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 2016-2017 and is accurate and current, to the extent possible, as of April 2016. 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.
**IN CASE OF EMERGENCY**

### DUKE-ADMINISTERED PROGRAM EMERGENCY PROCEDURES

In case of emergency, students should notify the following:

1. Local authorities (if appropriate)
2. On-site program director
3. His/her parents

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

If parents need to contact GEO, please call 919-684-2174 during business hours (Monday – Friday, 8a.m. to 5p.m., EST). After hours, please contact the Duke University Police at 919-684-2444. The police will contact the GEO director on call, who will then reach out to you.

### NON-DUKE PROGRAM EMERGENCY PROCEDURES

In case of emergency, students should notify the following:

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

GEO can be reached at 919-684-2174 during business hours (Monday – Friday, 8a.m. to 5p.m., EST).

The U.S. Government is often in the position to offer assistance to citizens experiencing difficulties overseas. Crisis management information can be found on the State Department’s website at [travel.state.gov/content/passports/en/emergencies.html](http://travel.state.gov/content/passports/en/emergencies.html). As mentioned in Section VI of this handbook, the Office of Overseas Citizens Services is also available to assist.

If a parent has an emergency and needs to contact the student, he or she should get in touch with GEO for assistance in reaching the student.
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INTERNATIONAL SOS AND ICE CARD
I. 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 website on Duke’s own study abroad programs as well as a non-circulating library on study and travel abroad. Advisors are available throughout the year to aid you with advice and administrative matters before, during, and after your sojourn abroad.

The GEO Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda T. Kelso</td>
<td>Executive Director and Assistant Vice Provost for Undergraduate Education General Duke University study abroad/away policy, strategy, and management</td>
</tr>
<tr>
<td>Annie Kao</td>
<td>Director, Finance and Administration for Global and Civic Education Finance and Administration for Global and Civic Education</td>
</tr>
<tr>
<td>Soraya Campbell</td>
<td>Assistant Director Regional Director for North &amp; South America, Spain, Africa, and Turkey. Semester program management for Duke in Barcelona/CASB, Duke in Istanbul, Duke in Madrid, OTS in Costa Rica and South Africa; Duke summer program management (see website)</td>
</tr>
<tr>
<td>Paul Paparella</td>
<td>Assistant Director Regional Director for UK, Ireland, Middle East, Asia, and Domestic Programs. Semester program management; Duke in L.A., Duke in New York Arts and Media, Duke in New York Financial Markets and Institutions, Duke in D.C.; Duke summer program management (see website)</td>
</tr>
<tr>
<td>Susan E. Pratt</td>
<td>Assistant Director Regional Director for Europe (except Spain &amp; UK) &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 Online application (MyGlobalEd); online evaluation forms; assessment; student records; administrative support for Duke in Istanbul (semester), and Duke in Turkey (summer). Program management: Visiting International &amp; Exchange Student Programs.</td>
</tr>
<tr>
<td>Heidi Halstead</td>
<td>GEO Business Manager Finance administration, human resources administration, budgeting, and analysis</td>
</tr>
<tr>
<td>Shawn Lenker</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>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Health, Safety and Security Officer</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:shawn.lenker@duke.edu">shawn.lenker@duke.edu</a></td>
<td></td>
</tr>
<tr>
<td>Jill Powell</td>
<td>Branding, marketing &amp; recruitment strategy for all programs, website design &amp; administration</td>
</tr>
<tr>
<td>Marketing &amp; Recruitment Manager</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:jill.e.powell@duke.edu">jill.e.powell@duke.edu</a></td>
<td></td>
</tr>
<tr>
<td>Carolyn Covalt</td>
<td>Advising for the U.K., Ireland, Middle East, Asia, and domestic programs. Semester program management: Duke in Glasgow; Duke summer program management (see website)</td>
</tr>
<tr>
<td>Program Coordinator</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:carolyn.covalt@duke.edu">carolyn.covalt@duke.edu</a></td>
<td></td>
</tr>
<tr>
<td>Abigail Grubbs</td>
<td>Advising for North &amp; South America, Spain, Africa, and Turkey and general advising; Duke summer program management (see website)</td>
</tr>
<tr>
<td>Program Coordinator</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:abigail.hall@duke.edu">abigail.hall@duke.edu</a></td>
<td></td>
</tr>
<tr>
<td>Carolyn Covalt</td>
<td>Advising for the U.K., Ireland, Middle East, Asia, and domestic programs. Semester program management: Duke in Glasgow; Duke summer program management (see website)</td>
</tr>
<tr>
<td>Program Coordinator</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:alayne.wood@duke.edu">alayne.wood@duke.edu</a></td>
<td></td>
</tr>
<tr>
<td>Deborah Kearney</td>
<td>Dean’s checks; Student Conduct checks; Forms; Duke International Travel Registry; Duke-In course approvals</td>
</tr>
<tr>
<td>Staff Assistant for Administration</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:dkearney@duke.edu">dkearney@duke.edu</a></td>
<td></td>
</tr>
<tr>
<td>Cathy Penny</td>
<td>Transfer credit course approvals; course database; petition follow up</td>
</tr>
<tr>
<td>Staff Assistant for Administration</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:cathy.penny@duke.edu">cathy.penny@duke.edu</a></td>
<td></td>
</tr>
<tr>
<td>Joy Searles</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>Senior Staff Assistant for Programs</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:joy.searles@duke.edu">joy.searles@duke.edu</a></td>
<td></td>
</tr>
<tr>
<td>Alaine Jacobs</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>Staff Assistant for Programs</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:alaine.jacobs@duke.edu">alaine.jacobs@duke.edu</a></td>
<td></td>
</tr>
<tr>
<td>Elizabeth Richardson</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>
<tr>
<td>Staff Assistant for Programs</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:e.richardson@duke.edu">e.richardson@duke.edu</a></td>
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</table>
II. DUKE UNIVERSITY STUDY ABROAD POLICIES AND PROCEDURES

Duke University policies and procedures apply to all students studying abroad on programs administered by Duke University, as well as to all Duke University students studying abroad on approved non-Duke programs. Both students and their parents should be familiar with the policies listed below. These policies are upheld by Duke University’s Global Education Office for Undergraduates (GEO), in conjunction with other administrative and academic units at Duke. Several policy statements make reference to Duke-administered and Duke-approved programs. Duke-administered programs and Duke approved programs can be found at globaled.duke.edu/programs. Programs temporarily approved through the petition process fall under the Duke-approved program policies.

