Dear Students,

Welcome to the 57th year of study abroad at Kalamazoo College. Our long-standing relationships with partner institutions, in addition to the unwavering support of faculty and staff here at home, have nurtured and deepened the experience of study abroad for participants.

Many students report that study abroad has a significant impact on their college experience, sometimes influencing post graduate plans and giving them confidence to consider options they had not thought possible earlier. Study abroad can be very exciting and life-changing, but participation also requires a lot of effort on your part before you even arrive in the host country. We are counting on your ability and commitment to make this a meaningful experience. In order for us to be the most effective mentors for you, we depend on you to read and familiarize yourself with the contents of this Handbook.

This Handbook provides important information about K College study abroad policies, as well as detailed procedures and schedules. It is packed with information that will assist you during the pre-departure and orientation process. Additionally it includes information necessary to complete the study abroad application, deadlines, and lists the orientation meetings required to remain eligible to participate, and information on resources and procedures (such as academic information) for you to use once you arrive on-site. Most importantly, closely reading this Handbook is the best way to prepare for life changing experience.

Our Center for International Programs (CIP) staff is committed to being your liaison and coach throughout this process. Each of us in the CIP has studied and/or lived abroad and understands the mix of excitement and anxiety it brings. We look forward to working with you and helping make your experience part of the long-standing tradition of study abroad at K.

Sincerely,

Center for International Programs Staff
TABLE OF CONTENTS

STUDY ABROAD PRE-APPLICATION ...................................................................................... 6
INFORMATION: POLICIES AND PROCEDURES ................................................................. 6
PROGRAM INFORMATION ..................................................................................................... 6
ELIGIBILITY .............................................................................................................................. 6
KALAMAZOO COLLEGE SPONSORED STUDY ABROAD PROGRAMS ......................... 8
KALAMAZOO COLLEGE PARTNER STUDY ABROAD PROGRAMS ............................... 8
FOREIGN LANGUAGE PROFICIENCY ..................................................................................... 9
AMERICANS WITH DISABILITIES ACT (ADA) AND STUDY ABROAD ............................ 9
APPLICATION PROCESS ......................................................................................................... 10
PASSPORT ............................................................................................................................... 10
SELECTION AND ADMISSION ............................................................................................... 10
STUDY ABROAD COMPREHENSIVE FEES FOR 2017-2018* ............................................. 10
FINANCIAL MATTERS ............................................................................................................. 12
BILLING AND PAYMENT ....................................................................................................... 12
FINANCIAL AID AND SCHOLARSHIPS ............................................................................... 12
Enrollment options and financial aid impact for select ....................................................... 13
Long-Term Study Abroad programs which end in December ............................................ 13
Impact on Financial Aid opportunities: .............................................................................. 13
Petition for approval of “double enrolling” winter term: ..................................................... 14
TRAVEL SUBSIDY FOR INTERNATIONAL AIRFARE ......................................................... 14
BUDGETING FOR PERSONAL SPENDING ........................................................................... 14
BOOKS .................................................................................................................................. 15
EXCURSIONS .......................................................................................................................... 15
DEADLINES AND DUE DATES .............................................................................................. 15
PRE-DEPARTURE ORIERTATIONS ...................................................................................... 15
PASSPORT PHOTOS ............................................................................................................... 16
PARENTAL NOTIFICATION POLICY .................................................................................... 16
INDEPENDENT TRAVEL ....................................................................................................... 17
MOTOR VEHICLES ................................................................................................................ 17
TRAVEL SAFETY .................................................................................................................... 18
PRE-DEPARTURE INFORMATION ....................................................................................... 19
HOUSING ............................................................................................................................... 19
ROOM AND BOARD ............................................................................................................... 19
HOMESTAYS .......................................................................................................................... 19
VEGETARIANS AND SPECIAL DIETS .................................................................................. 20
 DAMAGED PROPERTY ........................................................................................................ 20
PHONES AND INTERNET .................................................................................................... 20
VISITORS ................................................................................................................................ 21
<table>
<thead>
<tr>
<th>CONTENT</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSPORTATION AND TRAVEL</td>
<td>21</td>
</tr>
<tr>
<td>CONNECTING FLIGHTS</td>
<td>22</td>
</tr>
<tr>
<td>UNANTICIPATED CANCELLATIONS</td>
<td>22</td>
</tr>
<tr>
<td>BAGGAGE</td>
<td>22</td>
</tr>
<tr>
<td>PASSPORT</td>
<td>22</td>
</tr>
<tr>
<td>VISAS</td>
<td>22</td>
</tr>
<tr>
<td>HOW TO TAKE MONEY ABROAD</td>
<td>24</td>
</tr>
<tr>
<td>BUDGET PLAN</td>
<td>24</td>
</tr>
<tr>
<td>ACADEMIC POLICIES AND INFORMATION</td>
<td>26</td>
</tr>
<tr>
<td>ACADEMIC CREDIT</td>
<td>26</td>
</tr>
<tr>
<td>COURSE SELECTION</td>
<td>26</td>
</tr>
<tr>
<td>ASSESSMENT</td>
<td>27</td>
</tr>
<tr>
<td>INDEPENDENT STUDY</td>
<td>27</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION CREDITS</td>
<td>27</td>
</tr>
<tr>
<td>INTEGRATIVE CULTURAL PROJECT (ICRP)</td>
<td>27</td>
</tr>
<tr>
<td>ICRP REQUIREMENTS</td>
<td>28</td>
</tr>
<tr>
<td>GRADES</td>
<td>29</td>
</tr>
<tr>
<td>INCOMPLETE GRADES</td>
<td>30</td>
</tr>
<tr>
<td>ATTENDANCE POLICY</td>
<td>30</td>
</tr>
<tr>
<td>WITHDRAWAL FROM COURSES ON STUDY ABROAD/STUDY AWAY</td>
<td>30</td>
</tr>
<tr>
<td>EARLY DEPARTURES</td>
<td>30</td>
</tr>
<tr>
<td>CHANGES IN PROGRAM LENGTH</td>
<td>30</td>
</tr>
<tr>
<td>WITHDRAWAL</td>
<td>31</td>
</tr>
<tr>
<td>STUDY ABROAD CODE OF CONDUCT</td>
<td>32</td>
</tr>
<tr>
<td>EXPECTATIONS AND CONSEQUENCES: STUDENT CONDUCT ABROAD</td>
<td>32</td>
</tr>
<tr>
<td>STUDENT AGREEMENT</td>
<td>32</td>
</tr>
<tr>
<td>GENERAL RELEASE</td>
<td>34</td>
</tr>
<tr>
<td>CONTROLLED SUBSTANCES</td>
<td>36</td>
</tr>
<tr>
<td>DISMISSAL FROM THE PROGRAM</td>
<td>37</td>
</tr>
<tr>
<td>PROGRAM CONTACT INFORMATION</td>
<td>I</td>
</tr>
<tr>
<td>KALAMAZOO PROGRAMS</td>
<td>I</td>
</tr>
<tr>
<td>KALAMAZOO PARTNER PROGRAMS</td>
<td>III</td>
</tr>
<tr>
<td>ADDITIONAL RESOURCES</td>
<td>VI</td>
</tr>
<tr>
<td>BIBLIOGRAPHY</td>
<td>VI</td>
</tr>
<tr>
<td>BOOKS</td>
<td>VII</td>
</tr>
<tr>
<td>LGBTQ RESOURCES</td>
<td>VIII</td>
</tr>
</tbody>
</table>
STUDY ABROAD PRE-APPLICATION

INFORMATION: POLICIES AND PROCEDURES

The complete policies and regulations that govern the Study Abroad Program at Kalamazoo College are found in this Study Abroad Handbook, which is published by the Center for International Programs (CIP).

It is the student’s responsibility to become familiar with all Study Abroad policies, regulations and guidelines. The student’s application for participation in Study Abroad, his or her electronic signature on the Study Abroad Participation Confirmation and Student Agreement Forms in Hornet Passport are confirmation of acceptance of the policies governing the Study Abroad Program, including all academic and social policies of Kalamazoo College, among them the Honor System. Failure to adhere to any of these will be considered sufficient reason for dismissal from the program.

This document represents the most accurate information available at the time of publication. Statements contained herein are not contractual obligations, and verbal or other representations that are inconsistent with or not contained within this handbook and its policies are not binding. Kalamazoo College reserves the right to change without specific notice programs and the conditions under which they are offered. Please refer to the Kalamazoo College catalog for complete details.

PROGRAM INFORMATION

Academic programs and requirements for a specific study abroad program, as well as eligibility criteria, etc., are described in detail on the individual program brochure flyers which are available online at: http://kalamazoo.studioabroad.com/

The CIP determines which study abroad programs qualify for transfer of academic credit and Kalamazoo College financial assistance/scholarships. Students should consult Hornet Passport regularly to determine if a program qualifies for the transfer of academic credit and Kalamazoo College financial assistance/scholarships. Programs may be changed, suspended, or withdrawn at any time due to political, economic, or other conditions. No credit will be awarded for any academic work done outside the United States without prior endorsement by the CIP. Requests for endorsements after the fact will not be considered.

Students interested in enrolling in a program not approved for Transfer of Academic Credit can petition the CIP to have the program endorsed on a one-time basis. Such petitions must be filed by November 1st of the calendar year prior to the year in which the student wishes to apply to participate.

ELIGIBILITY
Students wishing to participate in study abroad must have a minimum 2.5 GPA at the time of application; some programs have higher minimum GPA requirements. Students whose GPA does not meet the College’s 2.5 minimum or the program’s minimum and who still wish to study abroad must meet with CIP staff prior to submitting an application to study abroad. **Note:** Kalamazoo College cannot waive GPA or other eligibility requirements established by other programs. Therefore, only certain Kalamazoo-sponsored programs may be available to these students.

All students participating in long-or extended-term programs must have Junior standing (a minimum of 17 academic Kalamazoo College credits passed with a “D” or better are necessary to receive Junior standing). Students who are not able to complete the program’s 17 academic K-unit requirement prior to the conclusion of their last quarter on campus before study abroad may be placed on a conditional admission status until proof of completion has been received and approved by the Registrar.

First year students are not eligible to participate in study abroad during the academic year. Summer off-campus studies are subject to the College’s policies on transfer credit.

No more than ten units of credit from off-campus programs (including study abroad and domestic off-campus programs such as New York Arts, Philadelphia Center, or Border Studies Program) can be used to meet a student’s graduation requirements.

Students on academic probation or who have a history of significant disciplinary problems are not eligible to participate in the study abroad program. All incompetes must be changed to actual grades prior to departure for study abroad. With the exception of a single required foreign language course, students must meet all eligibility requirements at the time of application and continue to meet the set requirements prior to departure.

Students who transfer to Kalamazoo College should talk with a CIP staff member during their first term on campus about their study abroad options. Generally, students who transfer as sophomores in the fall will be eligible for a short-term or long-term program. Students who transfer as juniors in the fall may be limited to short-term programs only. Transfer students are required to submit original copies of transcripts from any college or university that they have attended by the application deadline, as previous academic work will be reviewed as part of the selection process. The Office of the Registrar cannot release copies of non-Kalamazoo College transcripts. A combined Transfer and Kalamazoo GPA will be used to determine eligibility.

