



# Study Abroad Handbook

Olin Global Programs



**WashU Olin  
Business School**

# A World of Possibilities

Washington University in St. Louis  
OLIN BUSINESS SCHOOL



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# TRAVEL DOCUMENTS

## Passport Information

Upon deciding to study abroad, you should apply for a passport. If you already have a passport, confirm that it is valid for a minimum of six months following the end of your program. For example, if your program finishes at the end of spring, make sure your passport is valid through the end of December of that year. If it is necessary to renew your passport, we suggest doing so as soon as possible. US citizens can apply or renew their passport through the US Department of State.

When you receive your passport:

- Sign it in ink, and fill in the address.
- Guard it as you would any other valuable.
- Leave a photocopy of the identification and visa pages with a family member. Keep a copy with you as well.
- Upload a copy to your Study Abroad Portal during the application phase.

## Visas

Depending on the program type, you may need to obtain a visa: an immigration document granting permission to enter and stay in country. Make a visa checklist as soon as you have been admitted to study abroad. Research the process by accessing the consulate or embassy webpages for the host country. Visa processing times vary by country; however, there is often a limited window in which you may apply. In most cases, you cannot apply for a visa more than 90 days in advance of travel. However, if you wait too close to departure, you are likely to be unable to depart as planned, leading to a costly change of flight date and possible exclusion from the program. Non-US citizens may have different requirements or lead times, and like all students, should begin looking into the visa process as early as possible.

Each country has its own requirements and application procedures. It is not uncommon for a visa application process to require an in-person interview

at the nearest embassy. This may require travel outside of St. Louis and to Chicago, NYC, Atlanta, or other jurisdictions. Be aware that requirements and procedures can change without notice, so be flexible and allow sufficient time to adjust to changes.

Common visa application materials include:

- Visa application & fee
- Passport-sized photo
- Police record check and/or medical tests
- Biometrics (photo and fingerprinting)
- Proof of Funds (often a copy of yours or a guardian's bank statement)
- Proof of Health Insurance

The visa often comes as a sticker in the passport; therefore, you may need to submit your passport to the embassy/consulate to apply and it may be out of your possession for several weeks. Keep this in mind if your family is planning to travel internationally prior to departure.

General visa information will be provided in orientation programming; however, you should research the process immediately upon admission to the program. Speak with your Global Programs Coordinator if you need help determining what type of visa you will require. Given the differences for each country and student status, coordinators are limited in their ability to offer visa guidance.

Should you decide to hire a visa specialist, explore the services that each company provides, ask them questions, review fees, and decide if you would like to work with one of them. This is just a sample and neither an exhaustive nor endorsed list:

- VisaHQ: <http://www.visahq.com/>
- Butler and Brewer (UK): <http://www.butlerandbrewer.com/>
- Embassy.org: <http://embassy.org/ibc/visapassport/>

## Photos for Passports and Visas

You will need two official passport photographs to apply for a US passport. You may need several more to apply for a student visa. Also, in most cases you will need several similar passport-style photos for your study abroad application and/or housing form, transportation cards, host university, students ID cards, etc. If a visa or host university application is asking for a “passport photo,” and not a “photocopy of your passport,” you should obtain official passport photos which are full-face, about two inches square, and in front of a white background.

You can obtain official passport and visa photos on campus from Student Technology Services – see their website for walk-in hours or to schedule an appointment. Nearby pharmacies like Walgreens and CVS or Hi-Tec Copy at the corner of Big Bend Boulevard and Forest Park Parkway can take official photos.

## Notary Publics

Some visa application documents may require that the documents are executed by a notary public. A notary public is a person authorized to certify documents. There are several notary publics working in various offices at Washington University and are available by appointment only. Appointment requests should be made at least two business days in advance, when possible. Contact information for WU notary publics is available online:

<https://global.wustl.edu/resources/single-point-of-contact/>



## HEALTHCARE AND INSURANCE

While living abroad can present special health challenges, forward planning, country awareness, appropriate preventive measures, and careful precautions can substantially reduce the risks of adverse health consequences abroad.

### Pre-Departure Healthcare

You are responsible for assessing your own medical needs. Physical or emotional problems may be exacerbated by stresses associated with study abroad. You must be medically able and prepared to participate in the program, and must arrange for appropriate immunizations at your own expense. Please follow the guidance issued by the CDC and/or program sponsor/host institution regarding immunizations and other health precautions. The CDC provides general traveler health guidance, as well as Destination Specific information on its website. This includes tips on what to pack, information about vaccines and medications, and travel notices about current health issues related to specific countries. Make sure your tetanus shot is current and you may consider a vaccination for Hepatitis A: a serious illness usually contracted through improper hygiene. If you wish to obtain vaccines from Student Health Services, you should schedule an appointment with them right away. Some vaccine require multiple visits spaced apart.

<http://shs.wustl.edu/MedicalAndHealthCare/Pages/Travel-Medicine.aspx>

## Study Abroad Insurance

### GeoBlue Insurance

Semester coverage will begin on the first of the month during the program start date and end approximately two weeks beyond the program end date. You may contact GeoBlue directly to extend coverage at your own expense if additional coverage is desired outside of the program and coverage dates.

Washington University requires that all approved study abroad students have health insurance from GeoBlue, a leading provider of international health insurance.

The GeoBlue Study Abroad Basic Accident and Sickness Insurance Plan is a comprehensive insurance plan providing \$250,000 in medical coverage with no deductibles. Please note, however, that GeoBlue coverage is a supplement to your existing health insurance plan. It is not valid within the United States and does not meet the University's requirements for student health insurance. You are encouraged to research potential health needs prior to departure through GeoBlue's Student Portal. The portal provides lists of contracted hospitals, doctors, dentists, pharmacies and translations services by location. Prior to departing, you can work with GeoBlue to establish treatment for ongoing medical conditions such as acquiring medication refills and scheduling doctor appointments. *You are encouraged to research potential health needs prior to departure through GeoBlue's Student Portal.* The portal provides lists of contracted hospitals, doctors, dentists, pharmacies, and translation services by location.

Olin Global Programs will enroll all semester and academic year Olin-approved study abroad students in a basic accident and sickness plan through GeoBlue and will bill the expenses to your student account. Summer students will also be enrolled automatically and costs covered under the associated program fees. After your enrollment, you will receive information about creating your account on GeoBlue's site. You must set up your online account in order to find doctors, file claims, etc.

### MyTrips and International SOS

All WU students are covered at no extra cost by International SOS Emergency Service Plan. This plan provides students with international medical, security, and travel assistance worldwide while travelling for university-related activities. This is an assistance program, not health insurance, and is meant to be used in tandem with existing health insurance. Students may access ISO resources by logging onto the ISOS website at [www.internationalsos.com](http://www.internationalsos.com) using WU's membership number: 11BSGC000032.

WashU's MyTrips Travel Registry links student travel to the University's Emergency Management response system. MyTrips registration is mandatory for all students going abroad. Instructions for enrollment will be given to admitted students via their study abroad portal. **Failure to comply with enrollment may result in the inability to receive credit earned abroad.**

## WashU Health Requirements

Since GeoBlue do not provide domestic (United States) coverage, you must follow the University's policy that all full-time students are required to have health insurance. Whether enrolled for study in St. Louis or abroad, WashU students will either be enrolled in the WashU Student Health Insurance plan or have this requirement waived by Student Health Services should the student be enrolled in a family plan.

