

International Programs
Participant Guide 2009-2010

United Kingdom

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

401 Golden Shore, Sixth Floor
Long Beach, California 90802-4210
(562) 951-4790
Fax: (562) 951-4983
www.calstate.edu/ip

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 (Admitted Students). The *Guide* is revised annually and we welcome your suggestions.

Leo Van Cleve, Director

Editor: Dana Rosón

Production Staff: Jeanine Beu

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Introduction

The Participant Guide

Congratulations on your acceptance to the California State University International Program in the United Kingdom. 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 the United Kingdom, 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.

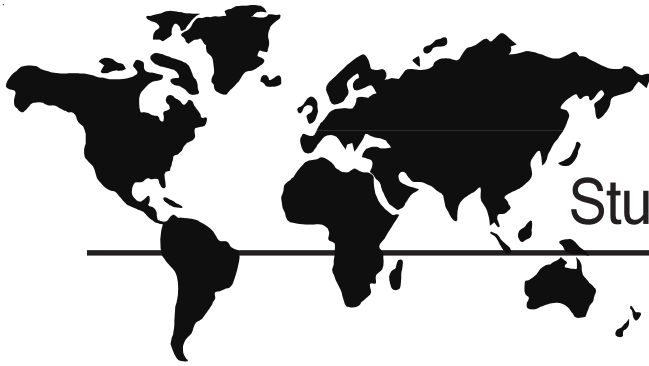
Some overseas study centers have a Resident Director charged with the academic, administrative and advisory aspects of the program. Resident Directors are faculty members in the CSU. Other centers have either a Resident Coordinator who performs the functions of a resident director but is not a CSU faculty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

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

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

- 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

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

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

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

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

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

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

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

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

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

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 indi-

vidual 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

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

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

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, cour-

tesy, 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 termina-

tion 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 appro-

appropriate staff as necessary. On-site personnel and OIP staff should keep a written record and notes of any conversation surrounding these allegations.

Responding to Sexual Harassment

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

Intercultural Gender Relations

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

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

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

Privacy of Student Information

Section 7(b) of Federal Public Law 93-579, popularly referred to as the Privacy Act of 1974, became effective January 1, 1975. This section of the statute requires that any

federal, state, or local government agency which requests an individual to disclose his Social Security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is elicited, and what uses will be made of it.

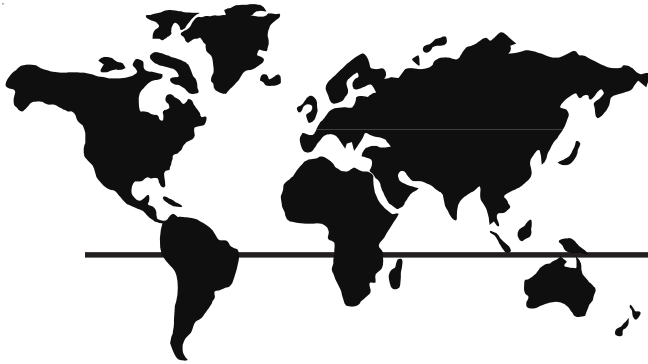
The application for admission to The California State University International Programs requires each applicant to provide his or her Social Security number. Authority for this requirement is found in Section 41201 of Title 5 of the California Code of Regulations, and Section 6109 of the Internal Revenue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

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

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

Nondiscrimination Policy

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



Preparing For Your Year

Passports

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 as soon as possible, 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, 5th Floor
San Francisco, California 94105-3901
Telephone: (415) 538-2700

The following items are needed to obtain a US passport:

1. Proof of citizenship: A previous US passport, naturalization papers, or if you were born in the US, a CERTIFIED copy of your birth certificate bearing the seal of the city, county, or state custodian of records. Hospital birth

records are not acceptable. Make sure that you have the proper documents to avoid delays in getting your passport. Bear in mind that obtaining out-of-state birth records can take as long as six weeks.

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

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

Visa For the UK

All CSU International Programs participants for the United Kingdom are required to read the following website about the new UK Visa application procedures.

<http://www.visa4uk.fco.gov.uk/Welcome.htm>

It is our understanding that most CSU students will require a study visa to enter the U.K. **DO NOT TRAVEL TO THE U.K. WITHOUT A VISA UNLESS YOU POSITIVELY KNOW THAT YOU DO NOT REQUIRE ONE.**

Keep these things in mind as you navigate through the website:

- You must have a valid passport to travel internationally.

- If you will be travelling to the U.K. with a U.S. passport, you WILL NEED a student visa to enter the U.K.
- Your “Sponsor” in the U.K. is the host university that the CSU International Programs has nominated you to study at. That U.K. university will send you an admission letter, which you will need to apply for the U.K. visa.
- You must apply for the student visa following the new “Tier 4 Points Based System,” which is a new U.K. Border Control system designed to determine whether or not individuals like you should be permitted to enter the U.K. to study. It is important that you follow the visa application procedures carefully.
- If you are in the United States you must apply online. In addition, you must have Biometric fingerscans, which are collected at one of 129 Application Support Centers throughout the United States. You will only be able to book an appointment for your fingerscan once you complete the online application.

Please see the following website for answers to most questions about the student visa and information about how to apply online: <<http://www.ukvisas.gov.uk/en/howtoapply/infs/inf29pbsstudent#15445637>>.

Some of the most common questions students ask are addressed on the web page referenced above, including:

How do I apply for a visa?

What are my biometric details?

What supporting documents should I include with my application?

Can I work while I am in the U.K.?

