



# UAC LEARNING ABROAD HANDBOOK

U Asia Campus Students

## **WELCOME!**

Congratulations on your decision to Learn Abroad! Learning Abroad is a transformational experience. Research shows that University of Utah students who learn abroad graduate faster, have higher GPAs, and are more engaged on campus and in the community. Learning Abroad alumni consistently report that their experiences abroad impacted them academically, personally, and professionally. We are excited that you have taken the steps to begin this journey! The UAC Learning Abroad Handbook is required reading of every Learning Abroad student. This Handbook outlines the policies, procedures, and expectations of Program participants. If you have questions about the contents of this handbook, contact our office for more information. Best of luck with your preparations and safe travels!



**Have questions? We're here to help! Learning Abroad can be reached Monday through Friday from 8 am – 5 pm Mountain Time (except U.S. holidays).**

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# Contacts, Application Requirements, and Application Instructions



## Who Can Help Me with What?

As you prepare for your Program, you may have questions. We're here to help! The chart below will help you find someone who can answer your questions. Contact information for [U Asia Campus Staff](#) and [Main Campus Staff](#) can be found online.

**Learning Abroad  
Coordinator**  
*MAIN CAMPUS*

- Program pre-requisites and eligibility (if applicable)
- Program details
- Post-decision application materials
- Withdrawal penalty policies

**Randy McCrillis, Ph.D.**  
**Dean of Students**  
*U ASIA CAMPUS*

- Pre-decision application questions
- Application deadlines
- Conduct review process
- Passports, visas, and local health clinics
- Pre-departure orientation schedules

**Academic Advisor**  
*U ASIA CAMPUS*

- How courses apply to your major
- If courses fulfill graduation requirements

**Faculty Director**  
*MAIN CAMPUS*

- Program itineraries
- Course descriptions, syllabi, books, assignments, and class schedules
- Housing
- Excursions

**Financial Director**  
*U ASIA CAMPUS*

- Billing, payment deadlines, and invoices
- Initial payments, late fees, failure to commit fees, and final payments
- Wire transfer instructions/issues

**Randy McCrillis, Ph.D.**  
**Dean of Students**  
*U ASIA CAMPUS*

- Conduct review process



## Application Process Overview

### Pre-decision Application

- **DUE BY FEBRUARY 8TH**
- **COMPLETED ONLINE AND IN PERSON**
  - Select a Program
  - Attend Learning Abroad 101
  - Write your Personal Statement
  - Complete and ***email your Pre-Decision Application Packet & Personal Statement*** to Whitney.graves@utah.edu and randy.mcrillis@utah.edu.
  - Make the Initial Payment using the instructions in the Pre-decision Application Packet

### Commit to Your Program

- **DUE WITHIN 3 BUSINESS DAYS OF ACCEPTANCE**
- **COMPLETED ONLINE**
  - Check your Umail after the application deadline to receive the **ACTION REQUIRED: Learning Abroad Application Decision** email from Learning Abroad
  - Log into the online portal using the instructions provided in the email to read your Decision Letter
  - ***Commit or Decline*** your acceptance to the Program *within 3 business days of acceptance*

### Post-Decision Steps

- **DUE BY APRIL 15TH**
- **COMPLETED ONLINE AND IN PERSON**
  - Complete post-decision application in the online portal
  - Attend orientation
  - Visit a travel clinic to complete the Health Clearance Form
  - Submit travel itineraries
  - Upload your passport

### While Abroad

- Enjoy your Program!
- Share your experience on Social Media

### Returnee

- **AFTER AUGUST 30TH**
- **COMPLETED ONLINE**
  - Complete the Program Feedback in the online portal
  - Monitor your records to see your final grade
  - Share your experience with other students



## Pre-decision & Commitment Process

In the pre-decision and commitment phases of your application, you must complete the following steps:

### Pre-decision-

1. Select a Program.
2. Attend Learning Abroad 101.
3. Write a personal statement.
4. Complete and email the Pre-decision Application Packet (including your personal statement) to [whitney.graves@utah.edu](mailto:whitney.graves@utah.edu) and [randy.mcrillis@utah.edu](mailto:randy.mcrillis@utah.edu) by FEBRUARY 8<sup>TH</sup>.
5. Make the [initial payment](#) BY FEBRUARY 8<sup>TH</sup>.

Applications are not considered for admission until all pre-decision application steps are completed. Once you have completed the steps and the application deadline has passed, applications are reviewed by Faculty Directors and Learning Abroad. **Students will be notified by Learning Abroad through Umail of their application status after the application deadline.**

### Commitment-

1. After the application deadline, check your Umail for an email called **ACTION REQUIRED: Learning Abroad Application Decision** to find out if you are **Accepted** to the Program.
2. Log into the online application portal using the instructions provided in the email to **Commit** or **Decline** your acceptance **within 3 business days!**

**STUDENTS WHO FAIL TO COMMIT TO THEIR PROGRAM ARE SUBJECT TO FINANCIAL PENALTIES AND MAY LOSE THEIR PLACE IN THE PROGRAM.**

## Initial Payments

The initial payment for all Learning Abroad Programs is \$500.00. This payment will be made using the instructions in the Pre-decision Application Packet. Once you are **committed** to your program, this payment is non-refundable unless Learning Abroad cancels your Program, you decline your acceptance to the Program, or you are not accepted into the Program to which you have applied. Your Learning Abroad Application will not be considered for admission to the Program until it is complete and the initial payment is received. By submitting the initial payment you agree to the [Withdrawal Penalties and Procedures](#) outlined in the UAC Learning Abroad Handbook.

## Failure to Commit

If you fail to **commit** to your Program **within 3 business days** of **Acceptance**, your Application will be automatically withdrawn. To reinstate the Application, you must contact your Learning Abroad Coordinator. Reinstatements are considered on a case-by-case. If admission to the Program is competitive, your request for reinstatement may be denied.



**Students who request to have their applications reinstated are subject to a \$50 Failure to Commit Penalty.**

This fee will automatically be added to your final invoice for the Program. The Failure to Commit Penalty is non-refundable, is separate from any other fees paid for your Program, and does NOT apply to the billable program cost.

## Late Application Fees

Applications completed after the application deadline are considered on a case-by-case basis. Late applications are subject to an additional, non-refundable \$100 fee. This fee will automatically be added to your final invoice for the program. The late fee is non-refundable, is separate from any other fees paid for your program, and does NOT apply to the billable program cost.

## Post-decision Process

After committing to the Program, students will have access to additional online materials including:

- **Online signature documents, assessments, and questionnaires**
- **Pre-departure orientation information**
- **Health Clearance Form**
- **Passport Upload**
- **Travel itineraries**

Students must complete all of the Post-decision steps must be completed by April 15<sup>th</sup>. Many programs also have in person orientation meetings. Attendance at these meetings are mandatory.

## While Abroad Process

There are no specific application steps during the While Abroad phase of your application. Learning Abroad will contact you if additional information is needed.

## Returnee Process

After participating your program, you can submit feedback in the Returnee phase of your Application. Learning Abroad takes your feedback seriously! You will receive an email from our system when the feedback questionnaire is available.





# Academic Policies & Procedures



## Academic Advising

While Learning Abroad can assist you in identifying your Program options, we do not provide academic advising to students. If you need to determine whether the Program is appropriate for your field of study or if a particular course fulfills graduation requirements, you should make an appointment with your academic advisor. Your Learning Abroad Coordinator can help you find out what courses your program offers and obtain information about those courses.

## Academic Expectations, Attendance, and Integrity

Learning Abroad Programs are academic, credit-bearing programs offered through the University of Utah. As such, the academic expectations for students participating in a Learning Abroad Program are equal to—and sometimes more demanding than—those you experience on campus. These expectations include, but are not limited to, quality of work, attendance, and participation.

Many Learning Abroad Programs use an intensive learning format, meaning that you complete more coursework in a shorter time frame. This can make the academic portion of a Learning Abroad Program demanding. Students should enter into the program understanding that time management, dedicated study, and discipline will be required to fulfill the academic expectations of your program. Additionally, many programs require supplemental assignments before departure and after return. This allows you to make the most of your time on-site. Failure to complete the pre-departure and post-program academic requirements can result in failing grades for your program. For details on the academic expectations for your program, talk with your Learning Abroad Coordinator or Faculty Director.

To ensure that you fulfill your academic obligations, attendance is required at all classes, activities, excursions, lectures and program activities. Students frequently choose to travel independently during their programs. Students are not excused from program activities for independent travel. Before making travel arrangements, contact your Faculty Director to ensure that there are no conflicts between your program obligations and personal activities.

Students on Learning Abroad Programs are also subject to the rules and regulations governing academic integrity (i.e. cheating, plagiarism, etc.). These expectations are outlined in the [Student Code](#). Violations of this code—including, but not limited to, cheating and plagiarism—can result in immediate dismissal from your program or failing grades. In some cases these infractions may be recorded on your permanent transcript.

If you are attending a program associated with a foreign institution, affiliate or provider organization, you will also be subject to their rules and regulations regarding academic integrity (i.e. attendance and expectations). In particular, rules regarding plagiarism can be much more specific and stringent abroad. Students should inquire about policies outlining academic integrity and plagiarism upon arriving at the host institution.



## Navigating Academic Cultures

When preparing to learn abroad, many students focus on differences in day to day life. But one of the most important cultures that you will interact with abroad is academic culture.

Academic cultures can be vastly different. In order to make a good impression on teachers and peers in your new environment, we recommend that you consider the following aspects of academic culture that may be different.

**Syllabi-** You may or may not receive syllabi from your faculty members. If you do, it may contain very different information and represent different expectations. In the U.S. universities, we view a syllabus as a sort of "contract" between the student and the instructor. In other cultures, this is a much more fluid document that can change frequently.

**Formal vs. Informal Interactions-** U.S. universities have a relatively informal culture. It is not uncommon to call people by their first names, chat candidly, or show up unannounced at a faculty member's office for help. In other cultures, the interaction between faculty members and students can be much more formal. Be sure to address your faculty members with the appropriate titles and show of respect. If you are corresponding in writing, it is important to use appropriate grammar and full sentences. Shorthand symbols (i.e. characters used in text messages, emoticons, and slang) would be inappropriate in many cases.

**Teaching Methodology and Assignments-** Teaching methods abroad may be very different. Classrooms at U.S. universities tend to be highly interactive. Students are expected to participate, give opinions, and debate topics openly. There are typically a series of tests, quizzes, projects, and papers that combine to make up the final grade. Many institutions abroad use more traditional lectures to teach course material. Student participation is lower and there are fewer assignments. Students in these cultures are expected to study independently without the added incentive of earning grades for smaller assignments. It is not uncommon to have only one test or assignment for the entire course; which means that you may only have one opportunity to prove yourself academically. In these environments, it's important that students are disciplined in studying and preparing for tests and papers.

**Appropriate Attire-** U.S. university classrooms do not typically have a dress code. Students come to class in jeans, sweat pants, tennis shoes, and other casual clothes. In other cultures, this is not usually the case. While you probably will not be expected to wear a suit and tie, arriving to class in casual clothes may be highly inappropriate. We recommend that you wear khakis or business casual clothing until you can decipher the dress code at your host institution.

**Libraries-** Libraries abroad can be very different than they are in U.S. universities. In many countries, books cannot be removed from a library. Some libraries may not have digital catalogs and you may need to use a card catalog. Depending on the destination, you may not even be allowed to browse the stacks. In some cultures, students are expected to request a topic and librarians will search the stacks on your behalf.