Duke Abroad Online Application (MyGlobalEd)

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

Academic Eligibility for Study Abroad

While acknowledging that all study abroad programs and overseas institutions have their own criteria for admissions, Duke University students are held to an institutional standard before being allowed to study abroad for credit. The minimum cumulative grade point average (GPA) required for Duke students wishing to study abroad during the semester is 2.7 on a scale of 4.0. A student with a GPA lower than 2.7 must obtain permission from his/her academic dean before s/he will be approved for study abroad by the GEO. Students receiving conditional waivers to study abroad must meet all specified conditions in order to be eligible to study away.

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.

**Participation Agreement**

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

**Study Away Agreement**

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

**Part-Time Status for the Final Semester at Duke**

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

**Insurance Requirements and Suggestions**

**Health Insurance**: Duke University requires all students studying away on Duke-administered and Duke-approved programs to be covered by appropriate sickness and accident insurance from a U.S.-based insurance carrier for the duration of their programs abroad. If students are planning to use their existing domestic insurance carrier, they should be sure that their coverage will extend abroad, as they will be financially responsible for all medical expenses incurred during their program.

Students are encouraged to review and understand their coverage prior to departure. In most instances, medical expenses abroad will first need to be paid by the student out of pocket, after which they will need to seek reimbursement from their insurance carrier. Each student will be asked
to provide the name of his or her insurance carrier, along with the number and date of expiration of the policy under which they are insured. This will be done via the Participation Agreement form.

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 suggestions or recommendations. Please note that subscribing to local insurance coverage, as required by certain countries, programs, and/or foreign institutions, does not exempt students from the requirement of having U.S.-based coverage while on their program.

**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).

**Travel insurance:** If you feel the need to insure your travel arrangements against unexpected illnesses 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 abroad, but does discourage it. Those students who plan to operate a motor vehicle 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.

**International SOS**

The health, safety, and security of student travelers are Duke’s top priority. To help safeguard its travelers and address unexpected situations that might arise, Duke has contracted with a travel assistance company called [International SOS (ISOS)](http://global.duke.edu/admin/health_safety/assistance.php), which provides emergency assistance and other services for all undergraduates (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 International SOS, please see the following webpage:

[global.duke.edu/admin/health_safety/assistance.php](http://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 services from ISOS free of charge, including access to a 24/7-network of ISOS medical and security specialist around the world.

Please note that these services 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.

While you are abroad, your first contact should be the director of your overseas program, as instructed during your orientation. If you are traveling and/or in a situation where you are unable to reach your program director, you should contact the Duke University Police Department at 919-684-2444 and ask for the GEO director on call or ISOS, who will work to meet your needs as quickly as possible.

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. See the “Insurance Requirements and Suggestions” section above for more information about this health insurance requirement.

**Duke University Travel Registry and Travel Policy**

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

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

Students studying abroad on non-Duke programs should pay close attention to Duke’s International Travel Policy. Students are prohibited from traveling to a destination on the Duke University Restricted Regions List (global.duke.edu/admin/travelpolicy/rrl.php) on Duke-sponsored or affiliated travel unless a waiver of the restriction, based on the individual traveler’s experience and plans, is granted by the Duke University Global Travel Advisory Committee AND a High Risk Travel Waiver/Release form is completed and submitted to the Travel Policy Administrator in advance of travel.

**Duke NetID and Password**

All students will be required to use the Duke-issued NetID and password for various functions related to study abroad on both Duke and non-Duke programs. Non-Duke students will be issued a NetID and password by the university’s Office of Information Technology (OIT) upon admission as a visiting student to the Duke system. Emails containing NetID activation instructions will be sent upon enrollment; please keep the information in a secure place.
Students will use the NetID and password to access Duke bursar account information and bills, to register on Duke's International Travel Registry, to access orientation materials for certain programs, Duke library resources, and Duke Sakai websites, to complete online evaluation forms, and to order transcripts upon completion of their programs.

Please note that students will not use Duke's online registration system (ACES) for course registration on Duke-administered programs. GEO will register all students for classes.

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

Financial Aid

**Duke students:** Students receiving financial aid at Duke can receive funding for an approved academic year a semester study abroad. 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 (or "Duke-In") 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.
Behavior and Program Participation

As a participant on a Duke-approved or -administered study abroad program, each student is a representative of Duke University, his or her home institution, and the United States, and should 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 a student’s participation on the study abroad/away program. In this event, the student agrees to leave the program and the student will receive no 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 summer 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: All Duke-administered summer programs have established start and end dates, which include mandatory orientation programs. Without exception, students should arrive in time for the start date and should expect to stay until the program officially ends.

Major Declaration

Duke students must declare their major no later than the spring of their sophomore year. This means that students wishing to study abroad 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. If students do not comply with the requirement, a maximum of three course credits will transfer back to Duke for the semester, regardless of credits earned.
Duke Credit and Study Abroad Transfer Credit

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

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

Course Approvals

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

Course Load

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

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

When a full load for the Duke-approved programs includes more than four courses in a single semester, students will be able to transfer no more than the maximum credit allowed by Duke for the program. For most programs, you may transfer a maximum of four course credits per semester or eight course credits for the academic year. NOTE: Students enrolling in 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.

See “Transfer Credit Policies and Procedures” in Section III below for more information about course loads and how they will transfer to the Duke transcript.
Duke University does not allow students, including those visiting from other institutions, to take courses on a pass/fail or satisfactory/unsatisfactory basis while studying abroad. All courses must be taken for a grade to receive academic credit at Duke. This applies both to Duke-administered credits and transfer credit courses taken on any program abroad. If a course is offered only on a pass/fail or satisfactory/unsatisfactory basis, you should select a different course.

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}

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**Pass/Fail or Satisfactory/Unsatisfactory Option**

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

**Continuation Requirement**

All Duke students 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.

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

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^{1}
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 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

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 the 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.

