Dear Students,

Welcome to the 56th 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 interest to make this a successful and meaningful experience. In order for us to be the most effective mentors for you, we are depending on you to read and familiarize yourself with the contents of this Handbook.

CIP staff members have created this Handbook as a reference for you. This Handbook contains important College policies about study abroad, as well as detailed procedures and schedules. It includes resources and 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 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, this Handbook contains material for you to begin to prepare yourself for this significant experience.

The staff of the Center for International Programs is committed to being your mentor and coach in this process. Each of us in the CIP has studied and/or lived abroad and understands the excitement and anxiety this 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,

The Staff of the Center for International Programs
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* Denotes availability or requirement changes; please see handbook for most recent and accurate information.
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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, and a $300 deposit 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 in the Resource Room and 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 the *List of Study Abroad Programs* 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 on the *List of Study Abroad Programs Approved for Transfer of Academic Credit* (a copy of which can be found in the CIP Resource Room and on the CIP website) 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. Sophomores will be given priority for the spring short-term programs.

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 incompletes 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 List of Study Abroad Programs. 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; UK Goldsmiths; UK London School of Economics; and Israel: Hebrew University of Jerusalem. 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 Non-Kalamazoo Program Application Advisory and a Non-Kalamazoo Program Pre-Departure Advisory to applicants and students endorsed by the CIP for participation in Non-Kalamazoo 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 2016-2017**

- **Short-term (3 K-Units):** $17,864
- **Long-term (6 K-Units):** $35,728
- **Extended-term (9 K-Units):** $53,592

*The comprehensive fees for the 2017-2018 academic year will be announced in February of 2017.*

All non-Kalamazoo 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. A non-refundable $300 deposit will be required prior to participation in all programs. The non-refundable deposit will be credited towards the comprehensive fee.

**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 and Jerusalem); 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 List of Study Abroad Programs (available in the Center for International Programs). The following programs do not accept K Financial aid/scholarships (including GLCA-TRE tuition remission): Denmark, DIS; UK Lancaster; UK Goldsmiths; UK London School of Economics; and Israel: Hebrew University of Jerusalem. 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: No employment is available to students while on study abroad. Students travel overseas on a student visa or with the understanding that they are temporary guests, which specifically 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.

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 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 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 restrict 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.

NON-REFUNDABLE STUDY ABROAD DEPOSIT

In order to hold a student’s place in a program, a $300 non-refundable deposit is required. In the cases of withdrawal after that date or dismissal from the program, this non-refundable deposit will be forfeited. In addition, 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 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 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 homestay. 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.

CO-ED HOUSING

Men and women may not share the same accommodations (room, apartment, house, etc.) without the express approval of the Director of the Center for International Programs. No College funds can be used for such arrangements. The Study Abroad Program will require a repayment of any funds so used unless advance approval has been granted. This does not apply to university dormitories or homes in which men and women are housed in separate rooms, in separate wings, or on separate floors.

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 (see the back of this book for 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 non-Kalamazoo 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; Egypt; 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.

- **Personal Checks:** It is virtually impossible to cash personal checks abroad. Students should not expect to cash personal checks abroad.
- **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. The credit card could be reserved for “emergencies.” 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.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and photocopies</td>
<td>100 USD</td>
</tr>
<tr>
<td>Entertainment</td>
<td>250 USD/month</td>
</tr>
<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 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 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. Any dismissed student must return to the United States immediately after the dismissal and must pay any additional transportation expenses thus incurred. In most program locations, unexcused absences will result in the lowering of grades. 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 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 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 forfeit the non-refundable deposit. They 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 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 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 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 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 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 2017-2018 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 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 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. Students who have been dismissed from study abroad will, in separate administrative action, also be withdrawn from the College. 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 Director is unacceptable or in violation of Study Abroad and/or College policy.
HEALTH, SAFETY, AND EMERGENCIES

IMMUNIZATIONS

Most immunizations are not mandatory, but provide valuable protection; therefore, it is highly recommended that students remain up to date in their immunizations prior to departure for study abroad. Note: There are some programs (such as ISDSI in Thailand) that require proof of immunizations in order to be eligible to participate in the program.

GENERAL IMMUNIZATION RECOMMENDATIONS

The following immunizations are recommended for all travelers:

- Tetanus-Diphtheria-Pertussis (Tdap)
- MMR
- Hepatitis A
- Hepatitis B
- Meningococcal
- Varicella (chicken pox)
- Influenza (annually)

TABLE OF IMMUNIZATIONS

The following table lists the specific immunization recommends from CDC, WHO or other international travel resources as of July 2015. Please note that these are in addition to the general immunization recommendations above. The information below was accurate at the time of printing but changes frequently.

<table>
<thead>
<tr>
<th>Country</th>
<th>Polio Booster</th>
<th>Typhoid</th>
<th>Yellow Fever</th>
<th>Japanese Encephalitis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td></td>
<td>R</td>
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<tr>
<td>Botswana</td>
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<td>R</td>
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<tr>
<td>Chile</td>
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<tr>
<td>China</td>
<td>R</td>
<td>R</td>
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<tr>
<td>Costa Rica</td>
<td>R</td>
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<tr>
<td>Ecuador</td>
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<td>India</td>
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<td>Japan</td>
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<td>Kenya</td>
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<tr>
<td>Mexico</td>
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<td>R</td>
<td>R</td>
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<tr>
<td>Senegal</td>
<td>R</td>
<td>R</td>
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<tr>
<td>Thailand</td>
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<td>R</td>
<td>R</td>
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<tr>
<td>Trinidad</td>
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</tr>
</tbody>
</table>

R = Recommended by the CDC and WHO.
## Kalamazoo College Student Health Price List (as of September 2016)

<table>
<thead>
<tr>
<th>Vaccine/Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis A (series of 2)</td>
<td>$50 each</td>
</tr>
<tr>
<td>Hepatitis B (series of 3)</td>
<td>$55 each</td>
</tr>
<tr>
<td>Japanese Encephalitis (series of 2)</td>
<td>$300 (Both will be given before departure. There is a required 30 minute wait in the Student Health Center after each JE immunization)</td>
</tr>
<tr>
<td>Measles-Mumps-Rubella (MMR)</td>
<td>$70</td>
</tr>
<tr>
<td>Meningococcal-QUAD</td>
<td>$140</td>
</tr>
<tr>
<td>Meningococcal-B (series of 2)</td>
<td>$175 each</td>
</tr>
<tr>
<td>Pneumococcal</td>
<td>$80</td>
</tr>
<tr>
<td>Polio (adult booster)</td>
<td>$35</td>
</tr>
<tr>
<td>Tetanus (Tdap)</td>
<td>$50</td>
</tr>
<tr>
<td>Tuberculosis Test (pre and post travel)</td>
<td>$12</td>
</tr>
<tr>
<td>Typhoid Oral</td>
<td>$74</td>
</tr>
<tr>
<td>Varicella (chicken pox)</td>
<td>$120</td>
</tr>
<tr>
<td>Yellow Fever</td>
<td>$155</td>
</tr>
<tr>
<td>Certificate of Good Health/Physical*</td>
<td>$90-$135</td>
</tr>
<tr>
<td>Vaccine Administration</td>
<td>$10</td>
</tr>
<tr>
<td>Yellow Card</td>
<td>$5</td>
</tr>
</tbody>
</table>

*Prices are subject to change. Please request an up-to-date price list from the Student Health Center.*

The Student Health Center only bills the “K” Student Health Insurance directly. For all other insurances, we will offer you an insurance ready receipt at the time of service.