**Plagiarism-** Despite our best intentions, the rules regulating plagiarism in U.S. universities are fairly lax when compared to rules used abroad. It is not uncommon for American students to inadvertently commit plagiarism on Learning Abroad Programs. Be sure to take advantage of writing labs at your host institution and ask professors what citation systems they expect you to use.

Academic culture can be a window to understanding the world around you, but don't underestimate it as you adjust to your host country. Talk with peers, professors, and your Learning Abroad Coordinator about what to expect.

## Course Registration & Grades

All students are required to enroll in the minimum credits for their Learning Abroad Program. The UAC does not currently offer summer courses. As a result, UAC students will enroll in a special spring semester course for their summer Learning Abroad Program. Learning Abroad Program courses will not count toward your spring semester credit hour total. ***Course registration instructions will be provided by UAC staff members when you enroll in your spring semester classes.***

All courses completed as part of University of Utah Faculty-Led Programs will result in University of Utah credit and grades. U of U Faculty will report grades to the University of Utah's Registrar's Office. **The grade that you earn will appear on your permanent University of Utah transcript and is factored into your Cumulative GPA.** Please note that if you wish to use credit earned to fulfill specific academic requirements, it is your responsibility to work with your University of Utah Academic Advisor.

Due to the registration timeline, UAC students will receive an EU for their Learning Abroad courses at the end of the spring semester. Final grades will be applied to the course and available through CIS in August or September.

## The International Requirement

Any student who earns at least 3 credit hours on a Program listed on the UAC Learning Abroad webpage will fulfill the IR requirement. The IR credit will appear on your DARs when grades are posted for your courses. Students with questions or concerns about the International Requirement and Learning Abroad Programs should contact us at [learningabroad@utah.edu](mailto:learningabroad@utah.edu).

## Academic Appeals

If you want to appeal a grade from a Learning Abroad Program, you will need to submit an appeal through the regular University of Utah appeal process. Information about that process can be found in [Section V of the Student Code](#). Learning Abroad does not issue grades for Learning Abroad courses and does not process academic appeals.



# Orientation & Cultural Preparation



## Pre-Departure Orientation

Orientation is a critical part of the learning abroad process. Orientation topics include academic information, logistics, financing, health and safety, and legal issues abroad. Pre-departure orientation is conducted in person or online and is required of all students. Learning Abroad will notify you in advance of mandatory in-person meetings. Some online meetings may also be required.

Failure to complete the pre-departure orientation before the established deadline could result in dismissal from the program. In the event that you are dismissed from the program, you will be held to the standard [withdrawal penalties](#).

## Pre-Departure Expectations

You're embarking on an adventure – it's almost impossible not to have expectations. Beware! Expectations may lead to disappointment. Try to be as open-minded as possible and flexible in new situations. If you are not expecting everything to be like home, you will be less frustrated and will adapt more easily to the new environment.

Consider that your way is not the only "right" way to do things. Try to accept new ways of doing things and different perspectives on the world. Other cultures have a different sense of right and wrong and a different understanding of common sense, politeness, appropriate behavior, etc. Being humble and respectful will help you foster relationships with people in your host country. The best advice is to pay close attention to the local people and then emulate their behavior and attitude. Try to blend with the culture. Half of the fun of going abroad is learning about the things that people from other cultures do differently. The other half is adding some of their customs, beliefs and perspectives to your own way of thinking. The result will be an enhanced understanding and appreciation of your own country and the world.

## Culture Shock

Culture shock is a symptom of having to adjust to a culture different than your own. Culture shock is real and plays an important role in adjusting to your host country. As a result of culture shock, you may feel homesickness, depression, withdrawal, anxiety, and anger which can make it difficult to do daily tasks.

You should expect to experience some level of culture shock. Symptoms of culture shock include:

- Feeling disoriented or lost
- Drinking excessively
- Sleeping too much or not enough
- Mood swings or irritability
- Closing up (not talking to others)
- Lack of confidence and feeling insecure
- Making a bigger issue out of something than it needs to be
- Feeling misunderstood



- Impatience or unwillingness to try to understand the new surroundings
- Feeling lonely most of the time
- Inability to accept anything in the new place
- Social withdrawal - Not feeling like doing anything
- Homesickness
- Inability to relate to or understand others
- Inability to feel comfortable in day to day life
- Believing that by learning the new culture you are betraying your roots

It is important to note that many of the symptoms could be attributed to other aspects of travel, and many travelers do not recognize that they are experiencing culture shock. A common misconception is that a traveler is suffering from jet lag rather than culture shock, but you cannot “sleep off” culture shock. If left unaddressed, culture shock can have a significant impact on your experience abroad.

## Preparing for Cultural Adjustment

One of the most important aspects of cultural adjustment is recognizing your own cultural biases. The Peace Corp has developed an independent training workbook to help travelers understand their own cultural perspectives and idiosyncrasies. The workbook also has resources for navigating new cultures and understanding how the host culture interacts with your own life experiences. The [Culture Matters](#) workbook is available for free online. We strongly encourage you to consider using it as a resource in preparing to enter your host culture.

It is important that you have some knowledge of local culture and custom before arriving in the host country. This will ease your transition into the community and help you interact with your new neighbors more effectively. There are many online resources to help you prepare for your experience. We recommend starting with [Culture Crossings](#). This website allows you to search cultural information by country. Topics include communication, dress, customs, and academic culture. It also provides information on how you might be perceived in the host country.

We also recommend purchasing a travel guide before departure. Good travel guides—such as [Fodor’s](#), [Let’s Go](#), [Lonely Planet](#), [Rick Steves](#), and [Rough Guides](#)—not only provide logistical travel tips but also include sections on history, language, culture and customs. Additionally, you could consider the following resources:

- Lectures on campus and in the community
- Podcasts & iTunes U Courses
- Travel Blogs
- Books
- Pre-departure orientation
- Movies

## Coping Strategies

The key to dealing with culture shock is recognizing it and reacting in a way that enables to you cope and learn. Learning Abroad recommends using the ADAPT technique to deal with culture shock:



1. **Acknowledge** that you are struggling and identify your symptoms. Remember that struggling with culture shock is normal.
2. **Disengage** from the situation temporarily. Take a deep breath, step back and look at the situation objectively. By intentionally taking this step, you can reduce the emotional reaction that you have to the situation.
3. **Assess** your reaction. Isolate what it was about the situation that made you react. Why did you react that way? What specifically upset you or made you uncomfortable?
4. **Pursue** learning more about this aspect of the culture. Observe the locals in similar situations. Diplomatically, ask questions about the practice or tradition. Based on the responses you receive, reassess your reaction. Now that you know more about what you experienced, were your initial reactions appropriate? Did you accurately interpret the situation? Reflect on what you've learned.
5. **Tolerate or Acclimate** to the local culture. Most travelers do not like everything about the host culture. In those cases, you may need to tolerate local customs. Remember, your experience abroad is temporary, and there are even aspects of your own culture that you may not like. You may also need to acclimate to the host culture. In other cases, you may find that you enjoy the traditions of your host culture. In these situations, consider taking steps to adopt the local traditions in safe manner that will enhance your experience in the host country.

If you feel overwhelmed, do not be afraid to discuss your feelings with the Program Director or your peers. The most important thing to remember is that you are not alone and most likely other participants in the Program are having similar experiences. The following is a list of ideas to help you deal with the challenges of living in a different culture:

### *Things you can do with other participants*

**Talk with your peers-** You are likely to find that other students are experiencing some of the same frustrations that you are. Talk with other participants about how they are dealing with these challenges.

**Talk to your Faculty Director -** Faculty Directors are there to help you with issues of culture shock. If you begin to feel overwhelmed, approach these individuals for help or advice.

**Ask questions-** Sometimes, the key to understanding what you're feeling is to understand what is going on around you. If you see something that you don't understand, ask about it.

### *Things you can do on your own*

**Journaling or blogging-** Journaling and blogging provide you with an opportunity to express what you're experiencing and organize your thoughts.

**Read or listen to music-** Bring a book that will take your mind off the frustration that goes along with Culture Shock. Music can also provide background noise during journaling, soothe worries, and stimulate creativity.



**Exercise-** If you are accustomed to regular exercise, continue this practice to the best of your ability. Physical exercise helps reduce stress and clear the mind for better concentration, and will also help in dealing with the challenges of a new culture.

### *Things to remember*

**I came here to experience new things-** One reason for studying abroad is the desire to leave your comfort zone. It can be helpful to remember this when feeling out of sync with your surroundings.

**It's not just me-** Most travelers experience culture shock at some level when traveling. If you talk with your peers, you are likely to find that they are feeling some of the same things that you are.

*Left untreated, culture shock can turn your Program into a difficult experience. Being able to identify culture shock and manage it effectively will help you enjoy the cultural challenges of Learning Abroad.*

## Dating & Sexual Activity

You should be aware that there can be cultural differences associated with dating and sexual activity. Acquaint yourself with the local traditions pertaining to appropriate dating practices and sexual conduct. Gestures, dress, eye contact, and body language can be interpreted differently in other countries. In some countries, you may be targeted and/or seen as easy prey and men may seem too aggressive. Understand that what is considered casual conversation here may be considered sexual encouragement in other cultures. We recommend that you socialize in groups and remove yourself from the situation if you are uncomfortable.

It is also important to take into account potential health risks for engaging in sexual behavior abroad. If you choose to be sexually active, use appropriate precautions. Understand that your partner may have different expectations of you due to cultural differences. In many parts of the world, the prevalence of AIDs, HIV, and other STDs is higher, and the understanding of how these diseases are spread or prevented may be limited. Forms of protection may be difficult to find in the host country. Given this, be sure to take any necessary supplies with you to the host country.

## Other Resources for Preparation

The best travelers are well-informed! The more preparation you do before departure, the more you will enjoy your time on-site. There are a number of excellent resources available that will help you learn more about your destinations.

### *Travel Guides-*

A good travel guide will provide you with valuable information about your destination. Travel guides often give tips on places to see, health and safety concerns, hotels and accommodations, restaurants, entertainment, pricing, tipping, dress codes, local transit systems, etc. In addition to logistical details, a good travel guide will also provide historical and cultural information about your destination.



Commonly used travel guides include:

- [Fodor's](#)
- [Let's Go](#)
- [Lonely Planet](#)
- [Rick Steves](#)
- [The Rough Guides](#)

Learning Abroad has sample travel guides that students can review to help them make their selection.

### ***Newspapers, Books, and Movies-***

Many students find that people throughout the world are more informed about world events than we are in the U.S. Before leaving, be sure to read up on current events in your host country. Read local and international newspapers, magazines, and articles about your destination and its neighboring countries. We recommend that you start with the following sources:

[BBC](#)

[U.S. Department of State](#)

[New York Times](#)

[CNN](#)

You might also consider reading books about your destination or written by authors from your destination. Visit your local library for assistance in identifying books that suit your interests.



# Student Conduct



## Student Conduct Review

As part of the application process, Learning Abroad will forward your name to the University of Utah Asia Campus Dean of Students for review. ***There are no action steps for students in this process.*** This process is initiated when you submit your Learning Abroad Pre-decision Application Packet.

While the existence of past sanctions is not necessarily grounds for disqualification, it is taken into account during the pre-departure process for all Learning Abroad Programs and provided to any third party entities associated with your program that request your conduct record. If there are questions or concerns about your review, you will be contacted through Umail. If you have questions or concerns about your conduct record, please contact the University of Utah Asia Campus Dean of Students Office.