Please note that after completing the online application, all students will be required to submit documentation to the British Consul General in Los Angeles <http://www.britainusa.com/visas/articles_show_nt1.asp?a=41078>:

The British Consulate General, Los Angeles
11766 Wilshire Blvd, Suite 1200
Los Angeles, CA 90025-6538

Where can I get more information?

The UK Border Agency and the British Consulates-General throughout the USA work in partnership with a commercial organisation: Worldbridge. You can find more information on Worldbridge’s website: <<https://www.visainfoservices.com/Pages/Welcome.aspx>>. Worldbridge also provides information through an e-mail and telephone enquiry service, the number is 1-900-656-5000 and costs \$3.00 per minute, or 1-212-796-5773 for a \$12.00 flat fee. All the information provided is supplied and approved by the UK Border Agency.

The British Council has also prepared the following step-by-step guide to assist students:

<<http://www.britishcouncil.org/usa-education-visas-entry-clearance.htm>>

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

Students will be responsible for the cost of and arrangements for transportation to the university, including domestic travel, international flight, surface travel, hotels, and other expenses incurred in connection with travel to the UK. We recommend that you schedule your flight so that you will be able to participate in the Airport Reception Program (your host university will inform you of this in their materials, which will be sent later in the summer).

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

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

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

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

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

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

Air travel involves risks and could result in damage to property, injury to persons, and death. Please be informed that the California State University assumes no liability for damage, injury, and death which may occur during air travel

required by the California State University-affiliated programs. Your participation in the program is voluntary, and you participate at your own risk.

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

Travel Agencies Specializing in Student Travel:

Travel CUTS

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

STA Travel

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



Photographs

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

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.

- Send **2** photos to OIP for official use by **← May 15**.
- Photos will be needed for the student visa (see Consulate website)
- Your host university housing application may require a photo/s.
- Additional photos may be required by your host university.

The photos **MUST** meet these requirements:

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

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 and collapsable 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 ex-

plains 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 United Kingdom Program

During your year in the UK you will be part of a group of about 40 IP students assigned to one of six universities: Bradford, Bristol, Hull, Kingston, Sheffield, or Swansea (Wales). Your university assignment is indicated on your letter of acceptance.

IP does not have a CSU Resident Director in the UK, but host university staff will be available to get you settled, to provide academic guidance, and to assist you with any problems.

Institution	Host University Representative
Bradford	Ms. Sue Bunney
Bristol	Ms. Tory Ribar
Hull	Ms. Sue Green
Kingston	Ms. Alison Cooper and Dr. Philip Woods
Sheffield	Mrs. Becky Mathers
Swansea	Ms. Angela Jones

Specific requirements and information for UK participants are in this section, so please read it carefully and comply with the deadlines. Feel free to contact OIP if you have any questions.

The six IP study abroad destinations are similar in some ways and different in others. We strongly advise you to read the information we are providing you with in this booklet carefully, but also remind you that you will need to concentrate on the materials that will come to you directly from your host institution, which will provide you with very specific information about the university you will be attending in the UK.

In addition, you should browse your host institution's web page for international students. These web pages contain practical information for new international students, you can connect to them from the IP website <www.calstate.edu/ip>. They are also provided below. (Disregard the tuition information on the host university web pages. Program costs for IP students are described in this booklet in the "Finances" section as well as on the Program Cost Sheet, which can be found in the "Agreement" section of this booklet.)

- **University of Bradford:**
<http://www.brad.ac.uk/international/>
- **University of Bristol:**
<http://www.bris.ac.uk/international/studyabroad>
- **Kingston University:**
<http://www.kingston.ac.uk/studyabroad>

- **University of Hull:**
<http://www.hull.ac.uk/international/index.html>
- **University of Sheffield:**
<http://www.shef.ac.uk/studyabroad/overseas/prospective>
- **Swansea University:**
<http://www.swansea.ac.uk/sao/>

Host University Application

Students participating in the IP program in the United Kingdom must complete the host university's application form. **Download the application from your host university's website and return to OIP by April 30.** You do not need to send transcripts or letters of recommendation with this host university application. OIP will send the transcripts and letters of recommendation that you submitted with your IP application to your host university. Your host university may require additional photos for the application which you will need to send with the application.

University of Bradford
<<http://www.brad.ac.uk/international/downloads/ivsp09-10application.do>>

University of Bristol
<<http://www.bristol.ac.uk/international/studyabroad/documents/studyabroadapp.doc>>

University of Hull
You will need to complete both of the applications below:

Hull university application
<<http://www.hull.ac.uk/elements/downloads/international/exchangeapplication.pdf>>

Hull accommodation application
<<http://www.hull.ac.uk/elements/downloads/international/exchangeaccomform.pdf>>

Kingston University
<http://www.kingston.ac.uk/studyabroadandexchangeprogrammes/documents/Application.pdf>>

University of Sheffield
<<http://www.shef.ac.uk/studyabroad/overseas/prospective/applying>>

Swansea University
<<http://www.swan.ac.uk/media/Media,8452,en.pdf>>

Placement Acceptance Letter

Once your acceptance is confirmed by the host university, you will receive a "Placement Acceptance Letter." Please sign and return this to OIP as soon as you receive it.

Arrival & Orientation

When the host institution has confirmed your acceptance, you will receive additional information from abroad regarding arrival and orientation. (This information may also be available on their website.) See the "Calendar" information in this section for the date you are expected to arrive at your host university. All of the host institutions will provide you with information about how to get to campus. In general, students usually fly to the airport suggested by the host university (usually the largest international airport nearest the university) and then travel by train or bus to the university. We remind you to pack light. You will be responsible for carrying your own luggage throughout your travels.

