

International Programs  
Participant Guide 2009-2010

# Paris

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 **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

Editor: Dana Rosón

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# Introduction

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## **The Participant Guide**

Congratulations on your acceptance to the California State University International Program in Paris, France. 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 France, 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.

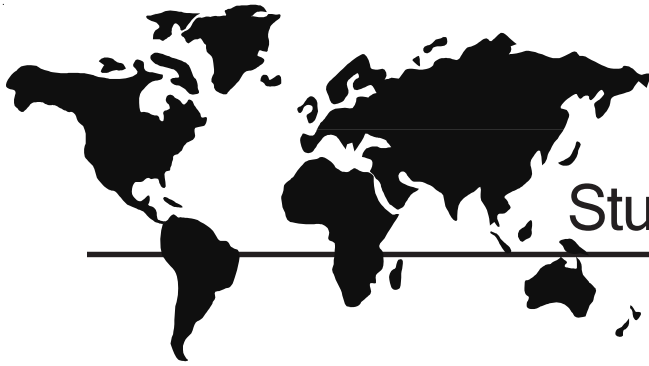
Some overseas study centers have a Resident Director charged with the academic, administrative and advisory aspects of the program. Resident Directors are faculty members in the CSU. Other centers have either a Resident Coordinator who performs the functions of a resident director but is not a CSU faculty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

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

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 appropriately 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**

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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**

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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 num-

ber 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**

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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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## Passports

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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 two photocopies 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.

## Visa

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In order to obtain a student visa for France, you must complete a two-part process. First, register online with *Campus France*. Go to [www.usa.campusfrance.org](http://www.usa.campusfrance.org) and click on "Guide to Campus France Registration." Print the Guide and follow the instructions to register with Campus France. FOLLOW THE INSTRUCTIONS TO ENSURE ACCURACY OF YOUR REGISTRATION. After you complete your online registration, you must mail:

- (1) a copy of the letter of acceptance into the study abroad program that you received from OIP; and
- (2) a \$60 money order to *Campus France*. Campus France DOES NOT accept checks. You must send a money order payable to "Maison Francaise - Campus France." Please note your Campus France ID number on your money order.

The address is:

French Embassy  
ATTN: Campus France  
4101 Reservoir Road NW  
Washington, D.C. 20007

Second, you must make an appointment to apply for the student visa at the French Consulate in San Francisco or Los Angeles. Do that now.

The Consulates will consider applications for the student visa by appointment only. You must make your appointment online. **You can find the visa application form and a list of all required documents that you must submit with your visa application on the French Consulates' websites (below).** IP participants need to complete and follow the instructions for the Long Stay Student Visa. One of the required documents is a letter of admission from the university in France. OIP will send this to you as soon as we receive it.

The French Consulate requires you to appear in person to submit your visa application. Please read the instructions provided on the web carefully to ensure a smooth and successful visa application appointment.

When should I make my visa appointment and what date should I make my visa appointment for?

Go to the appropriate Consulate's website (SF or LA) and make your appointment online as soon as possible. Schedule your appointment on a day you will have all required paperwork ready to submit to the consular official. Keep in mind that you must complete the Campus France registration online and mail payment and proof of your acceptance to study in France to the Campus France office in Washington DC. Two weeks **AFTER** they receive your payment and proof of acceptance, Campus France will send you an email (to your personal page on Campus France) confirming your registration. You must bring that confirmation with you to your visa appointment at the Consulate. Therefore, plan carefully when scheduling your visa appointment with the Consulate.

**Note for students applying for Teacher Assistantships:** The MICEFA, in cooperation with the French Ministry of Education, coordinates a Teacher Assistantship program allowing CSU students the opportunity to teach English in public high schools in Paris. You may read more about this in the next chapter, "The Paris Program." If you have applied to be a Teacher's Assistant, you must apply for the **Long Stay Visa for "Teacher Assistant,"** rather than for the Long Stay Student Visa. Only apply for the **Long Stay Visa for "Teacher Assistant,"** if you have also applied for the Teacher Assistantship (application due at MICEFA by March 7, 2009).

**Consulate General of France, Los Angeles**  
10390 Santa Monica Blvd., Suite 115  
Los Angeles, CA 90025  
Tel: (310) 235-3255 or 3257 after 2:00  
Fax: (310) 479-4813  
<www.consulfrance-losangeles.org>

**Consulate General of France, San Francisco**  
540 Bush Street  
San Francisco, CA 94108  
Tel: (415) 397-4330  
Fax: (415) 422-8357  
<www.consulfrance-sanfrancisco.org>

## The Visa Application Process: Your Responsibility

A visa or a residence permit (as it is called in some countries) provides permission for you to remain in a country for a period of time. It is an acknowledgement by a foreign government that they trust you. The government official who issues you a visa or residence permit is giving permission to enter his or her country for the purpose indicated on your visa/residence permit application and with the understanding that you intend to leave on the date stated on your application. You should value the receipt of visa approval and honor their decision by showing respect to the country where you have been given permission to live for the academic year.

In recent years applying for and obtaining a visa has become increasingly complex. The United States and many other countries around the world have strengthened their requirements, increased the scrutiny they give all applications, and as a consequence lengthened the processing time. If a visa is required for your country, you must go through the process. It may be frustrating and it may at times seem arbitrary, but you will need to remain patient and calm, getting upset or losing your temper will not help.

Each year, the Office of International Programs (OIP) gathers information from the foreign governments to request information about the student visa application procedures. These are the instructions included in this Participant Guide and other mailings. It is possible that regulations will change and if we are made aware of any changes, we will notify you.

OIP does not set the rules or control the visa or residence permit application process. This is a request from you to a foreign government. OIP and the California State University cannot act on your behalf or intervene with the foreign government and will not be able to speed up processing or alter the rules.

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.

**NOTE:** You may feel that you have followed all of the instructions, submitted your visa application and all of your documentation beautifully, early and in duplicate. However, **no one has the right to be issued a visa and you will have to respond to whatever additional requests the Consulate may make.**

## 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 overseas.

## Transportation

You will make your own arrangements to travel to Paris, but you must plan on arriving on the indicated date.

Contact your own travel agent and shop around and to get the best fare. You will need a ticket that is valid for one year. You will deal directly with the travel agent to make your reservations and payments.

OIP has made arrangements for your arrival on the indicated date. If you arrive early you will be responsible for finding a place and for the cost of the extra nights.

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



## Carte de Séjour

The MICEFA staff in Paris will help you apply for the Carte de Séjour after your arrival. You must apply for the Carte de Séjour within 90 days of arrival, and it has been our custom to have all students apply ASAP after arrival because the procedure is time consuming and, as long as you do not have the Carte de Séjour, you cannot travel outside of France. (Without the Carte de Séjour, you can leave, but you will have trouble re-entering France.)

You will need to present the following documents to apply for the Carte de Séjour:

- Valid passport with a valid three-month student visa.
- Photocopy of your birth certificate (that includes both of your parents' names).
- The CSU French letter of "engagement de responsabilité financière" \*
- 4 photos (approximately 4 Euro).

\*This document should suffice. However, the letter of the law calls for proof of a French bank account with a balance of 4300 Euro, or a 430 Euro monthly transfer. We therefore strongly advise you to open a French bank account upon arrival. The MICEFA staff will guide you through the process.

Students will be given an appointment to undergo a required physical exam in France in order to obtain the Carte de Séjour. The cost of this exam is the student's responsibility and costs approximately 55 Euro (US\$73).

## Photographs

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

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 piece of 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.

Four (4) identical official passport photos are required.

