



Randolph-Macon
College
Ashland, Virginia

Published October 2011

Let your mind travel...

Let your mind travel...



A STUDENT'S GUIDE TO J-TERM 2012 STUDY/TRAVEL COURSES

RANDOLPH-MACON COLLEGE

Office of International Education (OIE)
Haley Hall
studyabroad@rmc.edu
www.rmc.edu/studyabroad

Greetings!

We are delighted that you will be participating in one of the college's J-term Abroad 2012 study/travel courses. The Office of International Education looks forward to working with you to help ensure that your course is a successful learning experience and a memorable time overseas. International travel can be great fun; it is also serious business, especially when combined with an academic course. Refer to this guide as you prepare for your period of travel. We also recommend that you take it with you in your carry-on baggage, just in case you need to consult it while abroad or in transit.

Bon Voyage!

Sincerely,

Aouicha Hilliard, Professor of French & Director, International Education

E-mail: ahilliar@rmc.edu

Telephone: Office: (001) 804-752-7277

Mayumi Nakamura, International Programs Coordinator

E-mail: mayuminakamura@rmc.edu

Telephone: Office: (001) 804-752-3607

Office e-mail: studyabroad@rmc.edu

Website: www.rmc.edu/studyabroad

TABLE OF CONTENTS

1.	Pre-departure Orientation - Optional.....	1
2.	Billing.....	1
	<i>Costs</i>	<i>1</i>
	<i>Meal plan credits</i>	<i>1</i>
3.	Forms Required for Students and Parents	2
	<i>For Students:</i>	<i>2</i>
	<i>For Parents:.....</i>	<i>3</i>
4.	Insurance	4
	<i>Mandatory Insurance Policy.....</i>	<i>4</i>
	<i>Rate and Enrollment per participant</i>	<i>5</i>
	<i>International Student Identity Card (ISIC).....</i>	<i>5</i>
7.	More Health Information	6
	<i>Vaccinations</i>	<i>6</i>
	<i>Medications.....</i>	<i>7</i>
8.	Passports and Visa	8
	<i>Where to apply for a passport</i>	<i>8</i>
	<i>Renewing your U.S passport</i>	<i>9</i>
	<i>Lost or Stolen Passports.....</i>	<i>10</i>
	<i>Visas</i>	<i>10</i>
9.	Packing	11
	<i>Packing tips</i>	<i>11</i>
	<i>Things to Take With You in Your Carry-on Bag</i>	<i>11</i>
10.	Money Matters	13
11.	Communications	16
12.	Travel Notes	16
	<i>Think Small... ..</i>	<i>17</i>
	<i>Think Smart.....</i>	<i>17</i>
	<i>Think Safe... ..</i>	<i>17</i>
	<i>Have a Question?.....</i>	<i>17</i>
13.	Safety	18
	<i>Emergencies</i>	<i>18</i>
	<i>Tips for Traveling Abroad.....</i>	<i>20</i>
	<i>Consular Assistance and Crises Abroad</i>	<i>21</i>
14.	Cultural Awareness.....	26
15.	Recommended Reading List.....	27
	<i>Other helpful resources</i>	<i>28</i>
16.	Post-Program	28
17.	Contact Information	29
	<i>Emergency Contact Information while Abroad</i>	<i>30</i>
	<i>Emergency Contact Information Card.....</i>	<i>31</i>

1. Pre-departure Orientation - Optional

The Office of International Education conducts two general orientation sessions in Fall which students are encouraged to attend. At the orientation students receive information, in addition to this *Student's Guide*, which covers mandatory insurance, required forms for students and parents, reading assignments, and other materials. The fall 2011 schedule is the following:

Tuesday, October 25, 4:30pm-5:30pm
Wednesday, October 26, 12:45pm-1:45pm
Location: McGraw-Page Library's AV Room

2. Billing

Costs

The Business Office no longer includes J-term study/travel costs on students' fall tuition bills. Instead, the OIE sends invoices for J-term study/travel courses to students' home addresses in July and September. Program fees typically cover airfare, lodging, some or most meals, ground transportation abroad, and entry fees. Students must withdraw **by October 3rd** in order to get a full refund unless otherwise noted by the instructor. Some courses have established earlier deadlines and/or different refund policies. Be sure to check with your instructor(s) directly if you are considering a withdrawal.

Meal plan credits

If you are on a meal plan at Randolph-Macon, you can receive a credit for meals missed while your J-term course is traveling overseas. In order for you to get a credit, your J-term course instructor must submit a list of class participants to the Director of Chartwells (Estes Dining Hall) and a final student list to the Business Office once J-term is completed. The Business Office will then credit missed meals for all study/travel course participants who are on a meal plan. Credit amounts will vary from class to class, depending on the length of time the class is away from campus and the number of meals missed at the College. If your account at the college is paid in full, you or your parents can request a refund for the meals missed during J-term. If your account is in arrears, the credit for meals missed during J-term will be posted toward your R-MC student account balance.

3. Forms Required for Students and Parents

For Students:

Visit the OIE's website (www.rmc.edu/studyabroad/), go to "Required Forms" under "J-term Study/Travel" in the right column and follow the instructions.

[Deadline: Wednesday, November 9, 2011]

- 1. Academic Work/Personal Conduct Form:**
Reminds students that R-MC can exclude individuals from participation in a study/travel course on account of unsatisfactory academic work or personal behavior and that students can be removed from a course due to disruptive behavior.
- 2. Emergency Contact Information Form:**
Provides information used to contact a student's family/guardian in case of emergency.
- 3. Emergency Medical Information Form:**
In case of a medical emergency in which the student is unable to communicate, this form may be used to provide pertinent medical information to medical personnel. Students are encouraged but not required to provide the information requested on the form.
- 4. General Release from Liability Form:**
Required of all enrolled students to sign to agree that participation in a J-term study/travel course is not required as part of the Student's academic or other responsibilities at the College and that their participation in the Study/Travel Course is voluntary and solely for the their benefit.
- 5. Mandatory Medical Insurance Form:**
This form contains information regarding the Randolph-Macon College's mandatory insurance policy. If interested in purchasing additional insurance to cover things such as trip cancellation, the student and/or guardian must take responsibility for enrolling.
- 6. Informed Consent/Privacy Act Waiver Form:**
Grants Randolph-Macon College permission to communicate information about students to their parents or guardians or, if married, to their spouses, while students are participating in a study/travel course.
- 7. Privacy Act Waiver for U.S. Department of State Form:**
Waives a student's rights under the Privacy Act, thereby authorizing the U.S. Department of State to release information about a student to Randolph-Macon College. Without a signed Privacy Act waiver, the only information the Department of State will communicate to R-MC about a student is whether they have been able to contact the student. In case of an emergency overseas, the assistance of the Department of State may be desired or necessary. Therefore, the college requires this waiver and does so in the interest of students and their families.
- 8. Cancellation and Refund Policy Agreement Form:**
Contains information regarding Randolph-Macon College's cancellation and refund policy as well as the \$30 contingency fee to cover the College's expenses in the event of emergency course cancellations.

NOTE: The **Judicial Affairs Form** authorizes the release of information from a student's conduct record to the following: Office of International Education and student's J-term study/travel course instructor(s). You must fill out this form by early September in order to participate in the J-term course. If you register for a study/travel course after September, you must still submit this form. Visit <http://www.rmc.edu/Academics/study-abroad/jterm/requiredforms.aspx> to download the form.