### PHYSICALS*

Some countries and non-Kalamazoo programs require a combination of a date sensitive physical examination, certificate of good health, laboratory tests, and/or vaccinations as part of the study abroad application, to apply for a student visa, or for certain residency permits.

Students will receive this information during her/his quarter on campus preceding study abroad if the CIP processes the visa for the study abroad program. If students are participating in a non-Kalamazoo program and are responsible for obtaining his/her own visa, he or she should make certain to contact the consulate at least 90 days before departure. **Note:** the certificate of good health through the Student Health Center is ONLY available to students who have obtained the recommended vaccination(s) and have had a physical exam at the Student Health Center. This certifies that the student is currently healthy to travel and has the information and vaccinations to remain healthy while abroad.

Please be advised that **consulates and partner institutions can and frequently do make spontaneous changes in their student visa requirements and application process.** Consult with the appropriate consulate or the CIP regarding the most recent requirements.
PRE-EXISTING MEDICAL CONDITIONS

Any student who will be on medication regularly, has a chronic medical condition, or may need medical services or doctors while abroad, should make an appointment to see the Director of the Center for International Programs. Please schedule this appointment before the end of the second week of the quarter preceding the study abroad experience so that appropriate arrangements can be made with the program abroad.

If participants have a chronic medical condition, it is important to schedule an appointment with a medical provider soon after arriving in country to establish care prior to an emergency situation. This also allows students to establish a history and relationship with a local health care provider prior to an urgent medical situation.

PRESCRIPTIONS

Students who take prescription medications, including anti-malarial medication, should carry an adequate supply for the duration abroad in the original container with his/her name on it. The CIP staff cannot deliver medication to students abroad. Family members will be unable to mail medication to participants abroad. Mailed medication (even if sent by a private carrier such as FedEx or DHL), will be confiscated by customs officials. Please carry a card, tag, or bracelet that identifies any physical condition that may require emergency care.

Students who may not be able to obtain enough medication to take them for their study abroad program may have a health care provider give a summary of the conditions and treatments (including the medications prescribed) for the condition. Upon arrival to the study abroad program, participants may schedule an appointment with a local physician and receive a local prescription that may be (re)filled at a local pharmacy. Participants are still encouraged to carry at least three month’s worth of medication. Participants in programs in Central or South America, Asia, Africa or sections of the Middle East may need a prescription for malaria prophylaxis. Please consult the Student Health Center or another reputable travel clinic for a prescription.

For participants currently taking a controlled substance, such as any form of Ritalin or Adderall, please bring a letter from the prescribing Doctor indicating the current medication, dosage and medical indication for taking the medication. Some countries ban medications such as Ritalin or Adderall, even if prescribed for an existing medical condition. In these instances, students should make plans for an alternative medication.

ALLERGIES

Participants should know how to express allergies in the native language and make sure that travel companions are aware of any severe allergies. If any cause anaphylaxis, carry an epi-pen (be sure it doesn’t expire while abroad). Teach companions how to locate and use the epi-pen.

WHAT TO PACK

☐ Aspirin, acetaminophen, or ibuprofen for pain or fever
☐ Antihistamine (such as Zyrtec or Benadryl) for allergies, to ease the itch of insect bites or stings, and to prevent motion sickness

☐ Chewable tablets for diarrhea or as an antacid

☐ Triple antibiotic ointment for cuts and scratches

☐ Bandages, Band-Aids, moleskin for blisters

☐ Tweezers

☐ Disposable or digital thermometers

☐ Cold and flu tablets and throat lozenges

☐ Contraceptives, Plan B and/or condoms

☐ Aloe

☐ Monistat, fungal infections cream

☐ Contact lens solution/cleaning system and an extra pair of glasses

☐ Hand sanitizer/disinfecting hand wipes

☐ Insect repellent-CDC recommends repellants with 20-35% DEET which lasts up to 12 hours (lower percentage means more frequent application).

☐ Sunscreen and lip balm with SPF, aloe gel for sunburns

☐ Feminine hygiene products (they are sometimes difficult to find abroad)

**MEDICAL INSURANCE**

All students participating in study abroad are required to have hospitalization and medical insurance that is valid outside the United States. This covers hospitalization and other related costs in a catastrophic event. Students should contact their insurance provider for details about what is covered outside of the United States. For students who need coverage while on study abroad, there is a plan available through Kalamazoo College.

Many doctors and hospitals in the U.S. require only that you present a policy number at the time of service. This is not the case abroad: regardless of what insurance you have, students will be expected to pay all medical bills themselves at the time of service. However, this is generally much less expensive than in the U.S. U.S. insurance companies will not pay directly overseas. Students will have to get itemized statements and present them to the insurance company so that they can be reimbursed for medical expenses. Students should check with their health insurance companies for further information on the type of documentation required.
WHILE ABROAD

AVOID:

- Raw food and unfiltered water and ice
- Undercooked meat
- Live poultry around homes and/or markets
- Piercing and tattooing
- Mosquitoes, ticks, stray animals including dogs, cats and monkeys
- Swimming in freshwater
- Excess alcohol intake

DEHYDRATION

It is not uncommon for students to report feeling dehydrated. Most participants do not drink enough water or liquids while on study abroad. Alcohol and caffeine increase fluid loss. To avoid dehydration, drink half your body weight of water in fluid ounces per day.

*Signs and symptoms of dehydration:*

- Rapid heart beat
- Lightheaded when changing position
- Dry mouth
- Deep breathing
- Irritability
- Reduction in urine output, increase in yellow color
- Cool and mottled extremities
- Lethargy

If you have these symptoms, find an area out of the sun, drink fluids and rest. If you do not feel better, seek medical care.

ILLNESS

Most students report getting sick during their time abroad. At the very least many students will get a cold or sore throat. Students are encouraged to visit the local doctor if they are sick for more than a few days. The Resident Director or university staff member will be able to provide students with a list of local doctors. No matter the insurance, students should keep a copy of the receipt that includes the diagnosis in case symptoms return back in the states.

