

**ALCORN STATE**

**STUDY  
ABROAD**

**HANDBOOK**



**Alcorn**  
State University

**Office of Global Programs**

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**ALCORN STATE  
UNIVERSITY  
STUDY  
ABROAD**

**Alcorn State University  
Office of Global Programs**

Dear Student,

We are excited that you have chosen to study abroad as part of your educational experience. Careful planning, both before and during your study abroad experience, along with your active participation in the program and the culture of your host country, will help you have a successful and rewarding time abroad.

In preparation for your upcoming experience, **carefully read** the contents of this handbook. It contains important steps that you must take to prepare for your study abroad experience, essential information about health, safety, and security, and policies and guidelines by which you must abide while on the Alcorn State University study abroad program. Additional information on your program will be included in the orientations or materials provided by your program sponsor.

The Office of Global Programs is committed to providing you with a meaningful academic experience abroad. However, **it is your responsibility** to ensure that all of the preparatory steps have been taken by following the guidelines provided in this handbook and in the subsequent information you will receive from the Office of Global Programs and/or your study abroad program.

We wish you the best in your new and enriching experience! The following are some very important procedures of which you must be aware. Please ensure that you have completed and/or complied with the following procedures.

***Office of Global Programs***



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### ***Study Abroad Checklist***

- Discuss opportunities for exchange with family, school counselors, teachers, and advisers
- Collect information from various programs on the Global Programs website
- Consider what you can afford to spend for foreign study
- Look into financial aid and scholarships
- Talk to other students who have studied abroad for advice and suggestions
- Collect application forms for the program you are interested in
- Obtain any official transcripts and reference/recommendation letters that are required
- Complete application forms and apply for financial aid and scholarships
- Get official copies of birth certificate and documentation needed to obtain a passport and visa
- Apply for passport information for United States citizens
- Check visa requirements for the country you plan to study in
- Find out what kind of approval you'll need to get academic credit for overseas coursework
- Make flight arrangements and purchase any other travel passes
- Get an international student card to qualify for student discounts around the world
- Have a complete physical health exam with your doctor
- Arrange to receive any vaccinations needed to go abroad



- Request a copy of your medical history record to keep with you overseas
- Arrange for medical insurance while abroad
- Purchase travel insurance for personal possessions, lost or stolen money, airline and rail tickets, etc., if needed.
- Refill any prescriptions and collect any over-the-counter products that may not be available in your host country (check with your program to make sure they are legal)
- Get a doctor's note authorizing your use of prescription medications you are taking with you
- Make photocopies of all important documents, tickets, and travel passes
- Prepare a folder to hold all insurance papers, school registration papers, medical records and copies of documents such as birth certificates; make a copy of all documents to leave at home
- Get travelers' checks
- Exchange a small amount of currency to carry with you
- Pack, keeping in mind airline regulations on what you can and cannot put in your luggage and carry-on
- Place your documents folder in a carry-on bag, BUT keep airline tickets and passport separate from copies, perhaps in a small purse, wallet or "fanny pack"
- Confirm airline and other travel arrangements
- Compile a phone/address directory or list to take with you, including: family, friends, program sponsor, ASU study abroad office, and home country embassy or consulate
- Make a list of credit card and travelers check numbers; keep one in your document folder and leave the other with a parent or family member in case of emergency

## **ELIGIBILITY REQUIREMENTS**

Alcorn State University students are held to an institutional standard before being allowed to study abroad for credit. A minimum cumulative grade point average (GPA) 2.5 on a scale of 4.0 is required. A student with a GPA lower than 2.5 must obtain permission from his/her academic dean before he/she will be approved for study by the Office of Global Programs.

### **Students under Academic or Disciplinary Sanctions**

A student on academic or disciplinary probation or one who does not meet academic continuation requirements will not be permitted to study abroad during the period the sanction is in effect, regardless of the student's acceptance in a program. Students who have been dismissed for any disciplinary reason must complete at least one semester with no further infractions on campus prior to being eligible to study abroad. Similarly, students who have been dismissed for any academic reason must successfully complete a full semester on campus prior to being eligible for study abroad. Students may not apply to study abroad programs while suspended from ASU.

### **Statement of Authorization and Consent**

All ASU students studying abroad and all non-ASU students studying abroad with Alcorn State University, along with their parents or legal guardians, are required to sign a Release Form prior to departure.

### **The Study Abroad Packet**

ASU students wishing to study abroad for credit for a semester must complete a Study Abroad Packet prior to departure, according to deadlines established by the Office of Global Programs. Students who fail to submit a properly completed Study Abroad Packet by the published deadlines will not be placed on Study Abroad Agreement with the university and will not be allowed to study abroad.

## **Do's and Don'ts While Abroad**

### **Do**

- \* Pack light
- \* Plan ahead
- \* Double check
- \* Maintain a tolerant and optimistic attitude about new customs, foods, and people
- \* Keep healthy
- \* Keep safe: use common sense!!
- \* Be courteous
- \* Practice your foreign language
- \* Communicate with group leaders, members, and teachers
- \* Study hard: remember that is why you are overseas
- \* Keep a journal
- \* Enjoy what you have

### **Don't**

- \* Try to carry your whole life in 10 suitcases
- \* Create last-minute disasters
- \* Complain about things you cannot change
- \* Party like a rock star
- \* Go crazy as if on vacation
- \* Act like royalty
- \* Insist on English
- \* Call home to whine
- \* Remain ignorant of names, dates, places, and money spent
- \* Get jealous of others or moan about what is better elsewhere

## PREPARATION FOR TRAVEL

### **Passports**

Travel document requirements vary from country to country, but you may need the following, depending on the country you are visiting:

U.S. passport  
Visa or a tourist card

Evidence that you have enough money for your trip and/or have on-going or return transportation tickets.