For Parents:

Visit the OIE's website (www.rmc.edu/studyabroad/), go to "Required Forms" under "J-term Study/Travel" in the right column and follow the instructions.

[Deadline: Wednesday, November 9, 2011]

1. General Release from Liability Form:

Signature required of all study/travel participants' parents/guardians to agree that that participation in a J-term study/travel course is not required as part of the Student's academic or other responsibilities at the College and that their participation in the Study/Travel Course is voluntary and solely for the their benefit.

2. Mandatory Medical Insurance Form:

This form contains information regarding Randolph-Macon College's mandatory insurance policy and insurance coverage. If interested in purchasing additional insurance to cover things such as trip cancellation, the student and/or guardian must take responsibility for enrolling.

3. Cancellation and Refund Policy Agreement Form:

Contains information regarding Randolph-Macon College's cancellation and refund policy as well as the \$30 contingency fee to cover the College's expenses in the event of emergency course cancellations.

4. Insurance

Mandatory Insurance Policy

Randolph-Macon College has a mandatory insurance policy for all students engaged in J-Term Study/Travel courses, regardless of coverage the student and his/her family may have. Enrolled students are automatically enrolled in this group travel insurance unless another approved plan is provided by the instructor. This will ensure that ALL J-term study/travel students have the sufficient level of coverage while traveling abroad and will also improve crisis prevention and management at both the individual and group levels. This insurance package is designed to ensure that our students' medical and travel needs are met.

Please note that the policy does have limitations. You cannot cancel for any reason and expect to receive your money back. However, for specific circumstances (typically medical in nature), there is a cancellation provision that allows up to \$3,000 to be refunded. For specific information about cancellation, or other provisions of the policy, please visit the Office of International Education's website (<http://www.rmc.edu/Academics/study-abroad/jterm/MandatoryInsurance.aspx>).

Overview of the group travel insurance policy provided by USI Affinity - Collegiate Insurance Resources

GROUP TRAVEL PROGRAM BENEFITS	Option 3
Accidental Death and Dismemberment:	\$ 25,000.00
Accident and Sickness	
Medical Expenses:	\$100,000.00
Deductible, per occurrence:	\$ 100.00
Co-Insurance:	N/A
Emergency Medical Evacuation:	\$100,000.00
Repatriation of Remains:	\$ 20,000.00
Emergency Dental – per tooth:	\$ 100.00
Lost Baggage:	\$ 500.00
Maximum per article	\$ 50.00
Trip Interruption:	\$ 5,000.00
Emergency Reunion:	Yes
Worldwide Assistance Service:	Yes
Hazardous Activities Exclusion:	Removed
Trip Cancellation:	\$ 3,000.00
AD&D Aggregate Limit of Indemnity	\$125,000.00
Pre-existing Clause:	6 month pre-existing conditions provision

Important Notes:

- Quoted benefits and rates are in effect through mid July 2012 and are subject to change thereafter.
- This product is a Group Travel Policy through USI Affinity Collegiate Resources and not available to individual travelers. Please contact Randolph Macon International Programs Coordinator, Mayumi Nakamura (mayuminakamura@rmc.edu) with questions regarding this Group Travel Policy.
- Please note that this policy has a pre-existing condition clause. The language in the pre-existing condition clause stipulates that if you/your child has been treated for any condition within the past six (6) months, coverage for that condition (and any related medications) is excluded and is not covered under the policy.

- What about health insurance? Is trip cancellation insurance available?
 - The cost of the study/travel course includes **group travel** insurance, in which you will be automatically enrolled by the Office of International Education. (Note: exceptions may be made in cases where the instructor works with a program provider that provides medical insurance as part of the trip package). This insurance package is a specially designed program to insure that the medical and travel needs of our students are met.

Please note that the policy has limitations. You **cannot** cancel for any reason and expect to receive your money back. However, for specific circumstances (typically medical in nature), there is a cancellation provision that allows up to \$3,000 to be refunded. For specific information about cancellation, or other provisions of the policy, please visit the Office of International Education's website (<http://www.rmc.edu/Academics/study-abroad/jterm/MandatoryInsurance.aspx>).

- In addition, in the unlikely event of a withdrawal from a study/travel course, we strongly recommend you consider purchasing an individual travel insurance policy that will cover cancellations **for any reason**. Please be aware that this is an **individual policy** and you are responsible for enrolling yourself; this type of coverage often requires purchasing within 15 days of the \$100 deposit paid at time of registration. We cannot guarantee this policy as it is an individual plan and it will be your responsibility to meet all of its requirements.

Rate and Enrollment per participant

\$1.68/day for the group insurance plan and a \$68.13 Trip Cancellation, Lost Baggage, and Trip Cancellation Fee. These costs should be included in the total trip cost. The OIE will provide enrolled participants with their insurance cards prior to departure.

International Student Identity Card (ISIC)

Although we do not issue ISIC for insurance, we recognize its benefits available in certain countries, thus, students and faculty considering ISIC cards as a cultural option can apply online individually: <http://www.myisic.com/MyISIC/>

7. More Health Information

Vaccinations

To help insure your health while abroad, observe good hygiene; this includes:

- finding out which vaccinations you need for your trip by visiting the Centers for Disease Control and Prevention website: <http://www.cdc.gov/travel/>. Consult your faculty instructor.

Ideally, set one up 4 to 6 weeks before your trip.

Most vaccines take time to become effective in your body and some vaccines must be given in a series over a period of days or sometimes weeks.

If it is less than 4 weeks before you leave, you should still see your doctor. You might still benefit from shots or medications and other information about how to protect yourself from illness and injury while traveling.

(retrieved October 11, 2011 from the CDC website)

Passport Health offers a variety of travel health services such as customized, destination-specific Travel Health consultations, low-cost travel immunizations, state-certified Yellow Fever status and more. For more information, visit their website

<http://www.passporthealthva.com/vaccines.html> or contact their Richmond office.

Richmond office:

3900 Westerre Pkwy, Suite 300

Tel: 804-727-0011

Richmond, VA 23233

Fax: 540-361-4790

Website: <http://www.passporthealthusa.com/virginia/>

- checking with your physician about the condition of your health and about any recommended medications or inoculations
- washing your hands frequently with hot soap and water
- carrying antibacterial hand wipes and/or liquid hand sanitizer with you and using before you handle food or touch your mouth, eyes, nose, or ears
- taking a traveler's health kit with you (see below; you can assemble your own traveler's health kit or purchase one; Medex sells such kits online: <http://www.medexassist.com/Products/Travel/>)

Traveler's Health Kit

Use the CDC's Traveler's Health Kit (<http://www.cdc.gov/Features/TravelHealthKit/>) as a guide for packing items you will need to stay healthy on your trip—such as sunscreen and insect repellent, prescription medicines, and basic first-aid items.

Medications

- personal prescription medication(s)
- carry a copy of the prescription(s); especially for controlled substances
- anti-malarial medications, if applicable
- antibiotic for self-treatment of moderate to severe diarrhea
- antihistamine
- decongestant, alone or in combination with antihistamine
- anti-motion sickness medication
- Tylenol, aspirin, ibuprofen, or other medication for pain or fever
- cough suppressant
- antacid or Pepto Bismol
- antibacterial ointment
- 1% hydrocortisone cream

Other important items

- insect repellent
- sunscreen
- basic first-aid items (adhesive bandages, gauze, ace wrap, antiseptic, tweezers)
- antibacterial hand wipes
- moleskin for blisters

Other items that may be useful in certain circumstances

- anti-anxiety medication
- high-altitude preventive medication
- water purification tablets

8. Passports and Visa

- All individuals traveling outside of the U.S. must have a valid passport.
- You must provide your instructor with a copy of your passport in case it gets lost or stolen while traveling abroad.
- If you do not have a valid passport, apply for one **immediately**.



