A World Of Learning Awaits...

Kenya
Primatology

Rutgers Study Abroad Program Guide

Rutgers Study Abroad • 102 College Avenue New Brunswick, New Jersey 08901
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Welcome to the Rutgers University Study Abroad community. Choosing to study abroad is often described as the best decision a student can make. From buying a newspaper on the street to sampling the cuisine of your host city to attending class with local students, the world will truly be your classroom. A successful study abroad experience takes courage, a sense of adventure, and planning. We know you possess the first two; we are here to help you with the planning.

This Program Guide and its companion, the Study Abroad Workbook, are designed to guide you through the process of preparing to depart the U.S. for your program. Please read these items thoroughly and carefully. Rutgers Study Abroad provides a lot of information on your program here; however, there are also many references to other resource materials (web sites, books, departments, etc.) that you will need to follow and read. This Program Guide is not meant to be your only source of information on your host country and culture. You should also read other material and talk to people on your own. Knowing as much as possible about what to expect from your study abroad program is the best way to ensure a smooth and safe transition into a new environment.

Please be sure to have your Program Guide handy when you are answering questions in your workbook. Many questions will refer to the information found here, or to the web sites and books we recommend.

Also, please bring your Program Guide with you when you depart the U.S. Much of the information found here will be useful to you while you are abroad and as you prepare to return home.

Finally, remember that this Program Guide is as current and as correct as possible at any given time; however, changes abroad do occur frequently, and some information may need to be updated before you depart the U.S. We will contact you immediately through e-mail with any changes to your program. If you find any information in your Program Guide that is no longer accurate (for example, a web site address that has been changed), please let us know as soon as possible so that we can alert others.

If you have any questions about the information you find, please don’t hesitate to contact the office. Our advisors have traveled widely and can gladly share with you information and advice about traveling, academics, and adjusting to different ways of life. We enjoy sharing our experiences with you. Our office is open Monday through Friday from 8:30 a.m. to 4:30 p.m. (EST). Our phone number is 732/932-7787. The office is equipped with voice mail so messages can be left for any of us during off-hours. Please also contact us by e-mail at RU_Abroad@email.rutgers.edu. In the event of an emergency, and the Study Abroad Office is closed, please call the Rutgers Police at 732/932-7211 and they will locate one of us.

We look forward to working with you as you prepare for your study abroad experience!
**2008 DATES:**
August 1, 2009 - August 28, 2009

**TRAVEL TIPS:**
It takes two days to fly to Kenya from North America, leaving one day and arriving the next evening in Nairobi, usually with a layover in Amsterdam or London. Airline ticket prices to Africa can vary widely. You should look for tickets from consolidators that range from $1600-$2000. Do not pay $3000! Please make sure to purchase travel cancellation insurance when purchasing your ticket.

**THE PRIMATE & WILDLIFE COURSE IN KENYA:**
Course information and a reading packet will be given to you at orientation. Suggested and required readings are included.

Housing is mostly in tents that you provide.

**FIRST STEPS:**
Visit the CDC web site immediately for information concerning recommended immunizations and consult your doctor. The most crucial recommended immunizations are for Yellow Fever, Typhoid, and Malaria. Malarone is recommended to prevent malaria because of fewer side effects. With Doxycline, some students suffer from side-effects like sunburn... Other immunizations for Hepatitis A & B, and a tetanus & polio booster are optional.

Make sure your passport is current. The most convenient way to enter Kenya is as a tourist and you will get your tourist visa upon arrival at the airport in Nairobi, Kenya.

**2008 COSTS:**
The Program cost:  
NJ Resident $4,000.00  
Non-NJ Resident $4,500.00

Program cost includes all tuition, fees, meals, group trips, orientations, basic insurance, and administrative assistance.

You are responsible for travel to/from Kenya, individual tent, books, personal liability insurance, and personal expenses.

Discuss your financial aid options and paperwork with the Financial Aid Office.

Do not board the plane without:
Plane tickets; valid passport; this Program Guide; Course Packs will be e-mailed to you and will be available for download. Students need to print them and to place them in a three ring binder; and a good guide book.
HANDY CONTACTS

RUTGERS UNIVERSITY:

Rutgers University Study Abroad Office: studyabroad.rutgers.edu
RU_Abroad@email.rutgers.edu
Telephone 732/932-7787
Fax 732/932-8659
Stephen Reinert sreinert@rci.rutgers.edu
Kelly Bernstein kellbern@rutgers.edu
Lauren Randolph l_randolph@rutgers.edu
Marcella Caro marcelac@rutgers.edu
Christopher Lytle clytle@echo.rutgers.edu
Carrie Wojenski wojencw@echo.rutgers.edu

Faculty
Dr. Jack Harris jwharris@rci.rutgers.edu 732/932-8083
Leah Domb, Ph.D. ldomb@lawrenceville.org (609) 620-6917

Rutgers University Financial Aid Office studentaid.rutgers.edu
Linda Rose 732/932-7057
Rutgers University Housing housing.rutgers.edu/ie/
Camden 609/225-6471
Newark 973/353-1037
Cook College 732/932-9625
Livingston College 732/445-3249
Rutgers College 732/932-7017
Douglass College 732/932-9625
Off Campus Housing Service 732/932-7766
Rutgers University Operator 732/932-1766
Rutgers Information 732/932-INFO

GENERAL INFORMATION

Medical Insurance
HTH Worldwide 888/243-2358

International Student I.D. Card
Rutgers Study Abroad Office 732/932-7787

Student Travel Agencies
STA www.statravel.com
Student Universe  www.studentuniverse.com
IT Travel (1-800-648-0036)  ittravel@sprintmail.com

State Department Travel Information  travel.state.gov
Overseas Citizens Services  317/472-2328

Health Information  www.cdc.gov
CDC Traveler’s Hotline  877/394-8747
Kenya cannot be summed up in a few words or paragraphs. That is why we prefer to direct you to a number of resources that will help give you an idea of the social and political history, the climate and environment, and the lifestyles of Kenya. This Program Guide is an annotated bibliography of sorts to help you find information. However, the links and resources we have provided here are not exhaustive. Be sure to talk to your parents, your professors, reference librarians, and international students for ideas on finding additional sources of information.

Guide books are good places to start to learn about Kenya. You should take a look at several different guide books in order to decide which one you like best. Some guide books are geared more for students; others are more for people who have money, etc. Most guide books have web sites, which are good places to start comparing information. Once you are ready to buy, bookstores on-line and in your neighborhood will have most of these guidebooks available.

**SOME GUIDEBOOK-RELATED WEB SITES TO TRY ARE:**

- Lonely Planet Series: [http://www.lonelyplanet.com](http://www.lonelyplanet.com)
- Fodor’s Series: [http://www.fodors.com](http://www.fodors.com)

**FOR CURRENT INFORMATION ON WEATHER YOU CAN VISIT:**

- [http://www.weatherhub.com](http://www.weatherhub.com)
- [http://www.weather.com](http://www.weather.com)

**FOR TRAVEL AND TOURISM INFORMATION:**

- [http://africa.com](http://africa.com)
- [http://www.museums.or.ke/psmkoobi.html](http://www.museums.or.ke/psmkoobi.html)

**MEDIA:**

- [http://www.kenyapage.com/media/](http://www.kenyapage.com/media/)
The Primatology, Wildlife Ecology and Conservation Fieldschool is a collaborative research and training program between Rutgers University and multiple Kenyan research Institutions. These Kenyan institutions include the Institute of Primate Research (IPR), and the Kenya Wildlife Service. The senior scientific faculty includes Drs Tome Karuiki, Dr. Idle Farah and Dr. Mbarak Sulimen (IPR) and Dr. Samuel Kasiki (KWS) who will be teaching on the fieldschool.

Africa’s spectacular assemblage of wildlife is unmatched elsewhere in the contemporary world. Africa has been called the “living Pleistocene” because most of the large mammal species of that epoch have survived to this day. Kenya, in particular, boasts an extraordinary variety of wild species due, in part, to its diversity of habitats. The vegetation varies from the dense tropical forests to arid classic savannas, and more, and the wildlife varies with those ecosystems. While Kenya leads other African countries in wildlife and habitat protection, the future of its wildlife is still uncertain. More work needs to be done towards understanding the behavioral biology of Kenya’s wild species. As Cowlinshaw and Dunbar have strenuously argued, conservation can not be achieved without first understanding the biology of the systems we are trying to conserve. This field school will give participants the opportunity to experience the diverse habitats of Kenya, and to gain understanding about biodiversity by using primate field studies as the entry point. Participants will be exposed to specific conservation problems and emerging innovative solutions that are contextually and culturally different than any they will find elsewhere.

The curriculum will comprise lectures, readings, and discussions on important concepts in primatology and conservation biology. We will review important notions in primate behavioral ecology, and learn about primate behavior and ecological data collection. The core of the field school will be training and practice of field methods, and in-depth analysis of previous field studies. Participants will learn how to census primates, study social behavior and habitat use, practice animal identification, time budget analysis via scan and focal animal sampling, and how to measure habitat use. In order to expose the participants to methods used to study primates found in different habitat types, the field school will be conducted two ecologically different sites, a forest ecosystem in the Tana River National Primate Reserve (TRNPR) at the coast, and Lakipia Plateau.

TRPNR is a forest reserve established in 1976 measuring 167 km² in area. It is the only reserve in the world dedicated solely to conservation of primates. There are eight non-human primate species in the reserve; the Tana River red colobus, crested mangabey and sykes monkey, baboons and vervet monkeys, and three prosimians, the lesser, greater and Garnet’s galagos. Both the red colobus and crested mangabey are endemic to the area and are ranked among the world’s top 25 most endangered primate species. The forests contain high diversity of other species of rare animals and plants, and are designated as a global biodiversity hotspot. Three indigenous groups of people live within the vicinity of the reserve.
The Lakipia Plateau located in the central highlands of Kenya is one of the most scenic regions in Kenya. Mt. Kenya rising to 17,000 feet dominates the surrounding landscape, which contains a mosaic of habitats - forested to dry grasslands. The field school will be visiting a number of protected areas and conservatories. In addition the field school will be undertaking systematic vegetation and wild animal studies. The students will be exposed to a project that works on rehabilitating the Bongo – one of the most beautiful and rare species of antelopes, to the slopes of Mt. Kenya, the Mount Kenya Safari Club, Animal Orphanages, and the William Holden Foundation Education Center. The students will see how primates, ungulates and other savanna animals are being rehabilitated to wild environments. We will visit the Chimpanzee Sanctuary at Sweetwaters and the Mpala Research Station to discuss with African and foreign scientists their research on wildlife ecology and conservation.