U.S. Immigration requires you to prove your U.S. citizenship and identity to reenter the United States. Apply for your passport as soon as possible if you have not already done so. Your passport must be valid for the full duration of your stay abroad. Beware of a passport that is about to expire! It can take 6 to 8 weeks to process a passport. Complete information on how to receive a passport is available through the U.S. State Department Web site at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html).

**Do not allow anyone else to use your passport or alter it in any way.** Your passport is a valuable document for which you are responsible. It is suggested that you make two copies of your passport. Take one with you, but keep it in a separate place from the original, and leave the other with whoever is taking care of your business in the U.S. If your passport is lost or stolen, notify the local authorities and the American consulate immediately. After an investigation, the consulate will usually issue you a three month temporary passport.

**Never pack your passport in your luggage.** When traveling from country to country, keep your passport with you at all times, preferably in a money belt or attached somehow under your clothes. Once you have arrived at your program "home base," locate a safe place to keep your passport. If you plan to travel over a long weekend or semester break, remember to take your passport and carry it on you.

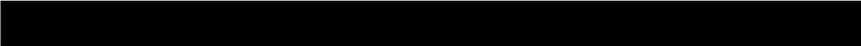
## **Visas**

Some countries require a visa for entry. A visa is an official/legal permission to enter/visit a specific country for a stated purpose and time, and is granted by the government of that country. Current information on visa requirements for all foreign countries can be found at <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html> or contact the Office of Global Programs.

Because a visa is stamped directly onto a blank page in your passport, you will need to give your passport to an official of each foreign embassy or consulate. You may also need to fill out a form and submit one or more photographs with the form. Many visas require a fee. The process may take several weeks for each visa, so it is wise to apply well in advance of your trip, if possible. If you are required to send your passport along with your visa application, be certain to make a copy of your passport and any accompanying information in case these materials are lost in the mail.

Even countries that do not require a visa for short tourist visits may require a visa if you plan to stay for longer than a few weeks and most study abroad programs will require that you remain in country for an extended length of time. For instance, a visa is required for U.S. citizens who plan to remain in France or Spain for more than three months and for those who plan to work or travel in Eastern Europe, Asia, and in some parts of Africa. If you plan to travel out of the country for which you have applied for a visa, you may need to get additional visas and you will need to apply for a multiple-entry visa. If for any reason you drop out of your program, your student visa is automatically revoked, and you should leave the country of your program immediately or apply for a tourist visa.

Non-U.S. citizens should contact the appropriate consulate or embassy immediately for instructions. Visa requirements are often different for non-U.S. citizens, are frequently more complicated, and can take considerably longer to process. Also, you may need permission from U.S. authorities to exit and re-enter the United States. Check with your local U.S. Immigration Service for assistance.



### ***International Student Identification Card***

The Office of Global Programs recommends that all students obtain an International Student Identification Card (ISIC), issued by STA Travel. The ISIC must be purchased in the United States and should be valid throughout the dates of the program.

The ISIC will allow you to enter many museums free or for reduced fees, and will often entitle you to travel discounts. If purchased in the U.S., the card also carries with it a supplemental insurance policy, which can prove to be very helpful in the event of serious injury. See the section entitled "International Travel" for details on where to obtain the ISIC. For more information about how obtain the ISIC Card, please contact the Office of Global Programs.

### ***Work Abroad and Work Permits***

It is not advised that students work while participating in a study abroad program. Study abroad programs tend to be more intense than taking on-campus courses, and students cannot participate fully in the program while working. Full-time students who plan to stay beyond the end of their program may obtain a work permit for participating countries from the Council on International Educational Exchange (CIEE) or BUNAC: [www.bunac.org/usa/](http://www.bunac.org/usa/).

## **HEALTH AND HEALTH INSURANCE**

### ***Immunizations***

Under international health regulations adopted by the World Health Organization (WHO) a country may require international certificates of vaccination against yellow fever and cholera. Typhoid vaccinations are not required for international travel, but are recommended for areas where there is risk of exposure. Smallpox vaccinations are no longer given. Check your healthcare records to ensure that your measles, mumps, rubella, polio, diphtheria, tetanus, and pertussis immunizations are up-to-date. Medication to deter malaria and other preventative measures are advisable for certain areas. No immunizations are needed to return to the United States.

Please note that some immunizations need to be started months in advance of your departure. You may contact the Mississippi Department of Health at <http://www.msdh.state.ms.us/msdhsite/static/14,1015,71.html> for more information on immunizations and areas for immunization.

### ***Health Issues and Illnesses While Abroad***

Eat and drink lightly for several days after arrival until your system has had a chance to adjust to changes in climate and food. Adjusting to a new diet often causes mild intestinal upsets or diarrhea. If you are very ill, see a doctor. You should also check on other health issues, such as whether it is safe to drink the local water, and ask your physician about preventive medication for the common illnesses that can result.

