PRE-DEPARTURE CHECKLIST

To be placed on Study Away Agreement Status

- Complete and submit the Participation Agreement.
- Complete the online pre-departure orientation.
- Register in the Duke Travel Registry.

Academics

- Make sure all courses are approved for transfer credit and for major/minor/certificate credit.
- Know what a full course load is and whether or not you need to take a course in the host language.
- Understand major declaration policies and procedures. In most cases you will need to declare your major before studying abroad. Trinity students see: trinity.duke.edu/undergraduate/academic-policies/change-major-minor-certificate Pratt students see: pratt.duke.edu/undergrad/students/policies/3494
- For Duke students on Duke-administered programs, attend required in-person pre-departure orientation sessions. For non-Duke students, you may be able to virtually attend the session via Skype or WebEx. If not, all relevant information will be sent to you by GEO.
- Know how to contact people/offices at Duke or your home institution who you may need to get in touch with during your time away.

Finances

- If you receive financial aid, contact your Financial Aid counselor for more information about your financial aid package and complete financial aid application materials. Please note that your financial aid package cannot be processed until you are on Study Away Agreement Status.
- If you receive loans as part of your financial aid package, sign the Stafford Loan or University Loan Promissory Note online.
- Clear all registration holds and make sure all outstanding balances are paid to the Duke Bursar Office or similar office at your home institution.
- Pay all required tuition and fees. Duke-administered program participants will be billed via the Bursar’s Office. Duke-approved programs or universities will bill students directly.
- Plan a budget, including an emergency fund (we suggest a minimum of $250).
- Consider taking around US $100 in local currency with you.
- Notify your bank and credit card company that you will be abroad.
- Request a chip and pin credit and/or debit card if you don’t already have one.
- Arrange for ‘power of attorney’ for the person handling your financial affairs in your absence (if not parent or guardian).
Travel
- 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.
- Apply for and obtain a visa, if necessary.
- If you are an international student studying on a student visa, consult with the Duke Visa Services Office or a similar office at your home institution to make sure your visa and other papers are in order.
- Consider getting an International Student Identity Card (ISIC).
- Make flight arrangements, on your own or as part of a group flight sponsored by your program.
- Obtain rail passes, hostel cards, etc., as needed.
- Make copies of all important documents (passport, ISIC, credit cards, etc.). You may want to save a digital copy of your documents in a secure cloud storage location, such as DukeBox.

International Communication
- Figure out how you will have cell phone service in your host country.
- Set up Eduroam on your laptop to ensure Wi-Fi access at your host university.
- 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.

Health, Safety, and Security
- Understand how your health insurance plan covers you abroad. Get insurance for additional coverage as needed.
- Research the country and region where you’ll be studying. Review information released by the U.S. State Department, International SOS, and speak to people who have traveled or lived there. Reach out to GEO if you have any questions or concerns.
- Discuss safety, terrorism, and emergency contact procedures with your family.
- Have a physical, dental check, eye examination, etc. Make sure you receive all appropriate immunizations and obtain any prescription medications you may need.

Miscellaneous
- Fill out Pre-Departure Survey from the Global Education Office for Undergraduates.
IN CASE OF EMERGENCY

EMERGENCY PROCEDURES FOR DUKE AND NON-DUKE STUDENTS PARTICIPATING ON DUKE-ADMINISTERED PROGRAMS

In case of emergency, students should notify the following:

1. Local authorities (if appropriate)
2. On-site program director (if unavailable, contact the Duke Police at 919-684-2444)
3. Their families

The on-site program director/Duke Police will initiate Duke emergency protocols by notifying Duke’s Global Education Office for Undergraduates (GEO) about the emergency.

EMERGENCY PROCEDURES FOR DUKE STUDENTS PARTICIPATING ON NON-DUKE PROGRAMS

In case of emergency, students should notify the following:

1. Local authorities (if appropriate)
2. On-site program director
3. Their families
4. Duke’s Global Education Office for Undergraduates (GEO)

For such non-Duke programs, GEO will usually learn of the emergency situation from the relevant program provider, and will then help resolve the situation as needed. However, if for some reason you can’t get in touch with your program’s support staff, GEO will do what it can to try and assist you. GEO can be reached at 919-684-2174 during business hours (Monday – Friday, 8:00am – 5:00pm, EST). After hours, please contact the Duke Police at 919-684-2444. The police will contact the GEO director on call, who will then reach out to you.

The U.S. Government may be able to offer assistance to U.S. citizens experiencing difficulties overseas. Information about these services can be found on the State Department’s website at travel.state.gov/content/passports/en/emergencies.html.

If families need to contact GEO, they should call 919-684-2174 during business hours (Monday – Friday, 8:00 a.m. – 5:00 p.m., EST). After hours, they should contact the Duke Police at 919-684-2444. The police will then initiate contact with the GEO director on call.
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ABOUT

I. 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 2017-2018 and is accurate and current, to the extent possible, as of April 2017. 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.

II. The Global Education Office for Undergraduates (GEO)

Smith Warehouse, Bay 6, 2nd Floor
114 S. Buchanan Blvd., Box 90057
Durham, NC 27708-0057
Phone: 919-684-2174 Fax: 919-684-3083
Email: globaled@duke.edu Website: globaled.duke.edu

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 list of non-Duke programs approved by Duke for transfer credit. Advisors are available throughout the year to aid you with advice and administrative matters before, during, and after your sojourn abroad.

The GEO Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda T. Kelso</td>
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<td><a href="mailto:amanda.kelso@duke.edu">amanda.kelso@duke.edu</a></td>
</tr>
<tr>
<td>Annie Kao</td>
<td>Director, Finance and Administration for Global and Civic Education</td>
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<tr>
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<td><a href="mailto:paul.paparella@duke.edu">paul.paparella@duke.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Catania</td>
<td>Regional Director for North &amp; South America, Spain, Portugal, Africa, and Turkey. Semester program management for Duke in Madrid, OTS in Costa Rica and South Africa; Duke summer program management (see website)</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan E. Pratt</td>
<td>Assistant Director</td>
<td>Duke Semester in India; Duke summer program management (see website)</td>
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<td></td>
<td></td>
<td>Regional Director for Europe (except Spain, Portugal, UK &amp; Ireland) &amp; Oceania. Semester program management: Duke in Berlin, Duke in France, Intercollegiate Center for Classical Studies-Rome (ICCS), Duke in Venice (VIU), Duke in St. Petersburg; Duke summer program management (see website)</td>
</tr>
<tr>
<td>Valerie Cullen</td>
<td>Academic &amp; Enrollment Services Manager</td>
<td>Online application (MyGlobalEd); online evaluation forms; assessment; student records; Program management: Visiting International Student Programs</td>
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<tr>
<td>Heidi Halstead</td>
<td>GEO Business Manager</td>
<td>Finance administration, human resources administration, budgeting, and analysis</td>
</tr>
<tr>
<td>Shawn Lenker</td>
<td>Health, Safety and Security Officer</td>
<td>International and domestic travel emergency preparedness strategy, training, and response; development and enforcement of health and safety policy and protocols; risk analysis and mitigation</td>
</tr>
<tr>
<td>Jill Powell</td>
<td>Marketing &amp; Recruitment Manager</td>
<td>Branding, marketing &amp; recruitment strategy for all programs, website design &amp; administration</td>
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<tr>
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</tr>
<tr>
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<td>Advising for Europe (except Spain, Portugal, UK &amp; Ireland) and Oceania (Australia &amp; New Zealand); Duke summer program management (see website)</td>
</tr>
<tr>
<td>Deborah Kearney</td>
<td>Staff Assistant for Administration</td>
<td>Dean’s checks; Student Conduct checks; Forms; Duke International Travel Registry; Duke-In course approvals</td>
</tr>
<tr>
<td>Cathy Penny</td>
<td>Staff Assistant for Administration</td>
<td>Transfer credit course approvals; course database; petition follow up</td>
</tr>
<tr>
<td>Joy Searles</td>
<td>Senior Staff Assistant for Programs</td>
<td>Administrative support for Duke in Madrid, Duke in France/EDUCO, OTS in South Africa and Costa Rica, various summer programs (see website); “globaled” email account</td>
</tr>
<tr>
<td>Doug Huey</td>
<td>Staff Assistant for Programs</td>
<td>Administrative support for Duke in Berlin, Duke in Venice, Duke in St. Petersburg, and ICCS, various summer programs (see web site)</td>
</tr>
<tr>
<td>Elizabeth Richardson</td>
<td>Staff Assistant for Programs</td>
<td>Administrative support for Duke domestic programs; Duke in Glasgow, Duke Semester in India, DKU Global Learning Semester, various summer programs (see website)</td>
</tr>
</tbody>
</table>
DUKE STUDY ABROAD POLICIES

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 families should be familiar with the policies outlined in this handbook. 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 globaled.duke.edu/programs. Programs temporarily approved through the petition process fall under the Duke-approved program policies.

I. 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 or guardians may submit their signatures by fax, e-mail, or mail. All study abroad/away forms are available for download on the student’s application page at MyGlobalEd.

II. Study Away Agreement

Duke students studying abroad on approved programs will be put on Study Away Agreement status for the duration of their study programs. Study Away Agreement status will preserve the student’s place and standing at Duke while away from campus. The Study Away 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 away agreement status.

III. Behavior and Program Participation

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

Duke Community Standard: Duke students remain subject to the behavioral requirements set forth in the Duke Community Standard (the “Standard”) while participating on a study abroad/away program. Please see Appendix A for the full text of this Standard. While participating on a Duke-administered program, non-Duke students are also subject to the Standard. If a student violates the Standard, Duke, in its sole discretion, may terminate that student’s participation.
on the study abroad/away program. In such an event, the student agrees to leave the program and the student will not receive a refund or academic credit for the program.

**Compliance with Laws:** While on a Duke-administered program, students must comply with all applicable laws and regulations. If the program takes place outside of the United States, students are required to comply with all laws and regulations of the host country and city, 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 the necessary permissions to enter or remain in a country.