Finally for five days students we will be camped at Mugie Ranch which is a huge (50,000 acres plus) game ranch dedicated by the Hahn family to wildlife conservation. There is a rhino sanctuary, radio collared lions, elephants and a whole range of savanna animals living within the borders of the game ranch. Under the guidance of the field school's botanist Dr. Marion Bamford, a systematic vegetation study will be conducted. The goal is to develop an understanding of the carrying capacity for the animal populations in relationship to the available vegetation. You will live in a developing country. Although Americans generally find Kenya easier to live in than most other developing countries, you will undoubtedly be inconvenienced. In the U.S. we assume that as the sun rises every day, so will water flow through the pipes when we turn on the faucet. This is not the case in Kenya. Be prepared to laugh off shortages of water at the most inopportune times, or rustic conditions when we’d most like to be pampered. Access to electricity is spotty at best. Our three mottos: Patience, Flexibility, and Don’t Panic.

RECOMMENDED READING

Students are required to purchase and bring two required texts, Karen Strier’s Primate Behavioral Ecology and Richard Estes’s The Safari Companion: A Guide to Watching African Mammals Including Hoofed Mammals, Carnivores and Primates. Published articles, lecture notes, and other material will be provided in a course folder. Field worksheets and folders will be provided.

ACADEMIC CALENDAR

It is essential that you arrive in Nairobi by July 31st. Transportation to and from Jomo Kenyatta International Airport, Nairobi will be provided as long as we have your flight itinerary well in advance of your departure from the U.S. Those who arrive a day or two early will also be accommodated with airport reception. Please do not plan to arrive earlier than 30 July or depart earlier than 28 August.
**2008 KOOBI FORA FIELD SCHOOL:**
Primatology and Wildlife Ecology Field School

- **Arrival in Kenya**: 31 July
- **Orientation**: August 1st
- **Lakipia Plateau**: August 2nd - 13th
- **Nairobi**: August 14th
- **Tana River**: August 15th – 23rd
- **Malindi**: August 23rd – 25th
- **Nairobi (Final Exam)**: August 25th – August 27th
- **Departure from Kenya**: August 28th

Students often decide to stay in Kenya after the program concludes for sight-seeing, relaxing on the Kenyan coast, or mountain climbing. If you plan to stay in Kenya after the conclusion of the program, please think about it when booking your flight arrangements.

**ACCOMMODATION AND FOOD**

We will make accommodation reservations for all students beginning the day of their arrival so please let us know when you will arrive in Nairobi by giving us your flight information. You should take into consideration that you’ll be responsible for paying for accommodations before and/or after the field school if your flight arrives before the first day and/or departs after the last day of your session. (Plan on about $30/night). The Field School will cover lodging beginning the night of August 1. So you will pay for the night of July 31st or any other night you stay in Nairobi before August 1st. The Field School will cover lodging in Nairobi on the night of August 28th. Field School staff on the ground can make a hotel reservation for you for the nights of July 30th and August 29th if you are arriving earlier or staying later.

**PROGRAM ADMINISTRATION**

**PROGRAM DIRECTORS**

Dr. Jack Harris is a professor of Anthropology at Rutgers University. He has over thirty years experience conducting field research in Kenya. As one of the foremost paleo-anthropologists in the world (and as the director of the Koobi Fora Field School) Dr. Harris brings a unique perspective to the field school. Dr. Harris is the author of numerous monographs and articles in the field of human origins and has been featured on several television documentaries.

Dr. Leah Domb is Science Master at The Lawrenceville School in New Jersey. She holds a Ph.D. in biological anthropology from Harvard University, where her academic studies focused on the behavioral biology of wild primates. She carried out the research component of her Ph.D. thesis...
on olive baboons at Gombe Stream National Park in Tanzania, and the results of her research were published in the leading scientific journal Nature. She conducted additional studies on rhesus macaques, chimpanzees and bonobos, and she has been a scientific advisor on location for wildlife documentary film crews working with lowland gorillas, baboons, lions, cheetahs and wildebeests. She has won teaching awards at Harvard University and The Lawrenceville School, and currently takes a group of students each spring to Serengeti National Park in Tanzania to investigate wildlife behavior, ecology and conservation.

MAIL MAY BE SENT TO:
The Field School mail address is:
c/o Primatology Field School,
c/o National Museum of Kenya,
P.O. Box 40658, Nairobi, KENYA.

Letters and postcards usually take about 7-10 days to go across the Atlantic, but can take much longer. Tell your family/friends not to send valuable packages (or anything else that would have to clear customs); they end up at the Nairobi Post Office, and it takes a lot of time and money to claim them. In an emergency, Fed Ex is reliable; the street address to use (for Fed Ex, DHL, UPS, EMS only) is the same as the above, but instead of P.O. Box 40658 use “____________”, and for the phone number use the phone numbers listed below.

PHONE:
You can make outgoing calls from Kenya, using a local calling card or from telephone bureaus. The cost of international phone calls from Kenya is high. The best option if you need to talk to your parents or friends is to have them call you, or quickly call them and have them call you back. For emergencies Field School staff phone numbers as follows:

  Prof. Jack Harris    011-254-722-812-048 (cell)

E-mail:    Field School Staff Members’ e-mails are as follows:
  Dr. Jack Harris jwkharris@hotmail.com
  Dr. Leah Domb ldomb@lawrenceville.org
01:070 336 Primatology, Wildlife Ecology & Conservation (3 credits)

01:070 337 Field Methods and Analysis in Primatology in Kenya (3 credits)

Overall course assessment will be as follows: field exercises, reports and presentations (30%), test at mid-course (30%) and final exam (40%). A course packet with background reading, in addition to this Program Guide will be sent to you in early May.

TRAVEL TO JOMO KENYATTA INTERNATIONAL AIRPORT, NAIROBI

Once you have been admitted into your study abroad program, you can arrange for your flight. Students in the past have often found Student Travel Agents very helpful, especially when they had questions on fees for changes in departure dates or departure cities, information on hostels, backpacks, and train passes, and travel grants or discounts available to students. Commonly used Student Travel Agents are listed in the Handy Contacts section of this guide. Other times, students have had a good experience with a regular travel agent. Some students have even booked their tickets entirely on-line and have found good deals; however, please use caution when booking on-line. If something should happen to your booking or to the stability of your airline, on-line companies are sometimes unable to help you in the same way that a travel agent could. Please make sure you understand the rules and regulations for your ticket, for the airline, for your baggage, and especially in this time of heightened security, for what is allowed in your carry-on bags.

Flights abroad often take place overnight. That is to say that your flight will depart in the evening of one day and arrive in the morning of the following day(s). For some destinations, such as Africa, Asia, and sometimes Australia, you need to allow for a minimum of two days for travel time depending on your route. When making your flight reservation, please be sure you understand how the international date line works, so that you arrive at your destination no later than the beginning date of your program as listed in this guide. Also, please be sure that you are clear on the city and country of your program location. We have, unfortunately, had a number of students who arrived in San Jose, Mexico instead of San Jose, Costa Rica; or in Pietersburg, South Africa instead of Pietermaritzburg, South Africa.

You can consider using the following companies to make your travel arrangements: World Travel Center (206/526-7012); Cape to Cairo Travel (800/929-2523); Interworld Travel (800/468-3796); or A-Z Travel (314/447-5225). Flights to Nairobi from the U.S. can range in price from $1,000 to $1,600 so be sure to shop around.

Be sure to pack as lightly as possible. You are allowed a maximum of 60 pounds of luggage. If you check luggage through to Nairobi from the U.S., you may find that with some airlines, you
will only be allowed a total of 44 lbs. on your return. Please be sure to check on this with your air carrier.

When you leave Kenya, there is a departure tax at the airport of $20. This is almost always included in the cost of your airline ticket to Kenya; check with your travel agent or air carrier to be sure. However, it is a good idea to have a US $20 bill for this purpose stowed away just in case.

**BEING MET AT JOMO KENYATTA INTERNATIONAL AIRPORT**

Once you have submitted to Rutgers Study Abroad your flight itinerary with your arrival time in Nairobi, you will be met by your program Director, Jack Harris or an assistant at the Jomo Kenyatta International Airport and taken to your accommodation in Nairobi. Thus, your flight itinerary is vital: first step, give your flight details to Jack Harris by e-mail: jwkharris@hotmail.com

Please also read later in this Program Guide information on travel tips and troubleshooting.

**STUDY ABROAD REGISTRATION**

Once you have accepted your admissions offer from Rutgers Study Abroad and have been admitted into the program, **Rutgers Study Abroad will register you for the study abroad program. This process is automatic; there is nothing you need to do.**

When you have completed your program and once your study abroad grades have been received, we will update your Rutgers transcript. Your study abroad grades will be calculated into your cumulative GPA. Your course taken abroad does count towards graduation credit totals at Rutgers; however, your academic advisors make the final decision on which requirements your courses abroad will fulfill. Please see your Study Abroad Workbook for more information on academic advising.
For many students, scholarships, assistance, and loans (SAL) are a deciding factor for studying abroad. Financial resources may seem few and far between, but with some research and financial advising, you will be well on your way to identifying those funding opportunities that apply to you. We may also be able to offer you tips to make your experience abroad more affordable.

**FINANCIAL AID OFFICE**

It is very important for you to check with your financial aid office regarding your current SAL and/or eligibility to increase the amount of SAL you already receive. If you haven’t applied for SAL but would like to, you will need to complete a Free Application for Federal Student Aid (FAFSA) form. You can access and complete this form online (http://fafsa.ed.gov) or you can pick up a paper copy from your financial aid office. If you are a Rutgers University student, your SAL is normally applied to your Study Abroad program; however, you should still contact your financial aid office to ensure that the transfer is successful, and that all necessary documentation has been completed. If you are missing something as simple as your signed award letter, your SAL could be delayed. For questions concerning your SAL amount and transfer, the Rutgers Financial Aid office can be reached at 732/932-7057. For non-Rutgers University students, you should contact the Financial Aid Office at your home school. In some cases, not all SAL will transfer, so please be sure to double check.

If you are a non-Rutgers University student, it is your responsibility to inform Rutgers Study Abroad of any and all SAL that will apply to your program. Documentation, such as a copy of your award letter(s) or direct correspondence between your financial aid office and Rutgers Study Abroad, will be accepted. Please forward documentation as soon as possible to ensure a timely transfer of funds.

**ADDITIONAL SOURCES**

In addition to searching for funding for study abroad and international education programs, you may want to consider searching for funding sources that base awards on such factors as grades, ethnicity, field of study, location of study, volunteer work, etc. A very helpful website for finding many scholarships is http://fastweb.com. You should also go to the Rutgers Study Abroad website (http://studyabroad.rutgers.edu/financial_aid.html). There are scholarships listed here for both Rutgers University and non-Rutgers University students. In our office, we have a scholarship resource book that you may use to research study abroad funding. If you are not in the area, you should be able to locate scholarship resource books at your local bookstores and libraries.