What students eat and drink will affect their health. If a participant is not sure if he/she should eat or drink something, don’t. Be aware that host national friends are not competent sources of information in this area. They have grown up in this place; they have a different immunity than newly arrived students. Don’t take risks with health to be interculturally sensitive. This is a very good conversation to have with the Resident Director during the on-site orientation.
In the case of accidents or injury, students should inform the Resident Director as soon as possible. For more information regarding health risks at the study abroad site, consult the Kalamazoo College Health Center, or the Centers for Disease Control and Prevention (CDC). See: http://www.cdc.gov/travel/.

**UPON RETURN**

*Participants should follow up with a healthcare provider if:*

- He/she was in an area with high risk of exposure for Tuberculosis. It is recommended that students have a TB Test 10-12 weeks after return.
- He/she was significantly ill and saw a healthcare provider while abroad. Bring all medical documentation.
- Symptoms develop or continue after return.

**TRAVEL WEBSITES**

*Recommended by Kalamazoo College Student Health Center:*


http://www.miusa.org/resource/tipsheet/medications

http://www.mdtravelhealth.com

http://www.who.int/en

http://www.iamat.org

http://www.lonelyplanet.com/index.cfm

http://travel.state.gov/travel/tips/safety/safety_1747.html (A Safe Trip Abroad)

http://travel.state.gov/travel/living/drugs/drugs_1237.html (Travel Warning on Drugs Abroad)

**ROLE OF THE RESIDENT DIRECTOR: HEALTH AND SAFETY**

In the areas of health and safety, the Resident Director of Kalamazoo Sponsored Programs has a special role. As a program participant students are required to keep the Resident Director informed of all situations and incidents that affect health, safety, and/or well-being. The Resident Director is required under College policy to inform the staff of the Center for International Programs in all cases where the health, safety, and/or well-being of a participant is adversely affected. We cannot offer help or suggestions if we do not know what has happened. In practical terms this means that if a participant gets sick, is involved in an accident, suffers an injury that requires professional treatment, is physically assaulted, arrested, involved in a legal proceeding, bitten by an animal, depressed, have problems in the homestay or courses, etc., they should inform the Resident Director.
For those participants on Kalamazoo partner programs, there is a staff member in the local institution/organization at the program with similar responsibilities and authority. We encourage participants to find out who that person is and to make contact during the first week at the program.

MENTAL AND EMOTIONAL HEALTH

Mental Health Abroad

Prepared by Kenlana Ferguson, Ph.D., LP
K College Counseling Center

Whether you are currently being treated for mental health concerns or if you see them as something in your past, you should know that preparing for and participating in this new experience can bring about a return or increase in symptoms.

Since it is always easier to prevent or respond to difficulties if they have been anticipated ahead of time, use this guide to prepare for mental health considerations and services abroad.

- Before You Go
- While You’re Abroad
- When You Return
- FAQs
- Useful Links

Before You Go

Although the state of one’s mental health is a personal matter and responsibility, we urge you to be open with your study abroad adviser about your pertinent health history, including mental health, and areas of potential vulnerability. Disclosing mental health information helps you plan with others so that the necessary support will be in place when you go abroad.

Determine if study abroad is a good fit.
If you are currently involved with mental health services, discuss the advisability of participating in a study abroad program and issues related to cultural adjustment with your mental health practitioner. You may determine that based on your current symptoms, postponing or making adjustments to your plans is necessary.

Bring prescription medications abroad.
If you are taking a prescription medication,
• Bring an adequate supply in the original container, and a prescription with your physician’s explanation of the condition, as well as the generic and brand names of the medication and dosage information.
• Check with the embassies of the countries you expect to visit to make sure your medications are not illegal there.
• Review potential side effects of your medications with your provider, as your body may react differently because of adjustment to new sleep habits, time zones, activities, and diet.
• Do not plan on sending medications abroad since it will require customs paperwork and may be delayed in delivery.
• Maintain your usual dosage and pattern of taking your medication while you’re abroad. Consult with your physician about any necessary adjustments to your dosage due to significant changes in time zones.

Research mental health services in your host country
Mental health support services vary worldwide, and you may not have access to mental health services in some countries. If you anticipate needing support services while abroad, do some research before you go. Determine if, what, and where those services are available in your host country.

While You’re Abroad

Culture Shock
Culture shock is a normal developmental phase of adjustment to a new cultural environment. Culture shock occurs when one’s values and typical ways of viewing the world clash with the values and viewpoints of the new culture.

Typical reactions to culture shock include feeling:

• Helpless
• Out of control
• Vulnerable
• Fearful
• Anxious
• Confused
• Sad

Keep in mind that any high stress situation can cause unusually strong emotional reactions and can interfere with effective functioning. Culture shock can also exacerbate previous symptoms or stir up deeper emotional issues. It is extremely important that you share your reactions with others and seek support immediately.
Establish new friendships with host country residents who can help explain the reasons behind some of the customs/behaviors you might find troubling. This will help you make healthy adjustments abroad. Working through culture shock can be a valuable growth experience – one that strengthens identity and intercultural competence.

**Tips for adjusting to a new culture**

- Take care of yourself physically, including getting regular and sufficient amounts of sleep and food, even if it is difficult re-establishing a consistent schedule because of jetlag.
- Give yourself permission to feel badly. Negative feelings are normal, and you should process these emotions, rather than just pushing them away and failing to address the issue.
- Don’t make any big life changes while abroad. It will take time to figure out how your new life experiences fit into your previous culture and life experience.

**Determining if you need professional support**

If you are currently working with a therapist/psychiatrist, discuss this before you go. Some signs to look for that may indicate the need for professional support include, but are not limited to:

- Heavy alcohol or drug use
- Not getting out of bed
- Staying in a room alone
- Changes in eating habits such as eating excessively or very little
- Avoiding friends
- Not attending classes or marked decrease in academic performance

Remember, you know yourself best and should seek out assistance when needed.

**Dealing with a crisis situation**

Anytime you are in a crisis situation abroad, or feel your health and/or safety is at risk:

As part of the on-site orientation, we expect that participants will be given information about locating local contact numbers for agencies and organizations that deal with crisis issues such as assault, rape, suicide, alcohol and drug abuse counseling, depression, etc. On Kalamazoo programs we ask our Resident Directors to include this in the materials students receive at orientation. If participants need help in one of these areas while abroad, we hope he/she will seek it out. In addition, the CIP urges participants to talk with the Resident Director or a staff member at the program. These are highly personal issues and it is difficult to talk to anyone
about them. The Kalamazoo Directors have experience in helping students through tough times.