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

**Late Arrivals/Early Departures:** Duke-administered programs have established start and end dates, which include mandatory orientation programs. Without exception, each student must arrive in time for the official start date of their program and must remain until their program officially ends.

Duke students participating on Duke-approved programs should also abide by the official start/end dates of their programs. Please note that the Global Education Office will not provide letters of permission for students to arrive late or leave early from Duke-approved programs.

**IV. 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 well in advance of your actual time abroad
2. Make sure your visa documents (I-20 form, visa stamp, and passport) are current and 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 DukeHub 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 DukeHub to reflect your current U.S. address.

**V. Extension of Study Abroad**

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: gloaled.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 can be found at trinity.duke.edu/directory/dean (Trinity) and pratt.duke.edu/undergrad/students/policies/3479 (Pratt). A list of DUS’s can be found at trinity.duke.edu/directory/director (Trinity) and 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 or legal guardian’s signature for the new program. Additional forms are available through MyGlobalEd and at globaled.duke.edu/Studying_Abroad/Forms_Publications (Semester Participation Agreement).

VI. 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 form (globaled.duke.edu/for_students/Forms_Publications). Duke students who leave their programs without providing the GEO with this official withdrawal notification may be withdrawn from Duke and will need to apply for readmission in accordance with official Duke University guidelines. In either case, grades reported by the program will appear on the student’s Duke record in accordance with Duke grading and grade requirements as stated in the Duke University Bulletin of Undergraduate Instruction: 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” in the Finance section below.

Before You Go:

- With a parent or legal guardian, complete and submit the Participation Agreement.
- Complete the online pre-departure orientation.
- Register in the Duke Travel Registry.
- If you’re an international student on a visa (F1, J1), notify your visa services office that you will be abroad.
ACADEMICS

I. Academic Requirements

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 Trinity 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. Pratt students must have a minimum 2.7 GPA at the time of application in order to receive conditional approval to study away, and they must maintain a 2.7 minimum GPA in order to be allowed to participate in a study away program.

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.

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 in their 4th semester should declare their major in the semester before they leave. Pratt students should check with their advisor about declaring their major if they plan on studying abroad as a sophomore.

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. The language course must be taught over a span of at least four weeks and be eligible for transfer credit approval by a Duke department. **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.**

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 hybrid Duke-administered programs and Duke-approved programs should follow the procedures outlined in the section below entitled "Transfer Credit Policies and Procedures".
Course Load

All students are required to enroll in a per semester course load equivalent to four Duke course credits, unless noted elsewhere by GEO program descriptions. No overloads or underloads are permitted. Course load information for each program option can be found on individual program brochure pages in MyGlobalEd.

Students on Duke-administered programs will normally take four or five courses per semester, depending on how courses are valued. Please review the program-specific webpage for more information and contact GEO if you have specific questions about credit.

Students studying abroad with Duke-approved programs must take the normal (not minimum) full credit load of the host institution as defined by GEO. This means the required number of courses will vary.

The key for many Duke-approved programs is that one Duke semester course credit is equivalent to four semester hours for transfer credit purposes. 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</th>
<th>1 course credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-8</td>
<td>semester hours (2 courses abroad) transfers as</td>
<td>2 course credits</td>
</tr>
<tr>
<td>9-11</td>
<td>semester hours (2-3 courses abroad) transfers as</td>
<td>2 course credits</td>
</tr>
<tr>
<td>12-14</td>
<td>semester hours (3-4 courses abroad) transfers as</td>
<td>3 course credits</td>
</tr>
<tr>
<td>15-18</td>
<td>semester hours (4-5 courses abroad) transfers as</td>
<td>4 course credits</td>
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</tbody>
</table>

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 for specifics. Students enrolling in some British and Japanese programs fewer than 12 weeks in length will only receive three credits for a full course load. At these same institutions, the spring and summer trimesters must be taken together and earn no more than five credits combined.

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.

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, this is a maximum of four course credits per semester or eight course credits for the academic year.

For example, it is common that students must take five courses abroad to constitute a full course load. In this case, five transfer courses would appear on your Duke record, and each could, upon approval, fulfill Areas of Knowledge and/or major/minor/certificate requirements, but only four would count toward the 34 semester credits graduation requirement. The fifth course will be denoted as "TR*" on your transcript.

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 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.

**Alert**

- 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 their GEO advisor (see page 1-2 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 non-Duke students studying on Duke-administered programs, 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.

**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 credit for taking an equivalent course on a program abroad. The reverse is also true.

**Continuation Requirement**

All Duke students must meet continuation requirements while studying abroad. Continuation requirements are explained for both Trinity and Pratt students on pages 48-50 of the Undergraduate Bulletin (2015-2016 edition) and for Trinity students at trinity.duke.edu/academic-requirements?p=continuation-requirements. An explanation of grades and how they could affect continuation requirements at Duke can be found at 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).¹

**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.

**II. Duke-Administered Programs**

**Duke 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.

On Duke in St. Petersburg, Duke in Venice, Duke Semester in India, Duke in Berlin (fall), and the ICCS and OTS programs, all courses receive Duke credit.

All other Duke-administered semester programs are hybrid programs, with a combination of Duke course credit and transfer credit. For Duke in Glasgow, all courses taken at the University of Glasgow, except the core course, receive transfer credit. Courses taken at host universities in Duke-in-Berlin [spring semester], Duke in France, and Duke in Madrid receive transfer credit. All courses taken at Sciences Po through Duke in France receive transfer credit. Other courses taken on these programs receive Duke credit.

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.²

**Non-Duke Students**

Non-Duke students participating on Duke-administered programs should follow their host institution’s procedures to ensure that they will receive full credit for their semester abroad. See “Transcripts” below for information about ordering official transcripts to send to your home institution for credit transfer from Duke-administered programs.

**Registering for Study Abroad Courses**

For Duke-administered programs, students will not use Duke’s online registration system (DukeHub) for course registration. The Global Education Office will register all students for classes.

Depending on the program, course registration may not take place until the start of the semester abroad. Therefore, don’t worry if courses don’t appear on DukeHub prior to the start of the semester.
III. Transfer Credit Policies and Procedures

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

As long as you are enrolled at Duke on study abroad status, you must transfer credit back to Duke University from any semester/year abroad. To qualify for transfer credit, courses must be approved by a Duke academic department and the student must earn the equivalent of a C- or better.

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 trinity.duke.edu/undergraduate/academic-policies/transfer-credit.

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.

How to Get a Course Approved for Transfer Credit (Duke students only)

For all transfer credit, it is the Duke 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: courses.globaled.duke.edu.
- If a course is approved by more than one department, let GEO know which approval you want so that a note can be added to your file.
- If a course does not appear in the Course Approval Database, consult Cathy Penny (cathy.penny@duke.edu) in GEO. Provide her with an official syllabus for each course. The syllabus should contain a detailed description of the course, structure, required readings, etc. If the course syllabi are not located on the program’s website, request them from the program or host university. Obtain the syllabi as soon as possible prior to your semester abroad. Ms. Penny will consult the Director of Undergraduate Studies (DUS) of the appropriate department(s) to determine the Duke equivalent of the course. In the case that there is no Duke equivalent, a 100 (lower-level) or 300 (upper-level) will be assigned. The DUS and GEO will recommend a course credit value for the course (normally one for a semester and two for a year-long course). The DUS and GEO also will designate an area of knowledge where applicable. Independent study courses and internships will not carry area of knowledge designations.
- Upon your return, promptly verify that all courses are transferred correctly.
- 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.

In some instances, you will not be able to make course selections before leaving Duke to study abroad, or your courses may change after you arrive at your program abroad. In this case, contact Cathy Penny before your local drop/add period ends to get approvals. You may apply retroactively for approval for
transfer credit after the semester is over, but you risk the course not being approved. **If you postpone course approvals until after your return, there is no guarantee of credit.**

**Satisfying Curricular Requirements (Duke students only)**

**ALERT**

Obtaining transfer credit approval for a course does not mean that it will automatically count for a major/minor/certificate requirement. You must consult with your major advisor or department about how courses taken abroad will count.

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, minor, and/or certificate requirements. Students are not able to request Modes of Inquiry for 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 trinity.duke.edu/undergraduate/academic-policies/transfer-credit.

**Minimum Grade Requirements**

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

**Grade Transfer**

For Duke and non-Duke students earning transfer credits, courses 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. 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. Non-Duke students earning transfer credit on Duke-administered programs will be provided supplemental documentation of graded credit with earned grades.

**Duke students**: Please note that any course with “TR*” will not count in a student’s graduation total, regardless of the individual course value listed in DukeHub. See “Course Load” above for more info.

Courses will not appear on DukeHub until after your semester abroad, once the Global Education Office receives a transcript from the program/university and all courses have been approved for transfer credit. Until then, “REG 100 Study Away” will appear as a placeholder.

**IV. Special Course Types**

**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.

**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 Director of Undergraduate Study (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.

**Online Courses**

While on study abroad, students are not allowed to enroll in on-line courses for credit, Duke-originated or not, even if there are standing approvals for the same course number in the course approval database.

**Small Group Learning Experience Credit (Duke students only)**

Small Group Learning Experience (SGLE) general education credit is possible, but not guaranteed for Duke-administered and Duke-approved study away programs. For a course to carry SGLE designation, the Duke 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 SGLE letters for credit abroad should be submitted to the Office of the Registrar via GEO.

The official letter is only necessary for the SGLE general education requirement; if a seminar taken abroad is approved for a major/minor/certificate requirement by the Director of Undergraduate Study from the relevant department, that approval will suffice and an official letter is not necessary.
V. Returning to Campus

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](mailto: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.

Information about specific windows will be listed in the **Schedule of Courses** and on DukeHub, [dukehub.duke.edu](http://dukehub.duke.edu). The best way to register from abroad and keep track of your Duke academic and financial records is through DukeHub. 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](mailto: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](http://registrar.duke.edu/university-bulletins/undergraduate-instruction). You are advised to communicate with your academic advisors during the registration process to update them on the courses you are taking while abroad as well as to discuss your choices for the coming semester.

