

International Programs  
Participant Guide 2009-2010

# Québec, Canada

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**CSU** **The California State University**  
OFFICE OF INTERNATIONAL PROGRAMS

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This *Participant Guide* is designed to assist you with your preparation for your year abroad. We encourage you to share this information with your family and friends so that they can share in your experience. It is available online at [www.calstate.edu/ip](http://www.calstate.edu/ip) (Admitted Students). The *Guide* is revised annually and we welcome your suggestions.

Leo Van Cleve, Director

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# Table of Contents

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<b>Student Policies and Procedures</b>	
Your Acceptance to International Programs (IP) .....	7
Being an IP Participant .....	7
The Systemwide Office of International Programs .....	7
Information for Participants .....	8
Deadlines .....	8
Change of Address .....	8
Registration .....	8
Nonresident Students .....	8
Transfer Students .....	8
Payment of CSU Fees .....	8
Extracurricular Activities .....	9
Housing & Meals .....	9
Changing Housing .....	9
Withdrawals .....	9
Refunds .....	10
Renewal Students .....	10
Students with Dependents .....	10
Student Conduct .....	10
CSU International Programs Alcohol Policy .....	12
CSU International Programs Statement on Sexual Harassment .....	12
Intercultural Gender Relations .....	13
Privacy of Student Information .....	13
Nondiscrimination Policy .....	13
<b>Preparing For Your Year</b>	
Passports .....	15
Visas .....	15
The Visa Application Process: Your Responsibility .....	16
Non-US Citizens .....	16
Transportation .....	17
Photographs .....	17
International Student Identity Card (ISIC) .....	17
Packing .....	17
Electrical Appliances .....	18
<b>The Quebec Program</b>	
Arrival .....	19
Orientation .....	19
Registering for Classes .....	19
Housing .....	19
Special Events/Planned Activities .....	20
Computer/Internet Access .....	20
Telephones .....	20
Money Matters & Banking .....	20
Climate .....	20
Vacation Travel .....	20
Calendar .....	21
Mailing Address in Québec .....	21
Host University Health Insurance .....	21
Health Care Facilities .....	21
Work .....	21
Registering at the US Embassy .....	21
<b>Academic Arrangements</b>	
Introduction .....	23
Academic Planning .....	23
Availability of Courses Overseas .....	23
Courses Crediting .....	24
While You Are Abroad .....	25
Academic Reporting .....	25
Assessment and Grading Systems .....	26
Academic Policies .....	26
Frequently Asked Questions .....	29
<b>Finances</b>	
Financial Planning .....	31
Explanation of Cost Estimates .....	31
The State of California Keeps Costs Down by Contributing toward the Program Costs .....	32
Changes to Program Cost .....	32
Financial Data Form .....	32
W-9S .....	32
Payment .....	33
Financial Aid - Procedures .....	33
Financial Aid - Disbursement .....	33
When Can You Expect Your Financial Aid .....	34
IP Emergency Loans .....	34
Certification of Enrollment .....	34
<b>Health and Safety Abroad</b>	
Health & Medical Issues .....	35
Health Conditions Overseas .....	36
Health Insurance .....	36
Pre-Existing Conditions .....	37
Adjustment & Personal Safety .....	37
Final Note .....	37
Consular Information Sheet .....	39
<b>Agreement</b>	
Nondiscrimination Policy .....	45
Privacy Rights of Students in Education Records .....	46
Student's Copy .....	47
Program Cost Estimate .....	51
Withdrawals & Refunds .....	52
Overseas Centers Address List .....	53

# Introduction

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## **The Participant Guide**

Congratulations on your acceptance to the California State University International Program in Canada. It will be an exciting and challenging year. We are pleased that you will be joining a unique group of CSU students and wish you the best for your time abroad.

This *Participant Guide* is designed to help you deal with the various requirements for participation in IP. Read the information that follows in the various sections. You should also take this with you when you go abroad. We know that there are a lot of facts to absorb and a lot of things you have to do. Bear in mind, however, that you are going to be spending an academic year at a different university in a different region of the world—assuredly, a very complex undertaking. We will try to make it as easy as possible, but it will still require considerable effort on your part.

Undoubtedly, you have a lot of questions and as you go through the process of preparation you will have more. In addition to this booklet there will be a Regional Orientation that we strongly urge you to attend. By now you should have received "Online packet #1," which includes forms you will need to complete and return. If there are additional materials for you, we may send you additional online packets. Please be sure that OIP always has your current e-mail address and please check your e-mail regularly between now and departure for any messages we may send.

Although this *Guide* is revised and updated each year, it is based on the advice, insight and experience of thousands of students who have studied abroad on IP. Your own experience will be a personal and independent one. Studying and learning in an unfamiliar educational system, exploring the neighborhoods, learning your way around, finding your own place to meet and socialize—these will be part of your discovery of Canada, and we wish you all the best. One of the most common pieces of advice from returning students is to keep an open mind. Be flexible and use diplomacy and humor to gain a better understanding of your new surroundings.

## **The CSU International Programs: An Overview**

The International Programs (IP) was established by the CSU Board of Trustees in 1963 as the systemwide study abroad unit of The California State University. Under the direction of the Office of International Programs (OIP), students are offered an opportunity to enroll simultaneously in one of the CSU campuses—where they earn academic credit and maintain campus residency—and in a host university or a special study program center abroad for a full academic year of study.

IP's primary objective is to enable participants to gain firsthand knowledge and understanding of other areas of the world through a year of academic study. Students have the opportunity to increase their communication skills through participation in the language and culture of other countries.

Some overseas study centers have a Resident Director charged with the academic, administrative and advisory aspects of the program. Resident Directors are faculty members in the CSU. Other centers have either a Resident Coordinator who performs the functions of a resident director but is not a CSU faculty member, still others are administered by a responsible officer of the host institution.

Eligibility is limited to students who have achieved an overall grade-point average (GPA) in all college work of 2.75 at the time of their application to the program (except for Australia, Canada (McGill), Chile, China, Ghana, Israel, Japan, New Zealand, South Africa, Taiwan, the United Kingdom and specified programs where the minimum GPA is 3.0); who will have upper division or graduate standing during their year of study abroad (except for special learn language programs which are open to sophomores); who show ability to adapt to a new environment; who are, where required, sufficiently competent in the language of instruction at the foreign university; and who meet course preparation requirements where applicable. Selection is made by a faculty committee on the student's home campus and by a statewide faculty committee. Since more students apply than can be selected, selection is on a competitive basis.

Students assume costs for predeparture processing, insurance, transportation, housing and meals, the State University Fee, tuition on the home campus for nonresident students, personal incidental expenses and vacation travel costs. OIP collects and administers funds for those items that must be arranged or can be negotiated more effectively by a central office, e.g., the State University Fee (and nonresident tuition, where applicable), processing costs, insurance, and even housing in some centers. Students accepted by IP may apply for most types of financial aid available at their home campuses.

IP is supported by State funds to the same extent that such funds would have been expended had the students remained at their home campuses in California rather than going overseas.

IP has a faculty advisory body called the Academic Council on International Programs. It is composed of a faculty representative from each CSU campus. Representatives are appointed by their local Academic Senates and are eligible to serve two terms of three years. Four former IP participants are also appointed annually to full membership on the Academic Council.



# Student Policies and Procedures

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## Your Acceptance to International Programs (IP)

The first thing we will need to know is whether you still plan to participate in IP. If you do, please sign and return the Agreement form by **May 15**. A copy for your records is included in the "Agreement" section of this *Guide*. If you do not plan to participate, please inform us in writing as soon as possible, so that an alternate participant may have the opportunity to take your place.

Alternate participants are selected for some programs when the number of qualified students exceeds the places available overseas. Alternates take the place of regular participants who withdraw before departure. If you were selected as an alternate, you must complete all requirements and make all payments just as if you were a regular participant. Based on previous experience, alternates have a good chance of ultimately becoming regular participants. You will be informed immediately when your status changes to that of regular participant.

## Being an IP Participant

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Being part of an established program, such as IP, involves commitments on the part of the participants as well as on the part of the program. At times, you will be expected to behave as a member of a group, such as at the on-site orientation and in other program activities. There are rules and regulations that you will be required to comply with as a program member that students who go abroad independently may not have to consider. While IP students generally have a great deal of independence while overseas, it is the case that your actions may affect your group or future groups of IP students. Thus, it is important to develop a sense of responsibility toward the program as well as your fellow IP participants.

## The Systemwide Office of International Programs

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Now that you have been selected for IP, you have become part of a statewide program. The details of your year overseas will be handled by the systemwide Office of International Programs (OIP) rather than by your individual CSU campus. **From now on, all questions about your participation in the program should be addressed to OIP.**

When making inquiries, we ask that you and not your parents contact us. Having supportive parents contributes to your success overseas; however, when it comes to the details of your participation, you must handle your affairs firsthand.

We are located in downtown Long Beach at the CSU Office of the Chancellor, not on the CSU, Long Beach campus as many assume. Our address is:

CSU International Programs  
401 Golden Shore, Sixth Floor  
Long Beach, California 90802-4210

Our telephone number is: (562) 951-4790. Please note that we are unable to accept collect calls from students.

### OIP Staff:

Mr. Leo Van Cleve, Director  
Ms. Jolene Colman, Department Secretary  
Ms. Jan Terborg, Campus Relations Administrator  
Ms. Sharon Okashima, Assistant Director, Finance  
Ms. Joyce Cury, Student Funds/Scholarship Coordinator  
Ms. Dana Rosón, Assistant Director, Student Services  
Ms. Jeanine Beu, Student Services Assistant  
Ms. Danielle Pattee, Student Affairs Assistant  
Ms. Renata Bouwmeester, Assistant Director, Academic Services  
Ms. Laura McCrary, Academic Services Assistant

Since IP participants come from all over the state, we will be communicating with you mostly in writing or by telephone. When calling or writing OIP, please make sure you indicate your CSU campus and overseas center so that we can identify you easily. Please also read your e-mail on a regular basis and inform us whenever your change your e-mail address. Please feel free to contact us if you have questions about any aspect of your preparation for studying overseas.

While you are overseas, financial, academic, or other issues at your home campus may arise. In most cases, it is not in your best interest to contact your campus directly. It is often much simpler for us to solve such problems as we are aware of your special status as an IP student. You should write to OIP through your Resident Director, Resident Coordinator, or host university contact. As those individuals are in close communication with OIP, we can contact the campus on your behalf.

## Information for Participants

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All participants receive the following:

**The Participant Guide** - Outlines requirements, policies and procedures regarding various aspects of your upcoming year, and gives advice on personal preparation.

- **The IP Bulletin (included in this Guide)** - Describes the academic program and lists course offerings, or provides Internet links containing course descriptions. You will need this information in order to complete Academic Advisement form with a faculty advisor.
- **Student Experience Report (included in this Guide)** Input from the current year participants at your center provides helpful information about the year overseas from the student perspective.

**Online Packet #1** - Includes the forms necessary for your participation in IP. Before completing the forms, be sure to look over the relevant sections of this *Guide*.

## Deadlines

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- To make sure that all processing is completed in time, there are deadlines that have to be met. To help you identify these due dates, a pointing hand symbol ☞ appears each time a due date is mentioned. You should mail all items to arrive by the dates indicated.
- In the front of this *Guide* there is a list of the due dates; failure to do so may jeopardize your participation in IP.
- If you have a problem completing a requirement, making a payment, or submitting any form on time, please call us for advice before the deadline. **It is not necessary to send materials and payments to OIP by overnight mail.**

## Change of Address

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Address • Telephone number  
Cell phone number • Email address

**It is your responsibility to notify us if your contact information changes.**

It is very important that we always have up-to-date contact information on file for you. **It is your responsibility to let us know if this information changes.** Check the envelope this mailing came in to see that we have accurately recorded your name and current mailing address.

Anytime there is a change in your address, telephone number, cell phone number, or email address between now and departure, please send us a Change of Address/Contact Information form. This form is included in Packet #1 online.

## Registration

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Do not register for classes at your home CSU campus while you are studying abroad. OIP arranges for you to be concurrently enrolled at your overseas study center and at your home campus.

**Home campus registration for the term you return is once again your responsibility.** Check your CSU campus' website for information on registration for that term. You may need to contact the campus to make sure that they have you as a continuing student as well as a current address.

## Nonresident Students

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IP is designed to provide CSU students the opportunity for an in-depth intercultural experience within a structured academic program. Participants are selected without regard to national origin, citizenship, or residence status. In a competitive situation, however, priority is normally given to those applicants who have not had extensive intercultural experience.

Resident aliens are advised to check with the US immigration officials on the possible effects of residence outside the US. Visa students must check with both their home country consular offices and the consular officers of their IP country to determine if any restrictions exist that might preclude participation. Students who are, or have been, citizens of their IP country may have additional restrictions or requirements placed on their admission by the host government and/or university. As an example, German universities require German citizens to possess the *Abitur* to qualify for admission. In all these cases, OIP needs to be informed.

Nonresident US citizens who are otherwise eligible to participate may apply to IP. Such students are subject to nonresident tuition charges.

## Transfer Students

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**If you are a transfer student** (entering a CSU campus for the term you are going abroad), you must provide OIP with two items: **a copy of your letter of admission** to the CSU campus, and **an updated transcript** from your former college/university. These items must be sent to OIP no later than ☞ **July 1.**

## Payment of CSU Fees

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Do not pay fees to your home CSU campus during the year you are participating in IP. Instead, you will make program payments to OIP. Nonresident students are required to pay the nonresident tuition charges to OIP as well.

## Extracurricular Activities

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Opportunities to participate in extracurricular activities are normally available at the overseas centers. Weekend trips, field trips or tours may be sponsored by student organizations or by the host university. Opportunities for individual or team sports may be available. Some of these activities are arranged under the auspices of the host university, and others may be available in the community. Cultural norms tend to determine the type and variety of athletic facilities, and few foreign campuses offer the athletic facilities and opportunities to be found on the typical CSU campus.

To some, international education is synonymous with travel. IP students are encouraged to avail themselves of the many opportunities they will encounter for recreational and educational travel abroad during and after their year of study. IP does not, however, give academic credit for travel, and such travel must not interfere with academic responsibilities. Recreational travel must be carried out during vacation and holiday time and not during class time. Students have the opportunity for extended travel at the end of the academic year. Costs for such travel are not included in the prepaid fees or cost estimates.

Hitchhiking is a dangerous practice and all IP students are strongly encouraged to avoid it.

Students are expected to maintain regular attendance in classes and to remain at the study center during the academic terms. During any absence from the study center, students should provide the Resident Director or host institution staff with details of their itineraries so that, if emergencies arise, the student can be contacted.

## Housing & Meals

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When housing and/or meal arrangements are made on a group basis by OIP, these must be used by participants. Request for exceptions to this requirement must be submitted in writing by **May 15**, and are reviewed by OIP on an individual basis. Married students and students with accompanying dependents may be required to make their own housing and meal arrangements even in cases where the program provides housing for single students. At study centers where students make individual housing decisions, they are individually responsible for fulfilling the financial and legal aspects of occupying their residences.

## Changing Housing

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If students begin the year in program-arranged housing, they may move out on an approved basis only if the following conditions are met:

- The host university dormitory authorities or other owner-managers concur and the student has met the terms of the lease or agreement.
- The move will not jeopardize the availability of housing for the following year.
- The Resident Director or Resident Coordinator, where applicable, approves.

- Any applicable penalty or quittance fees are paid.

Any refund to the student for prepaid housing fees will be made only to the extent that the housing authorities are willing to release IP from commitments made on behalf of the student.

In centers where IP places students in family-stay housing (e.g., Denmark, Japan, Mexico), termination of the arrangement before the end of the academic year may be accompanied by an assessment of two months' rent. The Director of International Programs will make the final decision as to whether this early termination charge will be levied; if so, it will be paid in full to the family affected.

If a student moves out of program-arranged housing for personal convenience, or is ejected from program-arranged housing as a result of misconduct, IP will not stand responsible for securing replacement housing for the student.

The terms of lawful leases, signed by students who occupy accommodations at IP study centers, and as interpreted by local officials under the terms of host country law, take precedence over IP's housing regulations. Students are subject to the full range of civil penalties for abuse of property or evasion of contractual obligations abroad in the same way they are subject to such provisions at home. Where legitimate debts arise from accepting accommodations owned or managed by the host universities, or other public entities associated with these universities, such debts may become debts owed to the Board of Trustees of The California State University and to the State of California.

## Withdrawals

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### Prior to Departure

Students who decide not to participate in IP must complete the Predeparture Withdrawal Notification form and submit it to OIP as soon as possible so that alternate students may be offered the opportunity to participate. Refer to the next section for information on possible refunds. These students retain their status as continuing students at their home CSU campuses. It is their responsibility to contact their home campus regarding registration for the upcoming term.

### After Departure

Because of the extensive commitments made by the State on each student's behalf, withdrawal after departure is a very serious matter. Students who request withdrawal at any time after arrival at the overseas site must consult with the Resident Director or Coordinator or host university representative, and complete the Program Withdrawal form.

Students who discontinue their academic programs without notifying the overseas staff or OIP may receive failing grades in all courses. Withdrawal after departure constitutes withdrawal not only from IP, but also from the student's home CSU campus for the remainder of the current term.

Students who are receiving financial aid should consult their home campus Financial Aid Office regarding any return or repayment of grant or loan assistance received.

Financial aid recipients should work closely with OIP and their home campus financial aid counselor regarding funds

that may need to be repaid and/or debts owed to OIP as a result of their withdrawal.

In some instances, a change in visa status as a result of withdrawal from IP, and thus no longer having student status, may mean having to leave the host country immediately.

In all cases of withdrawals and disenrollments, students assume full responsibility for their return to their home, and thereby remove all liabilities and responsibilities from OIP representatives and staff and the Trustees of The California State University.

