



MayX Media & Culture in Ghana

STUDY AWAY STUDENT HANDBOOK



FURMAN

Rinker Center for Study Away
and International Education
studyaway.furman.edu

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PLANNING STUDY AWAY

Study away may have been an option you have considered ever since a Furman admissions counselor mentioned our programs at a college fair. Perhaps a foreign language course at Furman piqued your interest in experiencing the culture and living language of that country. Whatever your motivation, this handbook is designed to help you prepare for and navigate your way through the study away process. It's important to remember that studying away is *your* experience: you'll get out of it what you put into it.

Furman offers a wide range of study away options:

- Semester, Summer, or May Experience faculty-led programs
- Furman's Japanese exchange programs
- Furman's affiliate programs, which are coordinated by other universities or providers
- Take a leave of absence to participate in a study abroad program not offered by or affiliated with Furman.

Consider some of the following questions:

- Do you want to study away for an entire semester, or is a short-term program a better fit?
- What courses/graduation requirements do you need to take while you are away?
- Do you prefer to study in a developed or developing country?
- Would you like a destination where English is primarily spoken or would you prefer to be immersed in or exposed to another language? While English is a global language, some cities/countries have limited English-speakers.
- Would you thrive under a guided or a more independent experience?
- Do you want a traditional classroom setting? An internship? Field Experience?

To Get Started

- Check out the [list of study away programs](#). Some programs are offered every year, while others may be offered on rotation.
- Review the estimated costs for your programs of interest focusing on inclusions and exclusions.
- Request a meeting with a staff member in the Rinker Center.
- Keep an eye on the Rinker Center for Study Away and International Education website for program-specific information sessions offered by faculty directors and coordinators.

STUDY AWAY PROGRAMS



Kirby Funt \ Furman in China

At Furman, the Rinker Center for Study Away and International Education supports and advises students interested in faculty-led, affiliate, and exchange study away programs through our annual Family Weekend Study Away Fair, Study Away Information Sessions, individual advising sessions, pre-departure orientations, and returnee events.

For further information and resources, please visit studyaway.furman.edu.

Types of Programs

Furman's faculty-led study away programs represent engaged learning at its finest: students and professors critically explore their destinations together. Furman also offers study away opportunities through select affiliate and exchange partners for students who prefer to travel more independently.

Faculty-Led Study Away Programs

Furman faculty members design courses to be delivered overseas or domestically away from campus. Some Furman study away programs are offered every year, while others are offered in alternate years. Occasionally faculty members propose entirely new programs. Furman offers two faculty-led program designs: semester study away and MayX/Summer programs.

May Experience & Summer Faculty-Led

- **Application Procedure:** Students apply for MayX/Summer faculty-led study away programs through Furman's competitive application process. The program directors for each program read and deliberate on student applications, so it is advisable for students to tailor their application toward the specific program for which they are applying.
- **Cost:** The cost for faculty-led May Experience programs varies greatly because students are billed the actual cost of participation including flights, lodging, some meals, and group excursions & activities.
- **Furman Financial Aid and Scholarships:** Students with demonstrated financial need are encouraged to apply for a Study Away Scholarship at the same time they apply for these programs. To be eligible, you must have a FAFSA on file. Students are unable to use their semester-based aid towards the cost of a MayX or Summer program.

Semester Study Away Programs

- **Application Procedure:** Students apply for semester faculty-led study away programs through Furman's competitive online application process, which includes: application questionnaires, an individual advising requirement, an interview with a faculty director/program coordinator, and a check of Furman references. The program directors for each program read and deliberate on student applications, so students should tailor their applications to this audience.
- **Cost:** The cost of most Furman faculty-led semester programs is equivalent to tuition, room and board on campus, plus a \$1,000 study away fee. Included in this price are course credits all-in country program-related travel, international insurance, and room & board away from campus. All other costs including airfare, visas, and meals not covered are the student's responsibility.
- **Furman Financial aid and scholarships:** Federal, State, and Furman aid can be applied towards Furman faculty-led semester study away programs as if the student was on campus. Students with demonstrated financial need who have a FAFSA on file may apply for a Study Away Scholarship.
- **Credits & Transcripts:** Most students earn 15—18 credit hours. Upon successful completion of the program, the student's Furman transcript will be updated to reflect a student's coursework and grades. Some of these courses may count as major and/or GER credit. Grades received from foreign instructors will appear as transfer credit and are not be calculated into the Furman GPA.

Furman Japanese Exchange Programs

Furman University facilitates reciprocal exchange programs between three Japanese institutions:

Kansai Gaidai University | Waseda University | Seinan Gakuin University

- **Application Procedure:** Students apply for these exchange programs through Furman's competitive online application process, which includes: application questionnaires, an individual advising requirement, an interview with the exchange program coordinator, and a check of Furman references. Once a student is approved by Furman and nominated to the partner institution, the student will need to complete an application directly to and be accepted by the exchange university according to the program deadlines.
- **Cost:** Students are billed for Furman tuition plus a \$1,000 study away fee. Depending on the exchange agreement, room and board may also be billed by Furman (in which case the rates are the same as on campus), or students will select a room and/or board option provided by the exchange university and pay these costs directly to the host university. All other costs including airfare, visas, and meals not provided are the student's responsibility.
- **Financial Aid and Scholarships:** Federal, State, and Furman aid can be applied towards Furman Exchange study away programs as if the student was on campus. Students with demonstrated financial need who have a FAFSA on file may apply for a Study Away Scholarship. Students may also be eligible to apply for scholarship through the host university.
- **Transfer Credit:** Students who participate in exchange programs must obtain pre-approval for the anticipated courses to transfer in to Furman by completing a transfer credit authorization form the semester before departure. Please refer to the [Academics section](#) for additional information.