You should understand the health conditions in your host country before you leave and obtain information about appropriate precautionary measures. A couple of tips are especially important no matter where you will be traveling:

- \* If you have a medical condition that is not easily identified (diabetes, epilepsy, severe allergies), you should wear a medic alert bracelet while you are abroad. You should also inform the Study Abroad Office, traveling companions, and on-site staff so they can be prepared in case of an emergency.
- \* If you have a medical problem that could be aggravated by conditions abroad (asthma, for example), consider carefully how you will deal with the problem abroad and discuss it with your physician before you leave home.
- \* AIDS is a major concern in some locations. While studying abroad, avoid injections and blood transfusions. If an injection is required, make sure that the syringe comes directly from a sealed packaged or that it has been sterilized in boiling water for 20 minutes. Diabetics are encouraged to bring a sufficient supply of needles and syringes with a prescription or doctor's authorization. Avoid ear piercing and tattooing if AIDS is a concern in the area.
- \* Always use latex condoms if you choose to be sexually active.
- \* Health information specific to your host country will be included in your program handbook, discussed at your program orientation, and/or addressed upon arrival in your country. If you are participating in an outside program, contact your program sponsor for

health-related information specific to your host country. It may sound like there are a lot of health risks to be aware of, but do not be obsessed with your physical health! Most travelers and students overseas will not experience anything worse than a mild case of diarrhea, and just a few common sense practices can greatly keep you healthy during your overseas stay.

### ***Health Insurance***

Alcorn State University requires that all ASU students studying abroad and all non-ASU students studying on ASU programs be covered by appropriate sickness and accident insurance for the duration of the program and that they are financially responsible for all medical expenses. In most instances, payment for medical expenses abroad will have to be advanced and reimbursement sought later from the insurance carrier. Students will be asked to provide the name of their insurance carriers, along with the number and date of expiration of the policy under which they are insured.

The ASU University Student Medical Insurance Plan, administered by T.W Lord and Associates, provides coverage for ASU students studying abroad and non-ASU students studying on ASU programs. The insurance may be purchased through the University's Global Program office. Inquiries can be made by email to [info@twlord.com](mailto:info@twlord.com) or by calling (770)-427-2461 (local) or 1-800-633-2360. Student may also receive coverage from Cultural Insurance Services International (CISI) at [www.culturalinsurance.com](http://www.culturalinsurance.com). The CISI policy is also available for students on outside programs.

It is your responsibility to ensure that you have adequate insurance coverage. We recommend that students studying abroad who extend their stay abroad beyond the program length purchase coverage to cover the complete length of their time abroad. Keep in mind that the international health insurance coverage begins only when you leave the U.S. and ends immediately upon your return to the U.S. For coverage in the United States, you must purchase or maintain a separate plan. We recommend that you consider retaining your U.S. health insurance, even while overseas. This will cover you both before you leave and after you return from your program. Especially important is the coverage this provides should you have an accident or illness overseas that requires long-term care upon your return. This could be considered an uncovered, pre-existing condition if you try to purchase a health plan when you return to the U.S. Keep in mind that if you have special insurance needs, or if you plan any personal travel before, during, or after the program, you are responsible for the coverage.



Alcorn State University also discourages students from operating motor vehicles abroad, but recommends that those students who plan to operate a motor vehicle obtain liability and collision insurance that will cover him/her in the applicable foreign countries. Alcorn State University also recommends that students insure their property from loss or theft.

### ***Liability Insurance***

Students should consider purchasing liability insurance prior to departure, which will cover them for any damage to property and lost or stolen items while overseas. You family's homeowner's insurance or rental insurance may also provide coverage. Check with your current insurance provider.

## **EMERGENCIES AND SAFETY PRECAUTIONS**

### ***Emergencies***

In the event of a political, social, or natural emergency, the Office of Global Programs will be in close contact with the on-site staff of the study abroad program. Be sure to remain in contact with the on-site staff in an emergency situation. The Office of Global Programs requests a copy of each student's passport in order to register students with the appropriate U.S. Consulate or Embassy. Students on short-term, faculty-led programs will be registered as a group by the Office of Global Programs. Students studying on a semester or all year program will need to register themselves with the appropriate facility, through the Office of Global Programs which will provide assistance if requested.

The U.S. State Department's Bureau of Consular Affairs in Washington, D.C., provides assistance to Americans in emergencies. Bureau staff are in contact with their consulates and embassies overseas and can assist friends and family members with a number of different kinds of emergencies. During a crisis, the State Department will try to locate an American overseas if needed. In case of injury overseas, the Bureau of Consular Affairs can assist in sending funds to the injured American and collects any necessary health information to forward to the in-country embassy or consulate. In case of evacuation, the embassy or consulate overseas will try to establish special air flights and ground transportation to help Americans depart. If destitute, Americans can turn to a U.S. consular officer abroad for help.

The Citizen's Emergency Center will help by contacting the destitute person's family, friends, or business associates to raise private funds to destitute Americans overseas. If necessary, it

can provide small government loans to tide a destitute American over until private funds arrive. In case of the death of a participant overseas, the Bureau of Consular Affairs provides guidance on how to make arrangements for local burial or return of the remains to the United States. The U.S. State Department's Crisis Emergency Center telephone number in Washington, D.C., is (202) 647-5225. Updated recordings on State Department travel advisories are also available at this number or in the Web at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>.