- Send 2 photos to OIP for official use ← **by May 15.**
- 2 photos for visa application (**KEEP** these photo for your visa application)

#### **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.** Photos from a digital camera are not allowed. Photos must be on regular weight photo paper - not color copies on paper or lightweight photo paper. Ink-jet printing is not acceptable.
- 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.**

### **Shipping**

In order to keep your luggage within the necessary limits, you may need to send some of your belongings overseas rather than carry them with you. The least expensive and most convenient method is to use surface mail through the US Postal Service. Airmail and express service also possible, but more expensive.

Check with the post office for size and weight limits on packages and packing regulations. Line packages with plastic bags to protect against moisture.

Send only used personal belongings to avoid paying duty overseas. Be sure to list contents of packages as "Used Personal Belongings." Parcels can and will be opened for inspection by customs agents overseas.

Address the package to yourself c/o the overseas mailing address provided in the next section. Put your name and address on the inside as well.

Mail your packages so that they will arrive overseas after you do; the center may not be open during the summer months to accept mail or packages. Packages can take up to three months, depending on the destination. In some locations you may have to pay charges at the other end, such as a fee for storage until you can claim your package or a charge to deliver the package to you. There may be additional formalities and changes due to customs requirements.

An alternative to mailing packages in advance is to wait until you are overseas to decide which extra items you really need. Then ask someone at home to send them to you.

Shipping a trunk is not recommended because of the expense and inconvenience. You must pick it up at the dock, which could be a long way from where you live, and then reverse the process to ship it home at the end of the year. Air freight is not normally recommended for the same reasons: you would need to retrieve your package at the airport and/or pay a sizeable fee for customs, handling, and delivery.

## **Electrical Appliances**

The United States operates on 110 volts AC (alternating current) at 60 cycles. Most of the rest of the world operates on 220 volts AC (although Japan operates on 100 volts at 50 cycles). This means that, when you plug an American appliance into a foreign 220 volt outlet, the result is a damaged appliance. In order to use your electrical appliances in most foreign countries, you will need to use converters and adapters.

Converters, which plug into the wall outlet, convert 220 volts foreign current into 110 volts American current by cutting in half the number of volts flowing to your appliance. There are two-types of converters: lightweight (up to 50 watts) for low wattage equipment like radios, calculators and electric razors; and heavy duty (from 50 to 1600 watts) for high wattage appliances such as hair dryers and irons. This explains why the converter outlet in your foreign hotel room is marked "for electric shavers only."

Adapters, on the other hand, are simply a means of changing the shape of the prongs which go into the wall outlet. They do **not** convert voltage. There may be three prongs instead of two (the third is a ground) and the prongs may take a number of different shapes, sometimes even within the same country. If you are going to travel in a number of countries, you will want to have a number of different adapters.

### **World Electric Guide:**

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





# The Paris Program

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The CSU International Programs has two study centers in France: Aix-en-Provence and Paris. Information provided in this Participant Guide relates only to study in Paris.

The International Programs in Paris is conducted in cooperation with the *Mission Interuniversitaire de Coordination des Echanges Franco-Américains* (MICEFA), a consortium of 14 University of Paris institutions. These universities are each located in different areas of the city. The cooperating institutions are:

Paris III - *Sorbonne Nouvelle/Censier*  
Paris IV - *Sorbonne*  
Paris VI - *Pierre et Marie Curie*  
Paris VII - *Denis Diderot/Jussieu*  
Paris VIII - *Vincennes à St. Denis*  
Paris IX - *Dauphine*  
Paris X - *Nanterre*  
Paris XI - *Orsay*  
Paris XII - *Val de Marne*  
Paris XIII - *Villetaneuse*  
Evry (*Université Evry Val d'Essonne*)  
Marne-La-Vallée (*Université de Marne-La-Vallée*)  
ICP (*Institut Catholique de Paris*)  
*Université de Versailles*



## MICEFA

<http://www.micefa.org>

MICEFA maintains a central office in Paris with a director and a small staff. The primary function of this office is to arrange student exchange between the above-named universities and universities in North America. The MICEFA staff provides support to students in academic advising, assistance with housing and other services.

The Director of Exchanges at MICEFA is Dr. Nancy Merritt. Her office is located at:

MICEFA  
Centre Saint-Jacques  
26, rue du Faubourg Saint-Jacques  
75014 Paris, France  
Tel: (33) (1) 40 51 76 96

CSU participants in the MICEFA program receive support and assistance from Barbara Miller, the IP Program Assistant who works in the MICEFA office, and the IP Resident Director who resides in Aix-en-Provence but visits Paris occasionally and is accessible by e-mail or phone (anytime for emergencies) when students have concerns.

The CSU Resident Director for 2009-2010 is Dr. Markus Muller of the Romance, German, Russian Languages and Literatures Department at California State University, Long Beach. Dr. Muller will meet with you in Paris at the beginning of your studies and will return several times during the year to provide advice and assistance as needed. Dr. Muller will be your primary academic advisor during your year in Paris. He may be contacted in at:

CSU International Programs  
23, rue du Quatre-Septembre  
13100 Aix-en-Provence, France  
Tel: (33) 4-42-26-73-52

Dr. Muller is assisted in Aix by the Program Assistant, Ms. Caroline Nicoli, a permanent resident of Aix.

The Paris program is designed for independent students who have higher intermediate or advanced French language skills. French classes for foreign students are available at several universities (Paris VIII, Paris IX, Paris X, Paris XII). They are designed for students who need support with the French language, but who also intend to be enrolled in regular university courses taught in French with regular university students. Most IP students take several courses with other foreign students during the first semester and then transition into more university courses with French students during the second semester. IP students usually take at least one French language class per semester regardless of their level.

You will begin the year in Paris with a Preparatory Language Program (PLP) and Orientation. During this time, you will work closely with the CSU Resident Director and the MICEFA staff to establish a study plan for the academic year. You will be given advice, but, ultimately, YOU will have to register yourself for classes in Paris. This means that you will have to ride the bus or the metro to the appropriate university, find the academic department you need, and talk to the department secretaries about registration. Barbara Miller and others at the MICEFA can provide some

support, but the program in Paris will require a special degree of commitment, independence and initiative on your part.

## Arrival

Students going to Paris will make their own travel arrangements and need to arrive in Paris on the "Arrival Date" indicated under the "Calendar" section below.

The MICEFA arranges temporary accommodations (13 nights) at the Student Residence (*Foyer des Bernardins*), located at:

44, rue des Bernardins, 75005 Paris  
Telephone: (0) 1-43-29-34-80  
Fax: (0) 1-42-33-40-53  
Metro: Maubert-Mutualité

Replace (0) by the country code (33) if you call from outside France.

When you arrive, you can go directly to the *Foyer des Bernardins* and check into your room. You will be sent additional information about this in another mailing that you will receive in early June from MICEFA. If you arrive before the program start date, you will be responsible for arranging and paying for your own accommodations in Paris. Your stay at the *Foyer des Bernardins* only begins once the IP program has begun.

Report to the MICEFA office in Paris soon after you arrive and **look for any last minute messages in the Registration Office of the Foyer des Bernardins, or at the MICEFA office.** MICEFA is located at 26, Rue de Faubourg Saint Jacques in the 14th *arrondissement* of Paris. To get to the office, you can either take the metro line n° 6 and get off at the Saint-Jacques station, or take the RER B and get off at the Port Royal station. You may want to look at the MICEFA website <<http://www.micefa.org>> ("Location") for a map which leads to the MICEFA office.