Furman Affiliate Programs

Furman University maintains relationships with several affiliated study away providers and institutions offering a variety of academic disciplines or destinations outside of our faculty-led programs. Affiliate programs provide benefits to Furman students such as fee waivers, reduced tuition, selection priority, streamlined application process, and additional advising assistance. Currently, Furman's affiliate programs are:

UGA: Art in Cortona, Italy

CIMBA, Italy (Business)

DIS: Stockholm & Copenhagen

TEAN: Bond University, Australia

Budapest Semester in Math, Hungary

CYA: College Year in Athens, Greece

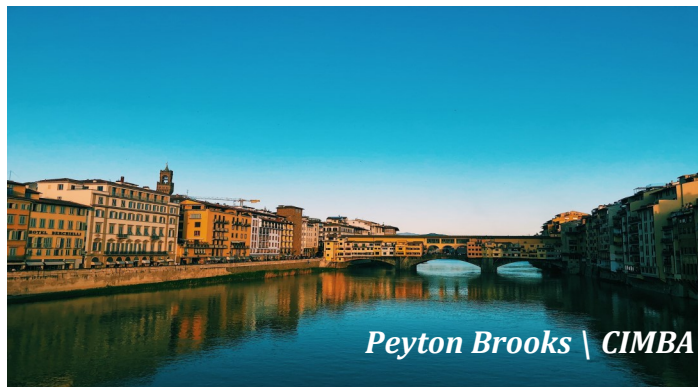
TEAN: University of Newcastle, Australia

TEAN: University of Otago, New Zealand

- **Application:** Students apply for these affiliate programs through Furman's competitive online application process, which includes: application questionnaires, an individual advising requirement, an interview with the affiliate program coordinator, and a check of Furman references. Once a student is approved by Furman, the student will need to complete an application directly to and be accepted by the affiliate program according to the program deadlines.
- **Cost:** Students are billed for Furman tuition plus a \$1,000 study away fee. Depending on the affiliate agreement, room and board may also be billed by Furman (in which case the rates are the same as on campus), or students will select a room and/or board option provided by the provider and pay these costs directly to them. All other costs, including airfare, visa fees, meals not provided by the program, and School of Record fee, are the student's responsibility.
- **Financial Aid and Scholarships:** Federal, State, and Furman aid can be applied towards Furman affiliate semester study away programs as if the student was on campus. In order to apply eligible federal and state aid to their affiliate program, accepted students must complete a **Furman Consortium Agreement**, have it signed by Furman's Financial Aid office, and sent it to the affiliate program's billing office. Students may also be eligible to apply for scholarship through the affiliate program.
- **Transfer Credits:** Students who participate in affiliate programs must obtain pre-approval for the anticipated courses to transfer in to Furman by completing a **transfer credit authorization form** the semester before departure. Please refer to the [Academics section](#) on transfer credits for additional information. Students must obtain a Transcript from a U.S. School of Record from their program.



Anne Galloway \ Venice, Italy



Peyton Brooks \ CIMBA

Non-Furman Study Away Programs

Students interested in non-Furman study away programs during the semester should meet with a Study Away Advisor as early as possible to discuss their options. Students must take a Leave of Absence from Furman to participate in a non-Furman program.

- **Application:** Students must meet with a study away advisor and their academic advisor for approval to participate in a non-Furman semester program. Students must be approved for a **Leave of Absence** by the associate academic dean. Once a student is approved, the student will need to complete an application directly to and be accepted by the non-Furman program according to the program deadlines.
- **Cost:** The cost of non-Furman programs varies by organization, institution, and destination. Students taking a leave of absence to participate in a non-Furman semester program work directly through the study abroad provider and are not billed by Furman for their semester away.
- **Financial Aid and Scholarships:** Students will NOT be able to use their Federal, State or Furman aid on non-Furman programs. Students may also be eligible to apply for scholarship through the non-Furman program.
- **Transfer Credit:** Students who participate in non-Furman programs must obtain pre-approval for courses completed in a country that has a Level 3 U.S. State Department Travel Advisory. No credits will be accepted from a Travel Advisory Level 4 country. (www.travel.state.gov). To have the anticipated courses to transfer in to Furman by completing a **transfer credit authorization form** the semester before departure. Please refer to the **Academics section** on transfer credits for additional information. Students must obtain a Transcript from a U.S. School of Record from their program.

***Students participating in a non-Furman program should be aware that the **Final 28 credits** towards graduation MUST be earned through Furman courses. ***

Searching for Non-Furman Programs

The links below are search engines and portals leading to a variety of study abroad programs, some of whom have purchased paid advertising to be listed on the sites below. Furman has not vetted these programs for academic quality or health and safety.

[British Council](#)—Applications, information, and scholarships to study abroad in the U.K.

[Diversity Abroad](#)—A study abroad resource site geared toward underrepresented students.

[GoAbroad.com](#), [StudyAbroad.com](#), & [GoOverseas.com](#)—Searchable databases of study, work, intern, teach and volunteer abroad programs as well as information on all other products related to traveling abroad.

ACADEMICS

Key Takeaways

- Study away courses support and enhance Furman's liberal arts curriculum.
- Some faculty-led programs allow you to fulfill General Education Requirements (GER's)
- Most programs allow you to earn major/minor credit.
- Students participating in semester or year-long study away will be awarded four (4) CLP credits.
- Check the study away [website](#) for current course offerings.

Awarding of Credit

Most semester study away programs allow students to earn 15—18 credit hours. Some Faculty-led programs may include a combination of courses taught by Furman faculty and courses taught by local experts at a host institution abroad. In most cases, students on these blended programs still enroll in four courses, typically earning 16 credits.

Students enrolling in exchange and affiliate programs usually enroll in the equivalent of 12-18 credit hours, but the exact number of credit hours may vary depending on the courses selected. Transfer credit is awarded for all courses that are successfully completed and pre-approved through Furman's [transfer credit authorization form](#).

Participants in a May Experience program earn two Furman credits. Credits for summer programs vary depending on the nature and duration of the program.

Furman Credit

All credits and grades earned from courses taught by a Furman faculty member on a faculty-led study away program are granted on the same basis as those earned on campus. Grades for these courses are factored into the Furman GPA. Furman courses that carry GER credit or that count towards a concentration or a departmental major will be displayed in the Furman course catalog.



Study Away in Costa Rica

Transfer Credit

Study away courses that are not taught by a Furman faculty member, may be awarded as ***transfer credit***. To be eligible for transfer credit, pre-approval must be obtained from the Enrollment Services. Courses must be directly equivalent to a Furman offering or otherwise fit into the Furman liberal arts curriculum to receive academic credit. Courses must also be obtained at an accredited institution, as determined by the Enrollment Services's office.

To seek pre-approval, students MUST complete a [Transfer Course Authorization form](#) once they have been admitted to their study away program. See the [Post-Acceptance](#) section in this handbook for instructions on submitting this form.

An official transcript from the host institution must be directed to the Enrollment Services's office immediately after the course has been completed. Students are responsible for making this request to the host institution. If a passing grade is earned (a grade of C- or better) for the pre-approved course, the credits will be transferred to Furman. Transfer credits will appear on the Furman unofficial transcript but the grades will not be calculated into a student's Furman GPA.

When applicable and with prior approval, transfer courses that are equivalent to a Furman course will carry the same GER credits that the Furman course would carry. Students seeking transfer credit towards their major must have their courses pre-approved by the Enrollment Services who will ask for course review and approval from the department chair.