**Transcripts**

**Duke students:** For Duke-approved programs, Duke students must ask the program administrator to send an official transcript, complete with grades, to GEO as soon as the transcript is available. Transcripts should 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. Once the transcript has been received, it is the student’s responsibility to promptly follow all follow-up requests from GEO to ensure that credits have transferred correctly. Graduation dates may need adjustment if study abroad transcripts are not received and credit transfers are not completed by specified graduation deadlines.
Non-Duke students:
Contact the Duke University Registrar to arrange for a Duke transcript to be sent to your home institution at the completion of the program. All non-Duke students studying on Duke-administered 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. Non-Duke students earning transfer credit on Duke-administered programs will be provided supplemental documentation of graded credit with earned grades.

Program Evaluations
Near the end of your program, GEO will email you a link to 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.

For Duke students, failure to complete the evaluation by the announced deadline will result in a registration block on your student account for the following semester. Please complete the evaluation as soon as possible after you receive the survey link.

Before You Go:
- Make sure all courses are approved for transfer credit and for major/minor/certificate credit.
- Know what a full course load is and whether or not you need to take a course in the host language.
- Understand major declaration policies and procedures. In most cases you will need to declare your major before studying abroad. Trinity students see: https://trinity.duke.edu/undergraduate/academic-policies/change-major-minor-certificate Pratt students see: http://pratt.duke.edu/undergrad/students/policies/3494
- For Duke students on Duke-administered programs, attend required in-person pre-departure orientation sessions. For non-Duke students, you may be able to virtually attend the session via Skype or WebEx. If not, all relevant information will be sent to you by GEO.
- Know how to contact people/offices at Duke or your home institution who you may need to get in touch with during your time away.
FINANCES

I. Financial Aid

Duke students

Students receiving financial aid at Duke can receive funding for academic year and/or semester study abroad on an approved program. Costs vary greatly, and in many cases, the total cost to attend a study abroad program, including: tuition and fees (plus Duke’s study abroad fee), room and board, books and personal expenses, and airfare are somewhat less than studying on Duke’s campus. If you are traveling with a Duke-administered program during the academic year, your cost will remain the same as a semester on campus, even if your program is more expensive. The family contribution to attend a Duke-approved program will remain the same as if the student was to remain at Duke, provided the cost to attend the program doesn’t exceed the cost of a semester at Duke. Additionally, eligible students may also receive partial financial aid for summer study abroad on Duke-administered programs for up to two summer sessions. Please contact the Undergraduate Financial Aid Office for further details (see box).

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. All non-Duke students must have a financial aid consortium agreement signed by your home institution financial aid office on file with the GEO before study on a Duke program. If your home institution has its own consortium agreement for study abroad, please submit that form to GEO for signature. Otherwise, a generic Duke financial aid consortium agreement form is available at MyGlobalEd. 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.

II. 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.

Non-Duke Students

Non-Duke students will also be billed via the Duke Bursar account, which is accessible via a Duke NetID and password.
Upon admission, Non-Duke students were issued a NetID and password by the university’s Office of Information Technology (OIT). Emails containing NetID activation instructions were sent upon enrollment; please keep the information in a secure place.

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

**Duke-approved programs (Duke students only)**

For Duke-approved programs, Duke students will be billed directly by the program or university, and are responsible for paying all tuition and program fees by the deadlines established by the program or university. Students will also pay the study abroad fee, which will be billed through the student’s Bursar account (see below).

**Study Abroad Fee (Duke students only)**

The Study Abroad Fee of $4,580 (2017-2018) per semester will be charged by Duke University to students participating in Duke-approved programs administered by institutions other than Duke University. Even though a student is not at Duke, the student is still considered a Duke student on study abroad status, which allows him or her to retain the right of access to Duke libraries, information technology, financial aid, student services, career services, and academic advising. Students remain supported by their academic dean and members of the faculty. Duke students participating in Duke-approved programs are also covered by Duke’s international SOS for travel assistance and medical evacuation services. This mandatory fee is set by the Board of Trustees and 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.

**III. Refund Policies**

**Program Cancellation**

**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**

**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:

- Withdrawal before classes begin: Full tuition refunded
- Withdrawal during first or second week: 80% of tuition refunded
- Withdrawal during third, fourth, or fifth week: 60% of tuition refunded
- Withdrawal during sixth week: 20% of tuition refunded
- Withdrawal after six weeks: No tuition refunded.

See registrar.duke.edu/sites/default/files/undergraduate/2016-17/index.html#94 for the full policy.

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

**Involuntary Withdrawal**

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. Likewise, if a student is asked to withdraw prior to the start of the program, they will lose their deposit. In the case of students on financial aid, the deposit amount will be charged to their Bursar’s account. Duke students asked to withdraw from Duke-approved programs for similar reasons are subject to the sponsoring institution’s refund policy.

**Before You Go:**

- If you receive financial aid, contact your Financial Aid counselor for more information about your financial aid package and complete financial aid application materials. Please note that your financial aid package cannot be processed until you are on Study Away Agreement Status.
- If you receive loans as part of your financial aid package, sign the Stafford Loan or University Loan Promissory Note online.
- Clear all registration holds and make sure all outstanding balances are paid to the Duke Bursar Office or similar office at your home institution.
- Pay all required tuition and fees. Duke-administered program participants will be billed via the Bursar’s Office. Duke-approved programs or universities will bill students directly.
STUDENT EXPERIENCE

I. Housing

Duke-administered Programs

Housing type and options will vary depending on the program; details can be found on individual program pages on GEO’s website (globaled.duke.edu). Students are generally expected to abide by program housing rules as established by the individual programs. Concerns regarding housing arrangements for Duke-administered programs should be addressed to the GEO program manager for that program.

Duke-approved Programs

Duke University requires students to live in established program housing when the program or host institution requires students to live in official housing (of any type). Duke University believes that program housing is best for health, safety and cultural immersion.

When choosing a program or a provider, students should carefully consider the housing options. Suggested questions to consider about housing are listed on the GEO website: 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 have required housing, the GEO will not be able to assist students in securing that housing 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. GEO discourages students from trying to sublet apartments using public matching websites due to the high risk of fraudulent postings.

Students that intend to secure independent housing for approved programs that do not require program housing must obtain a Housing Waiver form from their GEO Advisor. The Housing Waiver form must be signed by the student and his/her legal guardian and returned to GEO before departing for the study away program.

II. 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. Students who have returned from studying abroad are another helpful resource. This information may be found on our website at globaled.duke.edu/getting_started/ask-a-student.

Passports

U.S. citizens will find all they need to know about obtaining passports on the U.S. State Department’s website: travel.state.gov/content/passports/en/passports.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 that your passport will be valid for the duration of your stay abroad. If it is set to expire within six months of the END DATE of your program, you should begin the renewal process immediately. Some countries require that your U.S. passport be valid for at least six months or longer beyond the dates of your trip. If your passport will expire before your program’s end date, you will have to apply for a new one. Please check with the embassy or nearest consulate of your host country/countries for their requirements.

Your passport is your most important legal document while overseas, so be sure to guard it with care. It is recommended that you make at least three photocopies of your passport’s photo and information pages (including the visa pages) before you leave the U.S., to give to your family and program director for safekeeping. The last copy you should take and keep for yourself while abroad, in a safe place. It may also be a good idea to keep a copy online, in a location that you know to be secure.

Some countries require foreign nationals to carry their passports with them at all times. Consult your program director about the requirements and expectations in your host 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: travel.state.gov/content/passports/en/passports.html. In addition to the passport application, applicants will need to submit two identical passport-acceptable 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 passport was issued within the last 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 that contained in the previous passport. If you don’t meet these requirements, 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-acceptable 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, and extension of validity. For more information, please, consult: travel.state.gov/content/passports/en/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 more detailed instructions, visit the following U.S. State
HELPFUL HINTS ABOUT PASSPORTS

- Family members should make sure they have a valid passport, in case an emergency arises involving their student abroad.
- There are delays periodically in passport processing. Check current processing time estimates at the State Department website www.state.gov/s/cpr/rls/dpl/32122.htm. 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.

Visas

A visa is a special permission to visit a country, issued by the government of that country. Visas come in many forms, but are most often issued as 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 the 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 website www.state.gov/s/cpr/rls/dpl/32122.htm. Check the visa requirements for your host country or countries as soon as you know where you will be studying abroad, so that you can plan your time accordingly. A passport, valid throughout your planned stay abroad, and sometimes for several months afterward, 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/en/country.html.

Please note that, in the past, students have had difficulty obtaining their visas because they have delayed collecting and submitting the required visa materials in a timely manner. Don’t underestimate the time and effort that will be required to complete the visa process. Please start researching your visa needs at the earliest opportunity in order to avoid putting yourself into such a stressful situation.

Students should receive basic information about visa requirements from their study abroad programs. Please keep in mind, though, that it is 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 their host country’s visa requirements for their specific citizenship, as well as any U.S. immigration implications of their travels outside of 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 who is issued visa documents by Duke.

**International Student Identification Card**

The International Student Identity Card (ISIC) entitles the holder to certain travel and entry fee discounts around the world, as well as an emergency insurance policy. Cards are available for purchase online at www.myisic.com.

**Arranging International Transportation**

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

Students who decide to arrive earlier than or depart later than the announced dates of their program will need to make separate lodging and accommodation 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.** Such extraneous student travel before and/or after official program dates, if undertaken, will be viewed as entirely personal in nature.

Several student travel agencies are available and sometimes offer discounts; we have listed a few below. Be advised to shop around. **Please note that our mentioning these agencies and travel providers does not mean that GEO or Duke University endorses them.**

STA Travel: www.sta-travel.com; 1-800-781-4040

Student Universe: www.studentuniverse.com; 1-800-272-9676

Duke students can get a discount on Delta Airlines flights. Please see finance.duke.edu/procurement/programs/delta/index.php for more details.