### How to get to the *Foyer des Bernardins*:

#### From the Paris Roissy (CDG) Airport, take one of the following:

- the RER train (extended metro line outside Paris), which costs about 8 Euro (\$10), using a free airport shuttle to go to the RER station (within Terminal 3). The airport is the terminal station of the Line B, which goes south into Paris. Stop at the RER station *Saint-Michel* and take line 10, direction Gare d'Austerlitz, exit at the next station. **Keep your RER ticket during the trip as you will need it to exit the RER/metro in Paris.** Rue des Bernardins is located off rue Monge. You might want to print the RATP map of the neighborhood off <<http://www.ratp.com/>>.
- a bus from Air France <<http://www.cars-airfrance.com>>, which costs about 14 Euro (\$15) and runs every 30 minutes. Take Line 4 going to Montparnasse, and then take the Metro (Line 4 to Odeon, and then switch to Line 10 in the direction of Gare d'Austerlitz, and exit at Maubert-Mutualité, (not the best option with luggage),

or more simply take a taxi instead of the metro to *Foyer des Bernardins*.

- a shuttle <<http://www.parisshuttle.com>> or <<http://www.airportshuttle.fr>>, which costs about 15 Euro (\$19) if you are at least two people going to the same address, or 22 Euro (about \$27) if you are alone. You first need to call them at the airport or reserve through their website.
- a taxi, which cost **at least** 50 Euro (\$75) to go from Roissy-CDG to Paris (and even more), the last and most expensive option.

#### From the Paris Orly (ORY) Airport, take one of the following:

- the Orlyval metro to Anthony where you will take the RER train (extended metro line outside Paris), which costs about 6 Euro (\$8) to Paris. Take Line B towards Paris (north, terminal Roissy). Stop at the RER station *Saint-Michel* and take line 10, direction *Gare d'Austerlitz*, exit at the next station. **Keep your RER ticket during the trip as you will need it to exit the RER/metro in Paris.** Rue des Bernardins is located off rue Monge. You might want to print the RATP map of the neighborhood off <<http://www.ratp.com/>>.
- a bus from Air France <<http://www.cars-airfrance.com>>, which costs about 8 Euro (\$10) and runs every 15 minutes. Take Line 1 going to Montparnasse, and then take the Metro (Line 4 to Odeon, and then switch to Line 10 in the direction of Gare d'Austerlitz, and exyt at Maubert-Mutualité, (not the best option with luggage), or more simply take a taxi instead of the metro to *Foyer des Bernardins*.
- a shuttle (<[http://www.air-city-service.com/fr/navette\\_paris\\_cdg.html](http://www.air-city-service.com/fr/navette_paris_cdg.html)> or <<http://www.hotels.fr/shuttle-fr.html>>), which costs about 15 Euro (\$19) if you are at least two people going to the same address, or 22 Euro (about \$27) if you are alone. You first need to call them at the airport or reserve through their website.
- a taxi, which costs at least 40 Euro (\$50), the last and most expensive option.

To get information on arrival at Paris airports: <<http://www.adp.fr>>.

## Orientation

The first week after arrival in Paris is important and provides you with a thorough orientation to the IP program and to the city. On the day after arrival, the main orientation meeting for all Paris students takes place with the IP Resident Director and Program Assistant. A couple of days later, students meet the MICEFA staff and take their placement test for the PLP.

The Resident Director, who lives in Aix-en-Provence during the year, will arrive that week to also hold an important advising session with you and to help orient you to the Parisian university system. During September, MICEFA staff will help students become acquainted with housing options; most students find housing within the first ten days. At

this time, students will also apply for the *Carte de Séjour*. Students usually receive it right after a mandatory medical visit, which will be scheduled about a month later and cost 56 Euro (you will need to buy a "fiscal stamp" before the visit). During that time, students should not travel abroad.

During the orientation program students will visit various neighborhoods of Paris and most of the Parisian universities before deciding where they will study. They will receive much practical information as well. Several group tours of Paris (Opera Garnier and Bastille, Notre Dame, Montmartre) and field trips to nearby cultural sites are organized during this orientation period.

## Preparatory Language Program (PLP)

The PLP consists of approximately 15 hours per week of intensive French language instruction for a period of four weeks, carried out by the MICEFA staff. Based on the results of an exam, administered at the beginning of the PLP, students are placed in either an intermediate or advanced group. Students receive four semester units of credit and a letter grade for the PLP. Included in the PLP are various afternoon visits to cultural sites and Parisian universities. During this time, the instructors and the MICEFA staff will also help students decide on their course selections for the academic year in consultation with the CSU Resident Director.

Because the various campuses of the University of Paris follow different academic schedules, it may be the case that some students will only be able to attend the PLP for three weeks. These students will be awarded three units of credit for the PLP and then may go on to attend another short intensive language program required at their host institution in Paris.

## Registering for Classes

**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.

After you arrive, you will meet with the MICEFA staff regarding course registration. Based on your French language skills and your academic background, the MICEFA staff (and the Resident Director) will help you determine which university you will attend and which courses you should sign up for.

You will learn quickly that there are enormous differences between the way universities are run in France and the way they are run in the US. Patience is mandatory when it comes to registering for classes. It is likely that you will find registering for classes frustrating. French universities have not mechanized their registration procedures as have most US universities. There are no catalogs or schedules of

classes like those printed and posted online at CSU campuses. In Paris, each department usually posts lists of classes outside the department office. You will have to go to different departments to enroll in specific classes. You may find when you get to the department that you must wait in a long line, or you may be turned away because you came on the wrong date or at the wrong time. Be persistent. You will most likely get into the classes you want. And remember the MICEFA staff is there to offer assistance if you need it.

## Housing

Upon arrival in France and during the PLP and orientation, students will be temporarily housed in rooms arranged by MICEFA. Breakfast is included. MICEFA will contact you with further detail about temporary housing over the summer.

**If you do not plan to use the temporary housing you must notify OIP, in writing, by May 15.** Reservations are made early and a refund cannot be guaranteed if you do not notify us by that date.

Your temporary housing will be available beginning on the designated arrival day. If you arrive early you will be responsible for finding your own housing. If you are late no refund is possible.

Most students will find housing within the first ten days for the academic year. The MICEFA staff will be available to provide suggestions and answer questions, but will be unable to assume responsibility for your final housing placement. Students will receive detailed information on housing options after arrival in Paris. Among the possibilities are:

**Homestays** - Students often ask about living with families. While the ideal vision of living as a fully-integrated family member in a French family is nearly impossible to realize, it is possible to find homestays which involve taking a room with a French family as a paying guest. Living with a French family offers a home environment, sometimes a *demi-pension* (breakfast and dinner included), and usually kitchen privileges and a shared or private bath. The going rate on this type of housing, without *demi-pension*, is at least 500 Euro, and half as much for a shared room. Keep in mind that homestays are not as plentiful in Paris as they are outside of the city. Check with the MICEFA office to see if any homestay situations have been offered, if you are interested.

**Au pair** - *Au pair* positions are with French families. Each position has its own conditions and requirements, although generally they offer a *chambre de bonne* (maids' room) sometimes including dinner, in exchange for ten to twelve hours of babysitting, English lessons, and/or light household chores per week. MICEFA has a number of *au pair* possibilities available. Please advise the MICEFA staff if you are interested in one of these positions by requesting an application form. Note that placement can only take place **AFTER** you arrive in Paris because interviews are required.