**QUICK ELIGIBILITY CHECKLIST:**

- What is my current GPA? Does it meet the minimum requirement for my study abroad program?
- Am I currently on academic or social probation?
- Do I have the minimum amount of language study required for my program?
- Will I have the minimum 17 K-Unit requirement for a long- or extended-term program?
- Have I talked with my adviser about all of my program options?
**KALAMAZOO COLLEGE SPONSORED STUDY ABROAD PROGRAMS**

Kalamazoo College sponsors programs in nine countries, including Ecuador, France, Germany, Kenya, Sénégal, Spain, Thailand, and Trinidad. On most Kalamazoo College sponsored programs, a College representative meets each group as it arrives abroad. College personnel visit these study abroad programs as needed. All Kalamazoo sponsored study abroad programs have a Resident Director appointed by the College to mentor students and represent the College. At many programs, students live in homestays; in other instances, housing is arranged by the program, typically in university dormitories. In most cases, the CIP will assist students during the pre-departure process, including processing required documents and student visa applications.

**KALAMAZOO COLLEGE PARTNER STUDY ABROAD PROGRAMS**

The College collaborates with domestic and international program partners in order to offer a wide variety of study abroad experiences. Programs in this category are referred to as Kalamazoo Partner Programs in the [Hornet Passport](#). Although they are not operated by Kalamazoo College, Kalamazoo partner programs on the list of programs are approved for the transfer of academic credit. No special process is required to apply academic credit earned on these programs to general graduation requirements.

**The Center for International Programs assists students** with the application processes, and coordinates the payment of tuition, room and board, and non-refundable deposits required by the host institution.

**Students interested in Kalamazoo partner programs** will need to complete additional application materials for the host institution, submit pre-departure forms directly to the program partner and be prepared to be the primary contact with the K program partner prior to departure. In other words, students will need to communicate directly in a timely manner with the program partner and independently work to turn in materials, forms, and other items by the due dates designated by the program partner. Upon acceptance, students are encouraged to direct any questions to the contact person for the Kalamazoo partner program. Program contacts and email information are located on the last pages of this Handbook.

**Application to Kalamazoo partner programs is a two-step process.** Students first submit applications to the Center for International Programs for preliminary review. CIP endorsed applicants are then nominated for selection with the host institution. It is important that students interested in Kalamazoo partner programs are aware that the host institution makes the final selection and participation decisions. Neither the CIP nor Kalamazoo College has the authority to change or alter the policies or decisions made by the partner institution.

**A number of Kalamazoo partner programs are not approved for the transfer of financial assistance** from the College (including GLCA-TRE tuition remission): Denmark DIS; UK Lancaster; and UK London School of Economics. Students endorsed for these programs are required to sign the Non-K
Programs: Student Responsibilities document in which the CIP recommends students discuss alternate sources of assistance with the College’s Financial Aid Office.

The CIP provides a Kalamazoo Partner Program Application Advisory and a Kalamazoo Partner Program Pre-Departure Advisory to applicants and students endorsed by the CIP for participation in Kalamazoo partner programs. The application advisory is a component of every Kalamazoo partner study abroad application while the pre-departure advisory accompanies the notice of endorsement for a Kalamazoo partner program. Both advisories inform students of their responsibilities regarding required application documents, fee payment, pre-departure requirements and due dates, international transportation and student visa application.

Students endorsed for most Kalamazoo partner programs are responsible for obtaining their own student visa or entry document. The visa section of this handbook lists important details of this process. In addition, the CIP provides endorsed students with general guidelines and best practices for student visa applications in Visa FAQs for Non-Kalamazoo Programs. This information is available early in the pre-departure process.

Kalamazoo partner program participants are invoiced for the study abroad comprehensive fees listed in the Study Abroad Comprehensive Fees section of this handbook. The College Business Office issues the invoices on the same schedule as the College tuition, room and board fees. In turn, the CIP draws on the study abroad comprehensive fees to make payments on eligible partner institution program fees. Kalamazoo partner program participants are responsible for payments on refundable deposits required by non-Kalamazoo study abroad programs. Specifics on the study abroad fees and their payment are detailed in the Study Abroad Comprehensive Fees and Financial Matters sections of this handbook.

FOREIGN LANGUAGE PROFICIENCY

Some of the study abroad programs are designed for beginning to low intermediate language learners. Therefore, students are not eligible to participate in a program in which their language proficiency is above the maximum level designated in the program description. Students will not receive credit for completing a language course abroad equivalent to one they have already taken at K.

Students choosing the spring short-term study abroad option may not have proficiency in the language of that study abroad program greater than four k-units (level 202) of that language and must have a minimum proficiency equivalent to two k-units (level 102).

AMERICANS WITH DISABILITIES ACT (ADA) AND STUDY ABROAD

Students whose physical, mental or emotional condition may require accommodations to participate in the study abroad program are encouraged to contact CIP staff well before the deadlines for applications. CIP staff will assist by providing the student a clear description of the physical and academic requirements of the program. The student will be asked to provide CIP staff with a clear description of the accommodations that the student believes will be necessary to meet the requirements of the program as well as a list of the accommodations provided the student by Kalamazoo College. The student may be asked to provide the CIP with a release to speak with the student’s healthcare provider so that CIP staff can clearly understand the student’s needs. CIP staff will determine the
availability of those accommodations, or other reasonable accommodations, at the program location. Staff at the host university or program will also review the information to determine if accommodations are possible. In cases where no accommodation is possible, CIP staff will work with the student to identify programs that may be able to offer the appropriate accommodations.

APPLICATION PROCESS

Students must meet specific requirements and deadlines in order to be eligible to participate in any study abroad program. These requirements differ from program to program, but for all of them, prospective participants must complete and submit required application materials. Incomplete applications will be considered late and will not be processed until completed. Students may only apply for one program at a time.

PASSPORT

The study abroad application requires students to provide either proof of a valid passport or proof of an application for a passport. The passport must be valid for at least six months beyond the end date for the study abroad program. For students whom CIP staff is processing the student visa, passports must be turned in to the Center for International Programs by the due date requested or students will be completing the visa process on their own. Students who are citizens of countries other than the United States, (regardless of whether or not they are permanent residents of the U.S.) may have additional visa requirements.

SELECTION AND ADMISSION

Students meeting the College’s and any program-specific eligibility requirements are selected for participation in the study abroad program on the basis of such items as their cumulative grade point average, their grades in the appropriate foreign language (where applicable), the strength of the required essay(s), faculty letters of recommendation, an evaluation of the transcript, and other information provided in their application and their College records. The Center for International Programs may also require applicants to be interviewed. If a student is not admitted into his or her first choice program, the CIP will assist the student in applying to another program to which he or she is eligible and in which there is space available.

The final decision regarding admission to and participation in specific programs rests with the staff of the Center for International Programs and host institutions abroad. CIP staff members reserve the right to deny participation in study abroad when students’ actions either on or off campus raise doubt that they are ready for an international study experience or prepared to represent Kalamazoo College appropriately. Programs may be changed, suspended, or withdrawn at any time due to political, economic or other conditions.

STUDY ABROAD COMPREHENSIVE FEES FOR 2017-2018*

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<td>Long-term (6 K-Units):</td>
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Extended-term (9 K-Units): $55,740

*The comprehensive fees for the 2018-2019 academic year will be announced in February of 2018.*

All Kalamazoo partner program options are billed at the Kalamazoo College rates cited above or at the actual rate, if this exceeds customary Kalamazoo charges. In no instance will a student pay less than the comprehensive fee assessed for Kalamazoo College’s own study abroad programs.

**Note:** the U.S. Internal Revenue Service (IRS) requires that Kalamazoo College report tuition separate from other fees on the form 1098-T. Study abroad students at Kalamazoo College are charged a comprehensive fee for participation in the program. For the purposes of the 1098-T form, tuition will be listed in the same amount charged for the on-campus program. The remaining portion of the study abroad comprehensive fee will be noted as “study abroad program fee.”

**COMPREHENSIVE FEE INCLUDES:**

- All academic tuition and fees
- Room and board while classes are in session
- Excursions included as part of the academic program
- Medical evacuation insurance

**COMPREHENSIVE FEE DOES NOT INCLUDE:**

- Round-trip international airfare to program site
- Books and other required educational materials (including photocopies and personal printing—typically $150 per quarter) or additional lab or music fees
- Room and board during the December holidays, Holy Week, and other extended vacation periods when the academic program is not in session
- Cost of local transportation at the program location, including field trips for a course
- Passports or required photographs
- Visa fees for Australia; Botswana; China; Costa Rica; Denmark; Egypt; England; Greece; Germany (Bonn – residence permit fee); Hungary (BSM and BSCS); India; Ireland; Israel (Be’er Sheva); Italy; Japan (Kyoto, Hikone, and Tokyo); or Scotland.
- Travel expenses to consulates and/or embassies to apply for the student visa. In some cases these expenses may include air travel to appear in person for appointments, biometric processing fees, or fees for additional processing.
- Required physical exams, x-rays and other medical tests (these costs may or may not be covered by insurance)
• Any required and recommended immunizations (these costs will vary from $35 to $450 depending upon destination)

• Any anti-malarial prophylactic pills (where recommended by the CDC) that the student takes abroad (average cost $10.00 per pill taken on a weekly basis—total cost varies from $100-$800 depending on the length of the program)

• Required health and accident insurance

• Fees charged by airline for carry-on bags, checked bags or overweight luggage

• Independent travel while abroad or incidental expenses en route and abroad

• Personal property insurance; cell phones or internet fees/usage; or memberships/fees at local gyms or exercise classes

FINANCIAL MATTERS

BILLING AND PAYMENT

Payments for study abroad programs are made according to the regular College payment schedule. Bills are sent directly from the student accounts department of the Business Office at Kalamazoo College. Students on long-term programs will receive two separate bills each charging the one quarter study abroad comprehensive fee: one in August and the second in late November. Even students participating in programs with significant difference in starting dates (for example in July) will not receive the first bill until August. For specific billing dates, contact the Kalamazoo College business office.

All accounts, including fees, must be cleared before students can leave for their programs abroad. Non-payment of the comprehensive fee installments while abroad will jeopardize a student’s continuing participation in the program and may result in withdrawal or dismissal.

FINANCIAL AID AND SCHOLARSHIPS

International education is supported at Kalamazoo College by a number of generous gifts, including the Rudolph S. Light Endowment, the Arcus Gay and Lesbian Fund Study Abroad Endowment, and the Beeler Memorial Foreign Study Endowment Fund. For Kalamazoo College students receiving financial assistance and/or scholarships, this aid will be available for those programs that have a check mark in the “accepts K Financial Aid” category in the Hornet Passport. The following programs do not accept K Financial aid/scholarships (including GLCA-TRE tuition remission): Denmark, DIS; UK Lancaster; UK London School of Economics. The term “limited financial aid” indicates that state and federal funds are fully available, but institutional funding (including GLCA tuition remission) will not be applied to the comprehensive fee.