## Illegal Activity & Drug Use

While traveling abroad, you are subject to the laws of the countries that you visit. The United States government, the South Korean government, and the University of Utah cannot ensure your safety should you participate in an illegal activity. None of these entities can protect you from arrest, incarceration or punishment. Additionally, the U.S. government, the South Korean government, and the University of Utah cannot protect you from discrimination within a foreign legal system. The use, purchase or sale of illegal drugs, in particular, is a crime often punishable by the severest penalties abroad.

The University of Utah has a **zero-tolerance policy** for the possession, use, manufacture, production, sale, exchange, or distribution of illegal drugs by anyone participating in a Learning Abroad Program. Violation of this policy will result in immediate dismissal from the Program and disciplinary action upon return to campus.

The U.S. government, the South Korean government, and the University of Utah are unable to assist you if you are caught with drugs. You will be subject to the laws and penalties of the host country. Laws governing drug use and drug trafficking abroad are EXTREMELY harsh. If you are caught in possession of illegal drugs or commit any other illegal act, you will be subject to local, not U.S. or South Korean laws. Imprisonment for drug related charges abroad is almost guaranteed in these situations and the term of incarceration is typically very long.

## Sexual Harassment

Notify the Faculty Director or the UAC Dean of Students immediately if you feel you have been harassed or if you are at all uncomfortable with someone in your host family, a peer, instructor, etc. Keep in mind that concepts of sexual harassment are cultural. Behaviors that would be considered harassment in the United States or South Korea may not be considered harassment in the host country. To ensure that you are correctly interpreting your interactions, discuss the situation with your program director.

You must make the University aware of the situation and ask for help in resolving the problem. If the harassment involves the Faculty Director, please inform your Learning Abroad Coordinator. You should also notify the [Office of Equal Opportunity and Affirmative Action](#) at 801-581-8365.



## Alcohol Abuse & Misuse

Statistically, the use of alcohol is related to many health and safety emergencies involving students abroad. **Alcohol misuse and abuse will not be tolerated on Learning Abroad Programs.** The University recommends that you avoid the risks associated with drinking. Additionally, students should be aware that the alcohol content of drinks overseas is typically higher than it would be in the U.S. or South Korea. For this reason, you should use extreme caution when consuming alcohol. Do not endanger yourself, your peers, or the community.

Students must comply with local drinking laws. These laws may differ from those of the United States. For instance, in many countries the legal drinking age is 18. The penalties for breaking laws governing the use and sale of alcohol are also likely to be different from the U.S. or South Korea. In addition to understanding that there are legal consequences, it is important to recognize that there are cultural ramifications to drinking. Most cultures disapprove of “getting drunk.” If you disregard local culture and choose to drink alcohol anyway, you may find that you are treated differently by the community, your peers, and your host family as a result of your behavior.

**Disruptive or disrespectful behavior will not be tolerated. Moreover, inappropriate conduct resulting from the consumption of alcohol could result in dismissal from your program. Examples of such behavior include, but are not limited to, the following:**

- **Inattentiveness in class**
- **Tardiness & poor attendance**
- **Disruption of program activities**
- **Disrespect towards peers, community members, or faculty**
- **Behavior that endangers your well-being or the well-being of others**

**Faculty Directors and on-site personnel have the discretion to determine if the consumption of alcohol is appropriate during the program. That said, Faculty Directors and on-site staff may impose additional restrictions on the consumption of alcohol. Students are required to follow all instructions given by Faculty Directors or on-site personnel. Failure to follow instructions can result in your dismissal from the program. Contact Learning Abroad if you have questions or concerns about the alcohol policy for Learning Abroad Programs.**

## Dismissal from a Program

A dismissal occurs when a student is involuntarily removed from a Learning Abroad Program or when an acceptance to a Learning Abroad Program is rescinded for any reason. Once you have been dismissed, you will no longer be considered a program participant. If this occurs after the program start date, you must vacate the housing facilities and follow University procedures for departure from the host country. Any costs associated with your departure will be at your own expense. You are responsible for fulfilling all financial obligations in the host country before departure. Failure to do so may result in a hold on your student account. If you are



dismissed from a Program for any reason, you are subject to the financial penalties outlined in the [withdrawal penalties policy](#).

Many of our programs are associated with organizations, institutions, and affiliate providers in the host country. Students participating in a Program that collaborates with any of these entities are subject to the refund, withdrawal, dismissal, academic and disciplinary regulations of the host organization as well as the policies set forth by the University of Utah. In the event that you violate the rules or regulations of your host, you may be subject to dismissal by the host organization. If you are dismissed by your host organization, you will be subject to the withdrawal penalties of the host as well as the withdrawal penalty policy at the University of Utah. It is your responsibility to inquire about and understand the rules and regulations at your host institution, organization, or affiliate.



# Travel Logistics



## Passports & Entry Requirements

You must have a passport to participate in a Learning Abroad Program. You are responsible for obtaining a passport before your expected departure date. ***If you expect that your passport will not arrive before departure or in time to obtain a visa, it is your responsibility to expedite the application so that the passport arrives on time.***

Students who cannot participate in their program due to passport issues will be held to the [withdrawal penalty policies](#) for Learning Abroad. Expenses incurred as a result of passport issues are the responsibility of the student.

A breakdown of information about passports is found below:

	Main Campus Students	U Asia Campus Students
<b>Passport Application or Renewal Forms &amp; Instructions</b>	<a href="https://travel.state.gov/content/passports/en/passports.html">https://travel.state.gov/content/passports/en/passports.html</a>	<a href="http://www.passport.go.kr/">http://www.passport.go.kr/</a>
<b>Where to Apply</b>	<u>If your passport has already expired or if you are applying for a first passport</u> , you can complete the forms online and take them to the appropriate office using the instructions on the form. <u>Passport renewal</u> forms can be completed online and then mailed in by the traveler.	Passport applications and renewals are submitted in person at a local administrative office. A list of <a href="#">offices in Incheon</a> is available.
<b>Passport Application or Renewal Timeline</b>	2 months for a new passport 1 month for a renewed passport	1 month for new and renewed U passports
<b>Passports for Visa Applications</b>	<b><i>You must have a passport before you apply for a visa. If you need a visa, you should apply for or renew your passport immediately. Visa processing can take several weeks or months.</i></b>	
<b>Required Passport Criteria</b>	<ul style="list-style-type: none"> <li>• Must be valid for <b><u>at least six (6) months BEYOND your expected return date.</u></b> <b><i>Airlines and immigration officials check the expiration date of your passport. U of U students have been denied entry to their host country or prevented from boarding their flights because of the expiration date of their passports.</i></b></li> <li>• Must not be damaged</li> <li>• Must be signed in the appropriate place</li> <li>• Must have blank spaces for immigration stamps</li> </ul>	
<b>Additional Entry Requirements</b>	<b>In some cases, there are additional entry requirements that must be met in order to enter your host country(ies).</b> It is your	



responsibility to know what these requirements are and satisfactorily meet them. Examples of other entry requirements include, but are not limited to, obtaining a [visa](#), documentation proving that you have certain immunizations or paperwork indicating that you have a certain amount of money available to you. For the most up-to-date information on entry requirements, contact the embassy or consulate of the country that you will visit. U.S. citizens can consult the [U.S. Department of State](#). Korean citizens can refer to the information provided by the [Ministry of Foreign Affairs](#).

In the post-decision application steps, you are required to upload a copy of your passport. This is for emergency use only. **Our staff will not verify that your passport meets the requirements for international travel before departure.** It is the responsibility of the student to ensure that their passport meets the criteria outlined above.

## Visa FAQs

### *What is a visa?*

A visa is official permission to enter and remain in another country. A visa is typically a stamp or sticker placed in your passport.

### *Will the University get my visa for me?*

**IT IS YOUR RESPONSIBILITY TO DETERMINE IF YOU NEED A VISA AND ACQUIRE THE APPROPRIATE VISA. THE UNIVERSITY DOES NOT OBTAIN A VISA FOR YOU.** The University of Utah is not responsible for establishing visa requirements or granting student visas. Visa requirements, fees, procedures, and required documentation are established and enforced by the host country. Final decisions on whether or not a visa is granted are made by government of the country you are visiting. Requirements, fees, and processes are subject to change at any time.

### *Does everyone need a visa?*

No. Some destinations and Programs do not require a visa.

### *Can't I just enter my host country on a tourist visa?*

AS A STUDENT, YOU MAY NOT BE ELIGIBLE FOR A TOURIST VISA.

### *Where can I find visa information for my host country?*



For the most up-to-date information on visa requirements, contact the embassy or consulate of the country that you will visit. U.S. citizens can consult the [U.S. Department of State](#). Korean citizens can refer to the information provided by the [Ministry of Foreign Affairs](#).

### ***How long does it take to get a visa?***

Obtaining a visa can be a very long process. You need to plan ahead so that you have enough time to complete the process before your Program begins.

### ***Do I need a passport to get a visa?***

***Yes!*** *If you need a visa, you should apply for or renew your passport immediately!*

### ***Do you have any tips for applying for visas?***

If you need to apply for visa, it is CRITICAL that you follow directions EXACTLY. Embassies and consulates are not obligated to give you a visa. Sending incomplete materials and not following directions could reduce the likelihood that you will receive a visa.

*You cannot apply for a visa before obtaining a passport.* Your passport must be valid for ***at least six (6) months BEYOND your expected return date.*** If your passport does not meet this criterion, you should [renew](#) it immediately!

If you are overwhelmed by the process of obtaining a visa, there are companies and travel agencies that are authorized to assist you. These organizations will charge a fee for this service, but in some cases it will be worth the extra charge. The University of Utah does not endorse any of these companies or agencies; however, we can give you a list of local entities that provide these services.

### ***What should I do after I receive my visa?***

After you have received your visa, **check the stamp or sticker for accuracy.** Make sure that the information listed on the visa—such as names, dates, locations, and the type of visa—is correct. Notify your Faculty Director and/or host institution/program, as well as your Learning Abroad Coordinator immediately if there are discrepancies. Consulates and embassies make final decisions about correcting visas, but our office may be able to help facilitate the process. If your visa is not correct, the airline may prevent you from boarding the plane and immigration officials may deny you entry to your host country.

### ***What happens if I can't get a visa for my Program?***

Students who cannot participate in their program because they fail to obtain the correct visa, are refused entry by immigration officers upon arrival, or are prohibited from boarding a flight will be held to the [withdrawal penalty policies](#) for Learning Abroad. Expenses incurred as a result of visa and entry requirement issues are the responsibility of the student.