For complete details visit the Travel.State.Gov's Passport website:
http://travel.state.gov/passport/passport_1738.html

Where to apply for a passport

- The Ashland Post Office is not a passport acceptance facility; do not apply there!
- Ashland/Richmond area (confirm their business hours before your visit; distance indicates from Ashland to that particular facility):

Facility Name	Street Address	City	State	ZIP Code	Public Phone	Distance
GLEN ALLEN POST OFFICE	4990 SADLER PLACE	GLEN ALLEN	VA	23060	8042705573	5
LAKESIDE BRANCH USPS	2100 EAST PARHAM ROAD	RICHMOND	VA	23228	8042620641	8
ROCKVILLE POST OFFICE	16590 POUNCEY TRACT RD.	ROCKVILLE	VA	23146	8047493572	11
REGENCY BRANCH POST OFFICE	2000 STARLING DRIVE	RICHMOND	VA	23229	8047471844	12
WESTHAMPTON STATION	805 GLENBURNIE RD	RICHMOND	VA	23226	8042887439	12
RIDGE BRANCH USPS	10509 PATTERSON AVE	HENRICO	VA	23238	8047403885	13
RICHMOND MAIN POST OFFICE	1801 BROOK RD	RICHMOND	VA	23232	8047756304	14
CAPITOL STATION	700 EAST MAIN STREET	RICHMOND	VA	23219	8047830723	15
FOREST HILL STATION USPS	1021 HIOAKS ROAD	RICHMOND	VA	23225	8043208509	16
POCOSHOCK CREEK BRANCH USPS	7501 LADY BLAIR LANE	RICHMOND	VA	23236	8046759268	19

- Other locations: To find other passport acceptance facilities, e.g., ones near your home, go to this Department of State web site: <http://iafdb.travel.state.gov/>

Passport photos

- Passport photos are available in Ashland at CVS Pharmacy, 133 Junction Drive (in the same shopping center as Food Lion and Roses), phone 752-2092.
- You will need two photos to apply for a passport and another photo to apply for an ISIC.
- Keep any extra passport size photos and take some with you overseas.

Primary Evidence of U.S. Citizenship (One of the following):

- Previously issued, undamaged U.S. Passport
- Certified birth certificate issued by the city, county or state*
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate
- Certificate of Citizenship

*A **certified birth certificate** has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note, some short (abstract) versions of birth certificates may **not** be acceptable for passport purposes.

Renewing your U.S passport

➤ For complete details visit http://travel.state.gov/passport/renew/renew_833.html

- If you have a passport that will expire within six months of your return date to the U.S., you might not be allowed to enter the country to which your J-term course travels. You can check on the foreign entry requirements of a country by contacting its embassy in Washington, D. C. or by checking this Department of State web page:
http://travel.state.gov/visa/americans/americans_1252.html
- If you need to renew your passport, do so immediately.
- You can apply to renew your passport by mail if you:
 - already have a passport that is not damaged; and
 - received it within the past 15 years; and
 - were over age 16 when it was issued; and
 - still have the same name as in passport (or you can legally document your name change)
- If you cannot apply to renew your passport by mail, you must apply in person for a new passport.

After you receive your passport

- Sign the inside cover in ink.
- Record your emergency contact information in pencil.
- Provide your instructor with a copy of your passport so that he or she will take them overseas with the class
- Leave a copy of your passport at home.
- Take at least two passport copies with you overseas; keep them separate from your passport.

- U.S. passports are valuable documents. On the black market a U.S. passport now sells for as much as \$3,000. Guard your passport carefully. You will not be allowed back into the country without it.
- Your instructor will advise you about where to keep your passport while overseas: whether you should keep it with you or leave it in your lodging and only carry photocopies.

Lost or Stolen Passports

- In order to protect yourself from identity fraud it is important to report a lost or stolen valid passport immediately!
- Information about how to do so, with links to the required forms, is available from the Department of State: http://travel.state.gov/passport/lost/lost_848.html
- If your passport is lost or stolen while you are abroad, you will have to apply for a new one at the U.S. Consulate.
- Be prepared in advance by carrying a “passport replacement kit” containing the following documentation and support items:
 - three passport photos
 - a clear copy of the photo page of your passport, indicating passport number, date, and place of issue
 - your social security number
 - an additional photo I.D.

Visas

- You are responsible for finding out whether you are required to have a visa to enter the country where you will be traveling as well as obtaining further instructions from your instructor. Visit http://travel.state.gov/visa/visa_1750.html
- There is an additional cost for a visa, which is usually issued in the United States by the Embassy or Consulate of the country in which you will be studying abroad.
- Since visas are usually added to a person’s passport, you must have a passport in order to apply for a visa.
- Embassies usually require that your passport will be valid at least six (6) months beyond your expected return date; otherwise they will not issue you a visa.
- Also, **if you are a non-US citizen** you may have different entry requirements. Check with the embassies of the countries to which you will travel for further instructions as well as with your instructor.



9. Packing

Airline travel and airport regulations have changed **significantly** in recent years. For more information about what to expect when you go through the screening process at the airport and suggestions about how to pack and dress for airline travel please go to Transportation Security Administration's website at www.tsa.gov.

Packing tips

- The first rule of packing for international travel is to pack light!
- Leave room to bring home things you may purchase overseas.
- Do not pack anything in your carry-on baggage that might be considered a weapon! Instead, put these in your checked baggage or leave them at home, e.g., Swiss Army knife, pointed metal scissors, metal nail file.
- After you have packed everything, try carrying ALL your baggage for several minutes. If you cannot do this, you have packed too much stuff. Try again!



Things to Take With You in Your Carry-on Bag

- Take these things with you in your money belt, neck wallet, etc., not in your checked baggage:
 - passport and a photocopy (keep other passport photocopies in your checked baggage)
 - tickets
 - insurance card
 - emergency contact information card (see Page 30)
 - driver's license (with photocopy)
 - cash, travelers checks, credit cards, debit/ATM cards, calling cards, etc.
 - ISIC (if applicable)
- Pack a change of clothing in your carry-on baggage in case your checked baggage is lost or delayed (such as socks, underwear, shirts, pants, toothbrush, etc)
- Take the following items with you overseas in your carry-on bag (see the "Prescription Medicines" section below).
 - prescription medicines in their original containers
 - doctor's prescription for all prescribed controlled substances
 - extra contact lenses &/or contact lens prescription
 - extra pair of glasses
 - sunglasses
 - this Student's Guide

Documents

- Take photocopies or originals (as appropriate) of the following materials with you overseas and keep them in a safe place.
 - airline ticket
 - passport (several copies)
 - visa (if applicable)
 - credit cards (front and back, useful if you have to report lost or stolen cards)
 - debit/ATM cards (front and back)
 - travelers check numbers
 - contact information for RMC's Campus Safety, our office, the U.S. Embassy, and your family

Prescription Medicines

- If you take prescription medicines, it is advisable to take enough medicines with you to last for your period of study abroad.
- Also, take a copy of each prescription. A customs agent could ask you to prove that the drugs in your possession were prescribed by a physician. You will also need copies of your prescriptions if you have to refill them overseas.
- Always store medicines in their original containers. If you transfer prescription medicines from their original containers, you may encounter problems when you enter foreign countries or when you return to the U.S.
- Consider taking a copy of your eyeglass or contact lens prescriptions with you, in case you need to replace those while abroad.
- Request copies of your prescriptions from your physicians.

