272-9676.

Other commercial web sites providing airfare and other travel information include Travelocity at [www.travelocity.com](http://www.travelocity.com), Expedia at [www.expedia.com](http://www.expedia.com), and Kayak at [www.kayak.com](http://www.kayak.com).

**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: travel.state.gov/content/passports/english/go/safety/driving.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 and Google Hangouts. Skype is a free software that 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 can be downloaded at www.skype.com/download/. Hangouts is a service offered by Google that allows you to connect with other users using your desktop or smartphone. Hangouts voice calls are available on Android, iOS, and desktop. Calls are free to most numbers in the US and Canada, and international rates are low. For more information, visit: www.google.com/hangouts.

VI. Health, Safety, and 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 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 ([www.cdc.gov/travel](http://www.cdc.gov/travel)) or the World Health Organization ([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 14004-1745, (phone: 716-754-4883; web-site: 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 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. 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; 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 travel.state.gov/content/passports/english/country.html.

**VII. Sexual Health and 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: studentaffairs.duke.edu/wc
- Duke Counseling and Psychological Services (CAPS): 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](http://www.rainn.org)
CDC Website on Sexual Violence: [http://www.cdc.gov/violenceprevention/sexualviolence/](http://www.cdc.gov/violenceprevention/sexualviolence/)
Men Can Stop Rape: [www.mencanstoprape.org](http://www.mencanstoprape.org)
National Sexual Violence Resource Center: [www.nsvrc.org](http://www.nsvrc.org)
Victim Assistance Online—An International Resource: [www.vaonline.org](http://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 bill 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 immuno-deficiency 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 acquaintances as well as platonic and intimate relationships. If you are an LGBTQ student, it is important to understand that openly living your sexual orientation and/or gender identity 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 sometimes learn that what originally 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 sexual behavior and behaviors that transgress local gender norms. A hostile environment does not necessarily mean you will have a negative experience abroad as long as you properly prepare yourself to navigate the local culture.

Before you go abroad, find out about the status of LGBTQ rights in your future host country. It is important to be aware of the laws pertaining to sexual orientations and behaviors and gender identity and expression in other countries, as well as the general attitudes of the populace toward gay, lesbian, and bisexual members of their community. Learn as much as possible about the culture-specific norms of friendship, dating, and gender norms. Behavioral signals that mean one thing in the United States may mean something completely different in the host culture. The countries you visit may be more or less 'liberated' (on a general U.S. scale of values) in this regard, but will in all cases be at least somewhat unique. Moreover, whatever the general rule, there will always be pockets of difference and personal idiosyncrasies.

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 and gender identity for safety reasons, while others find safe ways to express them openly. Become informed 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?
- Who can I turn to, either in my program or back in the United States, should I require support?
- What is considered appropriate behavior for male and female students in the different contexts I will find myself in? How flexible are local gender norms?
- For trans* students: Will I require access to any medications or services while abroad? Will I need any additional documentation to transport them to or to acquire them in my host country?

Tips for LGBTQ Students Traveling Abroad

You may refer to the links below for country-specific information, and do not hesitate to contact the Global Education Office for more specific information on your program location. 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.lippiari@duke.edu), Carolyn (carolyn.covalt@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


VIII. 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 stereotypic 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 email addresses of Duke students who have previously studied abroad, please consult the student contact lists at [globaled.duke.edu/Getting_Started](http://globaled.duke.edu/Getting_Started) or contact the GEO ([globaled@duke.edu](mailto:globaled@duke.edu)).

**IX. 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 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 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 travel.state.gov/content/passports/english/emergencies/crisis-support.html.

X. 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.
• Before living research the cost of living in your city and country of destination by consulting cost of living databases and indexes: www.numbeo.com/cost-of-living or http://www.expatistan.com/cost-of-living/index
  • 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 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.

Banking

Opening a foreign bank account while studying abroad is not always necessary. Your program orientation is likely to explain the advantages and disadvantages of opening an account abroad and the relative procedures. In general, students that intend to open a bank account abroad wait until arrival in the host country. Being there allows you to become acquainted with the various banks and the services and incentives they offer, and also allows you to familiarize yourself with the different types of bank accounts and to find the branch office most convenient for your use. If you already know of a particular bank and have the exact address of a convenient bank location, you may want to write in advance to see if you can open an account before you arrive. In this way, you can have funds waiting for you. You will need to provide a reference from your current bank. Many banks have their own bankcards, allowing you to make withdrawals from their ATMs.