Students studying abroad for a semester or academic year on an approved study abroad program will not be charged the WashU Health & Wellness Fee during their time abroad. You will retain access to all services provided by WashU Student Health Services while on the Danforth campus. If you withdraw from the semester study abroad program and return to your studies at WashU for any reason, the full WashU Health & Wellness Fee will be reapplied to your billing statement for the semester.

GeoBlue coverage is a supplement to your existing health insurance plan. It is not valid within the United States and does not meet the University's requirements for student health insurance; therefore, we highly recommend that you **do not** cancel any domestic health insurance in case you must come back to the US during the duration of the program for any reason.

## Traveling with Medication

Different countries have different rules and regulations regarding the legality of certain medications. Some medications may be available over-the-counter while others may require a local physician to diagnosis and to write a prescription. Other medications may be considered a controlled substance and illegal (particularly amphetamine-based medications like Adderall that treat ADHD and similar conditions).

- Check with GeoBlue to ensure that your prescription and over-the-counter medicines are permissible in the country in which you will be studying.
- After investigating the legality of your medications, make arrangements with your physician to discuss any adjustments in treatment or ensure an adequate supply of medication for the duration of your program. Research best practices for travelling with needles, should you require to.
- Pack prescription medications in carry-on luggage in their original prescription bottle.
- You will not want to ask family or friends visiting you to bring medications that are issued to you. This may be considered drug trafficking. Prescriptions that are mailed may likely be confiscated in customs.
- Pack a copy of your prescriptions, including those for contacts or eyeglasses.
- Include the generic name of any name-branded medications.



## ACADEMICS

### Pre-Departure Orientation

All students participating in Olin semester programs are required to enroll and participate in pre and post program coursework. INTL 300A, Planning for International Learning, is a 0.5 credit course designed to prepare students for their experience overseas the semester before they travel. This course must be taken for a grade and students who do not successfully complete the class may be dismissed from the program. Students studying abroad in the fall participate in a not-for-credit pre-departure orientation. While abroad, all students must enroll in INTL 300B, Applying International Experiences, a 0.5 credit hour graded supplement to the semester abroad. Both INTL 300A & INTL 300B are factored into the WUSTL GPA.

### Major & Minor Requirements

#### Major/Minor Credit on Olin Programs

BSBA Prime Majors | BSBA students may take any number of distribution courses, non-business electives, and core business courses per time abroad on an approved BSBA program. Only one course per Olin major may be taken per abroad program.

Second Majors | Students with second majors in Olin may take a maximum of two business courses per time abroad on an approved BSBA program – one core business and one major course, unless participating on an Olin Internship Program.

Business Minors | Students minoring in Olin are generally not eligible for Olin Global programs. However, if admitted by petition, may take one course abroad that would apply to their business minor. Students minoring in International Business may take two courses abroad toward their IB minor.

### Business Major/Minor Credit on Non-Olin Programs

Students may be eligible to study abroad on programs administered by Overseas Programs or Sam Fox, if they have a declared majors outside of business. The amount and type of credit transferable toward the Olin major depends on the accreditation or approval of transfer credit by Olin.

#### Business Credit on Programs Outside of Olin |

Students participating in Washington University approved programs outside of Olin are subject to the academic requirements of the host department or college. Students must go through the application and admissions process through with the intent to earn credit toward their non-business major. Under certain circumstances, permission may be granted for a student to earn business credits from another university abroad under the AACBS accreditation or from the following institutions: London School of Economics, Kings College London, and University College London. If the program abroad has full AACSB distinction, BSBA and Business Second Majors may be approved to transfer back business credit but may only take two courses in business on a non-Olin program (1 core business and 1 course per business major). Minors may take one course that would apply to their business minor, including IB minors. This applies per each time abroad.

Major/Minor Credit Outside of Olin | The appropriate department (or school) decides which courses will count, which requirements these courses will fulfill, and the minimum necessary performance in the course to receive credit and any other criteria for credit acceptance/assessment. Check the Arts & Sciences Overseas Programs directory to find the appropriate advisor for the student's discipline(s).

## Credit and Course Transfer

**Credit** | You must take a minimum of 12 WU credits during a semester abroad. Satisfactory academic performance in appropriate courses normally results in an award of 15-16 WU units of credit per semester. Up to 6 Washington University credits may be awarded for a summer program. You are expected to maintain enrollment in the number and type of courses required by Olin even if local requirements are lower.

**Course Transfer** | Each student is responsible for researching what courses are available to take and for obtaining a WU equivalent course. In order to guarantee that courses will transfer, you should begin reviewing course equivalencies early in the application and admission phases and obtain course equivalencies prior to departure. Within two weeks of the start of the program, you will complete a BSBA Courses Abroad questionnaire in the Study Abroad Portal. Failure to do so may result in an academic hold being placed on your account and/or the credit not transferring back. Global Programs staff cannot process your transcripts from abroad until we have equivalencies for every class taken while abroad.

## Grades

**On approved programs in which a student is earning transfer credit** (most of the traditional Olin programs), students must earn an equivalent grade of C or better to be awarded Washington University credit. A C- grade will not result in the transfer of credit and is considered a No Pass, regardless of if your study abroad program considers this a passing grade. The No Pass course will still appear on the student's record as having been enrolled in the course as P/F but would not impact the student's GPA.

Pass/Fail courses will not transfer back to WU for credit and students may not enroll at their host university in pass/fail courses.

You should review Institution Specific Information on the Olin Global Programs website for information on grade conversions and credit hours. If there is a

problem or disagreement about a grade, you must contact the professor at the host institution to resolve the dispute. The courses and credits will appear on the WU student record under the semester of study abroad. Study Abroad grades will not be recorded on the Washington University transcript and will not affect the Washington University grade point average.

**Any Washington University course taught or supervised abroad** by Washington University faculty members (such as coursework on internship programs, the European or Asia Study Tours, and research papers) will be recorded with grades on the Washington University transcript, including grades below a C. These courses apply toward a student's GPA.

## Enrollment Status

Close to the end of the semester prior to departure, you will be sent instructions on how to register in your study abroad placeholder or study abroad courses. The placeholder course allows you to maintain your student status and is extremely important for receiving financial aid and academic credit. All holds must be removed from your account before you can register. Unless participating on an Internship Program or a Study Tour, you will not register for the actual courses you plan to take. Upon receipt of your foreign transcript, the placeholder will be removed and substituted with the appropriate WU equivalent. Registration for placeholder courses will be discussed in your pre-departure orientation.

You must also follow all registration and enrollment requirements of your host university and are subject to the rules, regulations, and deadlines of the host institution.

**Leave of Absence** | Transcripts from abroad while on a Leave of Absence will not be processed for transfer credit and cannot be used to satisfy Washington University degree requirements.

## WITHDRAWING FROM A GLOBAL PROGRAM

Please refer to the Olin Global Programs website for our most updated withdrawal policies and procedures. Global Programs begins making arrangements for your study abroad program immediately upon receipt of your “Intent to Participate,” also referred to as your “Program Commitment,” completed in your Study Abroad Portal. If you are considering a withdrawal, discuss the implications and deadlines with your Global Programs Coordinator.