Some of the host universities offer to meet students at the airport. In order to participate in this service (if it is offered by your host university), you must provide them with your flight information and request to be met. This will be outlined in more detail in the material you receive from the host university.

Your host university will send you information about accommodations so that you will be able to arrange your housing before you go. Or, if you prefer, you can look for off-campus housing after you arrive. If you reserve a room before you go, it is likely that you will be able to move into your room upon arrival. (This may not be possible if you arrive very late at night.)

All of the host universities in the UK provide newly arriving international students with an orientation program. You will find the orientation program very worthwhile and informative. It will give you an opportunity to learn about the university and the academic environment, as well as give you a chance to meet other students and explore the town. Experience shows that students who miss orientation usually face many problems while studying abroad. Therefore, attendance at orientation by IP students is mandatory.

Registration

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.

Like British students, **you will take all of your courses within a single department.** Do not expect to take courses in several different fields. You must, accordingly, select courses solely from your major discipline when completing your Academic Advisement form.

In addition to your CSU academic advisement, you will receive host university advisement after your arrival, and you will register for classes once you are abroad.

Most, if not all, of the British universities will mail you information later in the summer about classes. They may ask you to return your course selections to them. In most cases, registration will take place after your arrival and during the orientation.

In addition, we encourage you to read the Student Experience Report (at the end of this booklet) and to speak to past participants about how they registered for classes. You can meet past participants at the IP orientations usually held in April or May and we strongly urge you to attend.

Business students going to Bradford should note that the Bradford School of Management is located three kilometers from the main campus and they will have to pay the cost for traveling there.

Housing

You will soon be receiving information about accommodations from your host university so that you will be able to arrange your own housing before you go. In addition, all of the universities provide information about accommodations on the web (see web addresses at the beginning of this section) and we encourage you to read it carefully.

IP students usually choose to live in the residence halls or in private, off-campus housing. Previous participants have also written about their own housing experiences in the Student Experience Report at the end of this booklet. Their advice may help you make a decision about where to live.

Bristol students: The University of Bristol is unable to guarantee university accommodation for married couples or families. The Accommodation Office will provide guidance in locating private accommodation, but you should plan to depart early and stay in temporary lodging until you locate permanent accommodations.

Kingston students: Kingston University is unable to guarantee university accommodation for married couples or families. The Accommodation Office will provide guidance in locating private accommodation, but you should plan to depart early and stay in temporary lodging until you locate permanent accommodations.

Special Events/Planned Activities

You will find many opportunities to join clubs, play sports, and get involved in extracurricular activities. There will be many events for you to get involved in that are arranged by either the international student office or another office on campus.

Computer/Internet Access

Most universities in the UK provide free e-mail accounts for their students. Check with the student union at your host university or ask about this during orientation. There are computer labs on all of the campuses.

If you have a laptop we recommend that you bring it with you for convenience sake. However, keep in mind that your CSU health insurance policy does not cover theft. You may want to purchase property insurance independently.

Telephones

Public telephones are either coin- or card-operated. You can buy a phone card from post offices and most grocery stores that entitles you to a specific number of minutes (or “units”). Many students purchase mobile phones to use while studying in the UK. After you get there, ask around about purchasing a used phone.

Telephone numbers are written in groups of numbers, for example (020) 7472 4821. The numbers in brackets are the codes you need to dial if you are outside that area. Dialing the UK from overseas, you do not need the first 0 of any number. Calls in country are charged according to the time of day; the cheapest rate is between 6pm and 8am weekdays and all day on weekends. Keep in mind, however, that even local calls cost a small fee. Currently the rate is about 6p/minute, but that rate varies according to the telephone service you or your college is using. To make overseas calls, always dial 00 first, then the country code (1 for the US) followed by the specific number you are calling.

Depending on where you decide to live, you may have your own private telephone or you may share a “house” phone. Make sure you understand the costs before using the telephone.

Money Matters & Banking

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

Read through the information you receive from your host university as well as their website, to see if they offer any advice about banking. We also encourage you to get in touch with past IP participants and ask them how they managed their money while they were in the UK. You can meet alumni of the program at the orientations in May. You should plan to attend.

Most IP students either open a bank account (checking and/or savings) in the UK or keep their bank account open in the UK and use their ATM cards to access their funds. It helps if your ATM card has a Visa logo and also acts as a Visa card. Check with your bank before you go to see if they will set up a system for using your ATM card abroad. Sometimes banks will agree to charge you a monthly rate instead of a per-use rate. It may save you some money. Keypads on ATM machines in the UK have only numerical digits.

Students who receive financial aid recommend that you keep your US bank account open and instruct OIP to direct deposit your financial aid checks into that account. Then you can use your ATM card to access your money.

We recommend that you take \$500 in **local currency** with you.

Credit cards are accepted by most stores, but often with a 4% surcharge for their use. In addition, credit card advances can be drawn at the campus bank.

Currency Exchange Rates

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



Climate

Be ready for just about anything as the weather in the UK can be unpredictable. The winters are much colder and it rains more often than it does in California. Average temperatures are September/October: 58°; December/January: 43°; March/April: 48°, and June/July: 66°.

You should always be prepared for rain. A waterproof jacket, umbrella and a warm sweater are essential. In the winter, you will want gloves, a hat and a scarf as well. If you do not have room in your suitcase now, these items can be purchased reasonably after you get there.