Camera

- Study abroad is often a once in a lifetime experience.
- Take photographs while you are overseas; your family and friends will want to see them.
- Submit your best photos to our Study Abroad Photo Contest when you return.

Clothing

Your study/travel course instructor will provide information about the kinds of clothing, shoes, and outerwear to take with you overseas. For information about what to wear during your flights, see the "FAA Information" in the "International Flights" section, below.

Electronics

- Electric power systems differ throughout the world.
- You will probably need adapters and possibly converters to use American electronic devices overseas (obviously, this does not pertain to battery operated devices).
- It may be simpler to purchase small electrical appliances, such as hair driers, clocks, and radios, if you want these, after you arrive at your study/travel course destination, since they have the correct plugs and will operate on the local electrical system.

- More information about electricity overseas is on our Planning To Go web page. See the section on Electricity.

Checked Baggage

- Clearly identify all your baggage, both checked and carry-on.
- Remember that checked baggage may be delayed or lost in transit.
- Pack light! You will have to carry all your baggage to and from the airport and while you are in country.
- Contents of checked baggage may also be misplaced, lost, or stolen.
- Do not put your camera, film, computer, PDA, Palm, etc. in your checked baggage.
- *In general, do not take anything with you overseas that you are not willing to have lost, stolen, or damaged beyond repair, whether in your checked or carry-on baggage.*

10. Money Matters

- The most common ways to access money while you are overseas are:
 - ATM Cards
 - Cash
 - Credit Cards.
 - Traveler's Checks
- We suggest that, if possible, you have multiple options available to you just in case there is a problem with one or the other.
- Find out the best method(s) of transferring money in your host country, if the need arises.
- There are several ways to pay for things while you are overseas. Each has its advantages and disadvantages. We recommend that students be prepared for the unexpected by having available more than one of the following methods of payment.



ATM Cards

- Make arrangements with your bank or credit union for an ATM card that you can use overseas.
- Check how much you will be charged each time you withdraw money from abroad. These charges can really add up.
- Make sure that your PIN number has 4 digits and can be used internationally.
- Do not expect ATMs to be accessible 24 hours a day, even if you see a sign saying one is open 24 hours.
- Do not expect all ATMs to accept your card.
- If you rely on ATMs, you should keep careful track of your balance, since the overseas ATM transaction records will often not show your current balance.
- Be aware also that some countries have a high rate of ATM fraud.
- Advantages: You can obtain local currency as you need it.
- Disadvantage: Requires access to an ATM machine; can be subject to fraudulent use.

Cash

- Depending on where you are, exchanging cash may be the best way to obtain local currency.
- Check with your instructor since carrying large amounts of cash can be dangerous.
- Currency exchange rates vary daily, so keep up with exchange rates and know the prevailing rate before you exchange money. You can check exchange rates online:
 - www.x-rates.com
 - www.xe.com/ucc
- Most places that change money—banks, post offices, independent money changers—charge an exchange fee (this is different than the exchange rate).
- You may also want to obtain some foreign currency before you leave the U.S., since you may need to pay for incidentals before you can exchange your money overseas.
- You can purchase cash in foreign currencies at many American Express Travel Service offices. Available currencies usually include British Pounds Sterling and Euros. For more information, contact an American Express Travel Service office. The one nearest Randolph-Macon that offers foreign currencies is at 1412-a Starling Drive Richmond, VA 23229, telephone: 804-740-2030.
- Some foreign currencies are also available through AAA (American Automobile Association). The AAA office closest to Randolph-Macon is at 5001 West Broad Street, Suite 1000 Richmond, VA 23230-3003, telephone: 804-285-8912. For a list of other AAA offices in Virginia and neighboring states, visit the AAA Mid-Atlantic web site.
- A variety of foreign currencies can be obtained at Foreign Currency Exchange, located at the Food Court inside Potomac Mills mall, about an hour north of Ashland on I-95. Telephone 703-492-2767.
- Advantages: Readily accepted most everywhere.
- Disadvantages: Cannot be replaced if lost or stolen; remaining cash cannot be used in the U.S. without first being exchanged for U.S. dollars, which usually requires an exchange fee.

Credit Cards

- Often, the easiest way to pay for things overseas is by credit card—especially in Europe.
- We strongly suggest that you bring a credit card with you overseas, both for purchases and for emergencies.
- *Ask your parents or guardians if you can take a credit card with you that you promise to use only in case of an emergency. Agree to keep it in a sealed envelope that you will only open if you have to (this does not include “having” to buy one more pair of Italian shoes!).*
- Credit cards can help you secure accommodation, flights, and other services in a hurry, in the event of the unexpected.
- They often give the most favorable exchange rates.
- In general, Visa, Mastercard, and American Express cards are most widely used overseas—but check with your instructors about the cards that are preferred in the country to which your class is going.
- Major credit card companies have begun charging currency conversion service fees.
- Avoid letting your card out of your sight when dining or making purchases; the number can be skimmed and used later by someone else.
- Credit card fraud and theft are rampant in some countries.
- Advantages: Easy to use, widely accepted (but check with your instructor), good for emergencies.

- Disadvantages: Can be used by someone else if lost or stolen. If lost or stolen, call your credit card company immediately.

Travelers Checks

- Traveler's checks in U.S. dollars are a safe way to carry money.
- They can be converted into the local currency at many locations, such as banks and post offices.
- Purchase them in small denominations like \$20s or \$50s.
- Be sure to record the serial numbers of the checks and keep these in a separate place.
- American Express travelers checks are the most widely known, but you can also carry Citicorp, Visa, and Thomas Cook.
- Advantages: Can be replaced if lost or stolen. Remaining checks can be used back home if purchased in U.S. dollars.
- Disadvantages: May be difficult to use for purchases. A fee may be charged for exchanging checks drawn in dollars for the local currency.

Foreign Currency

- Familiarize yourself with the currency you will be using overseas.
- Follow the exchange rates for several days or weeks in the newspaper or on the internet.
- By the time you arrive in your host country you should know how much \$1 U.S. equals in the host country currency.

Changing Money

- U.S. airports usually do not have very favorable exchange rates, so it may be preferable to exchange money after you arrive at the international airport at your destination overseas.
- Banks tend to have the best exchange rates, but make sure you understand what rate of commission you are being charged—it may be too high.
- Try to avoid changing money in places like hotels, restaurants, or shops as the exchange rate is often bad.
- Changing money on the street may be very risky and is illegal in many countries.



11. Communications

E-mail

- The Office of International Education communicates with students through their R-MC e-mail account. Check yours regularly while on campus and before leaving the U.S.
- Do not expect the same level of e-mail access overseas as you are used to in the U.S. and at the college. Depending on your study/travel course destination you may have easy and free e-mail access or very limited and expensive e-mail access.