**Chambres de bonne** - These are small studios, which are relatively inexpensive, and can be charming as well. However, these rooms under the rooftops (actually converted maids' rooms), often lack a private shower and/or toilet facilities and may even lack hot water. Almost all entail a six or seven flight walk up. If you do not like the idea of this somewhat spartan existence, this is not the option for you. Some *chambres de bonne* do have small bathrooms and maybe small kitchenettes, but these will cost a bit more. To find a *chambre de bonne*, consult the bulletin board at the American Church, browse the FUSAC bi-monthly magazine (<<http://www.fusac.org>>) or consult MICEFA staff. Rents vary from 300 to 500 Euro.

**Student Dormitories** - There are almost no openings available for this low cost housing, which offers little comfort but can be a practical solution. If you are a graduate student you can apply for a room at the *Fondation des Etats-Unis*. Beware that the dormitories may impose age limits. If interested, send an email to [fondusa@iway.fr](mailto:fondusa@iway.fr) in June.

**Apartment Shares** - Rents in Paris are extremely high, and more so when the dollar exchange rate is low. The competition for apartments in Paris is very strong. Sharing an apartment is a great way to improve your French as it is possible to share with a French roommate (although French students tend to arrive in Paris one month later than you do). Again, the American Church is the best bet for finding a shared apartment. Another source of shared apartments is the FUSAC or FIGARO newspaper which has listings of furnished apartments (*offres vides - meublés*).

Students will be signing leases directly with the landlord. All financial obligations will be the individual student's responsibility. **Students should anticipate paying first month's rent and a security deposit equivalent to one or two months' rent to the landlord at the time they move in.** (By law, this deposit cannot be used as last month's rent, but it will be returned when you leave). **So, plan your initial budget accordingly.** Students' rents usually go from 400 to 600 Euro or more.

Additionally, all students living in an apartment will be required to purchase renter's insurance protection (50-100 Euro per year) because in France, the renter assumes full responsibility for such things as fire, theft, and vandalism. Not only is this coverage prudent, it is mandatory by law. Students who live in apartments should be forewarned that landlords in France assume little responsibility for normal maintenance. Consequently, students will need to change light bulbs and fuses and unclog their own drains and toilets. The MICEFA staff can refer you to a local handyman.

If you decide to go through the regular rental channels (agencies), you will be asked to provide references, proof of financial support or salary, and two months advance rent as a security deposit as well as a commission of about 10%. You may also be asked for a *crédit caution*, or the co-signature of a French national who is serving as your financial guarantor.

Additional information on housing options will be provided after your arrival in France.

## Special Events/Planned Activities

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Students will have the opportunity to participate in tours to Chartres, Mont-Saint-Michel, Champagne, the Loire Valley, Normandy, and Giverny, among others, organized by the MICEFA.

## Computers/Internet Access

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Many students choose to bring their laptop computer with them (they are more expensive in France). Laptops are very convenient and if you have one you should bring it with you. (Be sure to check with the airlines before your flight. Some airlines are considering prohibiting laptops as carry-ons.) Theoretically, a hefty import duty (up to 30%) must be paid for any computer or other valuable item that is brought or shipped from the US to France, if it is less than a year old. In practice, this duty is less likely to be charged on carried items than on shipped items, especially if they are personal items (*effets personnels*).

It is rare for students to have computer access at their university. Many students use the Internet cafes around Paris for 2 to 3 Euros per hour. The MICEFA web site, <<http://www.micefa.org>>, gives the location of many of these Internet cafes. If you have a laptop, the MICEFA office now offers students a wireless Internet connection. You can access the Internet with your laptop from the MICEFA office and lobby area.

Fast DSL Internet access at one's home in France is now widely available from various providers such as AOL, Orange, Free, Neuf, Alice, Bouygues, etc. A typical subscription rate is 15 to 30 Euro per month for unlimited access and fast connection. Most of these providers require a bank account to subscribe, but it is easy to open one. You will first need to get a phone line.

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

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Almost all IP participants in France obtain a home phone and/or a cell phone. France Telecom no longer has the monopoly on phone lines in France. Your internet provider will take care of your phone line. Calls from cell phones average 30 cents a minute domestically and double to the US. Various plans exist, but most students buy calling cards to lower the price of phone calls. If you have a lap-top, remember that the program SKYPE allows you to call anywhere at a fraction of the cost of a telephone call.

## Money Matters & Banking

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

Bring about \$100 in Euro with you so that you will have some cash on hand upon arrival. In addition, you should bring at least \$3,000 in traveler's checks for your initial expenses (first month's rent, security deposit (one or two months' rent), and mandatory renter's insurance. It is also always a good backup plan to have an international Visa or MasterCard with a PIN number that allows you to access cash at ATM machines around the world. Your PIN number should be only four digits long in order to work correctly in the machines throughout Europe.

As far as managing your money while abroad, more and more students are finding it convenient to keep their US bank accounts open and do their banking with their ATM cards. Beware, your bank may charge you service fees for using ATM machines overseas. To save fees, inquire at different banks in California to see if they have any international affiliates (for example, Bank of America with BNP Paribas) through which you can do your banking and avoid these charges when you use your ATM card in France.

If you choose to keep your US bank account open, be sure to give your parents or another trustworthy relative or friend in the US authority to access your account so that they can help you make deposits, transfers and withdrawals if necessary. If you are a financial aid recipient, you can instruct OIP to deposit your financial aid checks into your US account.

It is also a good idea to have a bank or checking account in France. Among other things, many types of services such as phone service and Internet access require that you have a bank account. Many of our students in Paris open a *compte étranger* (foreigner's account) with the bank BNP-Paribas.

This type of account provides checks and an ATM card giving access to money 24 hours a day. Be advised that it is not a good idea to have checks in US dollars mailed to you. Checks made out to you in dollars will take several weeks to clear.

The MICEFA also has an arrangement with a local branch of La Société Générale bank. This branch will allow MICEFA students to open an account with them before having received the *carte de séjour* (which can take several weeks).

A wise backup plan is to have a Visa or MasterCard with a PIN number that allows you to access cash at ATM machines around the world. Your PIN number should be only four digits long in order to work correctly in the machines throughout Europe. Visa and MasterCard are almost as universally accepted in France as they are in the US. They can be used for almost all types of purchases (often with a minimum), including hotels, restaurants, and train tickets. Visa and MasterCard purchases always provide a good exchange rate, but different cards have fees up to 3% for purchases outside the US.

### Currency Exchange Rates

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



## Books & Films About France

**By Dr. Patricia E. Black  
California State University, Chico**

Students preparing to study in France frequently ask: what would be a good book to read before leaving for France? What films should I try to see? Actually there is a lifetime of good reading available about France, an extremely long history of literary writing in French (back to the 10th century), works detailing the uses and abuses of the French language, and enough movies to fill every day of your life because French film makers have been extremely prolific since early in the twentieth century.

The best brief introductions to understanding the French today is Raymonde Carroll's *Cultural Misunderstandings* (University of Chicago Press, 1988), Polly Platt's *French or Foe: Getting the Most out of Visiting, Living, and Working in France* and Gilles Asselin & Ruth Mastron's *Au-Contraire Figuring Out the French*. If you read nothing else, read these three books! To acquaint yourself with the current scene in France, start looking at the newspapers. Two important national papers, *Le Monde* and *Libération* are easily available on the Internet: <<http://www.lemonde.fr>> and <<http://www.liberation.fr>>, *en français, bien entendu*.

Since the invention of cinematography by the Frères Lumière in 1895, French filmmakers have been in the forefront of moviemaking. Usually known in this country for their intellectual and avant-garde approach to the screen, there are actually films to appeal to all tastes. If you enjoy film and wish to read a history of French cinema, look for *The Great French Films* by James Reid Paris (an appropriately named author!) put out by Citadel Press. Needless to say, there are numerous websites devoted to French film in all its manifestations.