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).

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 website can help you check train schedules in the United Kingdom.

United Kingdom Train Information:

<http://www.britrail.com>

Eurorailpass Information:

<http://www.railpass.com>



2009-2010 Calendar

Dates are subject to change.

Bradford

Arrival Date	September 20
Orientation	September 21-27
Semester 1	September 28 - January 22
Vacation	December 21 - January 08
Examinations	January 11-22
Semester 2	January 25 - May 28
Vacation	March 29 - April 09
Examinations	May 10-21

Bristol

Arrival Date	September 27
Orientation/Registration	September 28 - October 02
First Semester	October 05 - January 23
Vacation	December 12 - January 07
Exam Period	January 02-22
Second Semester	January 25 - June 18
Vacation	March 20 - April 18
Exam Period	May 17 - June 11

Hull

Arrival Date	September 23
Orientation	September 24-25
Semester 1	September 28- December 17
Vacation	December 21 - January 15
Exam Period	January 18-29
Semester 2	February 01 - May 14
Vacation	March 22 - April 09
Exam Period	May 17 - June 11

Kingston

Arrival Date	September 15
Orientation	September 17-19
Freshers Week	September 21-25
Semester 1	September 28 - January 22
Semester 1 Exams Start	January 04
Inter-semester Break	January 25- February 01
Semester 2	February 02- June 06*
Semester 2 Exams Start	May 17
Easter Break	March 29 - April 09

* Music students may be involved in activities beyond this date

Sheffield

Arrival Date	September 13
Orientation	September 14-18
Intro Week	September 21-27
Autumn Semester	September 28 - February 06
Vacation	December 19 - January 18
Exam Period	January 19 - February 06
Spring Semester	February 08 - June 12
Vacation	March 20 - April 10
Exam Period	May 24 - June 12

Swansea

Arrival Date	September 19
Orientation	September 21
Module Enrollment	September 21-25
Teaching Block 1 (TB1)	September 28 - December 11
Vacation	December 12 - January 10
TB1 Exam Period	January 11-22
Teaching Block 2 (TB2)	January 25 - May 11
Vacation	March 20 - April 18
TB2 Exam Period	May 12 - June 08
Term/Academic Yr. Ends	June 23

Mailing Addresses in the United Kingdom

You may receive letters at the following address until you obtain your permanent address for the year:

Bradford

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

Bristol

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

Hull

Your Name
c/o International Office
The University of Hull
Hull HU6 7RX
The United Kingdom

Kingston

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

Sheffield

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

Swansea

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

Health Care Facilities

During on-site orientation, your host institution will provide you with detailed information about health care. All students are advised to register with a local doctor in the UK upon arrival. There is a Student Health Service on campus where you can go for routine visits, and most students register with one of the doctors there. Be aware that dental and optical treatment can be very costly in the UK, so you should have dental or optical check-ups before you go. Your host institution will be sending you an international student handbook later this summer, which will probably contain more information about health care.

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

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

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

Work

As a student who will be studying in the UK for the entire academic year, you are eligible to work 20 hours per week during term time and 40 hours per week during vacation/holidays. UK University officials, however, advise students not to work more than 12 hours per week so as not to adversely affect one's studies.

You should not rely on finding a job to cover your expenses. In fact, when you apply for the student visa, you will be required to show the immigration officers that you can afford to support yourself without working. Nevertheless, some students do work to gain the extra experience and to earn a little extra money. At the time this information was printed it was accurate. For further information or to check to see if there have been any changes, you should consult the web (either the host university's website or the British Council's web page).

Registering at the US Embassy

US citizens residing in the UK are strongly advised to register with the US Embassy. Visit this website for the Consular Section of the US Embassy in London: <http://www.usembassy.org.uk/cons_web/index.htm>. It will provide you with information about how to register. The US Embassy is located in Grosvenor Square in London. Directions to the Embassy are provided on the website as well.



Academic Arrangements

Introduction

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

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

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

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

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

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

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

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

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

Courses Crediting

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

It is the student's responsibility to:

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

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

The campus advisor's role is to:

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

It is OIP's role to:

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

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

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

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

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

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

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

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

While You Are Abroad

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

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

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

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

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

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

Academic Reporting

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

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

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

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

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

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

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

When to Expect Your Academic Report

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

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

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

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

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

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

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

Assessment and Grading Systems

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 stud-

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

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

Internships

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

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

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

Repeated Course Work

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

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

Assignment of Grades

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

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

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

Grading Symbols

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

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

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

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

The Use of Withdrawal Unauthorized "WU"

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

Incomplete Work

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

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

Auditing

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

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

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

Credit/No Credit Option

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

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

Course Withdrawals

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

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

Program Withdrawal

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

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

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

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

Academic Misconduct

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

Frequently Asked Questions

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

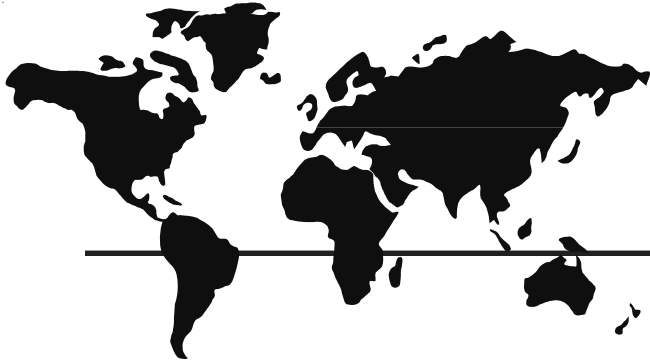
Question: I want one course to be reported as a Credit/No Credit to my home campus. Can I take this course on a Pass/Fail basis at my host university? **Answer:** No. You must take the course for a regular grade but if you complete the *Credit/No Credit Course Request* form and your request is approved,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

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

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

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

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



Finances

Financial Planning

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

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.