Telephones

- Telephone calls may be expensive in your country of destination.
- Access to telephones may also be limited, especially in homestays.
- Depending on where you stay, you may have to pay for local calls and/or incoming calls.
- If you plan to take your cell phone overseas, check first with your cell phone company to determine if your cell phone will work in the country to which you will travel. This service is usually very expensive! It may be simpler and less expensive to lease a cell phone in the country that you are visiting.
- Before you leave home, verify in writing the costs of using your cell phone abroad and the costs of making international cell phone calls.
- Major telephone companies such as AT&T, MCI, and Sprint have calling cards that allow direct access to U.S. operators from overseas. Check with these and other long-distance carriers for prices and availability.
- Services such as Skype (<http://www.skype.com/>) provide inexpensive alternatives to long distance phone calls.

12. Travel Notes

Time

- Know the time difference between the U.S. and the country to which you will travel.
- Current times anywhere in the world are available on the internet, e.g., World Time Server.com: <http://www.worldtimeserver.com/>
- Time zone converter: <http://www.timeanddate.com/worldclock/converter.html>

Lodging

J-term study/travel course participants stay in different types of housing, including colleges, hotels, guest houses, and homestays. Your instructor will provide information about the lodging for your class. Regardless of where you stay, make sure you know what is expected of you. E.g., what time you should depart each morning, how late you can stay out, if meals are provided, and what telephone access is available.

International Flights

TSA Information

- Familiarize yourself with the following information available from the TSA (Transportation Security Administration) related to airline travel and international flights. Links to these sites are on the Planning to Go page of the OIE web site.
- Passenger information from the Federal Aviation Administration (FAA):
<http://www.faa.gov/passengers/index.cfm>

Planning a trip? Thinking about carrying on your luggage?

(retrieved 10/11/2011 from http://www.faa.gov/passengers/prepare_fly/baggage/)

If so, here are a few tips for you:

Think Small...

The maximum size carry-on bag for most airlines is 45 linear inches (the total of the height, width, and depth of the bag). Anything larger should be checked. No oversize packages or luggage can be stowed onboard.

Think Smart...

Plan to check more of your baggage and carry on less.

Check with your airline before packing to determine its carry-on guidelines regarding the number of items you may carry on and the maximum size of those items.

In certain situations the airline may require most or even all of your bags to be checked, so be prepared to do so.

Think Safe...

Carry-on items which may fall from overhead bins can injure you or other passengers during flight or in the event of an emergency evacuation.

Stow heavy items under the seat in front of you, not overhead.

Don't stack items in the overhead storage bin.

If an emergency evacuation is necessary, leave your carry-on items on the plane. Retrieving personal items may impede the safe evacuation of passengers.

Remember, be safety conscious when stowing your carry-on items.

Have a Question?

Call your airline or visit its website.

Check with your travel agent.

Visit the [Air Travel](#) section of the Transportation Security Administration website.

A public service announcement from the Federal Aviation Administration and supported by the Luggage & Leather Goods Manufacturers of America AFS-200-99-01

- ***What to Wear***
 - Passengers who wear sensible clothing can reduce their chances of serious injury in the unlikely event of an emergency.
 - Wear clothes made of natural fabrics such as cotton, wool, denim or leather. Synthetics may melt when heated.
 - Dress to cover as much skin as possible.

- Wear clothing that is roomy, avoiding restrictive clothing.
- Wear low-heeled, leather or canvas shoes.

13. Safety

Laws

Remember, while you are in another country you are subject to its laws. Do not assume that your rights as an American apply to you overseas—most don't. This is especially true when it comes to freedoms of speech, press, assembly, and redress of grievances in countries such as China.

Conduct

While you are in a foreign country you will be seen as representing Randolph-Macon College, the State of Virginia (regardless of your state of residence), and the U.S.A, whether you want to be viewed those ways or not. While taking an R-MC J-term study/travel course you also continue to be an R-MC student and remain bound by the rules and regulations in *2011-2012 Fishtales-Student Handbook*, including the Code of Student Conduct and Code of Academic Integrity.

Crime

The most common types of crime students experience abroad is the theft of personal belongings, often by pickpockets, and fraud. Keep track of your passport, credit cards, wallet, and purse. Though more serious crimes are not common, American students studying overseas have in the past been victims of murder, assault, kidnapping, terrorism, rape, and other serious crimes.

Emergencies

Emergency Tips

- Know the number to dial in case of an emergency in your host country.
- Know to whom you should report a crime.
- Ask your study/travel course instructor for specific safety-related information about the locations to which you will travel.
- Read the Department of State information (travel.state.gov).
- Make sure someone else in your group, preferably the instructor, knows where you plan to go in your free time.
- Be streetwise; know where you are going—or at least appear to know.
- Avoid impairing your judgment through consumption of alcohol or drugs.
- Have an action plan in mind for various types of emergency situations.

Safety tips for women (and men) everywhere:

- Carry a whistle or an alarm beeper.
- When walking, appear confident. Always look as if you know where you're going.
- Always be aware of what is happening around you and watch out for potential problems.

- Always follow your instincts. If a situation seems unsafe, get out of there as quickly as possible.
- Try not to walk alone at night. Instead, take a taxi, walk back to your hotel with classmates, etc.
- If you know you're going to be out late at night, arrange for a ride home beforehand, e.g., with a taxi company.
- Never hitchhike or accept a ride from a stranger.
- If you suspect that someone is following you and you want to make sure, try crossing the street several times. Go into a public place to wait him or her out or find a policeman.
- Avoid shortcuts through poorly lit areas and parks.
- Carry your keys in a separate place from your address, preferably in your pocket (in case your purse is lost).

Civil and political instability

- Political demonstrations abroad can sometimes deteriorate into anti-American demonstrations. Demonstrations anywhere can shift very quickly from peaceful, controlled events to violent chaos.
- We advise that you do not get involved in any social or political unrest or illegal movements while on your J-term study/travel course, no matter how sympathetic you are with the cause or the people involved.
- If a brewing or ongoing situation becomes increasingly dangerous, follow the instructions of your study/travel course instructor(s).
- The U.S. Embassy or Consulate cannot get you out of jail or out of a legal dispute.

Transportation safety

- Traffic-related accidents are the most common cause of injury and death among students who study abroad.
- Alcohol consumption is often a contributing factor.
- Among such accidents, many occur while riding on motorcycles or walking across the street.
- Pedestrians often do not have the right-of-way and the traffic may be coming from the opposite direction than expected.
- For example, each year Americans are killed in England because they step out into traffic, forgetting that vehicles drive on the left-hand side of the road in the U.K.

Power of attorney

- If you are involved in or anticipate legal matters that will be difficult to manage from overseas, consider leaving your parents with a power of attorney.
- According to the Virginia Supreme Court's web site (www.courts.state.va.us/faq/misc.html): "A Power of Attorney is written authorization giving someone else the power to act on your behalf. The power may be given for a limited time period or for a specific task. Also, it may be given generally for all business, personal and legal affairs and for an indefinite time period. Another type of power of attorney is called an Advance Medical Directive. This is also frequently referred to as a Living Will. A person signing an Advance Medical Directive is selecting a person to make medical decisions when they may be unable to make such a decision in the future due to their mental or physical condition. The Advance Medical Directive typically includes the patient's wish to use or to have life-support systems withheld." (accessed 9/29/04).

- A sample “General Durable Power of Attorney” for the state of Virginia is available on the web. Go to www.aging.state.va.us/pubtitlelist.htm – scroll down, then click the “Power of Attorney Material” link.