In cases of crisis, the counseling center here at the College is available to the participants via Skype or email. Local contacts are another good option. If a study abroad participant is the victim of an assault and battery, sexual assault or rape, we encourage participants to inform the Resident Director and the local authorities in addition to seeking help and counseling from a crisis center or other professional.

Carry the contact information of your onsite director, CIP staff, K College Counseling Center, and insurance cards with you at all times so that you have access to these numbers.

**When You Return**

Sometimes people overlook the fact that similar adjustments are necessary when returning home. New ideas, friendships, and experiences gained overseas will change you, and you will return home with a variety of new perspectives. While you have probably made some progress in integrating these changes into your life while studying abroad, you now have the new task of determining how to integrate these changes into your life at home. Read more about reverse culture shock and re-entry strategies.

**Frequently Asked Questions**

1. **I’m currently working with a counselor. What should I consider when discussing study abroad and my mental health needs?**
   It is extremely important to discuss your plans to go abroad with your treatment professional. Traveling abroad presents unique challenges that can heighten current symptoms. While it’s very exciting to think about studying abroad, moving to a different country means the loss of a support network, a routine, and a familiar environment. If you are taking any new medications, it is particularly important that you reach a stable condition for a period of time before leaving to go abroad.

   While it may be disappointing or difficult to make changes to your previously laid out plans, it is much easier to make changes to your study abroad plans while you are still in the U.S. rather than waiting until you are abroad. Postponing or adapting your study abroad plans may be what you need to do to best take care of yourself. All of these things are important to consider and discuss with a mental health professional when considering study abroad.

2. **Can I work with a mental health professional in the U.S. while I’m abroad, either via Skype, phone or email?**
   The Counseling Center at Kalamazoo College may be available to assist you if you are
experiencing a crisis or mental health emergency. However, long-distance contact, via Skype, e-mail or telephone, typically does not provide adequate information for professional evaluation and using these modalities can make providing adequate care quite challenging. In addition, licensing laws and liability insurance in the U.S. may not cover psychotherapy practiced across international lines. Find a mental health professional in your host country, rather than relying on service providers in the U.S.

3. Will I have access to a local mental health professional while I’m abroad?
Students are encouraged to be vigilant about their mental and emotional health while abroad. Some study abroad sites have resources available for on-site counseling in English. Students are encouraged to contact CIP staff during the orientation process if they have specific concerns about availability. The Counseling Center at Kalamazoo College may also assist in this process. Resident Directors have information available upon request about local doctors, clinics, and programs available to Kalamazoo students.

4. I’m currently taking medication prescribed by a psychiatrist; can I keep taking this while I’m abroad? How do I get a refill?
If you are taking a prescription medication, talk with your prescribing physician well in advance about getting the supply you need for going abroad. You can also contact your insurance company to find out if your medication is available abroad. You will want to bring an adequate supply in the original container, and a prescription with your physician’s explanation of the condition and the generic and brand names of the medication and dosage information. Check with the embassies of the countries you expect to visit to make sure your medications are not illegal there. For more information visit Mobility International’s medications tipsheet.

5. Can I have my parents send me refills of my medication?
Do not plan on sending medications abroad since it will require customs paperwork and may be delayed in delivery.

6. If I disclose my mental health history to my study abroad adviser, program director or other administrator, will this jeopardize my ability to participate in a study abroad program?
Students with pre-existing mental health conditions will not be discriminated against in the application or approval process. Any information shared with the CIP, other university personnel or program staff will be used to assist you in making the best decision about your study abroad plans. We strongly encourage you to disclose your mental health history if you plan to study abroad, as this will only help to ensure that you have a safe and successful experience.
7. Will my health insurance cover mental health treatment while I am abroad?
All students participating in study abroad are required to have hospitalization and medical
insurance that is valid outside the United States. This covers hospitalization and other related
costs in a catastrophic event. Students should contact their insurance provider for details about
what is covered outside of the United States. For students who need coverage while on study
abroad, there is a plan available through Kalamazoo College.

Many doctors and hospitals in the U.S. require only that you present a policy number at the
time of service. This is not the case abroad: regardless of what insurance you have, students
will be expected to pay all medical bills themselves at the time of service. However, this is
generally much less expensive than in the U.S. U.S. insurance companies will not pay directly
overseas. Students will have to get itemized statements and present them to the insurance
company so that they can be reimbursed for medical expenses. Students should check with
their health insurance companies for further information on the type of documentation
required.

Other resources

- **Kalamazoo College Counseling Center**: Services include individual and small group
  interventions.
- **HTH Worldwide Health Insurance**: HTH has mental health professionals available by phone
  24/7, and will also refer students to local mental health professionals.

SEXUAL HEALTH

Issues of sexuality can be complex in the home cultural environment, and much more so in one that is
less familiar. While living in a culture that is unfamiliar, it is more challenging to evaluate situations
and to assess risks for emotional distress, disease, and assault as a result of intentional or non-
inentional sexual contact. Sexually transmitted diseases are prevalent everywhere in the world, and
the HIV virus can lead to death. We strongly recommend that students educate themselves on safe sex
practices, pack condoms from the U.S. when they are traveling abroad, and be cautious about their
sexual activity while abroad. If a participant has sexual contact without any form of protection,
condom or dental dam, he/she should see a medical provider right away. Participants have an
increased risk of STIs, including, but not limited too; HIV, Hepatitis B, Gonorrhea, Chlamydia. For
further information regarding HIV and other sexually transmitted diseases, please consult with
Kalamazoo College’s Health Center or your physician.

Learning about the host country’s culture with regard to acceptable and safe sexual behavior, is one of
the responsibilities of participants as they prepare for and experience study abroad. For example, the
legal definition of “consent” is very different in other countries. It is also very important that
participants understand the local norms and cultural patterns of relationships between genders. What
are the local dating patterns? Is it the custom for females to have male friends (or vice versa) or is that
considered unusual? If one accepts a drink or some other “gift,” is he/she tacitly consenting to sexual
activity? If a participant invites a member of the opposite gender into his/her living space, is it culturally and/or legally acceptable for him/her to expect intimate contact? Is the legal definition of “consent” different from the definition in the U.S.?