**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. Some Duke programs have limits on the number and size of luggage you can bring due to in-country transportation. 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. Airlines also have limits on the number and weight of your pieces of luggage; research this information before you begin packing. 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 and oversized bags can be high, and if the bags are both, you could be charged double the excess baggage fee. You should check with your airline ahead of time if you plan on bringing excess baggage. While excess luggage fees may seem high, this is generally a cheaper option than shipping these items.

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

**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.

**Immigration and Customs Inspection**

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 will 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.

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.

**III. International Communication**

You will be able to keep in contact with friends, family, and advisors using email, instant messaging, 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 and/or during on-site orientation. Please also review the OIT Global Tech Tips page for important information before going abroad: oit.duke.edu/comp-print/traveltips/.
You should choose the communication methods that best fit your budget and needs. Be aware that you may not have the same access to the internet and computers abroad as you have on Duke’s campus. Most programs require or strongly recommend that you take your laptop with you, but check with your individual program to be sure.

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 experience abroad.** Time is short and the opportunities that surround you are endless. Your friends and family should hopefully understand that you need to learn and live *where you are*, without constant reminders and thoughts of home. Thus, it is a good idea to make a plan with your family and friends about how often and when you will communicate with them while you’re abroad.

**Texting & Calling Apps.** Skype and Google Hangouts are free applications that allow you to communicate by computer or smartphone with others who have Skype or Google accounts, regardless of location in the world. Skype can be downloaded at [www.skype.com/download/](http://www.skype.com/download/) Hangouts can be downloaded at [www.google.com/hangouts](http://www.google.com/hangouts). WhatsApp and Viber are smartphone apps that allow you to text any number in the world for free. Both are free to download; WhatsApp costs $0.99 per year after the first year.

**Cell phones.** Plan your cell phone use prior to your trip abroad in order to ensure that you will have cell phone coverage, and to avoid expensive roaming charges. It will most likely be possible to sign up for an international plan and use your U.S. cell service provider abroad. However, we recommend that students studying abroad get a local cell phone number through an in-country carrier once they arrive in their host country. Depending on the type of phone you have, it may be possible to use your current phone abroad by purchasing a local SIM card. However, you will need to make sure that your phone is unlocked before you go by contacting your U.S. carrier. In any case, you should be sure that your family/guardians, program director, and applicable program staff have whichever cell phone number you plan to use while abroad.

For more details on what to consider in obtaining cell phone coverage abroad, please review this Duke OIT site: [oit.duke.edu/comp-print/traveltips/globalphone.php](http://oit.duke.edu/comp-print/traveltips/globalphone.php), which includes a link to country specific information accessible with Duke NetID and password.

**Eduroam.** Eduroam is a service that allows Duke students to access Wi-Fi networks at participating universities in more than 50 countries around the world. In such instances, Duke students use their Duke NetID and password rather than having to register with the host university’s Wi-Fi network. **Please note that you must set up this service prior to traveling abroad.** Visit [launch.dukeblue.duke.edu](http://launch.dukeblue.duke.edu) for setup instructions.
IV. 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 leaving 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 www.expatistan.com/cost-of-living/index
- Learn the “value” of the money (i.e. in relation to the currency you know) 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 breakfast), or use student cafeteria meals rather than restaurants, reserving meals at restaurants for special occasions. Note: You will save money if you eat your main meal at lunchtime and take advantage of the subsidized student cafeterias.
- 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.
By far the most convenient and preferred method of obtaining cash abroad is by using a debit or ATM card to withdraw money from U.S. accounts. 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 (MasterCard/Cirrus) or www.visa.com/atmlocator (Visa).

Credit 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. Notify your bank 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.

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. However they begin charging a high interest rate on the amount advanced immediately.

Not all businesses will accept credit cards. Depending on the country, you may need to show your passport or other identification for financial transactions such as exchanging money or using a credit card.

Recently, banks in most of the world outside the U.S. have switched their credit card security system from the "stripe and sign" system to a "chip and pin" system. The merchant or machine gets data from a chip...
embedded in your card and you verify by entering a PIN, instead of getting data from the magnetic strip and having to sign. 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.

The preceding advice is probably most accurate for major Western European countries than for the rest of the world. But banking has become more uniform, 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.

**Banking**

Opening a foreign bank account while studying abroad is usually not 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.

**Currency Exchange**

Although we recommend withdrawing local currency via a debit card (see above), 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.

Banks abroad afford you the fairest exchange rate available, but you can expect to pay a commission (which varies from country to country) every time you exchange currency.

Currency exchange rates between 164 different countries are updated daily at the website [www.oanda.com/converter/travel](http://www.oanda.com/converter/travel).

**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) 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. You will not be able to use personal checks from a U.S. bank abroad.

V. 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. If you want 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 What’s Up With Culture at: www2.pacific.edu/sis/culture.

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\(^3\) identifies 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, seek out opportunities to reflect critically on your experience. Blogging or journaling experiences can be a thoughtful way to explore and integrate ideas and impressions. Hopefully this analysis will lead you to see not only yourself, but those around you, in a different way, and you will 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.

Fitting In

Social customs differ greatly from one country to another. It is therefore impossible to give guidelines that will be applicable in every culture. Generally speaking, you can be yourself as long as you remain friendly, courteous, and dignified. Always keep in mind that you are the guest in someone else’s country. Therefore, you would be safe to assume that your behavior should be regulated pretty much in the same manner as if you were the guest in someone else’s home. On the other hand, as an outsider, especially if you err on the side of being respectful, some allowances are likely to be made for the things you do not immediately understand or feel comfortable with.

Politeness: In keeping with the relatively formal manner of social customs abroad, you should place much more emphasis on the simple niceties of polite social intercourse than you might at home. Be prepared to offer a formal word of greeting to whomever you meet in your day-to-day activities. For example, should you approach a clerk in the local market in Strasbourg always be courteous enough to begin your conversation with, “Bonjour, Madame (Monsieur, Mademoiselle)” before you launch into your inquiries.
about the products, and become familiar with the appropriate expressions of gratitude in response to
your hosts’ hospitality.

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

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

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

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

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

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

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

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

Price bargaining. Haggling over prices can be another sensitive and vague subject. Haggling is not only
appropriate but also even expected in some circumstances. The trick is to know under which
circumstances haggling is appropriate. Unless you clearly understand the difference between appropriate
and inappropriate circumstances for this sort of social bargaining, you may very well find yourself
insulting the merchant and further reinforcing a negative stereotype of Americans. You can always test the waters by politely indicating that you like the product very much, but that it is a bit more than you had anticipated spending. If the merchant wishes to bargain further, this will give him the opening he needs to offer you the product at a lower price. If it is not that kind of an establishment, you can simply (and politely) terminate the conversation.

**Talking politics.** Expect people abroad to be very articulate and well informed when it comes to matters of politics and international relations. Do not be at all surprised if your counterparts try to engage you in political debate. There is certainly no reason for you to modify your own convictions, but you should be discreet and rational in your defense of those convictions. Here again you may very well find yourself butting heads with another of those unfortunate stereotypes, such as the arrogant American who thinks everyone must fall in line with the United States.

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

**VI. Racial and Ethnic Identity**

Depending on your host location, students from particular racial and/or ethnic backgrounds may experience racial bias or prejudice while studying abroad. You may choose to study in a relatively homogeneous society where you look very different from the local population, you may find that you resemble the majority of the population for the first time, or you may find yourself somewhere in between these experiential poles. Each of these situations comes with a unique set of challenges, which can be especially daunting to face without your usual support network in place. Because what is considered racism, bias, and/or discrimination varies widely between different societies and cultures around the world, one of the biggest challenges is knowing the cultural nuances of what constitutes racism, discrimination, and/or bias in your specific study abroad location.

Experiential reports from past study abroad participants vary. Some students felt exhilarated to be outside of the context of U.S. race relations for the first time. Others experienced different degrees of ‘innocent’ curiosity about their ethnicity from the host culture. And there were also those who felt they met both familiar and new types of ostracism and prejudice during their study abroad programs, and thus had to learn new coping strategies. In all, very few students have concluded that problems arising from racial and/or ethnic differences were a sufficient reason for not studying abroad. Instead, what we’ve heard is that it’s important to know what conditions are like in your host country/community before you go abroad, and to prepare yourself accordingly.

Below are some situations that you may encounter while abroad, tips for preparing for and dealing with these situations, and additional resources to consult to continue your preparation.

**Possible situations**

- If you are studying in a very homogeneous society where you look different than the local population, you may experience extreme curiosity, fetishization, and/or objectification. You could be stared at, people may ask to touch your hair, etc.
Locals’ views of you may stem primarily from how your race/ethnicity is portrayed in American pop culture. If you are from the U.S., you may be viewed as “American” first, rather than as your racial/ethnic identity. In this situation, you may experience a position of privilege relative to locals of the same racial/ethnic background (e.g. Black Americans in South Africa or Brazil). Alternatively, depending on location, you may not fit what the host country stereotype of what an “American” looks like, so you may have the frustrating job of convincing locals that you are from the United States. Many countries lack or have a different interpretation of what in the U.S. is considered “political correctness.” Locals may use vocabulary to identify you that is considered offensive in the U.S., or give you nicknames based on your appearance and/or ethnic/racial background. You may experience language discrimination. This tends to happen if you’re studying abroad in a country/region where your family is from, but you don’t speak the language (e.g. Hispanic student studying abroad in a Spanish-speaking country). You could experience discrimination, bias, micro-aggressions, etc. from your American peer group.

Tips

- Research how your race/ethnicity is perceived in your host country, including the historical context of immigration, race relations, etc. Learn how you may be treated or viewed in your host country.
- Reflect on your own identity. What are the ethnic, racial, religious, and gender identities that characterize you?
- Talk to a GEO advisor about your concerns before you go abroad.
- Talk to students who have studied abroad in your location before. You can access a list of students here: globaled.duke.edu/getting_started/ask-a-student.
- Once abroad, create a local support network to discuss your experiences. Also think about who you might talk to back home to help process your experiences.
- Keep an open mind and learn to distinguish between curiosity stemming from ignorance and outright racism or discrimination.
- If someone you know (local friend, host family member, professor, etc.) calls you by a name you are uncomfortable with, politely ask them to stop. If the behavior continues, notify your on-site program director or support staff.