Unfortunately, no single French work or author captures the popular imagination as embodying everything French. The website <<http://www.bol.fr>> is a book ordering site with links to book reviews; there you can review who is writing what now. The newspapers listed above also contain book as well as movie reviews, especially *Libération*. Again there are writers for all tastes and you will be asked to read some of them in your courses. Some of the big names are: Annie Ernaux, Nathalie Sarraute, J-P Sartre, A. Camus, A. Gide, M. Proust, E. Zola, G. Flaubert, V. Hugo, etc., etc. Many of the important as well as popular novels have been filmed: try to see *Madame Bovary* (adapted from the novel of the same name and written by Flaubert) and *Jean de Florette+Manon des sources* (adapted from the books by Marcel Pagnol, himself a popular filmmaker as well as writer). The latter will be very interesting for those of you heading to Aix-en-Provence because of their setting and language use.

For a general introduction to French and francophone cultures written in English, if you have more time, there is *The*

*French-Speaking World: An Anthology of Cross-Cultural Perspectives* by L. Fiber Luce. Also on the subject of French culture and written in English, *The French*, by T. Zeldin.

French history, institutions, geography, economy are covered by the following titles in French. Gerard Mermet's *Francoscopie* demonstrates prevailing ideals and intellectual currents by use of opinion polls and statistics, updated annually. The *Quid* also updated annually is packed with reference information about France. For a history of the past fifty years in France, look for *La France contemporaine* by J-P Lauby and D. Moreaus.

For daily life go to *Une Année en France* by C. Descayrac, presented with cartoons, photos, news items, as well as discursive text. If you want to go more in depth, there is also *24 Heures en France: Portrait insolite de la France et des Français in Découverte* collection.

There are numerous works on French history, covering either specific periods or the whole of the creation of the French nation. There are significant works in both French and English. However, you may be curious about the French Revolution which continues to attract debate and discussion though it has been more than two hundred years since the taking of the Bastille (July 14, 1789). The first significant work to reinterpret the Revolution was Michelet's *La Révolution*, written between 1847-53. The bicentennial of the event, 1989, was the occasion of another outpouring of material on the Revolution and its aftermath. Clearly, it's a big deal! So find out something about before you arrive.

All in France is not Paris. Those of you going to Aix-en-Provence will easily learn that the regions of France are still important with respect to language, customs, and geography. There is a collection of newspaper articles published for foreign students of French: called *Vivre au pays: Les Français dans leurs régions à travers la presse* (by Leroy, Nahmias, and Steele and put out by Didier), it gives an idea of what holds the interest of the French where they live, in their région, in which Paris' ideas about what is good and bad may or may not attract support.

Finally, let's not neglect comics! But you are more likely to find these easily once you are there. There's a lot to learn from these little books, like the classic Tintin and Astérix stories, to new stories and characters just coming out. There is a great little shop for comics in Aix-en-Provence and Paris is a great city for any kind of book you can imagine. Try starting with FNAC, the most famous bookstore (and music and electronics store) in France. (And look for Lucky Luke for a different view of our own history of the Wild West.)

Last, but not least, learn some of the vocabulary (or learn some more thereof) of food and cuisine. It will take so much of the guesswork out of shopping and eating. Cooking is one of the most important forms of expression for the French, so it pays to know what is going on. *French Vocabulary* in the Schaum's Outline Series by McGraw-Hill is an easily accessible text while you are here (and not too bulky to pack, if you are inclined). It can help you learn culinary terms and many others as well.

**Bon Voyage et Bonne Chance**

## Climate

The weather in Paris is not one of the city's main drawing points. Parisian weather can best be described as unpredictable, especially in winter and spring when cold wet spells often alternate with fine sunny days. Snow is not common, but it can remain cold until well after Easter, with chilling blasts of wind blowing down the boulevards. In summer, it can be extremely hot and dry. Two of the best months are September and October, when the days are often pleasantly warm and sunny.

## Vacation Travel

To make the most of your vacation time overseas, 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, transportation, etc. 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). You should also bring your regular driver's license with you. For driving in France and most of Europe (certainly Western Europe), a US driver's license is sufficient and there is no need for an International Driver's License. Note that many car rental companies will rent only to drivers who are at least 21, 23, or even 25 years old. Also, you can often get a better rate by going through an American phone number or web site than by renting directly from an office in France.

Please note that driving habits in France and Europe are significantly different from California. Also gas is much more expensive. The combination of these two factors make train/bus the safest way to visit places.

If you plan to travel by train during your vacations, you may wish to refer to the latest edition of *Eurail Guide: How to Travel Europe* and *All the World by Train* by Marvin L. Saltzman. It includes information about railpasses around the world, not just in Europe, and is updated regularly. Note that some passes must be purchased in the US (e.g., the Eurailpass, BritRail, and Japan Railpass); contact any travel agent. The following websites can help you check train schedules in France:

### France Train Information:

<http://www.sncf.fr>

<http://www.raileurope.com>

<http://www.europeanrail.com>



## 2009-2010 Calendar

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Dates are subject to change.

Arrival Date	August 23
First Orientation	August 24 (more orientation sessions later)
PLP (PIFCO)	August 31 - September 25
First Term	(Varies by campus) Mid September/early October - Mid to late January
Vacation	(Varies by campus) From 3rd week of January through 3rd week of February
Second Term	(Varies by campus) Late January/early February - Mid May/Mid June
Winter Vacation	(Varies by campus) General dates for Paris region: February 2 - March 08
Spring Break	April 17 - May 03

## Mailing Address in Paris

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You may receive mail (including packages) c/o the MICEFA office during your stay in Paris:

Your name  
MICEFA  
Centre Saint-Jacques  
26, rue du Faubourg Saint-Jacques  
75014 Paris, France

Be sure to inform people sending packages to you to declare that the items in the box are "used" or "personal effects." If not, you will be charged a 19.6% VAT (value added tax) on the contents upon delivery.

## Health Care Facilities

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Medical care in France is excellent and very inexpensive by American standards. During the program orientation, IP students will receive a list of doctors, including generalists, specialists, and English-speaking doctors. In France, pharmacists are good sources of medical advice and have more authority than in the US. In larger towns, including Paris of course, there is always at least one pharmacy open all night. MICEFA staff can also help students find appropriate sources for dealing with medical problems.

**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.*).

## Host University Health Insurance

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Students may be required to purchase.

## Work

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Students should not count on any income in France while budgeting for their year, as it is very difficult to find employment. Under the terms of their student visas, US students are allowed to work part-time if they find an employer offering a *convention de stage*. The main employment opportunities are *petits boulots*, certain part-times jobs such as babysitting or tutoring that are paid privately.

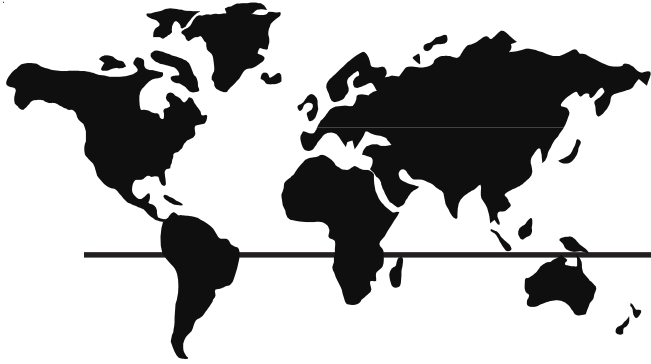
## Registering at the US Embassy

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The MICEFA Director will send a list of the IP students to the US Embassy. Students do not need to register on their own.