Housing and Meals - Students have a range of housing options including residence halls and apartments. Arrangements for meals vary with the housing option.

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

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

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

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

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

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

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?

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.

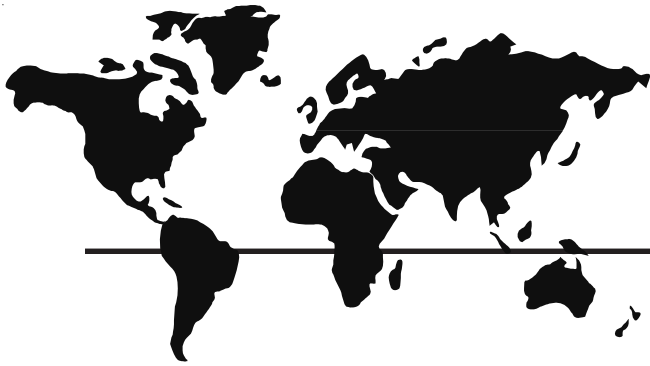
IP Emergency Loans

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

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

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

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



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



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
United Kingdom**

March 27, 2009

COUNTRY DESCRIPTION: The United Kingdom of Great Britain and Northern Ireland is a highly developed constitutional monarchy composed of Great Britain (England, Scotland, and Wales) and Northern Ireland. Read the Department of State [Background Notes on the United Kingdom](#) for additional information. Gibraltar is a UK Overseas Territory bordering Spain, and is located at the southernmost tip of Europe at the entrance to the Mediterranean Sea. It is one of 13 former British colonies that have elected to continue their political links with London. Tourist facilities are widely available throughout the United Kingdom and Gibraltar.

ENTRY/EXIT REQUIREMENTS: The UK Border Agency (UKBA) is now in the process of fully implementing a five-tier regulation system that affects Americans coming to the United Kingdom as well as American citizens and dependents already in the country. Information on the [new, points-based system](#) can be found on the [UKBA web site](#).

Companies and individuals intending to employ American citizens, or other nationals from countries beyond the European Economic Area and Switzerland, are required to apply to the UKBA for a sponsorship license. Information on the [sponsorship license](#) can be found on the [UKBA web site](#).

Educational establishments must also apply for a sponsorship license. Even American educational institutions that only offer short-term study abroad programs in their own premises in the United Kingdom to students who are enrolled in the United States, and who come to the United Kingdom for one or two semesters before returning home to finish their degree courses, must apply for a license from the UKBA. Information on the [license for educational establishments](#) can be found on the [UKBA web site](#).

Students and prospective students who intend to stay longer than six months, and those coming for less than six months but who wish to work while studying, are required to obtain a student or prospective student visa before traveling to the United Kingdom. Failure to do so will result in the student or prospective student being refused entry to the United Kingdom. Information on [student visas](#) can be found on the [UK web site](#). Students may apply online. Note, too, that charity workers, religious workers, and other temporary workers, even those performing unpaid duties, are required to obtain a visa prior to traveling to the United Kingdom. Information on [temporary workers](#) can be found on the [UKBA web site](#).

If travelers or sponsors have any questions about requirements for a visa, please [refer to the UKBA web site](#).

Travelers must be outside the United Kingdom, the Channel Islands, and the Isle of Man when they make an application for a visa.

It is the traveler's personal responsibility to ensure that he/she has the appropriate permission to enter the United Kingdom. The U.S. Embassy in London cannot intervene with any application, nor can it secure entry on behalf of American citizens who arrive without a visa when one is required.

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

SAFETY AND SECURITY: The United Kingdom is politically stable, with a modern infrastructure, but shares with the rest of the world an increased threat of terrorist incidents of international origin, as well as the potential for isolated violence related to the political situation in Northern Ireland (a part of the United Kingdom).

Like the United States, the United Kingdom shares its national threat levels with the general public to keep everyone informed and explain the context for the various increased security measures that may be encountered. The UK Home Office posts [UK threat levels on its web site](#). The current terrorism threat level for the United Kingdom is "severe." On March 4, 2009, the threat level for Northern Ireland-related terrorism was raised to "severe" as well.

Information from the UK Security Service, commonly known as MI5, about the reasons for the increased threat level and actions the public can take is available on the [MI5 web site](#).

American citizens are advised to check with the [UK Department for Transport](#) for the latest security updates and carry-on luggage restrictions.

The British Home Secretary has urged UK citizens to be alert and vigilant by, for example, keeping an eye out for suspect packages or people acting suspiciously at subway (called the Tube or Underground) and train stations, as well as at airports, and reporting anything suspicious to the appropriate authorities. Americans are reminded to remain vigilant with regard to their personal security and to exercise caution. For more information about UK public safety initiatives, consult the [UK Civil Contingencies Secretariat web site](#).

The political situation in Northern Ireland has improved dramatically since the days of the "Troubles." The potential remains, however, for sporadic incidents of street violence and/or sectarian confrontation, and such incidents took place in March 2009. American citizens traveling to Northern Ireland should therefore remain alert to their surroundings and should be aware that if they choose to visit potential flashpoints or attend parades, sporadic violence remains a possibility. Tensions may be heightened during the summer marching season (April to August), particularly during the month of July (around the July 12th public holiday).