If you experience discrimination/bias in your housing situation, your program courses, from your local or U.S. classmates, etc., contact your on-site program director/support staff and/or GEO program manager.

Resources

- Race Abroad: For Americans of Color Preparing to Live Abroad: umabroad.umn.edu/assets/files/PDFs/students/raceAbroad.pdf
- Diversity Abroad: www.diversityabroad.com/guides/diversity-and-inclusion-abroad-guide/racial-ethnic-minority-students-abroad
VII. Information for LGBTQ+ Travelers

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-identifying 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 also vary significantly within regions of the same country, or according to different social contexts. In addition, you should always be aware of individual idiosyncrasies and beliefs among those you will meet abroad. For more information, review the resources listed below, and/or reach out to a GEO advisor with specific questions/concerns.

Resources

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 Information

- International Lesbian, Gay, Bisexual, Trans and Intersex Association: ilga.org/what-we-do/lesbian-gay-rightsmaps/
- Global Gayz: globalgayz.com
- International Gay and Lesbian Human Rights Commission: iglhrc.org

Resources for Transgender Students

- National Center for Transgender Equality: transexuality.org

LGBTQ+ Safety Concerns

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 this is not always the case. 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 the country that will be hosting you, and others that you will be visiting. It is important to be aware of any applicable laws pertaining to the expression of sexual orientation/gender identity, as well as the general attitudes of the local population toward LGBTQ-identifying individuals. Learn as much as possible about the culture-specific norms associated with friendship, dating, and gender in your host country. Be aware that behavioral signals that mean one thing in the United States may mean something completely different in the host culture.

While studying abroad, you will most likely encounter different ideologies, and you may need to adapt to different customs. This can be difficult. Some students have found it necessary to hide their sexual orientation and/or gender identity for safety reasons while abroad, while others find safe ways to express them openly. Become informed so you can have a safe and rewarding experience abroad.

**Tips for LGBTQ+ Students Traveling Abroad**

Country-specific information can be found in the resources section above. Do not hesitate to contact GEO advisors for more specific information on your program location, or if you have any particular questions or concerns. You should also talk with other students who have been where you will be. For email addresses of Duke students who have previously studied abroad, please consult the student contact lists at globaled.duke.edu/Getting_Started.

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

- Put your safety first. Research whether it’s safe for you to be out while abroad, and decide if you want to come out to your host family and/or local friends.
- Before you leave, familiarize yourself with the customs and laws of your host country about sexuality, gender, dating, and friendship.
- Research whether or not talking about sexuality is taboo in your host country.
- Become familiar with terms and definitions used in your host country to talk about LGBTQ issues.
- Learn about the LGBTQ population and resources in your host country.
- For transgender students: If you will require access to any medications or services while abroad, be sure to check for any restrictions in your host country, and be sure to make arrangements to bring and/or obtain locally any medications you may need. Like any prescription, you may need additional documentation to transport medication to or within your host country.
- Have a conversation with a study abroad advisor at GEO about any concerns and develop a strategy to have as positive an experience abroad as possible. Carolyn Covalt (carolyn.covalt@duke.edu), Abby Grubbs (abigail.grubbs@duke.edu) and Alayne Wood (alayne.wood@duke.edu) received Ally training and would love to talk with you.
- Find a support network abroad.
- Talk to your program director about your concerns or any issues that may arise, either before traveling or while abroad.

*If you experience discrimination/bias in your housing situation, your program courses, from your local or U.S. classmates, etc., contact your on-site program director/support staff and/or GEO program manager.*
Before You Go:

- 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.
- Apply for and obtain a visa, if necessary.
- Consider getting an International Student Identity Card (ISIC).
- Make flight arrangements, on your own or as part of a group flight.
- Obtain rail passes, hostel cards, etc., as needed.
- Make copies of all important documents. You may want to save a digital copy of your documents in a secure cloud storage location, such as DukeBox.
- Figure out how you will have cell phone service in your host country.
- Set up Eduroam on your laptop to ensure Wi-Fi access at your host university.
- 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.
- Notify your bank and credit card company that you will be abroad.
- Obtain a chip and pin card if you don’t already have one.
- Plan a budget, including an emergency fund (we suggest a minimum of $250).
- Consider taking $100 in local currency with you.
HEALTH, SAFETY, AND SECURITY

I. Emergency Situations Abroad


In case of emergency, students should notify the following:

1. Local authorities (if appropriate)
2. On-site program director (if unavailable, contact the Duke Police at 919-684-2444)
3. Their family

The on-site program director/Duke Police will initiate Duke emergency protocols by notifying Duke’s Global Education Office for Undergraduates (GEO) about the emergency.

Emergency Procedures Duke Students Participating on Non-Duke Programs

In case of emergency, students should notify the following:

1. Local authorities (if appropriate)
2. On-site program director
3. Their family
4. Duke’s Global Education Office for Undergraduates (GEO)

For such non-Duke programs, GEO will usually learn of the emergency situation from the relevant program provider, and will then help resolve the situation as needed. However, if for some reason you can’t get in touch with your program's support staff, GEO will do what it can to try and assist you. GEO can be reached at 919-684-2174 during business hours (Monday – Friday, 8:00 a.m. – 5:00 p.m., EST). After hours, please contact the Duke Police at 919-684-2444. The police will contact the GEO director on call, who will then reach out to you.

Other General Emergency Information

The U.S. Government may be able to offer assistance to U.S. citizens experiencing difficulties overseas. Information about these services can be found on the State Department’s website at travel.state.gov/content/passports/en/emergencies.html.

If families need to contact GEO, they should call 919-684-2174 during business hours (Monday – Friday, 8:00 a.m. – 5:00 p.m., EST). After hours, they should contact the Duke Police at 919-684-2444. The police will then initiate contact with the GEO director on call.

II. Insurance Requirements and Suggestions

Health Insurance: Duke University requires all students studying away/abroad on Duke-administered and Duke-approved programs to be covered by adequate sickness and accident insurance from a U.S.-based insurance carrier for the duration of their programs. If students are planning to use their existing domestic insurance carrier abroad, they should check with this carrier to ensure that their coverage will extend overseas, as they will be financially responsible for all medical expenses incurred during their program.
Students should be sure to review and understand their coverage prior to departure. In most instances, medical expenses incurred abroad will first need to be paid by the student out of pocket, after which he or she will need to seek reimbursement from their insurance carrier. Health insurance plans may not cover all health care costs, including those incurred as a result of visiting out-of-network providers. As such, consideration should be given to purchasing a supplemental, short-term medical insurance policy. There are many potential options, some of which may be found at [www.insuremytrip.com/travel-insurance-plans/?stateSelector=5058](http://www.insuremytrip.com/travel-insurance-plans/?stateSelector=5058). As a matter of policy, GEO does not recommend any particular medical insurance product, nor does Duke cover the cost of supplemental insurance. Should you choose to purchase it, the cost is solely your responsibility.

Duke students studying abroad can elect to purchase the Duke Student Medical Insurance Plan administered by Blue Cross/Blue Shield of North Carolina. See [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 the student services and/or study abroad offices of their home institutions for suggested or recommended U.S.-based carriers.

Due to laws and regulations in certain countries, programs, and/or foreign institutions, some programs abroad will require students to enroll in country-specific supplemental insurance plans. Please note, however, that enrollment in such plans does not exempt students from the requirement of having U.S.-based insurance coverage while on their programs.

**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 [finance.duke.edu/bursar/insurance/index.php](http://finance.duke.edu/bursar/insurance/index.php) for more information.

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

**Motor Vehicle Insurance:** Duke University does not prohibit students from operating motor vehicles for personal use abroad, but it does discourage it. Those students who plan to operate a motor vehicle during personal travel must be sure to obtain the proper credentials for legally operating a vehicle in the applicable foreign countries, and must obtain liability and collision insurance that will cover them and their vehicle(s) abroad.

**Property Insurance:** Duke University is not responsible for a student’s personal property that is lost or stolen while the student is studying abroad/away. Students are encouraged to insure their property from loss or theft while abroad/away, since out-of-pocket replacement expenses for lost or stolen personal items (e.g. laptops, iPhones, digital cameras, etc.) can be quite costly.

### III. International SOS

The wellbeing of student travelers is Duke’s top priority. To help safeguard university travelers, Duke has contracted with a travel assistance company called [International SOS (ISOS)](http://www.internationalsos.com), which provides emergency assistance and other services for all students (Duke and non-Duke) studying abroad on Duke programs.
These services range from telephone advice and medical referrals, to full-scale medical evacuation by air ambulance. For more information about the services provided by ISOS, please see the following webpage: global.duke.edu/admin/health_safety/assistance.php

Students who have been approved to study outside of the United States on a Duke-administered or Duke-approved program are eligible to receive many services from ISOS free of charge, including access to a 24/7-network of ISOS specialists, who can help provide security advice and medical referrals around the world. Please be aware, however, that some of the ISOS services outlined on the Duke University Corporate Risk Management website (finance.duke.edu/insurance/travel/sos.php) may have additional charges. Should you activate a service that has an additional charge, you authorize Duke to bill you for this charge. Please know that such charges may not be billed until after you have returned from your time abroad.

Please note that services provided by ISOS are available in all countries except for the student’s “home country,” which is defined as the country currently sponsoring the student’s passport. Any questions about this policy should be directed to Duke Corporate Risk Management at corprisk@duke.edu or 919-684-6226.

Finally, it is important to understand that, although ISOS offers students participating on Duke programs travel advice and medical referrals, International SOS is NOT health insurance. All students studying away on a Duke-run program are required to maintain personal health insurance coverage for the duration of their time abroad/away from Duke. See the "Insurance Requirements and Suggestions" section above for more information about this health insurance requirement.

**IV. Duke Travel Registry, Travel Policy, and Restricted Regions List**

Duke University requires that all undergraduate students studying on Duke-administered and Duke-approved international programs register with the Duke University Travel Registry at travel.duke.edu. This requirement extends to non-Duke students, who will need a Duke-issued NetID and password to register.