## Refunds

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Students are entitled to a full refund of funds paid, less any funds already committed or expended on their behalf, provided that written notice of withdrawal is received by OIP **prior to June 15**.

Students who withdraw or are disenrolled **after June 15**, but before the beginning of instruction, will receive a refund of all monies paid to OIP less \$500 or an amount equal to funds committed or expended on their behalf, whichever is greater.

Students who withdraw or are disenrolled **after the beginning of instruction** will receive a refund of funds not already committed or expended on their behalf.

**State University Fee (SUF) refunds will be based on the amount paid to OIP, the effective withdrawal date and whether or not a student will receive course credit for the term at the overseas university.**

**No refunds will be made for the IP student Abroad fee after departure.**

**No refunds will be made for health insurance cancellations after departure.**

**No refunds will be made for nonparticipation in IP group activities.**

**Determinations concerning eligibility for refunds and the amount and date of refunds shall be made at the discretion of the Trustees.**

If students who receive financial aid withdraw, they may be required to make immediate restitution of monies awarded for participation in IP.

For those students who fully participate in the program, a separate accounting is made to each participant of all funds collected and expended on their behalf by OIP. As OIP makes liberal estimates of costs to cover all likely contingencies, there is usually a small amount of money left in each student account. These funds are normally returned to the students as a post-program year refund. Refunds to students are made at the sole discretion of the Board of Trustees. The Director of the International Programs, as agent for the Trustees, may make exceptions to this policy at any time without advance notice, and may make individual determinations. In particular, the Director may withhold refunds in those cases where students have not ap-

propriately discharged their legitimate debts and claims to host institutions overseas. Refunds are processed at the end of the academic year, when a full accounting can be made. Completing this final accounting may take up to three months or more after the end of the academic year, depending on billing practices in the host country.

## Renewal Students

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IP is designed as a one-year academic experience; however, some students will want to spend a second year overseas. Renewal applications will be considered taking into account the following factors:

- The renewal applicant does not take the place of an eligible first-time participant.
- Graduate students are not eligible to renew.
- The overseas center and host university can accommodate the student and assume the additional academic and administrative responsibilities.
- The renewal applicant has the support of the overseas Resident Director or Coordinator or host university representative, home campus administrators, and the academic advisor.
- The renewal application is received in OIP by March 1.

## Students with Dependents

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If you indicated on your application that you will be accompanied overseas by your spouse and/or children, you must complete a copy of *Information for Students with Accompanying Dependents* which you will find in Packet #1 online. It discusses some topics such as housing and child schooling, and the attendant extra expenses. Also included are *Instructions for Students with Dependents* listing the items that OIP needs from you and a worksheet for you to calculate the extra expenses for your dependent(s). The *Application for IP Group Health and Accident Insurance for Accompanying Dependents* (also in Packet #1) should be sent to OIP by **May 15**.

If you are planning on having your dependents with you overseas and have not received this information, please contact OIP immediately. Note: OIP can provide assistance to **legal** dependents only, i.e., spouses and children.

## Student Conduct

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### General

During their stay overseas, IP participants are not only responsible for their own personal conduct, but how their actions reflect on IP, the CSU, the State of California, and the US. Abuse of the hospitality of a host university or community on the part of a few can result in the loss of opportunities for many. It is important, therefore, that participants pay particular attention to the acceptable norms of conduct in their respective host countries and abide by those standards. Under most circumstances simple honesty, courtesy, restraint and respect for the law are usually sufficient guides for proper conduct anywhere.

Standards of student conduct for IP students are established both in domestic and host country law, policy, and practice. The standards of conduct also form part of the agreement signed between the student and the CSU Board of Trustees. In some cases, host countries and institutions apply standards that differ substantially from those normally applied within the CSU. The CSU has concluded agreements with host institutions abroad that recognize the authority of those institutions to apply their own standards to CSU students. It is incumbent, therefore, on students to be fully aware of their responsibilities to the CSU as well as to the host university and country.

### Unacceptable Conduct

IP students are selected for their maturity and seriousness of academic purpose. These qualities are inconsistent with inappropriate or unacceptable conduct and such conduct is exceedingly rare among the members of this group. To be clear, however, the following constitute unacceptable conduct:

- cheating or plagiarism in connection with an academic program;
- forgery, alteration, or misuse of official documents, records, or identification, or knowingly furnishing false information;
- misrepresentation of oneself or of an organization to be an agent of the CSU International Programs;
- obstruction or disruption, on or off International Programs property, of the educational process, administrative process, or other official function;
- physical abuse, on or off International Programs property, of the person or property of any member of the International Programs staff, faculty, or student body, or the threat of such physical abuse;
- theft of, or non-accidental damage to, International Programs property, or property in the possession of, or owned by, a member of the International Programs faculty, staff, or student body;
- unauthorized entry into, unauthorized use of, or misuse of International Programs property;
- the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis;
- possession, or use of, explosives, dangerous chemicals, or deadly weapons on International Programs property;
- engaging in lewd, indecent, or obscene behavior;
- abusive behavior directed toward, or hazing of, a member of the International Programs community;
- violation of any order of the Director of International Programs, or of the Resident Director;

- violation of International Programs rules and regulations as specified in official International Programs publications and correspondence;
- failure to attend classes to the extent normally required;
- failure to carry out a required portion of the program;
- violation of the laws of the host country or the political subdivisions thereof;
- violation of the rules and regulations of the host university institution;
- violation of the terms of stay or visa restrictions imposed by the host country;
- participation abroad in any event, activity, or conspiracy of a political nature, or the making of any public statement which might tend to embarrass or inconvenience the CSU International Programs or endanger the welfare of participating students;
- conduct which might be harmful to the International Programs or infringe upon the opportunities and benefits available to participating students;
- failure to discharge lawful debts abroad in a responsible and timely manner;
- conduct which represents a danger to the personal safety of the student involved or to other students, faculty, or staff members;
- flagrant disregard of local customs, mores or beliefs which might result in offending or antagonizing host country citizens or officials;
- violating the rights of any other participating student or students, faculty or staff members;
- soliciting or assisting another to do any act described above.

### Sanctions

Each International Programs student signs an agreement with the CSU Board of Trustees which recognizes the authority of the Director of International Programs as the agent of the Board of Trustees, and at the sole discretion of the Director, to apply appropriate sanctions for the violation of the above items of unacceptable conduct, or other items of unacceptable conduct which the Director, again at the sole discretion of the Director, shall establish. Such sanctions are rarely applied, but must be brought to the attention of program participants:

- **Reprimands** – Verbal or written notice of unacceptable conduct. Reprimands set forth requirements for improvement of behavior and are intended to assist the student in correcting that behavior as part of the educational process where the conduct is remediable;
- **Probation** – Written notice of unacceptable conduct which sets forth specific terms required to avoid termination of enrollment where such conduct is deemed remediable, but of a serious nature;

- **Disenrollment** – Disenrollment and expulsion of a student from IP is the final sanction available to the Director of International Programs as a means to remove students from the program who have committed serious infractions and whose unacceptable conduct is deemed unremediable. Students being considered for disenrollment are provided a fair and timely opportunity to explain, justify or deny the behavior in question, or to raise matters of mitigation prior to any decision to disenroll. Disenrollment means termination of status as an enrolled student, the probable termination of legal status in the host country, and withdrawal from the academic program at the host institutions abroad with all of the attendant academic and personal consequences thereof. Disenrollment from IP is not necessarily prejudicial to a continuation of enrollment at the student's home CSU campus; depending on the seriousness of your action, students may be subject to additional action.
- **Summary Disenrollment** – On those occasions where serious incidents of unacceptable conduct are combined with any form of imminent danger to the personal safety or health of the student involved, or where any threat to the safety, health or well-being of any other student participant, faculty member or staff member is involved, or where the continued operation of the International Programs is placed in imminent jeopardy by the conduct of the student involved, the Director of International Programs may carry out, at his sole discretion, an immediate disenrollment of the student involved without opportunity of appeal or mitigation.

### Grievances

Students who believe that they have been treated unjustly, or have been victims of an error on the part of the staff or the administration of IP, should make every effort to resolve the issue by consulting the Resident Director, if applicable, or the Director of International Programs. Should there be no satisfactory resolution of the problem, it will be the responsibility of the Director of International Programs to advise students with grievances in a timely manner on the availability of additional channels of appeal or assistance as may be appropriate and applicable to the circumstances involved.

## CSU International Programs Alcohol Policy

IP does not tolerate alcohol abuse by its participants. Alcohol may be consumed by IP participants of legal drinking age (in the host country). Students must understand that, if they choose to drink alcohol, they remain accountable for their actions and, therefore, must drink responsibly, following all host university and country rules and laws related to alcohol. Prior to departure, students are advised to research their host country's alcohol-related customs and laws.

The intent of this alcohol policy is to help IP achieve the following goals:

- Ensure that alcohol is never the primary focus of an IP event.

- Communicate to IP participants that they are expected to act responsibly regarding their consumption of alcoholic beverages while living abroad.
- Raise student awareness that, when choosing to consume alcohol abroad, students are subject to the local laws related to alcohol consumption.
- Remind IP Resident Directors and staff overseas that they should strive to create an atmosphere that does not encourage students to drink alcohol and that respects those who choose to abstain.
- Warn students that excessive drinking or drunkenness is not condoned and will never serve as an excuse for misconduct.
- Encourage students to be aware of local customs and laws related to alcohol consumption.

## CSU International Programs Statement on Sexual Harassment

### Sexual Harassment

It is the policy of the CSU to maintain a working and learning environment free from sexual harassment of its students, employees, and applicants. All students and employees should be aware that the CSU is concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

As a CSU program, IP is concerned about sexual harassment abroad. This policy statement and the procedures below apply to students and employees of the CSU. Students should be aware that this policy does not apply to faculty, students and staff of host institutions abroad.

IP emphasizes the importance of orientation and open communication in order to promote a preventive approach that addresses and explains issues before they escalate into more serious problems.

### Is There an International Definition of Sexual Harassment?

IP participants should understand that a definition of sexual harassment abroad must take into account the legal system and culture of the host country. Legal standards and cultural norms may be different than those in the US and this can make harassment difficult to identify abroad.

During orientations before departure and once abroad students will receive information regarding the host country and culture. In some cultures verbal comments that may be offensive in the US may be acceptable abroad. At the same time some types of dress that are considered appropriate in the US may send different messages abroad.

### Reporting Sexual Harassment

All alleged incidents of sexual harassment should be reported to the Resident Director, Resident Coordinator or host university contact person. That person will consult with OIP regarding the issue. OIP will consult with other appropriate staff as necessary. On-site personnel and OIP staff should keep a written record and notes of any conversation surrounding these allegations.

## **Responding to Sexual Harassment**

Staff should respond to complaints in accordance with IP policies and procedures for responding to such allegations.

## **Intercultural Gender Relations**

It is equally important for both men and women traveling abroad to understand issues surrounding intercultural gender relations. Gender relations may be initiated differently in different cultures and all students traveling abroad should educate themselves about their host country's customs and norms before they go. Knowledge increases competent behavior, which can also be important for personal safety.

Before going abroad, students are encouraged to learn about how interpersonal relationships are initiated in their host country. Understanding the meaning behind certain behaviors that are second nature in the US may drastically affect your experiences with host nationals abroad. Such things as clothing styles, make-up, cologne, eye contact, facial expressions, distance between people talking and even hairstyles may send unintended messages in another culture. Students who are unaware of these cultural differences may inadvertently find themselves in uncomfortable or dangerous situations.

Therefore, students are urged to learn as much as possible about the cultural norms of their host country. Your IP Campus Coordinator may be able to point to some valuable reading material on the subject of culture. Another way to learn about your host country's culture is to talk to former IP participants or to international students from that country. Every CSU campus has an international student office that may be able to introduce you to students from the country you will be going to. Again, knowledge increases culturally appropriate behavior.

## **Privacy of Student Information**

Section 7(b) of Federal Public Law 93-579, popularly referred to as the Privacy Act of 1974, became effective January 1, 1975. This section of the statute requires that any federal, state, or local government agency which requests an individual to disclose his Social Security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is elicited, and what uses will be made of it.

The application for admission to The California State University International Programs requires each applicant to provide his or her Social Security number. Authority for this requirement is found in Section 41201 of Title 5 of the California Code of Regulations, and Section 6109 of the Internal Revenue Code.

The student's Social Security number is used as the individual identifier in all student records which may include application files, registration records and certification documents, academic records, financial aid and transaction records, and transportation and insurance documents. Also, the Internal Revenue Service requires the University to file information returns that include the student's Social Security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

It is IP policy to protect the personal information of participating students from unnecessary or inappropriate disclosure. Personally identifiable records are not shared or distributed to private individuals or agencies unless such sharing or distribution is authorized by the student or unless otherwise provided for in law. In circumstances where the safety or well-being of participants may be involved, information derived from official files, reports or records relating to participants individually or collectively may be utilized as deemed appropriate by the Director of International Programs for official purposes. Such information may be disclosed pursuant to host country law or regulation whether or not such disclosure is consistent with the laws or regulations of the US or the State of California.

## **Nondiscrimination Policy**

The CSU International Programs welcomes diversity in its student body and seeks to include all who share its values of improved intercultural communication and international understanding. No person shall on the basis of race, color, sex, disability or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to unlawful discrimination under the International Programs.



# Preparing For Your Year

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## Passport

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You must have a passport to leave from and return to the United States. **Apply now for a passport if you do not have one**, or renew your passport if it has expired. If you already have a passport make sure that it is **valid six months beyond your stay abroad**. Do this **now**, as the process can take several weeks.

If you are applying for a passport for the first time, you must apply in person. You can apply for or renew your passport at over 4,500 passport acceptance facilities nationwide that include many federal, state and probate courts, many post offices, some libraries and a number of county and municipal offices. These designated facilities are very convenient because they are located near your home. We recommend that you start by contacting the largest post office or courthouse in your area. You can find information on the web about how to obtain a US passport at:



**Passport Services and Information:**  
<http://travel.state.gov/passport/index.html>

If you need your passport urgently, you are advised to go to one of the passport agencies listed below in person. Note: you will probably need an appointment, so we advise you to call ahead.

### Los Angeles Passport Agency

Federal Building  
11000 Wilshire Boulevard, Suite 1000  
Los Angeles, California 90024-3615  
Telephone: (310) 575-5700

### San Francisco Passport Agency

95 Hawthorne Street, 5<sup>th</sup> Floor  
San Francisco, California 94105-3901  
Telephone: (415) 538-2700

### The following items are needed to obtain a US passport:

1. Proof of citizenship: A previous US passport, naturalization papers, or if you were born in the US, a CERTIFIED copy of your birth certificate bearing the seal of the city, county, or state custodian of records. Hospital birth records are not acceptable. Make sure that you have the

proper documents to avoid delays in getting your passport. Bear in mind that obtaining out-of-state birth records can take as long as six weeks.

2. Proof of Identity (previous passport, current and valid Driver's License, government ID, military ID, student ID).
3. Two recent identical passport photos.
4. Be prepared to pay a fee (\$100 as of 2/1/08) by cash, check or money order. Not all passport agencies accept credit cards.
5. Complete application form DSP-11 (Do not sign it until the Passport Acceptance Agent tells you to do so.) These are available from passport agencies, acceptance facilities, and on the Internet from the US State Department.
6. Know your Social Security number. You do not need your card, but you do need to provide your Social Security number.

After you receive your passport, sign it and keep it in a safe place until your departure. Send a photocopy of the pages of your passport with your photograph and personal information to OIP by **May 15**. It is also a good idea to make yourself a photocopy of the pages with your photograph and personal information. Keep this copy separate from your passport.

## Visas

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International students going to study in Canada must obtain two separate documents to complete the student visa application process:

- (1) the Certificate of Acceptance (CAQ) from the Canadian government.
- (2) the Student Authorization/Visa.

The following applies to students who hold a US passport. Citizens of other countries may need to meet other immigration requirements. Information may be obtained online at: <http://www.canadianembassy.org/offices/index-en.asp>

Because it may take some time for the Canadian government to respond to your application, it is very important that you act quickly to apply for your CAQ immediately

upon receiving your Letter of Admission from your Canadian host university. The steps you will need to follow to obtain the CAQ are as follows:

1. Receive Letter of Admission from host university along with the application for the CAQ.
2. Immediately complete the application for the CAQ.
3. You can fill out an online application for the CAQ: [www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca) (English) (Foreign Students). If you choose to complete the online CAQ application you may also pay the fee by credit card online. Otherwise, mail the application for the CAQ provided by your host university, along with the CAQ fee (approximately \$100 Canadian = \$US98), back to Canada as instructed by your host university. If you apply using the online application you will still be required to submit documents to the Canadian government.
4. The Canadian government will mail a response to your CAQ application to the *permanent address* you listed on your CAQ application.
5. Take your CAQ to Canada along with your letter of admission from your host university. Upon entering Canada (by auto or by air), you will need to present both documents to the immigration official and pay for the Canadian Student Visa (visa fee approximately \$125 Canadian = US\$122). You will be given the Student Visa upon entering Canada.
6. We want to clarify that there are two different fees associated with the Canadian Student Visa. First, you will need to send a fee to Canada with your application for the CAQ (approximately \$100 Canadian = US\$98), and second, you will have to pay a fee for the actual Student Visa itself (approximately \$125 Canadian = US\$122).

## The Visa Application Process: Your Responsibility

**NOTE:** You may follow all of the instructions to a tee and you may even submit your visa application and all of your documentation beautifully, early and in duplicate. However, you must realize this: **No one has the right to be issued a visa.**

The issuing of a visa, or a residence permit (as it is called in some countries) is acknowledgement by a foreign government that they trust you. It may sound simplistic, but trust is getting harder and harder to come by in the world of international travel. Remember, the government official who issues you a visa or residence permit is giving you permission to enter his/her country for the purpose you report on your visa/residence permit application and with the understanding that you intend to leave on the date you state on your application.