The phone number for police/fire/ambulance emergency services - the equivalent of 911 in the United States - is 999 in the United Kingdom and 112 in Gibraltar. This number should also be used for warnings about possible bombs or other immediate threats. The UK Anti-Terrorist Hotline, at 0800-789-321, is for tips and confidential information about possible terrorist activity.

For the latest security information, Americans traveling abroad should regularly monitor the Department of State, [Bureau of Consular Affairs' web site](#). Here they may find current [Travel Warnings and Travel Alerts](#), as well as the [Worldwide Caution](#). Recent communications from U.S. Embassy London to the local American citizen community, called [Warden Messages](#), can also be found here.

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

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

CRIME: The United Kingdom and Gibraltar benefit from generally low crime rates. Per the UK Home Office, the number of recorded crimes fell by 9 percent from 2006-2007 to 2007-2008, including the number of violent crimes. The crime situation in the United Kingdom is similar to that in the United States: typical incidents include pick pocketing; muggings; "snatch and grab" thefts of mobile phones, watches and jewelry; and thefts of unattended bags, especially at airports and from cars parked at restaurants, hotels, and resorts. Pickpockets target tourists, especially at historic sites and restaurants, and on buses, trains, and the London subway (known as the Tube or Underground). Thieves often target unattended cars parked at tourist sites and roadside restaurants, looking for laptop computers and handheld electronic equipment, especially global positioning satellite equipment. Walking in isolated areas, including public parks, especially after dark, should be avoided, as these are advantageous venues for muggers and thieves. At night or when there is little foot traffic, travelers should be especially careful using the underground pedestrian tunnels. As a general rule, either walk the extra distance to use a surface crossing or wait until there are other adult pedestrians entering the tunnel.

In London, travelers should use only licensed Black Cabs or car services recommended by their hotel or tour operator. Unlicensed taxis or private cars posing as taxis may offer low fares, but are often uninsured and may have unlicensed drivers. In some instances, travelers have been robbed and raped while using these cars. You can access 7,000 licensed Black Cabs using just one telephone number: 087-1871-8710. This taxi booking service combines all six of London's radio taxi circuits, allowing you to telephone 24 hours a day if you need a cab. Alternatively, to find a licensed minicab, text HOME to 60835 on your mobile phone to get the telephone number to two licensed minicab companies in the area. If you know in advance when you will be leaving for home, you can prebook your return journey. The Safe Travel at Night partnership among the Metropolitan Police, Transport for London, and the Mayor of London maintains a web site with [additional information on cabs and car services](#).

Travelers should not leave drinks unattended in bars and nightclubs. There have been some instances of drinks being spiked with illegal substances, leading to incidents of robbery and rape.

Americans should take steps to ensure the safety of their U.S. passports. Visitors in England, Scotland, Wales, Northern Ireland, and Gibraltar are not expected to produce identity documents for police authorities and thus may secure their passports in hotel safes or residences. Abundant ATMs that link to U.S. banking networks offer an optimal rate of exchange, and they preclude the need to carry a passport to cash travelers' checks. Travelers should be aware that U.S. banks might charge a higher processing fee for withdrawals made overseas. Common-sense personal security measures taken in the United States when using ATMs should also be followed in the United Kingdom. ATM fraud in the United Kingdom is becoming more sophisticated, incorporating technologies to surreptitiously record customer ATM card and PIN information. Travelers should avoid using ATMs that look in any way temporary in structure or location, or are located in isolated areas. Travelers should be aware that in busy public areas, thieves use distraction techniques,

such as waiting until the PIN number has been entered and then pointing to money on the ground, or attempting to hand out a free newspaper. When the ATM user is distracted, a colleague will quickly withdraw cash and leave. If distracted in any way, travelers should press the cancel transaction button immediately and collect their card before speaking to the person who has distracted them. If the person's motives appear suspicious, travelers should not challenge them but remember the details and report the matter to police as soon as possible. In addition, travelers should not use the ATM if there is anything stuck to the machine or if it looks unusual in any way. If the machine does not return the card, report the incident to the issuing bank immediately.

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 at the opening of the next business day. The U.S. Embassy or Consulate issues replacement passports only during regular business hours. If you are the victim of a crime while overseas, report it to local police. The nearest U.S. Embassy or Consulate will also be able to assist by helping you to find appropriate medical care, contacting family members or friends, and explaining 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.

Visit [the Victim Support web site](#), maintained by an independent UK charity to help people cope with the effects of crime.

See also [Help for American Victims of Crime Overseas](#) which includes possible sources of U.S. compensation.

MEDICAL FACILITIES AND HEALTH INFORMATION: While medical services are widely available, free care under the National Health System is allowed only for UK residents and certain EU nationals. Tourists and short-term visitors will be charged for medical treatment in the United Kingdom. Charges may be significantly higher than those assessed in the United States.

Hiking in higher elevations can be treacherous. Several people die each year while hiking, particularly in Scotland, often due to sudden changes in weather. Visitors, including experienced hikers, are encouraged to discuss intended routes with local residents familiar with the area, and to adhere closely to recommendations.

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 or by calling the CDC's hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the [CDC's web site](#). For information about outbreaks of infectious diseases abroad, consult the World Health Organization's (WHO) [web site](#). Further general health information for travelers is available from the [WHO](#).

