



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS™

Faculty-Led Study Abroad Programs **Handbook for Students**

Academic Support Programs
Office of Student Success



CONTENTS

	Page
INTRODUCTION TO STUDY ABROAD	
Faculty-Led Study Abroad Programs	4
Academic Course Requirements	4
Benefits of Study Abroad	4
Application Process	5
TRAVEL DOCUMENTS	
Passport Requirements	6
Visa Requirements	6
HEALTH AND SAFETY	
Vaccination Requirements	7
Medical Health Insurance	7
Prescriptions & Medications	7
Glasses & Contact Lenses	7
Allergies & Dietary Preferences	8
Staying Healthy	8
Pre-Departure Orientation	8
International Travel Training Course	8
Smart Traveler Enrollment Program	9
Basic Safety Tips	9
Terrorism Threat/Attack & Political Unrest	9
Campus Police	10
Staying in Touch	10
MONEY MATTERS	
Payment Deadlines	11
Financial Aid & Scholarships	11
Additional Costs	11
Tips Prior to Departure	12
Theft/Pick-Pocketing	12
Lost/Stolen Passport	12
TRAVEL AND ACCOMMODATION	
Flight Arrangements	13
Travel To & From the Airport (Stateside)	13
Student Travel Forms	13
Airport Security	14
Hotel Accommodation	14

CONTENTS

STUDENT CONDUCT & RESPONSIBILITIES	Page
Code of Student Conduct	15
Alcohol & Drugs	15
Arrest/Criminal Charges	15
Protests & Demonstrations	16
Avoiding Unwanted Attention	16
DISABILITY ACCOMMODATIONS	17
PRE-DEPARTURE CHECKLIST	18
PACKING TIPS	19
Packing List - Carry-on Bag	20
Packing List - Checked Luggage	21
FAQ'S	22
USEFUL CONTACTS & WEBSITES	23
APPENDIX	24
<ul style="list-style-type: none">• Student Application Form• Student Agreement• Waiver of Liability• Study Abroad Insurance Form• Problems Course/Independent Study Contract• Student Travel Driving Safety Agreement• Student Group Travel List• Student Group Travel Form• Student Group Travel Itinerary• Post-Travel Evaluation Form	

INTRODUCTION TO STUDY ABROAD

FACULTY-LED STUDY ABROAD PROGRAMS

Study abroad programs are created by faculty and are strongly encouraged to run in partnership with a third party program provider. The benefit of collaborating with a program provider is that they are able to help faculty develop a customized program, provide logistical support and collaborate with contacts in host countries to develop a suitable program itinerary. By working with program providers, we are able to provide our students with the best possible experiences.

All the study abroad programs we have offered in the past have been short-term programs, between 10-15 days in a host country. Two faculty members are required to lead each program and travel with student participants. Once a study abroad program is approved, faculty will work closely with Academic Support Program staff to implement the program. Academic Support Program will be the office responsible for contacting students for all paperwork. They will also coordinate with both the faculty and the program provider to ensure all documentation is received in order to proceed with the program.

ACADEMIC COURSE REQUIREMENTS

Before making any decisions it is important for you to consider your academic goals and evaluate how participating in a study abroad program fits in with your degree plan. Although most study abroad programs are open to students of any major, you will need to determine the appropriateness of participating in a program. If it is not related to your degree, we suggest you meet with your Academic Counselor or Faculty Advisor to determine the appropriateness of a study abroad program.

It is also important to point out that study abroad programs are academic courses and must be treated the same way and with the same rigor as any other University course. Study abroad courses are usually 3 credit hours and in the past have taken place during the summer 'minimester', although programs can take place at other times during the semester.

Like all other courses you will be need to fulfill certain requirements, complete coursework, and submit assignments in order to receive a grade at the end of the semester. Therefore, as with any academic course, it is essential that you read the course syllabus and familiarize yourself with the course requirements.

BENEFITS OF STUDY ABROAD

Participating in a short term study abroad program can be an amazing, once in a lifetime experience. The knowledge to be gained will enlarge your perspective about the world and give you a new sense of awareness about global issues. Students who return from study abroad programs often remark that they see things differently because of their immersion in another culture. As a result of taking a course with a study abroad component, we believe you will not only be better prepared as a global citizen, but can also have an advantage in the job market, as employers often view study abroad as a positive experience.