## Non-South Korean Citizens or Travelers without a South Korean Passport

Students who are not South Korean citizens or will not be traveling with a South Korean passport need to use extra caution when planning for a Learning Abroad Program. Before applying, we recommend that you consider the following:

1. **Does your passport meet the established criteria for travel?** If not, it is your responsibility to contact your home country embassy or consulate and renew your passport.
2. **Do you need a visa to enter the host country?** Your South Korean visa does not allow you to enter another country. It is your responsibility to determine if you need a visa to participate in your program. Learning Abroad does not get visas for students. To find out what the process is for getting a visa for your host country, contact the nearest embassy or consulate.
3. **Will you have to demonstrate that you can re-enter South Korea to finish your classes?** Students are often required to prove that they can re-enter South Korea after their program. If this is the case, you may need to renew your Alien Registration Card before you can apply for a visa to the host country. It is your responsibility to plan ahead and make the necessary arrangements to renew your Korean visa before applying for a visa to your host country.
4. **Will you be able to return to South Korea after your program?** In addition to obtaining a visa to visit the host country, you may need to meet certain requirements to re-enter South Korea. For information on these requirements, contact Alexis Choi, Enrollment Coordinator at alexis.choi@utah.edu or visit her office in the Student Affairs Suite.
5. **Will you be traveling before your program?** You are required to temporarily surrender your passport in order to obtain a visa for your host country. If you have scheduled any international travel before your program, make sure that you apply for a visa early enough to receive your passport back from the consulate before traveling.
6. **Do you need to acquire a different form of ID?** If you are required to visit an embassy or consulate to obtain a visa for your program, be sure to take your driver's license with you. You will be required to leave your passport at the consulate or embassy and you may need identification to fly home or return to the U Asia Campus.

## Changes to Program Activities, Course Offerings, and Itineraries

Your program itinerary is similar to a syllabus. Frequently, the exact details of a syllabus are changed throughout the semester due to unforeseen circumstances. Similarly, despite our best intentions, international travel is full of unexpected challenges. Good travelers are prepared to be flexible and adapt to changes in their environment.

The University of Utah makes every attempt to implement programs as planned. However, there are occasionally unanticipated conditions that force us to change a program's itinerary or planned activities. Such circumstances include, but are not limited to, budget constraints, program enrollments, weather, safety concerns, health issues, conditions within the host country, changes in host organizations, etc. The University of Utah will make every effort to avoid these situations. In the event that changes are unavoidable, we will transparently communicate them to students in a timely manner. If a change must be made to planned



activities, course offerings, or itineraries, we will make every reasonable effort to provide an equal or comparable experience for students. If the University determines that the goals of the program are sufficiently satisfied through the available alternatives, no requests for refunds will be considered.

## Flights, Luggage, and Carry-on Baggage

On most programs, participants will make their own travel arrangements. Planning your flight and arrival in the host country will vary based on the type of program you choose. Since most students make their own flight arrangements, the University will not reimburse you for costs associated with flight cancellations or changes. Before purchasing a flight, read the following information carefully.

Learning Abroad programs require a minimum number of participants to run. Decisions regarding whether or not a program will run are made after the commitment date of the program. For that reason, do not purchase a flight until your Faculty Director confirms that your program will run.

All students should submit their travel plans in the post-decision steps of their on-line application. Past participants have used travel agencies that specialize in student travel such as STA Travel and Student Universe to make travel arrangements. Before purchasing a flight, be sure to verify the following information with your Faculty Director:

- At which airport to arrive
- Where to meet your group (if applicable) or how to get to your program location
- When to arrive
- What to do in the event that your flight is delayed or canceled

We also recommend that you consider purchasing [trip insurance](#) or reserving a refundable ticket. If a flight is not included in your program cost, and you decide to withdraw from your program, the program is cancelled, or you are dismissed from the program, the University will not reimburse you for the cost of your ticket.

Most airline carriers impose restrictions on luggage weight and size, and many have started charging extra fees for checked luggage. Although you are generally allowed two pieces of luggage and one small carry-on bag, try to limit yourself to one piece of luggage and one small carry-on. Be familiar with current carry-on regulations regarding contents and dimensions of luggage. For specific restrictions inquire with the airline directly. A suitcase on wheels or a backpack is highly recommended. Be sure to pack only as much as you can carry yourself. Distances between the airport and the bus/train station to your accommodation can be far and heavy luggage is a hassle. Excess baggage may also be subject to extra charges and run the risk of being refused by the airline. Simply said: *pack light!* Label all your baggage inside and out. Never leave bags unattended; they could be stolen and possibly seized by airport authorities. It's also a good idea to pack one change of clothing in your carry-on luggage, in case your luggage is temporarily lost. Other suggestions for packing are found in the How to Pack section.



*Note for students traveling in Europe:* Flights within Europe have extra restrictions on luggage (i.e. less weight and size allowances). Double check with your airline about these restrictions before packing. You may be charged high fees for excess luggage!

When packing your carry-on luggage, be aware that there are restrictions. The Transportation Security Administration restricts the items that can be carried on an airplane. A list of these items can be found [online](#). While the list of restricted items will vary from country to country, these regulations are fairly consistent across the board. Students should also have the following information in their carry-on luggage:

- Your passport
- A copy of the acceptance e-mail from Learning Abroad
- A copy of your acceptance letter from your host institution / affiliate (if appropriate)
- The address at which you will be staying in the host country
- A copy of your flight itinerary
- Your vaccination records
- Arrival instructions for your Program

## Preparing for Flight Delays

Flight delays are common when traveling internationally. You are strongly encouraged to check with your airline for regular updates. Many airlines or booking websites will allow you to enroll in travel updates by e-mail or text message. Prior to departure, you should enroll in these benefits to be notified of schedule changes. We also recommend that you carry the phone number for your airline in your carry-on luggage.

In addition to monitoring your flight status, it is important to have a communication plan in place and use it to report updates to Faculty Directors and family members. You should also consider carrying necessities in your carry-on luggage so that you have some supplies if you are delayed. Consider packing the following items in a carry-on bag:

- Over-the-counter and prescription medications
- Necessary toiletries (must meet the 3.4 ounce/100mL limit per liquid container)
- Emergency contact information
- A change of clothes
- A water bottle (empty until passed through security) & Snacks
- Reading or viewing material

Please keep in mind that the University has no control over flight delays or cancellations. If you find that your flight is delayed, be patient and follow the instructions provided by airline.

**The costs related to airline delays or cancellations are the responsibility of the student.** Students who are considering or have already purchased trip cancellation insurance are advised to verify whether or not "acts of God" are covered.



Students who choose to use “buddy passes” or fly on “standby” need to be especially cognizant of the possibility of delays. If you choose to utilize a “buddy pass” or fly on “standby,” you are responsible for any arrangements (i.e. transportation, extra lodging, food costs, etc.) associated with delays. You also are responsible for arriving on time to your site. You will not be reimbursed for any missed activities and Faculty Directors are not obligated to allow you to make up missed work or assignments.

## Airport Security, Immigration, & Customs

Airport security is tight worldwide. It is not uncommon to see armed security guards, police, and police dogs wandering through the airport. You should plan on extra time to clear security checks at all airports.

Upon arrival in your host country you will be required to go through Immigration Control. Have your passport accessible and follow the appropriate line for citizens of your country. You may be asked a few questions (i.e. How long will you be in the country? What is your purpose for being here? Where will you be staying?). Give confident and honest answers. You may also be asked for certain documents. A list of recommended documents to be packed in your carry-on luggage is found in the [Flights, Luggage, and Carry-on Baggage](#) information.

After passing through immigration, you will arrive at Customs. You may be asked to open your luggage for inspection. Cooperate with authorities. Answer any questions that you are asked honestly.

The process of going through immigration and customs will vary. In some cases the process will be smooth and efficient. In other destinations it could take several hours. Be patient and courteous throughout the process.

## Program Housing & Host Families

The type of housing available to you will vary by program. Many programs include housing in the program cost. If housing is included in the cost of the program, you are required to use the housing facilities designated by the program. Program housing options may include hotels, residence halls, apartments, or host families. Ask your Faculty Director or Learning Abroad Coordinator if housing is included in your program cost.

If housing is included in your program cost, you will have access to the facility during the official program dates. If you intend to arrive early or stay late, you must make your own housing arrangements and pay for those accommodations independently. Facilities vary greatly from one destination to another. Rooms are typically very modest and often smaller than we are accustomed to on campus. It is common for student housing facilities abroad not to have cable or Wi-Fi. If internet is available in your housing facility, it will likely be slower than you are accustomed to here on campus. You may need to find an internet café or computer lab to effectively use programs such as Skype, Facetime, or Facebook. You should also ask whether the housing facility provides towels, linens, and other common amenities.



All students should also be prepared share living space with other participants. In many cases, you will have a roommate for the duration of your program. You may also be expected share bathroom, cooking, or living facilities with other students.

Regardless of the type of housing available, all students are expected to adhere to the rules and regulations of their housing facilities. Some facilities enforce curfews and noise regulations. You are expected to be respectful of your host and follow these rules. Any property damages or fines that you incur during your program are your responsibility. Failure to pay these debts can result in a hold on your University account. Any bills for damages or unpaid bills that are forwarded the University will be charged to your student account.

Some programs allow students to choose among different housing options. Different housing options are not available for all programs. In the event that you have housing options to choose from, you should consider your selection carefully. Once you choose your housing, you may not be able to change you housing selection. Additionally, if changes are made to your housing, you may incur additional costs and fees.

Some University of Utah programs offer the option of staying with a host family. This can be one of the most culturally rich aspects of your experience, but it will also present some challenges. Remember that you are a guest in their home and a representative of your country and the University of Utah. It may be difficult to adjust to living in a family setting after you have lived on your own. You are expected to be respectful of any rules that your host family establishes and their customs and practices. It may be a good idea to bring a small gift for your host family that represents your culture and background.

If you have the opportunity to stay with a host family, your Learning Abroad Coordinator or Faculty Director will likely ask you to fill out a special housing form. The form will ask about your preferences for a host family. **It is very important that you are honest when filling out this form.** The selection of your host family will be based upon the information that you include in your preferences. You cannot expect your host institution to accommodate requests that you don't include on the form. For example, if you are not comfortable with animals or prefer a family that does not have small children, you need to indicate this on your housing form. If you have specific medical needs, allergies, or dietary restrictions, these requests should also be noted.

In most cases, students are not assigned to a host family until shortly before arriving onsite. While this delay can make some students and families nervous, it is common practice and you should not expect to have extensive details about your host family before arriving onsite.

## Non-participant Travel with Learning Abroad Programs

Learning abroad programs are formal, academic programs sponsored by the University of Utah. To ensure that the academic purpose of these experiences is preserved, guests and dependents are prohibited from traveling with University of Utah learning abroad programs. This includes all activities and services associated with the program such as, but not limited to, meals, housing facilities, classes, lectures, fieldtrips,



transportation, etc. Any individual who is not formally enrolled in the courses offered on the program is considered a guest or dependent.

Guests or dependents are welcome to travel with participants before the program begins or after the program has finished. If guests or dependents become disruptive to the program in any way, you will be dismissed from the program and required to leave the host country. Students who are dismissed from a learning abroad program are subject to the standard [withdrawal penalty policy](#) for Learning Abroad.

## Independent Travel

Many weekends may already be scheduled for program excursions. If you are planning to take side trips on weekends or during your free time, please notify the Faculty Director. It is advised that you travel in groups of 2 or more for safety. Any independent travel will be at your own expense and at your own risk. Class attendance is required and independent travel should not interfere with required classes and activities. The University of Utah is not responsible for independent travel. We do not review your travel plans, send you supplemental information, or provide advisories for independent travel.

## Road Rules Abroad

The leading cause of injury to travelers abroad is traffic accidents. Driving practices and road signs abroad are very different abroad. Due to the high rate of traffic injuries abroad, **we do not recommend renting automobiles or driving in your host country.** In addition, rental agencies require a minimum age of 25 and substantial insurance coverage from their customers. If you are interested in learning about traffic fatalities in your host country, visit the [World Health Organization's Road Safety Map](#) to compare your destination with your home country.