Tracing the movement of people is becoming a more important task for government officials. This is true for every government around the world. Your request to go live in

another country for a full academic year is no small request. You should value the receipt of such approval by another government and honor their decision to allow you to enter by always showing respect to the country where you have been given permission to live for the academic year.

Every year, the Office of International Programs (OIP) contacts the foreign government offices of the countries where it sends students to request information about the student visa application procedures. This is what we print for you in this Participant Guide. It is possible that regulations will change. If we are made aware of any changes, OIP will notify you. Providing information and relevant documents is essentially our only role in the visa application process.

Please understand that applying for a visa or residence permit from a foreign government is one part of the international experience that OIP does not have any control of. This is a personal request from you, a citizen, to a foreign government. OIP and the California State University cannot act on your behalf. This is a transaction that happens between you and the foreign government. OIP cannot intervene or persuade the foreign government's decision in any way.

In nearly all cases, CSU students participating in the International Programs are issued visas/residence permits in time to participate in their study abroad programs. In some cases there may be delays, and in very rare cases, students have been denied visas. The visa/residence permit application process is entirely your responsibility. Please follow instructions exactly and carefully.

## Non-US Citizens

If you are not a citizen of the United States, special travel restrictions and/or requirements may affect you.

1. Inform OIP of your citizenship status not later than **May 15**. If you are a permanent resident, you must send OIP a copy of your alien registration card (green card).
2. Contact the consulate of your host country to find out about special visa fees or requirements.
3. Before you can apply for a visa or residence permit, you need a passport (or travel document) that is **valid six months beyond your stay abroad**.
4. If you are a permanent resident of the US or visiting the US on a student visa, you must consult the US Citizenship and Immigration Service (USCIS) about the documents you require for reentry to the US.

Keep OIP informed of your progress in dealing with these issues. It is your responsibility to determine and comply with all USCIS and host country requirements necessary to study in Canada.

## Transportation

You will make your own arrangements to travel to Canada, but you must arrive on the date indicated.

Contact your own travel agent and shop to get the best fare. You will deal directly with the travel agent to make your reservations and payments.

Please complete the Flight Information form and return it to OIP by **July 15**.

Arrival instructions will be sent to you in June.

Although you are traveling independently, you are agreeing to the following conditions:

1. You will not depart before visa approvals (where required) have been obtained.
2. You will make scheduled payment before departure.
3. You will notify OIP in writing if your plans change.
4. You will report to your overseas center on the day and time specified. Reporting instructions will be provided by OIP. You should plan on arriving on or before the arrival date.

In the event that there is a change to the starting date of the program, it is your responsibility to make modifications to your Flight Information form to accommodate such changes. OIP is not responsible for any nonrecoverable transportation charges you may incur.

5. You will not be met at the airport. Accommodations and program services will not be available to you until the starting date of the program.
6. You release OIP of any responsibility for your transportation to the overseas center.

Air travel involves risks and could result in damage to property, injury to persons, and death. Please be informed that the California State University assumes no liability for damage, injury, and death which may occur during air travel required by the California State University-affiliated programs. Your participation in the program is voluntary, and you participate at your own risk.

Prior to departure you must sign an agreement, which includes a release from liability (see Agreement section of this book).

### Travel Agencies Specializing in Student Travel:



#### Travel CUTS

<http://www.travelcuts.com>  
1-800-467-4595

#### STA Travel

<http://www.statravel.com>  
1-800-781-4040

## Photographs

The photographs you submit to OIP must be official passport photos.

- **SEND 2** photos to OIP for official use **by May 15**.
- **6** photos for your visa application. **KEEP** these, **do not send to OIP**.
- Additional photos may be required by your host university.

### The photos MUST meet these requirements:

- 2" X 2" high-resolution color or black and white photos.
- Full face view and have only your head and shoulders at the center of the photo.
- Taken on a white background and printed on photo paper.
- Photocopies, scanned or digitally altered photographs **will NOT be accepted**.

Print your name and country on the back of each photo. Be careful that the ink is dry and does not smear the other photos **or** put a blank paper between each photo so the ink does not imprint on the photo below. When we receive your photos, if there is ink anywhere on your face - you will be asked to send new photos.

The most convenient way to get acceptable photos that will not cause any delays is to obtain them at a passport photo service. In the past, students have purchased passport photos from places like: AAA, Costco and Walgreens.

## International Student Identity Card (ISIC)

OIP recommends that you purchase the ISIC, a card internationally recognized as proof of student status. The card provides cardholders with discounts and travel benefits around the world.

The ISIC also provides basic health and accident insurance while you are traveling abroad, which will supplement the mandatory IP health insurance. Cardholders also have access to a toll-free Traveler's Assistance Hotline for assistance in medical, legal, and financial emergencies.

If you are interested in obtaining the ISIC, you must purchase it on your own. OIP does not provide students with the ISIC. You may purchase the ISIC online <[www.myISIC.com](http://www.myISIC.com)>.

The website also provides a list of available discounts in each country.

## Packing

Refer to the *Student Experience Report* for suggestions on clothing and other personal items to take with you. In general, you will find that what students wear in California is acceptable overseas, taking into account the local climate, particularly the fact that winter is usually harsher than at home. It is important to take clothes that demand little care, since you may not have easy access to washers, dryers, and ironing boards.

Many students wonder about taking musical instruments, bicycles, skis, or surfboards. When making this decision, consider that airlines may charge extra for these items and remember that you must be able to carry them in addition to your other luggage. Also consider the possibility of damage enroute, the problem of storage, and how much you will actually use the item. If you will only use your skis for a two-week winter vacation, it might be simpler to rent a pair. Similarly, it might make more sense to buy a secondhand bike overseas and sell it before you come home instead of risking damage to the one you own.

Whatever you decide to take, try not to take too much. There are several reasons for this advice: it is likely you will have limited storage space overseas, you will have to carry it all in your luggage (or have it shipped), and you will have to ship or bring it all home at the end of the year—along with everything you have bought while overseas.

Lightweight, easy-to-carry luggage is recommended. Check for sturdy construction; a broken zipper can be very frustrating on a trip. Consider also that you will use at least part of your luggage on vacations during the year. If you take a backpack, consider an internal frame pack or one with no frame at all; these are useful for vacation travel and can be carried comfortably for two or three miles. Packs with external frames are easily damaged on overseas flights and are unwieldy on trains and buses; take one only if you plan extensive backpacking trips while overseas.

Airlines require that you have a name tag on each piece of luggage.

Based on past experience, it is a good idea to pack your carry-on bag to include everything you might need for a couple of days. If the rest of your luggage is delayed, you will at least have your necessities. Anything of great monetary or sentimental value should travel in your carry-on, or be left at home. No matter what the maximum baggage allowance is for your flight, keep in mind that you must be able to carry all of your own luggage on the trip overseas. Being able to pick up all of your bags at one time is not enough; **try carrying them outside and around the block.**

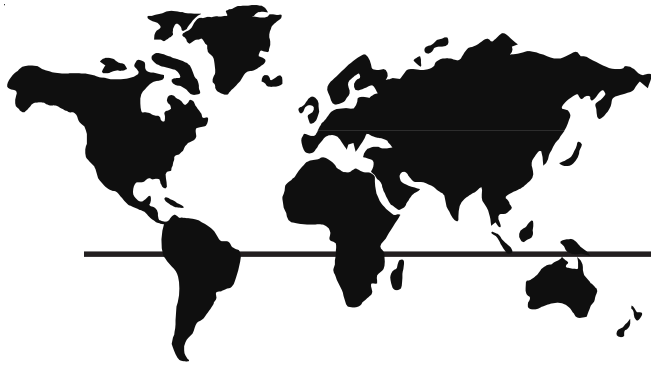
## Electrical Appliances

Both the United States and Canada operate on 110 volts AC at 60 cycles. You will not need an electrical converter or adapter to use your electric appliances in Canada.

### World Electric Guide:

<http://www.kropla.com/electric2.htm>





# The Québec Program

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You will be part of a small group of about ten CSU students who will be participating in the exchange program with the universities of Québec. Information and specific requirements for Québec participants are in this section, so please read it carefully and comply with all of the deadlines.

Now that you have been accepted by OIP, your application will be forwarded to your first choice host institution in Québec, but there is no guarantee you will be accepted there. The final decision is made by the academic department at the host university as to whether or not you are admitted to the university. Your application may be forwarded to another institution. Eventually, you should receive a letter admitting you to your host university. Keep this letter in a safe place as you will need to have it for immigration purposes.

You will enroll at your university in Québec like any other foreign student. There is an exchange program coordinator at each host university who will serve as your contact while you are studying in Québec. He/She will be introduced to you in the communications that you will receive directly from your host university very soon. If you have any administrative questions while you are in Québec, this person is available to assist you. In general, however, you will need to be *very independent* in adjusting to your host university.

## Arrival

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You will make your own arrangements to fly to Canada, and you must plan to arrive on the date indicated in the “Calendar” section below.

As there are many things you will need to do prior to the start of classes (register for courses, find a place to live, buy furniture and other things for your apartment, open a bank account, and so on.), we recommend that you arrive at least two to four weeks before classes begin. You may find that the choice of courses is limited if you arrive too late.

## Orientation

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Prior to departure, you will be mailed information about your host university’s orientation program. It is important that you read their orientation materials carefully in case there are any payments or reservations that you need to make in conjunction with the orientation activities. Each

university will provide students with an orientation to acquaint them with university life as well as practical information about the surrounding area.

## Registering for Classes

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**WARNING:** It is your responsibility to remove all CSU home campus “holds” on your records before you go abroad. A “hold” on your records will prevent you from registering for classes. This includes holds from the Library, Records Office, Financial Aid Office, your own academic department and any other campus office. Before you leave, be sure to clear all “holds.” This is your responsibility and will prevent problems in the future.

Your host university in Québec will refer to the course titles you provided with your application to preregister you for classes. McGill students are responsible for registering online for the whole academic year prior to the beginning of the first semester. You will be sent instructions.

Keep in mind that you are required to meet all prerequisites in order to register for classes at the host university. If it does not appear that you have met prerequisites for certain classes, the host university will not register you for those. Furthermore, all IP students are required to take at least one French course each term.

## Housing

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It is your responsibility to reserve and pay for your own housing and meals.

You will receive information from your host university about housing options for the academic year. There is also housing information on the host university websites. Past participants have been happy in both the residence halls and in off-campus apartments. One benefit to living on campus is that you can make the reservation before you leave. Another benefit is having the opportunity to meet a lot of Canadian students. In addition, you will be close to the library and to your classes, as well as to other campus facilities such as the gym and the student union. Space is limited in the residence halls so, if you wish to reserve a room, send

in your housing application immediately. (Do not wait for the forthcoming acceptance letter from Québec to make your reservation or it might be too late. Also, inform yourself about the penalties for canceling a reservation.) Look at your host institution's web page for more information and housing applications.

If you prefer to look for housing after your arrival, make use of the housing office and talk to the advisors at your host university about your options. Note that you will be responsible for the cost of any temporary housing you need while looking for your permanent housing.

## Special Events/Planned Activities

You will find many opportunities to join clubs, play sports, and get involved in extra-curricular activities. There will be many events for you to get involved in that are arranged by either the International Student Office or another office on campus. You can read about some of the extra-curricular activities that previous students have participated in the *Student Experience Series* at the end of this booklet, as well as on your host university's website.

## Computer/Internet Access

Most universities in Québec provide free email accounts for their students. Check with the student union at your host university or ask about this during orientation. There are computer labs on all of the campuses. If you have a laptop we recommend that you bring it with you for convenience sake. However, keep in mind that your CSU health insurance policy does not cover theft. You may want to purchase property insurance independently.

## Telephones

The telephone system in Québec is almost exactly the same as what you are accustomed to in the US. One of the cheapest ways to call home (California) is with a phone card. Former participants have had luck with the *Globo* phone card. Get the *Globo* without connection fee. You can pay for telephone connection (Bell), but long distance calls through Bell are more expensive than using a phone card. Some students simply purchase cell phones while living in Québec. You'll need to know your permanent address before you can purchase a cell phone.

## Money Matters & Banking

**Before you go, you should have enough money in a bank account/ATM to cover your first two months worth of expenses.**

Overall, you will find that banking practices in Canada are very similar to banking practices in the US. You may want to bring a sufficient amount of money in the form of Traveler's Checks at the beginning of the year to cover your expenses. You can also keep your US bank account open and withdraw money from your account using ATM machines in Canada.

Some US students find it convenient to keep their US bank accounts open throughout the year and to do their banking with their ATM cards. Beware, however, that your bank may charge you monthly service fees for using ATM machines outside of the US. If your ATM card has a *Visa* or *MasterCard* symbol on it, you will be able to go to banks in Canada and make "cash advances" using your ATM card, and the money will be taken directly from your checking account in the US. This way you avoid bank fees. Check with your bank before you go to make sure. Another advantage to keeping your US bank account open is that it makes it easier for your parents to make deposits into the account, and you will be able to withdraw the money within a day.

Once you are settled in your accommodations for the academic year, you may want to open a bank account near your place of residence. Your host institution will provide you with more information about how to open an account. Students usually open checking accounts while in Canada in order to pay bills using their checkbooks. It is a good back-up plan to have a *Visa* or *MasterCard* to use for unexpected expenses.

If you are a financial aid recipient, we recommend that you keep your US bank account open and have your financial aid checks deposited into that account. This is a reliable way of getting your financial aid to you.

### Currency Exchange Rates:

<http://www.oanda.com/converter/classic>



## Climate

You will experience all seasons while living in Québec with warmer weather from April - September, cooler fall weather in October and November and winter temperatures December through March. You will need boots, gloves/mittens, hats, scarves, and jackets/coats for the rain and snow. There are large department stores offering a selection of styles and prices from which to choose. Students in Québec dress casually, wearing t-shirts, jeans and sweaters.

## Vacation Travel

To make the most of your vacation time in Canada, you may want to do some planning in advance. Refer to the Student Experience report and to travel guides, which are widely available at libraries and bookstores. Visiting your campus student travel service or a travel agency is helpful if you want specific transportation information.

Good sources of information are the tourist offices representing the countries you plan to visit. Ask them about special interests—museums, cultural events, accommodations, restaurants, sightseeing attractions, night life, people, history, and transportation. Tourist offices also can provide maps and brochures about places of interest, plus information on currency, climate, clothing, driving, tours, shipping and tipping.

If you plan to rent a car for vacation travel, it could be useful to have an International Driver's License, obtainable from the Automobile Club (AAA).

## **2009-2010 Calendar**

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These are the dates that were available at the time of printing and are **subject to change**.

### **Concordia University**

Arrival	At least 2 weeks before classes begin
Fall Term	September 08 - December 02
Exams	December 09-23
Holiday Period	December 24 - January 03
Winter Term	January 04 - April 12
Exams	April 15 - May 01
Mid-term break	February 22-28

### **Université Laval**

At the time of printing, dates were not available.

### **McGill University**

At the time of printing, dates were not available.

### **Université de Montréal**

At the time of printing, dates were not available.

### **Université du Québec à Montréal**

At the time of printing, dates were not available.

Once your acceptance to the university in Canada has been finalized, they will be sending you information.

## **Mailing Address in Québec**

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Once you arrive and are settled, advise your friends and family of your address so that they can mail things directly to you. It is best not to mail personal mail/belongings to the university.

## **Host University Health Insurance**

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Québec law requires that all international students, their accompanying spouses and children, be covered by a health insurance plan that meets government standards while living in Québec.

Most Québec universities will require you to purchase their health insurance in addition to the IP insurance coverage. An estimate for this cost is included in your Program Cost sheet. Health care expenses, especially hospitalization, are extremely high in Québec.

## **Health Care Facilities**

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Generally, health care in Québec is very good. During orientation, the international student office at your host university will provide you with information about doctors and medical facilities. In addition, you can ask for their assistance in making appointments and filing claims.

**AIG Travel Assistance** - Your CSU student health insurance policy includes emergency travel assistance coverage administered by AIG Travel Assist. This is a supplemental part of your health insurance policy valid around the world and can assist you if you should need emergency medical care while traveling abroad, 24 hours a day, 365 days a year. To access their benefits, you **MUST** contact AIG Travel Assist and let them make all arrangements for any services that you need. The kinds of services they provide are listed in the insurance pamphlet that we included in your packet.

Upon request, AIG Travel Assist can also provide pre-trip counseling for any countries you will be traveling to. They can also answer questions you may have about your prescription medications before departure or help you replace a prescription while traveling.

For further information on the services provided by AIG Travel Assist, please see the Wells Fargo Student Health Insurance pamphlet provided in your packet, or contact AIG Travel Assist at: (800) 626-2427 (*in the U.S. and Canada*) or 1 (713) 267-2525 (*access an international operator, and ask them to place a collect to the U.S.*).

## **Work**

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Under the terms of your student visa, you are allowed to work part-time on campus in Québec. While working will give you additional experience and some extra spending money, it should not be something you rely on to fund your study abroad program as there is no guarantee of employment.

## **Registering at the US Embassy**

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Americans residing outside of the United States for a period of six months or more are always advised to register at the US Embassy. Registering assists the US Embassy in the event of serious emergency situations that require the Embassy's support such as disasters, civil disturbances requiring evacuation, accidents, arrests, and serious injury.

The Embassy of the United States  
490 Sussex Drive  
Ottawa, Ontario K1N 1G8

The Embassy and Consular Section's mailing address is:  
P.O. Box 866, Station B  
Ottawa, Ontario K1P 5T1  
Phone: (613) 238-5335  
Fax: (613) 688-3082  
Internet: <<http://canada.usembassy.gov>>

The Embassy's Consular Section is open for routine consular business from 8:00 until 12:00 pm Monday, Tuesday, Thursday and Friday. The Consular Section is closed Wednesdays and on Canadian and US holidays.

Emergencies should be reported to the Consular Section at (613) 238-5335 (24 hours/7 days a week).