### Withdraw Requests

Requests to withdraw from a study abroad program must be made in writing to Global Programs as soon as the decision is made. The date of the request may affect your enrollment status at WashU and the amount of your refund, if any. You must also notify the program provider or sponsor of your decision to withdraw. Notification to your academic advisor, undergraduate school, or any other administrative office does not constitute withdrawal from study abroad status. Each program’s withdrawal policy differs, so you should consult your Statement of Responsibility as well as your program sponsor and their website for detailed program-specific withdrawal guidelines and consequences.

### Withdraw Deadlines

Financial consequences from withdrawing from a study abroad program prior to these dates will be limited to non-refundable application fees and deposits related to participation in a given program abroad. WashU has no obligation to refund any portion of the program price and associated fees for withdrawals after the listed dates. **See the dates listed on your program Statement of Responsibility for program specific deadlines.**

## Dismissal

Students dismissed from a program abroad for any reason will forfeit WashU tuition charges as well as cancellation fees and fees charged by the program. Dismissed students are not entitled to a refund and are responsible for all expenses related to their dismissal.

## Refunds

Students who withdraw are not eligible to receive a refund of any non-refundable program deposit. Students who withdraw prior to departure may be responsible for program costs incurred on their behalf by the university or their program sponsor. WU has no obligation to make a refund if you voluntarily or involuntarily withdraw on or after the program commencement date, or if you leave the program before the concluding date. Unpaid program fees will remain payable to WU as posted to your WU account. As required, program fees paid by Olin to the program sponsor, host institution, and/or housing authority on your behalf are charged to your WashU account. A portion of program fees may be recoverable but should not be expected. The refund, if any, will be authorized and calculated on a case-by-case basis. If you receive financial aid and are considering withdrawing from semester study abroad, you are strongly encouraged to consult with Student Financial Services to review the impact that a refund due to withdrawal will have on your financial aid package at WashU.

**Cancellation Fees** | Students who withdraw must follow the cancellation schedule outlined in their Statement of Responsibility. Cancellation fees are non-refundable.



## Short-Term Immersion Programs

Reservations for these programs often need to be made immediately upon receipt of a student's "Intent to Participate". **Therefore, by signing the "Intent to Participate" students are authorizing the institution to begin making reservations on their behalf.** Due to the nature of these programs, students may be billed either prior to or post travel. If a student withdraws prior to departure, or start of the course, they may still be responsible for expenses made on their behalf, even if at the time of withdrawal, charges have not yet been posted to the Student Account. Students dismissed from a program for any reason will forfeit WashU tuition charges as well as cancellation fees and fees charged by the program. Dismissed students are not entitled to a refund.

## PROGRAM FINANCES

### Semester & Year Programs

To make the transfer of aid possible, WashU has a **home-school tuition policy**, which means that students studying abroad for WashU credit pay the regular WashU tuition. Only the costs associated with the educational portion of the program are covered by WashU tuition. For program sponsors that list a comprehensive program fee (one fee inclusive of tuition, housing, meals, orientation, etc.), Washington University works with the sponsoring institution to determine the non-tuition related charges included in the program's fee. Once identified, any applicable room and board, or other charges billed through Washington University are assessed at cost and are posted to the student's Washington University account.

WashU is committed to making study abroad affordable for our students, and therefore guarantees that both financial assistance packages and merit

scholarships (with the exception of work-study aid) is applied to the cost of study abroad just as if the student were on campus.

Approved Petition Programs | Students participating on an approved petition program follow the same tuition policies as those of established Olin Global Programs. Washington University's home-school tuition policy means that students will be charged WashU tuition, plus the cost of any of other fees. Once your petition is approved, WU will assume the responsibility for paying the program sponsor, and your program price will be set in the same way as for WU programs. See the information listed above under Semester & Year programs to see how the program sponsor costs will be applied to your account. We advise all students participating on an approved petition program to meet with the Associate Director of Global Programs prior to the application deadline.

### Summer Programs

For most summer programs, you pay the direct cost of the program to the program provider. Students studying on programs led by WashU faculty or WashU supervised contracted instructors (i.e. ISBA) will be billed through WashU. For some programs, deposits and/or full payment may be collected in advance by the program coordinator. Summer programs generally do not qualify for regular financial aid; however, students may work with Student Financial Services to determine if additional student loans from the University are available to help cover the cost. Students participating on an Olin Global Program or an approved petition program during the summer term are often charged a program fee that includes academic tuition and other expenses related to the specified program. Included or separate from that Program Fee is the Global Programs Administrative Fee, required of all students on summer programs. See website for details.

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## ADDITIONAL EXPENSES

In addition to general program or billable expenses, students should budget for foreign travel expenses, additional housing cost (if any), and normal academic living expenses such as books, public transportation, meals, laundry, cell phone, etc. Program brochure pages provide *general estimates* which vary with individual spending habits or needs. Students should also budget for the cost of any visa fees or travel pre-program.

### Leave of Absence

If you are studying abroad on a Leave of Absence, you will not be earning credit and therefore not be paying tuition or receiving financial aid from WU. You may pay your program sponsor directly.

### Billing

The WU tuition fee, GeoBlue insurance, and other appropriate charges, if any, will be posted to your WU student account. For some of the Olin programs, you will pay housing directly to the partner and some of them will bill you through your WU student account.

Participants can be billed by the program sponsor, host institution, and/or housing authority for legitimate charges as well. Any charges that are charged to you must be paid in a timely manner. Depending on the program, fees may be due pre-departure, upon arrival, or post program. Clear the account before the departure from the program site. Normally, a transcript will not be issued by the program sponsor until the account has been cleared.

Students who live on-campus prior to departure will need to contact Residential Life to **cancel any housing contracts**. Dates and deadlines are on the Res Life website. Students living off-campus should make arrangements with their individual housing agency.

### Financial Assistance

If you receive financial assistance at WU, you may use this award to participate in a fall, spring, or academic year study abroad program or a semester alternative program approved by petition. WashU financial assistance cannot be used to study abroad if the program is not approved and/or you have taken a Leave of Absence to study abroad.

If you are fully awarded or want to seek additional aid for your program, you may request an updated financial aid budget based on the costs of studying in the location you have chosen. In some instances, the location will be more expensive due to housing, cost of living, and currency exchange rates, e.g. London, so your financial aid budget should reflect the costs of living in London, not St. Louis.

WashU Student Account Refunds | Depending on your financial assistance award and other student account credits, a refund may be due to you while you are studying abroad. Contact Student Financial Services to learn about available methods for obtaining refunds.

Scholarship, Grants and Federal Loans | Any WashU-provided scholarship, federal grant, state grant, or federal loans will be applied to your account provided that document requirements requested by Student Financial Services have been completed. Contact any outside organization from which you receive scholarship to verify that the award is eligible for study abroad.

Partners in Education with Parents (PEP) | Students whose parents participate in the PEP program may use these funds to study abroad. Contact PEP for more information.

TuitionPay Monthly Plan | This program may be used to study abroad. The WashU program price (which may exclude housing and/or food) must be taken into consideration when calculating the payments.

Employee Child Scholarships | The employee benefit covering tuition for dependents of eligible WashU employees can be applied to the tuition charged by WashU for study abroad programs. However, housing, food, airfare, and other expenses associated with the program are not covered by this benefit.

For more information regarding financing study abroad with financial assistance, contact Student Financial Services. Non-BSBA students should consult with their college or school regarding financial assistance for study abroad.