Students who enroll at Kalamazoo College through the GLCA-TRE are eligible for off-campus programs that have been approved for transfer of academic credit and Kalamazoo College financial aid/scholarships. This includes the current domestic study away programs: The Washington Semester,
The Philadelphia Center, NY Arts Program, Oak Ridge Science Semester, the Newberry Library, and the Borders Program. The student is responsible for paying any difference between the cost of the off-campus program and the College tuition cost in addition to the usual GLCA-TRE participation fee. If the student elects a study abroad program that is approved for transfer of academic credit only, the GLCA-TRE benefit does not apply, and the student is responsible for the full cost of the program, including travel.

Work/Study: Employment is generally unavailable to students while on study abroad. Students travel overseas on a student visa or with the understanding that they are temporary guests, which typically prevents them from seeking employment or earning money while they are in the country. If work/study is part of a student’s financial aid package, students will have to find an alternative source for those funds for the quarters spent abroad.

Enrollment options and financial aid impact for select

Long-Term Study Abroad programs which end in December

Long-Term (LT) study abroad is defined as a program allowing students to earn the equivalent of 6 K-units of academic credit: 3 K-units are attributed to the College’s Fall Quarter and 3 units attributed to the Winter quarter. The Long-term study abroad comprehensive fee (currently 37,160) is charged as 17,244 for the fall quarter and 17,244 for the winter quarter.

As a result of the December ending date of some LT programs, a student may wish to enroll for up to 3 additional K-units on campus, considered a “double enrollment” during the winter term. If the student decides to double enroll during winter quarter, the student is charged for another full quarter of coursework; that is full tuition (or partial depending on the number of K-units) in addition to the study abroad comprehensive fee charged for the second (winter) term of the long-term study abroad program. Housing arrangements will have to be made for off-campus housing.

Winter Quarter charges would be as follows:

- Study abroad Comprehensive Fee
- Study abroad program fee- equivalent to on campus room & board charges
- Study abroad program tuition-equivalent to full on campus tuition

AND

- Full or per unit tuition fee and other fees for on-campus course enrollment

Impact on Financial Aid opportunities:

- No student will receive more than a single term payment of college supplied scholarships and grants for such double enrollment. Essentially, the student is responsible for the entire on-campus cost of the additional enrollment. *(see exception below)*
• No federal or state financial aid is available as such aid would have already been applied once to the Study Abroad Winter quarter enrollment. Federal programs will not allow financial aid for the same period twice, regardless of the credits earned or charges incurred.
  • Eligibility for consideration to receive institutional, federal and state aid would resume with Spring quarter enrollment.

Petition for approval of “double enrolling” winter term:
A student who wishes to apply for permission to enroll in on-campus courses during winter term and who is also on long-term study abroad must

• Petition the Registrar’s office by November 1st
• Must maintain Good Academic and Student Standing
• Have at least a 2.5 GPA
Petitions will be accepted for either full- or part-time enrollment winter term.

*Exception to institutional aid opportunity:

A student who chooses to double enroll in the winter quarter of his/her study abroad quarter in place of Spring quarter enrollment may petition the Office of Financial Aid to receive institutional financial aid that would have been reserved for the Spring quarter. Federal and state aid would continue to be excluded. The student would have to present strong evidence as to this option being in their best academic/career interest. The petition must begin with the Office of Financial Aid and also be approved by the Registrar.

TRAVEL SUBSIDY FOR INTERNATIONAL AIRFARE
Students with demonstrated financial need participating in study abroad may be eligible to receive a travel subsidy to help defray the cost of international airfare to the study abroad site. The subsidy is awarded based on consultation with the financial aid office and will be for students who demonstrate high financial need. Students do not need to apply or notify either the CIP or the financial aid office in order to receive the subsidy. However, they must complete the study abroad application. The subsidy will cover up to 100% of the estimated airfare costs, but may cover less, depending on level of need. Students will receive notification of the subsidy amount and the conditions of the subsidy award upon admission to the study abroad program. Note: for students who receive the subsidy, the CIP must coordinate the air itinerary through the College’s travel agent. Students who wish to organize their own air itinerary will not be eligible for the subsidy. The travel subsidy is only available to students participating in programs that allow for the transfer of Kalamazoo College based scholarships and financial aid.

BUDGETING FOR PERSONAL SPENDING
The amount students spend above what they pay the College varies greatly according to the individual student and the cost of living in the host country. Students studying in Europe or Perth, Australia will pay more for meals and incidental expenses than students studying in Nairobi or Quito. Returning students suggest that an average of $1,500 - $2,500 extra for short-term, $2,000 - $4,000 for long-term
programs, and $2,500–$5,000 for extended-term programs is realistic. Students may be able to make it on less than these amounts if they are careful and budget independent travel plans.

Students should make sure they understand their financial aid packages and they have sufficient funds for the length of the entire study abroad. There is no funding available to students beyond what financial aid designates. Short-term loans may be given in the event of an emergency, but the maximum amount will be the equivalent of $50.00 USD.

**BOOKS**

All study abroad participants are required to purchase any required books, course-packs, photocopies, and other educational materials (including personal printing) needed for their course work abroad. Some programs require additional equipment. In all cases students need to plan to have funds available to purchase the required books and equipment at the program abroad.

**EXCURSIONS**

Typically, Kalamazoo College sponsored programs include one or more excursions that are subsidized by the College. In all cases students should expect to cover whatever personal out-of-pocket costs, if any, there may be. Students who do not participate in a scheduled group activity or excursion are not entitled to any refund and may be required to reimburse the program for monies spent on their behalf. Students are expected to abide by the Student Agreement during excursions.

**DEADLINES AND DUE DATES**

Students intending to participate in study abroad are required to comply with announced deadlines in a timely manner. The CIP establishes deadlines to ensure that there is sufficient time for student applications and supporting documents to be processed by program staff abroad and consular officials here in the U.S. If a deadline passes and a student has not submitted the required information, the student’s file will be deemed inactive.

Students are liable for all other monies advanced on their behalf at any time, including, but not limited to, application fees and non-refundable deposits assessed by the programs abroad, airline ticket, etc.

**PRE-DEPARTURE ORIENTATIONS**

Kalamazoo College students must attend all mandatory study abroad orientations, workshops, and sessions, sign and/or complete and submit all signature or material submission documents, and read all learning content material in the Hornet Passport. Orientations, workshops, and sessions, signature documents, material submissions, and learning content are listed in the site-specific checklists provided in the student’s acceptance packet, and the calendar section on the CIP website. Failure to attend these important sessions or complete orientation assignments may result in withdrawal from study abroad. Presentations as well as question–answer sessions conducted by CIP staff members, past study abroad participants and visiting international students help students prepare to make the most of their time abroad. These sessions focus on program specific information (such as information about academic coursework), health and safety on study abroad, and other practical matters.
PASSPORT PHOTOS

Passport photos are required for most programs after admission for items such as visas, university/international student ID cards, transportation passes, homestay families, Resident Director information and other government requirements. Due to requirements of the consulates for visa applications, digital or computer generated photos are not acceptable. Photos must be standard passport photos as would be acceptable for applying for a U.S. passport—see:


Photos must be turned in to the Center for International Programs by the date on the checklist.

PARENTAL NOTIFICATION POLICY

The College and the Center for International Programs recognize students’ developing independence, responsibility and accountability. However, the Executive Director of the Center for International Programs or his/her designates has the authority and reserves the right to notify parents in the following circumstances and conditions:

**Emergencies:** The College reserves the right to notify parents or guardians, regardless of age, status, or conduct, in health and safety emergencies, hospitalizations, or when in our judgment, the health or well-being of a student or others is or may be at risk.

**Student Conduct Overseas:** The College reserves the right to inform parents or guardians of student when:

- That student’s behavior has been the cause of a disturbance to others on or off campus
- That student’s behavior has been the cause of a disruption of other students’ education
- That student’s behavior caused or had the potential to cause harm to persons or property
- That student’s behavior led to an arrest in which the student was taken into custody
- That student’s behavior resulted or could have resulted in the student being removed from study abroad
- That student’s behavior affected his/her ability to fulfill the essential functions of a student
- The student has demonstrated a pattern of unacceptable disruptive behavior, even if these incidents are minor
- The student has become physically ill and/or required medical intervention as a result of use/abuse of alcohol and/or drugs
Whenever possible, students will be informed that a parental notification is planned so that they have an opportunity to discuss the issue with their parents directly.

If a parent contacts the CIP or another member of the community with concerns regarding his/her student’s safety, health or well-being, CIP staff are obligated to follow up on the report with staff members on-site as well as the student. If a parent expresses or shares a complaint relayed by the student participant, CIP staff will contact the student and encourage them to contact their local on-site Resident Director or appropriate personnel.

INDEPENDENT TRAVEL

Students who plan to be away from their residences at their study abroad programs for weekend or vacation travel are strongly encouraged to leave itineraries and an approximate return time with the homestay family, roommates, and/or resident director. If the travel will be longer than a day or two, students should arrange some form of “check-in” communication with the program director, their study abroad residence and/or families in the U.S.

No student is to be absent from the program while classes are in session. Traveling alone on extended trips is strongly discouraged. In case of accident or illness, the student traveling alone is exposed to unnecessary risks, which outweigh whatever advantages there may be in traveling alone.

Students are strongly warned against hitchhiking. Despite what you may have heard, in most parts of the world hitchhiking is extremely dangerous, both for men and for women. Under NO circumstances should any student hitchhike. Kalamazoo College and the Center for International Programs’ policy expressly prohibit all hitchhiking by program participants. Students who engage in hitchhiking jeopardize their further participation in the program. Moreover, neither Kalamazoo College, the Center for International Programs, nor their agents and employees can be held responsible for injuries or accidents to a student who violates this regulation.

Students are strongly encouraged to secure housing in registered youth hostels, hotels or with individuals they personally know. Using Craig’s list to “couch surf” or using Airbnb may work in some instances, but could be dangerous and put a student’s well-being in jeopardy. Students should make sure they check the appropriate references and take safety precautions, such as leaving contact information and a detailed itinerary with the resident director or family in U.S.; making sure your phone is charged, and learning the emergency numbers for police to the places you will be traveling.

Students should be alert to U.S. State Department “cautions” and “warnings” regarding travel in areas deemed unsafe or risky. Local personnel and/or the Center for International Programs will also from time to time disseminate information or warnings in times of emergencies and heightened risk. Neither Kalamazoo College, the Center for International Programs, nor its agents and employees can be held responsible if students choose to ignore such information or warnings. Prior to travel, students should check the US Department of State’s website.

MOTOR VEHICLES
No motorized vehicle (including motorized bicycles and motor scooters) may be owned, operated or driven by any student abroad while the academic program abroad is in session. Violations of this policy may subject the offender to immediate dismissal from the program.

During extended vacation periods, such vehicles may be rented if parental approval has been given in writing to the Director of the Center for International Programs, and this approval has been specifically endorsed by the staff of the Center for International Programs.