**LGBTQ LEGAL ISSUES**

*Excerpted from materials prepared by Wanda L.E. Viento, former Coordinator for Lesbian, Bisexual and Gay Student Services at WMU.*

While preparing for the study abroad experience, participants should research the LGBTQ climate of the host country. One very important aspect with which to become familiar are the legal issues pertaining to lesbian, bisexual, gay or transgendered individuals. Even if participants do not plan to have a sexual relationship while away, he/she will need to be informed about specific laws regarding sexual behavior and sexual/gender orientation. When looking for information, try to determine:

- The legality of same-sex sexual behavior (sometimes male-male sexual behavior is illegal when female-female sexual behavior is not)
- The age of consent for sexual behavior (age of consent for same-sex sexual behavior can be different from age of consent for opposite-sex sexual behavior, make sure to get the right info)
- Restrictions on freedom of association or expression for LGBTQ people
- Anti-discrimination laws (these can be national laws or specific to local areas)
- Sodomy laws

Additionally, legislation on employment protection, partner recognition and HIV/AIDS may impact a participant’s experience directly. Obtaining a deeper understanding of how the host country views its LGBTQ citizens may also be helpful. Information on inheritance laws for same-sex couples, immigration laws, transgender issues, asylum guidelines, domestic partner benefits and parenting laws may offer a gauge for what LGBTQ travelers can expect outside the U.S. Other research topics, such as street violence, police harassment or “social cleansing” practices that might be common, can complete the picture if other resources are not direct or clear. Internet resources to help with researching climates for LGBTQ students are listed in the handbook bibliography.

Resident Directors and other program staff members will give participants guidelines as to the local cultural norms and laws regarding issues of sexuality. While there are a variety of sources for this information, Resident Directors of Kalamazoo programs abroad are a good point of reference once participants arrive in the country. Before departure, we encourage students to seek information from a variety of sources, including former participants, guidebooks, and the cultural guidebook. Please keep in mind, however, that we bear no responsibility for the information that you may gather and as such cannot fully attest to its reliability. Please speak with your Kalamazoo Resident Director for guidance on how to best assess the information’s validity on site and for local laws, which may be in effect in such circumstances.
SAFETY

Participants will have to learn some new “street smarts” that are suitable to the program location. We suggest that students spend the first couple of days on-site engaged in the orientation program to the city. Learn how to navigate what looks “safe” in the local context. Learn the transportation system, so one can get home. Learn how to ask for and understand directions. Learn how to move around like a local (not a tourist staring at google maps)--how to dress, how to act, how to walk, how to deal with looks or approaches by strangers. Watch, ask, and imitate the locals. Here are some general tips; ask your Resident Director for more particulars:

- Be prepared to give-up some independence and freedom of expression; plan on living by the host culture’s “rules.” What was okay to do in the U.S. may not be okay in the host country.

- Participants should try to look as though they know where they are going, even when lost. Confidence will deter potential muggers/pickpocketers. Don’t dangle purses or phones from your wrist. Backpacks and big purses can be targets; Don’t carry wallets in a back pocket. Don’t carry large amounts of cash.

- Learn the basic geography of a new community before making it a habit to walk alone.

- Don’t carry your passport UNLESS absolutely necessary - a photocopy will do just fine for everyday use.

- Don’t walk or ride the bus alone at night--spend the money on a reputable taxi. If you do use public transportation, try to sit close to the driver.

- When staying in a hostel or guesthouse make sure it has a good security system - locks, keys, door person, etc.

- Don’t hitchhike--This is policy!

- Always know or plan how to get home before heading out the door for the evening. Let someone know the location and expected time of return.

- We strongly discourage students from “couch surfing” or using Craig’s list to find inexpensive places to stay. While this may be inexpensive, you are risking your personal well-being by staying in housing with strangers.

- Do not give out personal information to unknown persons. Whenever possible, call a reputable taxi service –find the number after arrival and carry it at all times.

- Be alert when sightseeing; pay attention to the people and the environment.

- Always have extra money to get back “home” in case of an emergency.

- Don’t leave friends at bars or clubs alone. Watch out for each other.
Be moderate with your consumption of alcohol. Being drunk makes participants an easier target for robbery, assault etc. Listen to friends if you’ve been drinking and they think it’s time to go home.

Trust instincts – if a situation feels wrong, trust that and get out – even if it has some potential to offend others.

**WATCH OUT FOR MANIPULATIVE STRATEGIES!**

These are designed to generate uncharacteristic behavior or actions, and can put you at risk. Common manipulative strategies are:

- Overly charming or being over-friendly for self-gain
- Unsolicited giving to create a feeling of indebtedness
- Unsolicited promises that can also be false
- Refusing to accept “No” for an answer
- Forced Teaming - forming a false sense of bonding between the manipulator and the target in order to establish premature trust.
- Typecasting - insulting someone because of their membership to a group such as ethnicity, race, nationality, etc. Designed to manipulate a potential target and put her/him on the defensive to prove its inaccuracy.

**COUNTERING MANIPULATION**

The Counseling Center offers these thoughts to help students develop their own responses to manipulative strategies.

- Trust yourself if you are feeling manipulated and respond based on that feeling. Second-guessing yourself could make you vulnerable.
- Typically, it doesn’t work to argue or try to change the manipulator’s mind or to point out the manipulation. Taking a clearly assertive (firm) stand, “I’m not interested in talking about that/engaging in that activity/or having a relationship with you,” are all appropriate.
- It’s very important, once you’ve decided on the message you want to send, that you are consistent. Straying from your message, even a little, will bring the manipulation back and make it more resistant to change.
- Regarding Forced Teaming specifically: Trust your instincts – there is almost always an agenda with trust that comes too quickly.

**U. S. DEPARTMENT OF STATE SAFETY INFORMATION**
The U.S. Department of State is an excellent source for all kinds of safety and travel information. Students can find information on travel documents, health facilities in the study abroad country, guidelines for emergencies to list just a few topics important to travelers. The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. U.S. Passport holders may enroll on-line at https://step.state.gov/step/.

Study abroad participants who are not U.S. citizens have access to the information posted on the website shown above and the links that follow, but cannot utilize the services of the U.S. Department of State. Many countries provide information and services to their overseas citizens through the Consular sections of their embassies. Taking the time to become familiar with these services and contact information for a participant’s home country is an important step to prepare for study abroad.

A Glossary of Important Resources from the Department of State:

Country Specific Information factsheets are available for every country of the world and include details such as the location of the U.S. Embassy or Consulate in the subject country, visa/entry regulations, health requirements, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. To access country specific information, go to: https://travel.state.gov/content/passports/en/country.html

Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. Recent Travel Warnings are posted at https://travel.state.gov/content/passports/en/alertswarnings.html

Travel Alerts are issued to disseminate information about short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert. Recent Travel Alerts are posted at https://travel.state.gov/content/passports/en/alertswarnings.html

Warden Messages and Embassy Notices are public announcements to U.S. citizens on current safety and security issues. These communications are posted by local embassies or consulates usually on their websites and typically include recommendations or instructions. U.S. citizens registered with STEP or an embassy or consulate abroad often receive these announcements by email.