### ***Safety Precautions***

When traveling, do not leave your bags or belongings unattended at any time. Security personnel in airports, bus depots, and train stations are often instructed to remove or destroy any unattended luggage. Do not agree to carry or look after packages or suitcases for anyone. Make sure no one puts anything in your luggage.

- When using local transportation, avoid traveling in old, poorly maintained vehicles. Inquire about the safety records of different bus companies. When taking a taxi, it is good advice to sit in the back seat.
- Never keep all of your documents and money in one place or in one suitcase.
- If you find yourself in uncomfortable surroundings, try to act as if you know what you are doing and where you are going.
- Use caution when traveling alone. Women especially should not walk alone at night. Try to find an escort. In some countries, it is dangerous to take a taxi alone at night for both men and women.
- Keep the on-site program coordinators informed of your whereabouts. You should let the on-site coordinators, your host family, or your roommates know where you are going and when you plan to return.
- Have sufficient funds or a credit card on hand to purchase emergency items such as an airline ticket.
- Be alert to your surroundings and the people with whom you have contact. Be wary of people who seem too friendly or overly interested in you. Be cautious when you meet new people, and do not give out your address or phone number. Be careful with information about other students or group events. Be alert to anyone who might appear to be following you, and to any unusual activity around your place of residence or classroom. Report any unusual people or activities to an on-site staff immediately.

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- Exercise good judgment about what sorts of places to go during the day and at night, and avoid being on the street at late hours more than necessary.
  - Avoid alcohol consumption in quantities that might impair judgment.
  - Don't flash money or documents in public places. Keep small bills in your pocket and use them whenever possible to pay for things. Be discreet in displaying your passport.

***Safety Precautions During Times of Political/Social Unrest or Conflict***

- In times of political or social unrest in the host country or region, or when the United States becomes party to a political conflict anywhere in the world, additional precautions are advisable.
- Keep in touch with the current political situations by reading the newspaper and listening daily to the television or radio. In the event of an emergency, advisories may be made to the general public through the media. In case of an emergency, remain in contact with the on-site staff.
- Make sure that you are registered with the closest U.S. Embassy or Consulate. Registration information is available at the U.S. Embassy Web site.
- When in large cities and other popular tourist destinations, limit visits to places frequented by Americans: bars, discos, and fast food restaurants associated with the U.S., branches of U.S. banks, American churches, U.S. business and offices, U.S. consulates or embassies.
- Keep away from areas known to have large concentrations of residents aligned with interests unfriendly to the United States and its allies. Always consult with the on-site officials before undertaking travel to neighboring cities or popular tourist destinations.
- Be as inconspicuous in dress and demeanor as possible. Wear moderate colors and conservative clothing. Avoid American logos on your belongings and clothing. Avoid large, loud groups.
- Keep away from political demonstrations particularly those directed toward the United States. If you see a situation developing, resist the temptation to satisfy your curiosity and investigate what is happening. Walk the other way.
- Do not agree to newspaper or other media interviews regarding political conflicts. It is important to remain as inconspicuous as possible. Do not make reference to your program group. In such cases, always say "no comment" and hang up or walk the other way.

### ***Health and Safety Guidelines***

Because the health and safety of study abroad participants are the primary concern for all study abroad providers, the following guidelines have been developed by NAFSA: The Association of International Educators to provide practical guidance to participants. Although no set of guidelines can guarantee the health and safety needs of each person studying abroad, these guidelines address issues that merit attention and thoughtful judgment.

All participants should:

- Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
- Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).
- Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.
- Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.
- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.
- Accept responsibility for their own decisions and actions and obey host-country laws.
- Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.

- Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
- Follow the program policies for keeping program staff informed of their whereabouts and well being.
- Become familiar with the procedures for obtaining emergency health and legal system services in the host county.

In case of an emergency during regular business office hours, contact (601) 877-6533, (601) 877-6543 or (601) 877-6530.

### **FINANCIAL AID AND SCHOLARSHIPS**

A number of scholarships are available for study abroad. Many scholarships for study abroad have EARLY deadlines (some require applications to be submitted more than a year in advance), so it is important to start gathering information as soon as possible. In addition some private scholarships may be applied toward the cost of studying abroad. Visit the Office of Global Programs, or contact your program sponsor for additional information. You may also visit our website <http://asuogp.info/scholarships>. The web is a great source for finding scholarship information:

- <https://www.studyabroad.com/resources/federal-financial-aid-options-study-abroad>
- [www.finaid.org](http://www.finaid.org)
- <https://www.fastweb.com/>

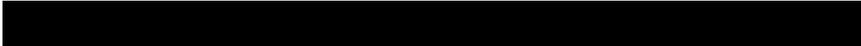
### ***Course Approvals***

All courses taken while abroad on a ASU-administered or ASU-approved program must be approved by the appropriate academic department at ASU before academic credit will be granted by the University Registrar.

Otherwise, when studying abroad, no overloads and no under loads are permitted.

Students on ASU-approved programs must take their program's normal full course load to receive credit at ASU.

If a student is unsure about the number of credits he or she may transfer, or about what constitutes a normal “full load” or mandated full load for his/her program, he/she should consult the Director for Study Abroad or a study abroad advisor in ASU's Office of Global Program.