# Academic Arrangements

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## Introduction

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This section contains important academic policies and other academic information which pertain to your participation in the International Programs (IP). As a participant, it is your responsibility to read and adhere to the academic policies and procedures provided in the following pages since these will be enforced by the Office of International Programs (OIP). For specific academic information related to your study center, refer to The IP Bulletin which is the International Programs “catalog”.

## Academic Planning

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Before departure, the OIP requires that with the help of your academic advisor(s), you formally plan which courses you will take by completing the **Academic Advisement form** in addition to other campus-based forms that you may be required to complete. Completion of the Academic Advisement form provides you with a listing about what courses are still required for your major, minor and general education requirements. It also gives you an indication of what courses you should take overseas and provides you with a clear idea of how these courses will be applied to your degree requirements.

If you will be studying overseas in a field other than your major, you should consider declaring a second major or a minor in that field, where available.

Students can experience a great deal of difficulty in trying to take care of academic formalities at their home campus once they are overseas so you should handle certain matters before you go. Examples are:

- taking—and passing—all English and mathematics proficiency exams required by your campus
- changing or adding a major or minor
- filing a petition for course substitutions or waivers
- clearing up any incomplete coursework.

Graduating seniors: Since grades will reach your campus four to six months at the conclusion of your academic year abroad, it is often not possible to graduate in the SAME semester that you concluded your study abroad experience.

Graduating seniors must take this into consideration when submitting their applications to graduate since degrees will not be posted until all courses taken abroad are reported to the students’ home campuses.

## Availability of Courses

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Student access to academic opportunities increases as their academic preparation for the particular host institution environment improves. The major limitations are language fluency and literacy (in non-English speaking countries) and specific preparation in the major. It is important that IP participants develop an accurate view of what they can actually accomplish in their year overseas and set realistic goals. For students studying in non-English speaking countries, students should not overestimate their facility in the host country language and realize that some limits on choice of coursework are to be expected. As is the case with any CSU campus, not all of the courses are offered every semester so students should not enter the overseas academic experience with rigid and narrowly defined course requirements.

Please note that courses related to US history and institutions and California State and local governments, as well as science courses with labs may not exist or may not be open to visiting international students. If you have yet to complete required courses such as these, please understand that experience shows that you will probably not be able to take them overseas.

Graduating seniors and graduate students: Students whose graduation depends on specific courses should note that course availability is not guaranteed. You must be open to the idea of returning to your home campus for additional terms following your participation in IP. The rewards gained by studying abroad tremendously outweigh the disadvantages of a delayed graduation. Future employers will not evaluate negatively for needing an extra one or two terms to graduate if it means that you will have successfully added an international experience to your resume, learned another language and proven your ability to adapt to another culture. To the contrary, these accomplishments will be admired. You should not miss out on the opportunity of a lifetime, even if it means that you might have to delay your graduation by a term or two.

Students pursuing credentials or second baccalaureate degrees are admitted as post-baccalaureates, but academically they are treated as undergraduate students.

**Graduate students:** Graduate students are eligible for participation at most of the study centers operated by the IP. Applicants just beginning graduate work should be aware however, that studying abroad at this point in their academic career removes them from the home campus department and advisor at a critical juncture in their studies. It is essential that graduate students considering application for the IP obtain from both their graduate department and dean of graduate studies on the home campus advance information on how work accomplished within the IP can be applied to their degree program. At a later point, this also requires that both the department chair and the dean of graduate studies sign the Academic Advisement form. Graduate students may find that only six to nine units will count toward their degree; they must, however, maintain the unit load requirement.

Graduate students must be realistic about what they can accomplish in a year of study overseas, both in terms of what can reasonably be expected in the way of course offerings and of what preparation they have to pursue the available offerings. They should not expect, for example, to work in a narrowly defined area of specialization, particularly one in which they have not had previous preparation. Similarly, their competence in the language of instruction might not be sufficiently advanced to permit them to take courses for which they are otherwise intellectually prepared. Acquisition of the foreign language in itself may be a valid reason for a graduate student to study abroad; however, such study is usually credited on the undergraduate, even lower division, level.

Students pursuing graduate degrees must obtain classified graduate standing before departure for overseas. They should plan to complete before departure any course or courses which are either required as part of the graduate program and unlikely to be available at the foreign university or are prerequisite to other graduate work.

## **Courses Crediting**

All coursework taken overseas will be accepted by the student's home campus as resident credit (not transfer credit). The appropriate authorities at the student's home campus determine the applicability of coursework completed overseas to major, minor, general education, and elective degree requirements. In some cases, this may mean that a minimum number of units or specific coursework to be credited toward the major must be taken at the home campus. Specific questions regarding CSU campus policies and how courses will apply towards the degree should be directed to CSU campus advisors rather than host university staff.

It is the student's responsibility to:

- check all major departmental rules prior to departure for overseas;

- to meet with the appropriate department advisor(s) to determine which courses will count toward specific degree requirements; and
- collect and provide course information professors to submit to his/her advisor.

The campus advisor's role is to:

- determine how courses will be credited to the degree;
- suggest appropriate courses to be taken abroad which might fulfill degree requirements in terms of course content, course level and unit value; and
- guide the student through the course substitution (petitioning) process at the home campus.

It is OIP's role to:

- report the courses enrolled at the host university to the student's home campus.

Since courses abroad can differ somewhat from the CSU courses required for your degree, advisors can suggest that the student take similar courses to fulfill specific course requirements. In these cases, campuses usually require that students submit a petition (or course substitution request) to have these courses count towards specific course requirements. This process protects the integrity of the degree and the transcript while allowing students the flexibility of taking related courses to meet specific requirements. Students are advised to discuss the process with advisors and appropriate officials at the student's home campus PRIOR to going abroad.

The Academic Advisement form must be completed as accurately as possible and signed by the department advisor(s), where indicated. Without these signatures, there can be no guarantee that students will receive credit toward their degree objectives.

Even with prior approval for course credit, students are advised to keep course syllabi, term papers, reading lists, examinations, and any other pertinent materials, until the degree is completed. Students are advised to take sections of their campus catalog overseas which pertains to the requirements for the degree being pursued). Current catalogs are on the web, but students may find it useful to have printed information from the catalog available.

When selecting courses at their host university, students should choose courses which best represents the home campus course requirement they are seeking to fulfill in terms of course content, course level and the unit value. In cases when the unit value of the home campus course requirement is MORE than the host university course, students should consult with their home campus advisor about selecting an additional course which would fulfill the unit value of the home campus course requirement.

Graduate credit will be granted only in courses that are judged by the host institution and by the OIP to be graduate level. Graduate students must be aware that credit, in any case, will be granted only if prearranged with their respective home campus major departments and graduate deans.

As few as six units per year may be directly transferable into their course requirements for the master's degree; nevertheless, all graduate students are required to maintain a full academic load (see Enrollment Requirements above). These additional units may be accepted by their major departments to meet other degree requirements.

If students have questions about how their course work will apply to home CSU campus requirements, they should contact their departmental advisors. Before departure, students should obtain their advisors' fax numbers and e-mail addresses so they can communicate while abroad. Specific questions regarding CSU campus policies should be directed to CSU campus advisors rather than host university staff. Remember to consult with CSU campus catalogs which are available online for reference.

## While You Are Abroad

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While you are studying at your host university, you will be required to complete and return specific forms in order for the OIP to credit your courses at your home campus.

1. **Student Program Form.** In order to receive CSU credit for the courses that you took at your host university, it is necessary for you to list the courses you have taken while abroad using the *Student Program* form. Guidelines on how to complete the form will be provided. It is important to read the guidelines carefully before completing the form. The form is due BEFORE you leave your HOST university (before your final exams period).
2. **Course Description Form.** The OIP requires that you complete a *Course Description* form for each course that you have taken at your host university. Be as detailed as possible in the description of the course. These forms are due BEFORE you leave your HOST university and should be attached to the *Student Program* form. Remember to keep a copy of course descriptions and other course related information for your records. You may need to submit course information to your advisor when you return to your home campus.
3. **Credit/No Credit Course Request.** Each semester, you may request to have one course (for a maximum of six units per year) reported to your home campus as a CR/NC except for non-English language courses IF the language is the official language of the host country. Refer to your home campus catalog for restrictions governing CR/NC. If you are interested in this grading option, complete the *Credit/No Credit Course Request* form **at least one month BEFORE you take your final exam** for the course and return the form to the IP Coordinator at your HOST university who will forward the form to the OIP on your behalf. Requests that have been submitted less than one month before the final exam date for the course or AFTER the final exam has been taken will NOT be approved. (See "Credit/No Credit Option" under the "Academic Policies" section for more information.)

The Student Program form and Course Description form will be emailed to you in the second semester of your year

abroad before the final exams period unless advised otherwise. The Credit/No Credit Course Request form can be found online as well as at the end of the Academic Arrangements section of this Guide. It is YOUR RESPONSIBILITY to submit this form to OIP by the deadline date.

Finally, make sure that your **transcript from your host university** will be sent directly to OIP at the end of the year. Once we have received the above forms and your host university transcript, an IP "Academic Report" (similar to a transcript) will be prepared by this office and sent to your home campus where it will be posted on your permanent record. Read the "Academic Reporting" section for more information.

**IMPORTANT:** Remember to check your emails on a regular basis to receive messages regarding your academic studies.

## Academic Reporting

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At the conclusion of the student's study abroad experience, the OIP evaluates, translates and reports all courses in which the student was enrolled, units attempted, and grades earned to the student's home campus on what OIP refers to as an "Academic Report". The Academic Report is the official—and the only—academic record of the entire year, since mid-year reports are not provided. Grades earned while on IP will be computed in the cumulative grade point average on the student's CSU transcript.

Each student receives an Academic Report which is sent to the student's permanent home address. Reports are also sent to the student's Study Abroad/International Programs Office and the Registrar/Records Office at the home campus. It may take the Registrar/Records Office several weeks to post courses, units and grades to the student's CSU transcript so students should check their academic records periodically. If courses do not appear on the CSU record after four weeks, students may wish to contact the Registrar/Records Office at their home campus to find out when your courses will appear on their record. The CSU transcript becomes the official record of coursework attempted and grades earned abroad.

Once courses appear on the student's CSU academic record, students should verify that courses listed on their Academic Report also appear on their CSU academic record. If there are any discrepancies, students should contact the Registrar/Records Office at their home campus.

If an error has been made on a student's Academic Report, for instance, a grade was recorded incorrectly or a course that was taken was not listed on the report, then the student should email the OIP to request a course or grade review at <IPacademics@calstate.edu>. Course and grade reviews can take several weeks or several months to complete depending on circumstances, the urgency of your request and the time the request was received. For more information, students are advised to read the cover letter attached to their Academic Report.

Since courses are posted to the student's CSU transcript and become a permanent part of the student's CSU aca-

demographic record, courses listed on the Academic Reports must accurately represent the courses taken abroad. To ensure accurate reporting, OIP reports courses by using a special course designation number, allowing the student to receive CSU resident credit in the subject area in which the course was taught. The title of the course taken will also be reported to the CSU campus and posted to the student's CSU academic record. This method of reporting means that students will need to furnish course descriptions, syllabi, and other course materials to their advisors in order to apply for credit towards specific major, minor, or general education requirements. If courses are not needed for specific degree requirements, then it is usually not necessary to complete any other campus-based forms although students should verify this with their campus IP coordinator or home campus academic advisor.

Refer to the Academic Advisement Form Instructions and the IP Bulletin for additional academic reporting information and arrangements pertaining to specific programs.

### **When to Expect Your Academic Report**

Since the grade reporting operating procedures of international institutions are different than the CSU campuses, IP students will not receive their grades as quickly as they do at their home campus. It can take a **minimum of four months** (and sometimes longer depending on specific circumstances) for courses taken at their host university to be reported to their CSU campus after they have completed their study abroad.

The OIP sends the Academic Report to the student's permanent home address and the Registrar's/Records Office of the student's home campus. Once the home campus receives the Academic Report, it can take several weeks for the campus to post courses and grades to the student's CSU transcript.

Students, who have not received their report or have received an email about their report by the end of the fourth month after they have completed their year abroad and are concerned, may contact OIP at (562) 951-4790 to check on the status of their Academic Report.

It is the student's responsibility to inform the OIP of changes in permanent home address which must be done in writing.

**Graduating Seniors:** Due to the delays with receiving grades for some countries (e.g. France, Germany, Ghana and South Africa), graduating seniors might have to postpone their graduation date depending on when the Academic Report can be sent to their home campus.

Academic reports for graduating seniors are given priority processing but seniors should understand that it still can take a minimum of four months to process reports. For this reason, it is often not possible to graduate in the term following the last semester abroad. Students who plan to apply to graduate schools following their year abroad can still apply for graduate programs as long as they inform the institutions to which they are applying of a possible delay in the posting of their degree.

**IMPORTANT:** If students have an outstanding account related to their international studies, the Academic Report will NOT be released to their home campus until the debt has been cleared. Notification of outstanding accounts will be sent to the student's permanent home address.

## **Assessment and Grading Systems**

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Higher education institutions outside the United States typically use grading systems which differ from those in use in the CSU. The examination systems vary widely as well. In many universities, students pursue specific degree objectives in which the individual courses taken are not graded separately. Rather, a final comprehensive examination is given at the end of the year or at the end of the course of study, when the student's advisors feel that the student is prepared in all subject areas. Continuous assessment as known on American campuses is uncommon. Where examinations are given, they are usually highly specific, may focus on only a fraction of the subject, and may be oral or written. Grades for an entire term or year's work may be assigned on the basis of a single final examination.

## **Academic Policies**

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### **Minimum Academic Qualifications**

The OIP requires that accepted applicants must:

- remain in good academic standing;
- maintain the required GPA (as set for the particular program) after acceptance into the program;
- fulfill any program language and other requirements prior to the program start date;
- meet all other conditions set by OIP.

Students who do not meet these requirements may be subject to further action up to and including disenrollment.

### **Academic Disqualification**

All IP participants must be students matriculated at a CSU campus. If a student is disqualified by their CSU campus after his/her application to the IP has been accepted for participation, the student is no longer eligible and will be dismissed from the program.

### **CSU Registration**

IP participants are fully matriculated CSU students who remain enrolled at their home campuses as full time students while studying overseas. The OIP arranges for the registration of all students at their respective home CSU campuses at the beginning of their academic year abroad. Therefore, students must NOT enroll for any courses at their home campus for the time that they will be abroad through IP.

Students are not permitted to enroll in on-line courses, which are offered at their home campus or another CSU campus, since the purpose of studying abroad is to engage in full time study exclusively at the study center or host university.

## Enrollment Requirements

IP participants are concurrently enrolled at their home CSU campus and the host university. To facilitate concurrent enrollment process, the OIP notifies the campus of each student to request that the campus registers the student as full time before the start of the academic year abroad. This will allow students to maintain their status as CSU students and receive financial aid, if applicable.

The following unit enrollment policies apply:

- Undergraduate students are required to carry a minimum courseload equivalent of 15 semester units per term and a total of 30 semester units for the overseas academic year. **This requirement applies to all undergraduate students regardless of the number of units they need to graduate or the enrollment requirement of the host university if this differs from the IP requirement.**
- Post-baccalaureate students pursuing credentials or second undergraduate degrees are required to carry the same courseload as undergraduates as described above.
- Graduate students must carry a minimum courseload equivalent of 12 semester units per term on condition that at least six of those units are taken at the graduate level; otherwise, graduate students must carry a courseload on the same basis as undergraduates as described above.
- Any units earned during a pre-session, special session, or preparatory language program conducted outside the host institution academic year calendar, are not counted in meeting the semester courseload requirement.

Full time enrollment at the host university is critical and a requirement of participation in the IP. Failure to enroll in full time studies can jeopardize conditions of the student's visa to remain in the host country, impact financial aid eligibility and result in dismissal from the program.

Students are not normally allowed to enroll in more than 18 units a semester except by exception by the OIP. Students requesting to take more than 18 units in the second semester of their international study must be in good academic standing and have earned a B average in the first semester of study.

In exceptional cases, students may petition for a reduction in the prescribed courseload. Such petitions are granted only in cases of extreme hardship due to conditions beyond the control of the student. The discovery that coursework is at a greater degree of complexity than was assumed, that academic requirements are demanding, or that the student faces lower grades than expected are not grounds for the approval of a reduced courseload.

Extended illnesses and emergency situations requiring absence from the study center are generally considered grounds for the submission of a petition. Failure to maintain the prescribed academic load without prior approval may result in disenrollment from the International Programs.

Students who withdraw from courses without approval from the OIP will be assigned the administrative grade of WU (Withdrawal Unauthorized), which for purposes of grade point average and progress point computation, is equivalent to an F.

## Academic Progress

As an official academic program of the CSU, all students participating in the IP and its offerings are subject to all of the academic regulations of their home campuses as well as those of the IP and the host institutions they attend abroad. Home campus rules for academic probation and disqualification apply overseas at the study centers as they do at home.

IP participants are expected to make normal academic progress and to maintain a grade point average of at least a 2.0. Graduate IP participants are expected to maintain a minimum grade point average of 3.0 for all graded work for the degree. Students who fail to meet these requirements are subject to probation or disenrollment from the IP.

Furthermore, any student whose academic performance does not meet standards necessary for successful progression in the program may be in jeopardy of disenrollment.

## Attendance

IP participants are expected to attend classes in which they are enrolled regardless of the flexibility of the host country's educational system or the practices of local students. In addition to its affect on academic performance, excessive and/or unauthorized absences during the academic year constitute grounds for disciplinary action by the OIP including dismissal from the program.

Personal travel should be restricted to weekends and university holidays.

## Examinations

Students are expected to complete all course requirements and take all examinations (including final exams) for the courses that they are enrolled in before leaving their host university. They may not request early exams or special favors in order to leave before the end of the term unless there are extenuating circumstances involved and the OIP has approved an early exam date.