Links to Department of State Safety and Security Information:

- Students abroad: https://travel.state.gov/content/studentsabroad/en.html Practical recommendations for students preparing to study abroad.
Emergency Assistance: https://travel.state.gov/content/studentsabroad/en/whileabroad.html
Telephone numbers and hours for the Office of Overseas Citizen Services.

EMERGENCY PROCEDURES AND CONTACTS

True emergencies are actually quite rare. While losing luggage, tickets, or even a passport is inconvenient, they are not emergencies. Emergencies are situations in which there is an immediate threat to a student’s health and/or safety. Kalamazoo College has an emergency procedure in place for Kalamazoo programs. A participant’s first call should be to the Resident Director of the program, after attending to any life-threatening matters, of course. If a participant is on a Kalamazoo partner program students will want to find out what procedures and resources are available to them on site.

Everyone needs to learn how to use the telephone and know how to locate and contact the appropriate individuals and organizations at the program or in other travel destinations.

Emergencies at home: people need to know how to get in touch with participants on site—especially if students are away from the program city or after the program has ended. Please inform the Resident Director at the study abroad site if there has been a family emergency. Participants must have a leave of absence approved by the Resident Director and the Director of the Center for International Programs in order to be excused from classes to return to the U.S. in a family emergency. Note: you must return to your study abroad location and complete the academic program there to receive credit. The following are contact numbers for the Center for International Programs staff.

<table>
<thead>
<tr>
<th>Center for International Programs (Voice)</th>
<th>(269) 337.7133</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Margaret Wiedenhoeft, Associate Director (mobile)</td>
<td>(269) 267.5800</td>
</tr>
<tr>
<td>Ms. Narda McClendon, Assistant Director (mobile)</td>
<td>(269) 267.9437</td>
</tr>
<tr>
<td>Mrs. Alayna Lewis, Study Abroad Advisor (mobile)</td>
<td>(269) 251-8876</td>
</tr>
</tbody>
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If students cannot reach anyone in the Center for International Programs, they should phone the College Security office at (269) 337.7321; the Security office will notify one of the staff. If you wish to contact the Center for International Programs via email, the address is: cip@kzoo.edu.

SEXUAL HARASSMENT

Students on study abroad programs may find that other cultures and societies have a much different understanding of what might be considered sexual harassment than is typically the case in the United States. Likewise there can be great variation in the roles of men and women and also in their forms of social interaction. Part of the study abroad experience is to learn how another culture and society organizes everyday life. What might be perceived as sexual harassment in Kalamazoo might be regarded by some as being socially acceptable, albeit obnoxious and unsettling behavior.
While American laws do not extend beyond the borders of the United States, Kalamazoo College students studying abroad are bound by College policy regarding social behavior, sexual harassment, and the Honor System for their own actions. With regard to the actions of others, the Center for International Programs has worked to make our partners abroad aware of College policies regarding sexual harassment. We attempt to follow federal regulations regarding Title IX policies and reporting protocols. This means if a student feels that she or he has been the subject of sexual harassment during a study abroad program, the student should first report this to the Kalamazoo College program staff or to the proper University official, typically to the Dean of Students or the International Office. The student may also choose to report to a CIP staff member. Once receiving the report, either from the student or resident director (or other staff member), CIP staff are required to report to the Title IX officer at Kalamazoo College. The host university may also investigate the charge according to their procedures. Students making a report of sexual harassment may be asked to provide details concerning the incident and the perpetrator(s). We will try to maintain confidentiality throughout the process and honor the reporting student’s request for follow up. If the harassment charge is against a Kalamazoo College student, we will make every effort to follow the procedures used on campus with adjustments for the distance, the rules, and the mores of the partner institution. To ensure the safety and well-being of others, Kalamazoo College reserves the right to suspend or terminate the accused student’s participation in the study abroad program.

The College is obligated to respond when a student on study abroad or a member of that student’s family reports to a Kalamazoo College staff member that the student has been the target of sexual harassment. A typical response by the College would include a discussion with the student as to what happened, followed by a discussion with appropriate officials at the host institution abroad about possible courses of action. Although every effort would be made to handle these matters confidentially, Kalamazoo College has no control over how the host institution abroad may choose to handle the report of an incident of sexual harassment. Furthermore, the College’s concern for the students’ health, safety, and well-being while abroad may require that all details relating to the incident be communicated to the Kalamazoo program staff and/or the partner institution abroad.

**CRISIS**

As part of the on-site orientation, we expect that participants will be given information about locating local contact numbers for agencies and organizations that deal with crisis issues such as assault, rape, suicide, alcohol and drug abuse counseling, depression, etc. On Kalamazoo programs we ask our Resident Directors to include this in the materials students receive at orientation. If participants need help in one of these areas while abroad, we hope he/she will seek it out. In addition, the CIP urges participants to talk with the Resident Director or a staff member at the program. These are highly personal issues and it is difficult to talk to anyone about them. The Kalamazoo Directors have experience in helping students through tough times. The counseling center here at the College is available to the participants via Skype or email. Local contacts are another good option. If a study abroad participant is the victim of an assault and battery, sexual assault or rape, we encourage
participants to inform the Resident Director and the local authorities in addition to seeking help and counseling from a crisis center or other professional.

**RESPONDING TO PHYSICAL ASSAULT**

Physical assault is a traumatic event that can occur in any environment, whether on K’s campus or abroad. As an international sojourner, study abroad participants are typically more visible than what they are used to being and thus more likely to attract interest, whether positive or negative. Maintaining personal safety can be complex in one’s own cultural environment and much more so in one that is less familiar. It is more challenging to read situations and to assess risks to physical safety. Even though only a handful of students report being mugged or physically assaulted, it is a traumatic experience and we encourage participants to inform Resident Directors when this occurs. On-site staff may assist in getting participants to the hospital, reporting the incident to the police, and reporting the incident to the local U.S. Embassy or Consulate, if applicable.

**SEXUAL ASSAULT**

Rape and sexual assault can happen to women and men anywhere in the world.

In the United States, one in six women and one in 33 men will be the victim of a sexual assault in her/his lifetime; global statistics are comparable. See [http://rainn.org](http://rainn.org). Unfortunately, once students leave campus, their risk of sexual assault is not lowered. Kalamazoo College and the Center for International Programs take this issue extremely seriously: the following section is not meant to scare participants, but rather to provide strategies to mitigate the risk of sexual assault while abroad as well as provide information about what to do after a sexual assault.

Below are several factors that can place students at risk for sexual assault. This list has been adapted from the Kalamazoo College sexual misconduct policy at [https://reason.kzoo.edu/studev/policies/sexassault/](https://reason.kzoo.edu/studev/policies/sexassault/).