**TRAVEL SAFETY**

The Center for International Programs at Kalamazoo College regularly monitors information relevant to the safety of all K students abroad, from official sources as well as from the College’s domestic and international partners and colleagues. The safety and security of Kalamazoo College students abroad is of the utmost importance. The CIP works to ensure that students can make informed and wise decisions regarding program selection as well as their behavior abroad. The CIP also recognizes that the United States government has designated certain countries to be potentially dangerous for students. Terrorism, war, disease and other risks must be taken seriously, both by the College and by individual students and their families.

Kalamazoo College, like many other U.S. colleges and universities, uses the U.S. Department of State’s travel warning as guidelines when determining in which countries students are permitted to study. Students who wish to study in a location where the U.S. Department of State has posted a travel warning should pay special heed to the fact that there are specific risks that may be involved in their prospective study abroad program’s location. K students should weigh these potential risks as they choose whether or not to participate in such a program.

Under College policy, students are permitted to transfer credit to Kalamazoo College from accredited study abroad programs and/or internationally accredited universities in “Travel Warning” countries. However, in such instances, the College has the following policy: if the U.S. Department of State issues a travel warning for a country in which a Kalamazoo student plans to study, the student must complete a form acknowledging that his or her study abroad program is in a Travel Warning country and that s/he has received a copy of that Travel Warning. Students planning to study abroad in a travel warning country should note that the College and the CIP reserve the right to delay and/or cancel the student’s participation in that program without prior notice.
PRE-DEPARTURE INFORMATION

HOUSING

Ideally, the CIP would like to house everyone within walking distance of the university or program institution. This, regrettably, is not possible. A typical commute to the university or class building is approximately 30 minutes. In larger cities students should expect at least a one-hour travel time to class. Unless pressing health reasons are involved, there can be no assurance that housing will not require using public transport. There are typically no transportation subsidies at any program. All students need to be prepared to assume the responsibility for their own local transportation costs, which will vary, depending on where they live, from $10–$20 a week.

For Kalamazoo study abroad programs, all housing assignments are made by local staff. Students are required to live in College- or program-arranged housing. Students participating in Kalamazoo partner programs are required to be housed according to the arrangements made by that program. No student may move from the arranged housing without the approval of the Executive Director of the Center for International Programs in advance. Any participant, who moves from this housing without approval in advance, except in emergency circumstances, will be subject to immediate dismissal from the program.

Housing assignments are based on the information provided in the student’s study abroad application and passport information. Students’ honest and accurate answers to the questions will assist in well-suited placements. If the study abroad program offers the option of housing in a dormitory, students will be assigned according to the preference indicated on the application.

If problems with the housing situation should arise, the student should bring the matter to the attention of the resident director or the housing coordinator in charge of housing for that particular program. If, in the judgment of the housing coordinator, a housing problem can best be resolved by moving the student, he or she will assign the student to a different homestay or dormitory. Once this is arranged, the student is obligated to move.

ROOM AND BOARD

Room and board is covered only while the academic program abroad is in session. During extended vacations when classes are not in session (December holidays, semester breaks, Semana Santa, Holy Week, etc.) no board costs are paid either to families or the students, and students are expected to find accommodation elsewhere. Housing (homestays, dorms, etc.) must be vacated no later than the morning of the second day after classes end, unless otherwise specified. Students who, in violation of this policy, stay on during vacations or after the end of the academic program or who return to their homestays early from vacations must pay the appropriate cost as determined by the Center for International Programs.

HOMESTAYS

The use of the word “homestay” indicates that the student is housed in the home of individuals in the host country and not in a university dormitory, room in a college house, or apartment. The designation “homestay” does not necessarily mean a complete family unit. Some homestay families have children,
some do not; some homestay hosts are older, some are young, some are widows, etc. The degree to which the student is accepted as a member of the homestay family will depend upon the individual circumstances and upon the compatibility and desire of the student and the host(s). Students should not expect to host overnight guests in the home stay. Unfortunately it is not possible to notify students of their homestay placements prior to departure.

In most programs the College makes payments directly to the homestay family through its local Resident Directors. In no case does the student have a claim on the family for a refund for meals not taken. Students not present for meals forfeit those meals and are responsible for paying their own meal expenses. Families occasionally give the student a lunch or some food for a trip. This is acceptable if volunteered by the family. It is not an obligation and should never be requested. Room and board arrangements vary from program to program and are determined by the Center for International Programs through the local Resident Directors. The student may not alter these arrangements without the express approval of the Center for International Programs.

**VEGETARIANS AND SPECIAL DIETS**

It is sometimes difficult to find homestays willing to accept students with special diets. Students should make sure that they have indicated their particular dietary choices in the appropriate section on the study abroad application and, if necessary, on the Health History forms which are sent to the program staff abroad. Although an effort will be made by local program staff to place students with special diets in homestays that have agreed to accommodate their choices, neither the Center for International Programs nor Kalamazoo College can guarantee such a placement. If no appropriate placement can be found, CIP staff will try to work with the student to locate an appropriate alternative program. Any additional expenses incurred by either the homestay family or the student because of special diets, including additional food for “big eaters,” is the sole responsibility of the student. During program sponsored excursions, special diet needs may not be accommodated.

**DAMAGED PROPERTY**

Students are individually financially responsible for any breakage and/or damage that they cause in the homestay, dormitory, or elsewhere while abroad, including dormitory/apartment cleaning fees.

**PHONES AND INTERNET**

Most past participants report purchasing a cell phone with a local number once they arrived at their program site.

High speed wi-fi is not guaranteed in either the home stay or a dorm. For those students who are lucky enough to have this in the home stay, students are encouraged to talk with the host family regarding the appropriate use and time allowance. For those students in the dorm, some universities may charge additional amounts for students who download large data or stream content. Students are responsible for covering any additional fees.
VISITORS

Parents and other family members are strongly encouraged to visit students on study abroad only during vacation periods or at the conclusion of the academic program. All visiting family members and friends should make their own arrangements for lodging when visiting a student abroad. Visitors will not be able to stay in homestays or any other student housing arranged for the student. Please also remember that family visits do not constitute an excused absence from class.

TRANSPORTATION AND TRAVEL

Students will be responsible for arranging and paying for air travel to the study abroad program. The College’s professional travel agent will have group transportation opportunities for students who may wish to travel with fellow participants. Students with demonstrated financial need participating in study abroad may be eligible to receive a travel subsidy to help defray the cost of international air fare to the study abroad site. The subsidy is awarded based on consultation with the financial aid office and will be for students who demonstrate high financial need. Students do not need to apply or notify either the CIP or the financial aid office in order to receive the subsidy. However, they must apply for study abroad. The subsidy will cover up to 100% of the estimated airfare costs, but may cover less, depending on level of need. Students will receive notification of the subsidy amount after admission to the study abroad program. **Note:** for students who receive the subsidy, the student must coordinate the air itinerary through the CIP and the College’s travel agent.

For travel subsidy students, the travel agent will arrange group international air travel from a designated departure airport. The departure airport is determined by the availability and cost of the tickets at the time they are reserved. Students are responsible for arriving at the designated airport of departure, as domestic travel is the student’s responsibility.

Students who wish to organize their own air itinerary will not be eligible for the subsidy. Students must arrive at the airport (of their study abroad site) at the designated time of arrival, particularly on Kalamazoo programs, because that is when airport pick up will be arranged. **Note:** for students on extended-term programs the airline reservation system does not allow for a return date beyond one-year of ticket issuance date. Therefore, travel subsidy students on extended-term programs will need to notify the travel agent of their return date by December 31st. All other extended-term students will need to make their own arrangements with their air carrier.

Travel subsidy students and other students that elect to have the CIP arrange their international air travel will receive a flight itinerary from the CIP. Each student’s itinerary has their confirmation code on it, which is their individual confirmation code for their flights.

Travel subsidy students may change the date of their return after the flight itinerary has been reserved. **Note:** A fee will be charged for any changes made to the itinerary reserved by the CIP. Fees for any voluntary changes to the flight itinerary are the student’s responsibility. Changing the return date can be done by contacting the airline, going to the airport ticket counter, or contacting the CIP’s travel agent (if the CIP’s travel agent issued the ticket).
Except in cases where the CIP has arranged for the air transportation, all students are required to provide the CIP with the flight itinerary before they depart for their program.

**CONNECTING FLIGHTS**

Please take care not to miss connecting flights. International flights require a 2-3 hour arrival before the time of departure for security, document processing, and boarding. It is the student’s responsibility to be in the boarding area at the appropriate time. Should a connection be missed, students must be re-routed by an airline representative at the airport. Travel Leaders and/or Kalamazoo College can do nothing to alter airline tickets at that point. After the airline ticket is altered, students should contact the Resident Director for their program (Guidebooks have contact information) to receive new arrival instructions. If students are unable to contact the Resident Director, contact the CIP or a member of the CIP staff, and the CIP will provide the update to partners abroad.

**UNANTICIPATED CANCELLATIONS**

In the event of weather-related or other unanticipated airline cancellations, please note students must be re-routed by an airline representative at the airport. Also, unanticipated cancellations will most likely result in additional expenses, including hotels for overnight stays and change fees. Fees and costs due to weather-related cancellations or unanticipated events will be borne by the participant. The Center for International Programs will try, if possible, to facilitate communication between the student, the travel agency, the airline, and the Resident Directors abroad.

**BAGGAGE**

You will need to check with the airline prior to departure regarding baggage restrictions and possible fees for both checked and carry-on luggage. Please remember that you are responsible for your luggage. At every transfer point, be sure that you have all of your belongings. Never leave your belongings unattended! Carry all of your money and any other valuable/fragile items with you.

**PASSPORT**

While abroad, students are required by local laws to carry identification with them at all times. They should not, however, carry their passports with them unless the situation specifically requires it. Instead, they should carry a photocopy of the passport and any other relevant documents. Note: replacing a lost U.S. passport overseas typically costs in excess of $200 U.S.

**VISAS**

Airlines will not allow passengers to check in or board aircraft with international destinations without the required documentation, including a passport and the appropriate student visa (where applicable) for the country to which they are going. Information will be provided to students regarding how and when to apply for their visa by either the CIP or the Kalamazoo partner program directly.

Applying for a student visa is in most cases a very straightforward process; however, it can be very frustrating for students because a lot of the preparation for long- and extended-term programs takes place during spring quarter. Individual consulates have the right to be very specific about the kind of
documentation required and in some cases the requirements change with short notice. The CIP will keep students informed as to new requirements and procedures. Because of this, we count on students to be meticulous in checking email and instructions and turning in required materials on time.

The Center for International Programs coordinates the visa process on behalf of students who participate in the following programs: Ecuador, France, Italy, Kenya, Senegal, Spain and Thailand. These students are required to turn in the visa application materials by the due date indicated. In the case where a student has paid the program deposit, but not turned in the visa application materials by the due date, the CIP will assume that the student has chosen to apply and pay for the visa on his or her own.

In most cases, students are required by the consulate to apply or pick-up the visa in person. For residents in Michigan, Illinois, Indiana, Wisconsin or Minnesota, this will most likely require a visit to the appropriate consulate located in Chicago, Illinois. For students who reside in other regions of the United States, you will be required to apply to the consulate in your region. For students applying during the summer prior to study abroad in fall, you will need to schedule your appointment at least eight weeks prior to departure. Students participating in a Kalamazoo program and applying for their own visa must provide proof before the departure date. Late departures will not be arranged for students who are unable to obtain their visa prior to the group departure date.