Pedestrian etiquette is also different abroad. ***It is important to understand that pedestrians do not necessarily have the right-of-way in other countries.*** Use caution when crossing the street. Some transportation systems are set up so that cars drive on the left-hand side of the road. This means that the flow of traffic may not be coming from the direction you anticipate it to come from! Look in ALL directions before crossing the street and utilize crosswalks and pedestrian walkways. Additionally, hitchhiking can be highly dangerous abroad. The University of Utah strongly discourages students from hitch hiking while traveling.

Public transit is generally affordable, reliable, and relatively easy to use while traveling abroad. Most students find public buses and trains to be the most convenient way to get around town. You may also be able to rent a bicycle for the duration of your program. Inquire at the local train station, tourist information office, or ask former program participants for advice on bike rental.

When using taxis, be sure to use official vendors. Official vendors are typically regulated, receive training, and are insured. Unofficial taxi providers are usually less expensive, but they are unreliable, poorly trained, and usually not insured. A good travel guide will provide information about public transportation and official, reliable taxi services.



## Communicating Home

Many students fear that they will have trouble staying in contact with friends or family during a learning abroad program. Regardless of which cell phone provider you have, using your cell phone abroad is usually VERY expensive. Phone calls can cost as much as 10 times more using your cell phone than they would if you used a local phone. Additionally, data usage for phone apps, text messages, and internet connections is ***extremely*** costly abroad. Since many of us do not monitor how much data we use, these expenses stack up without our knowledge. We recommend that you consider other options for making phone calls before using your cell phone abroad.

Most students choose to purchase an inexpensive, local cell phone after arriving in their host country. These phones are usually “pay-as-you-go,” and utilize minutes that can be purchased at local stores. You can also purchase inexpensive international calling cards through a phone company in the host country.

Internet access is typically available in computer labs or internet cafés. Many programs do not require a laptop and you should consult your Faculty Director before packing one. If you choose to bring a laptop, we recommend using [Skype](#) or [FaceTime](#) in order to make free calls and video calls.

Learning Abroad recommends that you establish a plan to contact your family or friends after arriving in the host country. Many friends and family members become worried when they do not hear from you right away. Be sure to discuss the following points with them before departure:

- They are not likely to hear from you immediately. Don’t panic!
- It can be very difficult to find an internet connection or purchase a local cell phone right away. It is not uncommon for this to take a few days after arriving.
- Once a connection is established or a phone is purchased, contact your friends and family to let them know that you’ve arrived safely. You should also give them instructions on how to contact you abroad.

## How to Pack

Some suggestions for packing are included with this handbook. Be sure you know about the weather conditions at your site. You should also familiarize yourself with the standards of dress in your host country and know what is acceptable. Contact your Faculty Director to determine if any special equipment or attire is required for program activities. Remember that you will probably be coming home with more than you took, so it may be a good idea to pack an empty duffle bag for souvenirs in your luggage.

When packing, select clothing that won’t wrinkle. Take items you can layer for warmth on a cool night. Roll clothing rather than folding it to save space and avoid wrinkles. Stash small items in shoes to maximize space. Put liquids in plastic containers or Ziploc bags. Try to limit yourself to 2 pairs of shoes and be sure that both are comfortable and durable.



Pack your bag several days before departure. If you wait until the last minute, you will be anxious and will likely take too much. Pack and then re-pack, eliminating unnecessary items. Practice carrying your bag and be absolutely certain you can handle it by yourself. Remember to leave room for purchases made overseas.

A packing list is available below to assist you. You do not need to bring all the items on the list--it is meant to be used only as a guide. The [Ultimate Packing List](#) website and [Clown Car Packing](#) video can also help with your packing needs.

**Note on Electrical Appliances:** Voltages, electrical sockets and plugs differ overseas. You can buy voltage converters and adapter plugs at most travel stores, retail stores, and some drugstores. The effectiveness of plug adapters and converters is highly variable. Be sure that the converter you buy is strong enough to convert the appliance you are using. You should consider what you absolutely need and try to get by without electrical appliances. Many small appliances such as hair dryers, electric razors, alarm clocks, and curling irons can be purchased inexpensively in the host country. Laptop computers are especially sensitive to electrical currents. If you plan to take one, read the voltage information located on a tag on the power cord.



# Travel Health & Insurance



## Personal Health Information & Disclosure

To participate in a Learning Abroad Program, students must complete the ***Learning Abroad: Travel Health Questionnaire*** and the ***Office for Global Engagement Health Clearance Form***. These application components are submitted **AFTER** you have been accepted to the program in the post-decision phase of your Learning Abroad Application.

- ***Learning Abroad: Travel Health Questionnaire***: Filled out **by the student** in the post-decision phase of your online Learning Abroad Application.
- ***Office for Global Engagement Health Clearance Form***: Completed and submitted to the University **by your healthcare provider**.
  - The Office for Global Engagement Health Clearance Form will **NOT** be submitted directly by the student.
  - This form must be completed in English and by a medical professional who is licensed in the United States. A list of clinics that have U.S.-licensed physicians who can complete the form in English are found in the [Pre-departure Health and Immunization](#) section.
  - ***This form will be available to you in the post-decision steps of your Program Application.***

This information will **NOT** be considered as part of the admissions decision for a Learning Abroad Program, but will only be reviewed upon acceptance to the program. Please find the link and instructions in the Material titled: ***Learning Abroad: Health Clearance Form, Release, and Agreement Material*** of your Learning Abroad Application. The online Questionnaire and the Travel Health Clearance Form must be completed and submitted using the instructions in your online Application by April 15<sup>th</sup>.

If you are accepted to a Learning Abroad Program, this information is made available in a confidential manner to the Faculty Director, program managers, program assistants, program partners, affiliates, Learning Abroad staff, and other entities facilitating the program. It is in your best interest to be honest and open in your health disclosures. **In the event of an emergency, the information submitted on the *Learning Abroad: Travel Health Questionnaire* and the *Office for Global Engagement Health Clearance Form* is the main source of information with which the University of Utah will help you.**

If you need to request accommodations related to a disability, please see the information for students with disabilities in the [Diversity](#) section of the Learning Abroad Handbook.

## International Medical and Security Evacuation Insurance

ALL students participating in a Learning Abroad Program must have supplemental international insurance. The University insurance policy is provided through [Cultural Insurance Services International \(CISI\)](#). Among other benefits, the policy includes coverage for medical evacuation, repatriation of remains, and evacuation support in the event of a natural disaster or political upheaval. Students can find detailed information about the policy coverage by accessing the on-line insurance portal or reviewing the [policy brochure](#).



Learning Abroad will register you for this coverage before departure. Upon being enrolled in the policy, you will receive an email with further instructions. The cost of this policy is included in the program cost for Faculty-Led Programs. Students enrolled in any other type of program will be billed separately for this policy. The cost will automatically be charged to your student account. The policy costs \$39-\$45 per month. This is included in the billable cost of your program.

This policy will only cover the official dates of your program. It is your responsibility to secure proper coverage for any travel prior to or after the dates of the program. You will receive instructions on extending your coverage after you are registered by Learning Abroad.

If you choose to travel with dependents before or after your program, these individuals may be eligible to purchase the policy at an additional charge. Please note that travelers who do not qualify as dependents are not eligible for the U's policy. Contact Learning Abroad for more information on insurance policies for dependents.

For details on using insurance policy, see the section title [Using the CISI Policy](#). CISI In some cases, CISI will be able to pay for medical expenses up front. ***If you pay for service out-of-pocket, you will need to submit a claim to CISI. CISI will review the claim and determine if it is reimbursable. Itemized receipts are required to obtain a reimbursement.*** Detailed instructions on submitting a claim can be found in the policy brochure.

## Using Your Insurance Policy

Detailed instructions for using the CISI policy and important contact information can be found in this [handout](#).

### ***For Non-Emergency Treatment-***

Unless CISI has a pre-arranged direct billing agreement with a clinic in your host city, you may be required to pay for visits out-of-pocket. In these situations, you will need to submit a claim to the insurance company for reimbursement. Keep all receipts to properly submit your claim.

Paying upfront can sometimes be avoided by opening a "case" with AXA Assistance ahead of your appointment. AXA Assistance can direct you to the appropriate facility based on your specific needs and can also arrange for direct billing whenever possible. Ultimately, you will have to open a case with CISI to submit a claim for reimbursement.

If you need medical treatment during your program, contact AXA Assistance using the 24-hour emergency telephone service. AXA Assistance can be contacted at:

AXA Assistance Phone: **312-935-1703** (calling from outside the US, 24-7)  
**855-327-1411** (calling toll-free from within the US, 24-7)

Email: [medassist-usa@axa-assistance.us](mailto:medassist-usa@axa-assistance.us)

This information is also found on your CISI insurance ID card and under "Emergency Contact Info" on the [myCISI Participant Portal](#). When you contact AXA Assistance, you will be asked to give your ID number (which is your policy number).

### ***During an Emergency-***



**For all emergency situations, seek medical help immediately.** Contact AXA Assistance as soon as possible so that a case can be opened and arrangements can be made in a timely manner (even if the insured has already been admitted to a hospital). Our insurance provider will work with the treatment facility to make sure that the appropriate measures are in place for proper case management. You will need itemized receipts to obtain a reimbursement if direct billing arrangements are not in place at the treatment facility.

## Trip Insurance vs. Medical Insurance

Trip insurance is different than medical insurance. While international medical insurance covers medical emergencies abroad, trip insurance policies reimburse the traveler for other unforeseen changes in travel plans (i.e. flight delays, theft, trip cancellation, etc.). **The University of Utah does NOT provide comprehensive trip insurance.** If you would like to have comprehensive trip insurance, you will need to purchase a policy on your own. Contact your insurance agent or a travel agent to inquire about trip insurance. Students who are considering trip insurance are advised to verify whether or not "acts of God" are covered. This may impact the benefits that you are eligible for if there are weather-related issues or if the program is canceled due to a natural disaster.

## Pre-departure Health & Immunizations

Depending on what country you are visiting, you may need to update your immunizations. You may also be required to get additional immunizations depending on the destination. The [Center for Disease Control \(CDC\)](#) provides detailed information on health issues and required immunizations for travelers worldwide. Visit the CDC website for information about your specific destination(s). It is your responsibility to determine whether or not you need immunizations for your destination and to obtain travel immunizations before departure.

Immunizations are not available through your family physician, and obtaining immunizations can be a lengthy process. Some immunizations will require a series of shots that can take 3 - 6 months. Contact your doctor or a local travel health provider to begin this process immediately! A good local option is Yonsei Severance Hospital in Seoul:

- Visa Physical Section, Yonsei University Health System 50-1, Yonsei-ro, Seodaemun-gu, Seoul 03722 (You can take Bus M6724 to Sinchon Subway Station, then go to Exit 1 for the hospital shuttle).
- To make an appointment, call: 02 2228 5815 (NOTE: Students should be sure to make an appointment with Dr. Hyewon Min ONLY as she has been licensed in the United States. The Office of Learning Abroad does NOT accept clearance forms completed by doctors who are not licensed in the United States.)
- Bring with you to your appointment: Passport, one visa-sized photo (taken within the last 6 months), a completed copy of your Travel Health Questionnaire, a print out of the Participation Requirements for Learning Abroad, and your Health Clearance Form

**NOTE ABOUT IMMIGRATION & TRAVEL IMMUNIZATIONS:** Be aware that immigration officers in some countries require proof that you received your travel immunizations. Among others, this is common with



the yellow fever vaccination. Regardless of your destination, we recommend that you take a copy of your vaccination records in your carry-on luggage so that you can provide this documentation to immigration officials upon request.