MEDICAL INSURANCE: The Department of State strongly urges Americans to consult with their medical insurance companies prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. If your medical insurance policy does not provide overseas coverage, you may want to purchase a short-term policy for your trip. The Department of State provides an online list of travel insurance companies that can provide the additional insurance needed for the duration of one's trip abroad.

Remember also that most medical care facilities and medical care providers in the United Kingdom do not accept insurance subscription as a primary source of payment. Rather, the beneficiary is expected to pay for the service and then seek reimbursement from the insurance company. This may require an upfront payment in the \$10,000 to \$20,000 range.

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 the United Kingdom is provided for general reference only and may not be totally accurate in a particular location or circumstance.

UK penalties for driving under the influence of even minimal amounts of alcohol or drugs are stiff and often result in prison sentences. In contrast to U.S. and continental European traffic, which moves on the right side of the road, UK traffic moves on the **left**.

The maximum speed limit on highways/motorways in the United Kingdom is 70 mph. Motorways generally have a hard shoulder (breakdown lane) on the far left, defined by a solid white line. It is illegal to stop or park on a hard shoulder unless it is an emergency. In such cases, you should activate your hazard lights, get out of your vehicle, and go onto an embankment for safety.

Emergency call boxes (orange telephone booths with SOS printed on them) may be found at half-mile intervals along the motorway. White and blue poles placed every 100 yards along the motorway point in the direction of the nearest call box. Emergency call boxes dial directly to a motorway center. It is best to use these phones rather than a personal cell phone, because motorway center personnel will immediately know the location of a call received from an emergency call box.

Roadside towing services may cost approximately £125 (as of 10/08, approximately \$225). However, membership fees of automotive associations such as the RAC (Royal Automobile Club) or AA (Automobile Association) often include free roadside towing service.

Visitors uncomfortable with or intimidated by the prospect of driving on the left-hand side of the road may wish to avail themselves of the United Kingdom's extensive bus, rail, and air transport networks. Roads in the United Kingdom are generally excellent but are narrow and often congested in urban areas. If you plan to drive while in the United Kingdom, you may wish to obtain a copy of the [Highway Code](#).

Travelers intending to rent cars in the United Kingdom should make sure that they are adequately insured. U.S. auto insurance is not always valid outside the United States, and travelers may wish to purchase supplemental insurance, which is generally available from most major rental agents. A congestion charge of £8 (as of 10/08, approximately \$15) is imposed on all cars entering much of central London Monday through Friday from 7:00 a.m. to 6:30 p.m. Information on the [congestion charge](#) can be found on the [Transport for London web site](#).

Public transport in the United Kingdom is excellent and extensive. However, poor track conditions may have contributed to train derailments, resulting in some fatalities. Repairs are under way and the overall safety record is excellent. Information on [disruptions to London transportation services](#) can be found on the [Transport for London web site](#). Information about the status of National Rail Services can be found on the [National Rail Enquiries web site](#). Many U.S. pedestrians are injured, some fatally, every year in the United Kingdom because they forget that oncoming traffic approaches from the opposite direction than in the United States. Extra care should be taken when crossing streets; remember to remain alert and look both ways before stepping into the street.

Driving in Gibraltar is on the right-hand side of the road, as in the United States and continental Europe. Persons traveling overland between Gibraltar and Spain may experience long delays in clearing Spanish border controls.

Please refer to our [Road Safety page](#) for more information. For specific information concerning UK driving permits, vehicle inspection, road tax, and mandatory insurance, refer to the [UK Department for Transport web site](#) or the [Driving Standards Agency web site](#). The [U.S. Embassy in London](#) can also provide information.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the UK Government's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of the United Kingdom's air carrier operations. Further information may be found on the [FAA's web site](#).

SPECIAL CIRCUMSTANCES: The legal drinking age in the United Kingdom is generally lower than that in the United States, and social drinking in pubs is often seen as a routine aspect of British life. Parents, organizers of school trips, and young travelers should be aware of the impact that this environment may have when combined with the sense of adventure that comes with being abroad. Please see our [Students Abroad](#) web site as well as [Studying Abroad](#) to help students plan a safe and enjoyable adventure.

The United Kingdom has strict gun-control laws, and importing firearms is extremely complicated. Travelers should consider leaving all firearms in the United States. Restrictions exist on the type and number of weapons that may be possessed by an individual. All handguns, such as pistols and revolvers, are prohibited, with very few exceptions. Licensing of firearms in the United Kingdom is controlled by the police. Applicants for a license must be prepared to show "good reason" why they require each weapon. Applicants must also provide a copy of their U.S. gun license, a letter of good conduct from their local U.S. police station, and a letter detailing any previous training, hunting, or shooting experience. Background checks will also be carried out. Additional information on applying for a firearm certificate and/or shotgun certificate can be found on the [London Metropolitan Police Firearms Licensing web page](#).

A number of Americans are lured to the United Kingdom each year in the belief that they have won a lottery or have inherited from the estate from a long-lost relative. Americans may also be contacted by persons they have "met" over the Internet who now need funds urgently to pay for hospital treatment, hotel bills, taxes, or airline security fees. Invariably, the person contacted is the victim of fraud. Any unsolicited invitations to travel to the United Kingdom to collect winnings or an inheritance should be viewed with skepticism. Also, there are no licenses or fees required when transiting a UK airport, nor is emergency medical treatment withheld pending payment of fees. Please see our information on [international financial scams](#).

Please read our [customs information](#) sheet.

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 British law, even unknowingly, may be expelled, arrested, or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in the United Kingdom 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](#).