The CIP does not coordinate visa applications or entry documents for the following Kalamazoo partner programs: Australia; Botswana; Chile; Beijing, China; Hong Kong, China; Costa Rica; Denmark; England; Greece; Hungary; India; Israel; Japan (Hikone, Kyoto and Tokyo); or Scotland. Students preparing to participate in these programs are responsible for obtaining the required application documents, payment of any processing fees and communicating directly with the appropriate consulate and host institution.

Students preparing to study on Kalamazoo partner programs are expected to use the following resources to become familiar with visa requirements and applications:

- Visa section of the CIP Pre-Departure Checklist
- Country Specific Information Sheets posted on the U.S. Department of State Website at https://travel.state.gov/content/passports/en/country.html
- Host country consulate and embassy websites
- Visa and immigration pages of the host program/university website
- Instructions from your host program/university
- Contact person for your host program/university
- Questions that cannot be addressed by the information offered by the above resources should be brought to the CIP.
When required, the CIP provides proof of admission and financial support and a statement of good standing. In a few cases the CIP forwards to students the enrollment certifications from the program partner institution.

Kalamazoo College, together with our partner institutions, is restricted to endorsing visas for academic study only. Due to the increase of visa controls, students should be aware that various countries may be interpreting visa documents and regulations in different ways. Therefore, students traveling at the end of the study abroad program will want to be informed about the visa regulations for travel.

International Students: International students may have specific requirements for the student visa based on their passport. In some cases, they may be required to apply in their home country.

Students with F-1 visas should make sure they have the required travel endorsement on the I-20 before departure from the U.S., in keeping with federal regulations. Failure to do so may prevent students from being admitted to the U.S. upon return. International students with an F-1 visa who participate in study abroad must inform the CIP of their plans to return to the U.S. so that an updated I-20 with valid travel endorsement can be sent to that student abroad before s/he returns to the U.S.

**HOW TO TAKE MONEY ABROAD**

Students need to arrange several methods of accessing and bringing funds to their study abroad site. ATM cards may be “eaten” by certain machines; credit cards may not work for an unknown reason, etc. Make sure you have a “back-up” plan for the methods selected.

- **Plastic (Credit Cards and ATM Cards):** Automatic Teller Machines (ATM’s) are available overseas. Students should make sure they are able to check the account balance. Most banks will charge a fee to use ATM and a currency conversion fee in international locations. Students should plan on bringing both an ATM card and a credit card. Students should inform their bank and/or credit card company if they are planning on using their card overseas to prevent them from being suspicious of fraudulent card usage. Don’t forget the PIN number.

- **International Bank Wires:** Some students may be able to open local bank accounts at their program site (the ability to do this depends on local banking laws, account fees, etc…). In this case students may receive money wired to them from a bank account in the U.S. Students will need to check with the home bank to determine fees and the appropriate process.

**BUDGET PLAN**

How much do students spend on study abroad? All numbers are SUGGESTIONS and should be considered “prompts” in considering actual spending habits! **Note:** most institutions abroad do not have the same on campus conveniences or amenities as at K. For example, students may need to budget extra money if to work out at a gym every day.

- Books and photocopies: 100 USD
- Entertainment: 250 USD/month
<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local transportation</td>
<td>50 USD/month</td>
</tr>
<tr>
<td>Snacks and incidental food items</td>
<td>100 USD/month</td>
</tr>
<tr>
<td>Communication (extra bandwidth + data phone)</td>
<td>100 USD/month</td>
</tr>
<tr>
<td>Gym memberships/exercise classes</td>
<td>100 USD/month</td>
</tr>
<tr>
<td>Independent travel money</td>
<td>This depends on the itinerary</td>
</tr>
<tr>
<td>Food/lodging during academic breaks</td>
<td>350 USD/week</td>
</tr>
</tbody>
</table>

Generally, the best place to start when creating a budget is to review expenses on Kalamazoo’s campus. Most students report spending about 300 USD/month while on campus, for some it may be more or less. It is reasonable to assume that students would spend at least the same amount abroad as for everyday expenses. In some cases, it may be considerably more because of exchange rates and the cost of living.
ACADEMIC POLICIES AND INFORMATION

ACADEMIC CREDIT

All academic work completed in the study abroad program is certified by the Executive Director of the Center for International Programs and the Registrar and recorded on the student’s Kalamazoo College academic transcript on the basis of examinations and reports supplied by supervisors and teachers abroad. The distribution of credit towards the major, minor or concentration will be determined by the specific academic department at Kalamazoo College. Credit distributions for other college graduation requirements are determined by the CIP and the Registrar. We encourage students to obtain approval from the department for specific credit prior to taking courses abroad and to retain copies of coursework including syllabi, bibliographies, and course descriptions until grades have been processed on the Kalamazoo transcript. Communication with Faculty, the Registrar and Center for International Programs staff members is easily accessible via email. Only those courses from study abroad which are within the “Liberal Arts Tradition” of the College will be accepted for credit. Distance learning courses will not be eligible for transfer of credit.

Students should be prepared to provide the Registrar, the departments, and/or the CIP with complete course materials (syllabus, assignments, reading lists, and completed work) for courses that they wish to use to meet specific requirements, especially in the major.

In most cases, students may expect grades from study abroad to be processed 8 to 12 weeks after the completion of the program. In some cases there may be a delay because the host institution will not release transcripts due to fees or fines due from the student. Once students have completed the study abroad program and (where necessary) consulted with the Registrar after grades and credits have been received from the programs abroad, the appropriate grades and credits will be recorded on the transcript. At this time, students should be able to view their grades on the College’s portal web site. Students may contact the Office of the Registrar while abroad via email at regist@kzoo.edu.

COURSE SELECTION

Many of the study abroad programs approved by the CIP for transfer of academic credit allow students to select their courses from a larger set of courses or from regular university offerings. When selecting courses abroad, especially when choosing from the wide array of courses available at a comprehensive university, students must take care to assure themselves that the courses selected are “liberal arts courses” and are thus appropriate and acceptable for transfer to Kalamazoo College. If the course at the foreign university is similar or equivalent to a Kalamazoo College course, there is typically no problem in transferring it. However, if the foreign course does not match any of the courses in the Kalamazoo College academic catalogue, students are strongly encouraged to contact either the CIP or the College Registrar before enrolling in that course. The College does not accept practical or applied courses such as construction science, food science, automotive mechanics, web site design, criminal justice, electronic commerce, surgery, nursing, etc. for transfer of credit. Students will not receive any credit for distance-learning courses sponsored by the host institution. All courses must meet for a minimum of 45 contact hours.
ASSESSMENT

Students are encouraged to investigate the types of assessment used by the host university and study abroad program during the application process to study abroad. In some cases, students will be expected to work independently throughout the program and will receive a grade for a final exam or project due at the end of the term which will serve as the final grade for the entire course. In most cases, on-going assessment similar to what students experience in the Kalamazoo classroom (with mid-term, final, and various projects and assignments throughout the quarter) will be the rare exception, not the rule. Additionally, students will most likely receive a bibliography or reading list for the course, not necessarily a detailed syllabus with specific reading assignments (along with page assignments and summaries).

INDEPENDENT STUDY

No independent study, including “distance education” courses, for credit may be pursued in any study abroad program, without prior approval from the Associate Provost of the CIP.

PHYSICAL EDUCATION CREDITS

Students who wish to fulfill Physical Education (P.E.) credits while abroad must present proof of participation in an athletic activity to the Executive Director of the Center for International Programs within the first 6 weeks of the quarter following study abroad. In order to be considered for such credit, athletic activities must include a minimum of 20 hours of activity, with at least 4 hours of instruction from a certified person. Students must submit confirmation of active and successful participation such as a certificate or letter from the host university or institution, including contact information. P.E. credits will be listed on the study abroad grade report but not be counted towards the 3 K-units (ST), 6 K-units (LT) or 9 K-units (ET) of the study abroad program. Final approval of P.E. credit is at the discretion of the Chair of the Physical Education Department of Kalamazoo College and the Registrar.

INTEGRATIVE CULTURAL PROJECT (ICRP)

The Integrative Cultural Project (ICRP) is a component of the academic program of selected Kalamazoo-sponsored study abroad programs. The primary goal of the ICRP integration of students into local cultures and the development of an ability to appreciate the cultural values around which local people organize their daily tasks. All ICRPs must be conducted in the host city. Other important goals of the project are:

- Improved target language use
- Increased understanding of the local culture
- First-hand experience with a facet of everyday life in the culture
- Opportunities to interact in meaningful ways with local people
- Opportunities to apply knowledge of the host culture
• Encourage the application of intercultural skills

The project should also encourage students to move from comparing their host culture to their home culture to a perspective that will allow them to understand the “rightness” of the behaviors and activities of local people within their cultural contexts and function appropriately within those contexts.

Typically students select a structured and integrated community experience that reflects their academic or extra-curricular interests. All ICRPs should be conducted in the host city. Occasionally students complete apprenticeships, develop visual exhibits or arrange and give performances to complete this portion of the academic program. Because of the project’s emphasis on participation in and observation of the local culture, all of these are suitable options if resources at the program site can support them.

The following study abroad programs include the ICRP:

- Perth, Australia
- Clermont, France
- Oaxaca, Mexico
- Beijing, China
- Bonn, Germany
- Dakar, Senegal
- San Jose, Costa Rica
- Erlangen, Germany
- Caceres, Spain
- Quito, Ecuador (Liberal Arts)
- Hikone, Japan (Long Term)
- Madrid, Spain
- Strasbourg, France
- Nairobi, Kenya
- Chiang Mai, Thailand

The Center for International Programs seeks to provide a structure that will support students and our colleagues abroad in the development of projects that are academically viable. At the same time, we hope the established framework will accommodate the unique conditions and practices at each of the study abroad sites. For this reason students should not expect ICRPs to be handled in the same way at every site. Each program will have its own approach as well as resources and requirements. These details are shared with students after arrival at the study abroad site.

ICRP REQUIREMENTS

The ICRP is an experiential learning opportunity with two major components—the field experience and the final essay. In order to be eligible for academic credit for the projects, students must:

• Prepare and submit a written prospectus to the Project Coordinator by the given due date

• Meet with the Project Coordinator to develop and conduct the project

• Complete a minimum of 45 contact hours of documented field experience

• Submit the final essay—a typewritten paper 10-15 pages in length—to the Project Coordinator by the given due date

• Prepare and submit an ICRP coversheet to the Project Coordinator/Resident Director

As a component of the academic program, the ICRP gives students the opportunity to earn 1 K-unit of academic credit while abroad. Students submit final essays by the end of the academic program to the resident director or project coordinator in the host country, who in turn evaluate the essays and submit
project grades to the Center for International Programs (CIP). Each project is recorded on the Kalamazoo Transcript as ICRP and not assigned to a specific academic rubric. While the CIP documents the types of projects undertaken on each program site, project papers are not returned to the CIP and they are not kept on file at the College.