## Mental & Emotional Health

Maintaining good health includes paying attention to your mental and emotional well-being. If possible, try to relieve any stress you might be feeling prior to leaving the country. Otherwise, you may find that travel and the adjustment to a new environment may compound your anxiety.

If you have a history of mental or emotional health conditions, it is important to disclose this information in the *Travel Health Questionnaire*. Experiencing another culture is exciting, but is also disorienting. This can cause symptoms from mental and emotional health conditions to worsen or initiate a relapse. While this could be temporary, it may be necessary for the Learning Abroad Office to assist you in finding support on-site. The information on your *Travel Health Questionnaire* will be used to assist you in the event of an emergency.

You should expect to experience some level of culture shock and homesickness. The [Peace Corps](#) has fantastic resources to help you prepare for, understand, and manage culture shock throughout your experience. Understand that struggling with culture shock is normal. If you feel overwhelmed, do not be afraid to discuss your feelings with the Faculty Director or your peers.

## Over the Counter & Prescription Medications

The availability of over the counter and prescription medications varies by destination. Learning Abroad recommends that students take a “homemade first aid kit.” A comprehensive packing list for a first aid kit can be found on the [CDC’s website](#).

If you take a prescription medicine regularly, be sure to follow the guidelines below. It is your responsibility to ensure that you have access to required medications and supplies abroad.

- Pack enough medication to last the entire time you are abroad
- Keep the medication in the original, labeled containers marked clearly with your name, doctor’s name, and name of the medication.
- Inquire with your healthcare provider about refilling prescriptions if you should lose or run out of medication.
- Know the generic names of any prescription medications that you take with you to the host country. Most medications have a marketed name and a generic name. For instance, a common pain medication is marketed to the public as Tylenol, but it is also called acetaminophen. In some cases, physicians abroad may not be familiar with the marketed names of prescription drugs, but they may be



familiar with generic names. In the event of an emergency, knowing the generic names of your prescriptions could assist you in communicating with doctors in the host country.

- **Pack all prescription medication in your CARRY-ON LUGGAGE.** If you pack your medication in your checked luggage, you may have difficulty replacing it if your luggage is lost in transit.
- If you take allergy shots, insulin, or any other type of injection, take an adequate supply of well-labeled syringes (Please note that you will need an official letter from your doctor to take needles or syringes on a plane. Contact your airline for details.).
- If you wear glasses or contact lenses, take an extra pair with you as well as a copy of your prescription. You should also take enough contact lens solution for the duration of your program. Contact solution it can be difficult to find and expensive to buy abroad.

## Taking Care of Yourself Onsite

Travel, time changes, new climates, and new foods can weaken your immune system. Get plenty of rest and eat properly. Drink lots of water. It is not uncommon for students to become dehydrated while traveling. If you feel unwell onsite, contact your program director. He/she can help you assess your situation and obtain medical care abroad.

While abroad, it is also important to consider the ramifications of dating and sexual activity on your health. Information about dating and sex can be found in the Dating and Sexual Activity section of the website.

## Food & Water Quality

Food and water quality can vary greatly. These variations can cause medical problems for you during your travels. Research the water quality of your destination before departure. Your Faculty Director or the staff at one of the local travel clinics can provide advice if you are unsure. Many guide books also provide insights into water quality. If the water quality is questionable, drink bottled water and ask for drinks without ice cubes. You might consider using bottled water to brush your teeth as well.

Make sure that all food is well cooked. Fruits and vegetables should be thoroughly washed and peeled. Be especially careful when eating food prepared by street vendors or food carts. The general rule of thumb from travel experts is: *If you can't cook it or you can't peel it, don't eat it!*



# Safety for Travelers



## Learning Abroad Office Safety Policy

There are inherent risks to traveling and studying in other countries. You will always be more at risk because you are unfamiliar with your surroundings and the customs of your host culture, but there are actions you can take to reduce your risk. The safety information and suggestions provided by the Learning Abroad Office will help you mitigate those risks. It is your responsibility to read these materials carefully and follow the instructions and policies herein.

The health and safety of students abroad is the top priority of the Learning Abroad Office. The University of Utah diligently works to mitigate known risks and cancel programs where risks are unacceptable. We take many precautionary steps to increase safety during our programs, including:

1. Provide a 24-hour 7 days a week emergency phone line or onsite director
2. Provide comprehensive [international medical and security evacuation](#) insurance
3. Provide comprehensive [pre-departure orientations](#) for outgoing students
4. Make available a variety of [safety](#) and [health](#) related materials
5. Conduct safety, security, and health assessments of programs

However, students must recognize that many risks—such as natural disasters, political unrest, crime, transportation accidents, poor personal decision making, etc.—are not predictable in advance. The Learning Abroad Office urges students that, as always, deliberation and caution are the best policy when operating in foreign environments.

When considering the safety conditions in host countries, the Learning Abroad Office maintains vigilance with respect to State Department Travel alerts and warnings. While we do not make decisions regarding the safety of particular locations based solely on these advisories and warnings, we do consider them very carefully among a variety of other factors.

To ensure that all appropriate factors are considered with respect to State Department travel warnings and advisories, ***students traveling to locations with warnings or alerts in effect are subject to approval by the Learning Abroad Office and are expected to abide by instructions given by this office and program directors with respect to these warnings.*** Details about travel warnings and alerts can be found in Country Information, Travel Warnings, and Travel Alerts section of our website.

## Country Information, Travel Warnings, & Travel Alerts

Before you go abroad, read the [U.S. State Department's Country Specific Information](#) for the country that you plan to visit. The State Department works hard to develop materials that are especially relevant to travelers. You can also consult the State Department's [student travel website](#). This site is specifically designed for student travelers and provides a number of valuable checklists and resources to help you prepare for your program.



The U.S. Department of State is responsible for establishing travel alerts and warnings. Wherever you travel in the world (including domestic travel), you should maintain a high level of vigilance and increase your security awareness. These practices are re-enforced through the U.S. Department of State [Worldwide Caution](#).

All travelers should maintain a low profile. For example, you should leave the obviously U.S. American t-shirts and clothing at home. Meet the clothing standards of your host country, and respect sites of cultural, religious or national significance by dressing appropriately. Avoid large crowds, especially where demonstrations or political activities are involved. If you participate on a U of U Learning Abroad Program, you are expected and obliged to conform to the regulations of the host institution and the laws of the countries that you visit. Misconduct can jeopardize your welfare, the welfare of other students, and the learning abroad program, and could result in your being sent home from the program.

We encourage all students to review any [Travel Warnings](#) or [Travel Alerts](#) for their destinations when selecting a program. The Learning Abroad Office maintains vigilance with respect to State Department Travel alerts and warnings. Although we do not make decisions regarding the safety of particular locations based solely on these alerts and warnings, we do consider them very carefully among a variety of other factors. The establishment of a travel warning does not necessarily indicate that all travel to a particular destination is unsafe. For instance, some warnings may not clearly specify a recommendation that travelers should avoid unnecessary travel to a given country; others may be limited to specific locations within a particular country. In the latter case, students are expected to avoid areas specifically mentioned in such warnings and avoid unnecessary risk at all cost.

## Embassies & Consulates

There are U.S. embassies in more than 160 capital cities throughout the world. Each embassy has a consular section which helps U.S. citizens abroad. Larger countries may also have U.S. consulates in other major cities. A complete [list of U.S. embassies and consulates](#) worldwide is available online. Students should know where the nearest embassy or consulate is located.

Embassies and consulates provide a number of services to American citizens abroad. For information about services specifically for students, visit the [Students Abroad](#) website hosted by the U.S. Department of State.

For a list of South Korean embassies and consulates, please visit the Ministry of Foreign Affairs' [website](#).

## Embassy Registration

Effective September 15, 2015, all US citizens participating in approved Learning Abroad Programs will automatically be enrolled in the Smart Traveler Enrollment Program (STEP). This program is sponsored by the U.S. Department of State. Once your registration is completed, you may begin receiving notifications from the local U.S. Embassy or Consulate in your Umail account. The benefits of enrolling in STEP include up-to-date advisories for your destination, help in the event of an emergency, and assistance replacing lost or stolen passports. Non-U.S. citizens should contact the embassy of their home country in the host country to inquire about embassy registration.



## Tips for Staying Safe

- **Educate yourself.** Inform yourself about the places where you will be traveling. Inform yourself of cultural differences.
- **Read the OSAC report for your destination.** All students should read the [OSAC report](#) for the host country and adhere to all recommendations therein.
- **Learn the [emergency phone numbers](#) for the host country.** 9-1-1 is not a universal emergency phone number!
- **Be street smart.** Make sure you are aware of your surroundings at all times. If you feel threatened, remove yourself from the situation. Choices in dress, living arrangements, entertainment, and companionship may impact on how you are viewed, and thus treated, by the locals.
- **Travel in small groups and never walk alone at night.** Be sure to use the buddy system in the host country.
- **Don't travel at night.** Instances of crime, injury, and accidents to travelers increase after dark. *Serious incidents have occurred when students disregard this advisory.* Only travel during the day even if that means modifying your plans or spending more money to travel safely.
- **Divide and hide your valuables.** Keeping all of your valuables in one place makes you vulnerable to theft!
- **Know the rules of the road.** Do not hitchhike or drive. These can be VERY dangerous activities! Use caution when crossing the street. Use reliable transportation. Only travel in official, licensed vehicles.
- **Prepare for cultural differences.** Cultural differences can impact the way that you are perceived and treated while traveling. Harassment is common in some parts of the world. Do not travel alone, be aware of your surroundings, and dress conservatively during your travels. Be sure that your behavior is respectful within the context of your host country culture. Specific information for [women and diverse travelers](#) is available in the Learning Abroad Handbook.
- **Travel in packs.** Go out in small groups and never walk alone at night.
- **Avoid public demonstrations.** Public protests and demonstrations are common abroad, but they can be VERY dangerous. Even a peaceful protest or demonstration can become violent without warning. Students should NEVER participate in a public demonstration or protest. If these events occur during your program, avoid the area.
- **Secure your passport.** Store your passport in a safe place. Make two copies. One copy should go with you to the host country and be kept in a separate place from your passport. The other copy should be left at home with a trusted friend or relative. Don't carry your passport unless it is necessary.
- **Do not divulge personal information to strangers.** Do not divulge the name or address of your homestay, hotel or room number to strangers. This could result in harassment or theft.
- **Drink responsibly.** Alcohol is one of the leading causes of injury to travelers. If you choose to drink, do so responsibly.
- **Know your insurance information.** Carry your health insurance information and emergency numbers with you.
- **Leave a trail.** Always let someone know where you are.
- **Know what's going on around you!** Be street smart. Make sure you are aware of your surroundings. Students should be vigilant as street crime (theft and pickpocketing) is common. To prevent these events, students should not wear or carry valuables.



- **Keep your emergency card handy.** In online orientation, students are provided with an emergency card that includes phone numbers and steps for responding to an emergency. Keep this with you at all times.

## Personal Document Safety

While traveling you should be especially careful with personal documents. Do not bring any unnecessary credit cards, IDs, keys and other items with you. Make two photocopies of important documents such as insurance cards, credit cards, ATM cards, birth certificates, visas, passports, prescriptions, and airline tickets. Leave one copy at home with a trusted family member or friend. Take the second copy with you. Store the copies in a safe place, but SEPARATELY from the original documents.

