

**International Programs
Participant Guide 2012**

South Africa



**Office International Programs
401 Golden Shore, Sixth Floor
Long Beach, California 90802-4210
Tele: (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. The Guide is revised annually and we welcome your suggestions.

Leo Van Cleve, Director

Editor: Dana Roson

Production Staff: Jeanine Beu

Table of Contents

Student Policies and Procedures

Being an IP Participant	7
The Systemwide Office of International Programs	7
Your Acceptance to International Programs (IP)	7
IP Website	8
Deadlines	8
Change of Address	8
Registration	8
Nonresident Students	8
Transfer Students	8
Payment of CSU Fees	8
Extracurricular Activities	9
Housing & Meals	9
Changing Housing	9
Withdrawals	9
Refunds	10
Renewal Students	10
Students with Dependents	10
Student Conduct	10
CSU International Programs Alcohol Policy	12
CSU International Programs Statement on Sexual Harassment	12
Intercultural Gender Relations	12
Privacy of Student Information	13
Nondiscrimination Policy	13

Preparing For Your Year

Ready to Go?	15
Passports	15
Visitor's Study Permit (Visa)	15
The Study Permit (Visa) Application Process:	
Your Responsibility	17
Non-US Citizens	17
Transportation	17
Photographs	18
International Student Identity Card (ISIC)	18
Packing	18
Electrical Appliances	19

The South Africa Program

University Application	21
Registering for Classes	21
Arrival & Orientation	21
Housing	21
Food	21
Computer/Internet Access	22
Telephones	22
Money Matters & Banking	22
Introduction to South Africa: Guides, Documentaries, Films, and Books	22

Climate	24
Local Transportation	24
Vacation Travel	24
2012 Calendar	24
Mailing Addresses in South Africa	24
Health Matters	24
South African Health Insurance	25
Work	25
Registering at the US Embassy	25

Academic Arrangements

Introduction	27
Academic Planning	27
Availability of Courses	27
Courses Crediting	28
While You Are Abroad	29
Academic Reporting	29
Assessment and Grading Systems	30
Academic Policies	30
Frequently Asked Questions	33

Finances

Financial Planning	36
Explanation of Cost Estimate	36
The State of California Keeps Cost Down by Contributing Toward the Program Costs	37
Changes to Program Cost	37
Financial Data Form	37
W-9S	38
Payment	38
Financial Aid - Procedures	38
Financial Aid - Disbursement	39
When Can You Expect Your Financial Aid?	39
IP Emergency Loans	39
Certification of Enrollment	39

Health and Safety Abroad

Health & Medical Issues	41
Health Conditions Overseas	42
Health Insurance	42
Pre-Existing Conditions	43
Adjustment & Personal Safety	43
Final Note	44

Agreement

Nondiscrimination Policy	51
Privacy Rights of Students in Education Records	52
Student's Copy	53
Program Cost Estimate	56
Withdrawals	57
Refunds	57

Introduction

The Participant Guide

Congratulations on your acceptance to the California State University International Program in South Africa. 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 will always be able to access this guide online while you are 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 *Guide*, there will be a Regional Orientation that we strongly urge you to attend. By now you should have heard about “Online packet #1,” which includes forms you will need to print out, complete and return to us. 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 South Africa, 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; Business at Concordia), Chile, China, Ghana, Israel, Japan, New Zealand, South Africa, Taiwan, the United Kingdom and specified programs where the minimum GPA is 3.0); 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. In addition, participants pay a \$750 study abroad fee. 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 each. Four former IP participants are also appointed annually to full membership on the Academic Council, as are our IP Campus Coordinators.

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 **October 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 yourself.

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. 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 primarily by email. Please read your e-mail on a regular basis and inform us whenever you change your e-mail address. Please feel free to contact us if you have questions about any aspect of your program.

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. In addition, you may email us as follows:

For all pre-departure questions: IPstudentaffairs@calstate.edu

For all academic questions that arise once you are already overseas: IPacademics@calstate.edu

IP Website

All Participants should carefully review the following online resources.

You will be notified in writing and directed to the IP Website where you will be able to obtain the following:

1. **Online Packets** – Includes the forms necessary for your participation in IP. Before completing the forms, be sure to look over the relevant sections of the IP Participant Guide. You will be required to submit certain forms to OIP by specific deadlines. Look over your Online Packet carefully.
2. **The IP Participant Guide** – Outlines requirements, policies and procedures regarding various aspects of your upcoming year, and gives advice on personal preparation. This is an important guide and you are expected to read it carefully and refer to it often as you prepare for your year abroad.
3. The **IP Bulletin** describes the academic program and lists course offerings, or provides internet links to course descriptions. You will need this information in order to complete your Academic Advisement Form (see the Online Packet) with a faculty advisor on your home CSU campus.

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.

At the top of “Online Packet #1” there is a Checklist including due dates. Please use it.

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. 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 Online Packet #1.

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 ☞ **October 15.**

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. Send IP copies of Fee Waiver forms and Veteran’s Affairs letters.

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student

accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular program has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

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. We also advise you to always leave an itinerary of your travel plans with the IP program office abroad.

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 **October 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

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 to the campus and/or debts owed to OIP as a result of their withdrawal.

Students who defer payment for their prepaid costs with financial aid (and then withdraw from the program) may end up owing IP as well as their home campus.

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 November 15**.

Students who withdraw **after November 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.

Tuition Fee 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.

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 **October 15**.

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, courtesy, restraint and respect for the law are usually sufficient guides for proper conduct anywhere.

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

students. It is incumbent, therefore, on students to be fully aware of their responsibilities to the CSU as well as to the host university and country.

Unacceptable Conduct

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

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

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

Sanctions

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

- **Reprimands** — Verbal or written notice of unacceptable conduct. Reprimands set forth requirements for improvement of behavior and are intended to assist the student in correcting that behavior as part of the educational process where the conduct is remediable;
- **Probation** — Written notice of unacceptable conduct which sets forth specific terms required to avoid termination of enrollment where such conduct is deemed remediable, but of a serious nature;
- **Disenrollment** — Disenrollment and expulsion of a student from IP is the final sanction available to the Director of International Programs as a means to remove students from the program who have committed serious infractions and whose unacceptable conduct is deemed unremediable. Students being considered for disenrollment are provided a fair and timely opportunity to explain, justify or deny the behavior in question, or to raise matters of mitigation prior to any decision to disenroll. Disenrollment means termination of status as an enrolled student, the probable termination of legal status in the host country, and withdrawal from the academic program at the host institutions abroad with all of the

intendant academic and personal consequences thereof. Disenrollment from IP is not necessarily prejudicial to a continuation of enrollment at the student's home CSU campus; depending on the seriousness of your action, students may be subject to additional action.

- **Summary Disenrollment** — On those occasions where serious incidents of unacceptable conduct are combined with any form of imminent danger to the personal safety or health of the student involved, or where any threat to the safety, health or well-being of any other student participant, faculty member or staff member is involved, or where the continued operation of the International Programs is placed in imminent jeopardy by the conduct of the student involved, the Director of International Programs may carry out, at his sole discretion, an immediate disenrollment of the student involved without opportunity of appeal or mitigation.

Grievances

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

CSU International Programs Alcohol Policy

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

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

- Ensure that alcohol is never the primary focus of an IP event.
- Communicate to IP participants that they are expected to act responsibly regarding their consumption of alcoholic beverages while living abroad.
- Raise student awareness that, when choosing to consume alcohol abroad, students are subject to the local laws related to alcohol consumption.
- Remind IP Resident Directors and staff overseas that they should strive to create an atmosphere that does not encourage students to drink alcohol and that respects those who choose to abstain.

- Warn students that excessive drinking or drunkenness is not condoned and will never serve as an excuse for misconduct.
- Encourage students to be aware of local customs and laws related to alcohol consumption.

CSU International Programs Statement on Sexual Harassment

Sexual Harassment

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

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

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

Is There an International Definition of Sexual Harassment?

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

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

Reporting Sexual Harassment

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

Responding to Sexual Harassment

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

Intercultural Gender Relations

It is equally important for both men and women traveling abroad to understand issues surrounding intercultural gender relations. Gender relations may be initiated differently in different cultures and all students traveling abroad should educate themselves about their host country's

customs and norms before they go. Knowledge increases competent behavior, which can also be important for personal safety.

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

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

Privacy of Student Information

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

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

The student's Social Security number is included 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

Ready to Go?

Have you planned for EVERYTHING? What will you do if your slip and break your wrist? What will you do if your wallet or passport is stolen in a country where you don't speak the language? Do you know how to dial "911" in the country you are going to? The U.S. Department of State has provided the following resource for you. Read it before you go: <http://www.studentsabroad.state.gov/>

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:

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.

Passport Services and Information:

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

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 2/1/10) 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 **October 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.

Visitor's Study Permit (Visa)

The study permit is an endorsement or stamp placed in your passport by a foreign government which permits you to visit that country for a specific purpose and a limited time. All IP students must obtain a study permit for study in South Africa. You will apply for the visa through the South African Consulate in Los Angeles. It can take from six to eight weeks to process a visa (longer for non-US citizens). You should be aware that the South African government may deny a visa to an applicant. If this occurs, OIP cannot intervene on your behalf.

Students are advised not to make travel plans prior to the official IP program start date and are advised to submit their study permit documentaion as soon as possible. It normally takes six to eight weeks for applications to be processed. It is possible that you will not have your student visa or passport back in time to travel abroad early. There is nothing OIP can do to speed the visa application process. Therefore, we strongly recommend that you do not plan to travel before the official program start date.