You may also want to ask your academic dean’s office and major department advisor about possible funding opportunities about which they are familiar. Also, occasionally there are discretionary funds available through these departments. Other possible sources exist within local
community organizations. For instance, Girl & Boy Scouts of America, the Rotary Club, Knights of Columbus and even the department store Target (http://www.target.com) give out scholarships to undergraduate students who volunteer in the community. Many other organizations have scholarship money available. Please spend some time researching these sources.

Tuition Remission

If you are a matriculated, full-time Rutgers student and a dependent of a Rutgers University employee, you may be eligible for tuition remission benefits. To determine your eligibility, you must complete and submit an RT102 form for each semester of your program. This form and detailed instructions can be obtained from any Student Accounting Office. If you are eligible to claim this benefit, you should attach an RT102 form to the return portion of your Study Abroad bill and send by the due date (see billing schedule in this Program Guide). Questions about tuition remission eligibility can be directed to the Rutgers Departmental Benefits Representative for your parent/guardian or to Rutgers Study Abroad.
Cost Chart for Kenya

**SUMMER 2008**

<table>
<thead>
<tr>
<th>NJ-RESIDENT</th>
<th>NON-NJ RESIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4000.00</td>
<td>$4500.00</td>
</tr>
</tbody>
</table>

Program cost includes all tuition, fees, meals, group trips, orientations, basic insurance, and administrative assistance. The program fee does not include travel to and from Kenya, individual tent, personal expenses including recreation, tips, laundry, books, snacks, or other personal items/services, local transportation, transportation of baggage in excess of airline limit, vacation travel, or dental expenses. The program assumes no liability for personal property. Students desiring liability insurance should secure their own.

**COST OF PROGRAM**

You will find the Cost of Program on your program’s brochure and in this Program Guide in the Cost Chart for this section. If you are not certain of your Cost of Program, you may check the Study Abroad website or contact the Study Abroad office directly. It is important for you to know what your Cost of Program includes.

When you receive your billing, it will state your Cost of Program and any additional fees you have authorized. Additional fees may include special programs offered at the host school, extra fees for science/fine arts courses at certain host institutions, and in some cases, housing fees if your Cost of Program does not include room and board. If you have any questions about additional fees, please contact us.

**All non-Rutgers University students will be charged a $300 registration fee in addition to the fee stated above. Please be sure to include this amount in calculating the cost of your program.**

The program fee includes the cost of instruction and university housing while enrolled in the program; official program excursions; and orientations in the U.S. and abroad. Rutgers’ Office of Risk Management requires special overseas basic health and accident insurance for all participants. This coverage is provided at no extra cost to the student. Students are responsible for optional major-medical coverage. The program fee does not include travel to and from Ghana; food; personal expenses including recreation, tips, laundry, books, snacks, or other personal items/services; local transportation; transportation of baggage in excess of airline limit; vacation travel; or dental expenses. The program assumes no liability for personal property. Students desiring liability insurance should secure their own.

**BILLING SCHEDULE**

Study Abroad billing is carried out through Rutgers Student Accounting. Student Accounting does not mail out bills to students, but instead requires bills to be viewed online at the following site: https://rutadmin.rutgers.edu/sarapp1. You will need your Rutgers student ID (RUID) in order to view your billing. If you are a non-Rutgers student registered for the fall or spring
If you are not able to view your bill online, or if your bill does not reflect the proper cost for your program, please contact Rutgers Study Abroad and inquire. There may be a problem with your registration. Again, it is your responsibility to ensure that your billing is current and accurate. If you are billed incorrectly, you will be responsible for any corrections made to your billing regardless of the timeframe in which they are made.

**DEPOSIT & SCHOLARSHIP, ASSISTANCE, AND LOAN (SAL) CREDITS**

The nonrefundable deposit fee is due upon your admission acceptance. This amount will be applied to your Cost of Program. If you expect to receive enough financial aid to cover a minimum of 85% of your Cost of Program, it is possible to request a reduced deposit fee. You will need to contact Rutgers Study Abroad to request a reduced fee in this case. Any SAL that you are due to receive, whether from Rutgers University or your home school or from any private sources, will also appear on your bill. These credits will reflect that of your SAL according to the Rutgers University Financial Aid Office.

If you receive your bill and your SAL package is not correctly reflected, you should contact Financial Aid at once. Please do not assume that the difference will correct itself. In addition, if you have paid your program deposit and it is not appearing on your Rutgers University Student Account, please confirm receipt of payment with the Study Abroad office. Once you have received confirmation that this deposit has been received, you may deduct this amount from your payment to your Student Account. For more information on SAL transfers, please see the Scholarships, Assistance, and Loans section of this Program Guide.

**REFUNDS**

If your payments and/or SAL package exceed the Cost of Program and any additional fees, you will receive a refund. The refund will be issued from the cashier’s office (Student Accounting). Generally, refunds are issued within the first week of the start date of the traditional semester at
Rutgers University (approximately the first week of September and the third week in January). This means that for programs with an earlier start date than the on-campus semester at Rutgers, your refunds will not be available until several weeks into your program. Please plan accordingly. Please be sure that all your paperwork for your SAL has been completed, as incomplete or missing paperwork will likely delay the receipt of your refund. See the Scholarships, Assistance, and Loans section for more information.

Since many students will be abroad at the time that their refund checks are issued, you will want to fill out the permission slip in order to certify that you are requesting your refund check to be mailed to your home address. Please complete the form and return as instructed on the link below if you fall into this category.
http://www.studentabc.rutgers.edu/forms/Refund_Request_Mail_Letter.pdf

For more detailed information on the refund process, please visit the link below.
http://studentabc.rutgers.edu/refunds/checks.php

**WITHDRAWAL POLICY**

In order to receive a refund or reduction in the Cost of Program due to your withdrawal from a Rutgers Study Abroad program, you must submit a written withdrawal letter directly to the Rutgers Study Abroad office. The date on which the notice is received will be the Date of Withdrawal. The notice must be written by you, the student, and can be in the form of a letter or email; a telephone conversation cannot be used to initiate a withdrawal. Please note that, regardless of the circumstances surrounding the withdrawal, the deposit fee is nonrefundable. Please keep this in mind when placing your program deposit. The withdrawal policy is based on the start date of your program in addition to the nonrefundable expenses committed or incurred on your behalf as of the date of your withdrawal. Please note, due to the fact that the duration of summer programs is quite short (often 4-5 weeks) in many cases the majority of expenses have been paid out up front once you have enrolled. This can result in significant costs should the student withdraw after enrollment. Rutgers Study Abroad will be responsible for determining the balance due once an official letter of withdrawal is received.

**WITHDRAWAL CHART:**

Please find below the amount of money for which you are liable given your Date of Withdrawal (written notification received by Rutgers Study Abroad) and program term:
Summer/Winter Semester | Semester/Year
---|---
Before program start date* | $500 + expenses incurred on your behalf | $800 + expenses incurred on your behalf
On or after program start date* | $1000 + expenses incurred on your behalf | $2700 + expenses incurred on your behalf

*The first day of orientation will be considered the Program Start Date.

**PAYMENT PLAN OPTION**

Rutgers University Tuition Payment Plan (RUTPP)
Some Rutgers University students already pay for their tuition, fees, and housing costs through a payment plan system at Rutgers University called RUTPP, which is administered by Rutgers University through University Accounting Services. If you are a student who pays in this manner, you will need to review your current RUTPP payments and adjust your monthly payment according to your Study Abroad Cost of Program. Please note that the program costs must be paid in full within the semester that the student is studying abroad. It is important to be aware that if you set an 8, 10, or 12 payment plan only the first half of the payments will be credited to the fall semester and the next half will be credited to the spring semester. Thus, if the student is studying in the fall semester, the cost of the program must be paid out within the first half of payments and if they are studying in the spring semester, the program must be paid out in the second half of payments. For more information, please see the link below: http://studentabc.rutgers.edu/payment_options/rutpp.php
A valid passport is required for entry into Kenya. If you do not have a valid passport, please apply for one immediately. The processing time for passports can take up to 8 weeks.

The U.S. State Department has a wonderful web site to help guide you through the process of applying for or renewing a passport. Links on the site will lead you to pages that discuss the requirements, the fees, additional documentation needed, location and contact information of passport agencies and acceptance facilities closest to you, etc. Please visit:

http://travel.state.gov/passport/passport_1738.html

In order to apply for a passport, you need the following items in hand:

- Proof of U.S. citizenship (certified birth certificate)
- Proof of Identity (driver’s license)
- Two passport photos (2x2, color or black and white, identical)**
- Fee of $100 (check, money order and sometimes even credit cards are accepted)
- Completed passport application (download form from site or pick one up at your nearest passport facility)

** Passport photos are a special kind of photo that you can obtain at most camera stores, film processing centers, AAA, and some copy shops. Passport photos are NOT prom pictures, graduation photos, or vacation photos that you have cut down to size.

If you are not a U.S. citizen, please ensure that your passport from your home country is valid and that you understand the immigration policies for your stay in the U.S. as well as in the country where you will study abroad. You can contact Immigration and Naturalization Services or your current school’s International Office with questions about U.S. policy concerning your status; and you can contact the Embassy or Consulate of the country where you will study abroad for information regarding entry regulations in your case.

Once you receive your passport, please photocopy the front pages (those containing your picture and signature); leave several copies at home with your parents/guardians and plan to bring several copies with you. If your passport is lost or stolen, these copies will help you obtain a new passport while abroad. In addition, it is a good idea to have a clear copy of your birth certificate handy in case your passport is lost or stolen while abroad.
A visa represents permission by the government of your host country for you to enter the country. If you are just visiting the country for a short time (less than 90 days), you are usually issued a tourist visa.

We recommend that you purchase your tourist visa upon arrival at Jomo Kenyatta International Airport, Nairobi, Kenya. Many students have suggested that applying upon arrival at the Nairobi airport is more convenient. The visa forms will be supplied to you on the plane travelling to Nairobi. Once you disembark the plane, you will need to pay an application fee of $50.00 USD in cash when requesting your tourist visa. Please feel free to ask us questions about the forms and other required documents. We are glad to help you.

For non-US citizens, the requirements may be different, so please be sure to check by contacting the Embassy of the Republic of Kenya in Washington, DC at www.kenyaembassy.com/.

MONEY

There are a variety of ways for you to access money while on your program.

ATMS

Most students choose to use the ATMs as their primary source of cash. When you withdraw money from an ATM abroad, you will receive the local currency at the bank exchange rate, which means you are not charged a commission for the exchange (the ATM may still charge an ATM fee, of course). ATMs abound in all major cities around the world. If you are unsure whether or not your ATM card will work in a particular ATM, flip your card over to the back. You will see one or more symbols (Visa, Plus, Cirrus, Nova, NYCE, etc.) printed there. Now look at the ATM itself. It should have a number of stickers on it with similar symbols. As long as even one of the symbols on the back of your card matches one of the stickers on the ATM, your card will be accepted. If none of your card’s symbols match those on the ATM, then do not put your card in that machine.