Department of States Information

The information below comes from the Department of State’s “Tips for Traveling Abroad” website: http://travel.state.gov/travel/tips/tips_1232.html (retrieved 10/11/2011).

Tips for Traveling Abroad

For detailed information about steps you can take to ensure a safe trip, see **How to Have a Safe Trip** (http://travel.state.gov/travel/tips/tips_1232.html#safe_trip). Meanwhile, here are some quick tips to make your travel easier and safer:

- **Sign up for the Smart Traveler Enrollment Program so the State Department can better assist you in an emergency:** Let us know your travel plans through the Smart Traveler Enrollment Program, a free online service at <https://travelregistration.state.gov>. This will help us contact you if there is a family emergency in the U.S., or if there is a crisis where you are traveling. In accordance with the Privacy Act, information on your welfare and whereabouts will not be released to others without your express authorization.
- **Sign passport, and fill in the emergency information:** Make sure you have a signed, valid passport, and a visa, if required, and fill in the emergency information page of your passport.
- **Leave copies of itinerary and passport data page:** Leave copies of your itinerary, passport data page and visas with family or friends, so you can be contacted in case of an emergency.
- **Check your overseas medical insurance coverage:** Ask your medical insurance company if your policy applies overseas, and if it covers emergency expenses such as medical evacuation. If it does not, consider supplemental insurance.
- **Familiarize yourself with local conditions and laws:** While in a foreign country, you are subject to its laws. The State Department web site at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html has useful safety and other information about the countries you will visit.
- **Take precautions to avoid being a target of crime:** To avoid being a target of crime, do not wear conspicuous clothing or jewelry and do not carry excessive amounts of money. Also, do not leave unattended luggage in public areas and do not accept packages from strangers.
- **Contact us in an emergency:** Consular personnel at U.S. Embassies and Consulates abroad and in the U.S. are available 24 hours a day, 7 days a week, to provide emergency assistance to U.S. citizens. Contact information for U.S. Embassies and Consulates appears on the Bureau of Consular Affairs website at <http://travel.state.gov>. Also note that the Office of Overseas Citizen Services in the State Department’s Bureau of Consular Affairs may be reached for assistance with emergencies at 1-888-407-4747, if calling from the U.S. or Canada, or 202-501-4444, if calling from overseas.

Consular Assistance and Crises Abroad

Assistance from American Consuls: for the complete information, visit http://travel.state.gov/travel/tips/tips_1232.html.

U.S. consular officers are located in over 260 Foreign Service posts abroad. In addition, consular agents in approximately 46 foreign cities without U.S. embassies or consulates provide a more limited but still important series of emergency and other consular services.

Providing assistance to Americans during a crisis abroad, such as political upheaval or a natural disaster, is one of the most critical tasks consular officers perform. During a crisis, consular officers look for missing Americans and help Americans return to the U.S., among many other duties to assist Americans. The State Department strongly encourages American citizens planning travel abroad to sign up for the Smart Traveler Enrollment Program so that we may find you during a crisis. It is free, it's confidential, and it's easily accomplished online at <https://travelregistration.state.gov>.

Consuls also advise and help Americans who are in serious legal, medical or financial trouble, including health emergencies, arrests, deaths, missing persons, and destitution. For information about emergency assistance to Americans in trouble abroad, see http://travel.state.gov/travel/tips/emergencies/emergencies_1205.html#general#general. In addition, note the following information for assistance in emergencies:

- Finding a hospital or doctor abroad
- Victims of crime
- Financial emergencies or destitution
- Obtaining funds from the U.S. (OCS trust)
- Missing persons
- Arrests
- Deaths
- Passport replacement

Consular officers also perform non-emergency services, including providing information on absentee voting, selective service registration, and acquisition and loss of U.S. citizenship. They can arrange for the transfer of Social Security and other U.S. government benefits to beneficiaries residing abroad, provide U.S. tax forms, and notarize documents. They can also provide information on how to obtain foreign public documents. Note, however, that because of the limited number of consular officers and the growing number of U.S. tourists and residents abroad, consuls cannot provide tourism or commercial services. For example, consuls cannot perform the work of travel agencies, lawyers, information bureaus, banks, or the police, nor can they obtain work, residence or driving permits, act as interpreters, search for missing luggage, or settle commercial disputes for U.S. citizens. For information about routine consular services performed by consuls abroad, see http://travel.state.gov/travel/travel_1744.html.

How to Contact the Embassy or the State Department in an Emergency: See page 29.

What You Should Know If You Are a Victim of Crime

Consular officers are committed to assisting American citizens who become victims of crime while abroad. Familiar with local government agencies and resources in the country where they work, consular officers can help American crime victims to:

- replace a stolen passport;
- contact family, friends, or employers;
- obtain appropriate medical care;
- address other emergency needs that arise as a result of the crime;
- provide information about the local criminal justice process and about the case itself;
- obtain information about local resources to assist victims, including foreign crime victim compensation programs;
- obtain information about U.S. crime victim assistance and compensation programs, and
- obtain a list of local attorneys who speak English.

For more information about consular assistance for victims of crime abroad, see http://travel.state.gov/travel/tips/emergencies/emergencies_1748.html.

Passport Fraud

Passport fraud is attempted by U.S. citizens and non-citizens for a variety of criminal purposes – money laundering, narcotics trafficking, illegal entry into the U.S., terrorism, etc. In processing lost/stolen passport cases, the Department of State must take special precautions that may delay the issuance of a new, full validity passport. If you suspect a U.S. passport is being used fraudulently, do not hesitate to contact the nearest American embassy or consulate or in the U.S., the nearest Passport Agency.

Death of a U.S. Citizen Abroad

Each year, over 6,000 Americans die abroad. Most of them are Americans who live overseas, but, each year, a few thousand Americans die while on short visits abroad. One of the most important tasks of U.S. consular officers abroad is to provide assistance to the families of U.S. citizens who die abroad.

When an American citizen dies abroad, consular officers:

- confirm the death, identity and U.S. citizenship of the deceased
- make notification to the next-of-kin if they do not already know about the death, providing information about disposition of the remains and the effects of the deceased, and provides guidance on forwarding funds to cover costs
- serve as provisional conservator of the estate, absent a legal representative in country
- prepare documents for disposition of the remains in accordance with instructions from the next-of-kin or legal representative, and oversee the performance of disposition of the remains and of the effects of the deceased
- send signed copies of the Consular Report of Death of an American Citizen Abroad to the next-of-kin or legal representative, for use in settling estate matters in the U.S.

For more information about consular assistance when an American citizen has died abroad, see http://travel.state.gov/travel/tips/emergencies/emergencies_1205.html#death.

Terrorism

Terrorist acts occur unpredictably, making it impossible to protect yourself absolutely. The first and best protection is to avoid travel to areas where there has been a persistent record of terrorist attacks or kidnappings.

Most terrorist attacks are the result of careful planning. Just as a car thief will first be attracted to an unlocked car with the key in the ignition, terrorists are looking for the most accessible targets. The chances that a tourist, traveling with an unpublished program or itinerary, would be the victim of terrorism are slight. In addition, many terrorist groups, seeking publicity for political causes within their own country or region, may not be looking for American targets.

Nevertheless, the following pointers may help you avoid becoming a target of opportunity. These precautions may provide some degree of protection, and can serve as practical and psychological deterrents to would-be terrorists.