### ***Pass/Fail Option***

Alcorn State University does not allow students, including those visiting from other institutions, to take courses on a pass/fail basis while studying abroad. All courses must be taken for a grade basis while studying abroad. All courses must be taken for a grade to receive academic credit at ASU.

### ***Withdrawal***

Students withdrawing from any program after they have been placed on Study Abroad Agreement should immediately inform the Office of Global Programs in writing of his or her withdrawal. Please use the Notification of Withdrawal or Termination of Study Abroad form. Students are responsible for communicating with program counselors at the study abroad site to make arrangements to return to the U.S. in a timely manner. In addition, students withdrawing from study abroad programs should make arrangements to return to ASU the following semester and should consult the Office of Academic Affairs as soon as possible.

A student withdrawing from a non-ASU program should consult the program's refund policy. Students, withdrawing once a program has begun, will most likely face refund penalties from the sponsoring institution. In addition, depending on the starting dates of the program, the student may experience difficulty returning to his or her home institution in the United States for study during the same semester. Financial aid recipients considering withdrawal after the start of a study abroad program and after the start of classes on his or her home campus should discuss the situation with the issuing financial aid office prior to making a final decision. A student's ability to earn credit may also be jeopardized by early withdrawal.

## **STUDY ABROAD POLICIES**

Policies set forth by Alcorn State University and the Office of Global Programs guide the administration, planning, and program development of all Study Abroad activities. These policies and guidelines were established primarily for the protection and safety of our study abroad participants. For these reasons the Office of Global Programs expects study abroad participants to read, understand, and adhere to the policies outlined in this handbook.

## **Policy Title: Study Abroad Eligibility Requirements**

### **Policy:**

Students who are planning to study abroad for credits must meet the following requirements:

1. Be enrolled full time at Alcorn State University (ASU) the semester preceding study abroad and during the semester of study abroad.
2. Have a cumulative Grade Point Average (GPA) of no less than 2.5 on all previous college work. Students who are on academic probation will not be allowed to participate in study abroad until they have completed at least one semester following the lifting of the probation and have a cumulative GPA of 2.5 or higher.
3. Students who are on disciplinary probation at Alcorn State University will not be permitted to study abroad while the probation is in effect. Students who have been dismissed for any disciplinary reason must complete at least one semester at ASU with no further infractions before being eligible for study abroad.
4. Students will not be permitted to study abroad in the first semester of the freshman year, the first semester of transfer to Alcorn State University nor the last semester of the senior year.
5. The students must complete all applications, have their courses approved, and their study abroad consortium agreement approved by all the relevant campus departments/offices listed, before the deadline.
6. All students planning to study abroad must begin the process of study abroad advising early in the semester preceding the semester of planned study abroad. For example, the students planning to study abroad in the spring semester, should contact Global Programs in early September to begin the advising process.
7. All students who are travelling abroad are required to sign a waiver before departure; the parents of students under the age of 18 years old are required to sign the waiver as well.
8. All students who have been admitted into a study abroad are required to attend study abroad orientation in the Office of Global Programs before leaving campus at the end of the semester preceding the semester of study abroad.



**Policy Title: Required Consortium Agreement for Students who are planning to Study Abroad**

**Scope of Policy:**

This policy applies to all Alcorn State University students (domestic students and international students) who are preparing to study abroad, while enrolled as full-time students.

**Policy Statement:**

All students who plan to study abroad must attend study abroad advisement in the Office of Global Programs (OGP) within the first month of the semester preceding the semester when they want to study overseas. This requirement is necessary to ensure valid course selection with the student's departmental advisor for curriculum integration, appropriate placement into the appropriate host university abroad, and the timely approval of the study abroad consortium agreement and preparation of the required travel documents.

1. Go to the Website of the Office of Global Programs.
2. Search through the link of ASU-Affiliated study abroad providers for courses in your major (discipline).
3. Select courses.
4. Meet with study abroad advisor in the Office of Global Programs to verify/ confirm classes, and to fill out the required Title IV study abroad consortium agreement.
5. Meet with the academic advisor to seek approval of the courses selected for study abroad.
6. Obtain signature on the consortium agreement from the departmental academic advisor, the chair of the student's department, the dean of the student's school, the University Registrar, the Provost/Vice President of Academic Affairs, the Director of Financial Aid, the Bursar, the Vice President of Business Affairs and the Vice President of Student Affairs.
7. It is the student's responsibility to obtain all signatures on the ASU campus and return the signed copy of the consortium agreement to the Office of Global Programs; OGP will obtain the required signatures from the university abroad.

  
**Policy Title: Required Course Load for Study Abroad****Scope of Policy:**

This policy applies to all Alcorn State University (ASU) students (domestic students and international students).

**Policy Statement:**

Students who are studying abroad are required to maintain full-time status. They are expected to enroll at Alcorn State University in all GP courses that are listed on the study abroad consortium agreement.

**Procedures:**

Students should register in the designated GP courses at Alcorn State University, as well as the assigned classes at the host university abroad. The students should enroll as soon as the consortium agreement has received approval at all levels at ASU. The number of GP courses taken at ASU should be the same as the number of courses taken abroad.

If the student drops a course at the host university while overseas, the student also has to drop the corresponding GP course taken at Alcorn State University, the total number of credits taken should add to no less than full-time status.