Students should also note that the South African government **requires that all students leave once their academic program ends.** Travel throughout Africa is permitted, but you must leave South Africa when the academic year ends because your student visa will expire.

Student Study Permit for South Africa:

- All applicants must be in possession of a valid visa before entering South Africa. Visas must be kept valid at all times.
- Complete all of your visa application materials **now** so that they are ready to be sent once you receive your official acceptance letter from South Africa.
- **Allow at least six weeks** before departure for your visa documents to be processed by the South African Consulate General in Los Angeles and your passport and visa to be returned to you. Send the application as soon as you receive your acceptance letter from your host institution.
- **We suggest that all students request a “multiple-entry” visa.** A single entry permit is not sufficient if you intend to travel outside the country during vacation. Should you fail to request a multiple-entry permit and leave South Africa once you are there, you will be faced with a fine at the port of entry when you try to return and may not be permitted to return to South Africa.
- The offer of a place at Nelson Mandela Metropolitan University does not bind the South African Consulate General to grant you a visa, nor does it waive the need to obtain official permission to enter the country. If you are denied a visa, IP is unable to mediate in such matters.

The following study permit instructions apply to US citizens only. Citizens of other countries must consult the South African Consulate for information.

Mail your **official acceptance letter from your South African host institution** and the items below via Federal Express to:

The South African Consulate General
6300 Wilshire Blvd., Suite 600,
Los Angeles, CA 90048
tel: 323-651-0902 ext.115 fax: 323-651-5969
(Visa hours 9am-12pm M-F)
<http://www.link2southafrica.com/>

1. **Your original, signed US passport:** Must be valid for 6 months beyond the intended date of departure from South Africa, containing at least 2 blank pages.

2. **A notarized copy of your Birth Certificate.**
3. **Visa Application for Temporary Residence in South Africa (B1-1738, Form 8)** www.southafrica-newyork.net/consulate/forms/bi1738.pdf. **Complete through Part B only.**
4. **Two official passport photos:** Attach with paperclip to the application. Print your name on the back of each photo. Photo booth photos are not acceptable.
5. **Round-trip flight itinerary.**
6. **Your money order or certified bank check in the amount of \$72.00,** payable to “South African Consulate General.” Personal checks and credit cards are not accepted. This application fee is non-refundable.
7. **Official acceptance letter from the host university:** This will be sent to you by OIP when it arrives from South Africa later in the fall. Do not apply for your study permit until you receive this letter, but please have the rest of your visa application materials completed and ready to go in the meantime.
8. **To Whom It May Concern letter from OIP:** This letter confirms your IP student status as well as serves as proof of your **health insurance and financial status.** Keep a photocopy and send the original with your visa application.
9. **Republic of South Africa Medical Certificate and Radiological Report:** A doctor or medical practitioner must complete these forms. Coordinate this medical exam with the Health Status Report form required by IP. (NOTE: A skin test for TB will suffice for completion of the Radiological Report (x-ray not required).
Medical Certificate: www.southafrica-newyork.net/consulate/forms/medical.pdf
Radiological Report: www.southafrica-newyork.net/consulate/forms/bi806.pdf.
10. **Proof of Financial Means:** A bank statement, financial aid award letter, or notarized letter from the parents stating the financial responsibility.
11. **State Police Clearance Certificate:** (criminal background check) all applicants 18 years of age or older and for all previous countries of residence for period exceeding one year. Go to a “live scan” location and tell them you need a “D.O.J.” (Department of Justice)-level State Police Criminal Record Clearance (from the states where you have lived in the past 5 years); <http://ag.ca.gov/fingerprints/publications/contact.php>. This can take approximately 3 – 4 days. Usually, they will mail the results to you, so you may want to call ahead and ask if you can provide a pre-paid FedEx envelope for them to use to return your “live scan” to you.
12. **A Vaccination Certificate:** if applicant is passing through yellow fever belt area before entering or during stay in South Africa (Ask you doctor).
13. In case of a minor, a notarized letter of consent from the parents.

14. **Proof of US Status:** (non-US citizens only e.g. photocopy of 1-20 for F1 visa holders, greencard etc.)
15. **A \$16.00 Money Order payable to the South African Consulate General for the return of your passport and visa.** You must also provide the street address and phone number (**no PO Box**) where you want the passport and visa sent to you.

Questions regarding your visa should be directed to the South African Consulate. Instructions, fees and requirements are subject to change without notice. This information was accurate at the time of printing.

The Study Permit (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

Contact the nearest South African Consulate General now to determine your visa requirements.

The visa process may take several months longer than for US citizens. **DO NOT WAIT FOR INSTRUCTIONS FROM IP.**

Also, make sure your passport and your US re-entry permit will be valid for the entire length of time you will be abroad. If necessary, contact the Immigration and Naturalization Service to extend the expiration date on your reentry permit. If you plan to visit or travel through any other countries, be sure to obtain any transit or tourist visas required by these other countries as well. If your re-entry permit expires while you are abroad, you will have trouble returning to the United States.

Transportation

You must purchase a roundtrip ticket for travel to South Africa. Your itinerary, indicating roundtrip travel, must be submitted with your study permit application.

You will make your own arrangements to travel to South Africa, but you must arrive at your host university on the date indicated in the calendar section in the following chapter.

Students going to Nelson Mandela Metropolitan University should fly into Port Elizabeth. You will first fly to either Johannesburg or Cape Town and then get your connecting flight to Port Elizabeth.

Contact your own travel agent and shop around to get the best fare. Travel CUTS and STA Travel are two travel agencies specializing in student fares. You can find them both on the Internet. You will deal directly with the travel agent to make your reservations and payments.

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

Please complete the Flight Information form and return it to OIP **no later than three weeks prior to departure.**

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 (unless you arrange this with the host university and only if they offer a pick-up service). 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.

If you fail to comply with any of these conditions, you may be disenrolled from the program.

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).

Photographs

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

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

- Send two (2) **identical** photos to OIP by **☛ October 15** for official OIP use.
- One (1) additional photograph is required for the Nelson Mandela Metropolitan University application form. (This photo must be sent with the NMMU application and is due in our office no later than October 15.).
- Photos will be needed for your Study Permit (visa). See Consulate website.

The photos MUST meet these requirements:

- 2" X 2" recent identical high-resolution color or black and white photographs.
- 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.

- Photocopied, 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)

IP 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. IP 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

In general, you will find that what students wear in California is acceptable overseas, taking into account the local climate. Comfort is a priority. A good pair of walking shoes is a necessity. Also, you should pack clothing that demands little care, since you may not have easy access to washers, dryers and ironing boards. Specialty items (skis, bicycles), can be rented or purchased secondhand overseas. OIP recommends against taking such items.

You don't need as much as you think you do. **PACK LIGHT!** While it may be difficult to imagine what to pack for a whole year, you will be happy if you can stick to this rule: pack enough for a 10-day trip, and you'll be just fine. Here are some other things to keep in mind as you pack: You, and you alone, must be able to pick up and carry all of your luggage all by yourself, so make sure it's not too heavy; Airlines charge for baggage, so inform yourself of the baggage allowances; You may have very little storage space abroad; A duffle bag or backpack might be a useful piece of luggage for short weekend trips you take while abroad.

Regarding toiletries, you will find that you can survive for one academic year using what is available abroad. After all, when in Rome.... However, if you have very specific toiletries that you just can't live without, pack enough for the year. Based on past experience, OIP recommends that all participants take one carry-on bag with them on their flight to their study abroad destinations just in case your luggage is lost in transit. Pack everything you might need for a couple of days in your carry-on bag, including toiletries and one or two changes of clothes.

OIP will be organizing a Facebook page for every IP group. This will give you an opportunity to interact with previous IP participants and ask them more specific questions about what to pack.

Electrical Appliances

South African electricity works on 220/240 Volts AC, 50 cycles. If you want to bring any electrical appliances, make sure they can switch from 110 to 220/240 Volts. Also, the plugs in South Africa are shaped different and you will need to bring an adapter, or purchase one when you arrive. Note that it is easy to find an adapter for the round-two-prong European style plugs in Durban, but NOT for the flat-two-prong North American-style plugs.

World Electric Guide:

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

The South Africa Program

The California State University is affiliated with The Nelson Mandela Metropolitan University (NMMU). There is no CSU Resident Director in South Africa, but rather you will be assisted by the host university staff who are accustomed to providing orientation and guidance to visiting international students. Your primary contact at NMMU will be Ms. Monalisa Ndwayana.

The Nelson Mandela Metropolitan University (NMMU) was formed by the merger of the former University of Port Elizabeth, the Port Elizabeth Technikon, and Vista University on January 1, 2005. It is one of the most racially, culturally and linguistically diverse universities in Southern Africa and offers the most diverse academic programs. NMMU is a comprehensive university and students will find course offerings in a vast array of subjects. NMMU is comprised of five distinct campuses, but classes will primarily take place on what is known as the "South Campus."

University Application

Nelson Mandela Metropolitan University requires that you complete their university application. Return to OIP by **October 15**.

This is provided to you in Online Packet #1.

Registering for Classes

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

Students register for classes at NMMU during the registration week. Once you have made your class choices, you will use the university time table to make sure that there are no conflicts in the schedule.

Once you are happy with your selection you will write it on the registration form. The International Office at NMMU will explain registration during orientation. There is no online registration.