Students should review the following regulations pertaining to transfer credit:

- No more than 20 credits completed in a semester elsewhere can be considered for transfer.
- Credit cannot be awarded for a course you have previously failed at Furman.
- Students on academic probation cannot earn credit through transfer.
- Because at least 60 credits must be earned through Furman courses, students may apply no more than 68 credits from any combination of institutions toward their degree.
- Students cannot transfer in the last 28 credits unless on an approved Furman study away program (Faculty-led, Affiliate, or Exchange program).

Seniors- The final 28 credits towards graduation must be earned through Furman courses. For most students, this means that study away through a non-Furman program is not an option in their senior year without successfully appealing this rule.

Cultural Life Program (CLP) Credits

Students participating in a semester or year-long study away program will be awarded four (4) CLP attendance credits, since they typically take part in similar programs during the course of their study away program. Four (4) CLP attendance credits are awarded per semester of study away, provided that the student successfully completes a minimum of 12 credit hours. CLP attendance will be credited to the student record at the conclusion of the semester away, and on receipt of the student's grades or transcript. No CLP event attendance is credited for participation in May Experience or summer study away programs.



Course Information and Registration

Faculty-led, affiliate, or exchange programs

Once confirmed into a study away program with the Study Away Office, students participating in a faculty-led, affiliate, or exchange program will be automatically enrolled in a **placeholder course** by Enrollment Services for the term in which they will be abroad. These students do not need to participate in the online course selection process for the semester in which they will be studying away. Students cannot be registered for the Study Away placeholder if there is a **hold** on their student Workday account.

Students participating in a Furman exchange program or an affiliate program need to follow the procedures to obtain pre-approval from Enrollment Services for their intended courses abroad mentioned in the [Academics section](#). When all grading for the program courses is complete and the Enrollment Services has received the final grades from the Furman faculty member or an official transcript from the university sponsor, the individual courses each student completed and a final grade or credits received for each course will be posted on their advising transcript at Furman in lieu of the placeholder course. Student's on an affiliate program are responsible for the cost of obtaining an official transcript with an accredited School of Record. Students participating on affiliate, exchange, and non-Furman programs will sign-up for their classes with their provider institution's advisor and online portals. For more information on how to sign-up for classes on affiliate or exchange programs, please reach out to the provider directly.

Leave of Absence programs

Students taking a leave of absence to participate in a non-Furman program should follow the procedures to obtain pre-approval from Furman's Enrollment Services for their intended courses abroad, including completing the [Transfer Course Authorization form](#) prior to committing to any particular program to confirm that their intended courses will be accepted at Furman. Students who have not yet been accepted into a non-Furman program or have not decided whether to participate in a non-Furman study away program by the on-campus course selection process for the semester in which they will be studying away should register for courses on campus as usual. Once their study away plans are finalized, students are required to take a **Leave of Absence (LOA) for Study Away**. Study Away will notify Academic Affairs that you are considering a LOA once you have completed both the Non-Furman Study Away Program application and the program application through the provider or host institution where you plan to study away (and have received official acceptance). Students should update their Furman study away application upon receipt of official admissions notice. Once approved for the LOA, students will be withdrawn from their previously selected courses for on-campus study.

Overloading

Students may NOT enroll beyond the standard course load expected for the specific study away program without prior approval. Some faculty-led study away experiences require students to reside on campus for a portion of the semester, before and/or after the travel portion of the experience is complete. Student participants in these study away experiences may not enroll for any type (credit bearing or zero credit) of on-campus instruction without prior approval. Students permitted to register for an overload while enrolled in a semester study away program will be assessed tuition for any credits beyond the standard course load expected for the study away experience. Please also verify overloading rules with your host institution.

Independent Study

Students may NOT enroll for campus-based independent study courses while participating in any Furman-sponsored study away experience.

Internships

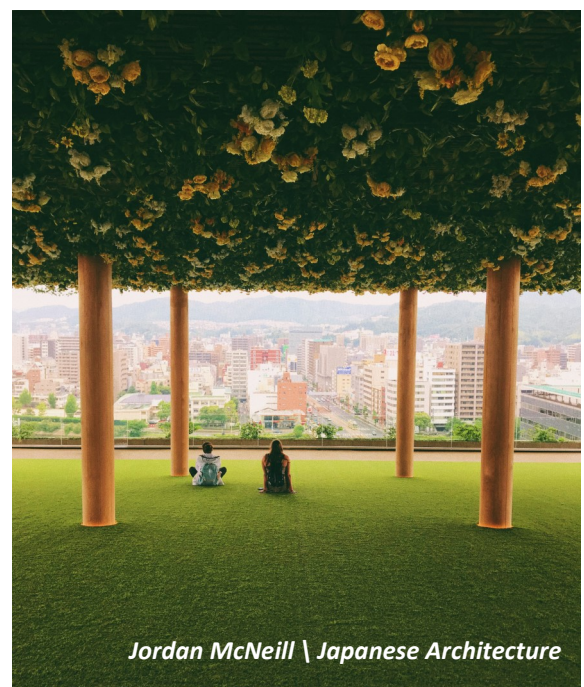
Students participating in faculty-led internship programs will receive academic credit for the coursework associated with the internship. Students on affiliate or non-Furman programs may do an internship, with credit evaluated on a case-by-case basis. For more information about receiving credit for an internship on an affiliate or non-Furman program, please make an appointment with the Chair of your major department.

Pass/No Pass

Study away courses are NOT allowed to be taken through Furman's pass-no pass grading option. In rare cases where there is a compelling reason for offering a study away course as pass/no pass, exceptions may be requested by the faculty program directors and will be granted only with the approval of the Associate Academic Dean and the Study Away Office.



Kate Causey | Botswana



Jordan McNeill | Japanese Architecture

FINANCES

With careful planning, studying away is usually within financial reach for most students. The real cost to students varies greatly between programs. You should inquire with the program director or coordinator about the total program cost and any additional expenses (airfare on semester programs, visa fees, required vaccinations, meals not covered by the program, etc.). On any program, you should plan to have contingency funds available in case you run into unexpected travel dilemmas, medical issues, or other expenses while abroad.