**GRADES**

All grades earned on study abroad fall within the College’s general policies on transfer credit. Study abroad grades will be reviewed, translated, and certified by the Center for International Programs and will be recorded by the Registrar on the official Kalamazoo College transcript according to the Kalamazoo “A, B, C” grading system. Grades from study abroad courses will not be counted in the student’s Kalamazoo grade point average. To receive credit for a study abroad course, students must earn a "C" or better according to the local grading scale. Credits will normally be listed on the Kalamazoo College transcript, with the same academic rubric used at the foreign institution; for example, a class listed as a “History” course will be listed as a “History” course on the Kalamazoo transcript. A student who believes that, for instance, a course listed as “Art History” at a host institution should be listed as “History” on the Kalamazoo transcript should appeal to the Director of the Center for International Programs and the Kalamazoo College Registrar. In consultation with the department affected and after examining a syllabus of the course completed abroad, the Director and Registrar will determine how the course should be described on the transcript.

Students seeking a grade change for a course taken on study abroad must petition the Center for International Programs no later than six weeks after the Registrar has posted the grades on the student’s Kalamazoo College transcript. Requests for a grade review must be accompanied by complete documentation from the course in question including syllabi, assignment sheets, reading lists, homework and other assignments, essays, examinations, etc. Grade appeals must follow the College’s standard change of grade procedure as outlined in the catalogue. Study abroad grades are recorded on the Kalamazoo College transcript according to the Kalamazoo “A, B, C” system but are not computed as part of the student’s GPA. Students may not enroll in courses abroad on a Pass/Fail basis without the written approval of the Director of the CIP and the Registrar.
INCOMPLETE GRADES
Students must complete all course work while they are enrolled in the academic program abroad; no “Incompletes” will be given for course work abroad. All course work must be completed by the deadlines set by the staff and instructors at the program abroad. Courses that are not completed abroad will be recorded as an “F” (no credit) on the Kalamazoo College transcript.

ATTENDANCE POLICY
Attendance is required at all classes while on study abroad except in cases of illness and/or emergencies beyond the student’s control. There is no such thing as a “permissible cut.” Unexcused absences will be deemed a sufficient reason for immediate dismissal from the program and the necessity to return home without any academic credit. Visits by family and friends are not reasons for an excused absence from class. Unless there is an official holiday, students are expected to be at their program and available Monday through Friday. Students are also expected to attend and participate in scheduled group activities.

WITHDRAWAL FROM COURSES ON STUDY ABROAD/STUDY AWAY
Students are not permitted to underload or withdraw from courses while on study abroad/study away. Students must be enrolled in the required number of courses as specified by Kalamazoo College and cannot reduce the required number of courses in the program without the written permission of the Executive Director of the Center for International Programs. Students who withdraw from a course without permission or fail to enroll in the prescribed number of courses will receive an F for each course, and the failed course grade(s) will be recorded as “F” on the transcript. Approved course withdrawals will be noted on the transcript with a “W.” If a petition for a course withdrawal is made on the basis of medical reasons, appropriate documentation and the signature of a health care provider is required. The availability of “extra credits” in the form of AP and/or dual-enrollment credits will not be accepted as a sufficient reason for course withdrawal.

Students wishing to withdraw from a course, must first submit the “Course Withdrawal Form” to the CIP. Approved withdrawal petitions will be sent by the CIP to the study abroad/study away partner institution.

EARLY DEPARTURES
With the exception of personal and family emergencies where the student and the Executive Director of the Center for International Programs have made appropriate arrangements with the host institution, students must remain in the program abroad for its entire duration in order to receive credit. No credit will be granted to anyone departing prior to the official end of the course. There is no provision for making up a missed examination for any reason.

CHANGES IN PROGRAM LENGTH
Students wishing to change the length of their program from extended-term to long-term while abroad must first discuss the change with their Resident Director and submit their request, in writing, to the CIP. Email from the student’s Kalamazoo account is sufficient.
Students who intend to participate in the extended-term programs must pass all classes taken during the long-term portion of the program with a “C” or better. If a student has not passed all classes, they are not eligible to participate in the extended-term program and will need to make arrangements to return to campus for the spring quarter.

Any costs associated with changes to program length will be borne by the student. These include visa fees, airline ticket change fees, pre-paid expenses paid to the host institution or housing and any other costs incurred by Kalamazoo College on behalf of the student.

WITHDRAWAL

Students who withdraw or are dismissed from the study abroad program after being admitted will be required to pay any additional costs incurred on their behalf (including, but not limited to, monies advanced on their behalf for non-refundable deposits at other institutions, airfare, legal documents, visa and application fees, housing deposits, etc.).

The Executive Director of the CIP or his/her designate reserves the right to withdraw or dismiss students from the study abroad program for violations of College policy or regulations, disruptive behavior or conduct which could bring the program into disrepute, misuse and/or abuse of alcohol or drugs, medical or academic grounds; or behavior that poses a danger.

Students, who wish to return home once a program abroad has begun, must receive permission to do so from the Executive Director of the Center for International Programs. Students who withdraw without permission will not be eligible for any academic credits that would have been earned and will, in a separate administrative action, automatically be withdrawn from the College. These regulations also apply in the case of dismissal from the program. If students participate in the study abroad program and subsequently withdraw from the College prior to graduation, the Board of Trustees has directed that these students must pay $1,300 before their academic transcripts will be released.

Students who withdraw with the permission of the Executive Director of the Center for International Programs after the program abroad has begun may be entitled to a partial refund as specified in the College’s policies. These students may be eligible to receive grades of W (withdrawal) on their Kalamazoo College academic transcript. Students who withdraw or are dismissed from the program prior to completion will be responsible for paying all of the non-recoverable costs incurred on their behalf by the College. They may be eligible for a refund of the comprehensive fee. Consult the Student Accounts office for details.
STUDY ABROAD CODE OF CONDUCT

EXPECTATIONS AND CONSEQUENCES: STUDENT CONDUCT ABROAD

The Study Abroad Program has, from its beginnings, minimized formal rules and emphasized individual and group responsibility for appropriate behavior abroad. What is considered appropriate abroad is determined largely by the local context and local norms and practices. With certain exceptions, participating students have enjoyed a degree of freedom, both social and academic, generally comparable to that of their local counterparts.

A guest’s freedom, however, is different in kind from that of a host and entails certain unique obligations determined in part by the terms of the visit. The Kalamazoo student, as a guest abroad, functions within a context that needs to be clearly understood. Kalamazoo College and the student are jointly responsible for the student’s actions to individuals and communities, to host countries, to universities that indirectly subsidize study abroad, and to students who may want to study abroad in the future. Recommended and accepted as someone who desires to take advantage of educational opportunities abroad, a study abroad participant is obligated to take seriously the role of a student, and the College is likewise obligated to see that poor academic performance and unacceptable social behavior, even though judged on a somewhat different basis, have at least the same consequences abroad as they have at home.

What, then, constitutes acceptable social behavior? Ideally, acceptable behavior should reflect such qualities as integrity, openness to the new and different, humility, sensitivity to others’ needs and a generous portion of compassion. Minimally, it must include compliance with all local laws and regulations and a genuine concern for the mores and social patterns of the homestay host and community, in order that student actions not be offensive either to the homestay or to the community. Student misconduct and poor behavior influenced by the abuse/misuse of alcohol and/or drugs may result in the immediate dismissal from study abroad. More generally, any behavior which in the judgment of the Director of the Center for International Programs or his/her designate causes pain or serious discomfort to others or which reflects discredit upon the individual or upon the College is considered unacceptable and will subject the offender to dismissal from the program.

STUDENT AGREEMENT

All students participating in study abroad through Kalamazoo College must read and sign a copy of the following agreement, which is included in the Hornet Passport pre-departure forms for all students following their acceptance into study abroad.

In consideration of being allowed to participate in Kalamazoo College’s Study Abroad Program,

I, ________________________________, hereby agree to the following conditions of participation:

(Please print Legal Name legibly)
1. The Director of the Center for International Programs, or his/her designate, has the authority to establish rules and guidelines necessary for the operation of the overseas programs. Because Study Abroad participants are guests in a host country, and generally in host families, it is essential that all participants understand and respect norms of conduct and patterns of behavior that may be different from standards at home. The rules of conduct for student participants are outlined in the “Statement on Social Behavior” and elaborated on in verbal and written form during the pre-departure and on-site orientation programs. I agree to abide by these rules and agree that the College has the right to withdraw or dismiss me from the study abroad program if in the judgment of the Executive Director of the Center for International Programs there has been a violation of College policy or regulations; disruptive behavior or conduct which could bring the program into disrepute; for medical conditions which affect my ability to perform the essential functions of a student or cause me to be a direct threat to myself or others, or on academic grounds; or my behavior poses a danger to myself or others. I understand further that a decision to dismiss me from the program will be final and no refund will be made.

2. I understand and agree that my withdrawal, departure or dismissal from a program prior to its formal completion will result in forfeiting the deposit and will require me to pay all costs incurred on my behalf. I understand and agree that if I withdraw, depart or am dismissed from a program after the program begins, I will not be eligible for any academic credits I would have earned and will automatically be withdrawn from the College. I understand further that if I am a Kalamazoo College student and withdraw from the College after completing the Study Abroad program and prior to graduation, I will be required to reimburse the College $1,300 for subsidized costs associated with Study Abroad. I understand that academic transcripts will not be released until such reimbursement is made.

3. I understand and acknowledge that there are potential dangers in traveling to other countries in the region of my program and that Kalamazoo College is not in a position to guarantee my safety if I choose to travel to these countries. I also understand and acknowledge that it is my responsibility to consult with the U.S. Consulate regarding the advisability of any travel to other countries in the region.

4. I acknowledge that I am ultimately responsible for complying with the College’s Study Abroad Program course credit requirements, academic policies and procedures and that unless I enroll in a course or appropriate combination of courses that totals a minimum of 40 contact hours, I will not receive any academic credit for that coursework.

5. I understand and agree that I will turn in all materials, forms, and payments by the due dates and attend all mandatory orientation sessions as specified in the Hornet Passport and my program’s “Pre-Departure Checklist.” I acknowledge that my failure to do so may result in additional costs to me or in my being withdrawn from the program. Failure to provide the completed Health Insurance Form and Proof of Insurance by the due date will result in the CIP automatically enrolling me in full health insurance coverage and my student account will be charged accordingly.
6. I agree that I will abide by all policies and regulations established by the host institution at my program abroad and obey local laws and ordinances. I understand that I remain enrolled as a student at Kalamazoo College and I agree to continue to abide by College academic policies and the honor system for the duration of my participation in this program.

7. I understand and agree that I am subject to immediate dismissal from the study abroad program if in the judgment of the Executive Director of the Center for International Programs my misuse and/or abuse of alcohol or drugs causes disruptive behavior or conduct, brings the program or the College into disrepute, or affects my ability to carry out the essential functions of a student. I understand that a decision to dismiss me from the program is final and no refund is made. I also understand that following my dismissal from study abroad, I will be withdrawn as a student at the College in a separate administrative action.