Arrival & Orientation

Nelson Mandela Metropolitan University Fly to either Johannesburg International Airport or Cape Town International Airport; get your connecting flight to Port Elizabeth Airport. Note: You will have to pass through customs at Johannesburg or Cape Town so remember

to pick up your luggage at these airports and check it in again for the domestic flight to Port Elizabeth.

The Port Elizabeth Airport is a small, centrally located airport within easy reach of all parts of Port Elizabeth. Cabs (taxi) provide a way to get into the city. It is possible to go to the Nelson Mandela Metropolitan University by taxi but we advise you to check the cab fare before deciding on this mode of transport because it can be very expensive. The NMMU International Office also picks up students from the Port Elizabeth Airport on specified days and times which will be made known closer to the arrival times. To ensure that you get collected from the Port Elizabeth Airport, please fill in the Orientation Booking Form which will be in your acceptance package.

There will be a weeklong orientation after your arrival on-site. Prior to the weeklong orientation, as part of orientating study abroad/exchange students to Port Elizabeth (PE) and the South African culture, the Office for International Education (OIE) has arranged a weekend away to Tsitsikamma Falls Adventures. Tsitsikamma Falls Adventure Park offers spectacular Zipline adventure slides across the Kruis River. Costs for orientation included in your IP Program Costs and are non-refundable. Your attendance at all NMMU orientation activities, including the Study Abroad Students' weekend orientation, is mandatory.

The weekend orientation takes place at the beginning of every semester and is attended by new study abroad/exchange students. The purpose of the weekend away is to familiarize students with each other and the OIE staff members who will be assisting them throughout their stay in PE. The Director of the OIE, Dr Nico Jooste also gives an overview of SA Higher Education systems. The weekend orientation consists of adventure activities and fantastic team tasks. Adventure activities include wall climbing, adventure walks, ziplining. The fantastic team tasks include drumming, volleyball, and sandwich building.

Housing

All CSU IP participants will live in accredited off-campus housing. Costs for these accommodations are included in your IP Program Costs. Therefore, Nelson Mandela Metropolitan University (NMMU) will make a housing reservation for you. You will receive an accommodation application form along with your letter from NMMU in mid-November.

Food

South African cuisine has unusual variety, derived from the culinary traditions of its diverse population.

Traditional dishes include: bunny chow (curry in a half-loaf of bread), samp and beans, milk tart, koeksisters, etc. South Africans are very fond of a braai; a barbecue with steaks, chicken and boerewors (spicy sausage) There are a variety of restaurants including Indian, Chinese, Japanese, Italian, Greek and seafood restaurants, as well as numerous steakhouses. There are also many coffee shops (which serve light meals) and fast food/take away restaurants.

Computer/Internet Access

Computers are available in the public computer rooms at NMMU and many are open 24 hours. Students may use them only AFTER registration. Each room offers printing also. Internet access is not good at the accommodation.

Students with laptops may bring them to South Africa, however, we strongly recommend that you bring necessary transformers (240 volts) and buy an adapter for local plug sockets. The adapters are readily available in South Africa for a few dollars, but the transformers maybe more difficult to find, so students should bring one from home.

Telephones

Public telephones are scattered around campus. They operate on either a coin or phone card system. Telephone cards can be used for both local and international calls.

These phones are fully automatic with direct dialing to most parts of the world.

Cell/Mobile phones

There are 5 cell/mobile phone providers in South Africa:

Cell C – www.cellc.co.za

MTN – www.mtn.co.za

Vodacom – www.vodacom.co.za

Virgin Mobile – www.virginmobile.co.za

8.ta - www.8ta.com

It is advisable to shop around when buying a cell phone as good deals can be found. Purchase your cell phone from a reputable dealer. Please note that in order to buy a cell phone in South Africa you will need your passport and proof of accommodation (lease agreement). The latter will be given to you by the Off-Campus Accommodation Office when you check in at your accommodation upon arrival.

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.

You will need some cash with you on arrival for travel costs to the University and to cover general expenses during the first few weeks at the University, it is wise to bring most of your money in travelers' checks.

Most international credits cards such as American Express, Diners Club, MasterCard and Visa are accepted, as well as Travelers' Checks. Foreign money and travellers' cheques may be converted into local currency (South African rand) at most banks and other authorized

institutions such as Bureau de Change, American Express, Thomas Cook, Rennies, Travel Agencies and Airlines provided the currency is accepted in South Africa. Some hotels and restaurants do accept travellers' cheques for payment for services and purchases.

Currency Exchange Rates:

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

Introduction to South Africa: Guides, Documentaries, Films, and Books

By Tom Spencer-Walters
California State University, Northridge

You have selected South Africa for your student experience abroad; possibly your first visit to this enchanting land about which you probably know very little. You want this to be a memorable and utilizable experience; one that you hope would contribute immensely to your own development as a person and to your understanding and valuation of cultures and peoples in other parts of the world.

Planning for the South African experience can be challenging given the sheer complexity of this country: its rich, ancient history, its diversity of cultures, its almost miraculous and peaceful transition to a multiracial democracy and its economic disparities which is a direct consequence of decades of the repressive apartheid system. Given the sheer volume of information on these multifaceted aspects of South Africa, I have selected reading and viewing materials that I believe would guide you through the maze and give you a concise and balanced introduction to South Africa.

For a quick and visual introduction to the country, the South African Government's publication, *Pocket Guide to South Africa (2005)/Globetrotter Travel Guide 2010* is a very useful document to review. It covers, albeit briefly, a vast array of South African life and culture ranging from history, politics, arts, languages, to business, transportation, housing and tourism. However, for a more detailed and substantive coverage of the above areas of South African society, I recommend the *South Africa Yearbook: 2004/05*. The immediate benefit of this yearbook is that it contains vital, accessible and current information about almost every facet of South African society.

The yearbook is also a publication of the government of South Africa. Alternatively, *The South African Story*, a business-inclined brochure put out by the International Marketing Council of South Africa, introduces you to various aspects of the South African economy. All of the above publications can be obtained at the South African Consulate in Los Angeles.

One of the non-governmental publications about South Africa that I would highly recommend is *Insight Guide South Africa (2005)* by Jason Mitchell. Like the South Africa Yearbook, it is comprehensive and insightful, but unlike it, *Insight Guide* breaks down its discussions by regions, specifically focusing on presenting balanced information that is highly pertinent to visitors; information such as guides to banking, education, cultural nuances, regional peculiarities, and wildlife reserves in South Africa. It also provides complete listings of hotels, businesses and transport services that would be invaluable to the student traveler. Furthermore, the text establishes continuity between, for examples, history and contemporary South African society, politics and the economy and wildlife

preservation and tourism. Even the photographs in the book tell their own stories very vividly!

A more portable version of *Insight Guide to South Africa is South Africa Pocket Guide*, put out by the Berlitz company, well known for their language and culture guides. The South African Pocket Guide, like the government guide we listed above, has very useful information on traveling in the various regions of South Africa, hotels, restaurants and shops, night life and medical emergencies.

The South African Press is one of the most vibrant in the continent of Africa. There are more than 35 national and regional newspapers in the country and, collectively through their differing philosophies and news reporting styles, they contribute to the independence of the press and thus, to the emergence of an informed public. Among the 35 or more newspapers, a few regional and national ones are recommended for their coverage and distribution of news: The *Mail and Guardian* (www.mg.co.za), though based in Johannesburg, is distributed nationally and readily available in most metropolitan centers. The *Daily Dispatch* (www.dispatch.co.za), which is published in East London, focuses on news and information items affecting the Eastern Cape region (East London, Port Elizabeth, King Williamstown, Alice, etc.). The *Cape Times* (www.capetimes.co.za) is one of the premier newspapers on the Western Cape. The *Daily News* (www.dailynews.co.za) serves the KwaZulu-Natal area and is published in Durban. The *Sowetan* (www.sowetan.co.za) is based in Soweto, the sprawling township near Johannesburg, and covers mainly news items and information pertinent to the local population in the area.

All the above newspapers cover some national, international and regional news but with varying degrees of depth and detail. They will give you more up-to-date information on South African politics, cultural practices, education, housing, transportation, religion and business, before and after your arrival into the country.

Another important introduction to history and contemporary life in South Africa is through documentaries and films. These pictorial media will help you visualize topography, architecture, wildlife, even the complex dynamics of human interactions in South Africa. Among the more notable and easily accessible documentaries are National Geographic's "Documentaries on Nature" (2001). *Episode 8: Southern Treasures* is a commentary on challenges facing the new South Africa from the perspectives of those who actually live that experience. It is available on DVD and VHS formats from the website, <http://crawfurd.dk/africa/documentaries.htm>.

Not surprisingly, there are a number of documentaries dealing with the life and times of Nelson (Madiba) Mandela, undoubtedly one of the greatest icons of peace and forgiveness the world has ever known. Jonathan Demme's *Mandela: Son of Africa*, Father of a Nation is an intimate portrait of the life and struggles of this great leader. The documentary can be accessed from the same website above: <http://crawfurd.dk/africa/documentaries.htm>. A&E's Biography of Mandela, *Nelson Mandela: Journey to Freedom* (1996) is a compilation of testimonies about Mandela's dedication to the struggle for liberation of Black South Africans from the ignominy of apartheid. Six years earlier, another documentary, *Mandela: The Man and His Country* (1990) chronicles Mandela's life in the struggle through his release from 27 years of incarceration by the apartheid regime. Both documentaries above may be available in your campus libraries or can be obtained directly from Global Exchange, www.globalexchange.org/countries/africa/southafrica/films.html.