Financial Aid & Scholarships

Financial aid and scholarships can help to bring down the overall cost of a program, but students need to review the types of study away programs and eligible types of aid carefully. Furman scholarships and financial aid packages can be applied toward some types of programs but not others. The following chart may be used as a guide:

	Eligibility for Furman study away specific aid		Applicability of general financial aid package towards total program cost		
Program Type	Study away scholarship	Short-term loan*	Furman aid	Federal / State aid	Third-party aid
Furman faculty-led semester study away	YES	YES	YES	YES	Check with funding source
Furman faculty-led May Experience	YES	YES**	NO	NO	Check with funding source
Furman affiliate program	YES	YES	YES	YES***	Check with funding source
Furman exchange program	YES	YES	YES	YES	Check with funding source
Non-Furman program (leave of absence)	NO	NO	NO	NO	Check with funding source

* Students accepted to a Furman study away program are eligible for a short-term, interest-free loan of up to \$2,000. The loan must be repaid within one year of the program end date or separation date from Furman, whichever is sooner. Contact the [Financial Aid Office](#) for details.

** Graduating seniors are not eligible for the interest free loan for MayX programs.

*** In order to apply federal and state aid to affiliate programs, students must complete a **Furman Consortium Agreement Form**.

Scholarships

Furman Study Away Scholarship

Students who intend to participate in a faculty-led program, affiliate, or exchange program may apply for the **one-time, FAFSA need-based Study Away Scholarship**. Awards granted through Furman's study away scholarship program vary in their amount and are decided by a committee based on that year's available aid and the applicant pool. The study away scholarship application period generally coincides with the study away program application period. Additional details are available on the study away website at studyaway.furman.edu.

External Scholarships

Some organizations offer scholarships specifically designed to support students pursuing study away. Remember that application deadlines vary and that some of the applications require recommendation letters, so planning ahead will be especially important. Here are some places to begin your search:

External

- [**Benjamin A. Gilman International Scholarship**](#), for students currently receiving Pell grants
- [**Rotary International Ambassadorial Scholarships**](#), through your local Rotary club
- [**Freeman-ASIA Awards for Study in Asia**](#), for students on their first program to East or South-east Asia
- [**Critical Language Scholarships for Intensive Summer Institutes**](#), for participants in language-intensive programs covered by the U.S. National Security Language Initiative
- [**Diversity Abroad Scholarships**](#), database for scholarships that promote diversity in study abroad

Affiliate Program Scholarships

- [**The Education Abroad Network \(TEAN\)**](#)
- [**CIMBA**](#)
- [**DIS Abroad**](#)
- [**College Year Athens \(CYA\)**](#)
- [**UGA Cortona**](#)

You should also take initiative and do your own research to see what other study away scholarships may be available through your academic department, clubs, and national organizations.



Creative Funding Ideas

Get creative with funding your study away program! Utilize your network to garner financial support for your study away experience.

Consider online crowdsourcing platforms - The key to effective crowdsource funding is to deliver a clear and compelling story. Videos, photos and articulating your purpose in traveling will help to convince others to support you. Be sure you know the terms of the site you choose. Check out [Fund My Travel](#), which is specifically geared toward educational travel, [GoFundMe](#), or [GoGetFunding](#).

Host a fundraiser - Are you an artist? Host an art show to raise money for your plane ticket. If you're a great cook, host a theme night featuring cuisine from the country where you're headed and ask for donations. The possibilities are endless, but the key is to focus on your skills to bring in the money.

Consider affordable locations - Everyone wants to go to London, Paris and Tokyo, but what about Budapest, Prague, or Bangkok? Locations off the beaten path typically have a lower cost of living. Check out where your destination ranks through online cost of living comparisons.

Write a letter - Similar in function to crowdsource funding, letter writing can reach a different audience, like neighbors, grandparents, or former employers. Even better, send a letter and provide a link to your online crowdsourcing platform to make giving super easy. Provide another option for payment, like sending a check. Think broadly about who you can send your letter to.

Save your money - Start a savings account just for travel or study abroad. If you have a job, you can also set up an automatic transfer directly into the account. Setting your money aside in a designated account helps you reach your saving goals. Ask for monetary birthday or holiday gifts to add to the account.

Bonus tip: *Be transparent, have a purpose and give back* - Remember, that typically gifts to an individual are not tax deductible; however, the clearer your purpose in traveling, the more compelling your story will be to others you are asking for support. Finding ways to say thank you goes a long way.

Financial Agreements

Each program will have a financial agreement, which outlines deposit and payment deadlines, and the financial responsibility for that program. You'll find this information in your application portal once you are accepted to the program.

Billing for faculty-led, affiliate and exchange programs is done through Furman's billing system in WorkDay. Follow the schedule outlined in your financial agreement to find the amount and deadline for deposits, interim, and final payments. You may pay online or address all physical payments to Furman University. See the [Application Process](#) section for more information.



Kaeli Czosek\ Furman in Israel

APPLICATION PROCESS

Timeline and Deadlines

By October of each year, the Rinker Center for Study Away and International Education publishes a list of approved Furman study away programs and directors for the upcoming May Experience, Summer, and Semester terms. Study Away Program Directors typically hold program-specific information sessions in the fall. Email the specific program contact for details or check the [Study Away website](#) for dates of sessions and full academic-year offerings .

Late September/Early October: MayX, Summer, & Semester programs announced

Late October/Early November: Deadline to apply for MayX/Summer Programs & Scholarships

Mid-January: Deadline to apply for Fall and Spring programs & Scholarships

Students will apply through the online study away application system. Most programs ask students to identify how they will contribute to and benefit from the academic focus of the specific study away program and how they are prepared to engage in the study away experience. Because programs are competitive, students should treat the application with the same seriousness they would a job application.



Post-Acceptance Steps

Once students have been accepted into a study away program, they must confirm their intent to participate. Students participating in a Furman faculty-led, exchange, or affiliate program must submit a program deposit, financial agreement, and consent form by the deadline stated in the study away acceptance letter in order to secure their spot as a study away participant. To ensure academic credit and to document a student's enrollment in a non-Furman program, Furman requires the submission of certain additional forms for some study away programs.

The following chart summarizes the materials required by program type:

	PROGRAM TYPE			
Paperwork and Materials	Faculty-led	Affiliate	Exchange	Non-Furman
Financial Agreement	YES	YES	YES	NO
Program Deposit (payable to Furman)	YES	YES	YES	NO
Consent and Indemnity Form	YES	YES	YES	NO
COVID-19 Waiver	YES	YES	YES	NO
Transfer Course Authorization	NO	YES	YES	YES
Leave of Absence	NO	NO	NO	YES

Financial Agreement: For Furman programs, the Financial Agreement outlines the expected costs and payment schedule for your program, and will be provided to you through the application system once you are accepted to the program. Students and their financial sponsors, must sign this form to indicate their understanding of program costs. Typed signatures are not accepted. The form is available within the study away student's online portal.