INTRODUCTION TO STUDY ABROAD

APPLICATION PROCESS

Below is a brief summary of the process when applying for a study abroad program;

1. Meet with an Academic Counselor or Faculty Advisor to determine if the course will fit in with your academic goals and educational plan.
2. Be sure you read this handbook in its entirety before submitting an application.
3. Submit a completed application form.
4. Attend a face-to-face interview hosted by the faculty and Academic Support Programs.
5. If accepted onto the program, you will receive an acceptance letter and you will need to demonstrate your commitment by returning all required paperwork to office WH 212F by the deadlines specified by Academic Support Programs.
6. Provide a color photocopy of your identification page to the Assistant Director of Academic Support. If you do not have a passport, you will need to apply for one.
7. If the host country requires a visa, you will need to apply for it.
8. Start working on any medical/immunization requirements, if applicable.
9. Complete and submit all the required forms provided in the Appendix of this handbook, by the deadlines specified by Academic Support Programs.
10. Visit the Office of Financial and Student Assistance to determine if you are able to use financial aid for your study abroad program.
11. Pay the initial deposit by the specified deadline to the University Business Office.
12. Pay the final payment by the specified deadline to the University Business Office.
13. Make sure you have space in your schedule for your course. The Associate Registrar will enroll you in the course.
14. You will be responsible for ensuring you pay your tuition and fees.
15. Attend the mandatory Pre-Departure Orientation.

TRAVEL DOCUMENTS

PASSPORT REQUIREMENTS

If you do not already have a passport book, you will need to apply for one as early as possible. For application information please visit: <https://travel.state.gov/content/passports/en/passports.html>.

If you already have a passport book, **be sure to check the expiration date** and ensure it does not expire within six months of your intended travel date as some countries will not allow you to enter their country if your passport is not valid for at least 6 months from the date of entry.

Once you receive your passport book you will need to provide a color photocopy of your identification page to the Assistant Director of Academic Support.

VISA REQUIREMENTS

Some countries require a tourist visa to permit you to travel into their country. To check visa requirements, visit <https://travel.state.gov/content/passports/en/country.html>. Visa fees range in cost so it is important to check the fees early so that you are financially prepared. Students are also responsible for checking on the status of their visas and forwarding a confirmation of the visa to the Assistant Director of Academic Support when received.

Important: Many countries will deny visas if an applicant has a criminal record. Therefore, if a student has a criminal conviction it is their responsibility to check visa entry requirements *prior* to applying for the study abroad program.

Note: If you are *not* a U.S. citizen you are responsible for contacting your embassy in the host country to determine entry and visa requirements for citizens of your country. You are also responsible for arranging to remain in compliance with U.S. immigration regulations regarding re-entry into this country.



HEALTH AND SAFETY ABROAD

VACCINATION REQUIREMENTS

Some countries require visitors to have certain vaccinations prior to entry. To check such requirements, visit <https://travel.state.gov/content/passports/en/country.html>. If there are vaccination requirements, make sure you arrange to have these completed prior to departure.

In addition, the CDC provides information on what routine vaccinations you should have up to date prior to travel to countries overseas. Visit: <https://wwwnc.cdc.gov/travel/destinations/list>.

HEALTH INSURANCE

Medical health insurance will be provided for all faculty-led study abroad programs for the duration of the time spent in the host country. The insurance group policy number and contact information will be provided prior to departure.

In the event of any accidents or injuries, students should immediately go to the nearest hospital/medical facility, or call an ambulance, if necessary. Next, students should contact the medical insurance provider. In the event of a major accident/injury/illness, faculty will inform the University Police Department and Assistant Director of Academic Support. The Assistant Director of Academic Support will contact your emergency contact person and the Associate Dean of Student Affairs and Deputy Title IX Coordinator.

Note: If you use any medical services overseas, more than likely you will have to pay for the services upfront and then file for reimbursement when you return. Therefore it is essential that you keep all itemized receipts.

PRESCRIPTIONS & MEDICATIONS

If you are currently taking any prescriptions/medications, ensure you take enough with you, as it is very possible you will not be able to obtain the same medications overseas. Ensure you leave any prescriptions/medications in their original containers. In addition, if you have a preexisting medical condition, you should carry a letter from your physician describing the medical condition and any prescription medications, including the generic names of prescribed drugs. Note: You are responsible for checking with the embassy in the host country to make sure your prescriptions are not considered illegal narcotics.

In addition, we encourage you to pack some emergency medications such as; stomach medicine, antidiarrheal medication, anti-motion sickness medication, medicine for pain/fever, and antibacterial ointments.

GLASSES & CONTACT LENSES

If you wear glasses or contact lens, we strongly recommend you take an extra pair with you in your carry-on luggage. In addition, if you wear contact lens, make sure you bring the cleaning solution, but be sure the size is less than the TSA approved 100ml/3.4oz, if taking it in your carry-on luggage.