From the Filmmaker Library comes a riveting documentary about the life of Steve Biko, *Biko: Breaking the Silence*. Biko was a well-known Black activist in the Black Consciousness Movement of the 1960's until he died of mysterious circumstances in a South African jail more than a decade ago. This 52-minute documentary can be obtained from the Filmmakers Library (tel. #212-808-4980), info@filmmakers.com. It's very useful in understanding Black South African youth participation in the liberation struggle and their struggle for identity.

For those among you, who may be interested in the Truth and Reconciliation Committee, (set up for perpetrators of heinous crimes during the apartheid period to openly and voluntarily confess to their crimes, with the hope of obtaining a pardon from the Committee), you may want to view *Long Night's Journey Into Day*, which received an Academy Award nomination in the category of Best Documentary Feature. It can be accessed through Ronin Films, <http://www.roninfilms.com.au/video/2070523379.html>.

Films about South Africa and South Africans are readily available both here in America and in South Africa. Many variously chronicled the struggle for freedom while others utilized the rich and complex South African landscape to explore the joys and vicissitudes of human interrelationships and the beauty and awesomeness of nature. I would highly recommend the following: *Cry Freedom* (1987), directed by Denzel Washington and Kevin Kline, is a moving depiction of Steve Biko's life as an activist and the sacrifices of those who helped him launch his ideas publicly.

The popular movie, *Cry the Beloved Country* (1995) (an adaptation of the book by the same name written by Alan Paton, a South African), is a movie about a journey to discovery by a Black rural minister. Complementing this journey is another undertaken by a young White South African in *The Power of One* (1992), who seeks the wisdom of both Blacks and Whites to fight injustice. Again, your campus library may be able to get these films for you or you can order a personal copy from California Newsreel.

A more celebrated film about the Soweto student riots in 1976 is *Sarafina*, starring Whoopi Goldberg. This film is available on CSU campuses as well as on commercial DVD and VHS formats. *Mampantsula* (1988) on the other hand, tells the story of the hardships of urban life during the apartheid era. More importantly, it is a movie about choices: personal aggrandizement or commitment to bringing down apartheid; an excellent introduction to township life in South Africa. It is also available from California Newsreel. *Amandla!* examines the crucial role of music in the anti-apartheid struggle. All three films above provide relevant historical and cultural details about the struggle to end apartheid in South Africa.

One of the most endearing, mildly humorous and educational movies to be made about South Africa is *The Gods Must Be Crazy, Pt. 1 & Pt. 11* (1980, 1988). Both movies mirror what happens when Western representations of culture and civilization clash with the more traditional lifestyles and belief systems of the indigenous people. This film is available on <http://www.moviemailonline.co.uk/countries/South%20Africa>.

If you have a serious interest in books about South Africa and South Africans, here are some "must-read" books for you: Mandela's *Long Walk to Freedom*; a comprehensive autobiography of this great moral and political leader. *No Future Without Forgiveness* by Bishop Desmond Tutu, a passionate recounting of his personal observations and decisions as Chair of the Truth and Reconciliation Committee (TRC). Read Bishop Tutu's book above in conjunction

with Lyn S. Graybill's *Truth and Reconciliation in South Africa: Miracle or Model?*; a sobering, riveting and balanced analysis of the functionality and heuristic benefits of the TRC.

Finally, Leonard Thompson's *A History of South Africa -3rd Ed* (2001) is a definitive work on the history of South Africa. It explains the current situations in South Africa through historical linkages going back several centuries. Unlike a number of other historical works on South Africa, Thompson's text gave carefully balanced and authentic perspectives of Black contributions to the complex history of this nation. The book is easy to read and readily accessible.

If your library does not have it, you can obtain it through Interlibrary Loan.

Enjoy your travel to this enchanting African paradise!

South Africa is waiting to receive you!

Climate

The climate in South Africa is pleasant and you will enjoy beautiful, sunny days throughout the year. The seasons of the southern hemisphere are opposite from ours, with summer running from November to February. Average daily temperatures during the summer are around 73° F. Days are warm and afternoon thunderstorms are common. Winters are dry and mild with average daily temperatures about 63° F. South Africa enjoys one of the world's highest average daily hours of sunshine - 8.5 compared with 3.8 in London, 6.4 in Rome and 6.9 in New York.

Local Transportation

Public minibus taxis and buses are available on a regular basis. Note that there are also private taxis, which are more expensive. Check the cost with the driver before commencing your journey.

In South Africa, drivers drive on the left hand side of the road (opposite from the US). The speed limit on the freeways is 120 km/hr, 100 km/hr on secondary rural roads, and 60 km/hr on urban streets. Fines for speeding are very steep. An international driver's license is required and should be obtained before departure. If you are a member of AAA, you may be able to obtain the international license from AAA. We also recommend that you read www.asirt.org.

Vacation Travel

Students are advised not to travel alone. It is always better to travel with a companion. In addition, all IP students are required to inform the international office at the host university of their travel plans whenever they leave town. Give a copy of your travel itinerary, including departure time, destination information and your planned return date/time to the IP Resident Director or to a member of the international programs staff at the host university. This is very important.

The Baz Bus is a wonderful way to travel throughout South Africa and visit many interesting towns and cities. All you need is one ticket to your final destination and you can hop on and off the Baz Bus as many times as you want along the route. The bus will drop off and pick up in front of your backpacking hostel or lodge. There are a number of hostels and budget accommodations in South Africa and the Baz Bus will drop you off at over 200 of them. The Baz Bus is completely flexible, allowing you to meet interesting peo-

ple and visit out of the way places (and there is no time limit on your ticket!). More information can be obtained at tourist offices in South Africa. The website also has information about hostels, routes and rates. Bookings can also be made online: www.bazbus.com.

Remember, if you decide to travel to other countries, you may need to obtain appropriate travel visas. You can inquire about this once you are in South Africa and will be able to obtain the necessary visas there.

The NMMU International Office urges all study abroad students to inform Ms. Monalisa Ndwiyana of their plans to travel should it be outside Port Elizabeth. This is so that we may be able to locate students in case of an emergency or if students' parents enquire about their whereabouts.

2012 Calendar

Dates are subject to change.

Arrival Date	February 02
Weekend Orientation	February 03-05
Orientation/Registration	February 06-11
First Semester	February 13 - June 24
Second Semester	July 23 - November 28

Mailing Addresses in South Africa

NMMU recommends that students not use their accommodation address to receive mail but use the NMMU International Office address.

Your Name
c/o Monalisa Ndwiyana
Nelson Mandela Metropolitan University:
Office for International Education
Summerstrand South Campus
Goldfields North, Building 87
University Way
Summerstrand
Port Elizabeth 6001
South Africa

Health Matters

HIV infection in South Africa is extremely high. IP participants going to South Africa must be prepared to refrain from all activities and behaviors associated with the transmittal of HIV. Remember: Alcohol can impair your judgement and may lead to your making bad decisions. Please refrain from excessive drinking.

The government currently cannot confirm that the blood supply in South Africa is safe and therefore students must make every effort to avoid serious accidents or injuries that may require a need for blood. If anything occurs that makes you think that you may have been exposed to HIV (in any way), you should notify the International Office immediately. Because of the high level of HIV among university age students, all South African universities have thorough protocol for handling possible HIV exposure or infection. **We strongly recommend that you seek care immediately from the university health center if you fear you have been exposed.**

While most of South Africa is malaria free, malaria risk exists throughout the year in parts of South Africa. Based on your travel plans, you may want to consider a malaria prophylaxis. You are ad-

vised to read information about malaria provided by the Centers for Disease Control before departure www.cdc.gov/malaria.

Travel Guard - Your CSU student health insurance policy includes emergency travel assistance coverage administered by Travel Guard. 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 or travel assistance while traveling abroad, 24 hours a day, 365 days a year. To access their benefits, you MUST contact Travel Guard and let them make all arrangements for any services that you need. The kinds of services they provide are listed in the insurance pamphlet <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 2012-2013 Brochure.)

Upon request, Travel Guard 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 Travel Guard, please see the Wells Fargo Student Health Insurance pamphlet, or contact Travel Guard at: (877) 832-3523 (in the U.S. and Canada) or 1 (715) 295-1194 (access an international operator, and ask them to place a collect to the U.S.)

South African Health Insurance

The South African government requires that all international university students purchase South African health insurance. The cost of the South African insurance is over and above the costs for the mandatory IP health insurance policy.

You must register and pay for one of the approved Medical Aid providers in South Africa by January 6, 2012. Information about the South African health insurance policies will be sent to you by NMMU together with your admissions letter. You will not be allowed to register for classes without proof of local health insurance. See: www.nmmu.ac.za (Study With Us >> International Students >> Office for International Education >> Medical Aid). Follow the instructions and purchase one of the South African medical aids by January 7, 2011. Once you have paid for the South African Medical Aid, fax or email a copy of your membership approval to +27 41 504 2771 or international@nmmu.ac.za for attention Monalisa Ndwayana.

Work

Student Permit holders are allowed to work 20 hours per week in South Africa. Ask the international office staff at NMMU about this during the onsite orientation.

Registering at the US Embassy

Americans living or traveling in South Africa are encouraged to register with the nearest US Embassy or Consulate through the State Department's travel registration website and to obtain updated information on travel and security within South Africa. Americans without Internet access may register directly with the nearest US Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate staff to contact them in case of emergency.