Program Deposit: Each Furman program requires a non-refundable deposit to demonstrate the student's commitment to participate; this deposit is credited towards total program cost for faculty-led, affiliate, or exchange program. Study Away deposits may be made by physical or e-check, money order, or an online payment with a credit/debit card. Cash is not accepted. Checks should be made payable to "Furman University" and include the student's name, Furman ID number, and the name and term of the program on the memo line. Credit/Debit card payments can be made through the link stated on the Financial Agreement. Please note that additional fees will apply if paying with a credit card. Contact the Rinker Center for Study Away & International Education or Financial Services for details. The financial agreement and deposit should be submitted together to the Rinker Center for Study Away & International Education.

Consent and Indemnity Form: This agreement, signed by the student and their guardian, releases Furman from liability associated with the study away experience, and must be on record in the Rinker Center for Study Away & International Education before they can participate in any Furman study away experience. Typed signatures are not accepted. The Consent and Indemnity Agreement is available on the study away student's online portal.

COVID-19 Waiver: This agreement, signed by the student and their guardian, releases Furman from liability associated with COVID-19 and confirms that students will abide by all institutional and country policies regarding COVID-19 including vaccinations, testing/quarantine, and precautions. This form must be on record in the Rinker Center for Study Away & International Education before they can participate in any Furman study away experience. Typed signatures are not accepted. The COVID-19 Waiver is available on the study away student's online portal.

Transfer Course Authorization Form: As discussed in the [Academics section](#), this form is essential to earning academic credit for coursework completed on affiliate, exchange, and non-Furman programs. The form is available on the Enrollment Services' website. Once completed, students should make a copy of this form, and submit the original directly to the Enrollment Services' Office.

In addition to your planned courses, students should identify and include several extra courses on this form as a backup. This way they will already have pre-approval for alternate courses in case last minute changes (course cancellations, scheduling conflicts, etc.) occur. Students must include a course description (and syllabus if available), for each of their proposed transfer courses. All transfer courses that are pre-approved, but are not designated for GER or major/minor credit, will apply as general transfer credit hours on the Furman transcript.



Miaomiao Xu / Japan

PRE-DEPARTURE PREPARATIONS

The following section provides some helpful tips common to all study away programs, but the level and types of preparations you need to make will depend on your personal situation and program. On a Furman program, your faculty director or coordinator assists in planning your experience. Remember, however, that ultimately the responsibility for your experience rests with you.

Preparing to Be Away from Campus

Most administrative details related to your study away experience are addressed in the previous section; however, there are some other issues you should think about as you prepare for your experience.

Campus Housing for Students Participating in a Fall Study Away Program

A large part of your Furman experience is impacted by where you live on campus. Housing and Residence Life realizes that you might have some questions or concerns about what going on a study away program means for your campus housing.

As a Furman student you have four options to secure housing if you are studying away:

Reserve – Any student studying away during fall semester has the option to reserve a spring housing assignment by paying an extra fee equivalent to the cost of the room for the semester. By paying the extra fee, no other student can live in that space while the student is away. Students who wish to reserve a housing assignment must go through the normal lottery process this coming March. Students must state this intention prior to the lottery. This option will increase the semester cost significantly.

Guarantee – Any student studying away during fall semester has the option to guarantee a spring housing assignment by paying an extra fee equivalent to 75% of the fall housing rate. By paying an additional 75% of the room fee, the student is guaranteed to have that assignment for the spring; however, another student may be assigned to that location during the semester that the student is not on campus. Students who wish to guarantee a housing assignment must go through the normal lottery process this coming March. Students must state this intention prior to the lottery. This option will increase the semester cost.

Swap – Any student studying away during the course of an academic year will have the option to arrange a swap with another student studying away during the opposite semester that they are away at no additional charge. A swap is when a student studying away for the fall and a student studying away in the spring align their housing assignments together so that they are living in the same space during opposite semesters. Students who wish to swap should inform Housing and Residence Life prior to the lottery. The student living on campus during the fall should go through the normal lottery process. The student living on campus in the spring will automatically be assigned to the assignment secured through the lottery.

Housing Waitlist – Any student who is not reserving, guaranteeing, or swapping a housing assignment will be placed on the housing waitlist. The housing waitlist is a list of all students in need of a housing assignment for the following semester. Students on this waitlist will not receive a housing assignment until later in the Fall semester around Thanksgiving. Students should notify Housing and Residence Life prior to the lottery that they plan to enter the waitlist. This is the most popular choice among students.

If you are selected to participate in a study away program through Furman, you will be invited to a Housing meeting to review your options. In the meantime, please do not hesitate to contact the [Housing & Residence Life](#) with questions.

Course Registration While Abroad

Students who will be abroad during the course registration process, should take part in the online course selection process just as if they were on campus. Students will need to meet with their advisors virtually. Students are responsible for monitoring their Furman email and the Enrollment Services' website for the most accurate and up-to-date information about course offerings, timelines, and deadlines. Students should consult with their academic advisor prior to departure or via e-mail to complete the selection process.

If internet access may be unreliable or inaccessible during the three week registration period, students should complete the Registration Request Worksheet (PDF) available from the [Enrollment Services's website](#), and submit their requests by mail or email before the registration period begins.

Passports, Visas & Trip Registration

All international travel participants should review the entry requirements for their destination country on the U.S. State Department website (www.travel.state.gov) to obtain information related to obtaining a passport or visa. Students are responsible for complying with all passport and visa regulations and entry regulations for their destination country or countries. The study away office and the program director may be able to guide students in this process, but ultimately it is the student's responsibility to comply with these requirements.

Passport

Immediately upon acceptance to a study away program, you should apply for your U.S. passport if you do not have one. **Your passport must be valid for at least six months past your anticipated return date to the United States.** You should renew your passport if it will expire within six months of your travel end date, and begin researching your host country's entry requirements for U.S. citizens. All of these procedures can take some time to complete. United States citizens can review the passport renewal process via the [U.S. State Department's Passport Information page](#).

90 Day/Schengen Area vs. Student Visas

Many countries including the European Schengen Area (all of continental Europe and Ireland, excluding the United Kingdom), permit U.S. citizens a maximum stay of 90 days within a 180-day period. This affects Furman students who plan to participate in a European or same-country MayX or independent travel immediately prior to or after their study away program. For more information about the regulation, please see the [State Department's](#) website.

Students who are enrolled in study away programs lasting for more than 90 days will be required to apply for a student visa for that country. This will allow the students to stay in the sponsoring-country for the duration of their program, plus an additional 90 days as a visitor. Students participating in Study Away programs that last less than 90 days are not eligible for a student visa and must not exceed the 90-day stay. Students without a visa who wish to extend their travels should consider traveling to an area outside of the country's zone (i.e. traveling to the United Kingdom which is outside of the Schengen zone).