Students must list dkearney@duke.edu in the “Add Department, Institute, or School Contact” section so that GEO is notified of the student’s registration and this item may be marked as completed 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 destinations on the Duke Restricted Regions List (global.duke.edu/admin/travelpolicy/rrl.php) on Duke-sponsored or -affiliated travel unless a waiver of the restriction 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.
V. Pre-Departure Medical Care

Plan to see your doctor(s) for a routine physical prior to going abroad. Also make an appointment with your dentist to take care of any known problems or routine care before you travel. If you wear glasses or contact lenses, take an extra pair along with a copy of your eyeglass prescription, just in case.

**Immunizations and the Duke Student Health International Travel Clinic.** Because of specific health concerns and conditions in various countries, you may be required to show proof that you have received certain vaccinations or immunizations in order to enter your host country. In such instances, you must carry an official record of your immunizations and present this record to immigration officials, along with your passport and any required visa(s). 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 requirements and other travel health information can be found on the Centers for Disease Control and Prevention (CDC) website at [www.cdc.gov/travel/](http://www.cdc.gov/travel/).

As a student traveler, infectious diseases and immunizations may be the last things on your mind, not to mention other health considerations, such as 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 that 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 that 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’s website or call the Duke Student Health International Travel Clinic (919-681-9355) for country-specific information.

Duke students requiring or desiring immunizations should schedule an appointment with Duke Student Health International Travel Clinic at least eight to twelve 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; indeed, it may take up to six weeks to get an appointment during such busy times. Please note that 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 International Travel Clinic. Immunizations and prescription medicines are not covered by the student health fee and must be purchased or filed against insurance. Students are responsible for paying any uncovered costs on their own. For more information about the services provided by the Duke Student Health International Travel Clinic, please visit their website, here:
Non-Duke students are not eligible to use the Duke Student Health International Travel Clinic and should check international travel services available at their home institutions.

**Required Antibody Testing.** When traveling abroad, be aware that some countries may require HIV antibody tests, which is a test for antibodies of the virus 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 embassy or consulate for details. You should be sure to allow yourself two weeks for the testing process.

**Blood Screening Abroad.** While many countries have mandatory screening of donated blood for HIV and other viruses, not all do. Travelers should inquire at the local Red Cross office, Western embassies, and/or International SOS 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, if you are injured or ill while abroad, try to 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 properly sterilized. 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, dental work, etc.

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

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

**VI. Prescription Medication**

If you need to take prescription medication with you abroad, be sure to go through the following checklist for each type of medicine you plan to carry. Per International SOS:

- Gather an ample supply to last your entire trip, with a few spares if possible.
- Keep all drugs in their original packaging.
• Contact your host-country’s embassy and/or International SOS to determine whether any drugs on your list are restricted in your destination(s). For example, if you will travel to China, contact the Chinese embassy or consulate in your home country and ask about medication restrictions.
• Make a copy of the prescription, if it is a prescription drug.
• Have your healthcare provider write a note describing the medicine and why you need it. It’s best to get this on letterhead paper.
• Translate the note into English and the language of your destination(s).

Also, be sure you know the generic name(s) of any medicine(s) you may take, as certain brands may not be available in your host destination(s). If you take regular injections and need to carry syringes, carry a separate prescription for the syringes.

**Essential medications should be carried with you while traveling and not placed in checked baggage.**

**Do not have medications shipped to you, as this may be illegal in your host country, and/or may cause problems with customs officials.**

**VII. Medical Care Abroad**

Your program director or in-country support staff should provide information about local health care facilities (both routine and emergency) during your in-country orientation. In some program locations, there may be a physician on call or a clinic available to treat visiting international students. Regardless, you should be sure to know what to do should you need medical attention while abroad. If you’re unsure, ask your program director. You may also contact International SOS for referrals (please see Section III of this chapter for additional information).

Your program director or in-country support staff should also be able to help you contact the appropriate physician or other medical authorities if needed. To help facilitate a prompt and efficient response to any medical problem that may arise, many programs will ask you to provide them with a medical history, which can then be passed on to those qualified personnel who may be called upon to treat you. This being the case, being forthcoming about your medical history is in your best interest, as program administrators cannot assist you in locating the appropriate services if they are unaware of your condition.

During weekend, pre-, or post-program personal 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. If needed, you should reach out to International SOS for a referral. American embassies and consulates, some large travel agencies, and a number of the larger hotels abroad should also have lists of English-speaking physicians.

**VIII. Alcohol Use**

In many study abroad destinations, you will be legally allowed to drink if you are at least 18 years old. Studies have shown that students consume twice as much alcohol while studying abroad than they do while on campus. The overconsumption of alcohol/binge drinking can have serious impacts on your awareness and judgment, and thus your health and safety. It may also lead to legal consequences. You
shouldn’t let alcohol ruin what may be one of the best experiences of your college career. Some tips to keep in mind:

- **If drinking, consume alcohol in moderation and know your limits.** Wine, beer, and liquor may have a higher alcohol content than is customary in the U.S. Excessive alcohol consumption can lead to accidents and leave you more susceptible to being the victim of a crime. Set a limit for how many drinks you’re going to have and stick to it. For more information, consult this alcohol fact sheet developed by the CDC: [www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm](http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm)

- **Know the cultural attitudes and laws surrounding drinking in your host country.** In many countries, having a drink is seen as a social activity done to relax with friends, and people don’t drink with the goal of getting drunk. Indeed, locals in many countries find public drunkenness to be a contemptible form of behavior, while in other countries – especially in Muslim-majority countries – alcohol consumption is actually prohibited by law. You should be sure to follow these laws if applicable in your host country.

- **Keep a close watch over your drink, as well as your friends’ drinks.** Just as in the U.S., drinks can be spiked with a knock-out agents (i.e. “roofies” or date rape drugs). Make sure you get your own drink, and don’t accept drinks from strangers or people you’ve just met. You should also be sure to look out for your friends’/classmates’ drinks when out together.

- **Be wary of friendly strangers.** There is a common scam where a friendly stranger, who is in partnership with the bar staff, asks the victim to buy rounds of drinks. The victim is then prevented from leaving the bar until the tab is paid.

- **Use the buddy system and stick with a group.** When going out at night, make sure you go with at least one other person. When with a large group, make sure everyone stays together, and don’t leave anyone behind.

- **Purchase liquor from legitimate sources and avoid homemade or counterfeit alcohol.** In many countries around the world, people brew their own alcohol, making it impossible to know the alcohol content. Bootlegged and counterfeit alcohol is unregulated/illegal, and is often sold at a much cheaper price than normal alcohol. However, such alcohol may be tainted with toxins – such as methanol, pesticides, or even antifreeze – that could be extremely dangerous to your health if ingested, and thus should be avoided. If a drink’s price seems “too good to be true,” it probably is.

- **For more guidance and tips, visit the U.S. Department of State’s Overseas Security Advisory Council’s report on the following webpage:** [www.osac.gov/pages/ContentReportDetails.aspx?cid=17587](http://www.osac.gov/pages/ContentReportDetails.aspx?cid=17587)

As on campus, being under the influence of alcohol is no excuse for violating Duke policies/standards and/or local laws. Program administrators have the right to discipline you for irresponsible/unsafe behavior, whether you’re under the influence of drugs/alcohol or not. Such behavior will not be tolerated, and could lead to your expulsion from your study away program and, if warranted, Duke or your home institution. Students are ultimately responsible for their behavior and any misconduct and/or legal implications that stem from their consumption of alcohol.
IX. Drug Use

Please see the “Legal Matters and Consular Services” section below for more information.

X. Safety and Security While Traveling

Personal safety and security concerns like street crime and terrorism exist all around the world, including in the United States. Just like in the United States, it is important that you are vigilant and take commonsense precautions to safeguard yourself while on your study away program. Indeed, it may be even more important to be vigilant while studying abroad, as you may not know all of the nuances of your host country’s local laws and cultural norms.

There are proactive steps you can take to help make sure you have a safe trip abroad. Here are a few of the best practices to follow while abroad:

- **Try to fit in.** Don’t stand out. While “safety in numbers” is a good rule to follow, traveling as an identifiable group of American students may attract unwanted attention. Try to fit in with the surroundings and be “invisible,” as much as possible. Try to act like the locals. Whenever possible, speak in the local language, and/or memorize helpful words and phrases in that language. Dress inconspicuously, and avoid flashing expensive gadgets (e.g. laptops, iPhones, etc.), clothing with conspicuous American branding, money, jewelry, and other valuables in public. Avoid displaying conspicuous American logos/branding on your belongings and/or clothing, especially athletic wear. Make sure you understand the basic layout and orientation of your host city, and know which areas and neighborhoods to avoid. If you’re not sure, ask program staff or trusted local sources.

- **Be cautious and alert.** Practice heightened situational awareness when out in public. Immediately report any suspicious activities or persons to local authorities. Be wary of strangers. Don’t share information about yourself or other students. Don’t give your own or anyone else’s address, telephone number(s), or other personal information to people you don’t know, and don’t discuss your class or field trip schedule, or other plans. Don’t accept food or drinks from strangers, and keep a watch on your (and your friends’) drink(s).

- **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, as well as your passport. Never leave a handbag or backpack unattended, and keep such bags away from passing traffic when walking down the street. 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 unfamiliar cities, and take along a reliable guidebook that lists resources and hotels/hostels. It’s always 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 your luggage. Do not hitchhike. Let your program director, host family, and friends know your itinerary when traveling.
• **Use the buddy system and stick with a group.** When going out at night, make sure you go with at least one other person. When with a large group, make sure everyone stays together, and don’t leave anyone behind.

• **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.

• **Be sure that your program director/support staff know how to contact you, and that you know how to contact them if needed.**

**Political Strife.** It may be possible that you will find yourself caught in the midst of political strife while on your study away program, which may take the form of protests, rallies, demonstrations, strikes, etc. While these events will most likely not be directed at you personally, or even at you as an American, nevertheless they can be very dangerous as an incidental risk, and thus should be avoided. If you find yourself in a situation where such an event is forming around you, you should exit the area as quickly as is safely possible. You should not attempt to watch such events from the sidelines, or photograph them.