*The following factors can place students at risk for being subjected to sexual assault:*

- Use of alcohol or other drugs that impair judgment or being with someone who is using alcohol and is intoxicated
- “Hooking up” with unfamiliar persons
- Feeling pressured to engage in sexual activity or feeling like everyone else is doing it
- Feeling lonely or depressed
- Not communicating clearly about your wishes and expectations

*The following factors can place students at risk for perpetrating sexual assault:*

- Use of alcohol or other drugs that impair judgment or being with someone who is using alcohol and is intoxicated
“Hooking up” with unfamiliar persons

Not communicating clearly about your wishes and expectations

Not seeking clear, unambiguous consent for specific activities

Ignoring “stop” signs during a sexual encounter

Assuming consent when none is given

In addition to these factors, there are additional considerations when a student is outside their familiar cultural environment. Culture, gender, and law shape personal interactions and the norms of consent in any given place. It is important to understand how the norms of consent in a host country may differ from those in the United States. For example, if a woman allows a man into her living space, is it considered or interpreted as an invitation for sexual activity? Is sexual activity expected if a woman accepts a drink or some other gift from a man? Study abroad participants may find the answers to these questions by seeking out past program participants, by speaking with international students from the host country before departure, or by talking to local women and/or program staff while abroad. Seek these answers out. Understanding the cultural context will not only increase the level of safety for participants while abroad, but will also enrich the study abroad experience.

While laws regarding sexual assault greatly differ by country, incidents between Kalamazoo College students are subject to the Kalamazoo College Sexual Misconduct Policy.

**RESPONDING TO SEXUAL ASSAULT**

Sexual assault is a traumatic incident regardless of when or where it happens, but it can be particularly challenging if participants are in an unfamiliar culture and far from their normal support network. Even if the participant knows she/he does not want to report to the police, a first step should be to seek medical attention. For students on Kalamazoo programs, CIP recommends reporting the incident to the Resident Director. The Resident Director is responsible for handling emergencies as well as for being a source of information for the personal health and well-being for participants. S/he can help participants access medical treatment, emotional support, legal counsel, and other needs.

The Resident Director at each Kalamazoo site has specific instructions for how to proceed in the event a student in the Kalamazoo program has been sexually assaulted. These instructions reflect appropriate laws and cultural practices in each site. Kalamazoo Resident Directors are required as part of their protocol to contact a designated staff member in the Center for International Programs whenever such an incident is reported so the Center can initiate campus protocol in assisting the student.

Once a Resident Director has informed a CIP staff member, it is typically the practice of the CIP to talk with the survivor directly to ensure the student has received the appropriate medical and counseling assistance available locally. CIP staff members must follow campus protocol and notify the Dean of Students and the Kalamazoo College Title IX officer. The CIP staff member will inform campus counselors, parents, or other campus personnel only with the consent of the survivor. If students wish
to talk with someone who will maintain confidentiality, students may notify the campus Chaplain Liz Candido (Elizabeth.Candido@kzoo.edu or ++269.337.7361) or a member of the Counseling Center (on-call phone is ++269-598-6907 or counseling@kzoo.edu). The Counseling Center and the Chaplin are the only confidential resources available on campus.

Immediately following a sexual assault:

☐ Get to a safe place. Your safety is the HIGHEST priority. If you feel unsafe, please contact someone.

☐ Seek help from someone you trust.

☐ Inform the Resident Director. Resident Directors have been trained to respond to students in times of crisis. Their first priority will be your physical well-being and providing emotional support. They can also provide you with information regarding next steps.

☐ Avoid showering/bathing, brushing your teeth, or urinating (if possible) before you receive medical care. This will keep evidence intact should if the student chooses to make a police report at any time.

☐ Seek medical attention

☐ Write (or ask the Resident Director or a friend to help) a detailed report of the incident. As time passes, students may forget details that may be important should the student decide to press charges.

☐ Listen to the Resident Director for legal, medical, and psychological information and support.

☐ Students are strongly encouraged to seek medical attention after a sexual assault. A doctor can not only collect evidence of the assault and also check for STIs, provide emergency contraception and other treatments, and treat any injuries. If a student chooses to make a report to the police, understand that sexual assault and rape laws vary greatly by country. The Resident Director and other program staff can help participants understand local laws and procedures.

There is an option for students who wish to seek peer support. The Sexual Safety and Support Alliance (S3A) peer members, “strive to empower survivors to make decisions at their own pace and get the professional help they need.” Specifically, they provide a confidential “ear” and may provide help and understanding negotiating campus procedures and referrals to professionals. For those students who wish to speak confidentially with a member of the Sexual Safety and Support Alliance Team (S3A), you may contact them by email:

<table>
<thead>
<tr>
<th><strong>Karen Ceballos-Pineda</strong></th>
<th>k14kc01</th>
<th><strong>Ellie Grossman</strong></th>
<th>k14eg01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bianca Delgado</td>
<td>k13bd01</td>
<td>Emily Kowey</td>
<td>k13ek01</td>
</tr>
</tbody>
</table>
Sexual assault is a very traumatic experience, and it takes time to recover. Each survivor experiences unique reactions to sexual assault, and the process of recovery often is not linear. It will likely impact your ability to function or concentrate. Some students find it helpful to talk to a counselor during this time. Upon return to the United States, survivors may have unique challenges reintegrating to “K.” Continue to seek support from friends, and consider utilizing on- and off-campus resources such as the Counseling Center or the Kalamazoo YWCA. Because many “K” students tend to participate in programs with other “K” students, participants may also find themselves supporting a friend who has been the victim of sexual assault. Friends of participants are encouraged to follow the “response to sexual assault” steps outlined previously. Remember an important role is to be a friend and to be supportive, not to determine what happened.

**RESOURCES IN CASE OF SEXUAL ASSAULT**

Kalamazoo College Sexual Misconduct Policy: [https://reason.kzoo.edu/studev/policies/sexassault/](https://reason.kzoo.edu/studev/policies/sexassault/)

Kalamazoo College Counseling Center: [https://reason.kzoo.edu/counseling/](https://reason.kzoo.edu/counseling/)


National Sexual Violence Resource Center: [http://www.nsvrc.org](http://www.nsvrc.org)

Rape, Abuse, and Incest National Network (RAINN): [http://rainn.org](http://rainn.org)

RAINN Nation Sexual Assault Hotline (internet based) [https://ohl.rainn.org/online/](https://ohl.rainn.org/online/)

Title IX resources at Kalamazoo College:

[https://reason.kzoo.edu/titleix/](https://reason.kzoo.edu/titleix/)

[https://reason.kzoo.edu/titleix/assault/](https://reason.kzoo.edu/titleix/assault/)

University of Michigan Sexual Assault Prevention and Awareness Center’s Common Reactions to Sexual Assault: [http://www.umich.edu/~sapac/info/assault-common.html](http://www.umich.edu/~sapac/info/assault-common.html)

[https://sashaa.org/](https://sashaa.org/) Sexual Assault Support and Help for Americans Abroad: provides tips to stay safe, live chat for immediate support, and an international crisis-line to call for advice and/or counseling.