Once you have established an address in South Africa, we strongly advise that you register online with the U.S. Embassy at: <http://southafrica.usembassy.gov/ac-registration.html>.

The United States Mission to South Africa has 3 Consulates in South Africa: Durban, Johannesburg and Cape Town. Should it become necessary to contact the U.S. government during your stay in South Africa (i.e. to replace a lost or stolen passport), students residing in Port Elizabeth must contact the **United States Consulate in Cape Town:**

Postal: PostNet Suite 50, Private Bag x26, Tokai 7966

Street: 2 Reddam Ave., Westlake 7945, Cape Town

Telephone: (27) 21-702-7300 or 0800-980-444

Fax: (27) 21-702-7493

Call Center: 021-300-9700 | 087 940-7597 (Nationwide)

http://southafrica.usembassy.gov/consulate_capetown.html

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: It is often not possible to graduate in the SAME semester that you concluded your study abroad experience due to the time it takes to process reports. 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 a realistic 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 all courses attempted at the host university to the student's home campus

Since courses abroad can differ 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 pertain 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 studying abroad, you will be asked to submit course information, enrollment details, and other information to the OIP which will be important for ensuring your participation in IP and crediting of courses taken abroad. You will be given instructions about what information is needed and how you should submit the information after your arrival to your host university, if not sooner.

IMPORTANT: Remember to check your emails on a regular basis to receive messages regarding your academic studies. If you using an email address which is different from the one that you provided in your IP application, then notify the OIP of your new email address immediately.

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

Reports are also sent to the student's Study Abroad/International Programs Office and the Registration/Records Office at the home campus. Once the Registration/Records Office receives the Academic Report, the information is entered to the student's record. It may take the Registration/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 Registration/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 Registration/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 months to complete depending on circumstances, the urgency of your request and the time the request was received. For more information, students are advised to read the cover letter attached to their Academic Report.

Since courses are posted to the student's CSU transcript and become a permanent part of the student's CSU academic record, courses listed on the Academic Reports must accurately represent the courses taken abroad. To ensure accurate reporting, IP reports courses attempted by reporting the title of the course and the CSU home campus department in which the course is closely related. 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. For most countries, it can take a **minimum of four months** for courses attempted at their host university to be reported to their CSU campus after they have completed their year abroad. In various cases, reports can take longer than four months to process depending on specific circumstances. This is especially true for students who study in France, Germany, Ghana, South Africa and Sweden where reports can take a minimum of six months or longer to finalize. While OIP does its best to report grades as quickly as possible, delays in reporting are beyond our control largely due to academic differences between the CSU and how overseas partners process and provide academic information to the OIP. Refer to the IP Bulletin of the country for additional information regarding the time it takes to finalize academic reports.

Students should note that delays in reporting may also affect financial aid eligibility and payments upon return to their CSU campus. Students are advised to discuss this with their home campus financial aid advisor if they are concerned.

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

Graduating Seniors: Due to the delays with receiving grades for some countries (e.g. France, Germany, Ghana,

South Africa and Sweden), 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 Qualification

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 the 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.

Requests for exceptions to the above must be submitted in writing to the OIP and approved by the OIP **before** the academic year abroad begins.

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 grade point average of 3.0 (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.

Questions regarding enrollment and requests for exceptions to policies should be directed to the OIP by emailing IPacademics@calstate.edu.

Academic Progress

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

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

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

Attendance

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

Personal travel should be restricted to weekends and university holidays.

Examinations

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

there are extenuating circumstances involved and the OIP has approved an early exam date.

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

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

Independent Study

In general, the IP is not designed to accommodate students pursuing independent study. The structure of overseas programs offered by the IP is fundamentally one of immersion in host institution instruction and supporting studies — such as language studies. The pursuit of other academic purposes tends to remove the student from the immersion environment and is, therefore, not generally encouraged. However, there may be a few students whose academic needs involve the completion of a paper or project during the period of study abroad, or who have a unique and very specific interest to pursue which is particularly relevant to the study center locale. In such instances, the OIP may approve limited independent studies on a case-by-case basis.

Where and when it is permitted and approved by the OIP, 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 intern-

ship 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 they have already successfully 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 report all courses taken at the host university and report a grade for each course attempted. This includes any failed courses which may or may not appear on the host university academic report or transcript, e.g. Waseda University, Uppsala University and German institutions.

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 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.

The basic grading system that the OIP uses in academic reporting to the CSU campuses is the A through F system in which the highest grade that can be reported is an A. To obtain a definition for each grade, students are instructed to refer to their home campus catalog.

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. The following conditions apply:

1. All courses must be taken for a regular grade at the host university; however, via this form, students may designate **one course per semester for a maximum of six semester units for the year** to be reported to the home campus as a CR/NC.
2. 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.
3. 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 #2, above.
4. Approved requests are final and will be reported to the student's home campus as a CR/NC which will appear on student's CSU academic record. CR/NC grading symbols have no effect on the grade point average.

5. Language courses which are local or native in countries where the national language is not English do not qualify for the CR/NC option and will be reported to the student's home campus using letter grades except when approved by the OIP.
6. CR/NC requests must be submitted to the OIP **at least four weeks prior to the scheduled final examination date** for courses which are two or more months in length. If the course is less than two months in length, requests must be submitted at least two weeks prior to the scheduled final examination date. Forms must be received in the term in which the course was taken.
7. Incomplete forms, which omit the information requested above and/or signatures and dates below will not be considered.

Course Withdrawals

For semester-long courses, a student will receive a grade of "W" (Withdrawal) when the student has withdrawn from a course after the fourth week of instruction with the approval of the host university and the OIP. It carries no connotation of the quality of student performance and it is not used in calculating grade point average

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, Korea, Spain and Taiwan can obtain the form from their on-site Resident Director or Program Coordinator. Students studying in Australia, Canada, Denmark, 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 and that this course will not appear on my host university transcript. Does this mean that the course won't be reported to my campus?

Answer: No. The OIP receives a list of **all completed and uncompleted courses from all institutions where our students are attending and reports all attempted courses to the student's home campus**. 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 your Participant Guide which is also available online. You may also email your question to IPacademics@calstate.edu but only after you have read the Academic Arrangements of your Participant Guide since many questions that students ask is addressed in this section. You can also go to the International Office of your host university. If they are unable to answer your questions, they will contact our office for assistance.

Financial Planning

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.

The Office of International Program (OIP) 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. 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 OIP 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 Estimate

You have decided to participate in the California State University International Programs. OIP 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 OIP will be making some arrangements for you and that OIP 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 OIP. OIP takes care of numerous things for you that you would otherwise have to manage yourself if you were going abroad independently. For example, OIP 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. OIP 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 OIP, especially at the beginning of the year when they are still unfamiliar with their new surroundings.

OIP 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.

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular program has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

Program Cost Estimates are those costs which are paid by you, the student, and are divided into two categories: "Prepaid Costs," which you pay in advance to OIP, 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:

Tuition Fee - This fee covers home campus enrollment.

Additional fees are due from graduate/post baccalaureate and non resident students. The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a program has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees.

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 OIP and paid in your Program Cost Estimate.

Pre-Departure and Reentry Processing - Includes orientation, pre-departure and reentry materials sent to students prior to departure.

On-site Orientation - Students will receive orientations shortly after arrival.

Academic Year Housing and Meals - Shared, minimally furnished, off-campus flats. Students purchase or prepare their own meals. Internet access is included.

Health Insurance - Local health insurance coverage is required of all international university students by the South African government. Students must register with one of the approved Medical Aid providers before or upon arrival.

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 Cost 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 \$13,440 per year per student. The student has to pay about \$5,753 per year, and the State of California pays about \$7,687 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 tuition fee that you would pay if you were attending at your home CSU campus including graduate and non resident fees).

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 OIP by ◀ October 15.** Once an adjustment has been approved which will affect your prepaid costs or payment schedule, OIP 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 ◀ **October 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 **October 15**. For more information please see: <http://www.irs.gov/pub/irs-pdf/fw9s.pdf>.

Payment

The total Prepaid Cost should arrive at OIP by **October 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 the OIP by **October 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 **October 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 November 15—or before you leave for your study center (which ever comes first)—you will need to provide OIP 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 the following campus term(s)—spring semester or winter and spring quarters. See following section: Financial Aid Disbursement.

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 OIP no later than May 31, 2012.

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 OIP. The Authorization for Transmittal of Financial Aid (part of the Financial Data form) permits your home campus to send OIP 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 OIP. Most campuses are able to do this, but a few are not. If you have deferred any portion of your program costs with financial aid, the amount due will be deducted and sent to OIP 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 and double check their Financial Aid disbursement schedule.**

If your campus cannot disburse financial aid directly to you, they will send it to OIP and OIP 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 OIP 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 OIP as follows; a signed loan form is required:

1. In an emergency, students may borrow up to \$500.00 at a time through August 31; this date is subject to change.
2. Students may borrow funds against late receipt of financial aid if OIP 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 OIP.

Certification of Enrollment

While OIP 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 **October 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.

HIV - HIV infection in South Africa is extremely high. IP participants going to South Africa must be prepared to refrain from all activities and behaviors associated with the transmittal of HIV.