US Embassy in Paris  
2, Avenue Gabriel  
75008 Paris

Tel: (33) 1 43-12-22-22  
<<http://www.amb-usa.fr>>



# 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.

## Academic Reporting

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 academic 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.

Depending on the CSU campus, the IP program and the specific course being reported, OIP may report courses taken abroad using CSU course numbers but only if 1) the courses are exactly equivalent to the CSU home campus course in course content, course level, and unit value; and 2) the appropriate advisor from the student's home campus approved the course as an equivalent on the Academic Advisement form. If the two courses differ in any of these areas, courses cannot be considered equivalent to a home campus course and it will not be reported as such. In these cases, students are encouraged to submit a request at the home campus to substitute the course taken abroad for the one at the home campus using the appropriate forms and procedures at the home campus. Also refer to the Academic Advisement Form Instructions and the IP Bulletin for additional academic reporting information 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**

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**

### **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 studies – 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

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**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.



## 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.

**Group Activities/Orientation** - This charge is for activities organized to help students become familiar with the city and country during the PLP. They may also be required as part of regular coursework. Attendance at group activities is mandatory. **All** students are charged for **all** events.

**Temporary Housing and Arrival Costs (13 days)** - Paris students are housed in temporary accommodations immediately after arrival while they search for academic year housing.

**Carte de Sejour** - Students need to be prepared to pay approximately \$100 shortly after arrival for a medical examination required for the *Carte de Sejour*.

**Academic Year Housing and Meals** - Students locate and pay for room, board, and utilities directly.

**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.

**Optional Field Trips** - Paris students will have the option to attend noncourse related activities organized by the host university (MICEFA). If students elect to participate in an optional activities, payments will be made directly to MICEFA.

**Round-trip 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

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

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

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

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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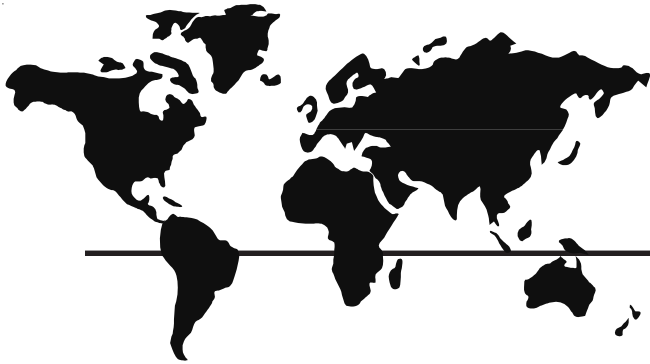
Students may borrow money from IP as follows:

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 wellbeing. 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 Accident 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 carriers 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>

(Under "Student Insurance" select "Find your school's plans" then select "CSU IP" from the list of Schools. 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 pre-

scription 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  
France and Monaco  
December 22, 2008**

**COUNTRY DESCRIPTION:** France is a developed and stable democracy with a modern economy. Monaco is a developed constitutional monarchy. Tourist facilities are widely available. Read the Department of State [Background Notes](#) on France and Monaco for additional information.

**ENTRY/EXIT REQUIREMENTS:** France is party to the Schengen agreement. As such, U.S. citizens may enter France for up to 90 days for tourist or business purposes without a visa. A passport is required and should be valid for at least three months beyond the period of stay. Anyone intending to stay more than 90 days must obtain the appropriate visa issued by one of the French Consulates in the U.S., prior to departure for France. This also applies to anyone considering marriage in France. For further information about travel into and within Schengen countries, please see our [fact sheet](#). A passport is required to enter Monaco. A visa is not required for tourist/business stays up to 90 days in Monaco. For further information concerning entry requirements for France, travelers may contact the Embassy of France at 4101 Reservoir Road NW, Washington, DC 20007, tel. (202) 944-6000, email: [info@ambafrance-us.org](mailto:info@ambafrance-us.org), or the French Consulates General in Atlanta, Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, or San Francisco.

For further information on entry requirements to Monaco, travelers may contact the Embassy of the Principality of Monaco, 2314 Wyoming Avenue, NW Washington, DC 20008, Tel: 202-234-1530, email: [embassy@monaco-usa.org](mailto:embassy@monaco-usa.org), or the Consulate General of Monaco, 565 Fifth Avenue - 23rd floor, New York, NY 10017, tel.: 212-286-0500, email: [info@monaco-consulate.com](mailto:info@monaco-consulate.com). For more information, visit the Embassy of France web site at [www.consulfrance-washington.org](http://www.consulfrance-washington.org) or the Embassy of the Principality of Monaco web site at <http://www.monaco-usa.org> for the most current visa information.

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.

**SAFETY AND SECURITY:** The Government of France maintains a threat rating system, known locally as “Vigipirate,” similar to the U.S. Department of Homeland Security Advisory System. Under this plan, in times of heightened security concerns, the government augments police with armed forces and increases visibility at airports, train and metro stations, and other high-profile locations such as schools, major tourist attractions, and government installations. Over the last few years, there have been numerous arrests of suspected Islamic militants involved in various terrorist plots. As with other countries in the Schengen area, France maintains open borders with its European neighbors, allowing the possibility of terrorist operatives entering/exiting the country with anonymity.

Political assassinations and bombings have occurred in France. The National Front for the Liberation of Corsica (FLNC), as part of its decades-long bombing campaign on the island of Corsica, continues to conduct limited operations in the south of France and on Corsica. In the 1990s there was a wave of bombings and attacks in Paris carried out by Algerian terrorists. Today, numerous radical Islamic groups claim sympathizers within France’s large immigrant community, as evidenced by arrests over the last few years.

Although Americans have not been specifically targeted in terrorist attacks in France within the past few years, travelers should maintain vigilance. Immediately report unattended packages observed in public places or any other suspicious activities. French law enforcement authorities are proactive and will respond immediately. If there is a security incident or suspicious package, do not linger in the area to observe.

Although violent civil disorder is rare in France, in the past, student demonstrations, labor protests, and other types of demonstrations have developed into violent confrontations between demonstrators and police. This was the case in March/April 2006, when a series of large demonstrations took place in central Paris. Several weeks of unrest occurred in the suburbs of Paris, as well as in other French cities and towns, in November 2005. Neither of these periods of disorder exhibited any anti-U.S. sentiment, but it is important to remember that even a passer-by can be harmed should demonstrations devolve into violence. Americans are advised to avoid street demonstrations, particularly if riot police are on the scene.

For the latest security information, Americans traveling abroad should regularly monitor the Department of State, Bureau of Consular Affairs web site at <http://travel.state.gov>, where the current [Travel Warnings and Travel Alerts](#), including the [Worldwide Caution](#), 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., 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, please see [A Safe Trip Abroad](#).

**CRIME:** While both France and Monaco have relatively low rates of violent crime, a limited number of neighborhoods in the larger French cities merit extra caution. Additionally, although the overall crime rate has fallen slightly in recent years, the violent crime rate has increased. Thieves commonly target vehicles with non-local license plates, and work in or near tourist attractions such as museums, monuments, restaurants, hotels, beaches, trains, train stations, airports, and subways. Americans in France and Monaco should be particularly alert to pickpockets in train stations and subways. Travelers should keep photocopies of travel documents and credit cards separate from the originals, along with key telephone numbers to contact banks for credit card replacement.