Many pocket knives and other blades, and mace or pepper spray canisters, although legal in the United States, are illegal in the United Kingdom and will result in arrest and confiscation if detected. Please refer to "[A UK Customs Guide](#)," detailing which items visitors are prohibited from bringing into the United Kingdom.

Air travelers to and from the United Kingdom should be aware that penalties against alcohol-related and other in-flight crimes ("air rage") are stiff and are being enforced with prison sentences. Please also see our information on customs regulations that pertain when returning to the United States.

From March 31, 2009, drivers of non-UK-registered vehicles may have to provide an on-the-spot deposit of up to 900 pounds if stopped for a motoring offense. If the driver cannot pay due to lack of cash or credit, the vehicle will be clamped until payment is made, and a release fee will be charged in addition to the deposit.

Non-UK-resident drivers charged with motoring offenses are often unable to provide a verifiable address where a summons (subpoena) to appear in court can be delivered and/or enforced, or fail to return for court if released on bail. Americans may be detained and arrested if they cannot provide a UK address to receive a subpoena or are about to depart the United Kingdom and have to be brought to court quickly for a motoring offense. If alleged offenders attend court and are found not guilty, the deposit is returned.

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

REGISTRATION / EMBASSY LOCATION: Americans living or traveling in the United Kingdom are encouraged to register with the nearest U.S. Embassy or Consulate through the [State Department's travel registration web site](#), and to obtain updated information on travel and security within the United Kingdom. By registering, Americans make it easier for the Embassy or Consulate to contact them in case of emergency, and to relay updated information on travel and security within the United Kingdom. The Embassy and Consulates regularly send security and other information via email to Americans who have registered. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. The Consular Section also disseminates a newsletter every month. [The American Citizen Services section also maintains a blog](#) of easy-to-access information relevant to American citizens living in or traveling to the United Kingdom.

[The U.S. Embassy](#) is located at 24 Grosvenor Square, London W1A 1AE; telephone: in country 020-7499-9000, from the United States 011-44-20-7499-9000 (24 hours). Consular Section fax: in country 020-7495-5012, from the United States 011-44-20-7495-5012.

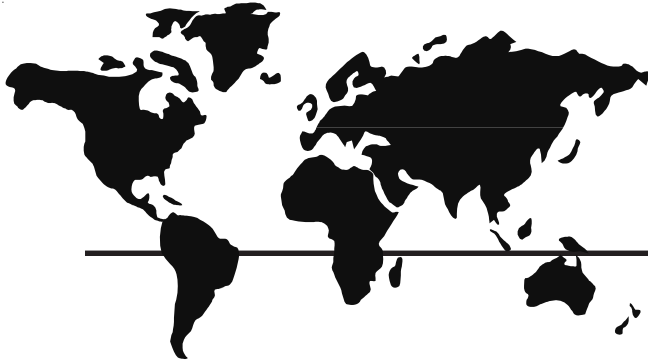
[The U.S. Consulate General in Edinburgh, Scotland](#), is located at 3 Regent Terrace, Edinburgh EH7 5BW; telephone: in country 013-1556-8315, from the United States 011-44-13-1556-8315. After hours: in country 012-2485-7097, from the United States 011-44-12-2485-7097. Fax: in country 013-1557-6023, from the United States 011-44-13-1557-6023.

[The U.S. Consulate General in Belfast, Northern Ireland](#), is located at Danesfort House, 228 Stranmillis Road, Belfast BT9 5GR; telephone: in country 028-9038-6100, from the United States 011-44-28-9038-6100. Fax: in country 028-9068-1301, from the United States 011-44-28-9068-1301.

There is no U.S. consular representation in Gibraltar. [Passport questions should be directed to the U.S. Embassy in Madrid](#), located at Serrano 75, Madrid, Spain; telephone: 34-91-587-2200 and fax 34-91-587-2303. All other inquiries should be directed to the U.S. Embassy in London.

* * *

This replaces the Country Specific Information dated February 13, 2009 and updates the sections on Safety and Security, Criminal Penalties, and Embassy Location/Registration.



Agreement

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

Gender (Title IX)

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

Disability

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

Race, Color, or National Origin

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

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

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

Federal Drug-Free Schools and Communities Act of 1989

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

Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 12329) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect the privacy of students concerning their records maintained by the Office of International Programs. Specifically, the statute and regulations govern access to student records maintained by the campus, and the release of such records. In brief, the law provides that the campus must provide students access to records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under the law

does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions.

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

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

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

**THE CALIFORNIA STATE UNIVERSITY
INTERNATIONAL PROGRAMS
AGREEMENT**

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

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

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

NOW, THEREFORE, Trustees and Student agree as follows:

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

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

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

International Programs Agreement

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

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

TRUSTEES OF
THE CALIFORNIA STATE UNIVERSITY

STUDENT

Tom Roberts, Director
Procurement and Support Services Officer

Student's Copy

Student's Signature

Date

Student's Printed Name

Date

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

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.
1-21-1 Nishi-Waseda
Shinjuku-ku, Tokyo 169-0051
Japan

Korea

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

México - Queretaro

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

New Zealand - Lincoln

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

New Zealand - Massey

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

South Africa - Durban

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

South Africa - Port Elizabeth

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

Spain - Granada

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

Spain - Madrid

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

Sweden

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

Taiwan

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

United Kingdom - University of Bradford

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

United Kingdom - University of Bristol

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

United Kingdom - University of Hull

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

United Kingdom - Kingston University

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

United Kingdom - University of Sheffield

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

United Kingdom - University of Swansea

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