## External Scholarships

We encourage you to explore opportunities outside of WashU. Here are a few resources:

- IIE Institution for International Education: <http://www.studyabroadfunding.org/>
- IEFA International Education Financial Aid: <http://www.iefa.org/>
- Benjamin A. Gilman Award (Pell-Grant eligible students only): <http://www.iie.org/Programs/Gilman-Scholarship-Program#.WGVSLFUrKpo>
- Boren National Security Education Program Scholarship (Must complete a year of service following graduation): <https://www.borenawards.org/>

If you are concerned about the cost of studying abroad, please speak with a Global Programs Advisor about additional scholarship opportunities and check out our website:

## TRAVEL PREPARATION

### Money Matters

To estimate the amount of funds you may need, research your host country and city's costs of living and exchange rate. Talk with previous participants, but keep in mind that the amount you need will vary based on inflation, local costs, and personal lifestyle. **Do not rely on one form of money only.** Always have a backup plan and keep some cash on you for emergency situations, although traveling with large amounts of cash is not recommended.

Be sure that you designate a trusted individual to act as your US liaison for financial matters and consider arranging power of attorney for this individual or add them to your accounts.

ATM/Debit Cards | Withdrawing from an ATM is a convenient way to obtain cash in the local currency

while traveling. Check the back of your card for the appropriate network symbol. Be sure to understand the fees involved and check with your bank to make sure your card and PIN will work overseas. Learn your bank's daily withdrawal limit and keep in mind how that amount may differ based on the exchange rates. Check with your bank to see if they have an affiliate bank in your destination because you may be able to avoid ATM or international fees by using the affiliate bank.

Credit Cards | Most students rely on a US credit and debit cards to meet their financial needs while abroad and avoid opening a foreign bank account. American Express is accepted abroad but less so than Visa and MasterCard.

## Pre-Departure Money Tips |

- Consult with your bank/card companies for advice on foreign transactions and fees.
- You may also want to consider looking online or contacting local banks to see if they offer low or no international fee cards to avoid extra charges.
- Make a photocopy of your cards with the 24 hour customer service number. Leave one copy with someone you trust and keep another copy in a safe place different than where you will keep the primary card in case it malfunctions or is lost or stolen.
- Make arrangements to pay bills online or have someone at home pay them.
- Notify your credit, debit, and ATM card providers that you will be using these cards overseas or your account will be frozen.
- Contact a local bank and obtain a small amount of foreign currency in advance of departure. Commerce Bank in Clayton has common foreign currencies available.
- Research exchange rates, tipping culture, and prepare a budget. The Travelex Currency Converter has a tool online that advises on how much currency you may need, depending on your budget. They ask questions about your days in country, spending habits, etc. to provide an estimate on spending in a specific location and how much money to budget.

<https://www.travelex.com/currency-converter>

**Wiring Money |** Another method of transferring money abroad is to send it “bank to bank” through a commercial bank. To do this, however, you need a bank account at the foreign location. We generally do not recommend opening a foreign bank account unless absolutely necessary or required by your host university. Transfers can be done electronically from any US bank account to any foreign bank. Wiring money can be a very safe, but expensive and time-consuming method to obtain money while abroad.

## Airfare and Travel

Global Programs does not arrange travel for study abroad participants. Our students leave from and travel to many different places at different times and we have found that students are more satisfied if they make their own travel arrangements. However, some programs do arrange or coordinate the travel of their participants, so you should clarify this after admission to the program.

For airfare from the US to your foreign destination and return, you can consult any reputable travel agent. STA Travel, which specializes in student travel, can get you almost anywhere you want to go at a good rate. If going to Europe, look for special rates or student fares on reputable carriers. You can also check directly with various airlines for discount fares (especially on their websites) or use frequent flyer miles.

Some student airfares include one change of return flight at little or no charge. This provides flexibility in determining when you actually return home. Be sure you understand the rules regarding changes, cancellations, and refunds at the time you purchase your ticket. If you have connecting flights (e.g. domestic flight connecting to an international flight), try to have the full journey on one ticket to avoid multiple change fees if a change becomes desirable or necessary.

You should not book flights until their orientation/start dates are finalized and any pre-program EST dates have been set. You may want to consider purchasing flexible date tickets or wait to purchase a return flight until after you’ve received your final exam schedule.

### Additional Travel Resources:

- STA Travel: [www.statravel.com](http://www.statravel.com)
- Student Universe: [www.studentuniverse.com](http://www.studentuniverse.com)
- Hostel World: information on hostels and budget accommodations. <http://www.hostelworld.com/>
- GoEuro.com: travel, bus, and flight search

- RyanAir and Easy jet are budget airlines operating in Europe

## Travel Insurance

Students should explore the need for independent travel insurance. Medical insurance will be provided (see section above). However, one can never anticipate all the issues that may arise while abroad.

**Global Programs recommends that students obtain commercial trip cancellation and personal property insurance to protect against foreign travel risks.** Olin does not assume any responsibility for such losses; therefore, we suggest purchasing insurance to cover such potential losses.

Travel insurance varies widely between plans, but can be purchased as soon as you begin putting money down for a trip. Look for a plan that offers financial or assistance in case something happens prior to departure, such as falling ill and the need to cancel going abroad. You may be able to claim back other “irrecoverable” expenses. Additionally, students who carry laptops, cameras, cell phones, and/or other costly valuables abroad should consider purchasing private insurance to compensate them for any losses, whether due to theft, damage, breakage or other causes.

## International Student ID Card

The International Student Identity Card (ISIC) ([www.isic.org](http://www.isic.org)) provides discounts for travel, accommodation, museums, etc. as well as minimum medical and accident insurance coverage. It is available from ISIC’s website for a small fee. You are not required to purchase this.

## Communication While Abroad

It is important that you establish a communication plan with your family before you leave. Discuss how and when you will let them know you have arrived to your host county. You may need initial time to travel from the airport to your accommodations, so let them

know if you will not be able to contact them immediately upon arrival.

Cell Phones | How you choose to communicate to home requires you to do a bit of research based on your personal needs. Contact your current provider to determine if they offer international phone plans that may be within your budget, or consider plans that are specifically designed for students studying abroad. Most students choose to either buy a new SIM card in country and “top-off” with pre-paid minutes or purchase a local cell phone. See if you can find a plan that offers free incoming calls. If buying a new SIM card, you may generally use your current cell phone if your phone is unlocked with your current phone provider. Don’t be nervous about instituting this process abroad but do make communication arrangements with your family for the first several days. While traveling, remember to turn off your data when not in use. Many cell phone plans purchased abroad may only work in the host country so you’ll want to make sure to avoid exuberant fees. You should still be able to use your smart phones over Wi-Fi. If you have an iPhone, you will still be able to iMessage and FaceTime.

### Top Messaging Apps Around the World:

WeChat, MobQQ, Weibo, GroupMe (China)  
 Skype (North America, Europe, Australia)  
 Facebook Messenger (N. America, Australia, Philippines, India, Mexico, UAE)  
 Viber (Eastern Europe, Africa)  
 WhatsApp (Africa, India, Russia, Europe)  
 LINE (Japan, India)  
 Hike (India)  
 Kako Talk (South Korea)

## Packing Tips

It is nearly every student’s tendency to over pack. For your own sake, do not pack more than you can comfortably carry by yourself. Remember, you will be carrying all your luggage, alone, from the airport to the metro/train/taxi to your residence, up and down stairs, through terminals, and crowds- after you have been flying for hours! Remember that at the end of

your studies you will need to bring everything back – plus your new purchases.