I have read and understood the foregoing conditions and the 2018–2019 Study Abroad Handbook and agree to the conditions described above and therein.

GENERAL RELEASE

All students participating in study abroad through Kalamazoo College must read and sign a copy of the following general release, which is included in the packet of forms sent to all students following their acceptance into study abroad.

I, _______________________________________, am a student at Kalamazoo College (the “College”) and (Please print Legal Name legibly)

have volunteered to participate in the College’s Study Abroad Program and related activities (the “Program”). In consideration for being permitted to participate in the Program, I hereby agree to the following:

1. I waive and release any claims or potential claims of myself, my heirs, my relatives or any other interested party, against the College and any other cooperating institution, their employees, representatives, agents, and successors, arising from my participation in the Program, including, but not limited to, claims or causes of action for inconvenience, damage to or loss of property, medical or hospital care, or personal illness, injury, or death, arising out of my participation in the Program and/or any travel or other activity conducted by or under the control of Kalamazoo College or any cooperating institution.

2. This agreement also covers any participation I may have in other activities related to the Program, such as volunteering or working at a Health Clinic, teaching at a school, or providing other community services. I understand that some of these activities are inherently dangerous and may bring me into contact with individuals with serious illnesses including those with communicable diseases, mental diseases and disorders. I understand that by attending, observing or participating in any activities related to the Program, I potentially could contract a serious disease or illness, or I could have a dangerous or traumatic encounter. By signing this agreement, I agree that I am assuming the risks of what may happen to me because of my participation in any activity related to the Program. This includes all of the illnesses, diseases
and medical conditions which I may contract during my stay in a foreign country(ies) or during my attendance, observation or participation in any activity in that(those) country(ies).

3. I understand that living and traveling in a foreign country(ies) while in the Program places me at risk. I understand that cultural language, social and other differences make it necessary for me to exercise caution in all that I do. I accept full legal and equitable responsibility for my behavior while in the Program and the consequences of that behavior, including but not limited to, contracting a sexually transmitted disease, being subject to criminal or civil punishment by the government of the country(ies) in which I will be traveling, and violence or criminal activity of which I am the victim.

4. I agree to indemnify the College and any cooperating institutions, their employees, representatives, agents, and successors, for all financial obligations or liabilities that I personally incur while I am participating in the Program, including but not limited to, attorney’s fees and court costs resulting from my actions, errors, or omissions.

5. I agree that I will be financially responsible for maintaining my own accident, medical, and health insurance for the duration of my enrollment in the Program. I agree that I am responsible for obtaining all health information, medical procedures, immunizations, and prophylactic medications appropriate to my enrollment in the Program. I agree to adhere to all necessary health and safety precautions.

6. I authorize the College, through its representatives, employees or agents, to secure any necessary treatment in the event that I need emergency medical care, hospitalization or surgery while participating in the Program. In the event that I am involved in an emergency abroad while participating in the Program, I agree that the College may notify my emergency contact that I have provided in the Program application materials.

7. I understand and agree that any dispute arising from this agreement, from my participation in the Program, or from my participation in activities related to the Program, which arises between me, the College, any cooperating institution, and/or another student will be governed under Michigan law.

8. I understand and agree that any dispute arising from this agreement, from my participation in the Program, or from my participation in activities related to the Program, which arises between me, the College, any cooperating institution and/or another student must be brought before a Michigan state or federal court sitting within Kalamazoo County.

9. I understand and agree that even if a court of law finds any provision or aspect of this agreement unenforceable, the remaining provisions will remain in full force and effect. Furthermore, I understand and agree that if there is any unenforceable provision or aspect of this agreement, this agreement will still be construed to make it legally enforceable and within the boundaries of public policy.

10. I understand and agree that this agreement represents the complete agreement with the College concerning the matters set forth in this agreement. This agreement waives and supersedes any
previous or contemporaneous understandings I may have had with the College on the matters covered by this agreement, whether written or oral. This agreement shall not be changed or amended in any way except in writing signed by the College’s President and/or the President’s designated representative, and myself or legal guardian.

I acknowledge, by my signature, that I have fully read and understood every provision of this agreement. I also acknowledge that I am voluntarily entering into this agreement with my full and free consent. I acknowledge that I am at least eighteen years of age and am my own legal guardian, and if not, that I have secured below the signature of my parent or legal guardian as well as my own.

CONTROLLED SUBSTANCES

While studying and living in another country, students are subject to the laws of that country. This applies especially with regard to the use or sale of controlled substances, i.e. drugs and alcohol. The use and sale of drugs is illegal and can result in severe penalties. A U.S. passport or student visa will not protect anyone from arrest or detention. Furthermore, the judicial procedure in many countries provides for lengthy investigatory detention without bail and the Embassy will not be able to assist you to a great extent.

While local customs and laws regarding alcohol use vary greatly, there are laws and ordinances regarding its abuse. It is the student’s responsibility to familiarize him or herself with these laws.

It is the responsibility of each individual to understand the gravity of any violation of local laws, legal requirements, or behavioral norms when in another country. Copies of the U.S. Department of State “Consular Information Bulletins” containing information on penalties for violation of local laws are available on the Internet. See http://travel.state.gov.

It is the policy of the Study Abroad Program that any illegal drug use or the abuse of alcohol while abroad will result in disciplinary sanctions, up to and including an immediate dismissal from the program. Such actions not only affect the individual, but also put others in the group and the entire program in jeopardy. Such actions may also result in campus judiciary proceedings against the offending individual(s).
DISMISSAL FROM THE PROGRAM

Application and acceptance into the study abroad program are separate from admission to the College. Participation in study abroad at Kalamazoo College requires that students meet certain expectations and eligibility criteria, as well as exercise responsible judgment and behavior. When students accept their admission to the study abroad program, they agree to abide by the policies and regulations set forth in the Study Abroad Handbook, the College’s Academic Catalogue, and other relevant College publications. Of particular importance for students participating in study abroad is the “Student Conduct Abroad” section from the Study Abroad Handbook which states in part that acceptable behavior includes, at a minimum, compliance with local laws and regulations, host university policies and regulations (including local housing regulations and policies), and adherence to the social patterns of the homestay family (or local housing placement) and the local community. Any behavior that in the judgment of the Executive Director of the Center for International Programs causes pain or discomfort to others or which reflects discredit on the individual or upon the College is considered unacceptable and may subject the offender to immediate administrative action by the Executive Director of the Center for International Programs including, but not limited to, immediate dismissal from the study abroad program. Immediate administrative action may be required for medical conditions which affect a participant’s ability to perform the essential functions of a student.

Students who are dismissed from the study abroad program will be withdrawn from their courses overseas and receive a grade of “F” for each course. They will also be removed from their program-provided housing, and be expected to return to the United States as soon as possible. Furthermore, staff of the Center for International Programs reserves the right to pursue separate sanctions against offenders under the College’s judicial system in the event that they are permitted to continue as students at the College. Examples of student behavior while on study abroad that may lead to immediate administrative action include, but are not limited to: illegal drug use, abuse of alcohol, failure to attend classes and/or other required academic activities, hitchhiking, unauthorized absence from the study abroad program, unauthorized changes in housing, arrest for infractions of local laws, and violations of other Kalamazoo College policies. Any dismissed student must return to the United States immediately after the dismissal and must pay any additional transportation expenses thus incurred.

Furthermore, the Center for International Programs reserves the right to notify the parents of any student whose behavior abroad in the judgment of the Executive Director is unacceptable or in violation of Study Abroad and/or College policy.
PROGRAM CONTACT INFORMATION

KALAMAZOO PROGRAMS

Please be sensitive to time differences when calling or faxing abroad.

ECUADOR - Quito
Universidad San Francisco de Quito
c/o Tania Ledergerber, Resident Director
Diego de Robles y Pampite
Cumbaya, ECUADOR
TEL: 011 593 22 97 1704 ext. 1403
EMAIL: taled21@yahoo.com
WEB: www.usfq.edu.ec

FRANCE - Clermont-Ferrand
Ecole Súperieure de Commerce de Clermont
c/o Mme. Joëlle Caron, Resident Director
4, Boulevard Trudaine
63037 Clermont-Ferrand, FRANCE
TEL: 011 33 473 77 3869
EMAIL: joelle.caron@laposte.net
WEB: www.esc-clermont.fr

FRANCE - Strasbourg
Institut International d’Études Française
Université Marc Bloch
c/o Mme. Beth Zehr, Resident Director
33, rue de Zurich
67000 Strasbourg, FRANCE
TEL: 011 333 88 37 3181
EMAIL: bethkzehr@hotmail.com
WEB: http://iief.unistra.fr/

GERMANY - Bonn
Universität Bonn
c/o International Office
Abteilung 6.1 - Study Abroad
Poppelsdorfer Allee 102
53115 Bonn, GERMANY
TEL: 011 49 228 73 3056
EMAIL: studyabroad@uni-bonn.de
WEB: www.studyabroad.uni-bonn.de

or www.international.uni-bonn.de

GERMANY - Erlangen
Friedrich-Alexander Universität
c/o Dr. Christina Hein, Resident Director
Steinpilzweg 26
91058 Erlangen, GERMANY
TEL: 011 49 176 924 26 360
EMAIL: christina_judith_hein@hotmail.com
WEB: www.uni-erlangen.de

KENYA - Nairobi
University of Nairobi
c/o Ms. Lillian Owiti, Resident Director
Department of Sociology
P.O. Box 30197-00100
Nairobi, KENYA
TEL: 011 254 20 318 262 ext. 28535
EMAIL: awuorwenwa@gmail.com
WEB: www.uonbi.ac.ke

MEXICO - Oaxaca
Teresa Morales, Ph.D.
Museos Comunitarios
tmoralesl@gmail.com

SÉNÉGAL – Dakar
Universite Cheikh Anta Diop
c/o Ms. Rama Sow Niang, Study Abroad Coordinator
African Consultants International
Villa 509, SICAP Baobab Center, BP 5270
Dakar-Fann, SÉNÉGAL WEST AFRICA
TEL: 011 221 33 825 3637
WEB: http://www.baobabcener.org/contact
SPAIN - Cáceres
Universidad de Extremadura
c/o Dr. Victoria Pineda, Resident Director
Facultad de Filosofía y Letras
10003 Cáceres, SPAIN
TEL: 011 34 927 25 7000 ext. 57766
EMAIL: mvpineda@unex.es
WEB: www.unex.es

SPAIN - Madrid
Universidad Antonio de Nebrija
c/o Maria Angeles Vergara Padilla, Resident Director
Pirineos, 55
28040 Madrid, SPAIN
TEL: 011 34 91 452 1100
EMAIL: mvergara@nebrija.es
WEB: www.nebrija.com

THAILAND - Chiang Mai
International Sustainable Development Studies
c/o Dr. Mark Ritchie, Resident Director
P.O. Box 222 Prasingh
Chiang Mai, 50200 THAILAND
TEL: 011 66 5340 6331
MOBILE: 011 66 81 724 0860
EMAIL: mritchie@isdsi.org
WEB: www.isdsi.org