HEALTH AND SAFETY ABROAD

ALLERGIES & DIETARY PREFERENCES

You are responsible for letting us know in advance if you have any food allergies or special dietary preferences, so we can inform the program provider in the host country. Please also ensure you carry information on you at all times pertaining to the allergy. We recommend you research what types of foods are available in the country that meet your dietary preferences so that you are prepared prior to travel.

STAYING HEALTHY (IN THE AIR)

We want you to avoid jetlag and traveler's flu, so we recommend the following:

- Boost your immunity before travel by eating healthy meals with lots of fruit and vegetables.
- Consider taking 'Airborne' or 'Emergen-c' prior to and during travel.
- Watch your caffeine intake prior to and during the flight.
- Try to sleep on the airplane, so you are well rested on arrival.
- Stay hydrated by taking an empty water bottle with you and keep refilling.
- Moisturize to keep your skin hydrated (make sure the size is less than 3.4oz/100ml).
- Avoid alcohol inflight to avoid becoming dehydrated.
- Chew gum or candy during takeoff and landing (to clear your ears).
- Wash your hands thoroughly and sanitize!

STAYING HEALTHY (IN THE HOST COUNTRY)

- After arrival, if possible, spend time outside in the fresh air.
- Try your best to stay awake during the day until bedtime, if possible.
- Watch what you eat – if it doesn't look hygienic, consider finding an alternative.
- Familiarize yourself with the location of the nearest pharmacy/hospital.
- Wash your hands thoroughly and sanitize!

PRE-DEPARTURE ORIENTATION & INTERNATIONAL TRAVEL TRAINING COURSE

Prior to departure all students must attend a mandatory Pre-Departure Orientation in which basic health and safety issues are addressed. Students will also be required to complete an online International Travel Training Course and submit a copy of the course transcript to Academic Support Programs office.



HEALTH AND SAFETY ABROAD

SMART TRAVELER ENROLLMENT PROGRAM

All students and faculty will be registered with the U.S. Department of State Smart Traveler Enrollment Program (STEP). Therefore, if an emergency situation arises related to terrorism threats/attacks, political unrest, or natural disasters in the host country, you will receive email updates from the U.S. Embassy.

BASIC SAFETY TIPS

- Prior to travel, you must familiarize yourself with essential contact information for the local U.S. Embassy, local emergency services, hotel contact information, and faculty contact information.
- Research the country and specific places you will be visiting.
- Learn the international phone codes so you that you can call the USA from the host country.
- Always travel in groups or pairs when in the host country – never alone.
- Be alert at all times - pay attention to your surroundings and be cautious.
- Be cautious of people who seem overly interested - don't give out your personal information.
- Follow your gut – if something feels wrong, listen to your instinct.
- You don't have to be polite. It is okay to say no if you don't want to go somewhere/do something.
- Be careful when walking on sidewalks – drivers in some countries can be erratic and may not stop even at red lights, so be extra careful near roads.
- If you see an unattended package or bag in a crowded place, move away from it and notify local authorities immediately.
- Don't take any valuables with you and avoid wearing expensive clothing, jewelry, or handbags.
- Keep an eye on your belongings at all times (especially your passport).
- Be vigilant about pick-pocketing/bag/phone snatching (especially in airports, train stations, public transport, fast-food outlets, restrooms).
- Don't get distracted - often thefts are conducted by groups comprising of someone distracting the target while another person will snatch an item.
- Watch out for thieves in crowded places such as markets, keep your belongings close to you and carry your bag/backpack in front of you.
- Walk with confidence and try not to stand out like a tourist.
- Keep away from any political demonstrations as these can quickly result in clashes.
- Use common sense.
- Have fun, enjoy meeting new people but don't throw caution to the wind.

HEALTH AND SAFETY ABROAD

TERRORISM THREAT/ATTACK & POLITICAL UNREST

In the event of any terrorist activities, our priority is to ensure the safety of our students. Faculty and students should assess any imminent threats to the group and identify a designated safe location. Next, contact the local U.S. Embassy for information and instructions.

In the event of any Anti-American Threats/Attacks, students should also be sure to:

- Avoid indicating the program is from the U.S.
- Avoid speaking loudly in English when in public.
- Exercise care in how much information you give to strangers/new acquaintances.
- Avoid dressing in ways that identify you readily as Americans. Americans are easy to identify overseas with athletic shoes, baseball caps, backpacks, and the unmistakable accent.