Please alert your bank/credit card companies to the fact that you will be traveling abroad; otherwise, someone may assume that your card has been stolen and may even block your account from further use.

ATMs abroad usually require a 4-digit PIN - no letters, no PINs greater than 4 digits, etc. If your PIN is not a 4-digit number, please alter your PIN before you depart the U.S. Also, most ATMs abroad withdraw money only from your checking account. Please ensure that the money you wish to withdraw is in your checking account and not your savings account. One fact that may surprise you at first is that when you are reviewing your checking account balance while abroad, the ATM will
display your balance in the local currency rather than in U.S. dollars. Be sure you understand the exchange rate before you try to determine your balance, ATM fees, etc.

Recently ATM fees have increased. Some fees are as high as $5 for an international transaction. Please keep this in mind when determining how much money to withdraw at any one time. For example, a $5 ATM fee is 5% of a $100 withdrawal but 25% for a $20 withdrawal.

**CREDIT CARDS**

It is a good idea to bring a credit card with you while abroad. Credit cards are accepted in major cities and stores, and can be very useful in the event of an emergency. Visa and MasterCard are the most widely accepted credit cards abroad; American Express and Diner’s Club are common; Discover is not usually accepted.

**TRAVELER’S CHECKS**

Due to the abundance of ATMs abroad, traveler’s checks are no longer the preferred method of dealing with your everyday cash needs. However, traveler’s checks are still widely accepted at major stores and restaurants and can come in handy when ATMs break, when credit and ATM cards are demagnetized, or when you need some emergency cash. It is a good idea to bring a few hundred dollars with you in traveler’s checks to store in a safe place for when you run into problems and need emergency cash. Converting traveler’s checks into cash will incur a small transaction fee, so investigate your options carefully. Please note: checks from your U.S. checking account will not work abroad.

**HOST COUNTRY CURRENCY**

In order to learn more about exchange rates and the currency used in your host country, you can visit:

http://www.oanda.com

At the home page, you can click on “FX Converter” on the left side and you will find an exchange rate calculator for that day. Follow the directions to determine the current exchange rate of your host country’s currency against the U.S. Dollar.

Also on the home page, you can choose the “Travelers” heading and click on the links provided for further information on the currency. You can even create a cheat sheet to print out and carry in your wallet so that you have quick access to exchange rate information for common amounts.
Your safety and well-being are one of our top priorities at Rutgers Study Abroad. Please read the following information very carefully and be sure to discuss the information with your parents, with your doctors, and with your medical providers. In some cases, you will also want to talk with your insurance company. We cannot stress enough the importance of the following Health and Safety sections, and we urge you to ask questions until you thoroughly understand the content and its meaning for you individually.

centers for disease control (CDC)

For the latest information on health concerns, you should contact the Centers for Disease Control and Prevention (CDC). The mission of the CDC is to promote health and quality of life by preventing and controlling disease, injury, and disability. The CDC is responsible for monitoring health and health problems, researching solutions to health problems, developing and implementing health policies, promoting healthful behaviors and environments, and providing training in the health field. Please visit: http://www.cdc.gov

You can click on “Travelers’ Health” from the menu on your left. From there you will be asked to choose a region of the world in which you will be traveling. The site will then display health information, common health problems, recommended immunizations or precautions and more. On your left, you can also click on menu items for reference material, information for travelers with special needs, etc.

Talking with your Physician

You must consult a physician before you depart the U.S. for your study abroad program. In your acceptance packet, you will find a form to be completed by your physician and returned by you to Rutgers Study Abroad. It is vital that we have this information before you leave.

You may wish to use the health center on your home campus for your medical consultation, or you may wish to visit your private primary care physician. Either option will be fine. However, please be sure to leave yourself plenty of time in case you need to make an appointment, schedule a checkup or other exam, or order any medication you may need for your journey. You should print out and bring with you the information on your destination that you found on the CDC web site. This way, you can ask specific questions you may have about required or recommended immunizations, preventative measures for certain diseases, and any other precautions the CDC or your doctor deem important. Remember, your doctor is best able to advise you on all medical concerns. Please do not take medication, receive immunizations or other preventative care, or follow medical advice before consulting with your personal doctor.

If you take prescription medication of any kind, you will definitely want to bring a supply with you, along with the written prescription itself. You must consult your doctor before you depart the U.S. about how to handle medication while abroad. In some cases you may be able to have a doctor in your host country prescribe the medication for you; in other cases, you may have to bring enough medication for your entire stay abroad. Only your doctor can counsel you on this. Be aware also that certain medication, including birth control pills, may be illegal in some countries.

Sexual Health

Please be sure to protect yourself should you decide to be sexually active while abroad.南 Africa

cdc & Your Physician

Health & Safety Issues
Your safety and well-being are one of our top priorities at Rutgers Study Abroad. Please read the following information very carefully and be sure to discuss the information with your parents, with your doctors, and with your medical providers. In some cases, you will also want to talk with your insurance company. We cannot stress enough the importance of the following Health and Safety sections, and we urge you to ask questions until you thoroughly understand the content and its meaning for you individually.

**CENTERS FOR DISEASE CONTROL (CDC)**
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You may wish to use the health center on your home campus for your medical consultation, or you may wish to visit your private primary care physician. Either option will be fine. However, please be sure to leave yourself plenty of time in case you need to make an appointment, schedule a checkup or other exam, or order any medication you may need for your journey. You should print out and bring with you the information on your destination that you found on the CDC web site. This way, you can ask specific questions you may have about required or recommended immunizations, preventative measures for certain diseases, and any other precautions the CDC or your doctor deem important. Remember, your doctor is best able to advise you on all medical concerns. Please do not take medication, receive immunizations or other preventative care, or follow medical advice before consulting with your personal doctor.

If you take prescription medication of any kind, you will definitely want to bring a supply with you, along with the written prescription itself. You must consult your doctor before you depart the U.S. about how to handle medication while abroad. In some cases you may be able to have a doctor in your host country prescribe the medication for you; in other cases, you may have to bring enough medication for your entire stay abroad. Only your doctor can counsel you on this. Be aware also that certain medication, including birth control pills, may be illegal in some countries.

**SEXUAL HEALTH**
Please be sure to protect yourself should you decide to be sexually active while abroad. South Africa in...
MEDICAL INSURANCE

As part of your study abroad program with Rutgers University, you have been enrolled in an HTH Worldwide health insurance plan which will provide you with service and protection in the event you become ill or injured during your program. Once accepted to a study abroad program, you will receive a description of HTH benefits and covered medical expenses. In addition, you will receive an insurance card prior to your departure. Please carry this insurance card with you at all times while you are overseas. The HTH study abroad policy has a lifetime maximum of $1,000,000 and a maximum of $100,000 per year and per injury/illness. There is no deductible and Pre-existing conditions are covered. The policy brochure is available at www.hthstudents.com once you are enrolled with HTH.

Once enrolled with HTH, you will be assigned a personal ID number (Certificate Number). This number will be on your ID card and may also be accessed through your Advisor. Upon receipt of this number, please log on to www.hthstudents.com to register and have access to the HTH tools, services, and benefit information. You will need to enter your personal HTH Worldwide ID number to register at this website.

Parents can access information about HTH Worldwide by visiting www.hthparents.com

If you are in need of non-emergency medical care overseas, you may contact HTH directly at the phone number or email address on your ID card for 24/7 service and assistance. Always contact HTH in the case of emergency or have someone else contact them on your behalf. If you are able to access the internet, please log on to www.hthstudents.com to locate a physician. HTH has already identified and certified physicians who can provide medical care in most of our study abroad destinations.

There is no deductible and no co-payment for your medical care. However, you will need to pay for prescription medicine out-of-pocket. Collect all receipts, and submit them along with a completed HTH claim form directly to HTH upon your return to the U.S. If you are unable to receive care from an HTH provider and must see another provider, please contact HTH to see if the provider will accept payment...
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Please read the policy information on the Basic Insurance below. You may contact Rutgers Study Abroad with any questions.

**WHO IS ELIGIBLE FOR COVERAGE?**
All regular, full time and part-time Eligible Participants and their Eligible Dependents of the educational organization or institution who:

1. Are engaged in international educational activities; and
2. Are temporarily located outside his/her Home Country as a non resident alien; and
3. Have not obtained permanent residency status.

**WHEN DOES COVERAGE START?**
Coverage for an Eligible Participant and or an Eligible Dependent starts at 12:00:01 a.m. on the latest of the following:

1. The effective date of the Policy; or
2. The Participating Organization’s or Institution’s Effective Date;
3. The effective date shown on the Insurance Identification Card, if any;
4. The date the premium and completed enrollment form, if any, are received by the Insurer or the Administrator.

Thereafter, the insurance is effective 24 hours a day, worldwide except whenever the Covered Person is in his/her Home Country. In no event, however, will insurance start prior to the date the premium is received by the Insurer.

**WHEN DOES COVERAGE END?**
Coverage for an Eligible Participant will automatically terminate on the earliest of the following dates:

1. The date the Policy terminates;
2. The Participating Organization’s or Institution’s Termination Date;
3. The date of which the Eligible Participant ceases to meet the Individual Eligibility Requirements;
4. The end of the term of coverage specified in the Eligible Participant’s enrollment form, if any, including any requested extension;
5. The date the Eligible Participant leaves the Country of Assignment for his/her or her Home Country;
6. The date the Eligible Participant requests cancellation of coverage (the request must be in writing); or
7. The premium due date for which the required premium has not been paid, subject to the Grace Period provision.

WHAT TO DO IN THE EVENT OF AN EMERGENCY
All Eligible Participants are entitled to Global Assistance Services while traveling outside of the United States. In the event of an emergency, they should go immediately to the nearest physician or hospital without delay and then contact HTH Worldwide. HTH Worldwide will then take the appropriate action to assist and monitor the medical care until the situation is resolved. To contact HTH Worldwide in the event of an emergency, call 1.800.257.4823 or collect to +1.610.254.8771.

EXCESS COVERAGE
The Insurer will reduce the amount payable under the Policy to the extent expenses are covered under any Other Plan. The Insurer will determine the amount of benefits provided by Other Plans without reference to any coordination of benefits, non duplication of benefits, or other similar provisions. The amount from Other Plans includes any amount to which the Covered Person is entitled, whether or not a claim is made for the benefits. The Policy is secondary coverage to all other policies.

Once Eligible Participants receive their Medical Insurance ID card from HTH Worldwide, they should visit hthstudents.com, and using the certificate number on the front of the card, sign in to the site for comprehensive information and services relating to this plan. Participants can track claims, search for a doctor, view plan information, download claim forms and read health and security information.