**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: [globaled.duke.edu/Study Abroad/Forms_Publications](globaled.duke.edu/Study Abroad/Forms_Publications). In addition, students should contact their academic dean and major director of undergraduates studies (DUS) prior to making a final decision to extend time abroad. A list of academic deans is located in Appendix D and a list of DUS’s can be found at [trinity.duke.edu/directory/director](trinity.duke.edu/directory/director) (Trinity) and [www.pratt.duke.edu/undergrad/policies/3495](www.pratt.duke.edu/undergrad/policies/3495) (Pratt).

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

**Withdrawal**

All students who need to terminate their participation in their study away program for any reason after being placed on study away agreement must notify the GEO by signing and submitting the GEO Notification of Withdrawal from or Early Termination of Study Abroad form ([globaled.duke.edu/for_students/Forms_Publications](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](registrar.duke.edu/university-bulletins/undergraduate-instruction). A student withdrawing from a non-Duke program should consult the program’s withdrawal policy.

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

**Payment of Program Fees and Expenses**

**Duke-administered programs:** Students are obligated to pay Duke tuition, program fees, and housing fees (if any) listed in the Duke program description. These charges will be appear on a Duke University Bursar account in the student’s name. Other reasonable, personal expenses will be represented in the financial aid cost estimate provided for each program. Duke University will endeavor to identify major expected out-of-pocket expenses, but cannot guarantee it will identify all that exist.
Duke-approved programs: The Study Abroad Fee of $4,580 (2015-2016) per semester will be charged by Duke University to students participating in Duke-approved programs administered by institutions other than Duke University. 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.

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 outlined in the Duke University Bulletin of Undergraduate Instruction (see https://registrar.duke.edu/university-bulletins/undergraduate-instruction).

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

Involuntary Withdrawal

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.
III. Transfer Credit Policies and Procedures

This section applies to Duke students on approved non-Duke programs and certain 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. You must authorize your host institution abroad to send a complete transcript to the GEO as soon as it is available. Graduation dates may need adjustment if study abroad transcripts are not received and credit transfers are not completed by specified graduation deadlines.

If you are a transfer student to Duke University, you must consult your academic dean to determine whether you will be able to graduate on time by earning additional transfer credits from abroad.

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

- Verify that all the courses you plan to take abroad are in the Course Approval Database. Detailed instructions are found at: 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 web-site, 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, you must 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.

Curricular Requirements

Provided students have earned the appropriate grade, all courses approved by academic departments at Duke will appear on the Duke transcript and can be used to satisfy area of
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.

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 post-matriculation study abroad transfer courses, with one exception: students may apply for the FL Mode of Inquiry (1) for foreign language courses taken in study abroad immersion settings, and (2) for less commonly taught language courses not offered at Duke, provided the student has a compelling reason and received permission from his/her academic dean to use this language to satisfy the foreign language requirement. Read more about curricular code transfer policies at trinity.duke.edu/undergraduate/academic-policies/transfer-credit.

Required Course Load

On Duke-approved programs, take the normal full load—not the minimum load—at the host institution, as approved by Duke, in order to transfer a full load back to Duke. Neither underloads nor overloads are permitted. If it is discovered that you engaged in an unauthorized underload while abroad, you will be blocked from registration in your next registration period until the final available registration window. Don’t set yourself up for a surprise; ensure that you are taking what Duke will transfer as a full load. The key for many transfer situations is that one Duke semester course credit is equivalent to four semester hours. For the typical, semester-hour-system school, this means credit would transfer as follows:

<table>
<thead>
<tr>
<th>3-5</th>
<th>Semester hours (1 course abroad) transfers as</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>
</tr>
</tbody>
</table>

Many times, 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 general studies Areas of Knowledge and/or major requirements, but only four would count toward the 34 semester credits graduation requirement. The fifth course will be denoted as TR* on your transcript. Students enrolling directly in foreign universities should contact the International Student Advisor there and Duke’s GEO to find out what a normal load is. To calculate the normal semester load of any school, find the regular yearly load and divide by two – whether or not it is a semester system school; the yearly load is whatever is required of regular, degree candidates at that school in order to graduate on time. Overloads, by policy, never transfer.

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

In some instances, you will not have been able to make course selections before leaving Duke to study abroad, or your courses may change after you arrive at your program abroad. You may work with the GEO before your local drop/add period ends to get approvals. You may apply retroactively for approval for all courses for which you did not obtain prior approval, though there is no guarantee you will receive credit. If you postpone course approvals until after your return, there is no guarantee of credit.

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

Pass/Fail Option
Duke University does not allow students to take courses on a pass/fail basis while studying abroad. All courses must be taken for a grade to receive academic credit at Duke, including transfer credit courses taken on any program abroad.

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

Grade Transfer
You must request that non-Duke programs abroad supply Duke University with an official transcript, complete with grades, as soon as one is available and promptly verify that all courses are transferred correctly. 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. Grades for these courses will not appear on your transcript and will not count in the Duke GPA.

Some Duke-In programs are hybrid, which means students receive a combination of transfer credit and Duke course 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 Istanbul, Duke in France, Duke in Madrid, and Duke in Barcelona/CASB receive transfer credit. All courses taken at Sciences Po through Duke in France receive transfer credit. Other courses taken on these programs receive Duke credit, which means grades will appear on the Duke transcript and count toward the Duke GPA.

For all other Duke-In programs, including Duke in St. Petersburg, Duke in Venice, Duke Semester in India and the ICCS and OTS programs, all courses will receive Duke credit. Grades will appear on the Duke transcript and count toward the Duke GPA.

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

**Continuation Requirements**

Transfer credits will appear as TR on the Duke transcript. **Continuation Requirements**, as outlined in the *University Bulletin*, and above, apply to academic performance abroad.
IV. OTHER POLICIES FOR NON-DUKE PROGRAMS

Petition Process for Non-Approved Programs

Students who wish to receive academic credit from Duke for programs not approved for study abroad by Duke University will need to file a formal petition for approval with the Faculty Global Education Committee. To begin a petition, students should start an online study abroad application at MyGlobalEd for “Petition” (under program listings) and the desired term. There will be a short petition questionnaire to complete. Students should make an advising appointment to meet with a program coordinator. Bring information about the petition program/university to the advising session. During the meeting, your advisor will help you decide whether the program is a good choice and explain the petition process. Additional petition information and deadlines are posted on MyGlobalEd, available by searching “Petition” in the Program Search. A maximum of six petitions to a single program will be approved per term.