CAMPUS POLICE

The University Police Department will be the first point of contact for any major emergency situations and therefore will receive all of your emergency contact information, hotel/flight information, itinerary, and copies of your travel documents. Students will be provided with emergency contact cards which will include the University Police Department phone number as well as local emergency contacts.

STAYING IN TOUCH

If intending to use your cellphone, you must notify your cellphone carrier prior to departure, to request international roaming (if available). In addition, these days WIFI is widely available, so email may be available if you take a cellphone, IPAD, or laptop. In some places cybercafes may also be available. Be sure to check with the hotel that you will be staying at to see if WIFI is available and provide your family with the hotel telephone number before you depart.



MONEY MATTERS

PAYMENT DEADLINES

Payment deadlines for the initial deposit and final payment are set in advance and students are responsible for paying the specified amounts, by the specified deadlines, to the University Business Office. *Please note: all initial deposits and final payments are NON-REFUNDABLE.*

When you visit/call the Business Office, you will need to let them know what study abroad program and account number you are paying into (this information will be provided to you in advance, by Academic Support Programs).

FINANCIAL AID & SCHOLARSHIPS

As long as students have accepted the non-standard charges, students may be able to use financial aid towards study abroad. The amount depends on how much the student qualifies for and has already used. Since this is determined on an individual basis, students will need to go to the Office of Student Financial Assistance to find out what is available, if applicable. Note: Students who are eligible to receive financial aid need to be aware that they will not receive their aid until 10 days prior to the course start date, so they would still need to be able to pay for the entire program costs (initial deposit and final payment) in advance. In addition, we do not offer loans for the programs, so students need to have the money readily available.

If successful in obtaining a scholarship, students will be notified of the amount through a scholarship award letter. The criteria for obtaining a scholarship (assuming a scholarship is available for that specific study abroad program) is as follows; minimum 2.5 institutional GPA for undergraduates/3.0 for graduate students, enrolled at our institution as an active student with at least 6 hours the semester before travel, and be in good standing with the University. In the event more students apply than scholarships available, preference will be given to students demonstrating a higher GPA.

ADDITIONAL COSTS

It is important to know what is provided in the program costs and what is not. *Program costs do not include tuition and fees*, so be sure to remember this when considering applying for the program.

Usually program costs include airfare, hotel, medical health insurance, transportation in host country, activity/excursions, some meals and a welcome dinner. Therefore students are expected to take sufficient funds to cover the cost of their lunches and dinners for most days as well as money for any personal expenses/free exploration days. Once a program is marketed we will be able to provide you with more detailed information on what is, and is not, included in the program costs.

In addition, it is important to note that students are expected to transport themselves to and from the selected airport and if applicable, pay parking fees. In previous years programs have departed from Dallas Fort Worth Airport (DFW) or Austin- Bergstrom International Airport (AUS) so students should budget in costs for gas and parking.

MONEY MATTERS

TIPS PRIOR TO DEPARTURE

- Empty your wallet/purse of unnecessary store cards.
- Some countries will give student discounts, so consider taking your student ID.
- We recommend taking your debit/credit card to withdraw cash at an ATM, so make sure you inform your bank of travel dates/destination. You will most likely be charged an international transaction fee, so you may want to withdraw only a couple times whilst overseas.
- We recommend using a hidden neck security pouch/cross-body bag.
- Research costs and think about how much you will need to put aside for spending.
- Familiarize yourself with the exchange rate and learn the currency quickly (the easiest way to spot a tourist is if they do not know the currency).
- Carry some cash on you at all times as not everywhere will accept debit/credit cards.
- But don't carry large amounts of cash and don't count money in public.
- Take some U.S. \$ with you for emergencies.
- In some countries pick-pocketing is rampant, therefore consider carrying a 'throw away wallet' in which you carry just a few bills at a time.

THEFT/PICK-POCKETING

In the event of a student having their wallet/purse stolen, the first step to take is to contact local police to file a report. Make sure to receive a copy of the official report, for insurance purposes. Always make sure you have alternative emergency funds available for such instances, in a separate location (i.e. hotel room safe, hidden neck pouch, etc.).

LOST/STOLEN PASSPORT

In the event of a passport being stolen, the first step to take is to contact local police to file a report. Make sure to receive a copy of the official report. Next, the student will need to contact the U.S. Embassy in the host country (contact information will be provided to the students prior to departure) for assistance replacing the passport. Depending on how quickly the student needs the passport replaced, the passport replacement fee can be rather high, so make sure you have emergency funds available for such instances.