- Schedule direct flights if possible, and avoid stops in high-risk airports or areas.
- Be cautious about what you discuss with strangers or what others may overhear.

- Try to minimize the time spent in the public area of an airport, which is a less protected area. Move quickly from the check-in counter to the secured areas. Upon arrival, leave the airport as soon as possible.
- As much as possible, avoid luggage tags, dress and behavior that may draw attention to yourself.
- Keep an eye out for abandoned packages or briefcases, or other suspicious items. Report them to airport authorities and leave the area promptly.
- Avoid obvious terrorist targets, such as places where Westerners are known to congregate.
- Watch for people following you or "loiterers" observing your comings and goings.
- Report any suspicious activity to local police, and the nearest U.S. embassy or consulate.
- Keep a mental note of safe havens, such as police stations, hotels, and hospitals. Formulate a plan of action for what you will do if a bomb explodes or there is gunfire nearby.
- Select your own taxicabs at random. Don't take a vehicle that is not clearly identified as a taxi. Compare the face of the driver with the one on his or her posted license.
- If possible, travel with others.
- Be sure of the identity of visitors before opening the door of your hotel room. Don't meet strangers at your hotel room, or at unknown or remote locations.
- Refuse unexpected packages.
- Check for loose wires or other suspicious activity around your car.
- Be sure your vehicle is in good operating condition.
- Drive with car windows closed in crowded streets. Bombs can be thrown through open windows.
- If you are ever in a situation where somebody starts shooting, drop to the floor or get down as low as possible. Don't move until you are sure the danger has passed. Do not attempt to help rescuers and do not pick up a weapon. If possible, shield yourself behind a solid object. If you must move, crawl on your stomach.

How to Access Funds in the U.S.

U.S. consuls can assist Americans abroad who are temporarily destitute due to unforeseen circumstances. Americans who find themselves in these circumstances should contact the nearest U.S. Embassy or Consulate (see <http://usembassy.state.gov> for contact information) or the State Department's Office of Overseas Citizens Services at 1-888-407-4747 (during business hours) or 202-647-5225 (after hours). Consular officers can help destitute Americans contact family, bank, or employer to arrange for transfer of funds. In some cases, these funds can be wired through the Department of State. For information on how a consular officer can

help under these circumstances,
see http://travel.state.gov/travel/tips/emergencies/emergencies_1198.html.

How to Get Your Passport Replaced

If your U.S. passport is lost or stolen while you are overseas, report it immediately to the local police and to the nearest U.S. Embassy or Consulate. A consul can issue a replacement passport, often within 24 hours. Links to contact information for U.S. Embassies and Consulates may be found at <http://usembassy.state.gov>. If your U.S. passport is lost or stolen in the U.S., report it to the Department of State by following instructions found at http://www.travel.state.gov/passport/lost/us/us_848.html. More information is available at http://travel.state.gov/travel/tips/emergencies/emergencies_1197.html.

Information for Your Parent(s)/Guardian(s)

It is very important for you to maintain close communication with your parents and guardians prior to departure, in country, and when you return:

- Inform them of the required online forms they must complete by **November 9th, 2011**. (Forms can be found at the following website: <http://www.rmc.edu/Academics/study-abroad/jterm/requiredforms.aspx>).
- Review the materials provided during orientation as well as the OIE website
- Discuss how and when you will contact them after you have arrived.
- Make sure they know where you will be staying, studying, and traveling while you are abroad. You are responsible for giving this information to your parents/guardians.
- Make sure they know how to contact R-MC's Office of International Education.
- Remind them that you may not be able to call immediately after you arrive.
- Let them know that, if you are in a homestay, you may not be able to call from there unless you have an emergency.

Things to Leave at Home

Information

- Contact information for RMC's Campus Safety and Office of International Education.
- Contact information for your J-term course location and itinerary.

Photocopies

Leave a photocopy of the following at home:

- the inside cover of your passport
- your visa (if applicable)
- your itinerary
- your HTH insurance card
- contact information for RMC's Campus Safety, the Office of International Education, and the U.S. Embassy or Consulate in the host country

14. Cultural Awareness

Culture is...

“Culture is a neutral term, neither good nor bad, and refers to the broadest conception about the learned knowledge that humans use to fulfill their needs and wants. It refers to the collective historical patterns, values, societal arrangements, manners, ideas, and ways of living that people have used to order their society. It is comprised of all those things we learn as part of growing up including language, religion, beliefs about economic and social relations, political organization and legitimacy, and the thousands of "Do's and Don'ts" society deems important that we know to become a functioning member of that group.” (retrieved 10/08/2010 from <http://www.pacific.edu/sis/culture/>)



Cultural “Clues”

- Become familiar with the basic customs in your host country, especially those dealing with day-to-day interpersonal conduct.
- Your instructor(s) will inform you of any important local customs and guidelines; if you have any questions, ask!
- If you are in a homestay, know what is and is not expected of you, e.g., when you should return home at night, whether you can use the telephone for incoming and/or outgoing telephone calls, when meals will be served, and the best times to shower.
- If you are in a homestay, bring your hosts a gift! It doesn't have to be expensive – something from your part of the country. Share photos of your family and/or friends too.

Helpful Resources

- Peace Corp's Culture Matters Workbook
<http://www.peacecorps.gov/wws/educators/enrichment/culturematters/index.html>
- What's UP With Culture: ON-LINE CULTURAL TRAINING RESOURCE FOR STUDY ABROAD”
<http://www2.pacific.edu/sis/culture/>

15. Recommended Reading List

a. A Safe Trip Abroad

Information that can help insure a safe trip abroad, whether for study, business, or pleasure. Source: U.S. Department of State.

http://travel.state.gov/travel/tips/safety/safety_1747.html

b. A Student's Guide to J-Term Study/Travel Courses

The guide you are reading.

c. Background Note

Factual publication containing information about a country's land, people, history, government, political conditions, and economy. Source: U.S. Department of State. .

<http://www.state.gov/r/pa/ei/bgn/>

d. Consular Information Sheet

Contains information on such matters as the health conditions, crime, unusual currency or entry requirements, any areas of instability, and the location of the nearest U.S. embassy or consulate in a country. Source: U.S. Department of State.

http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html

e. Things You Should Know Before You Go Abroad

Travel warning on drugs abroad. The hard facts about what can and does happen each year to hundreds of Americans who indulge in or deal in drugs while overseas. Source: U.S. Department of State.

http://www.cbp.gov/linkhandler/cgov/travel/vacation/kbyg/kbyg_regulations.ctt/kbyg_regulations.pdf

f. TSA Information

Assorted materials related to airline travel and international flights. Covers such topics as whether to lock your checked baggage, how to pack and dress for flights, how to transport cameras and film, and airport procedures. Source: Transportation Security Administration

<http://www.tsa.gov/index.shtm>

g. Prohibited and Restricted Items

Brief overview of the key features of U.S. Customs regulations regarding what may or may not be brought back to the U.S. from a foreign country. Source: U.S. Customs Service.

http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/prohibited_restricted.xml

h. How to Have a Safe Trip

Provides students, who are planning to travel or study abroad, with a few reminders about safety. Source: U.S. Department of State, Bureau of Consular Affairs.

http://travel.state.gov/travel/tips/tips_1232.html#safe_trip

Other helpful resources

- Checklist - Use the checklist distributed at orientation or made available on the OIE's website to help keep track of what you have done and what you still need to take care of before you can participate in the J-term abroad course.
- IIEPASSPORT.ORG - "It's Your World: Student's Guide to Education Abroad"
<http://handbook.iiepassport.org/>
- The Center for Global Education - "Study Abroad Student Guidebook: How to get there... and back" <http://www.studentsabroad.com/>

16. Post-Program

Survey & Photo Contest

- The Office of International Education will send you a survey after J-term. Your feedback helps us to develop better programs and orientations in the future.
- Study Abroad Photo Contest: Submit up to three photos to studyabroad@rmc.edu by February 10, 2012. First and second place winners will each receive prizes. Photos are judged on creativity, composition and culture. Top photos will be displayed in the annual Study Abroad Photo Exhibition during the Spring semester at the library. We encourage you to participate!