**Terrorism.** While terrorist attacks are often indiscriminate in nature, and can happen anywhere in the world, there are steps you can take to help increase your personal security. Be sure to follow the personal security best practices mentioned above, but also:

• Minimize unnecessary time spent around potential terrorist targets. For example: government/military buildings, transportation services and hubs, Western embassies/consulates, high-profile tourist sites and cultural/religious institutions, large gatherings of people/crowded public areas, busy entertainment venues, religious gatherings and sites, etc.

• When in public, be cautious, exercise heightened situational awareness, and report any suspicious activity or persons immediately to local authorities. As the saying goes: if you see something, say something.

• Comply with directives from program staff as well as local authorities.

• Closely monitor local news sources. Be aware of days that may have religious significance.

• Dress inconspicuously and avoid ostentatious displays of wealth. Try to blend in with the local population.

Unfortunately, there is always the risk of a sudden or random attack, but following these guidelines should help you better increase your personal security while abroad. In the event of a terrorist attack in your host city, your program director, working closely with Duke/GEO personnel, local police, U.S. government personnel, and local support staff, will develop and institute all necessary security measures. As indicated above, you must follow all directives from local authorities and program staff during or after such events.

**U.S. Government Travel Advisories:** The U.S. Department of State routinely publishes official travel Warnings and Alerts to warn U.S. citizens about areas of danger or unrest around the world. These travel advisories, as well as other announcements and country-specific travel information, can be found at [travel.state.gov/](http://travel.state.gov/).

**Smart Traveler Enrollment Program (STEP).** STEP is a free service that allows U.S. citizens traveling abroad to enroll their trip with the nearest U.S. embassy or consulate in their host country. Once enrolled,
the U.S. diplomatic services in your host country will be able to push out alerts and other information to you, especially in emergency situations, such as during or following a natural disaster, civil unrest, or other such events. Additionally, you will receive important safety and security information from the State Department via email. GEO strongly recommends that you enroll in STEP at this website: step.state.gov/step. It will only take a few minutes. Non-U.S. citizens should check with their home country’s embassy/consulate to see if they offer similar services for their citizens abroad.

XI. Laptop and Smart Phone Security

It is easy to carry a laptop or smart phone around, but unfortunately it is just as easy for thieves to steal one. In the seconds it takes you to turn around to greet a friend in a coffee shop, a thief can pick up and make off with your valuables. **Bottom line: You need to guard your laptop and phone as closely as you guard your wallet.**

When you travel, be especially alert to one of the most common sites of laptop and smart phone theft: airports. Such thefts are epidemic in airport restaurants and waiting areas. Thieves are also known to target airport security checkpoints; they take advantage of the fact that unwary travelers can easily lose track of where their belongings are during the course of luggage and personal scans.

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. Also, do not store your laptop in your checked luggage, as it may take hard knocks that could severely damage your machine. Instead, keep your laptop under the seat in front of you, where it can be seen at all times.

There have also been incidents where students were victims of laptop theft in their hotels and apartments. When not mobile with your laptop, it’s a good idea to keep it locked to your desk using a laptop cable lock or secured in a hotel room safe, if available. You should also consider carrying the cable lock with you in case you need it at school or in an internet café. All laptops and smart phones should also be secured with a password/passcode, if possible. You’ll get used to the extra security precaution, and you’ll be happy that you kept your data behind a password in the event that your device is ever stolen.

Always keep a backup copy of your files separate from your laptop. It hurts to lose a laptop, but it hurts even more to lose all of your digital photos and school files because you didn’t back them up.

XII. Driving While Abroad7

**We discourage students from driving while abroad, as they may be unaware of local driving conventions, traffic laws, and road safety concerns.**

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 aggressive or reckless driving, disregard for traffic laws and pedestrian safety, and motorists driving while intoxicated also 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 more-developed countries, rates of serious accidents and highway fatalities are dramatically higher than in the U.S. Drivers may be more aggressive, and passing and speeding more common than those driving practices found in the United States. Students studying in areas with relatively safe roads may travel to other countries with poor safety records.

While we strongly 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 many countries and may, with your driver’s license, suffice for driving. Please check the requirements of your host country before operating a motor vehicle of any type. More information about international driving permits and road safety can be found on the U.S. Department of State’s website at: travel.state.gov/content/passports/english/go/safety/driving.html.

In addition to driving permits/licenses, if you should choose to operate a vehicle while abroad, you will also need to make sure that you have the proper insurance that will adequately cover your activities. Please be aware that the insurance plan you have in the United States will generally not cover you while abroad.

Road safety information can be acquired for individual countries by contacting the Association for Safe International Road Travel (ASIRT; 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.

XIII. Gender Abroad

Thinking about sex and gender and what these mean in a new culture can be quite complex. Our assumptions are usually created and formed by our existing framework and environment. Cultural expectations and practices often result in well-defined gender roles within a society. Gender roles abroad may substantially differ from those found in the United States. While abroad, you may not choose to behave in the same way as local men and women traditionally do in the host country. However, it is important to educate yourself about gender roles within your host community in order to make informed choices about how you will act and present yourself abroad, and to better understand how your personal views, opinions, and actions may be interpreted by your host culture.

Before you travel and while abroad, you should:

- Research your study abroad location and local culture to be aware of and better understand cultural norms (including gender issues), appropriate dress, interpersonal communication, and conceptions of personal space.
- Learn the unwritten rules of your host culture during the early stages of your study abroad program. Past GEO program participants suggest getting together several times with fellow students to discuss what does and does not work in regards to dealing with gender-specific, unwanted attention.
- Take cues from locals. Look at how they dress and interact with strangers. Although you may want to express your own individuality while abroad, keep in mind that the way you dress may attract unwanted attention from men and women alike.
XIV. Sexual Misconduct

Duke University is committed to encouraging and sustaining a living and learning community that is free from harassment, violence, and 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 its programs or activities, Duke has developed:

1. A comprehensive Student Sexual Misconduct Policy, administered by the Office of Student Conduct and applicable to sexual misconduct committed by any student (studentaffairs.duke.edu/conduct/z-policies/student-sexual-misconduct-policy-dukes-commitment-title-ix); and
2. A Duke Harassment Policy, administered by the Office for Institutional Equity and applicable to sexual misconduct committed by faculty, staff, and third parties (web.duke.edu/equity/resources/documents/harassment_policy_and_procedures.pdf).

Together, these policies prohibit all forms of sexual misconduct, including: sex/gender-based harassment, sexual/gender violence, sexual exploitation, relationship violence, and stalking. These prohibitions also include non-physical forms of sexual harassment, including threats, intimidation, spying, and peeping.

Students studying away from Duke’s campus who experience sexual harassment or misconduct involving other students, faculty, staff, administrators, or third parties can report such prohibited conduct in a number of ways:

1. **Report to your on-site program director and/or the Duke Global Education Office.** If you experience sexual misconduct on a study away program, you are encouraged to reach out to your on-site program director to let him or her know about the incident. Working with offices back at Duke, your program director will attempt to assist you in accessing follow-up care and other resources – such as local counselors – where available, and institute interim support measures as needed. Please note, however, that some study away locations may have limited on-the-ground resources available to students. In such instances, Duke will attempt to locate alternative forms of support for you. Alternatively, if you would like to report an incident directly to Duke’s Office of Student Conduct, you can do so online by filing a report on the following website:

   studentaffairs.duke.edu/conduct/report-incident

   If you don’t have access to the internet, but would still like to report an incident directly to Duke, you should call the Duke Police at 1-919-684-2444 and let them know about the situation. The Duke Police will then alert the relevant parties back at Duke who will reach out to you.

2. **Confidential reporting resource.** Students have an option to confidentially discuss an alleged violation of Duke’s harassment policies – that is, without the information being reported to Duke’s Office of Student Conduct or Office for Institutional Equity – with Ada Gregory, University Ombudsperson.

   Ada Gregory – ada.gregory@duke.edu, 919-684-6334  
   web.duke.edu/equity/resources/ombudsperson.html
Except in extreme circumstances, Ms. Gregory is in a position where she may maintain strict confidentiality under university policy and within the scope of her professional responsibilities. Students should be aware that, with the exception of this confidential resource, all employees, including faculty, who become aware of possible sexual misconduct committed by students are expected to notify Duke's Office of Student Conduct. Students who serve in an ongoing peer-advising role (such as Resident Assistants) are also expected to notify the Duke Office of Student Conduct of such conduct.

**Resources for when you’re back at Duke**

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

**General Resources**

For more general information on Duke's commitment to Title IX, please consult the following resources:

- Duke Office of Student Affairs: studentaffairs.duke.edu/sexual-misconduct-prevention-and-response
- Duke Office for Institutional Equity (OIE): studentaffairs.duke.edu/TitleIX

For more general information on sexual assault, please consult the following resources:

- Rape, Abuse, and Incest National Network (RAINN): www.rainn.org
- CDC website on Sexual Violence: www.cdc.gov/violenceprevention/sexualviolence
- National Sexual Violence Resource Center: www.nsvrc.org

**Minimizing the Risks**

Sexual assault and rape are prevalent globally, and no one is immune. While female-identifying students are statistically more susceptible, students of any gender identity should exercise caution and awareness. Sexual assault can happen at any time or place. **It is important to remember that sexual violence is never your fault.**

While your classmates have already shared some helpful advice online ([www.dukechronicle.com/article/2012/11/college-girls-guide-not-getting-raped-abroad](http://www.dukechronicle.com/article/2012/11/college-girls-guide-not-getting-raped-abroad)), we've outlined additional or reinforced some of the same points below to help you minimize your risk of becoming a victim of sexual assault while studying abroad:

- Research your study abroad location and local culture to be aware of and better understand cultural norms (including gender issues), appropriate dress, interpersonal communication, conceptions of personal space, and areas/neighborhoods to avoid.
- Learn the unwritten rules of your host culture during the early stages of your study abroad program. Past GEO program participants suggest getting together several times with fellow students to discuss what does and does not work in regards to dealing with unwanted attention.
- Take cues from locals. Look at how they dress and interact with strangers. Although you may want to express your own individuality, keep in mind that the way you dress may attract unwanted
attention from men and women alike. Try not to look like a tourist, as the outward appearance of being wealthy or foreign could lead to being targeted.