If your petition is approved, upon completion of the program, you must bring back all course materials, syllabi, exams, and papers. You will need to request program evaluation letters from the GEO to take along with your course work to the corresponding DUS of the department(s) that granted you transfer credit approval. You must also submit a program evaluation form. Transfer credit for courses taken will only be applied to your Duke transcript once this material has been reviewed by the DUS’s.

Housing

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: https://globaled.duke.edu/Getting_Started/Choosing_a_Program.

If students choose to or must secure independent housing on a Duke-approved program that does not 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.
V. INTERNATIONAL TRAVEL

Travel Resources
There is an abundance of travel information available to you in books, magazines, and through internet resources. We encourage you to read and study about the countries where you will live and travel. Some of the most practical information is available for free from the U.S. Government in the form of publications and web services. A list of government travel publications and other travel resources can be found in Appendix B of this handbook, “Internet Resources for Study Abroad.” 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 by clicking on “View Contact Lists.”

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](https://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 Department webpage: [travel.state.gov/content/passports/en/emergencies/lost-or-stolen-passports-abroad.html](https://travel.state.gov/content/passports/en/emergencies/lost-or-stolen-passports-abroad.html). For a listing of U.S. consulates and embassies abroad, please visit: www.usembassy.gov.

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**HELPFUL HINTS ABOUT PASSPORTS**

- Parents 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 and plan accordingly.
- Always use a tracking mail service when sending passports and other immigration documents through the mail. Please note that Priority Mail with USPS is not tracked and should NOT be used to send important documents.

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**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 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 ACES to reflect the address of the Global Education Office: Global Education Office, Bay 6, 2nd Floor, Smith Warehouse, Box 90057, Durham, NC 27708.
4. After you return to the United States, please remember to update your local/residential address in ACES to reflect your current U.S. address.

**International Student Identification Card**

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

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; tel: 1-800-781-4040

Student Universe: www.studentuniverse.com; tel: 1-800-272-9676, fax: 866-841-6374

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 summer 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.

**International Communications**

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.
**Postcards from Abroad and Blogging**

A good way to reflect on your experience abroad and keep in touch with people back home is via writing and photography. If you keep a blog while abroad, please consider submitting to our Tumblr, a collection of in-the-moment blog posts and photos from students. Submit a post or photos here: dukeglobaled.tumblr.com/submit.

Also, feel free to send us an electronic postcard about your study abroad experience. Share a favorite moment, impression, lesson learned, etc., along with a representative photograph here: gloaled.duke.edu/postcard. Postcards from students appear throughout the GEO website.
VI. HEALTH, SAFETY, AND SECURITY ABROAD

Immunizations

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 also be found at the Centers for Disease Control and Prevention (CDC) website at 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 website or call the Duke Student Health International Travel Clinic (919-681-9355) for specific information.

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

The Duke Student Health Fee covers advice and consultation at the Duke Student Health 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.

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 consulate for details. You should allow yourself two weeks for the testing process.

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

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

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

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

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

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

**Other Health Concerns**

As you will be out of the country for a semester or academic year, remember to plan ahead for routine health or medical care. Make an appointment with your dentist to take care of any known problems or routine care 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.

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 embassy 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 prescription for the syringes.

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

**Medical Care Abroad**

Your program director or support staff should indicate during the on-site orientation period what arrangements exist locally for routine and emergency health care in your host city. Often, there will be a physician on call or a clinic available to visiting international students. You should know what to do when medical attention is required – if you’re unsure, ask.

Your program director or support staff should be able to help you contact the appropriate physician or other medical authority 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 anyone who may be called upon to treat you. Being completely honest is in your best interest. Your program administrators cannot assist you in locating the appropriate services if they are unaware of your condition.

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

**Alcohol Use**

In most study abroad destinations, you will be legally allowed to drink if you are 18 years old or older. Studies have shown that students consume twice as much alcohol while studying abroad than they do while on campus. The overconsumption of alcohol can have serious consequences for your awareness and judgment, and thus your health and safety. It may also lead to legal consequences. Don’t let alcohol ruin what should be one of the best experiences of your college career by following these tips:

• **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.
• **Know the cultural attitudes and laws surrounding drinking in your host country.** In many countries, drinking is seen as a social activity to relax with friends, and people don’t
drink with the goal of getting drunk. In some countries, especially in Muslim-majority countries, alcohol is prohibited.

- Keep a close watch over your drink. Just as in the U.S., drinks can be spiked with a knock-out agent (i.e. date rape drug). Make sure you get your own drink, and don’t accept drinks from strangers or people you've just met.

- 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. 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 alcohol is unregulated and should be avoided. In some countries, counterfeit alcohol is sold at a much cheaper price than normal alcohol and may be tainted with toxins that could be extremely dangerous to your health.

Drug Use

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

Safety and Security While Traveling

Many countries in the world may have less street crime than that which exists in the United States. Indeed, U.S. students returning from abroad often report that they never felt safer than when they were in their host country. However, this does not mean that there is no crime abroad, or that your safety is assured. Being a foreigner and not knowing the rules of the local culture may increase the odds of your becoming the victim of such crimes as fraud, robbery, or theft. Moreover, in some circumstances it is possible that you will get caught in the midst of political strife, which may not be directed at you personally, or even at you as an American, but nevertheless can be very dangerous as an incidental risk. You should be sure to avoid all such situations, including protests, rallies, demonstrations, and strikes. 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 shouldn’t even 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. These include:

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.

Comply with directives from program staff as well as local authorities.
Closely monitor local news sources. Be aware of days that may have a religious significance.

Avoid all demonstrations/protests. You should not even stop to watch or photograph them.

Dress inconspicuously and avoid ostentatious displays of wealth.

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. 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](http://step.state.gov/step). It will only take a few minutes.

**Additional Safety and Security Tips.** There are many things that students can do once in their host country to help increase their safety and well-being. In addition to following the guidelines and advice listed above, you should take the following steps to help proactively increase your personal security while 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 gadgets (e.g. laptops, iPhones, etc.), money, jewelry, and other valuables in public. Avoid using American logos on your belongings 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.