Students should understand the visa regulations when considering abroad opportunities, especially if you are seeking to study for two consecutive semesters/terms. The visa process can only begin 90 days before your departure date and it can take on average 6—8 weeks to schedule an appointment and receive a visa. To receive a visa, students often must handover their passports, meaning that travel outside of the United States is impossible during this time until you have received your passport and visa. **Students can only apply for a visa within their states where they have a valid student ID or residency card (i.e. Driver's License).** Students cannot apply for their visa in a different country if they do not have permanent residence. Students residing in the United States without legal permanent residence (LPR) must obtain advanced parole from USCIS before the program (this policy excludes F-1 students). It can take 3—5 months to receive an advance parole. For more information, please contact your immigration lawyer.

International Citizens—

Non-U.S. citizens should consult their F-1 Advisor/Sponsor regarding implications of study away on their U.S. visa status, in addition to should consulting their home country's government for information on visa requirements & application procedures for their anticipated host country. The cost of obtaining a visa is the responsibility of the student. The study away office and the program director may be able to guide students in this process, but ultimately it is the student's responsibility to comply with these requirements.

U.S. Citizens - Travel Registration

The Study Away office will register U.S. citizens participating in faculty-led programs with the U.S. State Department, which will then notify the U.S. consulate or embassy in your host country. If you are traveling on another program, you should register your travel plans and emergency contact information through the [U.S. State Department Smart Traveler Enrollment Program \(STEP\)](#). This registration will provide you access to travel alerts and other health, safety, and support services offered by the embassy to U.S. citizens.

Independent Travel

Students on faculty-led study away programs should discuss any plans for independent travel, before, after, or during the program with their faculty program director. The amount of time available for independent travel will vary greatly from program to program, depending on the duration of the program and the nature of the travel arrangements. A semester program based in a single city may allow more free time than a program that moves from city to city. Students wishing to travel separately from the group must notify faculty well in advance so that they can determine whether this can be accommodated within the group travel arrangements. Any charges incurred in excess of the group ticket price for alternate itineraries, flight changes or cancellations must be paid by the student. Students may not miss any part of the study away course in order to engage in personal travel.

Students are responsible for keeping their program directors informed of their whereabouts and how they can be reached at all times during the study away program. You should provide your program director, family, and/or friends a detailed itinerary and carry emergency contact information for your program director, the study away office, and your health insurance provider with you. Please also register your independent travel via our Travel Registry at studyaway.furman.edu.

Here are some useful travel resources:

- Travel Guides: *Lonely Planet*, *Rick Steve's*, *Frommer's*, *Fodor's* or *Let's Go*
- www.hostelworld.com, allows you to read reviews as well as look into prices, amenities, locations, and booking information
- RyanAir, Wizzair and EasyJet: discount air travel in Europe
- Train travel in Europe: <http://www.eurail.com/>

Health and Safety

Preparing to be Safe and Healthy Abroad

Like so many aspects of preparing for your study away experience, you should begin to think about health and safety long before you depart. Schedule a routine physical with your physician or the Furman Infirmary several months prior to travel to identify or address any conditions that might impact you during your program. If you're traveling overseas, particularly to certain regions, it is likely that you will need immunizations or other preventive medications as recommended by the U.S. Centers for Disease Control and Prevention (CDC). Check out the CDC travel health website for general tips and country-specific recommendations (<http://www.cdc.gov/travel>).

If vaccinations are recommended for your destination, or if you would like to have a travel health consultation, set one up *four to six weeks prior* to your departure.

Before you Go Checklist

- **Talk to your doctor and/or counselor** about any maintenance medications or ongoing healthcare you may need. It's important to develop a plan of action before you go abroad.
- **Leave a detailed itinerary with family or friends.** This will be invaluable in case they need to contact you in an emergency.
- **Leave a copy of your passport biographical-data page with a friend or relative in the United States.** If prompted to upload a copy of your passport within your online study abroad program application, be sure to do so. It is always easier to replace a lost or stolen passport if a copy is easily accessible.
- **Sign your 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.
- **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/content/passports/english/country.html> has useful safety and other information about the countries you will visit.
- **Do your research regarding any maintenance medications you plan to bring with you.** If you are required to take medications for medical conditions, make sure that you can bring your prescription medication with you.



Delaney Fleming / Slow Food

Health Insurance During Travel

All Furman University students participating in a faculty-led, exchange or affiliate study away program are required to maintain health insurance coverage throughout the duration of their program. Furman University is not liable for any medical costs incurred as a result of participating in a study away program.

1) Furman Faculty-Led Programs–International Travel

If you are participating in a Furman faculty-led program that travels outside the U.S., you will automatically be enrolled in Furman’s study abroad group insurance policy for the duration of your trip. You may view the current insurance policy by visiting the [EIIA website](#). This coverage has no additional cost and zero deductible. When possible, EIIA will arrange a “guarantee of payment” with a health facility ahead of your visit. However, you should be prepared to pay for any medical costs or prescription medication out of pocket and save your receipts to submit a claim for reimbursement later. An insurance card with emergency contact numbers can be printed from the EIIA website. You do not need to present your insurance card to receive treatment abroad.

The Rinker Center for Study Away & International Education and EIIA can answer questions about filing a claim for reimbursement. You may contact us by email from abroad or within 30 days of your return to the U.S. for assistance. Exclusions can be found on the EIIA website. Major medical expenses will be managed on a case-by-case basis through the insurance company.

2) Furman Faculty-Led Programs – Domestic travel within the U.S.

If you are participating in a Furman faculty-led program that travels partially or entirely within the U.S., you are required to have U.S.-based personal health insurance, at your own expense, for the duration of the program. Please check with your personal insurance provider to ensure that you have adequate coverage for your program activities. You will be required to submit proof of insurance using the online application system prior to your departure.



Emily Kern | United States



Celia Castellano | DIS

3) Furman Exchange and Affiliate Programs

Exchange and affiliate participants are automatically covered under Furman University's blanket insurance policy through [EIIA](#), and there is no additional fee to use Furman's coverage. Some programs have a mandatory insurance coverage in addition to Furman University's coverage. You should contact your study away provider or your exchange university to determine whether additional insurance is required for your program.

You should be prepared to pay for any minor medical costs, such as a doctor's visit or prescription medication, out of pocket and, depending on your insurance policy, you may need to have access to a larger pool of funds in case of an emergency.