Host universities can have strict test-taking policies, including refusal to permit students to take exams if they arrive late or they have failed to achieve minimum academic standards prior to the final exam. Students are expected to read and comply with university policies which pertain to their studies at their host university.

Although some host universities permit students to retake a final examination several weeks or months after the original examination period has taken place, IP participants are not permitted to retake exams once the academic year at their host university has ended.

## Independent Study

In general, the IP is not designed to accommodate students pursuing independent study. The structure of overseas programs offered by the IP is fundamentally one of immersion in host institution instruction and supporting stud-

ies – such as language studies. The pursuit of other academic purposes tends to remove the student from the immersion environment and is, therefore, not generally encouraged. However, there may be a few students whose academic needs involve the completion of a paper or project during the period of study abroad, or who have a unique and very specific interest to pursue which is particularly relevant to the study center locale. In such instances, the OIP may approve limited independent studies on a case-by-case basis.

Where and when it is permitted, Independent Study is limited to a maximum of three semester units per term, except where the student's home campus permits only a lesser amount. In order to carry out independent study, a student may need to possess near-native fluency in the language of instruction, in addition to any special academic preparation and research skills required for the proposed study project. The student must have advanced written approval from the major department advisor and department chair, as well as from the OIP. Independent study must result in a paper or project capable of being graded on the student's home campus. Special tutors are not available, and students must be capable of carrying out all aspects of such study in terms of study and research skills, language skills, and access to appropriate resources. Independent study that involves additional instructional cost to the student cannot be given credit by the IP, and additional cost to the IP cannot be authorized. Upon request, independent study proposal forms will be sent to students interested in independent study.

### **Internships**

Internships are unavailable at most study abroad centers, but where internships are available, the following guidelines are used:

- internships are credited at one unit per three internship hours per week over a 15-week semester;
- internships will not exceed six semester units for the year (i.e. three units per semester);
- internships will be appropriately supervised by an academic supervisor from the host university and an internship supervisor from the organization where the internship is being performed;
- internships require a written component to be stipulated by the host institution/supervisor;
- students seeking internship credit in their major or minor must comply with all the policies and procedures on their home campus for internships and have approval of the major department; and
- the OIP has final approval of all internships requests.

Internship applications must be completed and submitted to the OIP within the first four weeks of the semester. Late applications will be not approved.

### **Repeated Course Work**

Undergraduate students may not repeat courses which are equivalent to courses already completed. Since a course

taken abroad may have the same or a similar title but have different content than a course previously taken, the student should keep complete records of their coursework so that if credit for the course is questioned at the home campus, the content of the course can be verified. For more information, students are advised to consult with their home campus catalog and advisors regarding the repeat of courses.

### **Assignment of Grades**

Through the experience of many years the OIP has developed a general system for converting foreign grades to CSU equivalents. Extreme care is exercised by the OIP to ensure that students neither benefit from nor are penalized by different evaluation methods prevailing at the various study centers.

The OIP is required to reports all courses taken overseas and report a grade for each course attempted.

All grades as reported to the CSU campus registrars by the OIP are considered permanent and final except "incompletes" which are rarely given. Under ordinary circumstances a grade may not be changed except to correct a clerical or procedural error. No change of a final grade may be made on the basis of re-examination, review of a student's work in the course or by completing additional work for the course.

### **Grading Symbols**

To evaluate student performance, host universities often use different grading symbols which are converted to the grading symbols used at the CSU.

Grades earned while on IP will be calculated in the cumulative grade point average on the student's CSU transcript. Academic symbols CR, NC and W do not affect grade point averages.

Plus and minus grades as shown in the table above may be reported for course work completed on IP depending on the grading system of the host university. Not all host universities use plus and minus grades, in which case IP grades will not include plus and minus grades.

Note that at several host universities, there is no grade equivalent for the CSU letter grade of D.

### **The Use of Withdrawal Unauthorized "WU"**

The symbol "WU" indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible such as not taking the final exam. For purposes of grade point average and progress point computation, this symbol is equivalent to an "F" and shall be counted as units attempted but not passed.

### **Incomplete Work**

Because of the difficulty of completing and grading work after the end of the academic year overseas, no incomplete grades are given. Students who fail to complete all course requirements by the end of the academic year at their host

institution will receive a grade of WU. Exceptions to this policy must be pre-approved by the OIP.

### **Auditing**

Auditing a course must be approved by the host university and the OIP. Audited courses which bear an additional cost to the IP will not be approved.

Enrollment as an auditor is also subject to permission of the instructor of the course. Regular class attendance is expected although full participation in classroom activities will be at the discretion of the instructor. Once enrolled as an auditor, a student may not change to credit status.

Students do not receive credit for audited courses, and they are not reported to the CSU home campus. An audited course may not be counted toward meeting the required minimum academic courseload requirement and may not be considered a reason for a student to be permitted to take a deficit load.

### **Credit/No Credit Option**

Subject to home campus restrictions, students may request to have one course during each semester reported to the home campus for a Credit or No Credit (CR/NC) grade, for a maximum of six units per academic year. The following conditions apply:

- Courses must be taken for a regular grade at the host university.
- Courses reported as a CR/NC to the home campus will appear on the student's CSU academic record but will have no effect on the grade point average.
- Requests to have courses reported under the CR/NC option must be made at least one month prior to the final examination date of the course. Late forms will not be accepted.
- Incomplete forms, which omit requested course information and/or signatures will not be considered.
- Requests must be consistent with CR/NC regulations set by the student's home campus and major department. Normally, courses fulfilling major requirements must be taken for a letter grade.
- CR is awarded for grades A through C- in undergraduate courses, and A through B- in graduate courses. NC is assigned for D+ through F in undergraduate courses, C+ through F in graduate courses, contingent upon compliance with #4, above.
- Language acquisition courses in countries where the national language is not English cannot be taken CR/NC but must be taken for a letter grade. This applies to courses in which the primary objective is the imparting of language competency skills of the host country. Courses include preparatory language courses as well as required and optional instruction in foreign language during the academic year.

### **Course Withdrawals**

Withdrawals shall not be permitted during the final twenty percent of instruction except in cases, such as accident or

serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control. Withdrawals of this sort may involve total withdrawal from the campus or may involve only one course.

### **Program Withdrawal**

A student may withdraw completely from International Programs for serious and compelling reasons or in verified cases of accident or serious illness. Withdrawal after departure constitutes withdrawal not only from IP, but also from the student's home CSU campus for the remainder of the term. The health and accident insurance plan is terminated and the student's visa status to remain in the host country is also affected.

All requests for withdrawal from the host university must be submitted in writing using the Program Withdrawal Form. Students studying in Chile, China, France, Germany, Ghana, Italy, Japan, Spain and Taiwan can obtain the form from their on-site Resident Director or Program Coordinator. Students studying in Australia, Canada, Denmark, Korea, Mexico, New Zealand, South Africa, Sweden and the UK must consult with the International Office at their host university about their plan to withdraw and contact the OIP by emailing <IPacademics@calstate.edu>. The Program Withdrawal form will be emailed to the student.

Failure to follow formal OIP procedures may result in the assignment of WU's for all courses.

Students who receive financial aid funds must consult with their Financial Aid Office at their home campus. If a recipient of student financial aid funds withdraws from the IP during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

### **Academic Misconduct**

Students are expected to follow the same principles on academic integrity at their host universities as they would at their home campuses. Students who have committed any act of academic misconduct including (but not limited to) plagiarism, forgery, cheating or other such actions, are subject to disciplinary action based on the IP Student Conduct Code.

## **Frequently Asked Questions**

**Question:** Am I required to take the equivalent of 15 units each semester abroad even though I don't need the extra units to graduate? **Answer:** Yes.

**Question:** I want one course to be reported as a Credit/No Credit to my home campus. Can I take this course on a Pass/Fail basis at my host university? **Answer:** No. You must take the course for a regular grade but if you complete the *Credit/No Credit Course Request* form and your request is approved, the course will be reported to your home campus as a Credit or No Credit depending on the grade that you received for the course.

**Question:** Someone told me that if I don't take an exam in one course while I am on IP, the course would not show up on my CSU transcript. Is that true? **Answer:** No.

The OIP receives a list of **all completed and uncompleted courses from all institutions where our students are attending**. If a student does not complete a course for any reason, the course will be reported as a WU to the home campus. This is equivalent to an F in GPA calculations.

**Question:** I have been abroad for one semester and I would like a mid-year report of the work that I've done. Will the OIP provide this to me? **Answer:** It is not our policy to issue mid-year Academic Reports. Reports are only provided after ALL grades for the entire year have been submitted to the OIP.

**Question:** I am going to a university which doesn't have a Resident Director or a person employed by the CSU International Programs. Who can I contact if I have academic questions? **Answer:** If your question relates to IP Academic Policy, reread the Academic Arrangements section of this Participant Guide which is also available online or email <IPacademics@calstate>. You can also go to the International Office of your host university. If they are unable to answer your questions, they will contact our office for assistance.



# Finances

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## Financial Planning

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A crucial ingredient of a successful year overseas is a sound financial plan. This point cannot be overemphasized. Without adequate funds, you simply cannot manage to live and study overseas. This section should give you the information you need to plan your finances for the upcoming year overseas.

During the time you were applying to International Programs (IP), you were carefully considering the costs as described in the *Financing* pamphlet. By now you should have a good idea of your resources for the coming year and should have applied for financial aid, if necessary. The amounts shown on the Program Cost sheet (attached to the Agreement) are based on the experience of the current year's students. These **estimates** are useful for planning purposes, but are subject to changes due to **currency fluctuation**, inflation, and costs out of IP's control.

You should understand that in paying these costs you have not purchased a "package tour" which guarantees that all your expenses will be paid and all services delivered. Tour companies can do this because they add a healthy profit margin for themselves. If their prediction of costs is too low, they have to take the difference out of their profit. If it is too high, their profit is higher.

IP does not make a profit. The money you pay to us is used solely for your own expenses. If there is anything left over at the end of the year, you will receive it back as a refund. If costs are excessively higher than expected, it might be necessary to ask you to pay the difference, as you agree to do in the Agreement you sign before participating. We do not like to ask our students to pay more money and, understandably, they do not like to do it. This situation is a rare occurrence.

Costs usually vary somewhat from the previous year. Please keep in mind any significant fluctuations in the exchange rate will impact the dollar estimates provided. Check the figures carefully so that you understand the anticipated costs for this coming year, as each item is explained in this document. In particular, look at the "Estimated Out-of-Pocket Expenses" on your Program Cost sheet, which are the items you will pay for individually while overseas. These amounts are **estimates only**, but should be considered **minimum** amounts. Do not expect to get by on less.

Since you ordinarily cannot work legally overseas, you should not plan on earning any money during the year.

After reading this section and reviewing your Program Cost sheet, if you still have any questions about finances, please feel free to contact IP about them. It is far better to resolve any questions or problems now, rather than to wait until you are overseas. Before you depart, make sure that you will have sufficient funds for the entire year.

## Explanation of Cost Estimates

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You have decided to participate in the California State University International Programs. IP does not generate profit for the CSU, but rather provides students with affordable, academically enriching international opportunities. Your decision to be an IP participant means that you are aware that the International Programs will be making some arrangements for you and that IP will therefore have control of some of your program-related costs.

There are many benefits to participating in a study abroad program managed by a central office such as IP. IP takes care of numerous things for you that you would otherwise have to manage yourself if you were going abroad independently. For example, IP assists you with such things as information about how to obtain your student visa, temporary housing arrangements, admission to and registration at a foreign university, health insurance, orientation before departure and upon arrival, and, in some cases, flight arrangements.

You may hear from others that you can get a "better deal" if you make your own arrangements. However, we caution you to remember that, more often than not, making your own arrangements can be extremely time consuming and costly if you have to do them yourself, especially if you do not speak the language of the host country fluently. And sometimes, students who attempt to make their own arrangements to "save money" end up paying for extra things that they forgot to account for at the outset. IP takes care of the "BIG things" so that you can focus on the little things that will make your trip more memorable for you. By and large, students appreciate the plans made by IP, especially at the beginning of the year when they are still unfamiliar with their new surroundings.

IP has been operating study abroad programs since 1963. The staff is very familiar with the intricacies of international travel and living. Our unique insights and our combined years of experience give us an advantage when it comes to making arrangements overseas. We do our best to keep costs as low as possible and to make practical decisions to keep you safe and comfortable. We believe that you will be happy with the arrangements we make for you.

Program Cost Estimates are those costs which are paid by you, the student, and are divided into two categories: "Pre-paid Costs," which you pay in advance to IP, and "Out-of-Pocket Expenses," which you will pay individually while overseas. Refer to the Program Cost Estimate sheet to see when certain payments are due. The separate costs are further described below:

**State University Fee** - This fee covers home campus enrollment. Please note, students seeking a second undergraduate degree will be charged the graduate rate. A reserve for a potential increase to the State University Fee rate (10%) is included here. If the CSU Board of Trustees does not approve a fee increase, the amount will be refunded.

**IP Study Abroad Fee** - Mandatory fee for all IP participants. Fee covers costs related to overseas operational expenses including student on-site support and operating costs of the program.

**IP Insurance** - A mandatory group health and accident insurance plan ordered by IP and paid by you as a prepaid cost to IP.

**Departure Processing** - Includes orientation and materials sent to students prior to departure.

**Academic-Year Housing and Meals** - During the academic year, students locate and pay for their own housing, either in residence halls or off-campus. Arrangements for meals depend on the housing option.

**Host University Health Insurance-Academic Year** - The student is required to pay this fee while in Canada.

**Personal Expenses** - Estimates of personal expenses can at best be only a rough guess, but the amounts indicated are based on the average for last year's students. Included are such items as clothing, postage, entertainment, books etc. Please bear in mind that estimates for personal expenses, as well as for other out-of-pocket expenses, are minimum amounts. Do not expect to get by on less.

**Roundtrip Transportation** - The cost of transportation to and from the overseas center.

**Warning: Vacation expenses are NOT included in the Program Cost sheet.** Vacation/travel expenses have not been estimated because the amount students spend on this item varies so greatly. In the past, average expenses have ranged from \$500 to \$2,000 and the individual variation is so great that it is hard to make sound predictions. If you plan to travel before you return to the States, you will need to add even more to your travel budget.

## The State of California Keeps Costs Down by Contributing toward the Program Costs

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It is useful for you to know that the cost of providing education at any California State University campus is approximately \$12,630 per year per student. The student only has to pay about \$4,277 per year, and the State of California pays about \$8,352 per year toward each student's education.

IP programs are more affordable than most study abroad programs of comparable quality, duration and academic value because the State of California supports study abroad by contributing to the IP program costs. When you study abroad with IP, you are still only required to pay the same university fees that you would pay if you were attending at your home CSU campus (about \$3,353 plus graduate and summer fees where applicable per year).

The State of California wants CSU students to study abroad to broaden their horizons and to acquire international, linguistic and multicultural skills, and therefore contributes toward the cost of study abroad, instead of passing those costs on to students. The costs that are covered by the State of California include such things as the host university tuition, academic and logistical program arrangements, overhead for operating office facilities, and staff salaries in California and overseas.

## Changes to Program Cost

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The Program Cost sheet shows the estimated standard costs for a single IP student at your host country. This information must be adjusted for students with dependents and those students who arrange their own housing. **Request for changes to your program cost should arrive at IP by ◀ May 15.** Once an adjustment has been approved which will affect your prepaid costs or payment schedule, IP will send you an official revised Program Cost Estimate sheet.

## Financial Data Form

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To be assured that IP students have sufficient funds for the year overseas, IP requires that each student complete a Financial Data form and return it by ◀ **May 15.** If your financial situation changes before departure, you must inform IP.

## W-9S

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Students enrolled in the International Programs may be eligible for the Lifetime Learning credit, which provides for a credit of qualified tuition and fees per tax year. In order for us to file the appropriate reports/claims, we request that you (or the person claiming you as a dependent) complete Part I of the W-9S *Request for Student's or Borrower's Social Security Number and Certification* form and return it to our office by ◀ **May 15.** For more information please see: <<http://www.irs.gov/pub/irs-pdf/fw9s.pdf>>.

## Payment

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The total Prepaid Cost should arrive at IP by ◀ **May 15**.

You may send your check or money order payable to:

### CSU INTERNATIONAL PROGRAMS

Mail to:

CSU International Programs  
401 Golden Shore, Sixth Floor  
Long Beach, California 90802-4210

**Make sure your name and host country are clearly indicated on the check.** This is particularly important if someone other than you is making the payment. Otherwise we may not be able to credit the proper account. If you wish to pay using your Visa or MasterCard, please complete the required information on the Program Cost Payment form and return to IP by ◀ **May 15**.

No receipts will be given for personal checks; your cancelled check will serve as a receipt. A \$10 fee will be charged for all returned checks.

### Deferment of Prepaid Cost

Your entire Prepaid Cost is due by ◀ **May 15**. However, if you are unable to pay the full amount you may choose one of the following options:

**Financial Aid** - Prepay \$500 and defer the remainder until your financial aid is disbursed. If you choose this method of payment, you should indicate so on the Program Cost Payment form and return **with your \$500 deposit**.

By July 1—or before you leave for your study center (which ever comes first)—you will need to provide IP with an award letter or a letter from your financial aid counselor stating that sufficient aid to cover your remaining payment due will be awarded. The amount due will be deducted from your financial aid.

**Parents' Payment Schedule** - Prepay \$500 and parents make payments for the balance due. If you choose this method of payment, you should indicate so on the Program Cost Form and return **with your \$500 deposit**. The balance due should be paid in not more than six monthly installments with the final payment arriving in IP no later than November 30, 2009.

Parents should be aware, any refunds due will be returned to the student.

**Note:** At the end of your academic year if you have a financial obligation it may result in a financial hold being placed on your academic records. If the obligation continues, your name will be given to the Franchise Tax Board for collection.