- **Be cautious.** 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 other students. Don’t give your own or anyone else’s address, telephone numbers, 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. 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. Remain alert in all public places. Do not hitchhike. Let your program director, host family, and friends know your itinerary when traveling.

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

**Laptop and Smart Phone Security**

It is easy to carry a laptop or smart phone around, but unfortunately it is just as easy 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 computer or phone. It is also easy for that thief to turn your gadgets into ready cash. **Bottom line: You need to guard your laptop and smart 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 the 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 should be secured with a password. 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 your laptop 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 because you didn’t back them up.

Driving Abroad

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

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

Even in many 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 most 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 on international driving permits can be found at the U.S. Department of State website at: travel.state.gov/content/passports/english/go/safety/driving.html.

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.
VII. SEXUAL HEALTH AND SAFETY ABROAD

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

Sexual Harassment and 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 the institution’s programs or activities, Duke University has developed a comprehensive Student Sexual Misconduct Policy (studentaffairs.duke.edu/conduct/z-policies/student-sexual-misconduct-policy-dukes-commitment-title-ix), which is applicable to all students, as well as a Duke Harassment Policy (web.duke.edu/equity/resources/documents/harassment_policy_and_procedures.pdf), which is applicable to all students, faculty, and staff.

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

While sexual violence is a particularly severe form of sexual harassment, not all types of sexual misconduct include physical contact — threats, intimidations, and spying or peeping, while not physical, may be sexual harassment. Here in the United States our concept of sexual harassment is very different than it is in other parts of the world. What we consider sexual harassment may be part of the cultural norms of how men and women treat each other.

Although less common, men can also be victims of sexual harassment. Sexual harassment abroad can take the shape of cat-calls, staring, gestures, and is usually more uncomfortable than unsafe. If you feel you are being harassed, it is best to try to remove yourself from the situation as quickly as is safely possible, report the incident, and seek assistance and support immediately.

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

**Duke University On-Campus Resources:**
- Office of the Dean of Students
- Office of Student Conduct
- DukeReach
- The Office for Institutional Equity
- GEO Assistant Directors or Program Coordinators
- GEO Health, Safety, and Security Officer
- Duke Police (in emergency situations, the Duke Police can contact the GEO director on call)

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

**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.** Below are some tips to help you minimize your risk of becoming a victim of sexual assault 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.
- 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.
- 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.

- 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. Be sure to write this number on your wallet-sized ‘In Case of Emergency’ card that will be mailed to you before you depart for the study abroad program. You should also include the mobile phone numbers of your program/faculty directors and on-site support staff if you ever need to reach them.

Bystander prevention (intervention) is an important way to help keep students safe abroad. The goal of bystander intervention strategies is to change social norms so that everyone is looking out for one another. This strategy empowers both male and female students on study abroad programs to intervene with their peers 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.

**Responding to an Emergency**

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

Counseling may or may not be available while abroad, but it will be available to you when you return home:

- Duke Women’s Center: [studentaffairs.duke.edu/wc](http://studentaffairs.duke.edu/wc)
- Duke Counseling and Psychological Services (CAPS): [studentaffairs.duke.edu/caps](http://studentaffairs.duke.edu/caps)

For more information on acquaintance rape, sexual assault, and dating abuse, you may also contact these organizations:

- Rape, Abuse, and Incest National Network (RAINN): [www.rainn.org](http://www.rainn.org)
- Men Can Stop Rape: [www.mencanstoprape.org/index.htm](http://www.mencanstoprape.org/index.htm)
- National Sexual Violence Resource Center: [www.nsvrc.org](http://www.nsvrc.org)
- Victim Assistance Online—An International Resource: [www.vaonline.org](http://www.vaonline.org)
Safer Sex Abroad

Be thoughtful about your decisions about sex while studying abroad, regardless of your gender identity. You should plan ahead for birth control, contraception, and preventative measures to help protect against sexually transmitted infections and diseases (STIs/STDs).

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

HIV and AIDS Abroad

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

Being Gay, Lesbian, Bisexual or Transgender Abroad

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

Expression of Sexual Orientation, Relationships, and Safety

A foreign country may appear to provide a safe haven for exploring sexual and gender identities free from the judgments of friends and family. Unfortunately, students sometimes learn that what originally appeared to be a safe environment was not safe at all. While some countries are more supportive of LGBTQ rights than the United States, others stipulate punishments for same-sex sexual behavior and behaviors that transgress local gender norms. A hostile environment does not necessarily mean you will have a negative experience abroad as long as you properly prepare yourself to navigate the local culture.

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

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

**Tips for LGBTQ Students Traveling Abroad**

Refer to the links below for country-specific information, and do not hesitate to contact the GEO for more specific information on your program location. You should also talk with other students who have been where you will be. For e-mail addresses of Duke students who have previously studied abroad, please consult the student contact lists at [globaled.duke.edu/Getting_Started](http://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 is 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, dating and friendship.
- Research whether or not talking about sexuality is taboo.
- 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 trans* students: If you will require access to any medications or services while abroad, make arrangements and obtain any additional documentation to transport them to or to acquire them in my host country.
- Have a conversation with a study abroad advisor at GEO about your concerns and develop a strategy to have as positive an experience abroad as possible. Carolyn ([carolyn.covalt@duke.edu](mailto:carolyn.covalt@duke.edu)), Abby ([abigail.grubbs@duke.edu](mailto:abigail.grubbs@duke.edu)) and Alayne ([alayne.wood@duke.edu](mailto:alayne.wood@duke.edu)) received Ally training and would love to talk with you.
- Find a support network abroad.
- Talk to the program leaders or the faculty director about your concerns. Approach the program leaders in-country should you encounter any problems.
Resources for LGBTQI Students Traveling Abroad

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

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

Trans* Resources
- National Center for Transgender Equality: [transequality.org](http://transequality.org)
VIII. CULTURAL DIFFERENCES

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

The following is very general information regarding cultural differences abroad. 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 Slimbach10 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.

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

Power of Attorney
If your signature will be needed for any official or legal document during your absence, you should make arrangements for "power of attorney" to be held by an appropriate person to act on your behalf while you’re away. You can do this by writing out in detail the specific duties that this person will execute for you, and then having this document notarized.