For Students with Additional Health, Physical or Learning Needs

Furman University is committed to providing equal access to university programs and facilities to all qualified students regardless of disability. Students who may require accommodations in order to participate in a study away program should consult with Furman's Study Away Office, Student Office for Accessibility Resources (SOAR), and the study away program director early on in the application process or soon after their study away acceptance.

SOAR will help you contact Furman faculty and the SOAR equivalent office to request reasonable accommodations. However, Furman cannot guarantee that facilities, resources, and support service will be available abroad to the same extent as they may be available within the United States or at Furman University. There may be elements of a study abroad program that may be inaccessible or limitations that are outside of Furman University's control to modify. If you require a specific accommodation, it is your responsibility to request it.



Medications

If you are going abroad with a pre-existing medical condition, you should carry a letter from your doctor describing the medical condition and any prescription medications, including the generic names of prescribed drugs.

Any medications being carried overseas should be left in their original containers and be clearly labeled. You should check with the embassy of your destination country to make sure any required medications are not considered to be illegal narcotics.

If you have allergies or reactions to certain medications, foods, insect bites, or other unique medical issues, you should consider wearing a “medical alert” bracelet. You may also wish to carry a letter from your physician explaining required treatment should you become ill.

If you wear eyeglasses, take an extra pair with you. Pack medicines and extra eyeglasses in your carry-on so they will be available in case your checked luggage is lost. To be extra secure, pack a backup supply of medicines and an additional pair of eyeglasses in your checked luggage.

Additional Resources:

- Information on filling a prescription abroad and other health issues may be found at <https://travel.state.gov/content/travel/en/international-travel/before-you-go/your-health-abroad.html>.
- 10 things you should know when traveling with medications: <http://www.miusa.org/resource/tipsheet/medications>
- List of regulations from participating countries: <http://www.incb.org/incb/en/publications/Guidelines.html>

Health Services Abroad

The U.S. State Department publishes a great [online resource specifically for students preparing to study overseas](#). Use this website as a helpful starting point as you begin your preparations. The website provides a range of health and safety resources, including country-specific information, hospital and medical office lists.

If you receive ongoing health treatment for any physical, mental or other conditions here in the U.S., develop a plan with your healthcare provider for how to continue this care overseas. With proper planning, it is possible to accommodate most health needs during your study away experience.

Be as honest as you can with your program director or external study away provider regarding your health conditions and medications. These individuals will be assisting you in case of an emergency. Health information is a necessity to avoid any potential complications of conditions or medications.



COVID-19 Policies and Precautions

Furman University requires all students to be fully vaccinated and boosted against COVID-19, if eligible, prior to the start of their study away program. Please note that Furman contracts with organizations that facilitate student housing, internship placements and course instruction for our programs, and those organizations may have vaccination or booster deadlines and their own protocols.

As part of the post-acceptance requirements, students must submit a signed COVID-19 Waiver in order to participate a study away program. To participate in a study away program, students must be fully vaccinated against COVID-19. Exemptions are considered on a case-by-case basis. Students with religious or medical exemptions granted by Furman University may be required to resubmit their documentation to a hosting university or study abroad organization which will consider the exemption request anew. Vaccination exempt students may be subject to further quarantine, testing, mandated masking, or activity restrictions based on the host country's or organization's policies.



Staying Healthy Abroad

The US State Department offers the following tips to stay healthy abroad:

- Stay away from raw foods.
- Choose your local restaurants carefully. If it looks dirty in the dining room, it could be worse in the kitchen.
- Local water supplies could also be a breeding ground for bacteria. Always use bottled water (even to brush your teeth), and beware of fake bottled water – tap water sold as bottled.. Be aware that ice may also be made from local tap water.
- **Practicing healthy habits**, like washing your hands regularly, will help ensure that you stay healthy and enjoy your entire trip.
- Don't drink anything you did not open yourself or that you didn't see being opened or poured by a bartender.
- Always **watch your drink** at parties and bars and get a new one if you leave it unattended for a while.

Get more travel health Information from the [Centers for Disease Control and Prevention](#), [Food and Drug Administration](#) & [World Health Organization](#).

Staying Safe Abroad

The first thing you should do when you arrive in your host city is to contact your family and/or friends to let them know you've reached your destination. Remember you are responsible for adhering to the [Furman Code of Conduct](#) while abroad. Use common sense and follow these safety guidelines:

- **Provide your local address and phone number to your emergency contacts and the Furman Study Away Office.** In the case of an emergency, Furman needs to be able to reach you 24/7.
- **Take precautions to avoid being a target of a crime.** To avoid being a target of a 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. Do not accept rides from strangers.
- **Learn the local equivalent of 911.** It is your responsibility ensure that you know how to access emergency services if/when needed.
- ***Practice water safety.** Never swim in water with no lifeguard on duty; obey all posted warnings/signs before entering any body of water.
- ****Research weather patterns** and possibly **natural disasters** (i.e. earthquakes) prone to the area and prepare accordingly.
- **Always lock your doors and windows.**
- **Walk with purpose and beware of traffic patterns.**

(Adapted from Arizona State University website)

Water Safety

- Do not swim in unfamiliar bodies of water or at isolated beaches.
- Never swim alone.
- Never swim while under the influence of alcohol or drugs.
- Never dive head-first.
- Check local information for details of tides, currents, and pollution. Tide changes can produce powerful currents.
- Rip currents and undertows can be very common at many beaches.
- Do not swim where there are no lifeguards present.
- Check for possible hazards from jellyfish, sea urchins, coral, sea snakes, sharks, and venomous fish. Saltwater crocodiles live in coastal estuaries in many countries.
- Human sewage and animal feces make some beaches no-go areas for swimming or even wading.
- If you find yourself unable to reach shore, wave your arms and yell for assistance.



Contact the Embassy if needed. Consular personnel at U.S. Embassies abroad 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>. The Office of Overseas Citizen Services in the State Department's Bureau of Consular Affairs may be reached for assistance with emergencies at +1 (202) 501-4444.

Alcohol Use and Misuse

Many of the injuries sustained by study abroad students are related to drunkenness and an associated lapse in judgement.

Although alcohol misuse may not carry the same legal penalties as the use of illegal drugs, it can create dire circumstances for you, your participation in the program, your safety on site, and the future of the program. **Remember that you are serving as an ambassador of Furman and the United States.**

Although there may be no minimum or a lower drinking age in your host country, the customs regarding alcohol use may be very different from those in the U.S. You may be tempted to slip into - or to maintain - patterns of alcohol misuse while abroad. Such use may occur for a variety of reasons: a mistaken impression of how alcohol is used in your new surroundings; cheaper costs in some countries; a lower minimum drinking age; more lenient laws against drunkenness; or a desire to experiment or fit in.