CLAIMS SUBMISSION
Claims are to be submitted to HTH Worldwide, Attn: International Claims, One Radnor Corporate Center, Suite 100, Radnor PA 19087, USA. See the hthstudents.com website for claim forms and instructions on how to file.

WHAT IS COVERED BY THE PLAN?
Schedule of Benefits – Table 1
Limits – Covered Person

MEDICAL EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifetime Maximum Benefit</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Policy Year Maximum Benefits</td>
<td>$100,000</td>
</tr>
<tr>
<td>Maximum Benefit per Injury or Sicknesses</td>
<td>$100,000</td>
</tr>
<tr>
<td>Deductible</td>
<td>$0 per Injury or Sickness</td>
</tr>
</tbody>
</table>

ACCIDENTAL DEATH AND DISMEMBERMENT - Maximum Benefit: Principal Sum up to $10,000 for Participant; up to $5,000 for Spouse; up to $1,000 for Dependent
5. The date the Eligible Participant leaves the Country of Assignment for his/her or her Home Country;
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What Is covered by the Plan?

Schedule of Benefits – Table 1

Limits – Covered Person

Medical Expenses

- Lifetime Maximum Benefit $1,000,000
- Policy Year Maximum Benefits $100,000
- Maximum Benefit per Injury or Sicknesses $100,000
- Deductible $0 per Injury or Sickness

ACCIDENTAL DEATH AND DISMEMBERMENT - Maximum Benefit: Principal Sum up to $10,000 for Participant; up to $5,000 for Spouse; up to $1,000 for Dependent

REPATRIATION OF REMAINS Maximum Benefit up to $25,000

MEDICAL EVACUATION - Maximum Lifetime Benefit up to $100,000

BEDSIDE VISIT - Up to a maximum benefit of $1,500 for the cost of one economy round trip air fare ticket to, and the hotel accommodations in, the place of the Hospital Confinement for one (1) person

Schedule of Benefits – Table 2 – Medical Expenses

Indemnity Plan Limits

- Physician Office Visits 100% of Reasonable Expenses
- Inpatient Hospital Services 100% of Reasonable Expenses
- Hospital and Physician Outpatient Services 100% of Reasonable Expenses

Schedule of Benefits – Medical Expense Benefits

Benefits listed below are subject to Lifetime Maximums, Annual Maximums, Maximums per Injury and Sickness, Co-Insurance, Deductibles, Out-of-Pocket Maximums; and Table 2 Plan Type Limits

MEDICAL EXPENSE Limits – Covered Person

- Maternity Care for a Covered Pregnancy Reasonable Expenses

Inpatient treatment of mental and nervous disorders including drug or alcohol abuse - Reasonable Expenses up to $10,000 Maximum per lifetime for a maximum period of 30 days per lifetime

Outpatient treatment of mental and nervous disorders including drug or alcohol abuse - Reasonable Expenses up to $2,500 Maximum per lifetime

Treatment of specified therapies, including acupuncture and Physiotherapy - Reasonable Expenses up to $500 Maximum per Policy Year on an Outpatient basis. Reasonable Expenses up to $5,000 Maximum combined total for Inpatient and Outpatient care, up to 30 days immediately following the attending Physician’s release for rehabilitation following a covered Hospital confinement or surgery per Policy Year.

Therapeutic termination of pregnancy - Reasonable Expenses up to $500 Maximum per Policy Year

Routine nursery care of a newborn child of a covered pregnancy - Reasonable Expenses up to $500 Maximum per Policy Year

Repairs to sound, natural teeth required due to an Injury - 100% of Reasonable Expenses up to $500 per Policy Year maximum

Outpatient prescription drugs including oral and Norplant contraceptives - 100% of actual charge
SAFETY

Your safety while on a Rutgers Study Abroad program is given our full attention. Rutgers Study Abroad constantly monitors the safety and security of our programs and program locations. We discuss with our staff and colleagues in our program locations any safety concerns or measures as they arise. We monitor the U.S. State Department guidelines for Americans abroad. We subscribe to a variety of independent security agencies for further information. We watch the media. We converse with our experts here at Rutgers University. Should something occur in a particular location abroad, Rutgers Study Abroad will address that as necessary in that location. We treat each location individually and specifically; we do not make blanket decisions or recommendations for all of our programs. If you or your parents have particular safety concerns, please do not hesitate to contact the office with questions.

THE MEDIA

You should use a wide variety of sources to learn about what life is like in your host country and city. CNN and other news channels are a common source of information about world events; however, television should not be your only resource. Quite often, news reports give us a very distorted perspective about what is going on abroad. This is largely because U.S. television news spends most of its time reporting on U.S. events. There are only a few minutes or even seconds in which to summarize what is going on in the rest of the world; thus, what you see is typically the most extreme or dramatic examples of world events. And you see these pictures repeatedly. Television news does not report on the fact that most people in other countries are living their lives contentedly just as you are.

On the other hand, take a few moments to really look at and listen to the headlines for events happening in U.S. cities. Imagine that you are from another country and do not know much about U.S. geography, politics, etc. What would you think about people who live in the United States? What would you think about cities like New York City, Los Angeles, Detroit, Miami, or New Orleans? What would your parents say to you about the United States - that we all carry guns, use cocaine, or become pregnant in high school? If possible, talk to a few students from other countries who have come to the U.S. to study. What did they think about the U.S. before they arrived? What are their impressions now?

PERSONAL SAFETY ADVICE

The Rutgers University Public Safety Department has provided a number of tips and cautions to help keep you and your belongings secure while abroad:

1. Be aware that you are a potential victim of crime. Stay alert and attuned to people and circumstances around you.
2. Avoid the use of alcohol and other drugs. Persons under the influence are much more likely to be the victims of a serious crime.
3. Know how to immediately notify the local police and your program directors/advisors of any person or activity that arouses your suspicion.
4. Avoid isolation. After dark, walk with others. Use well-lighted routes.
5. Indoors, avoid being alone in study rooms, laundry rooms, and other isolated areas.
6. Use public transportation and escort services. Do not hitchhike or pick up hitchhikers.
7. Do not prop open any building doors.
8. Keep the door to your residence hall room or apartment locked when you are alone or sleeping, or when it is unoccupied.
9. Lock first floor windows, fire escape windows, and security screens.
10. Do not allow strangers into residence buildings.
11. Do not leave property unattended or unprotected.
12. Record the serial numbers of your valuables. Digital photos of your property can be a valuable tool.

For more information, visit the Rutgers University Public Safety web site at: http://publicsafety.rutgers.edu

THE U.S. STATE DEPARTMENT

As an American (or if not a U.S. citizen, a participant on an U.S. program) traveling abroad, it is your responsibility to read information pertaining to your destinations on the U.S. State Department web site. This site will give you important information concerning crime, local U.S. embassies or consulates, suggestions for travel, and other basic safety information. This information is updated as needed regarding events going on around the world. Rutgers Study Abroad recommends that you check this site frequently. Please visit: http://travel.state.gov

On this site, scroll down to see a menu of links that contain important information for you. If you click on “Consular Information Sheets,” you will find a list of countries. Click on a country and you will find security information for that country. Be sure to click on “Studying Abroad” on the International Travel page. This has a wealth of information just for you. The U.S. State Department also publishes “Background Notes,” which is a comprehensive summary of facts, statistics, and information on foreign countries. You can find links to Background Notes on the travel.state.gov site, but the most current site for Background Notes is http://www.state.gov/r/pa/ei/bgn/. You should spend some time reading through the various types of information on your host country, bordering countries, and any countries you plan to visit while abroad. You can also subscribe to various listserves offered by the U.S. State Department. You can find these listserves and instructions on how to subscribe at http://www.state.gov/www/listservs_cms.html. For example, DOSTRAVEL is a listserv that will email you updated travel warnings and public announcements as they are made. Travel Warnings and Consular Information Sheets are required reading.

SEXUAL ASSAULT

Sexual violence is an important safety issue to consider in all your travels. You should be as informed as possible prior to your departure from the U.S. Sexual violence can happen at home or abroad. Being a victim of sexual assault is always difficult, but it can seem particularly so if you are far from home in a culture with which you are not familiar.

If you have been a victim of sexual assault, you have been through an experience that may have been very frightening and one that you probably thought would never happen to you. Maybe you’ve always thought that something like this could only happen to other people, but no matter how you’ve viewed sexual assault before, your experience has most likely changed your thoughts, feelings and beliefs. During the days or weeks following an assault, you may experience some feelings that are unfamiliar to you or that are different from what you normally feel. Although this may be difficult for you to accept, understand that these feelings are normal for someone who has been through a trying experience. They will lessen in time. You may feel confused about what you are experiencing, and that is also normal.
If you have been a victim of sexual assault, take time to take care of yourself. Try not to put additional stress on yourself. For example, if you have academic commitments such as exams or papers, ask the professor for an extension, or if you prefer, ask your study abroad director or a staff person from the Rutgers Department of Sexual Assault Services and Crime Victim Assistance to intervene on your behalf.

Many people think that if they ignore their feelings and thoughts and pretend that nothing happened, they will feel better faster. Although this may work for some, it usually helps to talk about what happened and to acknowledge the feelings that you are experiencing. Some feelings that others have experienced and that you may also experience include anger, isolation, as if no one understands, unclean and dirty, different from your friends, frightened of your assailant, or fearful of being alone or in crowds. You may also find eating and sleeping difficult. You may have “aches and pains” throughout your body and feel as though you have no energy. At times, you may feel out of control with your emotions.

No matter where you are in the world, you are not alone. If you or someone you know is a victim of sexual assault, there is help available to you. Rutgers University provides a wide array of resources to help students who are the victims of sexual assault, and your study abroad director has been trained to assist you in receiving the help you need at your study abroad location.

Many people say that talking about an assault makes them feel more in control. You can choose to talk to a friend or relative, to your study abroad director, or to someone who has had experience helping people who have been sexually assaulted. If you would like more information or to talk with someone while you are abroad, please contact the Rutgers Department of Sexual Assault Services and Crime Victim Assistance. All services are confidential.

http://nbpweb.rutgers.edu/SexualAssault
Email: sas/cva@rci.rutgers.edu
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(732) 932-1181
EN ROUTE & ARRIVAL

TRAVEL SURVIVAL TIPS

WHAT TO BRING
You have a million things you want to bring, and a million more ideas that will come to you as you are packing. How do you cope?