## Financial Aid - Procedures

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Except for Federal Work Study, IP participants continue to be eligible for all student aid programs such as Cal Grant A or B, Pell Grant, SEOG, SUG, Perkins Loan, EOP Grants,

Stafford Loans, and scholarships. We expect that, if you require financial aid, you have already filed the Free Application for Federal Student Aid (FAFSA) and that you are complying with your campus financial aid office's requests and deadlines.

### US Department of Education FAFSA:

<http://www.fafsa.ed.gov/>



If you have just determined that you will need assistance, we recommend that you contact your campus financial aid office immediately. Most campus financial aid offices have designated a counselor to work specifically with IP students.

1. Visit your financial aid office and complete the application materials as instructed. Inform the counselor that you will be an IP participant. Many campuses will ask you to indicate this on your application and on all documents to make it easier to process your award and to handle your checks properly while you are overseas.
2. Make sure that you have submitted all required paperwork. This is **YOUR** responsibility.
3. Complete and submit the Financial Data form to IP. The Authorization for Transmittal of Financial Aid (part of the Financial Data form) permits your home campus to send IP what may be owed on your program cost or send your financial aid to IP.
4. A few weeks before you depart, contact your financial aid counselor to verify that your file is complete.

**IMPORTANT NOTE:** Students who will rely on financial aid during periods of study abroad must confirm with the financial aid office that they will be eligible for aid during the period of planned enrollment.

If you are a financial aid recipient you must also confirm with your campus financial aid office that you are currently making satisfactory academic progress and that you will not exceed the maximum time frame for receiving financial aid during the period that you are abroad.

## Financial Aid - Disbursement

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**WARNING:** It is your responsibility to remove all CSU home campus "holds" on your records before you go abroad. A "hold" on your records will prevent you from registering for classes. This includes holds from the Library, Records Office, Financial Aid Office, your own academic department and any other campus office. Before you leave, be sure to clear all "holds." This is your responsibility and will prevent problems in the future.

In order for you to receive your financial aid efficiently, your home campus may disburse your financial aid directly rather than through IP. Most campuses are able to do this, but a few are not. If your campus is disbursing your aid, the campus should follow the same disbursement procedure it

would use if you were to remain on campus. If you have deferred any portion of your program costs with financial aid, the amount due will be deducted and sent to IP each quarter/semester with the balance disbursed to you. **It is your responsibility to make sure your home campus has your disbursement instructions on hand prior to your departure. Double check that your mailing address is current at your home campus.**

If your campus cannot disburse financial aid directly to you, they will send it to IP and IP will send it to your permanent home address unless you make other arrangements. Again, any deferred program costs will be deducted each quarter/semester prior to disbursement. If you have questions about where your financial aid check is being sent, please contact your campus financial aid office and if you have questions about your deferred program costs, please contact IP prior to departure.

### **When Can You Expect Your Financial Aid?**

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Every year, IP students are very anxious about receiving their financial aid overseas. Please read this information carefully so that you will not be financially unprepared for your year abroad.

The first thing you must understand is that it will take time for you to receive your first financial aid check. **You are advised to have enough money to cover your first two months worth of expenses.** It may take that long for your financial aid to reach you.

Second, you need to know where your financial is being sent.

Third, you need to have a back up plan in case your financial aid is delayed.

### **IP Emergency Loans**

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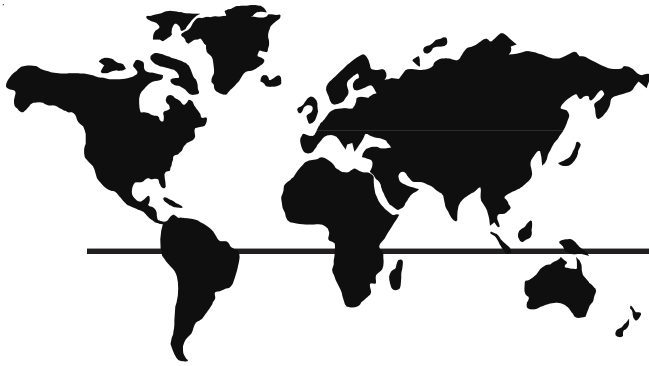
Students may borrow money from IP as follows:

1. In an emergency, students may borrow up to \$300.00 at a time through March 31; this date is subject to change.
2. Students may borrow funds against late receipt of financial aid **if** IP can determine status of the financial aid disbursement.
3. Students may borrow money to pay for medical expenses such as extended hospitalization. These loans must be for a covered illness and backed up by insurance claims payable to IP.

### **Certification of Enrollment**

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While IP can provide certification/verification of concurrent enrollment to scholarship donors, insurance companies, etc., please remember that it is not IP's responsibility to make sure your campus processes the forms--this is still your responsibility. All such requests must be signed by the student.



# Health and Safety Abroad

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As you prepare to spend a year abroad, health, safety and security are important issues for you to consider. Each year hundreds of students study abroad and return safely. This does not mean that you should ignore this aspect of your preparation; studying abroad is not “risk free.” In preparing you should first realize that there are a wide range of potentially serious situations that may or may not apply to you. In one country, traffic accidents may pose (statistically) the largest danger to you, while in another country the AIDS virus may be a more serious threat. Perhaps the most important variable is you—your health situation, personal habits, the activities you choose to engage in or the places you choose to go.

No orientation can alert you to every potential difficulty. We will provide you with some background and additional information sources so that you can make informed decisions both as you prepare and while you are abroad. Read this *Guide*, attend the Predeparture Orientation, and learn as much as you can about the country to which you are going. Explore additional sources if you have more questions.

## Health & Medical Issues

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### The Health Examination

In order to prepare physically and emotionally for living and studying overseas for a year, you are required to have a medical checkup before you go. Your medical record will be on file overseas for reference purposes in case of emergency. You and your physician must complete the Health Status Report and return it to OIP by **May 15**.

This report also verifies the physical condition of the applicant for insurance purposes and alerts the OIP and overseas staff of any special physical and psychological factors that may affect your performance, comfort and safety while an IP student. It is vital that this examination be thorough and accurate. It is intended to be a general survey of your health and should be completed by a general practitioner, unless your specific health situation requires reporting by a specialist. Reports completed by chiropractors are not acceptable.

You should make an appointment immediately in order to meet the deadline. Many campus health centers will complete the form for enrolled students if arrangements are made well in advance of the end of the term.

### Students with Special Needs

Students with special needs, such as physically disabled students, or students with learning disabilities, will have the opportunity to make their needs known after selection. IP makes every effort to accommodate such students in cooperation with host institutions abroad. Students with special needs are encouraged to identify themselves to make adequate planning possible. In some cases, adequate facilities or services for students with specific types of disabilities may not be available at their chosen overseas study centers.

### Preparing for Other Health Issues

You can also prepare for the year ahead by reviewing the following:

**Medical/Dental Work** - We advise taking care of any existing medical problems and dental work before departure. Routine dental care is not included in IP insurance coverage. Lists of doctors and medical facilities are available from the IP office overseas.

**Inoculations** - Although specific shots may not be required for all IP countries, depending upon your personal situation, it may be a good idea to be immunized against major communicable diseases. If you are planning to travel to other countries while overseas, check to see if any inoculations are required. **Consult your physician for advice.**

**Eye Glasses/Contact Lenses** - Take a copy of your prescription, as well as an extra pair of glasses or contact lenses with you. Routine eye examinations are not included in the IP insurance coverage. Consider taking a supply of cleaning solution for contact lenses if your eyes are especially sensitive as overseas products may differ.

**Medications** - If you can, take along a year's supply of any prescription medications and any nonprescription medicines (e.g., aspirin, allergy medicine) that you use regularly. Local products may differ. In addition you should be aware that adjustments to unfamiliar food and water may create intestinal problems; ask your doctor to recommend an anti-diarrhea treatment.

Students currently taking medication for an ongoing medical condition should consult with their physicians regarding their ongoing care. Ask your doctor if the medications you take are available in the country you are going to and whether the drug is known by another name. You may be

able to continue treatment under a physician's care overseas. If you determine that you will need to have medications shipped to you overseas, you must observe any laws enforced by your host country regarding shipment and receipt of medication. The best resource for information about such regulations would be the host country's embassy in Washington D.C. Contact information is on the Web. For example, "the Embassy of Italy in the United States."

## Health Conditions Overseas

Do not expect conditions to be the same as in California. Health issues will also be a topic during your on-site orientation. Regardless of your host country, most IP students will probably have a few minor stomach upsets due to adjustments to food and water. During vacation travel to other countries you will probably be faced with unfamiliar health conditions. The following sources have helpful information about staying healthy overseas:

- *Health Information for International Travel*. Centers for Disease Control. Available for a fee from the Superintendent of Documents, US Government Printing Office, Washington, D.C. 20402 or may be obtained from your local and state health departments. This publication should be available at your local library and the section on "Health Hints" includes interesting and important information.



**Centers for Disease Control:**  
<http://wwwn.cdc.gov/travel/default.aspx>

- **International Association for Medical Assistance to Travellers (IAMAT)**

IAMAT is a non-profit organization that was established in 1960. IAMAT's objective is to advise travelers about health risks, the geographical distribution of diseases worldwide, immunization requirements for all countries, and to make competent medical care available to travelers by western-trained doctors who speak English besides their mother tongue.



**International Association for Medical Assistance to Travellers (IAMAT)**  
<http://www.iamat.org/>

**Medical Facilities Overseas** - Nearly all students overseas experience some difficulty in adjusting to different diets, climates, sanitary facilities and other conditions that may temporarily affect their physical well-being. Most of these problems are of short duration. Adequate medical facilities are available at all centers in the event of more serious illnesses and staff overseas can refer you to appropriate doctors and medical facilities.

## Health Insurance

CSU policy requires that all study abroad students be insured. Therefore, all IP participants are covered by Acci-

dent and Sickness Insurance for CSU Students Studying Abroad, included in your IP program costs.

This insurance is only valid outside the US and is considered an "excess" policy. This means that if you have other insurance coverage with another company outside of IP (e.g. through your parents), then you must file the claim with the other company first, then with the IP insurance carrier. Carefully study the policy exclusions and limitations provided in the brochure in the packet. This policy does not cover pre-existing conditions, nor does it cover all medicines or drugs prescribed for outpatient treatment. You may need to maintain your current insurance policy or purchase a new policy that will provide coverage. The policy includes a major medical provision with a deductible, and an accidental death benefit. We should also mention that many of the host countries require students to purchase local coverage, which provides students with additional coverage.

Please note that the CSU policy requires that you pay for medical services up-front, and subsequently file a claim form for reimbursement. If you have a large medical expense, such as hospitalization, OIP is prepared to lend you the funds to cover your expenses until the insurance carrier reimburse you.

The required insurance goes into effect the day before you are asked to arrive overseas and remains in effect as long as you are enrolled in classes with IP. No insurance premium refund is given once you depart the US for your study center. If you withdraw or are disenrolled from IP prior to the end of the academic year, you forfeit participation in the health and accident insurance plan effective on the date of withdrawal as established by OIP. Although the health insurance coverage has proven adequate for most IP participants, it is not a comprehensive policy. **You should carry your insurance card with you at all times.**

### Insurance Brochure & Claim Forms:

<http://www.csuhealthlink.com>

(Select "CSU IP" from the drop down list of Schools, then click on "submit". Once there click on the link to the Brochure or Claim Form.)



**AIG Travel Assistance** - Your CSU student health insurance policy includes emergency travel assistance coverage administered by AIG Travel Assist. This is a supplemental part of your health insurance policy valid around the world and can assist you if you should need emergency medical care while traveling abroad, 24 hours a day, 365 days a year. To access their benefits, you MUST contact AIG Travel Assist and let them make all arrangements for any services that you need. The kinds of services they provide are listed in the insurance pamphlet that we included in your packet.

Upon request, AIG Travel Assist can also provide pre-trip counseling for any countries you will be traveling to. They can also answer questions you may have about your prescription medications before departure or help you replace a prescription while traveling.

For further information on the services provided by AIG Travel Assist, please see the Wells Fargo Student Health Insurance pamphlet provided in your packet, or contact AIG Travel Assist at: (800) 626-2427 (*in the U.S. and Canada*) or 1 (713) 267-2525 (*access an international operator, and ask them to place a collect to the U.S.*).

## Pre-Existing Conditions

Students should note that the CSU insurance policy does not cover “pre-existing conditions.” Therefore, students with chronic medical conditions who know that they will need ongoing care while living abroad would be wise to continue coverage with their current health insurance company. Any questions you have about this should be directed to Wells Fargo of California Insurance Services before departure. Telephone: (800) 853-5899 or (916) 231-3399.

## Adjustment & Personal Safety

During your time abroad, you will be required to make adjustments to the people, organizations and culture of your destination. Students going to the United Kingdom often underestimate the number of differences they will encounter. Students going to Asia may tend to underestimate the number of similarities they will encounter. Cultural differences show themselves not only in our relationship to other people but also in the systems people create and the way they operate those systems. Our purpose here is not to open a discussion of intercultural communication, but to point out how these differences may cause miscommunication and affect you, your adjustment and your personal safety.

While you are abroad you will take the opportunity to do and see many things. As you undertake these activities you should always try to be aware that you are in another country. You should also try to make informed and reasonable decisions concerning the safety and advisability of your activities. The list of possible choices is virtually limitless and you will decide what you do and you must accept the consequences. Please read the “Student Conduct” section of this *Guide* for program policies. Three areas seem worth a special mention here.

**Alcohol** - Attitudes about alcohol and customs surrounding its use can be very different abroad than they are at home. Alcohol abuse can be a danger and it contributes to other dangers as it impairs your judgment.

**Illegal Drugs**- In addition to the inherent dangers in the use of illegal drugs, drug use abroad can present serious legal problems. Drug laws abroad may be much different than those in the US and penalties can be severe for foreigners. Avoid illegal drugs. US laws and legal procedure do not apply in other countries. While a guest in another country you are subject to their laws. The US Embassy can provide only limited assistance in locating legal help.



### Drugs Abroad: You Can be Arrested

[http://travel.state.gov/travel/livingabroad\\_drugs.html](http://travel.state.gov/travel/livingabroad_drugs.html)

**Political Activity** - Students in other countries are often more likely to demonstrate for and against a variety of causes. You may sympathize with the students and be tempted to join the demonstration. However, the dangers in becoming involved, intentionally or unintentionally, are real. Demonstrations can unexpectedly become violent and authorities are not sympathetic to foreign participation. IP students should not get involved in demonstrations abroad.

**US State Department Travel Information** - A copy of the Consular Information Sheet for the country you will be going to is included at the end of this section. Consular Information Sheets are produced by the US Department of State and provide an overview of the conditions related to traveling to a particular country. Consular Information Sheets generally do not include advice, but rather present information in a factual manner so that the traveler can make his or her own decisions about travel to a particular country. They include such information as minor political disturbances, currency and entry regulations, crime and security information, drug penalties, health conditions, and the location of the US Embassy or Consulate. Travel Warnings are issued when the State Department wishes to warn people about a specific threat or to recommend that Americans avoid travel to a certain country. It is relatively rare for the State Department to advise that a country be completely avoided.

You may access updated US State Department Consular Information Sheets and Travel Warnings on the Internet at the address provided below. We suggest that you read the information provided for any of the countries you might be visiting while you are abroad.

**For US State Department Travel Information:**

[http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)



## Final Note

We expect that you will have a productive and challenging year abroad. As we have indicated above no location in the US or abroad can be considered risk free. By informing yourself and acting responsibly, you can help make your stay abroad a safe one. Nevertheless, changing circumstances that pose risks to students may require OIP to act. In those cases, that action may include evacuation, relocation or suspension of the program. While this is extremely rare, it remains a possibility of which you should be aware.

**U.S. Department of State  
Bureau of Consular Affairs  
Washington, DC 20520**

**Consular Information Sheet  
Canada**

**December 11, 2008**

**COUNTRY DESCRIPTION:** Canada is a highly developed, stable democracy. Tourist facilities are widely available except in northern and wilderness areas, where they are less developed and can be vast distances apart. Read the Department of State [Background Notes](#) on Canada for additional information.

**ENTRY/EXIT REQUIREMENTS:** All Americans traveling by air outside the United States are required to present a passport or other valid travel document to enter or re-enter the United States. This requirement will be extended to sea travel (except closed loop cruises), including ferry service, by the summer of 2009. Until then, U.S. citizens traveling by sea must have government-issued photo identification and a document showing their U.S. citizenship (for example, a birth certificate or certificate of nationalization), or other WHTI compliant document such as a passport card for entry or re-entry to the U.S. Sea travelers should also check with their cruise line and countries of destination for any foreign entry requirements.

Applications for the new U.S. Passport Card are now being accepted. Based on current projections, we expect the passport card to be in full production beginning in July 2008. **The card may not be used to travel by air and is available only to U.S. citizens.** Further information on the U.S. Passport Card is available at [http://travel.state.gov/passport/ppt\\_card/ppt\\_card\\_3926.html](http://travel.state.gov/passport/ppt_card/ppt_card_3926.html) and [upcoming changes to U.S. passport policy](#) can be found on the Bureau of Consular Affairs web site at [http://travel.state.gov/travel/cbpmc/cbpmc\\_2223.html](http://travel.state.gov/travel/cbpmc/cbpmc_2223.html). We strongly encourage all American citizen travelers to apply for a U.S. passport well in advance of anticipated travel. American citizens can visit [travel.state.gov](http://travel.state.gov) or call 1-877-4USA-PPT (1-877-487-2778) for information on how to apply for their passports.

Both the U.S. and Canadian governments urge frequent travelers to join the NEXUS trusted traveler program. NEXUS members receive a special travel card that allows expedited border crossings for both private and commercial travelers through both U.S. and Canadian border controls very quickly. For information about the NEXUS program see <http://cbsa-asfc.gc.ca/prog/nexus/menu-eng.html>.