TRAVEL AND ACCOMMODATION

FLIGHT ARRANGEMENTS

More than likely flights will be coordinated by the program provider and will be the most inexpensive flights available - economy/tourist class. Students wishing to pay to upgrade their seats to a better class should contact Academic Support Programs for more information. This may or may not be possible, depending on the airline and availability.

Students should be prepared that it is more than likely the flights will leave out of Dallas Fort Worth Airport (DFW), due to the lower costs for international fares. Although we realize it is much more convenient to fly out of Killeen or Austin, the costs tend to be significantly higher when flying out of these airports, which is why for past programs flights have departed from DFW. Once the flight bookings are confirmed, students will receive the booking information.

As it is a study abroad program all students and faculty must travel as a group. Therefore, it is not possible for students to request departing or arriving on different dates/times.

TRAVEL TO AND FROM AIRPORT (STATESIDE)

As mentioned above, in previous years students have flown out of DFW as the flights have been much cheaper, therefore students need to be prepared to transport themselves to and from DFW airport. If possible, we recommend students carpool to save gas and parking fees.

When traveling to the airport, please ensure you leave PLENTY of time to get there. We suggest you plan to arrive at the airport at least 3 hours prior to your scheduled departure time to account for any unexpected delays due to roadworks/traffic/accidents, etc. Furthermore, going through airport security at large airports such as DFW can take a long time, so you need to ensure you arrive with plenty of time to spare.

Note: It is essential that you do not miss the flights as we cannot guarantee that the program provider will be able to coordinate an alternative flight, so you may end up missing the entire travel portion.

STUDENT TRAVEL FORMS

All Texas A&M University-Central Texas students who travel over 25 miles from campus are required to complete certain travel steps. All forms must be filled out and completed at least two weeks prior to travel and submitted to the Office of Student and Civic Engagement. Students will be required to:

- Watch the National Safety Compliance: Driving Safety Training Program video and sign the Training Program Agreement stating you have watched it in its entirety.
- Provide a photocopy of your valid driver's license and proof of valid insurance.
- Provide their travel plans to and from the airport so that Academic Support Programs can submit a Student/Group Travel Form and Student/Group Travel List.

TRAVEL AND ACCOMMODATION INFORMATION

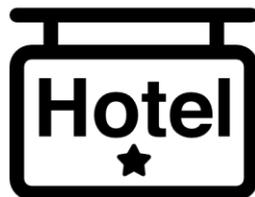
AIRPORT SECURITY

- First, ensure you leave plenty of time to get through security.
- Have your passport & boarding pass ready.
- Be prepared to remove shoes and outer pieces of clothing.
- Have your carry-on liquids/gels (3.4oz/100ml max) prepared in one quart-sized zip-lock bag.
- Have your electronic items ready to be inspected.
- Keep your medications in prescription bottles and medical documentation on-hand.
- Ensure you do not try to carry on prohibited items (check the airline website).
- Once you have cleared security, before doing anything, find the gate you are departing from.
- Keep an eye on your carry-on bags at all times (especially in the airport restrooms).

HOTEL ACCOMMODATION

More than likely accommodations will be provided in centrally located hotels (3-4 star) and students will be required to share rooms (usually 2-3 students per room). There is a possibility the rooms may have bunk beds, but we will always ensure students each have their own beds.

In some previous study abroad programs there has been the option for students to pay a single supplement fee for those wishing to have their own room. Although this may not always be available, it may be a possibility.



STUDENT CONDUCT & RESPONSIBILITIES

CODE OF STUDENT CONDUCT

While traveling abroad, students are subject to the Texas A&M University-Central Texas Code of Student Conduct, as well as the local laws and sanctions of the host country. As outlined in the Code of Student Conduct, the University is clear about expectations for student behavior, both on and off campus.

In the event that a student substantially disrupts activities or displays disorderly behavior, faculty will issue a verbal warning and address the issue immediately. If the student disregards faculty and continues to be disruptive, faculty will be required to contact the Office of Student Conduct. Depending on the severity of the situation, the Associate Dean of Student Affairs will make a decision as to whether the student must return home immediately. Please note: if the Associate Dean of Student Affairs decides the student is required to return home, it will be *at the student's own expense*. In addition, on return to campus, the student must also go through the student conduct process.

ALCOHOL & DRUGS

In many countries the punishment for possession of alcohol and/or drugs is much more severe than in the United States. In some countries, those caught with illegal drugs can be subject to death. Students who choose to study abroad are expected to exhibit a greater degree of maturity and responsibility.