Your checked and carry-on luggage should have luggage tags with contact information along with the destination address – tuck this inside the luggage in

case the luggage tags get lost or damaged. Familiarize yourself with TSA and airline luggage guidelines prior to packing. In addition to following their guidelines, use this as a general rule: never pack anything in your checked luggage that you would be disappointed to lose or have damaged.

## Suggested Essentials

- Travel Documents (admission letters, passport, airline ticket(s), and itineraries) in carry-on
- Copies of travel documents, bank information, insurance cards, emergency contact information, and how to get to your housing or check-in in carry-on
- An extra set of clothes in your carry-on in case your checked bag is delayed in transit
- US and foreign currency (safely packed), credit/debit/ATM cards. Don't carry passport, money, or valuables in a purse or backpack. Keep them on your person, deep in a front pocket, or in a neck or money pouch under your clothes.
- Language dictionary/phrase book
- Small bag for weekend trips
- Small Towel
- Sufficient prescription medicine in original packaging and contact lenses and solution
- Include a copy of prescriptions
- Small medical kit (band aids, pain reliever, diarrhea medication, contraceptives or condoms, and tampons, which may not be common in your host country)
- Power converter/adaptor
- Chargers and batteries
- Consider bringing a few small gifts for people who help you out along the way, particularly if you will be living with a family
- Students participating in Internships or Study Tours should pack or be prepared to purchase business professional attire

Bring as few electrical items as possible. Due to the differences in electrical systems, it may be wise to purchase new hair dryers and irons in your host country.

## ACADEMIC CONSIDERATIONS

### Research Papers

The Olin Internship Programs require completion of a 3 credit applied research paper. You will be assigned an in-country faculty supervisor and will work with him or her to decide on your topic, seek out sources and data, and meet deadlines. Basic parts of a research paper are available on the Olin Global Programs Website under “Academics” and “Program Specific Information.” You should always confirm with

your faculty supervisor if you are meeting his or her expectations or if they have a slightly different format you should use based on topic or industry. This course will factor into your WashU GPA.

### Academic Study Tours

Academic Study Tours are a unique opportunity for students studying on select programs to participate in a credit-bearing study tour. Students attending the London, Paris, Koblenz, Milan, and Madrid programs participate in a credit-bearing multi-country European

Study Tour (generally late January) while abroad. Students participating in the Asia-Pacific Internship program participate a single country study tour. Each study tour is worth 1.5 units of general business credit. Academic Study Tours are a required component of these programs and participation is mandatory. There is an additional cost for the logistics of the trips, which will be arranged by Olin and our international partners. Versions for fall programs may be modified or cancelled based on minimum enrollment requirements. This course will factor into your WashU GPA.

## While Abroad

It is not uncommon to have some level of adjusting to academics while abroad. Academic expectations can be very different depending on the overseas institution. It is often expected that you will be more independent in your coursework abroad with less oversight from your instructors. It is possible that your only form of assessment will be the final exam, and it may not be possible to reschedule final exams. Make sure to understand the local expectations and adjust your study habits accordingly. Upon admission to a program at a foreign institution, you become a local student with the same responsibilities and expectations. Determine what kind of support services/tutors/labs they may offer. If you are having difficulties, contact the host international office to see what kind of additional support may be available to you.

## HEALTH & SAFETY ABROAD

### Department of State Travel Registry

All US citizens should register their trip with the US Department of State (DOS) through the Safe Traveler Enrollment Program (STEP). This step will allow the DOS to contact you in case of an emergency in the US or your host country. Register online at [step.state.gov/step](http://step.state.gov/step). Non-US citizens should contact

Remember to review the Program Specific information on the Olin Global Programs website. Information on those pages will include grade and credit hour conversion scales and pre-approved course equivalencies.

Approximately two weeks into the start of your term abroad, login to your Study Abroad Portal to complete the BSBA Courses Abroad questionnaire. You will list the courses that you have registered for abroad so we can confirm how they will count towards your WU degree requirements. Any courses that have not been pre-approved must be evaluated during this time. Refer to the Course Evaluation Process in [your Study Abroad Portal](#).

## Preparing for Return

Students must contact their four year advisor and major advisor(s) by email, or other means, to obtain authorization to register on-line. Students should contact advisors at least two weeks prior to their assigned registration date and time. Failure to contact advisors in a timely fashion will delay registration. If you neglected to complete the BSBA Courses Abroad questionnaire, your academic advisor may be limited to the advising they may be able to offer. Make sure to bring home copies of your learning material and homework for pending course equivalencies.

their home country embassy to see if similar enrollment programs are available.

## WashU Itinerary Records

To help ensure the safety and wellbeing of students while traveling abroad, the university requires students to register their international travel in MyTrips Travel Registry, supported by ISOS insurance. **Students may not receive course credit for their**

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**international program if they do not register their trips.** Learn more and set up your profile at <http://mytrips.wustl.edu>.

## Personal Responsibility

When applying to a Washington University (WU) sponsored or approved program and when signing the program agreement, you acknowledge the following:

**Behavioral and academic standards** | Admission to study abroad may be denied or rescinded due to behavioral or academic concerns. Your WU judicial and academic records will be subject to review. As a participant, you will be expected to behave in a manner that is consistent with the behavioral standards of the WU Judicial Code. Disruptive behavior, academic dishonesty, and other improprieties will not be tolerated. Also, you must comply with the rules and regulations of any host institution and with the local laws and regulations in the foreign country or countries where you reside or travel during the program, including times when you are engaged in independent activities. Your participation in the program may be terminated by WU for violation of these standards, along with forfeiture of all program fees and loss of academic credit for the program. You may have to return to WU at your own expense to appeal a disciplinary decision.

**Drug use and other illegal activities** | The possession or use of any quantity of heroin, cocaine, or other illegal substance is strictly prohibited for the duration of the program. This prohibition applies not only while you are in the company of fellow participants, but also while you are alone or with people not associated with the program. The consequences of substance abuse or other illegal activity at any time during the program include immediate expulsion from the program, forfeiture of all program fees, and loss of academic credit for the program. Furthermore, US citizens in a foreign country are subject to the laws of that country. Neither the US Embassy nor WU can obtain your release from jail; they can only aid in obtaining legal assistance for you.

**Inherent conditions, hazards, and risks** | Washington University acts only to provide the opportunity for foreign study and does not guarantee your satisfaction with the program or your well-being. You will not be closely supervised while you are abroad. You are responsible for using good judgment to ensure your own health, safety, and welfare. There are certain inherent conditions, hazards, and risks associated with international travel and living abroad for which the University cannot and will not assume responsibility. These include, but are not limited to, inclement weather, natural disasters, labor disputes, riots, terrorism, delays or disruption of travel or accommodations, accidents, and disease. During the period of your participation in the program, and while you are en route to or returning from the program, WU will not be responsible for any injury or damage to you or your property or for any personal liability sustained or incurred by you.

## Staying Safe While Abroad

Your safety and academic welfare is our priority, whether in St. Louis or abroad. While we cannot guarantee your safety and security while abroad, we will continue to act in a responsible manner to promote your wellbeing. We monitor international events, are in contact with coordinators and staff in host countries, and evaluate and respond to each situation or incident on a case-by-case basis.