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 CDC website has helpful information about staying healthy overseas:

Centers for Disease Control:

<http://www.cdc.gov/travel/default.aspx>

- *Staying Healthy in Asia, Africa and Latin America* by Dirk Schroeder (Volunteers in Asia, Inc., 1988). Paperback guidebook for travelers who visit less-developed countries.
- **International Association for Medical Assistance to Travellers (IAMAT)**

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

International Association for Medical Assistance to Travellers (IAMAT)

<http://www.iamat.org/>

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

Health Insurance

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

Travel Guard - Your CSU student health insurance policy includes emergency travel assistance coverage administered by Travel Guard. 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 or travel assistance while traveling abroad, 24 hours a day, 365 days a year. To access their benefits, you MUST contact Travel Guard and let them make all arrangements for any services that you need. The kinds of services they provide are listed in the insurance pamphlet <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 2011-2012 Brochure.)

Upon request, Travel Guard 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 Travel Guard, please see the Wells Fargo Student Health Insurance pamphlet, or contact Travel Guard at: (877) 832-3523 (in the U.S. and Canada) or 1 (715) 295-1194 (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.

Recently, one of our partner institutions sent out the following letter. It demonstrates how the misuse of alcohol can put one in harms way.

A Letter From Abroad

Dear Colleagues,

An extremely serious incident occurred at the university last week, whereby a visiting American student was the victim of a sexual attack.

The student concerned has been assisted by both the police and support services at the university. The incident received widespread press and television coverage and as a result the person responsible for the attack was apprehended with 48 hours of the incident occurring.

The student has decided to remain and continue with the program and does not wish gender, name or university be advised to the home institution.

Thankfully, incidents such as this for visiting students are rare, but it occurred after a night out when students had been partying hard, which very often results in students placing themselves in vulnerable situations. We make a point of alerting students to the dangers of alcohol at our Arrival Orientation. There is a drinking culture amongst university students around the world and we ask you to also remind them of the following:

Never accept drinks off anyone you may have just met.

Never leave a drink unattended as the number of drink spiking incidents is on the increase.

Do not leave your group of friends to be alone with someone you may have just met.

If you see a friend having too much to drink, please take care of them and if necessary, take them home.

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

www.travel.state.gov/travel/living/drugs/drugs_1237.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.

Vacation Travel - Students are advised not to travel alone. It is always better to travel with a companion. In addition, all IP students are required to inform the international office at

the host university of their travel plans whenever they leave town. Give a copy of your travel itinerary, including departure time, destination information and your planned return date/time to the IP Resident Director or to a member of the international programs staff at the host university. This is very important.

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.

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.

For US State Department Travel Information:

http://travel.state.gov/travel_warnings.html

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

Consular Information Sheet

South Africa

January 07, 2011

COUNTRY DESCRIPTION: South Africa is a parliamentary democracy and is in many respects a developed country, although much of its population lives in poverty. All major urban areas have modern, world-class hotels and tourist facilities. Game parks and areas most often visited by tourists have a wide range of facilities. Food and water are generally safe, and a wide variety of consumer goods and pharmaceuticals are readily available. The capital is Pretoria, while the seat of parliament is located in Cape Town. Johannesburg is the financial capital and largest city in South Africa. Durban is home to Africa's busiest port and is the number one tourist destination for South Africans. Read the Department of State Background Notes on South Africa for additional information.

SMART TRAVELER ENROLLMENT PROGRAM (STEP)/EMBASSY LOCATION: U.S. citizens living or traveling in South Africa are encouraged to enroll in the Smart Traveler Enrollment Program (STEP), a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, foreign countries. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. STEP also allows U.S. citizens residing abroad to receive routine information on local travel and security from the nearest U.S. embassy or consulate.

U.S. citizens without Internet access may enroll directly with the nearest U.S. Embassy or Consulate. Local Embassy information is available below and at the Department of State's list of Embassies and Consulates.

U.S. Embassy Pretoria

877 Pretorius Street, Arcadia, Pretoria
Telephone: (27-12) 431-4000 (from South Africa 012-431-4000)
Fax: (27-12) 431-5504 (from South Africa 012-431-5504)

U.S. Consulate General Johannesburg

1 Sandton Drive (opposite Sandton City Mall just west of the intersection of Sandton Drive and Rivonia Road), Johannesburg
Telephone: (27-11) 290-3000 (from South Africa 011-290-3000)
Emergency after-hours telephone: 079-111-1684 (outside South Africa: 27 79-111-1684)
Fax: (27-11) 884-0396 (from South Africa (011-884-0396)
Consular jurisdiction: the Pretoria area and the Gauteng, Mpumalanga, Limpopo, North West, and Free State provinces.

U.S. Consulate General Cape Town

2 Reddam Avenue, West Lake 7945, Cape Town
Telephone: (27-21) 702-7300 (from South Africa 021-702-7300)
Emergency after-hours telephone: 021-702-7300 (outside of Africa 27 702-7300)
Fax (27-21) 702-7493 (from South Africa 021-702-7493)
Consular jurisdiction: Western Cape, Eastern Cape, and Northern Cape provinces.

U.S. Consulate General Durban

Located at: The Old Mutual Building, 31st floor, 303 Dr. Pixley KaSeme Street, Durban 4001
Telephone: (27-31) 305-7600 (from South Africa 031-305-7600)
Emergency after-hours telephone: 079-111-1445 (outside South Africa: 27 079-111-1445)
Fax: (27-31) 305-7691 (from South Africa 031-305-7691)

Consular jurisdiction: KwaZulu-Natal Province.

ENTRY / EXIT REQUIREMENTS FOR U.S. CITIZENS:

PLEASE NOTE: South African law requires travelers to have one (1) blank (unstamped) visa page in their passport to enter the country. In practice, however, travelers may need more than one page as there have been instances in the past of South African immigration officers requiring travelers to have two (2) blank pages. Travelers are advised to have at least two blank pages; one for the South African temporary residence permit sticker that is issued upon entry to the country, and an additional page to allow for entry and exit stamps for South Africa and other countries to be visited en route to South Africa or elsewhere in the region.

Travelers without the requisite blank visa pages in their passports may be refused entry into South Africa, fined and returned to their point of origin at their own expense. South African authorities have denied diplomatic missions access to assist in these cases.

As a general precaution, all travelers are advised to carry a photocopy of the photo/bio information page of their passport and keep it in a location separate from their passport.

Visitors to South Africa for tourism, short business meetings, or those in transit do not require visas for stays of up to 90 days. In the event a traveler overstays that period without a permit issued by the South African Department of Home Affairs, he or she may be subject to a

fine of up to 3,000 rand (approximately 400 US dollars). All others, including academics, students on educational trips, and volunteers, may need visas. U.S. citizens who intend to work in South Africa must apply for work permits before arrival; otherwise they risk being refused admission and returned to their point of origin. It is strongly suggested that all travelers check the latest requirements with the nearest South African Embassy or Consulate before traveling.

Travelers entering South Africa from countries where yellow fever is endemic are often required to present their yellow World Health Organization (WHO) vaccination record or other proof of inoculation. This requirement may be imposed on travelers flying to South Africa via yellow fever countries, even when transiting passengers are required to stay on board the plane (e.g., South African Airways flights stopping in Dakar, Senegal). Please note that yellow fever inoculations are no longer administered at South African ports of entry. Travelers are advised that they are now required to obtain a yellow fever inoculation at least 14 days prior to their arrival in South Africa; this is in accordance with WHO regulations. If a yellow fever inoculation is not obtained with regard to these new guidelines, passengers may be turned around at the South African port of entry. Click here for a list of yellow fever countries.

Visit the Embassy of South Africa web site for the most current visa information.

The U.S. Department of State is unaware of any HIV/AIDS entry restrictions for visitors to or foreign residents of South Africa.

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

CELL PHONES: Travelers are advised to carry mobile phones. Travelers may find it useful to have an “unlocked” cell phone with international roaming capability to use while in South Africa. The Independent Communication Authority of South Africa has established new rules that require all new cell phones and SIM cards to be registered. Information on how to register may be found on their web site.

Travelers may buy an inexpensive SIM card and airtime once they arrive in South Africa. SIM cards and airtime may be purchased at many retail outlets, including Woolworths, Pick ‘n Pay, Spar, Checkers, and most grocery stores and cellular retail stores such as Vodacom, MTN, Cell C, etc.

Rental mobile phones are widely available and may be rented from kiosks at major airports. The nationwide emergency number for the police is 10111, and the nationwide number for ambulance service is 10177. It is not necessary to dial an area code when calling these numbers.

SAFETY AND SECURITY: For the latest security information, U.S. citizens traveling abroad should regularly monitor the Department of State’s Bureau of Consular Affairs website, which contains current Travel Warnings and Travel Alerts as well as the Worldwide Caution. Follow us on Twitter and the Bureau of Consular Affairs page on Facebook as well.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll-free within the U.S. and Canada, or by calling a regular toll line, 1-202-501-4444, from other countries. 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 U.S. 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 extensive tips and advice on traveling safely abroad

TERRORISM: Anti-American violence is not typical in South Africa, although in the past there have been isolated incidents perpetrated by parties unhappy about U.S. foreign policy. Nevertheless, the Department of State remains concerned about the continued worldwide threat of terrorist attacks, demonstrations, and other violent actions against U.S. citizens and interests overseas. Travelers are encouraged to review the most recent Worldwide Caution issued by the Department of State.

XENOPHOBIC ATTACKS: South Africa has seen a number of attacks directed at refugees or immigrants from other African nations in the last two years. Many of the attacks were centered in Johannesburg and the province of Gauteng in low income neighborhoods and informal settlements, but other incidents have taken place throughout the country. Many individuals were killed in these incidents and others, both targeted victims and bystanders, were injured. While there have been no reports of U.S. citizens or other non-African visitors being targeted, these incidents of mob violence have sprung up quickly and proven difficult for local authorities to control. U.S. citizen residents and visitors are advised to listen to local media for reports of such incidents and to avoid areas (primarily - but not limited to - townships) where they may be likely to occur.