- 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.
- Trust your instincts. You should never do something you are not comfortable with, and remember it’s okay to say no. If you feel cornered by someone, look for a way to get out of the situation and seek help immediately.
- Be aware of your surroundings at all times. Walk confidently and act like you know where you’re going. Avoid poorly lit, deserted areas and try not to walk alone, especially at night. Avoid walking with headphones or earbuds in.
- When out, travel with a group. Make sure to stay together and don’t leave anyone behind.
- 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.
- Don’t open a residence door to strangers if you are alone or feel uncomfortable.
- 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 necessarily 911 as it is here in the United States. (travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf) Be sure to write this 911 equivalent down, and/or save it into the phone you’ll be using while abroad. You should also include save the mobile phone numbers of your program/faculty directors and on-site support staff, just in case you ever need to reach them. If you don’t know these numbers, you should ask for them.

You should also know that incorporating practices such as bystander intervention into your daily life is an important way to help keep yourself (and your friends) safe while 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 in order to help prevent an assault from taking place. It is important that everyone remains extra vigilant while abroad and does their best to prevent themselves and others from ending up in threatening situations. For more information on bystander intervention strategies, take a look at the following resources:

www.nsvrc.org/projects/engaging-bystanders-sexual-violence-prevention/bystander-intervention-resources

XV. Safer Sex Abroad

Be thoughtful about your decisions about sex while studying abroad, regardless of your gender and/or sexual identity. You should plan ahead for birth control, contraception, and preventative measures to help protect against sexually transmitted infections and diseases (STIs/STDs). Also, for those taking prescription
birth control medication, be sure to take an adequate supply with you while abroad, and be sure to research any restrictions on bringing this or other types of medications into your host country.

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

**XVI. Information for Racial and/or Ethnic Minority Travelers**

Please refer to Section VI of the “Student Experience” chapter of this handbook above for more information.

**XVII. Information for LGBTQ+ Travelers**

Please refer to Section VII of the “Student Experience” chapter of this handbook above for more information.

**XVIII. Legal Matters and Consular Services**

**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 are still considered a citizen of that country under its laws. If any of these circumstances apply to you, or if you are otherwise unsure about the status of your citizenship, be sure to clarify your status with the country in question’s embassy or consulate before you leave the United States.

**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 here 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 your host country’s legal system. They may be able to provide you with the names of attorneys and doctors who speak English, but they can’t provide legal advice, any financial assistance in paying for legal or medical services, nor 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 many legal systems abroad. The best advice is to know the laws before you travel and then 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 at your 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. Jail sentences for drug-related crimes can be stiff, and in several countries, hard labor or even 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. Indeed, they have even been jailed just for being in the company of someone who was carrying drugs for personal use.

You should also be wary of any new friends or strangers asking you to carry small packages for them (often in exchange for some prize or reward), or offering to let you use their bags or luggage to transport your own belongings. These are common methods used by criminals to trick unsuspecting travelers into transporting drugs for them. It doesn’t matter if you didn’t know the drugs were there; if you’re caught, you will be arrested and most likely tried as a drug trafficker.

**Remember: not knowing your host country’s laws will not hold up as a legal argument if you are arrested for drug possession, or for otherwise breaking your host country’s laws.**

**Working Abroad Legally**

In many countries, holding a wage-earning job while in the country on a student visa is illegal and can be grounds for deportation. Your student visa usually authorizes you to remain in the country for the sole purpose of education, usually for the period of your formal academic enrollment. If you are caught working illegally, it is likely that you will be asked to leave the country.

You are likely to be busy enough with your studies and the other demands (and pleasures) associated with being in a new place that you will not have time for an extracurricular job. However, if you are intent on working abroad, you must make arrangements in the U.S. before you travel. You should plan to work either before your program begins or after it ends. You will also most likely need a work permit. Such legal certification is only available in certain countries. Host-country employers are usually required to demonstrate that a potential international hire 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 to U.S. citizens.

**Assistance to U.S. Citizen Victims of Crime**

As the U.S. State Department notes on its website ([travel.state.gov/content/passports/en/emergencies/victims.html](travel.state.gov/content/passports/en/emergencies/victims.html)), “[c]onsular officers, consular agents, and local employees at overseas posts know local government agencies and resources in the country where they work,” and thus can help victims of crime who are U.S. citizens in certain ways. The following is an overview of the assistance and services they can and cannot provide:

**U.S. consular officers and agents can:**
• Replace a stolen passport
• Contact family, friends, or employers
• Obtain appropriate medical care
• Address emergency needs that arise as a result of the crime
• Explain the local criminal justice process
• Obtain information about your case
• Connect you to local and U.S.-based resources to assist victims of crime
• Obtain information about any local and U.S. victim compensation programs available
• Provide a list of local lawyers who speak English

**U.S. consular officers and agents cannot:**

• Investigate crimes
• Provide legal advice or represent you in court
• Serve as official interpreters or translators
• Pay legal, medical, or other fees for you

In addition to providing these support services to victims of crime abroad, U.S. embassies and consulates abroad may also be able to help you during emergency situations in your host country. Such situations run the gamut from terrorist attacks to natural disasters. In such situations, the State Department can be an excellent source of information and alerts, which underlines the importance of all U.S. citizens signing up for its Smart Traveler Enrollment Program (STEP) before going abroad: [step.state.gov/step](http://step.state.gov/step)

Contact information for U.S. embassies and diplomatic posts abroad can be found at [www.usembassy.gov](http://www.usembassy.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](http://travel.state.gov/content/passports/english/emergencies/crisis-support.html)

**Special Considerations for Non-U.S. Citizens**

Non-U.S. citizens should be sure to check with their home country’s embassy/consulates in their host country to see what type of information and services are provided by their home country’s government. International students studying at Duke should also be sure to check with Duke Visa Services ([visaservices.duke.edu](http://visaservices.duke.edu)) before studying abroad to make sure that their trip abroad will not negatively impact their visa status in the United States.
Before You Go:

- Understand how your health insurance plan covers you abroad. Get insurance for additional coverage as needed.
- Research the country and region where you’ll be studying. Review information released by the U.S. State Department, International SOS, and speak to people who have traveled or lived there. Reach out to GEO if you have any questions or concerns.
- Discuss safety, terrorism, and emergency contact procedures with your family.
- Have a physical, dental check, eye examination, etc. Make sure you receive all appropriate immunizations and obtain prescription medications.
- Register your travel in the Duke Travel Registry.
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.
APPENDIX B. 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)
- Health Insurance cards

**Clothing**
- Pants
- A couple of dressier outfits
- Shirts
- Pajamas
- Sweatshirt and sweatpants
- Sweaters
- Socks and underwear
- Walking shoes
- Pair of very comfortable casual to nice shoes
- Flip flops for the beach or shower
- Swimsuit
- Jacket
- Winter clothes (depending on location)

**Toiletries**
- Toothbrush, toothpaste, dental floss, shampoo, soap, deodorant (a small supply—you can purchase these items once you arrive)
- Comb, brush
- Lip balm
- Towel
- Hand sanitizer
- Non-prescription medications that you normally take
- Cosmetics
- Contact lens solution
- Insect repellent (if applicable)
- Feminine hygiene products—tampons can be hard to find in certain countries

**Accessories**
- Laptop computer
- 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
- Voltage converter and/or adaptor plugs
- 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)

**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).

Final words of advice: PACK LIGHTLY. PACK LIGHTLY. PACK LIGHTLY!
Endnotes


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

5 This section adapted from Overseas Security Advisory Council, United States Department of State Shaken: The Don’ts of Alcohol Abroad, 2015.


7 Adapted 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).

8 This section adapted from Overseas Security Advisory Council, United States Department of State Addressing Sexual Assault While Abroad, 2015.

9 Melissa Chambers, Sexual Health Abroad: A Guide to Healthy Practices During Education Abroad, 2009, NAFSA.
INTERNATIONAL SOS CARD

Below is a copy of the International SOS (ISOS) wallet card. Be sure to print a copy of this card and keep it on your person during your time abroad. You should also enter the important phone numbers contained on this card, as well as your program director’s contact information and the emergency contact information contained on page iv of this handbook, into the cell phone you will be using while abroad. For more information about Duke’s ISOS coverage, which is provided to all Duke students studying abroad and all non-Duke students studying on Duke-administered programs, please see page 45 of this manual or visit finance.duke.edu/insurance/travel/sos.php
Congratulations on deciding to participate in a global education opportunity. As a participant on a Duke Global Education Office-administered or -approved program, you are expected to:

1. Prepare your personal and academic life for a summer, semester, or academic year sojourn;
2. Maintain flexibility and open-mindedness as you explore a new environment and culture, and strive to achieve a balance between your academic and experiential learning goals;
3. Recognize that your successful experience is in part based on the local trust and confidence you build by living in, and respectfully integrating yourself into, your host community and culture;
4. Commit to improving your knowledge of the people with whom you live and study; and, in doing so, share your skills and learn new skills as needed, including the host country language if it is other than English;
5. Recognize that you are responsible 24 hours a day, 7 days a week for your personal conduct and academic performance;
6. Engage with host community in a spirit of cooperation, mutual learning, and respect;
7. Work within the Duke Community Standard as well as the local and national laws of community and/or country where you’re studying;
8. Exercise good judgment and personal responsibility to help protect your own and others’ health, safety, and wellbeing;
9. Recognize that as you travel in host communities and cultures, you will be perceived as a representative of the peoples, cultures, values, and traditions of Duke University and of the United States; and
10. Responsibly represent the peoples, cultures, values, and traditions of your host community to the community back at Duke, both during and following your study away.