[https://travel.gc.ca/assistance/emergency-info/sexual-assault](https://travel.gc.ca/assistance/emergency-info/sexual-assault) - info for travelers with specific resources for citizens of Canada
http://rapecrisis.org.uk/userfiles/PDFs/FCORapeAssault0314AW.pdf - info for travelers with specific resources for citizens of the UK
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 Andrea Coba, API/Kalamazoo Resident Director
TEL: 011 593 98 261 5152
EMAIL: andrea.coba@apiabroad.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 33 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
Fax: 011 49 228 73 5891
EMAIL: studyabroad@uni-bonn.de
WEB: www.studyabroad.uni-bonn.de
or www.international.uni-bonn.de

GERMANY - Erlangen
Friedrich-Alexandes Universität
c/o Dr. Christina Hein, Resident Director
Steinpilzweg 26
91058 Erlangen, GERMANY
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University of Nairobi
c/o Ms. Lillian Owiti, Resident Director
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WEB: www.uonbi.ac.ke
MEXICO - Oaxaca
Pacific Lutheran University
Semester in Oaxaca
Wang Center for Global Education
c/o Dr. Tamara Williams, Program Director
Tacoma, WA
TEL: (253) 535 7678 or (253) 535 7577
EMAIL: williatr@plu.edu
WEB: http://www.plu.edu/wang-center/

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28040 Madrid, SPAIN
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Universite Cheikh Anta Diop
c/o Ms. Rama Sow Niang, Study Abroad Coordinator
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Dakar-Fann, SÉNÉGAL WEST AFRICA
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International Sustainable Development Studies
c/o Dr. Mark Ritchie, Resident Director
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MOBILE: 011 66 81 724 0860
EMAIL: mritchie@isdsi.org
WEB: www.isdsi.org

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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
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WEB: www.unex.es

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
FAX: 00267 3971422
EMAIL: oiep@mopipi.ub.bw
WEB: http://www.ub.bw/info.cfm?pid=631&m=320

CHILE - Santiago
CIEE Santiago
c/o Dr. Patricio Varas Guerrero, Resident Director
Calle Blanco 1131
Oficina 52, Valparaíso, CHILE
TEL: 011 56 229 782 173 or 011 56 9 9099 2832
EMAIL: pvarasguerrero@ciee.org
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CHINA - Beijing & Harbin
CET Programs
Lauren Dinsmore
1920 N Street, N.W., Suite 200
Washington, D.C. 20036
TEL: (202) 349 7342 or (800) 225 4262 ext. 7342
FAX: (202) 342 0677
EMAIL: meagans@academic-travel.com
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
FAX: 011 (852) 3411 5568
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
FAX: 011 506 2256 8925
EMAIL: studyabroad@icds.ac.cr
WEB: www.icds.ac.cr

DENMARK - Copenhagen
Danish Institute for Study Abroad
c/o Brad Stepan, Director
North American Office
University of Minnesota
2233 University Avenue W, Suite 201
St. Paul, MN 55114
TEL: (800) 247 3477
FAX: (612) 627 0140
EMAIL: dis@umn.edu
WEB: http://www.disabroad.org/

EGYPT - Cairo
The American University in Cairo
c/o Dahlia El Tayeb, Director
of International Partnerships & Cooperation
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TEL: (212) 730 8800 ext 4528
FAX: (212) 730 1600
EMAIL: dahlia.tayeb@aucegypt.edu
WEB: www.aucegypt.edu

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College Year in Athens
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FAX: (617) 868 8207
EMAIL: info@cyathens.org
WEB: http://www.cyathens.org

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Budapest Semester in Cognitive Science
c/o Péter Érdi, Ph.D. Co-Director
Budapest Semester in Cognitive Science
Physics Department
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c/o Professor Tina Garrett, Director
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WEB: www.budapestsemesters.com

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c/o Dr. Nita Kumar, Executive Director
Centre for Postcolonial Education
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UP, INDIA
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EMAIL: nita.kumar@claremontmckenna.edu
WEB: www.nirman.info/new/index.php
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-Ingerman Overseas Student Program
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FAX: (212)302 6443
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WEB: http://www.aabgu.org/osp/

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Hebrew University
c/o Keri Rosenbluh, Director
Office of Academic Affairs
Rothberg International School
Hebrew University
1 Battery Plaza, 25th Floor
New York, NY 10004
TEL:212.607.8521
FAX: (212) 809 4183
EMAIL: ugrad@hebrewu.com
WEB: http://overseas.huji.ac.il

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
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FAX: (919) 684 3083
EMAIL: globaled@duke.edu
WEB: http://globaled.duke.edu/

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427 North Shaw Lane, Room 110
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WEB: http://jcmu isp.msu.edu/

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Doshisha University
c/o Ms. Kazunori Okano, Manager, Office of
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International Center
Office of International Students
Kamigyo-ku, Kyoto 602-8580 JAPAN
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FAX: 011 81 752 51 3123
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
FAX: (765) 983 1798
EMAIL: jpanstu@earlham.edu
WEB: http://japanstudy.earlham.edu/

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
FAX: 011 44 1224 272187
EMAIL: studyabroad@abdn.ac.uk
WEB: www.abdn.ac.uk

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
FAX: 011 44 1524 59 3907
EMAIL: studyabroad@lancaster.ac.uk
WEB: http://www.lancaster.ac.uk/study/international-students/study-abroad/

UNITED KINGDOM - London, England
Goldsmiths University of London
c/o Louise Blair, International Officer
International Office
New Cross, London, ENGLAND
SE14 6NW
TEL: 011 44 (0) 20 7919 7700
FAX: 011 44 (0) 20 7919 7704
EMAIL: studyabroad@gold.ac.uk
WEB: www.gold.ac.uk/studyabroad/

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
FAX: 011 44(0) 20 7955 6001
EMAIL: gc@lse.ac.uk
WEB: www.lse.ac.uk/study
ADDITIONAL RESOURCES

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

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

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

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

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

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://baniamor.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


http://globaled.us/safeti/v1n22000ed_voicing_concern_about_discrimination_abroad.asp

Various. *Diversity Issues in Study 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**

http://overseas.iu.edu/living/glbt.shtml - NAFSA’s Rainbow Special Interest Group’s website. Includes numerous web links and a bibliography.


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 - Covers some of the issues a LGBTQ student may wish to research before departure.

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