PUBLIC DISTURBANCES AND STRIKES: Organized or wildcat labor actions and protests in poorer communities against shortfalls in public services occur regularly throughout South Africa. While localized and normally well away from typical tourist destinations, these disturbances can develop quickly and unpredictably, and they sometimes turn violent. Use caution and steer clear of any area where protests, demonstrations or other public disturbances are taking place. During strikes by public workers, access to government offices and public hospitals and schools may be difficult due to pickets, and should be avoided if possible. For medical care, use private facilities/services that are not impacted by public-service strikes.

GAME PARK/SAFARI SAFETY: While visiting game parks and reserves, it is dangerous to leave one’s vehicle or otherwise be on foot, even in the presence of a guide. Several incidents of wild animal attacks on tourists in the region have resulted in death or serious injury.

OCEAN SAFETY: If visiting South Africa’s expansive coastline, be mindful of the possible presence of sharks when swimming or engaging in water sports. In 2010, at the Fish Hoek beach and in 2005 and 2006 in the False Bay area of the Western Cape, several people were attacked by sharks; some of the attacks were fatal. When a shark is spotted close to the shore, local authorities will sound a warning siren to notify swimmers.

Tragic accidents can occur when swimming in the ocean or walking/climbing on shore areas that are not designated beaches. Visitors from the United States and elsewhere have drowned when swimming in coastal waters, where tides and wave patterns can change unexpectedly and overwhelm even excellent swimmers. Do not swim alone in isolated beach areas. Do not dive into unknown bodies of water, as hidden rocks or shallow depths can cause serious injury or death.

CRIME: The vast majority of visitors complete their travels in South Africa without problems; however, visitors should be aware that criminal activity, often violent, is prevalent throughout the country. The government has in place a number of strong anti-crime initiatives, but violent crimes such as armed robbery, carjacking, mugging, “smash-and-grab” attacks on vehicles, and other incidents are still common and do affect visitors and resident U.S. citizens. NOTE: Visitors to the U.S. Embassy in Pretoria and U.S. Consulates General in Cape Town, Durban, and Johannesburg should be aware of the risk of muggings, several of which have occurred in recent years near U.S. diplomatic facilities. While measures have been taken to address concerns about potential muggings, visitors approaching U.S. government facilities should maintain heightened awareness as to their personal security and carry as little money and valuables as possible.

Visitors and residents are advised of ongoing criminal activity involving organized crime gangs targeting individuals and commercial businesses at shopping centers and other public places. Once a victim has been identified, he/she is followed back to his/her residence and robbed, usually at gunpoint, although the use of force is generally reserved for those offering some form of resistance. These gangs tend to target people appearing to be affluent, including those driving expensive cars, wearing eye-catching jewelry, flashing large amounts of cash and/or making high-value purchases. Criminals also gravitate towards “soft” targets – people who appear preoccupied and do not pay attention to their immediate surroundings. Visitors who believe they are being followed should travel directly to a police station or other public location. Cash-in-transit (armored vehicles) robberies remain popular; tourists should try to avoid these vehicles and personnel during a cash delivery or pick-up, particularly at shopping centers or other public locations. Crimes against property, such as carjacking, have often been accompanied by violent acts, including murder, when victims resist or are slow to respond to attackers’ demands. South Africa also has the highest reported incidence of rape in the world. Foreigners are not specifically targeted, but several have been the victims of rape. Victims of violent crime, especially rape, are strongly encouraged to seek immediate medical attention, including antiretroviral therapy against HIV/AIDS. Questions about how to receive such treatment should be directed to the nearest U.S. Embassy or Consulate.

Criminal activity, such as assault, armed robbery, and theft, is particularly high in areas surrounding certain hotels and public transportation centers, especially in major cities. Theft of passports and other valuables is most likely to occur at airports, bus terminals, and train stations. A number of U.S. citizens have been mugged or violently attacked on commuter and metro trains, especially between Johannesburg and Pretoria.

In the Western Cape, police resources have been strained by continuing gang conflicts and vigilante violence in the low income areas and informal settlements in Cape Town. People who are unfamiliar with the Cape Flats area, surrounding townships and squatter camps should not visit these areas. Additionally, travelers should be aware that muggings have become common along many popular routes on Table Mountain, a prime tourist destination in Cape Town. Visitors to Table Mountain should be vigilant, hike in groups, and not carry valuables.

While crime has decreased slightly in Durban and the surrounding areas, it remains high. Visitors should avoid travelling in the city center after dark as well as all travel to the surrounding townships. The suburbs north and west of the city are generally considered to be safer than the city center, but all visitors should remain vigilant and exercise caution at all times.

Should you be confronted by an armed individual - immediately comply, avoid making sudden movements, and do not offer any form of resistance. Any hesitation on your part could be perceived as a threat and may result in unnecessary violence. Criminals do not discriminate.

ATMs: Criminals often loiter near ATM machines, targeting persons withdrawing cash. A common scheme is the “Good Samaritan” fraud, where a criminal attempts to help out with a particular ATM transaction. As this is a prevalent crime, do not accept “assistance” from anyone, or agree to assist others with ATM transactions. Travelers should also try to avoid using ATMs after business hours or in remote locations.

Criminals have used commercial explosives to blow up ATMs in South Africa. ATM bombings have taken place in the early hours of the morning in remote or isolated areas, although some attacks have taken place at gas stations and shopping complexes.

Based on these threats, the following security precautions are recommended:

Avoid using ATMs in dark, remote, or isolated areas.

Never allow someone to assist you at the ATM. Conversely, never assist anyone else with their transaction.

ATMs located inside shopping malls, hotels, and banks are preferred since they are normally high-traffic areas, and monitored by security guards and cameras.

Avoid using an ATM with a cord or other foreign object attached to it. Should you notice a suspicious device on an ATM, immediately leave the area; take cover, and notify the police. Shrapnel and debris from an explosion can travel long distances and cause serious injury or death.

Before withdrawing money, scan the area for any suspicious persons or activity. Should anyone approach you while you are withdrawing money, immediately cancel the transaction and leave the area.

Incidents of credit card fraud, counterfeit U.S. currency, and various check-cashing scams have also been reported. When giving your credit card to a store or restaurant employee for processing, do not let the card out of your sight. Most South African restaurants have portable credit card machines that can be brought to your table.

Hotel Security: Thefts from hotel rooms throughout the country remains a concern. Travelers are reminded to make use of hotel provided room safes or lock boxes at the front desk for all valuables.

Financial Scams: Visitors should also beware of telephone, internet or email schemes, which attempt to win the confidence of unsuspecting persons who are persuaded either to provide financial information or money or to travel to South Africa and assist in a supposedly lucrative business venture. Since 2008 there have been several cases of U.S. citizens losing thousands of dollars and putting themselves in danger by responding to financial scams (also known as “419 scams”). Some have traveled to South Africa only to lose more money and sometimes be physically attacked. Click to view the State Department’s financial scam web page. If you have lost money in a financial scam, please file a report with your local police and with the Internet Crime Complaint Center. Victims can also report Internet fraud to the FTC online or by phone, toll-free, at 1-877-FTC-HELP (1-877-382-4357).

To check on a business’s legitimacy while in the U.S., contact the International Trade Administration, Room 3317, Department of Commerce, Washington, DC 20230, telephone: 1-800-USA-TRADE or 202-482-5149, fax: 202-482-5198. If you are abroad, contact the nearest U.S. Embassy or Consulate.

Car Thefts and Carjackings: Carjacking and thefts of property from cars remain serious problems. Doors should remain locked and windows rolled up at all times. Motorists are urged to hide bags, cell phones, and other valuables from view at all times and to be extremely cautious when approaching intersections. “Smash-and-grab” robberies are common throughout South Africa, particularly in urban areas, at traffic lights and on highway off-ramps. A criminal, sometimes posing as a vendor or beggar, will walk between lines of vehicles waiting at an intersection, surveying the contents for valuables. Once an item of value is identified, the perpetrator will quickly smash the window and grab the item off the seat before fleeing, often before the driver can determine what happened. In another scenario an individual (or two working in tandem) may indicate to a driver an apparent flat tire or other problem and wait for the driver to pull over or exit the car before grabbing exposed valuables. Drivers should avoid carrying anything of value (e.g., briefcases, purses, cell phones, etc.) inside the car that could attract potential assailants.

Criminals, often in groups, have placed large and sharp objects in the road (rocks, bricks, shards of metal, etc.) in an effort to puncture a vehicle’s tires. Another less frequently used tactic is for thieves to throw rocks and bricks from freeway overpasses onto moving vehicles to damage cars and disorient drivers. The thieves then rob the driver once he has pulled over to inspect the damage.

Airport Safety: Although infrequent, travelers leaving the airport have been targeted by criminals for robbery, while enroute to their hotels or places of residence. As such, all travelers should be extremely vigilant when leaving the airport and ensure that a reliable mode of transportation is used (such as arranging pick-up directly with a hotel, or using airport approved modes of transport).

There is a serious problem with theft from baggage at O.R. Tambo (Johannesburg) and Cape Town International airports. Travelers are encouraged to secure their luggage with Transportation Security Administration (TSA) approved locks, use an airport plastic wrapping service and avoid placing any items of value in checked luggage. Make an inventory of items in checked baggage to aid in claims processing if theft does occur.