While abroad, use good judgement in what you do and where you go. You should familiarize yourself with cities you will be visiting before you begin to explore. Just like the US, cities in other countries have their safe and unsafe neighborhoods. Avoid travelling alone, use your common sense, and do not take risks.

- Keep valuables with you in secure, inaccessible places. Keep photocopies of all important documents/cards and a list of important numbers in a secure location.
- Be aware of your surroundings. Find out emergency phone numbers, local customs (dress, behavior, etc.), and what traffic or transportation precautions you should take both during the day and at night.
- By far, the most common causes of injury while studying abroad are vehicular accidents and risky forms of recreation, so avoid unnecessarily hazardous situations.
- Limit your alcohol intake, avoid demonstrations/protests, and don't purchase or use recreational drugs. Note that drinks abroad may have a higher alcohol content than what you may be used to.
- Become familiar with and check routinely the US State Department Website and their Students Abroad Website for country information and travel warnings.
- Know the local laws of your host country. Use the consular pages as additional resources.
- Immerse yourself! The more culturally aware you become leads to greater chances of safety.
- Be aware of pickpockets. Often they have an accomplice who will distract you.
- Appear as if you know where you are going and duck into shops to consult maps. Hotels are generally safe places that speak English and are used to working with foreigners.
- Remember the emergency number is probably not 911!

## Staying Healthy While Abroad

Be aware that health issues that are under control at home can become much worse while abroad. Disclose any needs you may have beforehand to Global Programs Coordinator (disabilities, dietary requirements, allergies, counseling needs, etc.). Consult with the CDC for vaccination and medication suggestions and requirements.

## Health & Safety Contacts

SASHAA (Sexual Assault and Help for Americans Abroad) | [sashaa.org](http://sashaa.org) | Provides sexual assault prevention and response worldwide regardless of age, race, gender, sexual orientation. Advocates are available 24/7 ([crisis@866uswomen.org](mailto:crisis@866uswomen.org)), or phone (866-879-6636).

S.A.R.A.H. (Sexual Assault and Rape Anonymous Hotline) | 314-935-8080 | [sarah.wustl.edu](http://sarah.wustl.edu) | A student-run helpline that offers counseling and resources. It is confidential and available 24/7 (excluding winter and summer break).

RSVP Center | <http://shs.wustl.edu/SexualViolence/Pages/default.aspx> | An anonymous reporting mechanism is available on their website for survivors, friends, acquaintances,

or family members of survivors to report incidents of sexual harassment, sexual violence, intimate partner violence, and stalking. Our on-campus confidential resource is Kim Webb, ([kim\\_webb@wustl.edu](mailto:kim_webb@wustl.edu) | 314-935-8761).

Uncle Joe's Peer Counseling and Resource Center | 314-935-5099 | [unclejoe.wustl.edu](http://unclejoe.wustl.edu) | Uncle Joe's offers confidential peer counseling about any concern.

## Cultural Adjustment

Studying abroad can present a unique set of psychological challenges for all students. . Cultural adjustment is a normal part of the study abroad experience and most students will experience it to some degree during their time abroad. Living and studying in an unfamiliar culture can be incredibly

exciting, but may also present significant challenges. The University of Michigan's [Resilient Traveling](#) website has been developed to help people think proactively about challenges they may encounter and build skills to help them manage stress and enhance their experiences abroad. Of course, if you feel something major is wrong, do not hesitate to contact Olin Global Programs, seek the help of the host institution, or contact GeoBlue, your study abroad insurance provider.

## Reverse Culture Shock

Reverse/Reentry Culture can often come as a surprise to students. Returning to the US after an extended stay abroad can be as challenging as your initial days in your host country. It's important to take time to readjust to life in the US and learn to incorporate your newfound passions, ideas and beliefs into your daily life. Be patient, flexible, and understanding of the events and people around: you have experienced things and places that your family and friends have not. Continue habits you gained while abroad, such as afternoon tea, join international communities or student groups, and seek out other returnees to share your experiences and talk about your readjustment.

## CULTURAL COMPETENCE

Mental and psychological preparation is just as important as logistics, safety, and health issues. One way to feel more secure about your preparedness and to make the most of your experience is to research the culture of the country you will be living in. How much do you know about your host country? Who is the local president or prime minister? Could you recognize the national anthem? What kinds of non-verbal behavior is acceptable?

Keep in mind the difference between generalizations and stereotypes. Generalizations are based on intercultural research, are consciously held, and allow for individual difference. Stereotypes are usually held unconsciously, put a whole group into one category, and oversimplify. Avoid making stereotypes and reevaluate your generalizations.

### Suggested Resources:

- The Danger of a Single Story:  
[http://www.ted.com/talks/chimamanda\\_adichie\\_the\\_danger\\_of\\_a\\_single\\_story?language=en](http://www.ted.com/talks/chimamanda_adichie_the_danger_of_a_single_story?language=en)
- Cultural Training Resource for Study Abroad:  
<http://www2.pacific.edu/sis/culture/>

## HOUSING

### Return to On-Campus Housing

Students returning from semester and year programs should contact the Office of Residential Life to make the process as smooth as possible to return to Res Life assigned housing. Refer to their website for instructions, procedures, and timelines, which often change year to year. Prior to going abroad, if you did not live with Res Life, you are not eligible to participate in the Housing Selection Process. Your

contract will be accepted on a space available basis only after the regular selection process has closed. See the Res Life website for dates and deadlines.

### Off-Campus Housing

Students seeking off-campus housing should contact the appropriate housing service. WashU's Apartment Referral Service (ARS) is a great resource for researching short-term housing and sublets.

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# MAXIMIZE YOUR EXPERIENCE

## Career Planning

The key to career planning success is to make progress while abroad or even before you leave so that you can take action when you return. Most students have internships immediately following their semester abroad. Make sure to stay for the entire length of your study abroad program, including final exams. Discuss your study abroad dates with your internship company or meet with a Weston Career Advisor to discuss any concerns you may have in navigating that conversation.

- Be mindful of recruiting timelines and graduate/professional school application deadlines.
- Consider the demands of LSAT/MCAT/GRE testing, applying, and interviewing.
- Many deadlines for nationally competitive scholarships and fellowships land early in the fall semester.
- Stay in touch with your Career Advisor while abroad.

### Suggested Resources:

- Impact of Education Abroad on Career Development:  
[http://www.aifsabroad.com/advisors/pdf/Impact\\_of\\_Education\\_Abroad1.pdf](http://www.aifsabroad.com/advisors/pdf/Impact_of_Education_Abroad1.pdf)
- Marketing Study Abroad: How to Sell Your Overseas Experience to Employers:  
[http://www.transitionsabroad.com/publications/studyabroadmagazine/2006Fall/marketing\\_your\\_study\\_abroad.shtml](http://www.transitionsabroad.com/publications/studyabroadmagazine/2006Fall/marketing_your_study_abroad.shtml)
- Showcasing Study Abroad on your Résumé:  
<https://www.studyabroad.com/resources/showcasing-study-abroad-on-your-resume>
- General and Study Abroad Related Skills:  
<http://allabroad.us/reasons-career-development-tools.php>

## While Abroad

INTL 300B, Applying International Experiences, is a 0.5 credit hour course required of all students who participated in an Olin semester abroad program which focuses on maximizing your immersion with the host culture as well as information on how to articulate transferable skills.