- Know the laws – it is your responsibility to be aware of age limits and requirements.
- If you are at the legal age to drink alcohol, be aware that should you decide to consume any alcohol while in the host country, alcohol does impair your ability to make sound judgments so you may be putting yourself in danger (accidents/injuries, alcohol poisoning, sexual assault).
- Certain types of alcoholic beverages may be stronger than what you are used to in the U.S.
- Even if you are not participating in consuming alcohol, always look out for your peers and keep an eye on each other's drinks at all times (date-rape drugs e.g. Rohypnol and GHB).
- Understand there are consequences for actions you take and if you end up in any trouble due to excessive consumption of alcohol, there is nothing the University can do to help you.
- Texas A&M University-Central Texas has a no tolerance approach to drug use. Students using drugs abroad will immediately be removed from the program at their own cost.

ARREST/CRIMINAL CHARGES

You should be aware that if a student is arrested or commits a criminal offense overseas, there is little that the University can do to assist. The student will be advised to contact the local U.S. Embassy for assistance. However, it is important to note that the U.S. Embassy is also limited in what they can do for the student. The Embassy can explain the local criminal justice process and provide a list of local lawyers, but are not able to provide legal advice, represent in court, or pay legal fees. If allegations of crime are serious (pending jail and/or prison time), students will be dismissed from the program and responsible for obtaining legal representation.

STUDENT CONDUCT & RESPONSIBILITIES

PROTESTS & DEMONSTRATIONS

Public protests and demonstrations are common in some countries, but they can be very dangerous. While most of these demonstrations remain peaceful, they can become violent without warning and may result in assaults and sometimes casualties.

- Avoid areas where protests and demonstrations are taking place, not only for your personal safety, but also for the safety of others.
- Never participate in a public demonstration or protest.
- Vacate an area immediately at the first sign that demonstrators or security force personnel are beginning to gather.
- Do not watch or take photographs of rallies and demonstrations.
- Closely monitor any developments, using local sources and travel security alerts to remain abreast of developments.

AVOIDING UNWANTED ATTENTION

It is important to point out that some cultures view friendliness, meeting a man's gaze, or a smile as an invitation to approach. Observe how the women and men dress in the host country and behave and follow their examples. Be aware of how you carry yourself and dress. Avoid looking like a stereotypical tourist and dress conservatively.

Try your best not to take offense at gestures, regardless of whether they are compliments. Do ignore gestures, but if your intuition tells you a situation is dangerous, then act on it and remove yourself from the situation as quickly as possible. As you would when at home, be aware of your surroundings and ensure you ALWAYS travel in groups or at the very least, in pairs.

HAVE FUN!

While we want you to be careful during your travels, we also want you to have fun and encourage you to take lots of photos! We would love for you to share the photos and your experiences when you return.

DISABILITY ACCOMMODATION

While we will endeavor to provide reasonable accommodation for any students with documented disabilities, we are only able to do so if the student discloses their needs well before the study abroad program begins.

Therefore, if a student is currently receiving disability-related accommodations or anticipates needing them during the study abroad program, the student is responsible for contacting the Office of Access & Inclusion as early as possible, to assess availability of such accommodation for a study abroad program. The Office of Access & Inclusion will then work with the Faculty, Academic Support Programs, and the Program Provider to seek appropriate accommodations.

Office of Access & Inclusion

Donald J. Norman, M.S.
Director, Access & Inclusion

Warrior Hall, 212
Texas A&M University – Central Texas
1001 Leadership Place | Killeen, Texas 76549
Office: (254) 501-5831 | Fax: (254) 501-5807
Email: dnorman@tamuct.edu

PRE-DEPARTURE CHECKLIST

ITEM	DEADLINE	COMPLETE
Ensure your passport is valid and up to date		
If there is a visa required, ensure you apply and receive confirmation		
Create an Emergency Contacts List (including bank phone numbers)		
Leave your Itinerary and Hotel Information with your family		
Leave a photocopy of your passport with your family		
Refill your prescriptions & pack necessary medications		
If there are immunization requirements, ensure you complete		
Conduct your own research of the host country		
Buy a travel guide and phrasebook (if applicable)		
Familiarize yourself with basic phrases (if applicable)		
Research etiquette and table manners in the host country		
Familiarize yourself with the currency and exchange rate		
If you will be using your cellphone, inform your cellphone provider		
If taking electronic items, check if you need an adapter/converter		
If you will be using your debit/credit card, notify your bank		
Research what items are permitted/prohibited for travel		
Plan how you will travel to/from the airport		
Provide a photocopy of your valid driver license and valid insurance		
Research the weather in the host country so you know what to pack		
Start packing a few weeks prior to departure		
Familiarize yourself with the syllabus and assignment deadlines		
Complete any required pre-departure coursework		
Familiarize yourself with the University Code of Student Conduct		

PACKING TIPS

Below are some important points about packing, followed by suggested packing lists.