TRINIDAD - St. Augustine
The University of the West Indies
c/o Dr. Hamid Ghany, Resident Director
Faculty of Social Sciences
The University of the West Indies
St. Augustine, TRINIDAD
TEL:(868) 663 2002 ext 3232
EMAIL: hamid.ghany@sta.uwi.edu
sandra.khan@sta.uwi.edu
WEB: www.sta.uwi.edu
KALAMAZOO PARTNER PROGRAMS

Please be sensitive to time differences when calling or texting abroad

AUSTRALIA - Perth
Curtin University
C/o Gary Hepworth, Director of Service Abroad
Community Life Building 599
Bentley Campus
GPO Box U1987
Perth 6845 WESTERN AUSTRALIA
TEL: 011 6189 266 2957
EMAIL: g.hepworth@curtin.edu.au
WEB: www.studyabroad.curtin.edu.au/

BOTSWANA - Gabarone
University of Botswana
C/o Mrs. Kaboyaone Hiri-Khudu, Deputy Director
Office of International Education and Partnerships
4775 Notwane Rd.
Private Bag 0022 Gaborone, BOTSWANA
TEL: 011 267 355 4139
EMAIL: oiep@mopipi.ub.bw
WEB:http://www.ub.bw/info.cfm?pid=631&m=320

CHINA - Beijing & Harbin
CET Programs
1920 N Street, N.W., Suite 200
Washington, D.C. 20036
TEL: (202) 349 7342 or (800) 225 4262 ext. 7342
WEB: http://www.cetacademicprograms.com

CHINA - Hong Kong
Hong Kong Baptist University
C/o Mr. Peter Li, Director, International Office
International Office
Hong Kong Baptist University
Room AAB 703, Level 7
Academic and Administration Building
Baptist University Road Campus
Kowloon Tong, HONG KONG, CHINA
TEL: 011 (852) 3411 2188 or 011 852 3411 5328
EMAIL: exchange@hkbu.edu.hk
WEB: http://intl.hkbu.edu.hk/

COSTA RICA - San Jose
International Center for Development Studies
C/o Dr. Jorge Nowalski, Resident Director
P.O. Box 1412-1000
San Jose, COSTA RICA
TEL: (617) 938 3725 or 011 506 2253 5763
EMAIL: studyabroad@icds.ac.cr
WEB: www.icds.ac.cr

DENMARK - Copenhagen
Danish Institute for Study Abroad
C/o Brad Stepam, Director
North American Office
University of Minnesota
2233 University Avenue W, Suite 201
St. Paul, MN 55114
TEL: (800) 247 3477
EMAIL: dis@umn.edu
WEB: http://www.disabroad.org/
GREECE - Athens
College Year in Athens
c/o Erica Huffman, Associate Director
Administration, Campus & Student Relations
College Year in Athens
PO Box 390890
Cambridge, MA 02139
TEL: (617) 868 8200
EMAIL: info@cyathens.org
WEB: http://www.cyathens.org

HUNGARY BSCS- Budapest
Budapest Semester in Cognitive Science
c/o Péter Érdi, Ph.D. Co-Director
Budapest Semester in Cognitive Science
Physics Department
Kalamazoo College
1200 Academy Street
Kalamazoo, MI 49006
TEL: (269) 337 5720
EMAIL: bscs@bscs-us.org
WEB: http://www.bscs-us.org/

HUNGARY BSM – Budapest
Budapest Semester in Mathematics
c/o Professor Tina Garrett, Director
St. Olaf College
1520 St. Olaf Avenue
Northfield, MN 55057
TEL: (507) 786 3114
EMAIL: budapestsemesters@gmail.com
WEB: www.budapestsemesters.com

INDIA - Varanasi
CET Programs
1920 N Street, N.W., Suite 200
Washington, D.C. 20036
TEL: (202) 349 7342 or (800) 225 4262 ext. 7342
WEB: http://www.cetacademicprograms.com

ISRAEL - Be’er Sheva
Ben-Gurion Univ. of the Negev
c/o Andi Meiseles, Director
North American Office for International Academic Affairs
American Associates
Ben-Gurion University of the Negev
Ginsburg-Ingeman Overseas Student Program
1001 Avenue of the Americas, 19th Floor
New York, NY 10018
TEL: (800) 962 2248 or (212) 687 7721 ext 2201
EMAIL: osp@bgustudyabroad.org
WEB: http://www.aabgu.org/osp/

ITALY – Rome
American University of Rome
c/o Stefano Stoppaccioli, Dean of Students
The American University of Rome
Via Pietro Roselli, 4
00153 Rome, ITALY
TEL: 011 39 06 5833 0919
EMAIL: studentlife@aur.edu
WEB: www.aur.edu

ITALY – Rome
Intercollegiate Center for Classical Study
c/o Susan Pratt, Assistant Director Global Education Office for Undergraduates
Global Education Office for Undergraduates
Smith Warehouse
Bay 6, 2nd Floor
114 S. Buchanan Blvd.
Box 90057
Durham, NC 27708-0057
TEL: (919) 684 2174
EMAIL: gloaled@duke.edu
WEB: http://gloaled.duke.edu/
JAPAN - Hikone
JCMU
c/o Kate Simon, Program Coordinator
International Center
427 North Shaw Lane, Room 110
East Lansing, MI 48824
TEL: (517) 355 4654
EMAIL: JCMU@msu.edu
WEB: http://jcmu.isp.msu.edu/

JAPAN - Kyoto
Doshisha University
c/o Ms. Kazunori Okano, Manager, Office of
International Students
International Center
Office of International Students
Kamigyo-ku, Kyoto 602-8580 JAPAN
TEL: 011 81 752 51 3257
EMAIL: ji-ois@mail.doshisha.ac.jp
WEB: http://cjlc.doshisha.ac.jp/english

JAPAN - Tokyo
Waseda University
c/o Dr. Gary DeCoker, Director
Japan Study
Earlham College
801 National Road West
Richmond, IN 47374
TEL: (765) 983 1224
EMAIL: japanstu@earlham.edu
WEB: http://japanstudy.earlham.edu/

UNITED KINGDOM - Lancaster, England
Lancaster University
c/o Ms. Jane Atkinson, Associate Director &
Director of Study Abroad Programme
International Office, University House
Lancaster University
Lancaster LA1 4YW ENGLAND
TEL: 011 44 1524 594 530
EMAIL: studyabroad@lancaster.ac.uk
WEB: http://www.lancaster.ac.uk/study/international-students/study-abroad/

UNITED KINGDOM - London, England
London School of Economics
Will Breare-Hall
Study Abroad Manager
General Course
Houghton Street
London, ENGLAND
WC2A 2AE
TEL: 011 44 (0) 20 7955 7928
EMAIL: gc@lse.ac.uk
WEB: www.lse.ac.uk/study

UNITED KINGDOM - Aberdeen, Scotland
University of Aberdeen
c/o Karen Gibson, Study Abroad Coordinator
Student Recruitment Services
University Office King’s College
Aberdeen AB24 3FX
SCOTLAND UK
TEL: 011 44 1224 272085
EMAIL: studyabroad@abdn.ac.uk
WEB: www.abdn.ac.uk
ADDITIONAL RESOURCES

Alcoholics Anonymous World Services
TEL: 212.870.3400
EMAIL: international@aa.org
WEB: http://www.aa.org/

Association for Safe International Travel
TEL: 240.249.0100
EMAIL: asirt@asirt.org
WEB: http://www.asirt.org/

Bureau of Consular Affairs
Overseas Citizens Services
TEL from within the U.S.: 202.647.4000
TEL from overseas: 1.888.407.4747
WEB: http://travel.state.gov/

National Sexual Violence Resource Center
TEL: 1.877.739.3895
EMAIL: resources@nsvrc.org
WEB: http://www.nsvrc.org/

Overeaters Anonymous
TEL: 505.891.2664
WEB: http://www.oa.org/

Rape, Abuse & Incest National Network (RAINN)
TEL: 24/7 Online Hotline: 1.800.656.HOPE (4673)
WEB: http://www.rainn.org/

Centers for Disease Control
TEL: 24/7 Hotline: 1.800.232.4636 (1.800.CDC.INFO)
EMAIL: cdcinfo@cdc.gov
WEB: http://wwwnc.cdc.gov/travel/

National Association of Anorexia Nervosa
TEL: 630.577.1330 (M-F, 9-5pm)
EMAIL: anadhelp@anad.org
WEB: http://www.anad.org/

BIBLIOGRAPHY

You will want to take a guidebook with you—perhaps one from the “Let’s Go” series, “Lonely Planet” series or a Rough Guide.

http://allabroad.us/resources.php - Contains resources to help find funding opportunities, information about making study abroad support career development, reasons to study abroad, information to support diversity in study abroad, and information about discrimination abroad.

http://www.diversityabroad.com/ - “…connects talented diverse and underrepresented students and graduates to international education and career opportunities that prepares them for leadership in an interconnected world.”

http://www.purdue.edu/cie/learning/global/toolkit/ - includes 8 modules designed to help students learn about cultural worldview frameworks, intercultural openness, intercultural empathy, and cultural self-awareness.

https://travellatina.org and @TravelLatina on Instagram

https://travel.state.gov/content/passports/en/go/lgbt.html - U.S. Government’s resource guide for travelers who identify as LGBTQ


https://bаниamор.com/ - Bani Amor
Blogs, interviews, and posts that revolve around identity, place and the colonial nature of travel culture; Has a series of interviews with travelers of color and an article listing travelers of color to follow

http://matadornetwork.com/bnt/7-things-latino-travelers-understand/ - Luis Guillermo
7 Things Only Latina Travelers Understand

http://www.browngirlsfly.com/ - “A Melanin-Infused Perspective on Travel”


http://www.expatica.com/nl/moving-to/Moving-home-Reverse-culture-shock_104957.html - Article on Reverse Culture Shock

http://www.ediplomat.com/np/cultural_etiquette/cultural_etiquette.htm - Cultural etiquette by country

https://www.gooverseas.com/blog/6-things-wish-knew-studying-abroad-african-american - “6 Things I Wish I Knew Studying Abroad as an African American

BOOKS


Various. *Diversity Issues in Study Abroad*, [https://www.brown.edu/academics/college/special-programs/international-study/student-resources/while-abroad/diversity-while-abroad](https://www.brown.edu/academics/college/special-programs/international-study/student-resources/while-abroad/diversity-while-abroad) Collection of quotes from study abroad participants from Brown University who are from historically disenfranchised communities.


**LGBTQ RESOURCES**


[https://www.outrightinternational.org/](https://www.outrightinternational.org/) - The Outright Action International is an association of individuals and organizations dedicated to building a free and peaceful world, respect for individual rights and liberties, and an open and competitive economic system based on voluntary exchange and free trade. They currently have members and representatives in over 100 countries.

[http://studyabroad.isp.msu.edu/forms/glbt.html](http://studyabroad.isp.msu.edu/forms/glbt.html) - Covers some of the issues a LGBTQ student may wish to research before departure.

[http://www.lonelyplanet.com/thorntree/index.jspa](http://www.lonelyplanet.com/thorntree/index.jspa) - Includes both general travel information and a special discussion section (Thorn Tree Forum) for LGBTQ travelers.