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## REQUESTING AND PROCESSING ABROAD TRANSCRIPTS

Before credits taken abroad can be officially brought into a student's academic record, Olin Global Programs must have a copy of the official transcripts. Please note that receiving official transcripts can take some time, and students should ask their host university if transcripts are sent automatically to WashU or if they will need to be requested. If transcripts do need to be requested, it is recommended that you do this immediately after your term abroad ends. Official transcripts must be sent directly to the Olin Global Programs Coordinators from the host university. Transcripts cannot be accepted if submitted by students.

Process to verify and award credit |

1. Obtain course evaluations/equivalencies, preferably prior to departure.
2. Request your transcript to be sent to your Global Programs Coordinator.
3. Upon receipt of transcript, Global Programs Coordinators compare your transcript against all pre-approved courses. If courses have not been evaluated prior to receipt of the transcript, processing will be delayed.
4. Global Program Coordinators confirm that all courses are passed with a grade of C or better (some departments require higher scores).
5. Global Programs Coordinators submit a Credit Transfer Memo to the Registrar who will remove your placeholder and add the courses and equivalencies to your WashU record.

Requesting transcripts from Study Abroad | If you need an original transcript with credits and grades earned while abroad, this can be requested from the program sponsor or host university directly. Authenticated copies can be requested from Global Programs.



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## ADDITIONAL RESOURCES

### Helpful Websites

In addition to the links and resources provided above in the handbook or on the Global Programs website, we also suggest you consider visiting the follow websites as a starting place for your independent preparation.

Olin Global Programs | <https://olinwustl.campusgroups.com/bsbaglobal/about/>

Study Abroad Portal | <http://sa.wustl.edu>

Department of State Smart Traveler Enrollment Program | <https://step.state.gov/step/>

Department of State Students Abroad | <http://studentsabroad.state.gov>

GeoBlue Insurance | <https://geobluestudents.com/for-students-members>

International SOS | <https://www.internationalsos.com/> membership number: 11BSGC000032

Department of State Voting Abroad | <https://travel.state.gov/content/passports/en/abroad/legal-matters/benefits/voting.html>

Currency Converters | <http://www.xe.com> or <https://www.oanda.com/currency/converter/>. The Travelex currency convertor offers additional estimates on how much money you should anticipate budgeting, based on your personal spending habits and itinerary. <https://www.travelex.com/currency-converter>

General Study Abroad websites with articles of interest | <http://www.diversityabroad.com> and <http://www.studyabroad.com>

Using Cell Phones Abroad | <http://www.diversityabroad.com/study-abroad/articles/using-mobile-phone-messaging-apps-abroad>

How to Call Abroad | <http://www.howtocallabroad.com/>

CityMaps2Go | A cell phone app that allows you to download the map for a city and save it to be used offline – great for when you don't have Wi-Fi!

The Rough Guides Travel Books | <https://www.roughguides.com/>

Culture Crossing Guide | Learn basic customs and social forms while getting to know your host country's unique culture | <http://guide.culturecrossing.net/index.php>

Saving money while abroad | <https://www.studyabroad.com/resources/studying-abroad-and-saving-money>

Therapist Assisted Online Resources: <https://students.wustl.edu/therapist-assisted-online/>

## General Checklist

In addition to the checklists provided above in the handbook, we also hope that you consider the following ideas and suggestions as you prepare for a successful study abroad! Use these checklists to keep track of your process. Many of the items in the checklist have additional guidance above in the handbook and the Global Programs website.

**Program specific timelines will be given to students upon admission.**

### Program Inquiry

- Review eligibility requirements and maintain a strong G.P.A.
- Apply for or renew your passport.
- Explore the Olin Global Programs website and the Study Abroad Portal (sa.wustl.edu).
- Meet with a Global Program Coordinator, Global Ambassadors, attend an information session, and visit our Spring Study Abroad Fair.
- Narrow selection down to one program. Consider location, duration, language of instruction, academic or course content, and cost. What type of support and facilities will your host program offer? Will you want a more independent program or will you need more support upon arrival? When is the approximate end date and how might that interfere with an internship? Understand that most exchange programs require a high level of independence and self-discipline.
- Meet with your four year advisor to discuss integrating study abroad into your degree plan. It is often easier to find courses abroad when you are more flexible.
- Plan a budget and start saving. Research external scholarships.
- Your interview for study abroad starts now. Respond to any emails in a professional and timely manner.

### Application Process

- Review deadlines and complete the application. Submit all materials **prior to** the application deadline.
- If you have questions about financial assistance or will require a loan, schedule an appointment with Student Financial Services.
- Get organized. Upon acceptance you will be completing more paperwork, so it is important to stay organized and keep copies of all documents.
- Some programs require an interview prior to acceptance. If an interview is required, you will be contacted once all application materials are received to arrange an interview with the Global Programs staff. Internship programs also require interviews – both by Washington University or a designated official, **and** the internship company. Keep in mind that admission to an internship program may occur prior to interviews, which may be ongoing up until departure.
- Spend time researching differences in culture and customs.
- Explore your selected programs in greater detail. Familiarize yourself with their campus, student organizations, departments and course selections. “Like” the universities on Facebook and find their YouTube channel to learn more about their offerings.

### Upon Acceptance (5-6 Months in Advance)

- Review, sign, and return all acceptance materials prior to the deadlines.
- Students participating on programs at partner institution must also complete a secondary application to the partner institution. Instructions will be emailed to you either directly from the partner school or from your Global Programs Coordinator. Complete and return application for a foreign university, if applicable. You may not receive this until 3-5 months prior to departure.

- ❑ Begin researching the visa process. See information in this handbook for guidance. Even though you may need to wait until closer to departure, the visa process can be long and complicated.
- ❑ Review the housing options and methods of payment for your program. Often overseas universities have limited housing and require that you apply months in advance of attendance. If housing is guaranteed through your program, you are required to participate in the guaranteed housing.
- ❑ Obtain course equivalencies for what you hope to take while abroad. This is extremely important in order to ensure proper credit transfer and compliance with university and department graduation requirements and scholarship disbursement. Information on the process is online and above.
- ❑ Enroll in INTL 300A, Planning for International Learning.
- ❑ Check to see if any immunizations are necessary and make arrangements to start those 2-3 months before departure.
- ❑ Determine whether or not it is necessary to schedule an appointment with your physician to discuss any medical concerns you may have while abroad.
- ❑ If necessary, arrange for any relevant medical records to be sent to your study-abroad program.
- ❑ Complete any financial aid documents. Educate yourself on disbursement amounts, dates, etc.
- ❑ Spend time familiarizing yourself with the Department of State Students Abroad website and follow any recommendations they may have that apply to you: <http://studentsabroad.state.gov/>
- ❑ Consider purchasing travel insurance that will cover lost luggage, flight cancellation, or if you are sick and have to cancel your program.