**Policy Title: Study Abroad Program Costs and Fees****Scope of Policy:**

This policy applies to all Alcorn State University students (domestic students and international students) who are preparing to study abroad, while enrolled as full-time students.

**Policy Statement:**

The students will use their financial aid resources to study abroad. However, students and their sponsors will be responsible for any costs or fees that are above and beyond the students' scholarships, grants, loans, and other own financial resources.

**Procedures:**

Students are advised to meet with an advisor in the Office of Global Programs early in the application process to develop a budget applicable to their selected study abroad program. Moreover, they should have a meeting with their financial aid counselor to determine if they have adequate financial resources for the proposed study abroad program and destination. All students who are the recipient of the Pell grant or who are Pell-eligible are urged to apply for the Benjamin Gil-

man scholarship before the deadline in the semester preceding study abroad.

### **Other Procedures:**

Consult with the Office of Global Programs staff to ensure that these requirements are met.

Students are expected to:

- \* Be responsible for all information contained in Office of Global Programs materials.
- \* Attend all orientation meetings and appointments.
- \* Inform the abroad program director and Office of Global Programs when you undertake any extended travel during the program.
- \* Pay all fees and personal expenses incurred while studying abroad.
- \* Arrange for and complete all academic work within the allotted time abroad.
- \* Participate in travel, sightseeing, and individual contact with citizens of the host country without allowing these activities to interfere with the successful completion of the academic programs.
- \* Respect the reasonable wishes of their hosts when living in a private home.
- \* Obey laws, police regulations, and practices of the host country. Diplomatic representatives and U.S. laws will be able to offer little or no help to a student arrested and/or convicted of drug-related or other crimes.
- \* Arrive and depart at the prearranged program accommodations per specified dates and times.

### ***Behavior and Program Participation***

As a participant in an ASU-approved or -administered study abroad program, each student is a representative of Alcorn State University and the United States and should behave in a manner that reflects favorably on both. In addition to regular classes, the program may include planned lectures and field trips germane to the educational experience. All students are expected to participate willingly in such activities in addition to attending the regular classes. Alcorn State University gives discretion to the sponsoring institution to discipline a student or dismiss him or her from the program for behavior detrimental to the program and the student. A dismissed student will receive no refund. Students are expected to adhere to the all Alcorn State University applicable rules and regulations while abroad.

### ***Student Conduct and Disciplinary Procedure, General***

Before departure, students studying abroad will have to sign the Conditions of Participation Form, acknowledging their understanding of Office of Global Programs policies governing study abroad. A student participating in an Alcorn study abroad program assumes a dual status as an Alcorn student and a student of the host institution and/or host country. Alcorn students abroad are subject to, and should be familiar with, Alcorn student conduct policies as well as the laws of their host country and the academic and disciplinary regulations of the host institution or residential housing program. Students should note that the Office of Global

Programs policies for students studying abroad are stricter than Alcorn campus disciplinary policies because of the broader consequences of student conduct when abroad. For example, student conduct may affect Alcorn's relations with the host institution and local community or arouse anti-American sentiments.

- \* Don't go out alone at night. Even when you're with friends, stick to well-lit streets where there are a lot of people.
- \* The most important factor in your safety abroad is likely to be your behavior. It's wise to do the following:
- \* Be aware of your surroundings at all times. Don't wander through unfamiliar areas alone, and always remain alert.
- \* Don't go out alone at night. Even when you're with friends, stick to well-lit streets where there are a lot of people.
- \* Don't flash jewelry, expensive cameras, or electronic equipment.
- \* Use caution when walking or jogging. Remember that in some countries, drivers use the left side of the road. In certain areas, drivers may not expect anyone to be running along the road.
- \* When crossing streets, keep in mind that pedestrians may not be given the right of way.
- \* Be careful with alcohol. If you drink, make sure it is only with people you know and trust, and designate one person to remain sober. As in the United States, never drink and drive. (Drunk driving laws abroad are sometimes much more severe than those in the United States.)
- \* Don't attract attention to yourself with provocative or expensive clothing or boisterous conversation in public. Observe local students' behavior, and try to mimic it.
- \* Use only official taxis. Unless meters are used, agree on the fare before you get in.
- \* Before you travel from your program site, find out what methods of transportation are safest and whether any roads should be avoid-

ed.

- \* Read the local papers to find out where high crime areas are and whether civil unrest is brewing.
- \* Stay away from demonstrations or any kind of civil disturbances. Even innocent bystanders can be hurt or arrested.
- \* Protect your passport. Keep it with you, in a front pocket or your purse. Be careful when displaying it.
- \* In general, avoid being engulfed in a crowd. This is the preferred environment of pickpockets.
- \* Accidents can happen anywhere. If driving, know what local traffic laws are and follow them. Always use a seat-belt. Make sure you understand local road signs and signals.
- \* Remain alert when walking. Before crossing streets, remember to look both ways; in some countries, traffic will be coming from the opposite direction from what you would expect.

### ***Think First***

- \* A number of countries, including the Bahamas, the Dominican Republic, Jamaica, Mexico, and the Philippines, have enacted more stringent drug laws that impose mandatory jail sentences for persons convicted of possessing even small amounts of marijuana or cocaine for personal use.
- \* Once you leave the United States, you are not covered by U.S. laws and constitutional rights.
- \* Bail is not granted in many countries when drugs are involved.
- \* The burden of proof in many countries is on the accused to prove his/her innocence.
- \* In some countries, evidence obtained illegally by local authorities may be admissible in court.
- \* Few countries offer drug offenders jury trials or even require the prisoner's presence at his/her trial.
- \* Many countries have mandatory prison sentences of seven years or life, without the possibility of parole, for drug violations.