Bank 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 [www.mastercard.com/cardholderservices/atm](http://www.mastercard.com/cardholderservices/atm) (MasterCard/Cirrus) or [www.visa.com/atmlocator](http://www.visa.com/atmlocator) (Visa)

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 [www.oanda.com/converter/travel](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.

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 ([www.westernunion.com](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.

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.
XI. 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.

**Non-Duke Program Emergency Procedures**

In case of emergency, students should notify the following:

1. On-site program director  
2. His/her parents  
3. Duke’s Global Education Office for Undergraduates (GEO)  

The GEO can be reached at 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.

NOTE: When students on non-Duke programs encounter emergency situations, the local director or emergency contact should always be the starting point for requesting assistance.

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 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.
XI. 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 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 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 and 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. (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.
XIII. 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 Duke 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.

Transcripts

For Duke-approved programs, Duke students must ask the third party program administrator to send an official transcript to GEO as soon as the transcript is available, and must promptly reconcile credit transfer. Request that the transcript be sent to the Global Education Office for Undergraduates, Box 90057, 114 S. Buchanan Blvd., Smith Warehouse, Bay 6, 2nd Floor, Durham, NC 27708-0057.

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 by following the instructions available here: http://registrar.duke.edu/student-records/transcripts-verifications.

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 registrar.duke.edu/student-records/transcripts-verifications.

Program Evaluations

Upon completion of your program, you will be asked by the GEO to submit an electronic evaluation of your 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 each semester abroad. Failure to complete the evaluation by the announced deadline will result in a registration block on your student account for the following semester. Our advice is to do the evaluation as soon as possible after you receive the survey link so that you do not fall victim to your own procrastination.

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. Keep a lookout 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: 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.

Registration for Duke Classes (Duke students only)

Depending on your semester abroad, in mid-October or mid-March the Duke Office of the Registrar will send registration instructions to your Duke email account. Please check your Duke email account!

Students are expected to access the course listings for the target registration semester via the web. If you are unable to access the web course listings due to inadequate computer facilities at your study abroad location, please contact the GEO (globaled@duke.edu) so that materials can be sent to you via courier. Written requests for registration materials should be sent by mid-September for spring registration and late February for fall registration. You will need to provide a street address and local phone number.
According to current information, registration for the Spring 2016 semester will begin on November 4, 2015. Information about specific windows will be listed in the Schedule of Courses and on ACES Web. To get to ACES Web online, go to registrar.duke.edu, and follow the links to the ACES Web pages.

The best way to register from abroad and keep track of your Duke academic and financial records is through ACES Web. If you are unable to access the web from your study abroad site, you will still be able to fax or email your registration information directly to the Office of the Registrar. Be sure to fax or email your registration before the opening of your window, and please include your name and student identification number. The Office of the Registrar will attempt to register you in the courses you select; however they cannot put you on waitlists. If you use this method, be sure to include good alternates, with instructions on how you want them used. Remember that the limit is four academic courses during windows – you will have to pick up your fifth course yourself during drop/add.

Your contact for registration is the Office of the University Registrar, Box 90754, Duke University, Durham, NC 27708-0754; phone: 919-684-2813; fax: 919-684-4500; email: registrar@duke.edu.

As is the case in any registration, you must get permission numbers for any “permission only” courses directly from the instructor. We recommend that you ask a friend on campus to help you with this. These can be added just as easily after your window. Audits, and changes to the Pass/Fail option still require written permission, which you can arrange when you return to campus.

Course descriptions and major/minor information for each department can be found in the Bulletin of Undergraduate Instruction at 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.

DON’T FORGET YOUR FLU SHOT!

Duke Student Health urges all students who study abroad in the fall semester to get a flu shot before returning to campus in the spring semester. Recent increases in the number of flu cases reported on campus in the spring semester have been linked to returning study abroad students.
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 A. Duke 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.

PLEASE NOTE:
Official Duke University definitions of and policies on academic dishonesty can be found at registrar.duke.edu/university-bulletins/duke-community-standard-practice-guide-undergraduates.
You can access Duke library resources from abroad!

For details, visit library.duke.edu/services/instruction/studyabroad.

To access library resources behind the Duke NetID, you'll need a VPN (Virtual Private Network). Learn more at www.oit.duke.edu/net-security/network/remote/vpn/index.php.