Dual Citizenship
Different countries have different laws concerning citizenship. Some countries may claim you as a citizen of their country if you were born there; if one of your parents is a citizen of that country; if you are married to a citizen of that country; or if you are a naturalized US citizen but 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 U.S. If you want to terminate any such previous citizenship, you will need to consult with the U.S. State Department in regards to appropriate protocols.

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 can give you the names of attorneys and doctors who speak English, but they can’t provide 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 trial, and in some cases you may not even be present at your trial.

Most prison and law enforcement officials abroad will probably not speak English, the significance of which you may not fully appreciate until you are confined and feeling helpless. The average jail sentence in drug cases worldwide is about seven years. In several countries, 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) of 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), “[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. Here 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 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 [usembassy.state.gov/](http://usembassy.state.gov/).

**Office of Overseas Citizens Services**

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

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

You should also register your travel with the Smart Traveler Enrollment Program (STEP). Details on this program can be found in Section VI: Health, Safety, and Security While Abroad and on the STEP website: [step.state.gov](http://step.state.gov).
X. MONEY AND BANKING

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

- 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.
Debit or ATM Cards

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.
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.
XI. STUDY ABROAD AND YOUR FUTURE

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

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

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

Before You Go

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

While Abroad

- Contact alumni in the US via email or telephone to learn more about careers that interest you and continue to build your network.
Maintain a contacts spreadsheet or notebook for networking and industry information. Include the name, address, phone number, email address, and notes from your meeting for every interesting alum you contact or professional you meet.

Check into Duke eRecruiting periodically for domestic and international work opportunities.

Have a friend at Duke forward and save summer job and internship information for you.

Set aside time to reflect on your experiences and how they relate to your future choices.

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

Maintain a contacts spreadsheet or notebook. Include the name and contact information along with notes about your meeting for of every interesting professional you meet.

Check out the local “yellow pages” and scan the daily paper’s want ads and electronic job search engines for future reference.

Contact alumni near your location. Meet them at their places of business or socially. Express your interest in staying on after your program of study ends, or your interest in returning after graduation.

Look for schools that teach in English. Go check them out. What qualifications do their teachers have?

If in a homestay, talk often with adults in the family about the local economy. Take every opportunity to meet the family's friends and extended family, to network.

Practice the local language—be it English, learn the idioms, accent, vocabulary, etc. Speak with 'natives' in all walks of life. Read the local and national papers and periodicals.

When you encounter ‘older’ Americans living locally, introduce yourself. Make note of where they are employed and how they obtained their positions.

Pay attention to the cost of living, as opposed to the U.S., and figure out how much money you would need to live there.

If graduate study in your host country is an option, get application information while you’re there.

Schedule and appointment at the Career Center (919-660-1050), early after you return. Many deadlines for jobs, internships, and on-campus recruiting tend to be early in the semester. You’ll need to consider how to market your study abroad experience to employers in interviews, info sessions and at career fairs.

Update your resume. Make sure it adequately describes your experience abroad and all skills you acquired, including language competency.

Keep in touch with all the contacts you gathered while abroad and update them as you progress.

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

Learn whether firms with offices abroad recruit on campus. Don’t be distressed to learn that you might have to work in the U.S. first.
Ascertain whether you will need a higher degree to obtain the job you want. What graduate entrance exams are required? Where in the U.S. or abroad can that degree be earned?

Make time to gather and pursue short-term and more permanent work-abroad resources.

Each country has its own resume format; make sure it is in the correct format for the particular country.

Write to your contacts, stating your serious interest in returning to work in that country after graduation (if you ARE serious).

Investigate short-session programs that teach the Teaching of English as a Second Language. Do they help with job placement?

Determine your financial situation. Must you earn money before you go? How long can you afford to live abroad?

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

Like all good things, the study abroad experience must come to an end, and you will return home. While you will invariably look forward to the moment when you will be back on American soil, you may also want to hold on to the richness of your overseas experience for as long as possible – and may even begin immediately to make plans for a return trip. As you will have discovered, living and learning overseas usually brings unanticipated intellectual and personal maturity, independence, and an invigorated sense of direction and involvement. Besides this, it was, more likely than not, fun! But you should always remember one basic fact: study abroad was a means of earning credit toward your Duke degree.

Transcripts

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

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

Program Evaluations

Near the end of your program, GEO will e-mail 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.

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.

NOTE TO NON-DUKE STUDENTS

Transcripts will not be sent automatically by any of the Duke-administered programs. Only you may request them from the Duke University Registrar by following the instructions available here: registrar.duke.edu/student-records/transcripts-verifications.
XIII. BACK AT DUKE (Duke students only)

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

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

Global Education Student Committee
Students who are interested in further promoting study abroad on campus should join the Global Education Student Committee. Email Abby Hall Grubbs (abigail.grubbs@duke.edu) for more information.

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

Students are expected to access the course listings for the target registration semester via the web. If you are unable to access the web course listings due to inadequate computer facilities at your study abroad location, please contact the GEO (globaled@duke.edu) so that materials can be sent to you via courier. Written requests for registration materials should be sent by mid-September for spring registration and late February for fall registration. You will need to provide a street address and local phone number.

According to current information, registration for the Spring 2017 semester will begin on November 2, 2016. Information about specific windows will be listed in the Schedule of Courses and on ACES Web. To get to ACES Web online, go to registrar.duke.edu, and follow the links to the ACES Web pages.

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

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

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

Course descriptions and major/minor information for each department can be found in the Bulletin of Undergraduate Instruction at registrar.duke.edu/university-bulletins/undergraduate-instruction.

You are advised to communicate with your academic advisors during the registration process to update them on the courses you are taking while abroad as well as to discuss your choices for the coming semester.

Flu Shot

Duke Student Health urges all students who study abroad in the fall semester to get a flu shot before returning to campus in the spring semester.