Criminals are known to also target travelers at ATMs in airports. Travelers should refer to the above section (“ATM Scams”) for security precautions at ATMs.

Firearms: Travelers to South Africa may not import or take in-transit any firearms or ammunition without a temporary import or in-transit permit issued by the South African Police Service. Information on how to obtain a permit for firearms for personal protection and hunting can be found at the South African Police Service’s Firearms website.

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

The local equivalent to the “911” emergency line in South Africa is 10111.

See our information on Victims of Crime.

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 in foreign countries can be more severe than in the United States for similar offenses. Persons violating South Africa’s laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in South Africa 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.

Based on the Vienna Convention on Consular Relations, bilateral agreements with certain countries, and customary international law, if U.S. citizens are arrested in South Africa, they should request that the police, prison officials, or other authorities alert the nearest U.S.

embassy or consulate of your arrest, and to have communications from you forwarded to the nearest U.S. embassy or consulate. Notification by local authorities of U.S. citizens arrested in South Africa is rare. As such, U.S. citizens should request consular notification in the event that they are arrested.

SPECIAL CIRCUMSTANCES: HIV and AIDS remain major public health concerns in the Republic of South Africa. According to the South African Department of Health, about 5.54 million people were estimated to be living with HIV in South Africa in 2005, with 18.8% of the adult population (15-49) affected.

Women are disproportionately affected, accounting for approximately 55% of HIV positive people. Women in the age group 25-29 are the worst affected with prevalence rates of up to 40%. For men the peak is reached at older ages, with an estimated 10% prevalence among men older than 50 years. Public awareness in the country as to how to protect against infection is increasing. However, travelers are advised to exercise appropriate precautions if engaging in sexual activity, or if they become exposed to a blood source other than that supplied by a hospital for transfusion purposes.

If you plan to import and/or export items, please see our Customs Information page.

Accessibility: While in South Africa, individuals with disabilities may find accessibility and accommodation very different from what you find in the United States. South African law mandates access to buildings for persons with disabilities, but these laws are rarely enforced. Even in government buildings it is not unusual to encounter elevators that have not been operational for some time and many private businesses are no different. However, many of the tourist attractions along with restaurants near the tourist attractions are somewhat better equipped, with ramps and other options to facilitate access. In spite of this, if you are a tourist with a disability wishing to explore South Africa, you should plan ahead to ensure that your lodging and all of your planned activities are able to accommodate any special requirements.

MEDICAL FACILITIES AND HEALTH INFORMATION: Private medical facilities are good in urban areas and in the vicinity of game parks, but they may be limited elsewhere. Pharmacies are well stocked and equivalents to most American medicines are available.

While most of South Africa is malaria-free, malaria risk exists throughout the year in rural low-altitude areas of Limpopo and Mpumalanga provinces, including Kruger National Park and neighboring game reserves. Risk also exists in the coastal lowlands of KwaZulu-Natal north of the Tugela River (including in Zululand, but excluding urban areas of Richards Bay). In all risk areas, risk is much lower from June to September. Visitors should prepare accordingly and use malaria prophylaxis. For information on malaria, its prevention, protection from insect bites, and anti-malarial drugs, please visit the CDC malaria web page.

Tuberculosis is an increasingly serious health concern in South Africa. For further information, please consult the CDC's Travel Notice on TB. Many insect and tick borne illnesses are present. Tick and Insect precautions are recommended. Schistosomiasis is present in far northeastern and eastern coastal fresh water bodies, including untreated water around game parks and inland resorts. Travelers should avoid freshwater exposure in these areas. Note the Yellow Fever information under "Entry Requirements".

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention's (CDC) hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC's web site. 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: U.S. citizens should not assume that their insurance will go with them when they travel. It is very important to find out BEFORE you leave whether or not your medical insurance will cover you overseas. U.S. citizens should ask their insurance providers two questions:

Does my policy apply when I am out of the United States?

Will it cover emergencies like a trip to a foreign hospital or a medical evacuation?

In many places, doctors and hospitals still expect payment in cash at the time of service. Your regular U.S. health insurance may not cover doctors and hospital visits in other countries. If your policy does not go with you when you travel, it is a very good idea to take out a temporary insurance policy for your trip. For more information, please see our medical insurance overseas page.

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 South Africa is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

South African law does not require an international driver's license for U.S. citizen tourists who are licensed to drive in the United States and who are in South Africa for less than six months. A valid driver's license from any U.S. state or territory that has the signature and photo of the driver is valid to drive in South Africa for stays of less than six months. However, while South African law does not require an international driver's license, insurance companies for both long-term residents and rental car customers often require proof of a South African or international driver's license in order to honor an insurance claim, even when such proof was not requested at the time the policy was secured.

Unlike the United States, where traffic moves on the right-hand side of the road, traffic in South Africa moves on the left.

Deaths from road accidents are roughly twice as high in South Africa as they are globally. According to published reports, the high incidence of mortality in these collisions is due to a combination of poor driving, limited enforcement of traffic laws, road rage, aggressive driving, and driving under the influence of alcohol.

Travelers should use caution at all times when driving, and especially avoid nighttime travel outside major cities. Road conditions are generally good in South Africa. However, excessive speed, poor lighting on rural roads, and insufficient regulatory control of vehicle maintenance and operator licensing have resulted in a high and increasing number of traffic fatalities. Drivers should also take care to avoid pedestrians crossing roads, which occur frequently on major highways.

Traffic lights are frequently out of working order. Please treat all intersections with malfunctioning traffic lights as a four-way stop.

Travelers are advised to carry mobile phones. U.S. mobile phones may not work in South Africa, but rental mobile phones are widely available and may be rented from kiosks at major airports. The nationwide emergency number for the police is 10111, and the nationwide number for ambulance service is 10177. It is not necessary to dial an area code when calling these numbers.

Pedestrian Safety: Take extreme care when crossing streets. Collisions involving vehicles and pedestrians are all too common on South African roadways. Pedestrian deaths occur regularly, including four cases involving U.S. citizen victims since 2008. Drivers are often aggressive towards pedestrians and fail to yield the right of way even in marked crosswalks. NOTE: The U.S. Embassy in Pretoria and Consulates General in Johannesburg, Cape Town, and Durban are located on busy city streets, and visitors should exercise caution especially when walking to and from these facilities.

Please refer to our Road Safety page for more information. Also, we suggest that you visit the website of the country's national tourist office and national authority responsible for road safety.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the government of South Africa's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of South Africa's air carrier operations. Further information may be found on the FAA's safety assessment page.

CHILDREN'S ISSUES: Please see our Office of Children's Issues web pages on inter-country adoption and international parental child abduction.

* * *

This replaces the Country Specific Information for South Africa dated March 16, 2010, to update sections on Entry and Exit Requirements concerning vaccinations, Threats to Safety and Security, Special Circumstances, Traffic Safety and Road Conditions, and Hotel Safety, and to remove World Cup 2010 notifications and updates.

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 and date it and return it to OIP by **October 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."

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

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. The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular program has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.
5. Student shall obtain and provide all materials, meet all deadlines, and otherwise comply with all participation requirements established by the Office of International Program.
6. Student agrees to expend his or her best efforts in successfully completing the academic requirements of the courses in which Student enrolls.
7. 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

International Programs Agreement

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 U.S. 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.

8. 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.
9. Trustees shall provide or arrange for the provision of those services and benefits stated in the Program Costs sheet.
10. 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.
11. 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.
12. 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.
13. 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

International Programs Agreement

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.

- 14. 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.
- 15. 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.
- 16. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.
- 17. 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 Signature

Date

Student’s Printed Name

Date

**THE CALIFORNIA STATE UNIVERSITY
INTERNATIONAL PROGRAMS**

PROGRAM COST ESTIMATE

2012 SOUTH AFRICA

PREPAID COSTS - for the year abroad

Amount student pays to OIP covers these items ONLY:

Tuition Fee-Spring 2012	\$ 2,736.00*
Tuition Fee-Fall 2012 (estimated at same rate as Spring 2012)	2,736.00
IP Study Abroad Fee	750.00
OIP Mandatory Insurance	170.00
Departure Processing	70.00
On- site Orientations	200.00
Academic Year Housing	<u>4,000.00**</u>

TOTAL PREPAID - PAYMENT DUE BY OCTOBER 15, 2011 **\$ 10,662.00**

OUT-OF-POCKET EXPENSES

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

Meals	\$ 2,000.00
Health Insurance	550.00***
Round-trip Transportation	2,200.00
Personal Expenses	<u>1,500.00</u>

TOTAL ADDITIONAL **\$ 6,250.00**

TOTAL ESTIMATED PROGRAM COST (Prepaid + Addt'l) **\$ 16,912.00**

All costs, including the Tuition Fee are estimates and are subject to change. *Additional fees are due from graduate/post baccalaureate students and non residents. The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a program has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees.

**In addition to the academic year housing costs, students will have to pay a deposit to Nelson Mandela upon submission of their housing forms (2,000 RAND =approx \$275 USD).

***Must register and pay for health insurance before or upon arrival.

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 to the campus and/or debts owed to OIP as a result of their withdrawal.

Students who defer payment for their prepaid costs with financial aid (and then withdraw from the program) may end up owing IP as well as their home campus.

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 November 15**.

Students who withdraw or are disenrolled **after November 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.

Tuition Fee 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.