One important lesson is that, with a few exceptions, you can purchase your daily use items abroad just as you can in the U.S. Toiletries, linen, small appliances and electronics, clothes, and school supplies are commonly found in stores all over the world. This means that you don’t have to bring everything-but-the-kitchen-sink with you. Remember to consider your clothes as items that can be mixed and matched, and layered. Having a few pants, shirts, sweaters, and shoes that all go together will save you lots of luggage space. While most of the time you will wear casual clothing, one dressier item might come in handy. Good walking shoes are a must (wear them on the plane). Underwear is always key to your comfort. Some kind of rain gear is useful. Towels - one big fluffy towel - will keep you sane in a sea of thin travel towels. You will want to buy local clothing at some point, so remember to leave space in your luggage for this. You can bring travel-sized toiletries - enough to get you through a few days until you get settled - but leave the economy-sized shampoos and shaving creams at home. There is no reason to bring electronic gadgets with you if they work on a different voltage system than in the U.S. Please see the “Voltage” section below for more information. You may also wish to consider a little flashlight - such as one that might fit on a key chain or in a backpack - just in case.

Outside of daily use items, you’ll want to bring this Program Guide, a good guide book, sun block, a camera and film, pictures from home, and a map of the U.S. (I know this seems strange, but people will ask where you are from and other questions about U.S. geography).

You will definitely want to bring any prescription medication along with the written prescription itself. Remember to consult your doctor about how best to handle any medication abroad. In addition to prescription medicine, you will want to bring a first aid kit and any over the counter medicines that you might need (allergy, gastro-intestinal, vitamins, etc.).

Finally, you’ll want to have some items to make traveling easier. Luggage or travel stores can help advise you. Some items that students have found usefully in the past are money belts, luggage locks, fitted backpacks, hostel sheets (ask your student travel agent), and any other item designed to help you save space or time while traveling, or to help keep your passport, money, and other belongings secure. Also be sure to keep emergency information close to you at all times. Some students have typed out phone numbers for program directors; Rutgers Study Abroad; family or contacts abroad; emergency hotlines for insurance companies, hospitals, police and other services; and phone numbers for their credit card companies. They then reduced the list down to a wallet-sized piece of paper. That way, they always had the information handy.

VOLTAGE
If you have any questions about the voltage in your host country, plug adaptors, and other information related to traveling with electronic gadgets, you can visit:
http://www.voltagevalet.com/country.html

Sometimes you can purchase dual-voltage items here at home to bring with you; otherwise, plan to
purchase the item abroad. Electric shavers and lap top computers invariably seem to work abroad. Be sure you have the correct plug adapter for your host destination. In fact, you can buy a collection of plug adapters at luggage stores for approximately $10 to $20. That way, you’ll always be able to plug in your appliances, no matter where you are. If you have several gadgets to plug in at the same time, you’ll need a plug adapter for each item.

There are voltage transformers that are designed to convert one kind of voltage system to another for your electronic gadgets; however, our students have often found that their appliances either burned out or operated so slowly after conversion so as to render them useless. Purchasing small electronic items once abroad seems to be the best option if you plan to use the items often.

**PHONES AND DIALING CODES**

You should be familiar with how phones and dialing work in your host country. In some countries, public phones take coins; in other countries, you need a local phone card available at most newspaper stands. You can purchase international phone cards here in the U.S. and abroad; however, make sure you understand exactly what you are paying per minute as it differs for each phone card system.

You need to know how to do all of the following:

1. call someone in your host country when you are in the United States;
2. call someone in your host country when you are in the host country but in a different city;
3. call someone in your host country when you are in the same country and city;
4. and call someone in another country while you are in your host country.

It sounds funny, but many students have found themselves stranded because they could not figure out how to call a taxi or a friend using a public phone in their host country.

A good guide book can help you figure out the dialing system in your host country/city. Also, you can go to the following web site for information that might be useful:

http://kropla.com/dialcode.htm

You may also wish to consider using a cell phone while you are abroad. Increasingly, students find having a cell phone abroad very useful and handy. Parents are also grateful for this private way of reaching you. If you decide that you would like to use a cell phone while abroad, we suggest that you wait until you have arrived in your host city before you rent/purchase your phone. While you can purchase phones in the U.S. that will work in your host destination, quite often these phones have U.S. phone numbers. This means that if your friends in your host city want to call you, they have to dial internationally to do so. If you wait until you are settled abroad, you can purchase a phone that will have a local phone number. Having a local phone is also convenient if you need service, replacements, phone cards/chips, etc.

**MAIL**

You should be familiar with how the mail works, especially international mail. In most countries abroad,
mail can take anywhere from two to four weeks to reach the U.S. This can vary given the country, the nature of your mail/package, the time of year, etc. Sending and receiving large packages is often problematic and always expensive. Once you are abroad, you should be sure to ask your program director or your host institution’s international office about the feasibility of using express mail services like Fed-Ex or DHL. Often, there are complications involved with these services. Time sensitive information should be emailed or phoned to you. In order to avoid delays due to international mail, you may wish to give your parents/guardians “power of attorney” while you are away. Power of Attorney allows someone to sign documents in your name in your absence. This often comes in handy for paperwork such as refund checks in your name. Major bookstores often carry Power of Attorney kits that you can purchase for under $20.

INTERNATIONAL STUDENT ID CARD
If you are under 26 years of age, and are a full time student, you are eligible for the International Student ID Card (ISIC). ISIC can be helpful in proving your student status while abroad so that you can receive any available student discounts and fares for museums, shows, public transportation, hostels, etc. The card is helpful in some locations more so than in others; it is particular helpful in Europe. In addition, ISIC also offers insurance which may be useful in addition to your current insurance policy. The card is not required. If you would like to take advantage of ISIC, please complete the online application form on Rutgers Study Abroad web site:

http://studyabroad.rutgers.edu/routing/IsicForm.do

There is a fee (approximately $22 by check, money order or credit card... we do not accept cash), and you must submit a passport-style photo before we can process the card.

CONTACT WITH ADVISORS AT HOME
Once you are abroad, you may have questions for your academic advisors at your home institution; likewise, your advisors at home may have questions or information for you even while you are away. You should ensure that you have a way of staying in touch. Email is usually the best way to avoid time differences, missed calls, slow mail, etc. Please keep in mind, however, that your advisers are most likely using a list of emails they received from Rutgers (or your home school). That means they are probably using your EDEN, CLAM, PEGASUS (or other school-provided email service) account. If you are not checking your school email account regularly or if you have not forwarded your school email account to your current email address (Hotmail, Yahoo, or the email of your host school) then you will not receive information this way while you are abroad. You can contact the Rutgers Study Abroad Office or Computing Services for information on checking your Rutgers email account, or forwarding your email. We have had students miss important information on scholarships, graduation, and internships because they failed to either check or forward their home school email to their current email address, or because they never checked in with their advisors.

Even while away, you mail receive regular mail in your campus mail box. Rutgers Post Offices are happy to forward what mail they can to your permanent address while you are away. The Rutgers Study Abroad Office automatically notifies your Rutgers Post Office that you are on the study abroad program, so they are aware of your status. However, Rutgers Post Offices do not have the money to forward campus mail to your home address. As campus mail is free to deliver to your box on campus, the Rutgers Post Office
would have to pay for postage in order to send it to your home. This is not in their budget. Therefore, all campus mail is sent back to the office from where it originated as “undeliverable.” This could be a problem, especially if you are expecting graduation information, academic notices, student account refunds or paperwork, or other official campus mail from your dean, advisors, etc. Therefore, it is vital that you keep in touch with your Dean's Office and your academic advisors while you are away. Email is usually best, and many departments and Dean’s Offices have web sites where they post official notices and reminders.

Any first class mail that comes to your Post Office Box will simply be forwarded to your home address, as the postage has already been paid for.

CULTURE SHOCK

Studying abroad is challenging in a very personal way. You will find yourself examining your own assumptions and your own way of life frequently as you immerse yourself in something new and different. Change is inherent in studying abroad. In fact, adapting to change is one of the skills you will gain from your experience. However, change can sometimes be uncomfortable and overwhelming. These feelings are normal and are shared by most people who have traveled and lived abroad. We call these feelings Culture Shock.

Culture Shock is not something that you catch and then quickly get over; it is a cycle of readjustment that may take quite a while. The cycle is marked by four basic phases and most people experience at least two low periods during their stay abroad. The length and severity of these low periods vary greatly for different individuals and it is important for both students abroad and their parents at home to be aware of these phases. The four basic phases of culture shock are:

EUPHORIA
This is the initial phase or tourist phase. You are excited about living in a new place, and at first glance it strikes you that the people and their way of life are not that different from what you are used to. Cultural differences are viewed as “charming.”

IRRITATION AND HOSTILITY
After the initial excitement is over, you start noticing more and more dissimilarities between life in the foreign country and life at home. Your initial curiosity and enthusiasm turns into irritation, frustration, anger, and depression. Minor nuisances and inconveniences lead to catastrophic upsets. Symptoms experienced during this phases include:

- homesickness
- boredom
- withdrawal (e.g., spending excessive amounts of time reading, only seeing other Americans, avoiding contact with local people)
- need for excessive amounts of sleep
- compulsive eating or drinking
- irritability
- exaggerated cleanliness
stereotyping of or hostility toward local people
loss of ability to work effectively
unexplainable fits of weeping
physical ailments (psychosomatic illness)

This second phase of culture shock is the most difficult period. Many people only experience a few of these symptoms, but it is helpful to be aware of these symptoms so that you can understand what is happening to you or your friends, and can take steps to counteract them.

Remember, culture shock is normal even among the most experienced travelers.

**GRADUAL ADJUSTMENT**
Over time you gradually will change your perspective and will adapt to the new culture. Once you begin to orient yourself and are able to interpret some of the subtle cultural clues and cues, the culture will seem more familiar and more comfortable. You feel less isolated and your self-confidence returns.

**ADAPTATION OR BICULTURALISM**
Full recovery has occurred when you are able to function in two cultures with confidence. At that time you will find that you enjoy some of the very customs, ways of doing and saying things, and personal attitudes that bothered you so much in phase two. You may not realize how well you have adjusted to the new culture until you return to the U.S., at which point you may well experience REVERSE culture shock, which we will address further in later sections of this Program Guide.

**HOW TO COPE WITH CULTURE SHOCK**
Since culture shock is a cycle of readjustment, people who make the effort to learn as much as possible about their temporary home country before they leave, and who arrive abroad with an open mind, often find it much easier to adjust. To make the transition easier, remember not to wait for people around you to make the first move, but start reaching out right away: buy a map of the city and become familiar with your own neighborhood; find out where the closest bank, post office, telephone, and grocery store are located. Your next step might be to familiarize yourself with some of the basic names and phrases which appear on signs, menus, etc. Even most English-speaking countries use many phrases which are unfamiliar in the U.S. A British passer-by will not know that you are looking for a chemist when you are asking for a drug store. Some other ways of coping with culture shock are:

- Listen carefully to people and remember that they most likely are not making the same assumptions as you are. If you are not sure of what they mean, ask.
- Speak the host language as often as possible.
- If you have certain hobbies or are involved in sports at home, try to do the same abroad. This is the best way to make friends.
- Set time aside each day to do something special. Then do it. Keep active.
- Find a place where you feel comfortable and spend time there.
- Talk to (new) friends or your program directors if you feel that you have problems coping; try to look at your problems one at a time, and set out to solve them, one at a time. Do not let the combination of problems overwhelm you.
If you feel depressed, ask yourself, “What did I expect?” “Were my expectations reasonable given the national culture and local situation?” “If so, what can I do to make them come true?” “If not, how can I make the best use of my time?”