### ***Remember!!***

- \* If someone offers you a free trip and some quick and easy money just for bringing back a suitcase...**Say No!**
- \* Don't carry a package for anyone, no matter how small it might seem.
- \* The police and customs officials have a right to search your luggage for drugs. If they find drugs in your suitcase, you will suffer the consequences.
- \* You could go to jail for years and years with no possibility of pa-

role, early release, or transfer back to the U.S.

- \* Don't make a jail sentence part of your trip abroad.

The Department of State's Bureau of Consular Affairs Office of Overseas Citizens Services provides emergency services pertaining to the protection of Americans arrested or detained abroad, the search for the U.S. citizens overseas, the transmission of emergency messages to those citizens or their next of kin in the United States, and other emergency and non emergency services. Contact the Office of Overseas Citizens Services from Monday through Friday, 8:15 a.m. to 10 p.m. at (888) 407-4747 or (202) 501-4444.

### **OTHER TIPS**

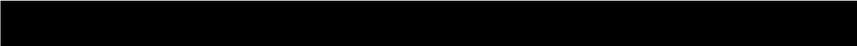
**Buying and Using the National Currency.** To live in a foreign country, you will need to learn how to use a new currency. Start by learning the exchange rate between US dollars and the local currency before you leave home. Then try to think in the local currency. Prior to departure, you can find out what the latest exchange rate is in your host country and other countries you plan to visit by contacting <https://www.xe.com/currencyconverter/> or any of many currency exchange websites. Remember that there will be daily fluctuations.

US dollars can be exchanged abroad for the local currency at banks and exchange bureaus. Exchange rates vary slightly or significantly, from place to place and over time. In Europe, you can get acceptable exchange rates at railroad stations, and in some Asian countries, hotels may offer the best rate. Shop around for the best rate in your area. Don't be tempted by people who offer to exchange money on the street, or "black market." This is illegal in most countries.

If the US dollar is strong, you can save money by exchanging all your money at once. As you near the end of your time abroad, remember to exchange only as much money as you'll need. In some countries, hard currency restrictions limit the amount of foreign currency that can be changed back into US dollars, particularly if the original exchange receipts have been misplaced. Exchange enough money at the airport exchange bureau to get you through the first few days. The exchange rate may be less advantageous than at a bank, but the convenience is well worth it.

### **ATMs Abroad**

Automated teller machines (ATMs) are available in an ever-growing number of locations throughout the world, especially throughout



Western Europe, connecting US ATMs with those abroad. If your bank is part of an international network (check on this in advance) you can use your ATM card to obtain cash in the local currency from your bank account in the United States. Generally, the exchange rate is favorable because it's the same one the banks get when exchanging money.

In order to use ATMs abroad, your PIN code must be no longer than four digits. Be sure to memorize the numbers as well as the letters - some ATMs abroad have number pads without letters. Ask your bank for a worldwide directory of its ATMs. If your ATM card is part of the Cirrus network, you can find the location of these ATMs abroad by calling 1-800-424-7787. You can also get information on whether your host country has ATMs on your network by contacting: <https://www.mastercard.us/en-us.html> or <https://usa.visa.com/>.

**Traveler's Checks:** Traveler's checks are the safest way to carry money abroad. If they are lost or stolen, they can be replaced. Make sure you record the check numbers, and keep them separate from the checks. You can purchase traveler's checks in US dollars, which are accepted in many countries worldwide. Traveler's checks are also available in other major currencies, such as Eurodollars, German Marks and Japanese Yen. Most banks and many travel agencies sell traveler's checks; they generally cost about one percent of the total amount you buy.

**Money in an Emergency:** If you run out of money or an emergency comes up while you're abroad, there are several options for getting money from home.

**Wiring Money:** Cash or traveler's checks can be wired to you through companies such as Western Union or an American Express office (located in major cities). This service is fast but expensive.

**Postal Money Orders:** A family member or friend can buy a money order from a US post office and send it to you. You'll be paid the amount of the money order at your local post office. Postal money orders have the advantage of being inexpensive, but the disadvantage of being slow: they take as long to get to you as an airmail letter.

**Credit Cards:** Credit cards are good for emergencies or major travel expenses. They also offer good rates of exchange. Before you go, find out what privileges cardholders with your credit card have when

abroad.

**Personal Checks:** Some study abroad programs have an arrangement with a local bank to cash their students' checks. If yours does not, you are unlikely to be able to cash checks abroad. The exception is if you establish a bank account abroad, which may be a good idea if your program is for an academic or calendar year. In addition, some credit cards offer check-cashing privileges. At American Express offices abroad, for example, you can cash a US check for up to \$1,000 if you are an American Express cardholder.

**Lost or Stolen Money:** Record the toll-free service numbers for your credit card company, bank, and the company that issued your traveler's checks. If you lose any of them, or they are stolen, you can immediately contact the issuing company for instructions on how to get them replaced. Choose a credit card company that has offices in your host country, so you can get a replacement locally if necessary.