Study away students can have journal articles and book chapters from Duke Library materials scanned and delivered as PDF’s to their Interlibrary Loan accounts. This service, previously available only to faculty and graduate students, is now available to Duke undergrads away from campus. If interested in receiving this service, contact the interlibrary loan department at illrequest@duke.edu and let them know that you’re studying abroad. The library staff will make a change in your account that will allow you to use this service. Article requests are usually filled within 24 to 48 hours.
Appendix B. Internet Resources for Study Abroad

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

Global Education Office for Undergraduates: [globaled.duke.edu](http://globaled.duke.edu)

Duke Student Medical Insurance Plan information can be found at [www.studentaffairs.duke.edu/studenthealth/health-insurance](http://www.studentaffairs.duke.edu/studenthealth/health-insurance)

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

International SOS: [www.internalsos.com](http://www.internalsos.com)


Financial Aid Office: [financialaid.duke.edu](http://financialaid.duke.edu)

Bursar’s Office: [finance.duke.edu/bursar](http://finance.duke.edu/bursar)

ACES: [www.aces.duke.edu](http://www.aces.duke.edu)

Undergraduate Bulletin: [registrar.duke.edu/university-bulletins](http://registrar.duke.edu/university-bulletins)


Duke University Housing, Dining & Residence Life (HDRL): [studentaffairs.duke.edu/hdrl/apply-housing](http://studentaffairs.duke.edu/hdrl/apply-housing)

Duke Women’s Center: [www.studentaffairs.duke.edu/wc](http://www.studentaffairs.duke.edu/wc)

Duke Career Center: [www.studentaffairs.duke.edu/career](http://www.studentaffairs.duke.edu/career)

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

Duke email accounts: [www.mail.duke.edu](http://www.mail.duke.edu)

Duke Community Standard: [www.integrity.duke.edu/standard.html](http://www.integrity.duke.edu/standard.html)


Duke Community Academic Dishonesty Definitions: [studentaffairs.duke.edu/conduct/z-policies/academic-dishonesty](http://studentaffairs.duke.edu/conduct/z-policies/academic-dishonesty)

Trinity College Academic Requirements: [trinity.duke.edu/academic-requirements](http://trinity.duke.edu/academic-requirements)

Pratt School of Engineering List of Directors of Undergraduate Studies: [www.pratt.duke.edu/undergrad/policies/3495](http://www.pratt.duke.edu/undergrad/policies/3495)

Pratt School of Engineering Study Abroad Information: [www.pratt.duke.edu/policies-procedures#47](http://www.pratt.duke.edu/policies-procedures#47)

U. S. Government Resources

U.S. State Department (general travel information): [www.state.gov](http://www.state.gov)
U. S. State Department travel publications: http://travel.state.gov/content/travel/english.html

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

U.S. embassies and diplomatic posts abroad: usembassy.state.gov

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

Passport information: http://travel.state.gov/content/passports/english.html

Travel warnings, crisis information, and international driving permit information from the U.S. State Department: travel.state.gov

U.S. Customs and Border Protection: www.cbp.gov

Travel Resources

STA Travel: www.statravel.com

Student Universe: www.studentuniverse.com

Travelocity: www.travelocity.com

Transitions Abroad magazine: www.transitionsabroad.com

Rail Europe (European rail travel): www.raileurope.com

Travel in Great Britain: www.visitbritain.com

Routes International (worldwide modes of transportation): www.routesinternational.com

Let’s Go guidebooks: www.letsgo.com

Lonely Planet guidebooks: www.lonelyplanet.com

Rough Guide guidebooks: www.travel.roughguides.com

Tourism Offices Worldwide Directory: www.towd.com

AirBnB: https://www.airbnb.com/

Hostelling International: www.hihostels.com

Hostel World: www.hostelworld.com

Hostels.com – Internet Guide to Hostelling: www.hostels.com

Weather Channel: www.weather.com

Health and Safety in Study Abroad

World Health Organization: www.who.int

International Association for Medical Assistance to Travelers (IAMAT): www.iamat.org
Road safety information: www.asirt.org and US Department of State

Cultural Adjustment: www2.pacific.edu/sis/culture

Sara’s Wish Foundation: www.saraswish.org

Banking and Finance Abroad

Currency Converter – Oanda: www.oanda.com/currency/converter

MasterCard / Cirrus ATM finder: http://www.mastercard.us/cardholder-services/atm-locator.html

Visa / Plus ATM finder: www.visa.com/atmlocator

Western Union: www.westernunion.com

Miscellaneous, But Extremely Useful

Study abroad information for students with disabilities: www.miusa.org

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

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 C. Packing Your Luggage

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

**Essential Items:**
- Passport
- Tickets
- Money
- ATM and credit cards
- Photocopies of all travel documents, prescriptions, etc. (leave copies at home, too)
- *Duke Abroad Handbook* and individual program orientation materials
- Arrival information sent by your study abroad program or host institution
- Prescription medicines (a supply for your entire stay, along with prescriptions and explanation why drug is required)