Although thieves may operate anywhere, the U.S. Embassy in Paris receives frequent reports of theft from several areas in particular: *Paris:* The Paris Police Prefecture published a pamphlet entitled "Paris in Complete Safety," which provides practical advice and useful telephone numbers for visitors and can be accessed at [http://www.prefecture-police-paris.interieur.gouv.fr/prevention/article/paris\\_securite\\_anglais.htm](http://www.prefecture-police-paris.interieur.gouv.fr/prevention/article/paris_securite_anglais.htm). Thieves operate on the rail link (RER) from Charles de Gaulle Airport to downtown Paris, where they prey on jet-lagged, luggage-burdened tourists. In one common ruse, a thief distracts a tourist with a question about directions while an accomplice steals a momentarily unguarded backpack, briefcase, or purse. Thieves also time their thefts to coincide with train stops so they may quickly exit the car just before the automatic doors close. Travelers should consider taking an airport shuttle bus or taxi from the airport into the city. Reports of stolen purses, briefcases, and carry-on bags at Charles de Gaulle Airport are not uncommon. Travelers should monitor their bags at all times and never leave them unattended. As thieves commonly target laptop bags, travelers should avoid carrying passports and other valuables in computer bags. Another common method involves picking up a traveler's shoulder bag that has been placed on the floor while the traveler is busy at the ticket counter. Also be aware that unattended bags are subject to destruction by airport security.

There are reports of robberies in which thieves on motorcycles reach into a moving car by opening the car door or accessing an open window or even breaking the window to steal purses and other bags visible inside. The same technique is used against pedestrians walking with purses/bags/cameras slung over their street-side shoulder. Those traveling by car should remember to keep the windows up and the doors locked and items that may be attractive to thieves out of sight. Pedestrians are encouraged to remain aware of their surroundings at all times, and to keep bags slung across the body, with the bag hanging away from the street.

Many thefts occur on the Number One Subway Line, which runs through the center of Paris by many major tourist attractions (including the Grand Arch at La Défense, the Arc de Triomphe, the Champs Elysées, Place de la Concorde, the Louvre, and the Bastille). Pickpockets are especially active on this metro line during the summer months and use a number of techniques. The most common, and unfortunately the most successful, is the simple "bump and snatch," where an individual bumps into the tourist while at the same time reaching into the pockets/purse/bag. Visitors should be particularly careful when metro doors are closing, as this is a favored moment for the less-sophisticated pickpockets to simply grab valuables and jump through the closing doors, leaving the victim helplessly watching as the thief flees. Visitors are encouraged NOT to confront thieves aggressively; they often operate in groups and may become violent if cornered. Simply drawing attention to an attempted theft will most likely stop the operation, and result in a tactical withdrawal by the thief.

Gare du Nord train station, where the express trains from the airport arrive in Paris, is also a high-risk area for pocket-picking and theft. Travelers should also beware of thefts that occur on both overnight and day trains, especially on trains originating in Spain, Italy, and Belgium. These involve the theft of valuables while passengers are sleeping, or when the bags are left unattended.

In hotels, thieves target lobbies and breakfast rooms, and take advantage of a minute of inattention to snatch jackets, purses, and backpacks. While many hotels do have safety latches that allow guests to secure their rooms from inside, this feature is not as universal as it is in the United States. If no chain or latch is present, a chair placed up against the door and wedged under the handle is usually an effective obstacle to surreptitious entry during the night. There are, however, reports of thieves breaking into hotel rooms on lower floors through open windows while the occupants are sleeping. To guard against this, hotel room windows should be kept locked at all times. Whenever possible, valuables should be kept in the hotel safe.

Many Americans report thefts occurring in restaurants and nightclubs/bars, where purses are stolen from the back of a chair or from under the table. Again, keep valuables on your person and do not leave them unattended or out of sight. Theft also occurs at the major department stores such as Galeries Lafayette and Printemps where tourists often place wallets, passports, and credit cards on cashier counters during transactions.

Automated Teller Machines (ATMs) are very common in France and provide ready access to cash, allowing travelers to carry as much money as they need for each day. The rates are competitive with local exchange bureaus, and an ATM transaction is easier than cashing a traveler's check. However, crime involving ATMs is increasing. Travelers should not use ATMs in isolated, unlit areas or where loiterers are present. Travelers should be especially aware of persons standing close enough to see the Personal Identification Number (PIN) being entered into the machine. Thieves often conduct successful scams by simply observing the PIN as it is entered and then stealing the card from the user in some other location. If the card becomes stuck, travelers should immediately report it to the bank where the machine is located. Large criminal operations in Paris involving the use of ATMs that "eat" the user's ATM card have been reported. This most often happens during a weekend or at night when the bank is closed. The frustrated traveler often walks away after unsuccessfully trying to retrieve the card, with plans to return the first day the bank is open. In such cases, a criminal gang has modified the machine using an add-on device equipped with a microchip that records the user's PIN when it is typed in, and also prevents the card from being ejected. The criminal retrieves the card from the device once the visitor departs, downloads the recorded PIN and then goes to other ATMs and withdraws as much cash as possible. ATM users are strongly encouraged to carry a 24-hour emergency number for their ATM card and bank account that will enable the immediate prevention of withdrawals from the account if difficulties occur.

Pigalle is the "adult entertainment district" of Paris. Many entertainment establishments in this area engage in aggressive marketing and charge well beyond the normal rate for drinks. Reports of threats of violence to coerce patrons into paying exorbitant beverage tabs are not uncommon. There have also been several violent confrontations between rival gangs in the district, including one in August 2007 one block from the famous Moulin Rouge cabaret. Visitors are encouraged to avoid this area unless touring with a well-organized and reputable tour company.

*Normandy:* There has been an increase in break-ins and thefts from vehicles in the parking lots at the Normandy beaches and American cemeteries common. Valuables should not be left unattended in a car, and locking valuables in the trunk should not be considered a safeguard. Thieves often pry open car trunks to steal bags inside.

*Southern France:* Thefts from cars with unlocked doors or open windows stopped at red lights or caught in slow traffic are very common, particularly along the Riviera of the Nice-Antibes-Cannes area, and in Marseille. Car doors should be kept locked and windows raised at all times to prevent incidents of "snatch-and-grab" thefts. In this type of scenario, the thief is usually a passenger on a motorcycle. Break-ins of parked cars are also fairly common. Valuables should not be left in the car, not even in the trunk, when the vehicle is unattended.

**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, to 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. Under French law, compensation is available to victims of crime committed on French soil under certain circumstances. To learn about resources in the U.S., including possible compensation, see our information on [Victims of Crime](#)

The local equivalents to the "911" emergency line in France are as follows: 17 (police emergency), 18 (fire department) and 15 (emergency medical/paramedic team/ambulance). In Monaco, the numbers are 17 (police emergency), 18 (fire department) and 9375-2525 (medical/paramedic team/ambulance).

**MEDICAL FACILITIES AND HEALTH INFORMATION:** Medical care comparable to that found in the United States is widely available. In France, the phone number for emergency medical services is 15. In Monaco, the phone number for emergency medical services is 9375-2525.

The U.S. State Department is unaware of any HIV/AIDS related entry restrictions for visitors to or foreign residents of France. 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 (CDC) hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC's web site at <http://wwwn.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. 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 France and Monaco is provided for general reference only, and it may not be totally accurate in a particular location or circumstance. Roads in France are generally comparable to those in the United States, but traffic engineering and driving habits pose

special dangers. Usually, lane markings and sign placements are not as clear as in the United States. Drivers should be prepared to make last-minute maneuvers, as most French drivers do. The French typically drive more aggressively and faster than Americans, and tend to exceed posted speed limits. Right-of-way rules in France may differ from those in the United States. Drivers entering intersections from the right have priority over those on the left (unless specifically indicated otherwise), even when entering relatively large boulevards from small side streets. Many intersections in France are being replaced by traffic circles, where the right-of-way belongs to drivers in the circle.