- ✓ You are responsible for researching the airline baggage allowance policies.
- ✓ Be careful not to pack prohibited items (drugs/weapons/firearms/flammable objects...).
- ✓ Packing is not a 'day-before' exploit! Be sure to give yourself a few weeks to set out items.
- ✓ If taking liquids on the airplane, make sure less than 3.4oz/100ml and in a clear zip-lock bag.
- ✓ If you have prescriptions - carry these on the airplane with you in original prescription bottle.
- ✓ Check your prescriptions or over-the-counter medications are not prohibited.
- ✓ Research the weather prior to packing so you are prepared in terms of clothing and shoes.
- ✓ Do not pack anything in your checked baggage that cannot be replaced as bags go missing.
- ✓ Do not lock your luggage as TSA officers must be able to inspect baggage and contents when the need arises (unless you purchase a TSA approved lock)
- ✓ Please do not bring expensive items with you (i.e. valuable watch, jewelry, designer handbags). We do not want you to take anything with you that you would regret losing!
- ✓ Don't bring anything that will make you stand out as a wealthy tourist target. Dress conservatively - wear plain clothing and avoid the appearance of affluence.
- ✓ Dress comfortably for the airplane journey – wear stretchy/loose clothing and comfy shoes (note: often feet will swell on long haul flights).
- ✓ Most importantly: don't forget your passport & airline ticket!



PACKING LIST

CARRY-ON (TAKE ON AIRPLANE)

Be mindful of the size of your carry-on as it must fit into the overhead bin or under the seat in front of you. Each airline has different size allowances so you must check your airlines baggage policy.

- Backpack** (small/medium size)
- Small Cross-Body Handbag**
- Concealed Security Pouch**
- Passport**
- Airline Ticket**
- Itinerary**
- Wallet/Purse** (empty unnecessary store cards/business cards)
- Driving License/Alternative ID**
- Debit/Credit Card** (if planning to use you will need to call your bank prior to travel)
- Travel Pillow**
- Emergency Contact List** (including bank phone number if cards lost/stolen)
- Photocopies** of your passport, airline ticket, debit/credit card
- Gum/Candy** (helps clear your ears during take-off and landing!)
- Light Sweater** (can get chilly on airplanes)
- Socks** (feet can get chilly on airplanes)
- Snacks**
- Travel Tissue Pack/Travel Wipes**
- Hand Sanitizer** (*make sure it is smaller than 100ml/3.4oz)
- Cell Phone and Charger** (if planning to use, you will need to call your cellphone provider)
- Plug Adapter/Converter** (if applicable)
- Prescription Drugs** (make sure you leave them in the prescription bottle). Ensure you are allowed to take them into the country and have documentation (prescription or doctor's note).
- Over-the-Counter Medicines**
 - Bandages
 - Emergen-C
 - Allergy medicine
 - Epi-pen (if applicable)
 - Motion sickness medicine
 - Over-the-counter pain medicine
 - Diarrhea/stomach medicine (you never know!)
- Headphones** (airplane headphones are not great quality!)
- Glasses/Contact lenses & solution** (*make sure it is smaller than 100ml/3.4oz)
- Toiletries** i.e. toothbrush/toothpaste, moisturizer (*don't forget the maximum size of any one bottle/tube is 100ml/3.4 oz. All your toiletries must also fit into one 1-quart clear, zip-top bag)
- Spare Set of Clothes** (in case your luggage is delayed or lost!)

PACKING LIST

CHECKED BAGGAGE (SMALL/MEDIUM SIZE SUITCASE)

Be sure to check the airline policy with regards to whether you have to pay for a checked bag. Also be mindful of the size of your suitcase as there are maximum limits on the size and weight. Each airline has different size allowances so you must check your airlines baggage policy. Make sure your suitcase does not exceed the weight limit (e.g. 50 pounds) as if it does, you could pay up to \$200 extra at the airport.