**Clothing:**
- 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 pairs 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
- lip balm
- towel
- hand sanitizer
- non-prescription medications that you cannot live without
- cosmetics
- contact lens solution
- insect repellent (if applicable)

(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):**
- Laptop computer (if appropriate)
- Laptop cable lock or other securing device
- International Student Identity Card (ISIC)
- sewing kit, safety pins, sunglasses
Camera, memory cards, shoulder-strap camera case
Travel guides, phrasebooks
Foreign language dictionary (if appropriate)
Converter and/or converter plugs (needed to use an American appliance in Europe or Asia, changes the voltage power; many appliances have a built-in converter, so check first)
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
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. It is 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 D. 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
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.
Appendix E. Pre-Departure Checklist

Before departure you should have done ALL the following:

- Apply for your passport. If you already have a passport, make sure that it is valid for at least six months past the date of your anticipated return; if it is not, renew it ASAP.
- Collect documents required for your visa (if the country you are going to requires a visa for entry). Apply for and obtain the visa.
- Collect any other entry documents you are required to take with you (e.g. entry documents, immunization records, etc.).
- If you are not a U.S. citizen, consult with the Duke Visa Services Office to make sure your visa and other papers are in order.
- Attend ALL orientation sessions to which you are invited.
- Make flight arrangements, on your own or as part of a group flight sponsored by your program.
- Pay all required fees to the sponsoring program. Discuss any problems with program staff.
- Arrange for all required course approvals, for major and/or elective credit.
- Declare your major, if you have not already done this.
- All Duke and non-Duke students must complete and submit the Participation Agreement.
- Register in the Duke Travel Registry (required!).
- Fill out Pre-Departure Survey from Global Education Office for Undergraduates.
- Clear all registration holds and make sure all outstanding balances are paid.
- Consider getting an International Student Identity Card (ISIC).
- Have a physical, dental check, eye examination, etc. Make sure you receive all appropriate inoculations.
- If eligible for aid, complete FINANCIAL AID application materials.
- Sign the Perkins Loan, Stafford Loan or University Loan Promissory Note. If a note is not signed before you leave campus, it will be sent to your home address unless you notify your campus Loan Office differently.
- Terminate all current contracts with housing, dining services, OIT, the post office, etc.
- Arrange with campus mail center to forward any mail that comes while you are away to your home address. **NOTE:** You may keep your Duke mailbox while you are abroad; however, you will be charged the current rental fee per semester. To avoid the fee, please cancel your mailbox rental and turn in your keys before leaving campus.
- Copy down all names, phone numbers, postal and email addresses of campus people and offices with which you MIGHT need to contact during your time away (see Appendix D for a start).
- Discuss safety, terrorism, and emergency contact procedures with your family.
- Make sure the Global Education Office for Undergraduates has the names and addresses of those persons who should be contacted in the event of an emergency.
- Make copies of all important documents (passport, ISIC, credit cards, etc.). Leave one copy at home, and take another with you, packed some place apart from your original documents.
- Plan a budget. Bring an emergency fund (minimum: $250). Arrange with your bank to have $100 in local currency to bring with you.
- Make sure you have the debit cards, credit cards, telephone cards, etc. which you are planning to use.
- Obtain rail passes, hostel cards, etc., as needed.
- Arrange for ‘power of attorney’ for the person handling your financial affairs in your absence (if not parent or guardian).
- Bring all medication, prescriptions, saline solutions, extra glasses or contacts, etc. (Put daily prescription medication in carry-on bag, not checked luggage.)
- Make sure you understand how your health insurance plan covers you. Get additional insurance for additional coverage, as needed. BRING YOUR INSURANCE CARDS.
- Bring several extra passport-size photographs for miscellaneous use.
- Back up all computer files (documents, photos, and music) and keep copies separate in case of loss, theft, or malfunction.
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
Endnotes


4 The Practical Penn Abroad, University of Pennsylvania.

5 Study Abroad Handbook, Princeton University.


7 This section adapted from the Study Abroad Handbook, Princeton University, The Practical Penn Abroad, University of Pennsylvania, and Bill Hoffa, Studyabroad.com Handbook: A Guide to Going Abroad.

8 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 (www.asirt.org).


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


12 Adapted from Diversity Abroad (Diversityabroad.com) and NAFSA Rainbow Special Interest Group (www.rainbowsig.org).


19 Study Abroad Handbook, Princeton University.


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