Back at Duke Breakfast and Dinner Series

The GEO wants to welcome you back to Duke at the end of your time away to help ease the transition back. During the first week of classes we host a breakfast to connect you with other returnees. During the first month of the semester, we host a series of intimate dinners with campus experts to give you ideas and resources to continue your global education here at Duke and after you graduate. Check your e-mail and GEO social media for announcements about these events!
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. INTERNET RESOURCES FOR STUDY ABROAD

Duke University
Global Education Office for Undergraduates: globaled.duke.edu
Duke Student Medical Insurance Plan information: www.studentaffairs.duke.edu/studenthealth/health-insurance
Tuition Refund Insurance: www.tuitionrefundplan.com
International SOS: www.internationalsos.com
Duke International Travel Policy: global.duke.edu/admin/travelpolicy/index.php
Financial Aid Office: financialaid.duke.edu
Bursar’s Office: finance.duke.edu/bursar
ACES: www.aces.duke.edu
Undergraduate Bulletin: registrar.duke.edu/university-bulletins/undergraduate-instruction
Duke Visa Services: www.visaservices.duke.edu
Duke University Housing, Dining & Residence Life (HDRL): studentaffairs.duke.edu.hdrl/apply-housing
Duke Women’s Center: www.studentaffairs.duke.edu/wc
Duke Career Center: www.studentaffairs.duke.edu/career
Office of Information Technology (OIT): www.oit.duke.edu
Duke email accounts: www.mail.duke.edu
Duke Community Standard: www.integrity.duke.edu/standard.html
Duke Community Academic Dishonesty Definitions: studentaffairs.duke.edu/conduct/z-policies/academic-dishonesty
Trinity College Academic Requirements: trinity.duke.edu/academic-requirements
Pratt School of Engineering List of Directors of Undergraduate Studies: www.pratt.duke.edu/undergrad/policies/3495
Pratt School of Engineering Study Abroad Information: www.pratt.duke.edu/policies-procedures#47

U. S. Government Resources
U.S. State Department (general travel information): www.state.gov
U.S. State Department Smart Traveler Enrollment Program (STEP): step.state.gov/step
U.S. State Department travel publications: travel.state.gov/content/travel/english.html
Center for Disease Control: www.cdc.gov/travel
U.S. embassies and diplomatic posts abroad: usembassy.state.gov
Foreign consulates and embassies located in the United States: www.state.gov/s/cpr/rls/fco
Passport information: travel.state.gov/content/passports/english.html
Travel warnings, crisis information, and international driving permit information from the U.S. State Department: travel.state.gov
U.S. Customs and Border Protection: www.cbp.gov

**Travel Resources**

STA Travel: www.statravel.com
Student Universe: www.studentuniverse.com
Travelocity: www.travelocity.com
Kayak: www.kayak.com
Transitions Abroad magazine: www.transitionsabroad.com
Rail Europe (European rail travel): www.raileurope.com
Travel in Great Britain: www.visitbritain.com
Routes International (worldwide modes of transportation): www.routesinternational.com
Let’s Go guidebooks: www.letsgo.com
Lonely Planet guidebooks: www.lonelyplanet.com
Rough Guide guidebooks: www.travel.roughguides.com
Tourism Offices Worldwide Directory: www.towd.com
Hostelling International: www.hihostels.com
Hostel World: www.hostelworld.com
Hostels.com – Internet Guide to Hostelling: www.hostels.com

**Health and Safety in Study Abroad**

World Health Organization: www.who.int
International Association for Medical Assistance to Travelers (IAMAT): www.iamat.org
Road safety information: www.asirt.org; travel.state.gov/content/passports/english/go/safety/road.html
Cultural Adjustment: www2.pacific.edu/sis/culture
International SOS: www.internationalssos.com/member-zone (enter member number 11BSGC000072)
Banking and Finance Abroad


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

Visa / Plus ATM finder: [www.visa.com/atmlocator](http://www.visa.com/atmlocator)

Western Union: [www.westernunion.com](http://www.westernunion.com)

Miscellaneous

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

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

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

Dave Eggers book, *You Shall Know Our Velocity* has been recommended for study abroad students by returned study abroad students.
APPENDIX C. PACKING YOUR LUGGAGE

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

Essential Items

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

Clothing

- 3 pair pants – 2 casual, 1 a bit nicer than casual
- 1 or 2 dresses or skirts (for women)
- 5 casual shirts
- 1 pair pajamas
- sweatshirt and sweatpants
- 1 or 2 sweaters
- 7 pairs of socks and underwear
- pair of walking shoes (tennis, running, walkers)
- pair of very comfortable casual to nice shoes
- pair of rubber thongs for the beach or shower
- swimsuit
- jacket (type greatly depends on where you will be)

Toiletries

- toothbrush, toothpaste, dental floss, shampoo, soap, deodorant
- comb, brush
- lip balm
- towel
- hand sanitizer
- non-prescription medications that you cannot live without
- cosmetics
- contact lens solution
- insect repellent (if applicable)
For the most part, anywhere you go the basics will be easy to find, so there is no need to weigh down your bags with a year’s supply of toothpaste – only pack enough for a few days or a week, then purchase what you need in your host country. If you have an affinity for specific brand names, you may want to take a larger supply.

**Accessories (items to consider)**

- Laptop computer (if appropriate)
- Laptop cable lock or other securing device
- International Student Identity Card (ISIC)
- sewing kit, safety pins, sunglasses
- Camera, memory cards, shoulder-strap camera case
- Travel guides, phrasebooks
- Foreign language dictionary (if appropriate)
- Converter and/or converter plugs (needed to use an American appliance in Europe or Asia, changes the voltage power; many appliances have a built-in converter, so check first)
- Travel alarm clock
- Money belt or neck passport pouch
- Shoulder bag or day pack for short day trips
- Gift items for host families
- Photos of your home, family, and friends to share
- Bicycle lock and chain (for chaining your backpack or suitcase to the overhead baggage rail on trains and buses when traveling overnight)

**Types of luggage**

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

**Packing tips**

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

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

Final words of advice: PACK LIGHTLY. PACK LIGHTLY. PACK LIGHTLY!
APPENDIX D. ACADEMIC GUIDANCE & DUKE CONTACTS

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

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

Undergraduate Bulletin
registrar.duke.edu/university-bulletins

Duke University Contacts

PLEASE NOTE
When Mailing Items to Duke University, Box Numbers must be included.