Entry into Canada is solely determined by Canadian Border Services Agency (CBSA) officials in accordance with Canadian law, see <http://www.cbsa.gc.ca> for details. Canadian law requires that all persons entering Canada must carry both proof of citizenship and identity. A valid U.S. passport or NEXUS card satisfies these requirements for U.S. citizens. If U.S. citizen travelers to Canada do not have a passport or approved alternate document such as a NEXUS card, they must show a government-issued photo ID (e.g. Driver's License) and proof of U.S. citizenship such as a U.S. birth certificate, naturalization certificate, or expired U.S. passport. Children under sixteen need only present proof of U.S. citizenship.

U.S. citizens entering Canada from a third country must have a valid U.S. passport. A visa is not required for U.S. citizens to visit Canada for up to 180 days. Anyone seeking to enter Canada for any purpose besides a visit (e.g. to work, study or immigrate) must qualify for the appropriate entry status, and should contact the Canadian Embassy or nearest consulate and see the Canadian immigration web site at <http://www.cic.gc.ca/english/index.asp>. Anyone with a criminal record (including even misdemeanors or Driving While Impaired (DWI)) charges may be barred from entering Canada and must qualify for a special waiver well in advance of any planned travel for further processing, which may take some time.

For further information on entry requirements, travelers may contact the Canadian Embassy at 501 Pennsylvania Avenue NW, Washington DC 20001, tel. (202) 682-1740, or the Canadian consulates in Atlanta, Boston, Buffalo, Chicago, Dallas, Detroit, Los Angeles, Miami, Minneapolis, New York, San Juan or Seattle. The Canadian Embassy's web site is <http://www.canadianembassy.org/>.

Information about [dual nationality](#) or the prevention of [international child abduction](#) can be found on our web site. For further information about customs regulations, please read our [Customs Information](#) sheet.

**SPECIAL CIRCUMSTANCES: IMPORTATION OF FIREARMS:** Firearms are much more strictly controlled in Canada than in the United States. As of January 1, 2001, visitors bringing any firearms into Canada, or planning to borrow and use firearms while in Canada, must declare the firearms in writing using a Non-Resident Firearm Declaration form. Multiple firearms can be declared at the same time. At the border, three copies of the completed, unsigned Non-Resident Firearms Declaration must be presented to a CBSA officer. Upon acceptance, this declaration will serve as a temporary license and registration certificate for up to 60 days. The Non-Resident Firearm Declaration costs \$50 (Canadian). Visitors planning to borrow a firearm in Canada must obtain in advance a Temporary Firearms Borrowing License, which

costs \$30 (Canadian), payable at the border. These forms must be signed before a CBSA officer at the border and no photocopies are available at the border. Full details and downloadable forms are available at the Canadian Firearms Centre web site, <http://www.cfc-cafc.gc.ca/>, under the heading "Visitors to Canada."

Canada has three classes of firearms: non-restricted, restricted, and prohibited. Non-restricted firearms include most ordinary hunting rifles and shotguns. These may be brought temporarily into Canada for sporting or hunting use during hunting season, use in competitions, in-transit movement through Canada, or personal protection against wildlife in remote areas of Canada. Anyone wishing to bring hunting rifles into Canada must be at least 18 years old, and the firearm must be properly stored for transport. Restricted firearms are primarily handguns; however, pepper spray and mace are also included in this category. A restricted firearm may be brought into Canada, but an Authorization to Transport permit must be obtained in advance from a Provincial or Territorial Chief Firearms Officer. Prohibited firearms include fully automatic, converted automatics, and assault-type weapons. Prohibited firearms are not allowed into Canada. In advance of any travel, please contact a Canadian embassy or consulate, or the Canadian Firearms Centre, <http://www.cfc-cafc.gc.ca/>, for detailed information and instructions on temporarily importing firearms. In all cases, travelers must declare to Canadian authorities any firearms and weapons in their possession when entering Canada. If a traveler is denied permission to bring in the firearm, there are often facilities near border crossings where firearms may be stored, pending the traveler's return to the United States. Canadian law requires that officials confiscate firearms and weapons from those crossing the border that deny having them in their possession. Confiscated firearms and weapons are never returned. Possession of an undeclared firearm may result in a one-year prison sentence.

**SPECIAL CIRCUMSTANCES: PORNOGRAPHY AND CONTROLLED SUBSTANCES:** Canada has strict laws concerning child pornography and in recent years there has been an increase of random checks of electronic media of travelers entering Canada. Computers are subject to search without a warrant at the border, and illegal content can result in the seizure of the computer as well as detention, arrest and prosecution of the bearer. Canadian law prohibits the unlawful importation or trafficking of controlled substances and narcotics. Recently, a number of travelers, including Americans, have been arrested for attempting to smuggle khat, a narcotic from East Africa, into Canada. Smugglers risk substantial fines, a permanent bar from Canada and imprisonment. Please see [http://www.rcmp-grc.gc.ca/drugs/drugs\\_2005\\_e.htm#khat](http://www.rcmp-grc.gc.ca/drugs/drugs_2005_e.htm#khat) for details.

Please see our [Customs Information](#).

**SAFETY AND SECURITY:** For the latest security information, Americans traveling abroad should regularly monitor the Department's web site, where the current [Worldwide Caution](#), Middle East and North Africa Public Announcement, Travel Warnings and other Public Announcements can be found.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the U.S. and Canada, or for callers outside the U.S. and Canada, a regular toll-line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect themselves in an overseas environment, see the Department of State's pamphlet [A Safe Trip Abroad](#).

**CRIME:** Although criminal activity in Canada is more common in urban areas, violent crimes such as murder, armed robbery and rape can occur throughout the country. Visitors to large cities should be aware that parked cars are regularly targeted for opportunistic smash-and-grab thefts, and they are cautioned to avoid leaving any possessions unattended in a vehicle, even in the trunk. Due to the high incidence of such crimes, motorists in Montreal, Vancouver and some other jurisdictions can be fined for leaving their car doors unlocked or for leaving valuables in view. Auto theft in Montreal and Vancouver, including theft of motor homes and recreational vehicles, may occur in patrolled and overtly secure parking lots and decks. SUVs appear to be the particular targets of organized theft.

While Canadian gun control laws are much more strict than those of the U.S., such laws have not prevented gun-related violence in certain areas of Toronto.

In many countries around the world, counterfeit and pirated goods are widely available. Transactions involving such products may be illegal under local law. In addition, bringing them back to the United States may result in forfeitures and/or fines. More information on this serious problem is available at <http://www.cybercrime.gov/18usc2320.htm>.

**INFORMATION FOR VICTIMS OF CRIME:** The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

Each of Canada's provinces has a Crime Victim Compensation Board to which American victims of crime in Canada may seek redress. See our information on [Victims of Crime](#).

**MEDICAL FACILITIES AND HEALTH INFORMATION:** Canada's medical care is of a high standard but is government controlled and rationed. The level of public health and sanitation in Canada is high. Quick and easy access to ongoing medical care is difficult for temporary visitors who are not members of each province's government run health care plans. Many physicians will not take new patients. Access to a specialist is by referral from a general practitioner only and even with a referral it may take months to obtain an appointment with a specialist. Emergency room waits are very long. No Canadian health care provider accepts U.S. domestic health insurance. Visitors who seek any medical attention in Canada should be prepared to pay in cash in full at the time the service is rendered. Traveler's medical insurance is highly recommended even for visits to Canada. Some health care professionals in the province of Quebec might only speak French.

For information on avian influenza (bird flu), please refer to the [Department of State's Avian Influenza Fact Sheet](#), available at [http://travel.state.gov/travel/tips/health/health\\_1181.html](http://travel.state.gov/travel/tips/health/health_1181.html).

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention's hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC's web site at <http://www.cdc.gov/travel/default.aspx>. For information about outbreaks of infectious diseases abroad consult the World Health Organization's (WHO) web site at <http://www.who.int/en>. Further health information for travelers is available at <http://www.who.int/ith/en>.

**MEDICAL INSURANCE:** The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Canadian health care providers do not accept U.S. domestic health insurance or Medicare. Americans who seek any medical attention in Canada should be prepared to pay in cash in full at the time the service is rendered.

Please see our information on [medical insurance overseas](#).

**TRAFFIC SAFETY AND ROAD CONDITIONS:** While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning Canada is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

Transport Canada is the Canadian federal government agency responsible for road safety, although each province or territory has the authority to establish its own traffic and safety laws and issue driving licenses. For detailed information on road conditions throughout Canada, as well as links to provincial government web sites, please see the Transport Canada web site at <http://www.tc.gc.ca> or the Canadian Automobile Association web site at <http://www.caa.ca>. There are typically 3,000 vehicle-related fatalities in Canada each year. The CAA honors American Automobile Association membership. Some automobile warranties of vehicles purchased in the U.S. may be invalid in Canada; please check the warranty of your vehicle.

Driving in Canada is similar to driving in parts of the United States. Distances and speeds, however, are posted in kilometers per hour, and some signs, particularly in Quebec, may only be in French. U.S. driver's licenses are valid in Canada. Proof of auto insurance is required. U.S. auto insurance is accepted as long as an individual is a tourist in Canada. U.S. insurance firms will issue a Canadian insurance card, which should be obtained and carried prior to driving into Canada. Unless otherwise posted, the maximum speed limit in Canada is 50km/hr in cities and 80km/hr on highways. On rural highways, the posted speed limit may be 100km/hr (approximately 60 miles/hr).

Seat belt use is mandatory for all passengers, and child car seats must be used by children under 40 pounds. Some provinces require drivers to keep their headlights on during the day. Motorcycles cannot share a lane, and safety helmets for drivers and passengers are mandatory. Many highways do not have merge lanes for entering traffic. Illegal, rapid lane-changes without signaling and tailgating are common. Emergency vehicles frequently enter the oncoming traffic lane to avoid congestion. At intersections, directional signs will indicate only which turn is allowed; any other turn is prohibited. In Montreal and Quebec City, it is prohibited to turn right on red. As in the United States, all emergency assistance in Canada can be reached by dialing 911.

Driving while impaired (DWI) is a serious offense in Canada. Penalties are heavy, and any prior conviction (no matter how long ago or how minor the infraction) is grounds for exclusion from Canada. Americans with a DWI record must seek a waiver of exclusion from Canadian authorities before traveling to Canada, see <http://www.cbsa.gc.ca>, which requires several weeks or months to process. It is illegal to take automobile radar detectors into Quebec, Ontario, Manitoba, the Yukon or the Northwest Territories, regardless of whether they are used or not. Police there may confiscate radar detectors, operational or not, and impose substantial fines.

Winter travel can be dangerous due to heavy snowfalls and hazardous icy conditions. Some roads and bridges are subject to periodic winter closures. Snow tires are required in some Provinces. The Canadian Automobile Association

(<http://www.caa.ca>) has tips for winter driving in Canada. Drivers should be aware that motorists running red lights is a serious concern throughout Canada, and motorists are advised to pause before proceeding when a light turns green. Travelers should also be cautious of deer, elk and moose while driving at night in rural areas. Holiday periods can be dangerous because of increased traffic.

Highway 401, from Detroit to Montreal, is one of the busiest highways in North America. It has been the scene of recurrent, deadly traffic accidents due to sudden, severe and unpredictable weather changes, high rates of speed, and heavy truck traffic. There have been numerous incidents involving road racing and dangerous truck driving, which have caused injuries to Americans. Drivers tend to be aggressive, often exceeding speed limits and passing on both sides, and police enforcement is spotty. In addition, approaches to border crossings into the United States may experience unexpected traffic backups. Drivers should be alert, as lane restrictions at border approaches exist for drivers in NEXUS and FAST expedited inspection programs. For specific information concerning Canadian driving permits, mandatory insurance and entry regulations, please contact the Canadian National Tourist Organization at <http://www.travelcanada.ca>.

Please refer to our [Road Safety](#) page for more information. Visit the web site of the country's national authority responsible for road safety at <http://www.tc.gc.ca>.

**AVIATION SAFETY OVERSIGHT:** The U.S. Federal Aviation Administration (FAA) has assessed the Government of Canada's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Canada's air carrier operations. For more information, travelers may visit the FAA's web site at [http://www.faa.gov/safety/programs\\_initiatives/oversight/iasa](http://www.faa.gov/safety/programs_initiatives/oversight/iasa).

**CRIMINAL PENALTIES:** While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offences. Persons violating Canadian laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in Canada are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States.

Please see our information on [Criminal Penalties](#).

**CHILDREN'S ISSUES:** For information see our Office of Children's Issues web pages on [intercountry adoption](#) and [international parental child abduction](#).

**REGISTRATION / EMBASSY LOCATION:** Americans living or traveling in Canada are encouraged to register with the U.S. Embassy or nearest U.S. Consulate through the [State Department's travel registration web site](#) at <https://travelregistration.state.gov>, and to obtain updated information on travel and security within Canada. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency.

The U.S. Embassy is in Ottawa, Ontario, at 490 Sussex Drive, K1N 1G8, telephone (613) 238-5335, fax (613) 688-3082. The Embassy web site is <http://canada.usembassy.gov/>. The Embassy's consular district includes Ottawa, Eastern Ontario (Kingston, Lanark, Leeds, Prescott, Refrew, Russell, and Stormont); and those parts of the Quebec Regions of Outaouais and Abitibi-Temiscamingues near Ottawa.

U.S. Consulates General are located at:

Calgary, Alberta, at Suite 1050, 615 Macleod Trail SE, telephone (403) 266-8962; emergency-after hours-to report the death or arrest of an American (403) 266-8962 then press '0'; fax (403) 264-6630. The consular district includes Alberta, Manitoba, Saskatchewan, and the Northwest Territories, excluding Nunavut.

Halifax, Nova Scotia, at 1969 Upper Water Street, Suite 904, Purdy's Wharf Tower II, telephone (902) 429-2480; emergency-after hours-to report the death or arrest of an American (902) 429-2485; fax (902) 423-6861. The consular district includes New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island and the French islands of Saint Pierre and Miquelon.

Montreal, Quebec, at 1155 St. Alexander Street, telephone (514) 398-9695; emergency-after hours-to report the death or arrest of an American (514) 981-5059; fax (514) 398-0702. The consular district includes Greater Montreal and the regions of Southern Quebec Province (Laurentides, Lanaudiere, Laval, Montreal, Montregie, Estrie, and the southern parts of Centre-du-Quebec); including Joliete, Drummondville and Sherbrooke.

Quebec City, Quebec, at 2 rue de la Terrasse Dufferin, telephone (418) 692-2095; emergency-after hours-to report the death or arrest of an American (418) 692-2096; fax (418) 692-4640. The consular district includes Quebec City and those regions of Quebec Province to the North and East of the Montreal and Ottawa Districts (indicated above), plus the Territory of Nunavut.

Toronto, Ontario, at 360 University Avenue, telephone (416) 595-1700; emergency-after hours-to report the death or arrest of an American (416) 201-4100; fax (416) 595-5466, <http://toronto.usconsulate.gov>. The consular district includes the province of Ontario except the six counties served by the U.S. Embassy in Ottawa.

Vancouver, British Columbia, at 1095 West Pender Street, telephone (604) 685-4311; fax (604) 685-7175. The consular district includes British Columbia and the Yukon Territory.

All visa applicants are seen by appointment only. Information on visa appointments is available at [www.nvars.com](http://www.nvars.com). For information on visa services for foreigners and consular/passport services for Americans who live in Canada please see our contracted web site, [www.amcits.com](http://www.amcits.com). No visa or consular/passport information is available by calling the embassy or consulate switchboards.

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This replaces the Consular Information Sheet dated March 7, 2007 to update the sections on entry/exit requirements, traffic safety and road conditions, crime, aviation safety and importation of firearms and pornography.



# Agreement

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As a participant in the International Programs, you are a representative of the CSU, the State of California, and the United States. As such you are bound both by the normal requirements of social behavior which apply at home and by additional requirements related to maintaining the reputation and interests of the program overseas. This section features the legal and policy requirements that apply to your year overseas.

As a condition of participation in IP, all students are required to sign a program Agreement, a copy of which follows for your records. A separate copy for your signature is included in Packet #1 online. You should read the Agreement carefully, sign it and return it to OIP by **May 15**. Particular attention is directed to paragraph 9.

This form constitutes the basic agreement between you and the Trustees of the CSU. It is important to understand that this agreement legally binds you to abide by all IP rules and regulations, which are described in this Guide, the IP Bulletin, and elsewhere.

Students are expected to comply with IP requirements before departure and while overseas and to give OIP staff and host university officials their full cooperation. Actions such as disruption of the administrative process or physical or verbal abuse toward any member of the IP community are not acceptable. Regarding the academic process, unacceptable conduct includes cheating or plagiarism, failure to attend class, failure to maintain the prescribed minimum unit load, unauthorized absences from the study center (e.g., leaving early for vacations or not returning on time), or violation of IP academic policies.

Normally, common sense will dictate acceptable personal conduct outside the classroom. Examples of behavior considered unacceptable are: disregard for the laws or customs of the host country, theft, failure to pay debts, trading in, consumption, or use of illegal or dangerous drugs or narcotics, or violation of any local law or ordinance with respect to these substances, involvement in illegal or offensive actions of a political nature as defined and interpreted by the lawful authorities of the host country, or engaging in any act which represents a potential danger or an embarrassment to the program or to others.

Failure to abide by these rules and regulations may result in one of several sanctions, depending upon the seriousness of the problem. In order of severity these include a verbal and/or written reprimand by the Resident Director or host university representatives, a written reprimand from the Director of International Programs, probation, and disenrollment.

We expect that you will have a productive and challenging year abroad. As we have indicated previously no location here in the US or abroad can be considered risk free. By informing yourself and acting responsibly, you can help make your stay abroad a safe one. Nevertheless, changing circumstances that pose risks to students may require OIP to act. In those cases, that action may include evacuation, relocation or suspension of the program. While this is extremely rare, it remains a possibility of which you should be aware.