**NEVER pack your passport or any other important documents in your checked-in luggage.** Important items such as passports and credit cards should be carried in a pouch or money belt as close to your body as possible. Keeping these items in exterior pockets or loose in purses and bags makes them vulnerable to theft. If your passport is lost or stolen abroad, contact your Faculty Director or the nearest Embassy or Consulate for assistance. If you are not traveling with a U.S. passport, contact the nearest embassy of your home country.

## Dialing 9-1-1

9-1-1 is not necessarily the emergency number in other countries. Upon arriving abroad, ask your faculty director what the emergency phone number is in your host country! You can also visit the State Department website for a list of [emergency phone numbers abroad](#).

## 24/7 Emergency Phone Number

Learning Abroad has established a 24/7 emergency hotline for students participating in our programs. Assistance is available in English. A student's first point of contact in the event of an emergency should be the faculty director, program assistant, or other onsite personnel, but we are available to help if these individuals are not accessible. The 24/7 emergency hotline for Learning Abroad is **801-585-2677**. When you call this number, you will be connected with the University Police. University Police will connect you with the on-call staff member in Learning Abroad. **Emergency support is only available in English.**

## In Case of an Emergency

Learning Abroad wants to help you stay healthy and safe while abroad, but we need your help to do so. It is important that you are familiar with the policies and procedures for your Program. You should carry emergency contact numbers for onsite personnel at all times.



In the event of an emergency, we suggest you follow some basic steps. The acronym below—**DANGER**—will help you remember these steps. Remember: Use your head! You will need to adjust these steps and your actions based on the situation you are in.

**D**on't panic

**A**ssess the situation

**N**otify your faculty director or Learning Abroad (801-585-2677)

**G**o to a safe place

**E**ducate yourself with news and updates

**R**each out to family and friends



# Money Matters



## Financial Planning for Learning Abroad

Financing can be one of the most intimidating aspects of Learning Abroad...but it doesn't have to be! To help you organize your plans and determine which programs fit your budget, the Learning Abroad Office provides an estimated program budget on the UAC Learning Abroad webpage. Carefully read the program costs to determine what costs you may incur. Don't forget to consider your spending habits, the cost of international airfare, passport and visa fees, and your additional travel and meal costs (if you plan to travel during your program). These factors may also impact the cost of your program.

## Tuition Discounts

Dependents of University faculty and staff should be aware that the Faculty/Staff Tuition Discount cannot be applied to Learning Abroad Programs. Additionally, the medical student tuition waiver for main campus courses cannot be applied to Learning Abroad Programs. If you receive any other type of tuition waiver or discount, contact the UAC Financial Director at 032-626-6125 to determine if that benefit can be used on a learning abroad program.

## Billing Timelines & Due Dates

An invoice outlining the Final Program Balance and any applicable Late Fees or Failure to Commit Fees will be sent to your UMail account in April. The invoice will come from the UAC Financial Director. The invoice must be paid in full by the due date according to the instructions provided in the invoice. Final Program Balances, Late Fees, and Failure to Commit Fees for summer programs are due on May 1<sup>st</sup>.

## Making Payments

All payments are made by wire transfer. Instructions for making the transfer can be found in the following documents:

- **Initial Payment:** UAC Learning Abroad Application Packet on the UAC Learning Abroad webpage
- **Final Program Balance, Late Fees, and Failure to Commit Fees:** Invoice emailed to your Umail account in April

## Making Purchases Abroad

Most countries do not use U.S. dollars or South Korean Won as their currency. You can exchange U.S. dollars or South Korean Won for foreign currency at most airports and banks. You are likely to get a better exchange rate at a bank than at the airport. If you prefer to have local currency before departure, contact your bank. Many banks can exchange currency for a fee. Contact the bank at least two weeks before departure. Some currencies are not readily available and need to be ordered in advance.



A credit or debit card with ATM capabilities is necessary when traveling abroad. With most ATM cards, you can withdraw money in the local currency. Check with your bank for information about using an ATM card outside of your home country. We also suggest checking with your bank about charges for withdrawing cash and the exchange rates in other countries. Your debit card should have a Visa or MasterCard symbol.

We recommend that you have a credit card to use in the event of an emergency. Visa and MasterCard are widely accepted; Discover and American Express are less commonly accepted. The credit card must be issued in your name. We recommend that you make a copy of the card, along with the appropriate telephone numbers, to reference in case it is lost or stolen. Most countries continue to use cash for smaller purchases and you should not expect to be able to use a credit or debit card with all merchants.

**You must contact your Credit Card Company and bank before departure to inform them that you intend to use your card abroad.** Your credit or debit card may be disabled if you do not inform the company.

We do NOT recommend using traveler's checks. Traveler's Checks can be VERY DIFFICULT to cash abroad.

## Onsite Financial Obligations

You are responsible for all expenses incurred at your host institution that are not covered in the billable costs of your program (i.e. weekend excursions organized by the host institution, room key deposits, charges for damages to housing facilities, library fines, medical treatment, etc.). Please settle your accounts before you return from your program. Unpaid bills may result in a hold on your academic records. Unpaid charges may be forwarded to the University of Utah and applied to your student account.

## U.S. Tax Credits

Tax deductible expenses related to the billable costs of your program will appear on your 1098-T form for U.S. tax purposes. Please note that, due to the unique financial structures of Learning Abroad Programs, most program fees and costs are not eligible for IRS education credits. We recommend that you consult an accountant if you intend to claim the costs associated with a Learning Abroad Program on your annual taxes. Additionally, the University is unable to provide any tax documentation for personal donations made to you.



# Diversity in Learning Abroad





## Women Travelers

Women face special risks while traveling abroad. Other cultures often have stereotypes about women. Based on their impressions from TV and movies, people abroad often believe that women are looking for sexual adventure. These stereotypes can create unwanted attention and harassment. Many cultures also traditionally treat women differently. Gender equity is not universal. It may be common for men to make noises, gawk, or make sexually suggestive comments to women. Women do not need to accept the unwanted attention and stereotypes, but need to learn how to cope in uncomfortable situations and even prevent them from happening. The following are tips for staying safe and dealing with unwanted attention:

- Observe the local women. They can provide insights for dealing with uncomfortable situations.
  - How do they dress?
  - How do they act around men?
  - How do they react to unwanted attention?
  - How do they act in social situations?
  - What are their rules about having both romantic and friendly relationships with men?
- Don't walk alone at night. Travel in small groups, not alone!
- Leave a trail...let someone know where you're going and when you'll be back.
- Follow your instincts! If you are uncomfortable, remove yourself from the situation.
- Dress modestly.
- Drink responsibly!

Women also face unique health challenges abroad. Birth control can be heavily regulated and hard to obtain in foreign countries. If you use contraceptives, you should be sure to take a sufficient supply to last your entire program. We also recommend that you take enough feminine hygiene supplies to last the duration of your program. The availability of these items varies greatly depending on the host culture and destination. In many countries, these items are not available on the shelf in a drug store. In some cases, you will have to specifically ask a clerk or pharmacist for the supplies you need to buy. Women studying outside of Western Europe need to be aware that tampons may not be available at all in your host country. If you intend to use tampons, we encourage you to take them with you.

If you would like additional information about women travelers, we encourage you to stop by the Learning Abroad Office (Union 159). We are happy to discuss your concerns and provide insights from our own experience. You could also review the information safety information on [Peace Corps](#) website for additional ideas and suggestions.

## U.S. Veterans, ROTC, and Military Personnel

The Learning Abroad Office has a long tradition of working with U.S. veterans, ROTC students, and other military personnel. An experience abroad can provide valuable professional insights as well as financial benefits to these individuals. Additionally, there are sources of funding earmarked specifically for these audiences that can assist with the expense of a learning abroad program.



If you are an ROTC student, active duty service member or reservist, we recommend that you begin the application process early. Active duty, reserve, and Guard members may need special permission from commanding officers or other government agencies to participate, particularly if you hold a clearance or have travel restrictions established by the military. Make sure you let your command know you are planning on traveling abroad. If you intend to use any type of government funding, there may be specific restrictions and a lengthy approval process for using government funds.

There are several resources for Veterans who wish to learn abroad. Students intending to use Voc Rehab or GI Bill funding should contact the [University of Utah Veterans Support Center](#) as soon as possible to begin the process of applying through VA! In general, we recommend that you use the following guidelines when selecting a program and completing an application:

- **Start the process early.** To ensure that you have sufficient time to receive approval, start early! We recommend that you submit/commit to a program application no less than 8 weeks **before** the application deadline for your program.
- **Understand the process for getting approval.** Learning abroad programs will require special approval from the VA. If you want to use GI Bill funding for a learning abroad program, make sure you understand the approval process.
- **Visit the Learning Abroad Office.** VA staff members are not learning abroad experts, so it is up to you to provide the information that they need to accurately assess your request for funding! The Learning Abroad Office has documentation and program descriptions that will help you. Contact us before you petition for approval!
- **Apply for funding before you are accepted to the program.** Be aware that you can begin the approval process for funding before you receive an official acceptance from our office. We recommend that you consider this option to ensure that you have enough time to complete the process.
- **Consider a program that grants U of U credit instead of transfer credit.** We recommend that you select a program that offers U of U credit if you wish to use VA funding. While it is *possible* to get VA funding for programs abroad that offer transfer credit, students have had difficulties receiving approval for these programs.
- **Contact the [University of Utah Veterans Support Center](#) on campus early in your planning process.** They can assist you in filling out the required paperwork to receive funding through the GI Bill or Voc Rehab.

## Gender Identity, Expression, and Sexual Orientation

Throughout the world, cultures respond differently to questions of gender and sexual orientation. Learning more about the local laws, norms, and expectations associated with gender identity, expression, and sexual orientation before departure can make or break your experience abroad. When selecting a program, we encourage you to consider the culturally-based ideas and definitions of sexual identity and gender in the countries you plan to visit. Some cultures are openly hostile when confronted with differences in gender identity, expression, and sexual orientation. These ideas and practices may have an impact on the way people interact with you, your level of culture shock, your safety, and your overall experience. The staff members in the Learning Abroad Office are available to assist you in researching destinations and discussing your options.



## Students of Color

Concepts of race and ethnicity are often culturally-based. When you visit a new country, you may be faced with new expectations, stereotypes, and norms related to your race or ethnicity. As you prepare for your experience, you may be concerned about possible discrimination and prejudice while learning abroad. Conversely, you may be looking forward to experiencing life as a member of the majority population or planning a journey of self-discovery to the country or region of your family's heritage.

Whatever reasons you have for learning abroad, you will find that confronting and coping with your cultural adjustment, as painful as it may be at times, can be a positive growth experience. It may be challenging, but it can present you with unique experiences and insights into your own cultural identity and beliefs. It can also provide unparalleled personal growth, professional skills, and self-awareness.

As you prepare for your program, we encourage you to research attitudes and customs related to race and ethnicity in the countries you plan to visit. Investing time and energy into researching these elements of culture will leave you better equipped to handle the challenges you might face and ready to take advantage of the benefits your host culture may offer.

## Students with Disabilities

In the past ten years, there has been an increase in the number of students with disabilities who successfully participated in learning abroad programs. The U is committed to helping as many students learn abroad as possible, and for students with disabilities, planning is the key to successful learning abroad experiences.