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

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

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

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

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

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

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

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

Student Mailbox Center
101A Bryan University Center, Lower Level
Box 90813
(919) 684-4104
APPENDIX E. PRE-DEPARTURE CHECKLIST

Before departure you should do ALL the following:

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

Duke Campus Resources and Contact information

Office of the Dean of Students

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

Office of Student Conduct

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

The Office for Institutional Equity

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

Office of Case Management, Duke Police

- Fax: none listed
- Email: none listed
- Website: police.duke.edu
- Phone: 919-684-2444
- Mailing Address: 502 Oregon Street, Durham, NC 27708
- Physical Address: 502 Oregon Street, Durham, NC 27708
You can access Duke Library resources from abroad!

library.duke.edu/research/study-abroad

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

Study away students can have journal articles and book chapters from Duke Library materials scanned and delivered as PDF’s to their Interlibrary Loan accounts. If interested in receiving this service, contact the interlibrary loan department at illrequest@duke.edu and let them know that you’re studying abroad. The library staff will make a change in your account that will allow you to use this service. Article requests are usually filled within 24 to 48 hours.
GEOReflects Photo Contest

Application Process and Deadline
Eligible students must submit their photographs and reflection by February 15. Instructions on how to enter are available here: globaled.duke.edu/for_students/georeflects

Judging
Judging will be an interdisciplinary effort. Judges will be selected from various media related areas of study such as Art History and Media Studies, the Center for Arts of the Moving Image Studies, or the Center for Documentary Studies; as well as faculty from additional departments across campus. The Global Education Student Committee will also provide judges.

Duke students, faculty, and staff will also be able to vote for their favorite photographs on Facebook to pick the people’s choice award.

Awards
Awards will be announced via email on March 1, 2016 and then publicly by GEO social media.

Prizes
Cash prizes will be awarded for first, second, and third places and one people’s choice award in photography as follows:

- **People’s Choice:** $300
- **1st Place:** $300
- **2nd Place:** $200
- **3rd Place:** $100
Voting in a U.S. Election While Abroad

If you are eligible to vote in the U.S., you can request an absentee ballot and vote while you are on your study abroad program.

Here’s how it works:

1. **Register to Vote and Request an Absentee Ballot.** The form is offered online but you’ll have to print it out, sign, and send it to your state’s election office. Some states allow email transmission for this step, but you still have to send the signed, original, hard copy by mail in order to assure you meet the signature requirements.

2. **Receive Your Ballot.** Some states will send you a blank ballot via email/online, but others only send by post.

3. **Vote! Sign and Send Ballot Back.** Send your ballot back to your election official before the deadline. Some states allow email transmission but there’s a waiver form required.

**What’s the deadline?** There are three deadlines, one for each step above, and the deadlines for each step vary by U.S. state. Some states allow email communication for parts of the process, but you should still leave time for mailing documents back and forth via post.

**Resources:**

- [www.overseasvotefoundation.org](http://www.overseasvotefoundation.org)
- [www.fvap.gov](http://www.fvap.gov)

**Video:**

[youtu.be/ZGy3yxAm-Es](https://youtu.be/ZGy3yxAm-Es)
Traveled Abroad? Enjoy International Culture? Then Passport is just for you!

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

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

3 This section adapted from Overseas Security Advisory Council, United States Department of State Shaken: The Don’ts of Alcohol Abroad, 2015.
5 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).
6 This section adapted from Overseas Security Advisory Council, United States Department of State Addressing Sexual Assault While Abroad, 2015.
7 Melissa Chambers, Sexual Health Abroad: A Guide to Healthy Practices During Education Abroad, 2009, NAFSA.
9 Adapted from Diversity Abroad (Diversityabroad.com) and NAFSA Rainbow Special Interest Group (www.rainbowsig.org)
11 Adapted from a handout written by Jane Cary, formerly of Amherst College.
12 Adapted from a handout written by Jane Cary, formerly of Amherst College.
INTERNATIONAL SOS AND ICE CARD

Below is a copy of the International SOS (ISOS) wallet card and In Case of Emergency (ICE) card. Be sure to print a copy of both and keep on your person during your time abroad. For more information about Duke’s ISOS coverage, provided to all Duke students studying abroad and all non-Duke students studying on Duke-administered programs, please see page 7 of this manual or visit finance.duke.edu/insurance/travel/sos.php

Duke University
11BSCG000072
Scholastic Comprehensive Membership

**IN CASE OF EMERGENCY WHILE ABROAD**
Contact your faculty leader or program assistant.

**Local phone:**
Call the local emergency services.

**Local phone:**
Call GEO during business hours at 919-684-2174 or the Duke Police (24/7) at 919-684-2444.

*Be prepared to provide a number where you can be reached (remember to include country and city code)*

My international cellphone number:
Other contact number:

For **major medical emergencies** requiring immediate attention, call the International SOS (ISOS) Emergency Alarm Center at the number below. Emergency assistance is available 24/7.

*In the case of a medical emergency (including hospitalization):*
- Inform ISOS of your situation (collect calls accepted).
- Keep all receipts
- Know your rights to medical privacy
- **For non-emergency care, ISOS should NOT be contacted.** Contact your primary insurance provider instead, and pay for the cost of treatment.

**INTERNATIONAL SOS EMERGENCY CALL CENTERS**
Philadelphia 1-215-942-8226 · Singapore 65-6338-7800
London 44-20-8762-8008 · Sydney 61-2-9372-2468

*Your Duke membership number: 11BSCG000072*
Congratulations on deciding to participate in a global education opportunity. In working toward fulfilling the Global Education Office for Undergraduates Mission of facilitating global education opportunities for Duke students at home and abroad and Duke's goal of training global citizens for the 21st century, upon making the decision to study away you are expected to:

1. Prepare your personal and academic life for a summer, semester or academic year sojourn

2. Study in a location that may be considerably different than Duke which may require you to exhibit flexibility and open-mindedness and to maintain an appropriate balance between your academic and experiential learning goals

3. Recognize that your successful experience is 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 professional performance

6. Engage with host community in a spirit of cooperation, mutual learning, and respect

7. Work within the Duke Community Standard and the local and national laws of community and/or country where you study

8. Exercise good judgment and personal responsibility to protect your health, safety, and well-being and that of others

9. Recognize that you will be perceived, in your host community, and the areas in which you travel, as a representative of the people, cultures, values, and traditions of Duke University and of the US

10. Represent responsibly the people, cultures, values, and traditions of your host community to people at Duke both during and following your study