- Clothing** (check weather prior to packing)
 - Underwear/socks
 - Tops
 - Jeans/trousers
 - Water resistant jacket & rain boots (if applicable)
 - Light sweater/cardigan
 - Belt
 - Pajamas
 - Comfortable shoes

- Toiletries**
 - Shampoo/conditioner
 - Toothbrush/toothpaste
 - Body wash
 - Deodorant
 - Feminine products
 - Brush (if applicable!)
 - Razor (make sure to pack in suitcase!)
 - Sunglasses/glasses/contact lenses/solution (if applicable)
 - Makeup and makeup removing wipes
 - Small sunscreen

- Journal and Pens**
- Travel Guide**
- Colorful luggage strap** (especially if you have a black suitcase!)

FAQs

Can I use my cellphone overseas?

You need to call your cellphone provider prior to departure to ask if international roaming is available. The cost will depend on your cellphone provider.

Note: if you do not do this in advance and simply turn on your phone on arrival, you could be charged international roaming fees. If you are not planning to use your phone make sure you do not switch it on at all throughout the entire trip, or you could have a large bill waiting for you on your return.

Do I need an adapter and/or converter?

It depends on the country you are visiting. In most cases students do need to purchase an adapter to be able to plug their devices into an outlet, however, you may also need a converter depending on the voltage that the country runs on. The voltage in the U.S. is 110-120 volts and many other countries run on 220-240 volts.

Should I change money prior to travel?

Depending on which country you are visiting, often it is best to use an ATM on arrival as the exchange rate is better. However, there is a limit on how much you can withdraw, so you need to consider that. In addition, most banks charge their customers fees for withdrawing money overseas.

Contact your bank to see if you can use your debit/credit card, without being charged an exchange rate fee. Even if you do decide to primarily use your debit/credit card, you will need to take out some local currency at some point, for example if wanting to buy a bottle of water/small souvenir on the street, etc.

If you exchange dollars at one of the currency exchange booths at the airport (e.g. Travelex), you lose more on fees/commission. Therefore, if you absolutely must have currency in your pocket before arriving, contact your bank to change the money in advance.

How much should I take?

The amount you take depends on where you be traveling to, as costs of living vary greatly between countries, as well as how long you are staying. You need to research prior to departure, but as an estimate, as you have to buy lunches/dinners/drinks/snacks, etc. You will also need additional money for any free exploration days and to buy souvenirs, etc., depending on what you plan to do/buy. A good minimum would be to have **\$300** for the time overseas, although as mentioned above, it really depends on where you are going and the duration of travel.

How much should I tip?

This depends on the country you are visiting and unlike America, in many countries a tip is not expected, but of course is appreciated. Many countries include service and tax fees in their prices, but be sure to research in advance what the average tip is for restaurants, taxis, hotel porters, and tour guides.

USEFUL CONTACTS & WEBSITES

Academic Support Programs

Dr. DeEadra Albert-Green, Assistant Director of Academic Support Office: Warrior Hall, (WH 212 F)
Email: deeadra.albertgreen@tamuct.edu
Tel: (254) 519-5796

Office of Access & Inclusion

Donald J. Norman, M.S., Director, Access & Inclusion
Warrior Hall, 212 E
Email: dnorman@tamuct.edu
Office: (254) 501-5831 | Fax: (254) 501-5807

University Business Office

Office: Founders Hall, 108C
Tel: (254) 519-5455

University Campus Police

Tel: 1-254-501-5800 (24-Hour)

U.S. Department of State (Passports)

<https://travel.state.gov/content/passports/en/passports.html>

U.S. Department of State (Country Specific Information)

<https://travel.state.gov/content/passports/en/country.html>

U.S. Department of State (Travel Information)

<https://www.state.gov/travel/>

U.S. Embassy (visit website for country-specific contacts)

<https://www.usembassy.gov/>

Centers for Disease Control (CDC)

<https://wwwnc.cdc.gov/travel/destinations/list>

Country Exit Codes (International Calls)

<http://www.howtocallabroad.com/usa/>

Transportation Security Administration (TSA)

<https://www.tsa.gov/travel>

Lonely Planet Travel Information

<http://www.lonelyplanet.com/>

APPENDIX

In this section you will find a list of all the forms you are required to complete and return to Academic Support Programs (WH-212F). Please adhere to deadlines provided to you. Thank you for your cooperation in submitting the documentation by the specified deadlines!

- Student Application Form**
- Student Agreement**
- Waiver of Liability**
- Study Abroad Insurance Form**
- Problems Course/Independent Study Contract**
- Student Travel Driving Safety Agreement (signed during pre-orientation)**
- Post-Travel Evaluation Form**

You are also required to provide clear, color photocopies of the following;

- Passport Identification Page**
- Visa Confirmation (*if applicable*)**
- Valid Driver License**
- Valid Proof of Insurance**