Be aware that traveling abroad is very different from traveling in the United States or South Korea. The Americans with Disabilities Act (ADA) may not be applicable abroad. Buildings, classrooms, airports, transportation, or education facilities may not be accessible. Despite these challenges, the U is committed to making these opportunities available to as many students as possible, and we will make every effort to make reasonable accommodations in the host country.

Learning Abroad and the [Center for Disability and Access](#) (CDA) work together to help students with disabilities participate in successful experiences abroad. The Learning Abroad Handbook is full of tips to help you plan effectively. **Take these steps to get started!**

1. **Explore your options.** Consider the connections to your educational and personal goals as well as the requirements for participation. Start identifying potential programs well before you plan to go.
2. **Plan early.** If you haven't already done so, register with the CDA. Communicate with a Learning Abroad Coordinator, your advisor in Disability Services, and your academic advisor about your interest in Learning Abroad. Ask about any factors that may influence your program selection, relative to both your academic requirements and potential accommodation needs (What is the environment like? Where will you travel? What are the housing arrangements? What types of medical care are available? What public transportation is available?). It may be helpful to talk to students with similar disabilities that have learned abroad. If there are no previous U of U participants with a disability similar to yours,



Learning Abroad may be able to connect you with non-U of U students or travelers who have studied at the location of your choice.

3. **Select the program and apply.** After engaging with your Learning Abroad Coordinator and your Disability Advisor to discover which program is the best fit for you, apply for your program.
4. **Request accommodations for your program.** The U wants your experience abroad to be as enjoyable as possible. For that reason, we ask that students request accommodations at least 8 weeks before departure. If you prefer, you can request accommodations before beginning your program application as well. The steps below outline the basic process for requesting accommodations for Learning Abroad programs.

**Step 1:** Contact the [Center for Disability and Access](#) (CDA) to request accommodations.

**Step 2:** Talk with CDA to determine your needs and eligibility. CDA will work with Learning Abroad & faculty to determine if we can meet your needs.

**Step 3:** Work with Learning Abroad, CDA, and faculty to provide the accommodation onsite.

**Step 4:** Enjoy your program!

Please note that the University will do everything possible to meet your accommodation request, but we cannot guarantee that accommodations will be feasible or available for your selected program. Accommodation requests after you arrive in country may not be fulfilled.

5. **Prepare and go!** Continue to work with your Disability Advisor to fully plan for your program. Explore the world and have a great experience!

If you would like to do research about international travel for students with disabilities, consider visiting the [Mobility International](#) website and the U.S. Department of Transportation [Guide to the Rights of Disabled Air Travelers](#). You can also speak with a Learning Abroad Coordinator. We are happy to discuss your concerns and provide insights from our own experiences abroad!

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the University's ADA/Section 504 Coordinator: Director, Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Cr., Rm 135, Salt Lake City, UT. 84112. (801)581-8365 (V/TDD).

More questions? We're here to help! Contact Learning Abroad (801-581-5849 or [learningabroad@utah.edu](mailto:learningabroad@utah.edu)) or the [Center for Disability and Access](#) for more information!



# Coming Home



## Financial Concerns

Your billable program cost may or may not include the cost of transportation back to the airport in the host country. Contact your Faculty Director to find out if you will need to pay for this expense out of pocket. If so, you will need to make sure that you save enough money throughout your program to pay for this expense!

Some countries also require that you pay an exit tax. Many airlines include this in the cost of your ticket. Contact your airline to find out if exit taxes were included in the price of your ticket.

Students should settle any outstanding accounts before departing the host country. In the event that an account is not settled and the bill is forwarded to the University, these charges will be applied to your student account.

## Arriving at the Airport

Airport security is tight worldwide. **Lines at airports can be extremely long.** For this reason, you should arrive at the airport at least three (3) hours before an international flight departs. Make sure that you are not taking prohibited items on the plane.

Be sure to budget enough time to get to the airport. Traffic in big cities can be congested. If you are in a rural area, you will need to commute to the airport. Check bus and train schedules in advance to make sure that transportation will be available when you need to depart. This is especially important if you have an early morning or late night flight.

## Duty Free Shops

Most international airports offer Duty Free Stores (vendors that sell products without charging import or local taxes). While these stores have good deals on a variety of items, students should be cautious when making purchases. Before making a purchase, be sure to check with your airline to make sure that you will be able to bring your items on the plane.

## RE-entering South Korea

During your flight, you may be asked to fill out a landing card. Fill this out before exiting the plane. After deplaning, follow the signs to Immigration and join the lines for citizens of your home country. Lines can be VERY long. Be patient.

The Immigration Officer will ask for your passport. They may have questions about your travels. Be honest and straight-forward. After clearing Immigration, you will collect your luggage and proceed to Customs. The Customs Officer will ask to see the landing card that you filled out on the plane. They will ask questions about the items you are bringing into the United States. Be aware that some items may be restricted. Follow the instructions of Customs Officers carefully.



After clearing Customs, you can leave the airport or proceed to your next flight. If you have a connecting flight, you will need to recheck your luggage. Ask an airport staff member where to go to recheck your luggage. **DO NOT LEAVE THE SECURE AREA UNLESS THE AIRPORT STAFF MEMBER INSTRUCTS YOU TO DO SO. THIS WILL CAUSE A DELAY AND YOU MAY MISS YOUR CONNECTING FLIGHT!** Once you have rechecked your luggage, you can find the gate for your next flight.

## Wellness After Your Program

Learning Abroad is an intense experience, and that can manifest itself in physical and emotional symptoms after your program. Many travelers feel exhausted after returning home. Some travelers become dehydrated due to long hours in transit. It is also common for students to experience a period of adjustment to food at home. When you arrived in the host country, you may have had trouble adjusting to the local cuisine. The same phenomenon can occur as your system "readjusts" to food in your home country. Stick to bland foods and drink lots of water to help combat these symptoms. Make sure that you get plenty of rest! For details on common warning signs for post-travel illness, review the information on the [CDC's website](#).

Some students also experience emotional challenges upon returning from a learning abroad program. You may have difficulty explaining your experience to family and friends or feel isolated at times. You may think that your friends are uninterested in your stories, pictures, and videos. Additionally, you will make new friends during your program and you may find yourself missing your new acquaintances and even your host country. The following tips can help you process your experience and deal with these emotions:

- **Make a scrapbook, keep a journal, or write a blog.** Creating a photo album, webpage, or scrapbook can help you organize your thoughts and work through your emotions. Writing is also an excellent way to help you articulate your experience.
- **Get involved in the community.** Take advantage of local events and festivals that highlight world cultures.
- **Take internationally-oriented courses.** Review your class schedule. The U offers many internally-themed courses. Learning about international issues through an academic lens will give you a good framework for articulating your experience.
- **Visit a counselor.** Staff members at the U Asia Campus may be able to help.
- **Get together with other learning abroad students.** Take the time to meet up with other members of your group when you get back to campus. This will allow you to share pictures, stories, and reminisce about your experience.

While all of these physical and emotional symptoms are common, be sure to seek help if they persist. After returning from your program, we recommend that you visit the doctor for a checkup. This is especially important if you are feeling under the weather or experienced health problems abroad.



# Withdrawal Penalty Policies



## Withdrawal Penalty Policy

Financial penalties for withdrawing from a Learning Abroad Program, adding/dropping classes, and billing timelines are different from on campus activities or courses. **You may be responsible for up to 100% of the billable program cost as soon as you commit to your program.** You will pay some fees to the University of Utah and other fees directly to third parties. **Billable costs** are charged directly to your U of U student tuition account. **Non-billable costs** are paid by the student directly to third parties. Non-billable costs may include, but are not limited to, flights, affiliate fees, personal expenses, books, supplies, passports, visas, medical visits, immunizations, etc. To calculate the withdrawal penalties for your program, see the chart below. Estimated billable and non-billable expenses can be found in the program flyer.

### Withdrawal Penalty: Faculty-Led Programs

#### **All faculty-led programs\***

Term of Program	\$500 is non-refundable (\$400 is non-refundable for Global Health programs) Beginning when you commit to the program by submitting the Decision Form.	50% of the billable program cost is non-refundable starting on	75% of the billable program cost is non-refundable starting on	100% of the billable program cost is non-refundable starting on
Summer		03/21/2017	04/01/2017	04/07/2017

**\*Note:** Many cultures and organizations do not issue refunds for any reason. The University begins making advanced, non-refundable reservations and incurring expenses as soon as you commit to your program in the online Learning Abroad Application, which is before billable costs appear on your student account.

If you withdraw your application **before** you commit to the program in the online application, you will receive a full refund of the initial program payment. **You will continue to accrue withdrawal penalties until you follow the Student Withdrawal Steps.**

If you withdraw from your program, you are responsible for any non-billable expenses that you incur. It is the student’s responsibility to negotiate refunds for non-billable program costs. To avoid non-billable penalties, consider purchasing [trip insurance](#). All late fees are non-refundable and are not put towards the billable program cost. Students are not exempt from withdrawal penalties for failing to read information or follow instructions, incorrectly withdrawing from a program, poor academic or financial planning, visa or passport issues, and not meeting the eligibility requirements for your program. If you are awarded an OGE scholarship, you will be subject to the penalties outlined in the scholarship terms. Withdrawal penalties also apply to [program dismissal](#).



## Student Withdrawal Steps

Before withdrawing from your program, review the Withdrawal Penalty Policy. The process for withdrawing from a program depends on the status of your application. It is your responsibility to withdraw from any classes in which you have enrolled. Failure to withdraw from classes could result in a failing grade or permanent mark on your transcript.

**The date of your withdrawal is determined by the date and time on which you complete the process:**

- **Pre-Decision Applicants:** Contact your Learning Abroad Coordinator to Withdraw from your Program.
- **Post-Decision Applicants:** Click here to submit your online [withdrawal form](#).

**You will continue to accrue withdrawal penalties until you follow the Student Withdrawal Steps. Notifying your Faculty Director or another University of Utah office will not withdraw you from the program.** Within 10 business days of receiving your withdrawal, Learning Abroad will email you an official calculation of withdrawal penalties sent to your Umail account. It is your responsibility to withdraw from any courses in which you are enrolled.

## Appealing Withdrawal Penalties

To appeal withdrawal penalties, follow the instructions provided to you in the Notification of Withdrawal Penalties email sent to your Umail account. ***Appeals must be submitted to Learning Abroad within 10 business days of when this email is sent.*** Students are encouraged to review the Withdrawal Penalty Policy before submitting an appeal. Your appeal must be made on the basis of circumstances beyond your control. Examples of circumstances beyond your control include:

- Death in the immediate family
- Life threatening situations
- Sudden, unforeseen medical conditions
- Military leave

Students are required to provide documentation supporting their appeal. Submitting a petition does not entitle you to a refund. Learning Abroad reserves the right to consult with other individuals and offices involved in your appeal before making a decision. Petitions are considered on a case by case basis. Be aware that it may take 6 – 8 weeks to make a decision regarding an appeal.

## Program Cancellation Policy

If your program is cancelled by the University of Utah, you are eligible for a full refund of the billable program costs. Students are responsible for negotiating refunds for any non-billable services or items. To avoid non-billable penalties, consider purchasing [trip insurance](#). You can also reserve a refundable airline ticket to avoid charges.



**More questions? We're here to help! Learning Abroad can be reached Monday through Friday from 8 am – 5 pm Mountain Time (except U.S. holidays).**

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