17. Contact Information

Emergencies

- If you have an emergency overseas, contact your course instructor and the local police department, fire station, or medical facility.
- You may also contact the nearest **American Embassy or Consulate** in that country. A **list of embassies** is available from the Department of State (<http://www.usembassy.gov/>) and from www.embassy.org.
- Emergency information concerning Americans traveling abroad may be obtained from the **Office of Overseas Citizens Services** at **1-888-407-4747** (toll free), and from overseas at **202-501-4444**.
- Information about **the kinds of emergency services provided by the U.S. government** to U.S. citizens abroad is available on the web:
http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html
- See also “Tips for Traveling Abroad”:

How to Contact the Embassy or the State Department in an Emergency

Consular duty personnel are available for emergency assistance 24 hours a day, 7 days a week, at U.S. embassies, consulates, and consular agencies overseas and in Washington, D.C. To contact the Office of Overseas Citizens Services in the U.S. call 1-888-407-4747 (during business hours) or 202-647-5225 (after hours). Contact information for U.S. embassies, consulates, and consular agencies overseas may be found at <http://www.state.gov/countries>.

When the family of an American traveler needs to reach him or her because of an emergency at home or because family members are worried about the traveler’s welfare, they should call 1-888-407-4747. The State Department will relay the message to the consular officers in the country in which the traveler is thought to be, and the consular officers will try to locate the traveler, pass on urgent messages, and, consistent with the Privacy Act, report back to the inquiring family.

(retrieved 10/11/2011 from http://travel.state.gov/travel/tips/tips_1232.html#emergencies)

Emergency Contact Information while Abroad

(United States country code: 1)

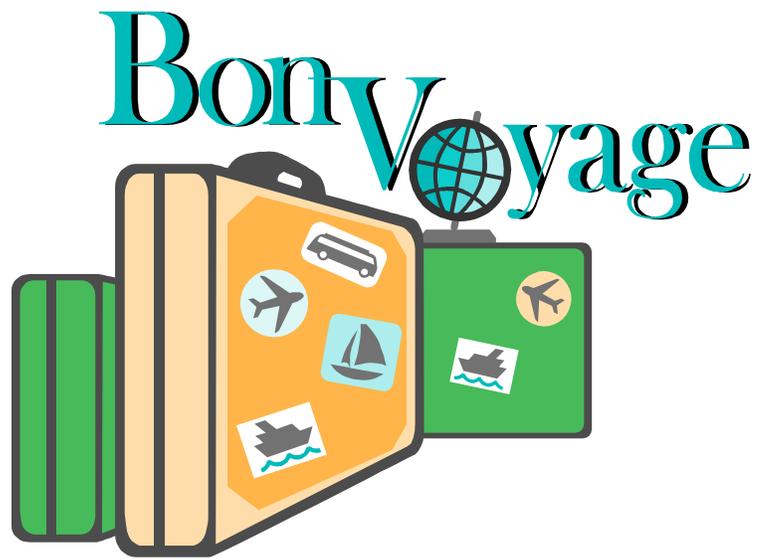
State Department Emergency Number	
Hotline for American Travelers	202-647-5225
<p>If You Are in a Foreign Country Involved in a Crisis:</p> <ul style="list-style-type: none"> • Contact the U.S. Embassy or Consulate if you need help. • Be sure to register with the U.S. Embassy or Consulate by phone, fax or in person. • Monitor the U.S. Embassy (http://usembassy.state.gov/) and State Department (http://www.state.gov/) home pages. • Monitor Voice of America and BBC broadcasts for announcements. 	
Randolph-Macon Emergency Numbers	
<p>Campus Safety: 804-752-4710</p> <p>To ensure that your call will be answered please call R-MC Campus Safety. They are available 24 hours/day, 7 days/week. They will then connect your call.</p> <p>When receiving a phone call from the instructor abroad or student's family in the event of an emergency, RMC's Campus Safety is instructed to call the on-call International Education Staff immediately.</p>	
Aouicha Hilliard, OIE Director	Office: 804-752-7277
	Email: ahilliar@rmc.edu
Mayumi Nakamura, OIE International Programs Coordinator	Office: 804-752-3607
	Email: mayuminakamura@rmc.edu
USI Affinity Collegiate Insurance Resources Numbers	
<p>To obtain assistance in the event of an emergency in which immediate emergency care is required, contact the 24-hour assistant service, Travel Assist. Travel Assist can organize emergency medical transportations and provide multilingual assistance.</p>	<ul style="list-style-type: none"> • outside of US and Canada call collect 0-713-267-2525 • within US or Canada call 800-626-2427
<p>Emergency Medical Assistance Services: TO OBTAIN ASSISTANCE IN THE EVENT OF AN EXTREME EMERGENCY in which immediate emergency medical care is required, contact the insurance company's 24 hour assistance service, Travel Assist, located in Houston, Texas. Travel Assist can recommend a local doctor or hospital, verify coverage, organize all emergency medical transportations, and provide multilingual assistance. Call toll free in the U.S. and Canada 1-800-626-2427 or collect from outside the U.S. and Canada 0-713-267-2525. When calling Travel Assist, identify yourself as a USI Affinity Collegiate Insurance Resources insured and refer to your insurance card information. ALL EMERGENCY EVACUATIONS, EMERGENCY REUNIONS AND REPATRIATIONS ARE TO BE ORGANIZED THROUGH TRAVEL ASSIST FOR ANY BENEFITS TO BE PAYABLE.</p>	

Emergency Contact Information Card

Please fill out the card with the appropriate information and carry it with you at all times while traveling on a J-term study/travel course in case of emergency. If you are traveling to multiple places, you should create a card for each destination. This card can be downloaded from the J-term section on the Office of International Education's website: www.rmc.edu/studyabroad/

 Randolph-Macon College Ashland, Virginia	January 2012 Study / Travel Courses
 Emergency Contact	
If this student is in serious difficulty while outside the United States, please call Randolph-Macon College Campus Safety.	
+1-804-752-4710 (24 hrs)	
Campus Safety will contact the appropriate College personnel to provide assistance.	
 Randolph-Macon College Ashland, Virginia	Office of International Education www.rmc.edu/studyabroad/
Please carry this card with you at all times while traveling on a Randolph-Macon College study/travel/internship program in case of emergency. If you are able, direct authorities to your local contact for assistance. In all other cases, use the contact number on the front of this card.	
Local Contact in _____ (city/country)	
Name: _____ Telephone #: _____	
Nearest US Embassy/Consulate #: _____	
Valid until January 31, 2012	

HAVE A SAFE AND WONDERFUL
J-TERM ABROAD!!



NOTES: _____