If you develop physical problems, such as headaches, stomach aches, or have trouble sleeping, realize that these may be signs of stress, rather than physical problems. Discuss your symptoms with your directors, and try to deal with the stress.

UNDERSTANDING YOURSELF AND YOUR CULTURE

Adjusting to a new culture requires a good amount of examination of your own values and outlook. Many students come back more appreciative of their own customs and culture, as well as of those of the host country. One way to prepare yourself for living in a new culture, and for dealing with culture shock, is to have a clear idea of your own goals and your possible contribution abroad. What do you hope to do or learn abroad? What are you personal values and how might they be viewed in the foreign culture? What can you bring to the foreign culture? It also may be helpful for you to realize how people in foreign countries tend to view Americans and why.

Before going abroad, take a look at the recent historical and political developments in the countries you will be visiting, and ask yourself how, if you were in their shoes, you would most likely perceive Americans. You will find that Americans are no longer the heroes of World War II, and have not always endeared themselves to people in other countries. In fact, due to anti-Americanism abroad, people may not want to get to know you at first.

Some stereotypes you may encounter abroad are beliefs that Americans are:

- outgoing, friendly
- informal, disrespectful of authority
- loud, rude, boastful, immature
- hard working
- extravagant, wasteful
- confident that they have all the answers
- lacking in class consciousness
- racially prejudiced
- ignorant of other countries
- wealthy, generous
- always in a hurry, selfish

It is also commonly believed that:

- all American women are promiscuous
- American students abroad are looking only to party

Given the content of American movies and television shows, and the behavior of some Americans abroad, you probably have a good idea of how some of these perceptions may have arisen. Before you decide to unpack and stay home, however, there are a few things you may want to keep in mind.

First of all, not all foreigners believe that all Americans are this way, and there are several things you can do to counteract these perceptions.
Second, some of these perceptions are based on cultural differences. For example, in several countries, people speak in a softer voice than in the U.S.; hence people in these countries perceive Americans as speaking loudly. Similarly in many other countries, people are not used to calling acquaintances by first names and they consider Americans to be disrespectful or informal. Cultural differences may also mean that while most Americans perceive some of the above-mentioned traits as positive (i.e. “lacking in class consciousness”), people in other countries see them as negative. You may also find that people in other countries place less emphasis upon individual achievement and results, and are less task-oriented. They also frequently place less emphasis upon being self-reliant and are more willing to depend upon others. To Americans, people in other cultures frequently seem too relaxed or even lazy, and not concerned enough about meeting schedules and deadlines.

Again, the best way of coping with certain preconceptions is to keep an open mind, and to try to understand why people feel, think, or behave in a certain way. Logic, arguments, and denials will not convince people that you are different from what they previously thought.

**REGISTRATION FOR COURSES FOR YOUR RETURN**

Many students ask how to register for courses for the semester when they return to their home institutions.

For non-Rutgers University students, you will need to contact your academic advisor at your home university for instructions.

For Rutgers University students (New Brunswick, Newark, and Camden), you will be contacted through email while you are abroad with instructions on how to register for courses back at Rutgers for the semester of your return. Please note: we do not contact you about Summer courses at Rutgers; you will need to register for Summer courses on your own.

You must get back to us before the deadline we specify in the email in order for us to be able to register you the day before anyone else on campus registers. Email is usually the best way to get back to us, but faxes and phone calls are fine.

If you go to http://www.acs.rutgers.edu/soc, you can enter the semester and the campus you are looking for. You will also be able to log onto MyRutgers and check under Academics: https://my.rutgers.edu/portal. The on-line schedule is usually available around the same time that we mail you with the instructions so you can look for your courses and still get back to us by our required deadline date.

Once we have registered you, we will email you your schedule. We cannot override prerequisites, time conflicts or special permission numbers. We cannot get you a special permission number, so you should contact your academic departments for those numbers.

Once we have registered you, we are happy to try to make any changes you may need; however, it may be best for you to do so through the WEBREG (http://webreg.rutgers.edu) in order to avoid confusion.
Please keep in mind, however, that your credits from your current semester abroad have not entered the RU system yet. According to the computers at Rutgers, your credit amount is still the same as last semester. Therefore, if you choose to use webreg, you will not be able to register on time. This is the main reason the Study Abroad Office provides you with registration services. After we register you initially, you may want to use webreg to add or drop classes.

Again, for students interested in taking summer classes, we are happy to help you with your registration; however, there will be email sent to you with that information. You will need to look on-line for those courses.
COURSES
Have you registered or discussed with your advisors the courses that you will take back at your home university when you return? Please be sure to talk to your academic advisors about your graduation status and other academic matters related to your return.

When you return to your home campus, please be sure to make an appointment with all of the academic departments from which you wish to receive credit for your courses taken abroad. Remember, your Rutgers Study Abroad classes all transfer automatically onto an official Rutgers transcript - your credits are added to your total credits, and your grades are factored into your grade point average. However, if you need a specific class to fulfill a specific requirement for your major, minor, or college requirement, you still need to obtain approval from that individual department. This is your responsibility. Rutgers Study Abroad does not do this for you. Once you have made your appointment, be sure to bring all of your course materials and work with you so that your advisor has all the information needed to make an appropriate judgement on how the course should count.

HOUSING
Have you secured housing, either on or off-campus, for your return to your home university? If you wish to live on-campus, have you reserved your spot, been contacted by your Housing Office with notification of your successful housing allocation, and have you paid a deposit in order to secure your place? Please be sure to contact your Housing Office to ensure that you have a firm offer for space and that you are aware of the necessary steps to secure your space. Please note: Rutgers Study Abroad cannot arrange housing for you. You must contact the Housing Office directly if you wish to live in on-campus housing once you return to Rutgers.

FINANCIAL AID
If you are expecting to receive financial aid or loans during the academic year following your return from your program, have you completed your FAFSA form, which is typically due by April 1st each year?

If not, you can either obtain this form from the financial aid office at your home university or online. Please go to the following website www.fafsa.ed.gov to complete your FAFSA form online. After you complete the form, it will require you to print out a page that must be signed by you and mailed to a specified address. If this page is not received, it will be as if you never completed the application.
Just like you prepared to go abroad, you need to prepare to return home. Though it seems that going home would not require an adjustment, you will be surprised to find that it does. Life has gone on without you at home and you have changed tremendously while you have been away. You will discover that you are not returning to the “familiar” culture you expect, because not only have there been many small changes, but you will be viewing home with different eyes. A successful, and a less stressful, re-entry is possible if you understand the concept of Reverse Culture Shock.

Reverse Culture Shock can be defined as “temporal psychological difficulties that a returnee experiences in the initial stage of the adjustment process at home after having lived abroad for some time.” It takes place over time and is completely normal. It is important to remember that the feelings you will experience are shared by many others in similar situations.

**PHASES**

Reverse Culture Shock begins before you even leave your host country. In the first phase you will feel anticipation and excitement about going home, as well as sadness about leaving your host country. Once you return home, you will be treated like a celebrity by family and friends, and will do all the things you missed doing while you were away. In this second phase, you will not notice all that has changed. Soon, however, things will settle down and the novelty of being home will wear off. In the third phase you will begin to notice all of the changes and may begin to feel lonely, left out, or marginalized. Personal changes and growth that have occurred may make you feel as though you do not have as much in common with your peers. Eventually, in the fourth phase, these feelings subside and you will get back into a routine and rekindle your friendships. You will feel comfortable again and have readjusted to life in the United States.

Factors affecting reverse culture shock
- length of stay in host country
- opportunity to visit home
- frequency of keeping in touch with family and friends
- quality of experience
- emotional change (maturity)
- how one is received at home upon return

Signs of reverse culture shock
- feeling isolated
- feeling marginalized
- loneliness
- frustration at lack of interest in your experience from family and friends
- frustration at not being able to continue speaking a foreign language
- depression

**HELPFUL TIPS**
- stay in close contact with your friends from your exchange - plan a reunion
- take a group picture of all your friends on your exchange
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**DEVELOPMENTAL CHANGES**
See how many of the following changes apply to you. These will all affect how you experience Reverse Culture Shock.

- improved ability in a foreign language
- more knowledgeable about another culture and lifestyle
- greater ability to empathize with others, to put yourself in another person’s place when making judgments
- more easily able to accept failures and shortcomings in yourself
- fuller understanding of your strengths and weaknesses
- increased self confidence
- increased assertiveness
- greater capacity to accept differences in others
- increased curiosity in other cultures
- increased awareness in other cultures
- increased flexibility
- more tolerant of ambiguous situations
- more likely to take risks
- new attitude on life
- increased patience
- changed values and beliefs
- increased open-mindedness
- increased maturity
- more adaptable
- new interests

keep writing in your journal
re-read your journal
share your experiences abroad as well as your re-entry experiences with other study abroad participants
volunteer your time in the study abroad office - help with recruiting and orientation
get involved in local international and cultural activities
stay flexible
contact the Rutgers Study Abroad Office for support if you need it
Grades & Transcripts

While we are used to having our grades and updated transcripts here in the U.S. almost immediately after taking final exams, this is not the case for study abroad. In most of our program locations, your grades will not arrive at Rutgers Study Abroad for up to 8 weeks after the program end date. Your host institution will send via mail, fax, or email your grades as soon as they are available. Rutgers Study Abroad will then contact you via email to alert you of your grades before we submit them to the Rutgers Registrar’s Office. Once you have seen the grades and have indicated that everything looks right, we will ask the Rutgers Registrar’s Office to update your official Rutgers transcript with your study abroad grades. Once we submit your grades to the Rutgers Registrar’s Office, you are then responsible for obtaining a copy of your updated official transcript. Please note that once your study abroad grades are received, it can take 5 to 7 business days for the grades to be entered. Once you are certain that the grades are entered (Rutgers Study Abroad can help you determine this), you can request a copy of the Rutgers transcript.

To request a copy of your updated Rutgers transcript, please visit:

https://www.acs.rutgers.edu/transcripts/

Please allow 10 business days for the transcript to be mailed out. Requests via email will not be accepted. There is no fee for this service.