## **Nondiscrimination Policy**

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### **Gender (Title IX)**

The California State University does not discriminate on the basis of gender in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination (including harassment) on the basis of gender in education programs and activities operated by California State University. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities of California State University International Programs may be referred to the Director of the Office of International Programs or to the Regional Director of the Office for Civil Rights, Region IX, 50 UN Plaza, Room 239, San Francisco, California 94102.

### **Disability**

The California State University does not discriminate on the basis of disability (including AIDS) in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder prohibit such discrimination. Inquiries concerning compliance may be addressed to the Director of the Office of International Programs.

### **Race, Color, or National Origin**

The California State University complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of The California State University.

### **Age, Ethnicity, Religion, Sexual Preference, Marital Status, Pregnancy, or Vietnam Veteran Status**

California State University does not discriminate on the basis of age, ethnicity, religion, sexual preference, marital status, pregnancy, or Vietnam veteran status in any of its programs or activities. California State University International Programs complies with all applicable federal laws, state laws and Trustee policies in this area. These statutes and policies also prohibit sexual harassment. Inquiries concerning compliance may be addressed to the Director of the Office of International Programs.

### **Federal Drug-Free Schools and Communities Act of 1989**

California State University is committed to achieving and maintaining a campus community that fosters personal and institutional excellence and strives to provide conditions under which the work of the University can go forward freely, with the highest standard of quality and integrity. In keeping with this commitment, all faculty, staff and students are urged to ensure that the learning environment is free of the problems of substance abuse and dependency. For information regarding the Federal Drug-Free Schools and Communities Act of 1989, please contact the Director of the Office of International Programs.

## **Privacy Rights of Students in Education Records**

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 12329) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect the privacy of students concerning their records maintained by the Office of International Programs. Specifically, the statute and regulations govern access to student records maintained by the campus, and the release of such records. In brief, the law provides that the campus must provide students access to records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions.

The Office of International Programs is authorized under the Act to release "directory information" concerning students. "Directory information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The above designated information is subject to release at any time unless the Office of International Programs has received prior written notice from the student specifying information which the student requests not to be released. Written objections should be sent to the Director of the Office of International Programs.

The Office of International Programs is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; to other institutions to which the student is transferring).

**Important Note:** While you are abroad you will be encountering cultures which have values and standards of behavior different from your own. Such differences are reflected in the educational system, in social relationships and the legal system. Attitudes surrounding the use of alcohol and drugs, for example, have social as well as legal implications. You need to know that while United States and California law continue to apply to you and Trustees with regard to your participation in the international education program, you are also subject to the laws and customs of the foreign country where you study, and your relationship with foreign nationals and foreign institutions will be governed by the law of the host country.

**THE CALIFORNIA STATE UNIVERSITY  
INTERNATIONAL PROGRAMS  
AGREEMENT**

This agreement is entered into by and between the State of California through the Trustees of The California State University, hereafter called "Trustees," and \_\_\_\_\_, hereafter called "Student."  
(enter your full name)

WHEREAS, the Trustees intend to provide an international education program in \_\_\_\_\_ for selected students of The California State University and \_\_\_\_\_  
(overseas center)

WHEREAS, Student desires to participate in the program under the terms and conditions hereafter set forth,

NOW, THEREFORE, Trustees and Student agree as follows:

1. Student shall qualify for admission as a student for credit in the International Programs of The California State University by satisfying all requirements, including payment of fees.
2. Student shall pay to Trustees' Office of International Programs by the dates specified the amounts set out in the Program Costs sheet which is attached hereto and by this reference made a part of this agreement. Refund of amounts which Student pays to the Office of International Programs and assessment of charges shall be as provided in the Program Costs sheet.
3. Student shall pay to Trustees' Office of International Programs sums in addition to those specified in the Program Costs sheet as may be necessary due to increases in charges by the host university or housing authority, fluctuation in United States dollar exchange rates, or commitments made by Student while overseas that are subsequently discharged by Trustees, and increases in fees or other charges relating to enrollment in the CSU International Programs. Student shall pay to the Office of International Programs any additional sums within 30 days notification by Trustees.
4. Student shall obtain and provide all materials, meet all deadlines, and otherwise comply with all participation requirements established by the Office of International Program.
5. Student agrees to expend his or her best efforts in successfully completing the academic requirements of the courses in which Student enrolls.
6. Student understands and agrees that acts, omissions, occurrences, or events beyond the control of the parties hereto may make necessary or desirable the modification, relocation, or cancellation of the program contemplated by this agreement. Trustees shall be authorized to modify or relocate the program contemplated by the agreement with respect to cost, dates and times, and academic content so long as any such modification or relocation is a reasonable substitute for the originally contemplated program. Student acknowledges that courses may be added, cancelled, or changed by the host institution as well as by the Trustees.

## International Programs Agreement

Furthermore, Trustees reserve the right to suspend or relocate a program in a host country if, in their judgement, it is deemed advisable to do so in the event of civil disturbance, hostilities, potential hostilities, or warning from the US State Department. Student acknowledges and agrees to cooperate and follow any instructions from the Trustees in connection with a suspension or relocation of a program.

7. Trustees shall enroll Student in the International Programs of The California State University if Student otherwise qualifies for enrollment and shall provide appropriate academic credit for the courses that Student successfully completes.
8. Trustees shall provide or arrange for the provision of those services and benefits stated in the Program Costs sheet.
9. It is understood that the international implications of this agreement are such that the conduct of Student during the course of the program is of utmost importance. Student, therefore, agrees to conform to standards of conduct consistent with the maintenance of a positive reputation of The California State University and to conform to all applicable rules, regulations and policies of The California State University International Programs. Student understands and agrees that in the event the Director of International Programs, in his or her discretion, shall determine the conduct or academic standards of Student are detrimental to the best interests of the International Programs, the Director may terminate the participation of Student in the International Programs. Such termination shall not diminish or otherwise affect Student's obligation to make to Trustees any payments specified in this agreement. Trustees in no event shall be required to refund to Student any payment made by Student to Trustees, but may make such refunds as are consistent with Trustees' policy.
10. Student understands that there are dangers, hazards, and risks inherent in international travel, living in a foreign country, and the activities included in the international education program including but not limited to air, land and sea travel, dietary differences, diseases less common in the United States, differences in legal expectations and protection, building code and other safety differences, any of which could result in serious or even fatal injuries and property damage. Student agrees to assume all the risks and responsibilities surrounding student's participation in the international education program, and understands and agrees that the Trustees cannot and do not assume responsibility for any such personal injuries or property damage.
11. This agreement is subject to all applicable laws and regulations. If performance of this agreement involves violation of applicable law or regulation thereby making it legally impossible to perform and such illegality is not the fault of Student, Trustees shall refund to Student those payments made pursuant to this agreement which are authorized to be refunded in Section 41802 of Title 5, California Administrative Code. Upon payment of said refund, all rights of Student and Trustees are waived under this agreement.
12. Student agrees that the State of California, the Trustees of The California State University, the International Programs of The California State University, and each and every officer, agent and employee of each of them (hereafter in this paragraph 11 and in paragraph 12 collectively referred to as "the State") shall not be responsible for any injury, damage, or loss to Student or Student's property which occurs from any cause beyond the control of the State, or which does not occur from the sole negligence of the State.

International Programs Agreement

13. Student further agrees to hold harmless, defend and indemnify the State from any and all claims, injuries, damages, losses, causes of action, and demands, and all costs and expenses incurred in connection therewith (hereafter in this paragraph 12 collectively referred to as "liability") resulting from or in any manner arising out of, or in connection with any negligence on the part of Student, his or her agents, or employees, in the performance of this agreement, irrespective of whether such liability is also due to any negligence on the part of the State.
14. This agreement contains the sole and entire agreement between Trustees and Student and shall supersede any and all other agreements between the parties. Trustees and Student acknowledge and agree that any statements or representations that may have heretofore been made by either of them to the other are void and of no effect and that neither of them has relied thereon in connection with his or her or its dealings with the other.
15. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.
16. The laws of the State of California shall govern the interpretation of this agreement. Any action brought to enforce any right or obligation under this agreement or any action which arises out of or in connection with this agreement shall be brought in the courts of the State of California.

By signing below, Trustees and Student manifest their agreement to these terms and conditions.

TRUSTEES OF  
THE CALIFORNIA STATE UNIVERSITY

STUDENT

\_\_\_\_\_  
Tom Roberts, Director  
Procurement and Support Services Officer

Student's Copy  
\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Date

**THE CALIFORNIA STATE UNIVERSITY  
INTERNATIONAL PROGRAMS  
PROGRAM COST ESTIMATE  
2009-10 CANADA**

**PREPAID COSTS for the Academic Year**

**Amount student pays to OIP covers these items ONLY:**

State University Fee - academic year (incl. 10% increase)	3,354.00*
IP Study Abroad Fee	750.00
IP Mandatory Insurance	190.00
Departure Processing	<u>70.00</u>
<b>TOTAL PREPAID- PAYMENT DUE MAY 15, 2009</b>	<b>\$ 4,364.00*</b>

**ADDITIONAL/OUT-OF-POCKET EXPENSES**

**Student pays directly for these items as they occur during the year overseas:**

Academic Year Housing-off campus	3,700.00
Academic Year Meals-off campus	3,200.00
Public Transportation	600.00
Host University Health Insurance-academic year	425.00
Personal Expenses	3,000.00
Round-trip Transportation	<u>470.00</u>
<b>TOTAL ADDITIONAL</b>	<b>\$11,395.00</b>

This is an estimate of *minimum* out-of-pocket expenses. The estimate does not include personal entertainment or independent travel abroad; nor does it account for fluctuations in exchange rates.

<b>TOTAL ESTIMATED PROGRAM COST (PREPAID+ADDT'L)</b>	<b>\$15,759.00</b>
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\*An additional \$780 is due from graduate/post baccalaureate students, and students seeking a second undergraduate degree.

## Withdrawals

A student who wishes to withdraw from International Programs must complete a *Predeparture Withdrawal Notification* form and submit it to OIP as soon as possible so that alternate students may be offered the opportunity to participate.

### Prior to Departure

Students who withdraw from IP before departure retain their status as continuing students at their home CSU campuses.

### After Departure

Because of the extensive commitments made by the State on each student's behalf, withdrawal after departure is a very serious matter. Students who request withdrawal at any time after arrival at the overseas site must consult with the Resident Director or host university representative and must fill out the required withdrawal form.

Students who discontinue their academic programs without completing the required steps for withdrawal may receive failing grades in all courses. Withdrawal after departure constitutes withdrawal not only from IP, but also from the student's home CSU campus.

Financial aid recipients should work closely with OIP and their home campus financial aid counselor regarding funds that may need to be repaid and/or debts owed to OIP as a result of their withdrawal.

In some instances, a change in visa status as a result of withdrawal from IP, (thus no longer having student status), may mean having to leave the host country immediately.

In all cases of withdrawals and disenrollments, students assume full responsibility for their return to their home, and thereby remove all liabilities and responsibilities from OIP representatives and staff and the Trustees of The California State University.

## Refunds

Students are entitled to a full refund of funds paid, less any funds already committed or expended on their behalf, provided that written notice of withdrawal is received by OIP **prior to June 15**.

Students who withdraw or are disenrolled **after June 15**, but before the beginning of instruction, will receive a refund of all monies paid to OIP less \$500 or an amount equal to funds committed or expended on their behalf, whichever is greater.

Students who withdraw or are disenrolled **after the beginning of instruction** will receive a refund of funds not already committed or expended on their behalf.

State University Fee (SUF) refunds will be based on the amount paid to OIP, the effective withdrawal date and whether or not a student will receive course credit for the term at the overseas university.

**No refunds will be made for the IP Study Abroad fee after departure.**

**No refunds will be made for health insurance cancellation after departure.**

**No refunds will be made for nonparticipation in group activities.**

**Determinations concerning eligibility for refunds and the amount and date of refunds shall be made at the discretion of the Trustees.**

If students who receive financial aid withdraw, they may be required to make immediate restitution of monies awarded for participation in IP.

# Overseas Centers

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## **Australia - Griffith University**

c/o Study Abroad and Exchange  
Griffith University  
International Office  
Nathan Campus  
Queensland 4111  
Australia

## **Australia - Macquarie University**

c/o Macquarie International  
Macquarie University  
North Ryde, NSW 2109  
Australia

## **Australia - Queensland University of Technology**

c/o QUT International  
Queensland University of Technology  
2 George Street, GPO Box 2434  
Brisbane, Queensland 4001  
Australia

## **Australia - The University of Queensland**

c/o Student Exchange Program  
International Education Directorate  
Level 2, J.D. Story Building  
The University of Queensland  
Brisbane QLD 4072  
Australia

## **Australia - University of Western Sydney**

c/o Exchange and Study Abroad Office  
UWS International  
Penrith Campus  
PO Box 1797  
Penrith South DC NSW 1797  
Australia

## **Australia - Victoria University**

c/o International Office  
P.O. Box 14428  
Victoria University  
Melbourne City  
MC, VIC 8001 Australia

## **Canada - Bishops University**

c/o Coordinator of International Programs  
Pavillon McGreer, bureau 210  
2600, College Street  
Sherbrooke (Québec) J1M 0C8  
Canada

## **Canada - Concordia University**

c/o Concordia International  
Concordia University  
1455 de Maisonneuve Blvd. West, X 105  
Montréal (Québec) H3G 1M8  
Canada

## **Canada - McGill University**

c/o Student Exchanges and Study Abroad  
James Administration Building  
845, rue Sherbrooke Ouest  
Montréal (Québec) H3A 2T5  
Canada

## **Chile**

c/o Programa California State University  
Pontificia Universidad Católica de Chile  
Programas Internacionales, oficina 5  
Campus San Joaquín  
Av. Vicuña Mackenna 4860  
Macul, Santiago, Chile

## **China**

c/o Office of California State University International Programs  
Shao Yuan, Building 2, Room 101  
Peking University  
Haidian District, Beijing, 100871  
People's Republic of China

## **Denmark**

c/o Danish Institute for Study Abroad  
Vestergade 7  
DK-1456 Copenhagen K  
Denmark

## **France - Aix-en-Provence**

c/o The California State University  
23, rue du 4 Septembre  
13100, Aix-en-Provence, France

## **France - Paris**

c/o MICEFA  
Centre Saint-Jacques  
26, rue du Faubourg Saint-Jacques  
75014 Paris, France

## **Germany - Tübingen**

c/o Dezernat für Internationale Beziehungen  
University of Tübingen  
Wilhelmstrasse 9  
D-72074 Tübingen  
Federal Republic of Germany

## **Ghana**

c/o Historical Society of Ghana  
(Asafo office)  
Opposite Institute of African Studies Library  
University of Ghana  
Legon, Ghana, West Africa

## **Israel**

Suspended

## **Italy**

c/o The California State University International Programs  
Via G. Leopardi 12  
50121 Firenze, Italy

**Japan**

CSU International Program in Japan  
c/o School of International Liberal Studies (SILS)  
Waseda University  
Nishi-Waseda Bldg.  
1-6-1 Nishi-Waseda  
Shinjuku-ku, Tokyo 169-8050  
Japan

**Korea**

c/o Division of International Education and Exchange  
Yonsei University  
134 Shinchon-dong, Seodaemun-gu  
Seoul 120-749  
Korea

**México - Queretaro**

c/o Programas Internacionales  
Tecnologico de Monterrey  
Campus Querétaro  
Ave. Epigmenio Gonzalez No. 500  
Col. San Pablo CP  
76130 Querétaro, Qro  
Mexico, DF

**New Zealand - Lincoln**

c/o International Centre  
Lincoln University  
P.O. Box 94  
Lincoln 7647  
Canterbury, New Zealand

**New Zealand - Massey**

c/o International Student's Office  
Massey University  
Tennant Drive  
Private Bag 11-222  
Palmerston North, New Zealand

**South Africa - Durban**

c/o UKZN International  
Room 409  
Rick Turner Students' Union Building  
University of KwaZulu-Natal  
Durban 4041, South Africa

**South Africa - Port Elizabeth**

c/o Office of International Education  
Nelson Mandela Metropolitan University  
P.O. Box 77000  
Port Elizabeth 6031  
South Africa

**Spain - Granada**

c/o The California State University  
Cursos de Extranjeros  
Placeta del Hospicio Viejo 1  
Granada 18071, Spain

**Spain - Madrid**

c/o The California State University International Programs  
Facultad de Geografía e Historia, Edificio B  
Ciudad Universitaria  
28040, Madrid, Spain

**Sweden**

c/o International Office  
Uppsala University  
Box 256  
SE-751 05 Uppsala  
Sweden

**Taiwan**

c/o Office of International Affairs  
National Taiwan University  
1, Sec 4, Roosevelt Road  
Taipei City 106, Taiwan  
Republic of China

**United Kingdom - University of Bradford**

c/o International Office  
University of Bradford  
West Yorkshire BD7 1DP  
The United Kingdom

**United Kingdom - University of Bristol**

c/o Study Abroad Office  
International Centre  
University of Bristol Union  
Queen's Road  
Bristol BS8 1LN  
The United Kingdom

**United Kingdom - University of Hull**

c/o International Services Division  
The University of Hull  
Hull HU6 7RX  
The United Kingdom

**United Kingdom - Kingston University**

c/o Study Abroad Office  
Kingston University London  
River House  
53-55 Hight Street  
Kingston Upon Thames  
Surrey KT1 1LQ  
United Kingdom

**United Kingdom - University of Sheffield**

C/o Study Abroad Programme  
International Exchanges Unit  
Student Recruitment & Admissions  
The University of Sheffield  
8 Palmerston Road  
Sheffield S10 2TE  
The United Kingdom

**United Kingdom - University of Swansea**

c/o American Studies Exchange Office  
University of Wales, Swansea  
Singleton Park  
Swansea SA2 8PP  
The United Kingdom