## 3-5 Months in Advance

- ❑ Apply for a visa. Follow the instructions on the host country's consulate page for instructions.
- ❑ Attend INTL 300A or other orientation programming.
- ❑ Research bank and credit card processes and fees.
- ❑ Cancel your housing contract by any dates set forth by Res Life or your housing agency.
- ❑ Consider purchasing the International Student Identity Card, ISIC.
- ❑ Watch your grades and on campus conduct. Maintain a healthy G.P.A. amid your preparations.
- ❑ Familiarize yourself with the laws, legal system, and political landscape of your host country. If you don't already speak the language, take time to study basic phrases. "Please" and "thank you" and making an attempt to speak the host language may get you a lot further than you may think.
- ❑ Spend as much time as possible reviewing and re-reading all the details from your host institution. Explore their website and familiarize yourself with registration procedures, housing contract details, etc. Also find out what type of clubs, sports, or buddy programs they may have.
- ❑ Use google maps, any medical portals, and the internet to familiarize yourself with the area as best you can. Locate grocery stores, school buildings, medical centers, and other important landmarks in relation to your school or housing prior to departure.
- ❑ Learn about "Cultural Adjustment" or "Culture Shock" and ways of managing difficulties while abroad. Understand that anxiety, depression, and frustration are common symptoms of culture shock.
- ❑ Research and book your flight. Wait until dates have been confirmed and you have been admitted to the host university. Once you've booked your flight, log the itinerary in your Study Abroad Portal.

## 1-2 Months in Advance

- ❑ Contact your financial institutions to let them know you'll be travelling. See "Money Matters" above.
- ❑ Stock up on any prescription drugs and have a doctor's note to authorize their use (and refills). Make sure this includes their generic name. Make sure that your prescriptions are considered legal in the host country. Also stock up on any contact lenses. See "Traveling with Medication" above.
- ❑ Spend time familiarizing yourself with the Study Abroad insurance website and resources. You don't want the first time you're using the website to be sick while you're abroad.
- ❑ Consider giving Power of Attorney to your parents/guardian/family for financial and legal matters.

- ❑ Ensure that your passport and visa are in your hands or on their way.
- ❑ Make an Emergency Contact card for your wallet.
- ❑ Obtain a small amount of local currency to take with you.
- ❑ Make arrangements to have someone check your mail and or have it forwarded. Set up automatic payments or direct withdrawal for any bills that you may have while abroad.
- ❑ If you'll be gone from January to April, don't overlook your tax documents.
- ❑ Register to vote absentee if you'll be abroad during state or national elections: [www.fvap.gov](http://www.fvap.gov).
- ❑ Determine the necessary steps that may be required of your visa upon arrival. Do you have to report to the police or are there other steps?
- ❑ Meet with your four year advisor and/or Global Programs Coordinator to address any final concerns.

## 1-2 Weeks in Advance

- ❑ Register your travel plans with the US Department of State through their STEP program.
- ❑ Register your travel plans with International SOS.
- ❑ Make sure to have printed your ISOS and GeoBlue Insurance Cards. It is important to keep your insurance cards in your wallet at all times and have a second copy safe in your place of residence or with your emergency contact.
- ❑ Prepare a small travel file to hold your important documents: passport, plane ticket, insurance, emergency contact numbers, medical records, directions for when you arrive in your host country, and name and office number of your host and home coordinator. Being prepared for where you are going upon arrival will help relieve your first-day jitters.
- ❑ Bring a gift for your host family if you're staying with one. If you're staying in a dorm, it still won't hurt to bring a small gift for someone who ends up helping you out quite a bit.
- ❑ Make multiple copies of all important documents – leave one with your family and keep one for yourself.
- ❑ Print out a copy of this checklist to take with you and refer to while abroad.
- ❑ Familiarize yourself with TSA and airline luggage guidelines prior to packing.
- ❑ Explore cell phone plans or SIM card processes.
- ❑ Confirm your flight.
- ❑ Focus on getting rest and preparing yourself mentally. Spend time resting, eating healthy, and building up your immune system for travel.
- ❑ Get excited! You're worked so hard and the time is finally here. Enjoy every minute!

## Departure Day

- ❑ Arrive at the airport well ahead of time. If the plane is delayed & someone is going to pick you up, let them know about it!
- ❑ Try to avoid jetlag by drinking plenty of water and not overindulging. Acclimate yourself to the time zone in which you've landed by not napping and staying awake until close to your new normal bedtime in the local time zone.

## Upon Arrival

- ❑ Call your parents and family members to say you've arrived safely. Let them know your orientation week schedule so that you may arrange any specific times to catch up.
- ❑ Attend all orientation meetings, excursions, and other events offered by your program.
- ❑ Avoid making disparaging comparisons. Study Abroad can be uncomfortable, and comparing cultures and surroundings can often bring you down! Not having a microwave isn't so bad – you'll learn to how cook authentic food in no time! Allow yourself time to settle in. Being abroad may not be everything you dreamed of on the first day or even the first few weeks you are there. It takes time to get adjusted.
- ❑ Registering for classes while abroad can be one of the most frustrating experiences upon arrival. Be patient and flexible and do your best to work with the coordinators and faculty abroad to find the best choices for you.
- ❑ Make sure that you maintain full-time status by both WashU standards and the standards of the foreign institution. Remember that you are in an entirely new academic system so the credit hours may not be the same. Remember, you must be enrolled in 12 US Credit Hours minimum.

- ❑ If you have any problems while abroad, make sure to communicate those with the host coordinator - they are there to help! Keep us up to date with any concerns that you may have.
- ❑ Expect to have both good days and bad when learning to overcome culture. Understand that culture shock is normal and that you are not alone in how you feel. If this does not go away, make contact with a student counselor, your host coordinator, or medical insurance provider.

## While Abroad

- ❑ Read the “Abroad” section on the Olin Global Programs website.
- ❑ Upon arrival you will be prompted to complete a Course Equivalency Questionnaire.
- ❑ Keep in touch with your Global Programs Coordinator and four year advisor. We are always eager to hear how your program is going.
- ❑ If you are staying for the entire academic year, you will need to register for your second semester through WebSTAC. Your Global Programs Coordinator will email you registration instructions/permission numbers as soon as they are available. Do not delay in registering.
- ❑ Keep all course related materials, including syllabi, assignments, tests, papers, etc. and any other materials provided to you by your host university.
- ❑ Log any side travel in your Study Abroad Portal under “Itinerary Record.”
- ❑ Complete all academic requirements of INTL 300B.

## Preparing to Return

- ❑ Turn in all required assignments and take final exams at your host university.
- ❑ Arrange for your transcript to be sent to your Global Program Coordinator.
- ❑ Bring anything that will help you obtain course approval in case there are questions about the content of a course, or you did not have the class evaluated prior to departure.
- ❑ Register for your next semester at WashU. Your four year advisor will email you close to your registration dates.
- ❑ Make arrangements for housing upon return.
- ❑ Ship home whatever you can't bear to part with or doesn't fit in your suitcase.
- ❑ Confirm your airline reservations 48 hours prior to departure.
- ❑ Take all those pictures you've been meaning to take of your host university, city, and friends (WashU hosts an international photo contest in the Spring!)
- ❑ Read “Returnees” section on the Global Programs website.

## Upon Return

- ❑ Contact your host family and/or close local friends to say you've arrived back safely.
- ❑ Be prepared for reverse culture shock by reading articles on reentry. Find local restaurants or community organizations in the area and stay involved. Be patient with yourself and others.
- ❑ Stop by the BSBA Office to share your experience with the staff!
- ❑ Complete program evaluations and surveys.
- ❑ Consider volunteering to be a Global Ambassador and share your experiences with other students and incoming exchange students.
- ❑ Write an article for the Olin blog or submit your photos and videos from your term abroad.
- ❑ Follow up to make sure that your transcript has arrived and that your course equivalencies accurately reflect the courses you took while abroad.
- ❑ Update your resume to reflect your international experience and skills gained while abroad.