Program Evaluation

At some point before you actually depart your study abroad host country, you should receive a program evaluation form to be completed and returned to Rutgers Study Abroad. The program evaluation is your opportunity to let us know what you liked and didn’t like about your program. Our faculty and staff take your comments very seriously, and have made changes to programs in the past based on these evaluations. Please be sure to complete and return your form. You may remain anonymous if you wish. If you do not receive a program evaluation form before the end of your program, please let us know. We are happy to email you a form, or we can mail a form to you when you return to the United States.

We were with you from the beginning, and we love to talk to you after you return home to hear all about your experiences. When you return to the U.S., don’t hesitate to contact us and share your pictures, thoughts, souvenirs, stories, and other memories. You are the reason we love our jobs. Also, stay in touch with us so that we can be sure to alert you to any opportunities that might be of use to you. Also, we need you! You are the best way for us to help other students prepare for their own study abroad adventures. Below are some of the ways for you to become involved in Rutgers Study Abroad once you return to campus:

Rutgers Study Abroad Internship

Each year Rutgers Study Abroad offers a small number of one-year paid internship positions in the office. Rutgers Study Abroad interns are responsible for designing, implementing and managing all the recruitment activities and programs that take place on the Rutgers University campuses. Interns work closely with the Rutgers Study Abroad staff and are exposed to all the behind-the-scenes work that goes into creating and managing more than 30 study abroad programs. In addition, interns also work with our
student volunteer program, called the Speaker Program. Interns assign specific Speaker Program students to speak at specific events such as residence hall meetings, information sessions, orientations, and student group meetings so that Rutgers students have the opportunity to hear about study abroad from someone who has just returned.

If you are interested in applying for an internship position, please contact us anytime for more information. Generally, we hire two students on the New Brunswick campus, and one student from each of the Newark and Camden campuses for a full year.

**RUTGERS STUDY ABROAD SPEAKER PROGRAM**

Do you enjoy talking to others about your study abroad experience? If so, you would be perfect for our Speaker Program at Rutgers Study Abroad. The Speaker Program is composed of a group of volunteers who are available to speak at student group meetings, residence halls, and classes, and to attend information sessions, orientations, and workshops in order to spread the word about studying abroad. Please contact us for more information.

**RUTGERS STUDY ABROAD WEB SITE**

If you have a great story or a wonderful picture from your study abroad experience, please let us know. We have an entire section on our web site just for you. Simply email or write your anecdote to us, or bring in your picture so that we can scan it into our system (all photos are returned immediately), and we will add your contribution to our web site. Please note: all submissions are subject to editing, and Rutgers Study Abroad retains the right to refuse material if necessary.

**RUTGERS STUDY ABROAD ALUMNI NETWORK**

Once you have participated in a Rutgers Study Abroad program, no matter which university you call alma mater, you are a part of the Rutgers Study Abroad family. We like to be a part of your life even after you’ve graduated and moved away. We publish the Rutgers Study Abroad Alumni Newsletter twice a year. We hold alumni gatherings and receptions. We offer programs designed just for our alumni, such as a mentoring program. Please be sure that you stay in touch so that we can alert you to any upcoming events. You can provide us with your updated contact information by calling us, or by submitting your information on our web site.

**WHERE DO I GO FROM HERE?**

As you approach graduation, you are no doubt entrenched in thoughts about what you will do next. This is one of the most stressful and exciting times of your life. All of us at Rutgers Study Abroad have been exactly where you are. If you ever need to talk about what you are going through, please don’t hesitate to contact us. Our best advice is to start talking to people. Everyone has some expertise and tips learned the hard way. However, if you are thinking about international employment, here are a few suggestions we can offer.

**ACADEMIC CREDENTIALING**

Graduate degrees are increasingly more important to have as you advance in your career. There are
many different kinds of programs, and different types of careers may require certain kinds of credentials. Academic graduate programs are more traditional and usually require a combination of course work, a thesis, and examinations; professional graduate programs tend to rely mainly on a combination of course work and practical experience such as an internship. If you are interested in working in international affairs, policy, or development, there are a variety of professional graduate programs designed for training in those fields. You can talk with your academic advisors for more information. Don’t be shy about calling the admissions offices of programs that sound interesting to you; there are often information sessions and open houses available so that you can learn more.

A specialized program that is gaining in popularity is certification that allows you to teach English as a Second Language, if you wish to teach English while living abroad, or English as a Foreign Language, if you wish to teach English in the U.S. to people who speak other languages. While not all organizations that arrange for you to teach English abroad require this certification, there are many that do require the training. Your academic advisor can help you to find good programs if this is something you wish to do as a career.

Finally, there are a variety of scholarship programs for graduate work in other countries. Fulbright, Rhodes, Marshall, and Rotary scholarships are available; however, these programs are highly competitive and require a lengthy application process. Your academic advisor can help you to learn more.

**INTERNSHIPS**

Internships are a great way to test out a career. You can participate in an internship while you are still in school, or as a recent graduate. Keep in mind that most internships are unpaid, but the experience you gain and the contacts you make are invaluable. There are opportunities to intern in nearly every field. Reference books found in bookstores and libraries can point you toward popular internships, or internships in your area. Your Career Services Office on campus can also help you find internship listings.

Please keep in mind that a good internship is different from an entry-level job in some ways:

Internships that are thoughtfully designed are structured to give you an idea of the day-to-day work involved in a particular field. Contact with several different people or departments helps give you a well-rounded sense of the job. Your tasks are usually to support a staff member in an interesting or typical project; if you find yourself doing nothing but filing, faxing, and typing, you are not likely to gain much appreciation for the real work that goes on in your field.

Entry-level jobs, on the other hand, are almost always about filing, faxing, and typing. Most people “pay their dues” in this way. Don’t despair... usually after a year or two of this kind of work, you are ready to move on to something more substantive.

Internships in international fields are plentiful, but often competitive. Start looking early as application deadlines can be set for up to a year in advance of your internship start date. If you live near a city that is considered a center of international activity, you should exploit the fact that working for free will not cause you serious financial difficulty as you can commute from home. If you would like to work for a
particular organization, but do not see an internship program listed, you should call the organization any-
way. Often, organizations do not have the staff to run an internship program, but will gladly accept your
(unpaid) help, especially if you can demonstrate that you know the organization and its work well. If the
organization has a volunteer program, consider joining as you will often find that staff members of the
organization get their start as a volunteer.

**SERVICE**
Performing service is another excellent way to become involved in international development and
international organizations. While unpaid, some service organizations will be able to support your living
expenses, especially if you work abroad. Be sure to ask specific questions about the level of support you
can expect to receive.

The Peace Corps is the most well-known organization involving service on an international scale. The
Peace Corps requires a two-year commitment to living in a developing area and working with the local
community. Your academic advisor can help you find information and an application, or you can find
information on-line. A common mistake people make is to believe that the Peace Corps will take anyone
who applies to their program. Actually the program is very competitive. Often the Peace Corps is in short
supply of people with technical skills in engineering, medicine, and development. People with liberal
arts backgrounds are welcome, but comprise the majority of applications received; however, most Peace
Corps participants will tell you that the program is well worth the trouble of applying.

In addition to the Peace Corps, there are a plethora of organizations working in developing communi-
ties abroad and in the U.S. Religious missions are among the most common; however, you need not be
religious in order to help out. Your academic advisor, Career Service Office, and local churches can help
you find opportunities to serve.

**WORK ABROAD**
Working abroad can describe a wide variety of environments.

You can work in an industry such as tourism or agriculture in which there are high seasons when many
hands are needed. This work may involve such jobs as hotel maid, ski slope instructor, grape picker, etc.
Obviously the work in these industries is temporary.

Working as an au pair is another way to support yourself while you live abroad. You may be able to find
an au pair opportunity on your own; however, most people apply through an agency. Finding work as
an au pair can take time, so be sure to start looking early. Also, be sure to be very clear on the level of
responsibility required of you, so that you do not find yourself in any unpleasant situations.

There are organizations that can help you arrange for short term (six months to a year) work in a profes-
sional environment, such as an office. These organizations usually charge a placement fee, but they are
useful in providing assistance with the copious paperwork involved. Some organizations will also help
you find housing. Be sure you know exactly what services the organization will provide before you agree
to the placement fee. Popular placement organizations include AIESEC, BUNAC, and CIEE.
Finally, you can arrange to work abroad on your own if you have contacts in another country; however, this can be difficult to arrange, especially in countries where unemployment is high. Quite often there are laws that restrict the ability of non-citizens to work in a particular country. Your best chance of gaining permission to work abroad on your own is to prove that you offer something that a citizen of that country may not (for example, you are a native English speaker). You will need a work visa in order to work legally in any foreign country. You must apply for a work visa in your home country and you must have a solid job offer before you can apply. This means that the organization that hires you must write a letter of invitation which you must take with when you apply for your work visa. Obviously, this is difficult to coordinate from the U.S., which is why so few people manage to work abroad on their own. Most people find that they work in an international organization in their home country, and are later transferred to an international branch.

If you are currently studying abroad in the country where you would also like to work once your program has ended, you should start talking to people now in your host country about the possibility of working. This will save you much time and frustration.

**CAREERS WITH AN INTERNATIONAL FOCUS**

You don’t have to work in another country in order to be involved in international affairs, business, or service. The United States is home to countless organizations whose work is global in nature. From the government to multi-national companies to supranational organizations like the United Nations to non-profit organizations like the International Red Cross, you can find important and exciting work right at home. Many of these jobs require extensive travel, too. Be sure to talk to your career services office for more information. Rutgers University students can visit:

http://careerservices.rutgers.edu/

No matter which path you choose, rest assured that the skills and lessons you learned through study abroad will help set you apart from the rest.
Nondiscrimination Policy

It is the policy of Rutgers, The State University of New Jersey, to make the benefits and services of its educational programs available to students without discrimination on the basis of race, religion, color, national origin, ancestry, age, sex (except Douglass College, which is entitled under the law to remain a single-sex institution), sexual orientation, disability, marital status, or veteran status. The university complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions about these laws, or allegations of student rights violations, should be directed to Brian T. Rose, Director Compliance and Student Policy Concerns and Designated Employee for Student Rights Compliance, Rutgers, The State University of New Jersey, 3 Bartlett Street, New Brunswick, New Jersey 08901 (732/932-7312, ext.11).

Program Policies

Program fees are subject to change. Inflation and fluctuating exchange rates make it impossible to state fixed costs. The published rates could increase 10 to 15 percent. A $300 registration fee is charged to all non-Rutgers students. Fees in addition to the stated program costs may apply for certain courses, internships, accommodations, and other arrangements abroad. Transcripts are not released until all payments have been made and debts paid. Please read your bill carefully and contact the office with any questions.

The program assumes no liability for personal property. Students desiring liability insurance should secure their own. Program and supervision by Rutgers staff end after final examinations. Students then become responsible for their own travel and living arrangements. Rutgers University reserves the right to make any changes in the Study Abroad programs that may become necessary.