On major highways, service stations are situated at least every 25 miles. Service stations are not as plentiful on secondary roads in France as they are in the United States. Paris, the capital and largest city in France, has an extensive and efficient public transportation system. The interconnecting system of buses, subways, and commuter rails serves more than 4 million people a day with a safety record comparable to or better than the systems of major American cities. Similar transportation systems are found in all major French cities. Between cities, France is served by an equally extensive rail service, which is reliable. High-speed rail links connect the major cities in France. Many cities are also served by frequent air service.

Please refer to our [Road Safety](#) page for more information. Visit the web site of the French and Monegasque National Tourist Office at <http://us.franceguide.com/>. The website contains specific information concerning French and Monegasque driver's permits, vehicle inspection, road tax, and mandatory insurance.

**AVIATION SAFETY OVERSIGHT:** The U.S. Federal Aviation Administration (FAA) has assessed the Government of France's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of France'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).

**SPECIAL CIRCUMSTANCES:** French and Monegasque customs authorities enforce strict regulations concerning temporary importation into or export from France of items such as firearms, antiquities, medications, business equipment, sales samples, and other items. It is advisable to contact the Embassy of France in Washington, DC, one of France's consulates in the United States, or the Consulate General of Monaco in New York for specific information regarding customs requirements. Please see our [Customs Information](#).

**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 offenses. Persons violating French or Monegasque laws, even unknowingly, may be expelled, arrested, or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in France or Monaco 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 AND CONSULATE LOCATIONS:** Americans living or traveling in France or Monaco are encouraged to register with the nearest U.S. Embassy or Consulate through the [State Department's travel registration web site](#), so they can obtain updated information on travel and security within France and Monaco. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in cases of emergency.

The **U.S. Embassy/Consular Section in Paris** is located at 4 avenue Gabriel, 75008 Paris (Place de La Concorde, métro stop Concorde), telephone: in country 01-43-12-22-22; from the U.S. 011-33-1-43-12-22-22 (24 hours); fax for Passport Services in country 01-42-96-28-39; from the U.S. 011-33-1-42-96-28-39; for Special Consular Services (emergencies) fax: in country 01-42-61-61-40; from the U.S. 011-33-1-42-61-61-40. Further information can be obtained at the U.S. Embassy's web site at <http://france.usembassy.gov/>.

The **Consulate General in Marseille** is located at Place Varian Fry, 13006 Marseille, telephone: in country 04-91-54-92-00; from the U.S. 011-33-4-91-54-92-00 (24 hours); Consular Section fax: in country 04-91-55-56-95 and main fax 04-91-55-09-47; Consular Section fax from the U.S. 011-33-4-91-55-56-95, and main fax from the U.S. 011-33-4-91-55-09-47. Web site: <http://france.usembassy.gov/marseille.html>.

The **Consulate General in Strasbourg** is located at 15 Avenue d'Alsace, 67082 Strasbourg, telephone: in country 03-88-35-31-04; from the U.S. 011-33-3-88-35-31-04; fax: in country 03-88-24-06-95; from the U.S. 011-33-3-88-24-06-95. Web site: <http://france.usembassy.gov/strasbourg.html>.

The **Consulate General in Strasbourg** does not produce passports on the premises. American citizens in this area whose passports are lost or stolen and have urgent travel needs should contact the U.S. Embassy in Paris.

The U.S. Government also has consular representation in **Bordeaux, Lyon, Rennes, Nice** and **Toulouse** that provide limited services to Americans, by appointment only.

The **American Presence Posts in Bordeaux, Lyon and Rennes** do not produce passports on the premises. American citizens in this area whose passports are lost or stolen and have urgent travel needs should contact the Consular Section of the U.S. Embassy in Paris.

The **American Presence Post in Toulouse** and the **Consular Agency in Nice** do not produce passports on the premises. American citizens in this area whose passports are lost or stolen and have urgent travel needs should contact the U.S. Consulate General in Marseille.

The **American Presence Post in Bordeaux** is located at 10 place de la Bourse, 33076 Bordeaux (entry on 1 rue Fernand Philippart); telephone: in country 05-56-48-63-80; from the U.S. 011-33-5-56-48-63-80; fax: in country 05-56-51-61-97; from the U.S. 011-33-5-56-51-61-97. Web site: <http://france.usembassy.gov/bordeaux.html>.

The **American Presence Post in Lyon** is located at 1, quai Jules Courmont, 69002 Lyon; telephone: in country 04-78-38-33-03; from the U.S. 011-33-4-78-38-33-03; fax: in country 04-72-41-71-81; from the U.S. 011-33-4-72-41-71-81. Web site: <http://france.usembassy.gov/lyon.html>.

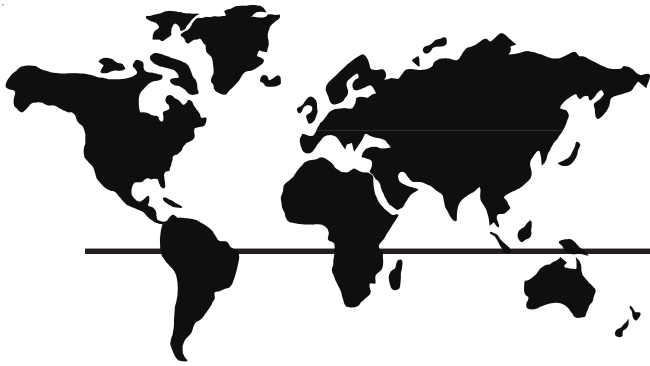
The **American Presence Post in Rennes** is located at 30, quai Duguay Trouin, 35000 Rennes; telephone: in country 02-23-44-09-60; from the U.S. 011-33-2-23-44-09-60; fax: in country 02-99-35-00-92; from the U.S. 011-33-2-99-35-00-92. Web site: <http://france.usembassy.gov/rennes.html>.

The **American Presence Post in Toulouse** is located at 25, Allée Jean Jaures, 31000 Toulouse; telephone: in country 05-34-41-36-50; from the U.S. 011-33-5-34-41-36-50; fax: in country 05-34-41-16-19; from the U.S. 011-33-5-34-41-16-19. Web site: <http://france.usembassy.gov/toulouse.html>.

The **Consular Agency in Nice** is located at 7, Avenue Gustave V, 3rd floor, 06000 Nice, telephone: in country 04-93-88-89-55; from the U.S. 011-33-4-93-88-89-55; fax: in country 04-93-87-07-38; from the U.S. 011-33-4-93-87-07-38. Web site: <http://france.usembassy.gov/nice.html>.

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This replaces the Country Specific Information for France and Monaco dated May 5, 2008, to update the sections on Entry/Exit Requirements, Safety & Security, Crime, Medical Facilities and Health Information, Children's Issues and Registration/Embassy Location.



# 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 oth-

erwise 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.

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

\_\_\_\_\_  
Date

Student's Copy

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

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

\_\_\_\_\_  
Date



## 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  
Oficina N°5 Programme California State University  
Pontificia Universidad Católica  
Campus San Joaquín  
Av. Vicuña Mackena 4860  
Macul, Santiago, Chile

## **China**

c/o CSU International Programs  
Peking University  
Shao Yuan 2-101  
Beijing  
People's Republic of China, 100871

## **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  
5, 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

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