To keep your money as safe as possible, take the following precautions: Exchange money only in banks or other authorized exchange bureaus. Never exchange it on the black market. Carry only as much money as you need for a day. Use the same precautions when using ATMs (automated teller machines) as you would at home. The safest units to use are those inside banks or other buildings. Don't leave your purse unattended, even for a moment. Tuck it firmly under your arm; if it has a long strap, wear it across your chest rather than let it dangle off your shoulder. In some areas, a waist pouch or money belt may be the safest way to carry money, especially if it is worn under your clothing.

**Keeping in Touch:** Communicating with people at home during your stay abroad can help put your parents' minds at ease. Staying in touch will also give you an opportunity to fill in your friends about what you're experiencing, keeping you connected to familiar circumstances and giving you a chance to begin telling your story.

**Independent Travel:** Visiting other areas of your host country and surrounding countries can help you understand other cultures. It's also just plain fun. But remember that permission from your college and parents for you to live and learn overseas, and the financial backing for this sojourn, was based on the assumption that course work taken as part of your US degree studies is your central purpose. Travel away from your program site should be reserved for occasional weekend getaways, longer trips during program breaks, or extensive travel after your program ends. Such travel doesn't have to be a budget-



buster if you do some advance planning for getting where you want to go and finding lodging while there. Most returned students say that getting to know one region really well is much more worthwhile than the superficial tourism that results from trying to see too many places in too short a period of time. You are young, and you are likely to be back, so it is best to resist temptations to race all over, merely accumulating fleeting glimpses and souvenirs to show off when you get back home.

**Before You Return Home:** Before you pack your bags, there are a few steps you need to take to make sure your return to the United States and your home campus goes smoothly.

**Staying in Touch with Your New Friends:** Get the addresses, phone and fax numbers, and e-mail addresses of people you want to keep in touch with. Maintaining friendships made abroad will ease your transition to life in the United States. And if you plan to return to your host country for graduate study or to work, you will want to be able to contact the people you know there.

**Requesting a Transcript:** Before you depart, make sure your transcript will be sent to your home university registrar. If the school you attended doesn't issue transcripts, request an official report listing the courses you took, your record of attendance, and an evaluation of your work.

# Alcorn State University Global Programs Study Abroad Release Form and Parental Consent

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_  
Alcorn State University offers its students the opportunity to participate in

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*(Program Name, Location, Dates, etc.)*

Every safety precaution will be taken by the host institution in the implementation of study abroad for Alcorn students. However, Alcorn State University and its affiliate institutions cannot eliminate all risks, though the likelihood of these events is minimal.

**YOU MUST READ, SIGN AND RETURN THIS FORM BEFORE PARTICIPATION IN THE PROGRAM. STUDENTS WHO FAIL TO RETURN THIS FORM WILL NOT BE ALLOWED TO PARTICIPATE.**

- I understand that there are certain risks associated with travel to residence in a foreign country and that the university, its agents and employees cannot control these risks.
- I understand that these risks may include, but not be limited to, exposure to health and safety hazards such as: transportation accidents, storms, floods, earthquakes, and other natural disasters and weather conditions, political unrest, armed insurrections and terrorist activities.
- I have received and understand the program itinerary.
- I understand that the university does not represent or act as an agent for, is not responsible for and cannot control the acts or omission of any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods and services involved in the program.
- I understand and hereby acknowledge that I assume all risks incurred by my participation in the program.
- I understand that I am responsible for my medical or medication needs and further agree that if I become incapacitated, the university, through its agents and employees, may take whatever action is deemed necessary with respect to my health and safety. I authorize the university, its agents and employees, to place me at their discretion and without my further consent, in a hospital or in the care of a medical professional for medical services and treat-

ment. I understand that I am required to have an insurance policy that covers risks associated with travel abroad, such as medical evacuation a repatriation, during the period of the program and I take full responsibility for knowledge of limitations of my insurance coverage pertaining to travel abroad. I agree that I will be fully responsible for any and all expenses associated with or in any way related to my health and safety.

- I agree that the university is not responsible for my welfare during periods of independent travel or absence or separation from the program.
- I understand that each foreign country has its own laws and standards of acceptable conduct including dress, manners, morals, politics and behavior. I will become informed of and will abide by all such laws and standards of behavior.
- I understand and agree to comply with the university's rules, standards and instructions for behavior. I understand that the university and its agents may terminate my participation in the program for failure to maintain these standards with the interest and welfare of the other students or host institutions. If I am expelled from the program, I agree that I will return home at my own expense and acknowledge that I will not receive any refund of program fees and expenses.
- I understand that should I encounter any personal legal problems, the university is not responsible for providing any assistance in such circumstances.
- In consideration of being allowed to participate in the program, I hereby release the university, its trustees, officers, agents and employees from any and all losses to person or property, claims, damages, demands, and actions arising out of or in any way connected with the Program and my participation therein.

I have read the foregoing before affixing my signature below, and warrant that I fully understand the contents thereof.

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<b>Student Signature</b>	<b>Date</b>
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**If a student is under the age of 18, parental consent is required**

The undersigned parent or legal guardian of the above-named student, hereby consent to the participation of the student in the program and acknowledges understanding and agreement with the foregoing statements.

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<b>Parent/Legal Guardian Signature</b>	<b>Date</b>
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