Note that combining some medications with alcohol can be dangerous to your health. Review this [publication \(PDF\)*](#) by the National Institute on Alcohol and Alcoholism for more details.

Alcohol misuse is defined as any use that is harmful or potentially harmful to oneself or to others. Alcohol abuse is planned, systematic misuse of alcohol.

What is "alcohol misuse?" Alcohol misuse is present when:

- A student misses any scheduled event because of the effects of alcohol consumption
- A student becomes ill due to the effects of alcohol consumption
- A student is disrespectful of others sharing the same or neighboring housing, due to the effects of alcohol consumption
- A student engages in inappropriate behavior toward other individuals that is the result of alcohol consumption
- A student becomes so intoxicated that he/she cannot walk unassisted
- A student engages in destructive behavior toward property that is the result of alcohol consumption
- A student does not abide by the laws of the country in which he or she is staying
- A student engages in behavior that causes embarrassment to the other members of the group, the program leader (s), or the in-country host (s) as a result of alcohol consumption
- A student engages in behavior that causes his/her companions concern for the safety of the individual or the group
- Students in a group encourage or ignore a fellow student who is misusing or abusing alcohol
- Students transport significant quantities of alcohol with the intent of sharing the alcohol with members of the group

Students are encouraged to use good judgment if consuming alcohol at private homes or other accommodations during non-program hours. Student groups are encouraged to discuss with the program leader (s) or resident director issues related to alcohol abuse by other members of their group. Peers should look out for each other and keep each other safe.

If you plan to drink - do it moderately. Do not endanger yourself, others, property, or the future viability of the program. Know when to say "no," stay with your friends, and look out for each other!

(Information adapted from Michigan State University website)

Illegal Drug Use

Each year, 2,500 U.S. citizens are arrested abroad. One-third of the arrests are on drug-related charges. Many of those arrested assumed that as a U.S. citizen they could not be arrested. From Asia to Africa, Europe to South America, U.S. citizens are finding out the hard way that drug possession or trafficking equals jail in foreign countries.

There is very little that anyone can do to help you if you are caught with drugs. You are operating under the laws of the host country and the regulations of the local institution. Neither the U.S. government nor Furman will be able to secure your release should you be caught.

It is your responsibility to know the drug laws of a foreign country before you go, because **saying "I didn't know it was illegal"** will not get you out of jail. Some laws may be applied more strictly to foreigners than to local citizens; therefore, don't assume that just because local people are using drugs, it's acceptable for you to use drugs.

Once you're arrested, the U.S. consular officer CANNOT get you out of jail!

If you are caught using illegal drugs by Furman faculty/staff or other on-site personnel, you may be immediately dismissed from the study abroad program. If you are caught by local authorities buying, selling, carrying, or using drugs - from hashish to heroin, marijuana to mescaline, cocaine to quaaludes, to designer drugs like ecstasy - it could mean:

- interrogation and delays before trial, including mistreatment and solitary confinement for up to one year under very primitive conditions
- lengthy trials conducted in a foreign language, with delays and postponements
- weeks, months, or life in prison (some places include hard labor, heavy fines, and/or lashings), if found guilty
- the death penalty in a growing number of countries

Although drug laws vary from country to country, it is important to realize before you make the mistake of getting involved with drugs that foreign countries do not react lightly to drug offenders. In some countries, anyone who is caught with even a very small quantity for personal use may be tried and receive the same sentence as the large-scale trafficker.

(Information adapted from Michigan State University website, Arizona State University Website, and the US Department of State Drugs Abroad).

Please check out Furman's Policies on Alcohol and Other Drugs: <http://www2.furman.edu/studentlife/studentlife/studenthandbook/Documents/aodpolicy1718.pdf>

A few words to the wise about illegal drug use...

- A number of countries have enacted more stringent drug laws that impose mandatory jail sentences for individuals convicted of possessing even small amounts of marijuana or cocaine for personal use.
- Once you leave the United States, you are not protected by U.S. laws and constitutional rights.
- Bail is not granted in many countries when drugs are involved.
- The burden of proof in many countries is on the accused to prove his/her innocence.
- In some countries, evidence obtained illegally by local authorities may be admissible in court.
- Few countries offer drug offenders jury trials or even require the prisoner's presence at his/her trial.
- Many countries have mandatory prison sentences of seven years to life without the possibility of parole for drug violations.
- If someone offers you a free trip and some quick and easy money for just bringing back a suitcase...SAY NO!
- Don't carry a package for anyone, no matter how small it might seem.
- The police and customs officials have a right to search your luggage for drugs. If they find drugs in your suitcase, YOU will suffer the consequences.
- You could go to jail for years with no possibility of parole, early release, or transfer back to the United States.

Don't make a jail sentence part of your study abroad experience.

(Information adapted from Michigan State University website, Arizona State University Website, and

Money Matters

Deciding **how to bring and/or access money abroad** is a very personal decision. Options include a debit card to withdraw money from ATMs in the local currency, a credit card with a chip and pin code or pre-paid debit card to charge purchases, US dollars or travelers checks to exchange at banks or currency exchange centers abroad, or even pre-ordering cash in the local currency online for delivery to you before departure. A combination of methods is recommended. Personal checks take a long time to clear and are generally not accepted.

You should **discuss with your program director/contact how much spending money you may need** and the best money options for your destination. In some countries, credit cards are not widely accepted or credit card/debit card fraud may be prevalent and their use should be avoided.

You must **notify your bank or credit card company of your travel plans**. Otherwise they might disable your card after your first charge abroad, thinking that it may be a fraudulent charge. Most European credit cards have a built-in chip card and require a pin code. If your credit card does not have a chip and a pin, it may not be accepted in Europe.

It's important to **develop a budget** and track your spending, to carry some cash for food and unexpected expenses *en route* to your destination, to prepare for access to emergency funds in case of theft, and to protect your valuables during travel. Some helpful resources include <http://www.oanda.com>, a currency converter, and <http://www.numbeo.com>, a cost of living calculator.

Remove unnecessary credit/debit cards and other important information (social security card, library card, etc.) from your wallet. Do not take more than you need. It is a hassle to replace them if your wallet is lost or stolen. **Make a copy of the front and back side of each card and carry them separately from your wallet.**



Recommended Credit Cards with no International Fees

- **Visa Signature Flagship Rewards:** VISA generally is accepted everywhere. This card features an added safety feature of a PIN verification code
- **Journey Student Capital One:** No annual Fee
- **Chase Sapphire:** Has a higher annual fee, but owners can earn 3x points on dining and 2x points on travel
- **Bank of America Travel Rewards for Student**—PIN enabled

Students should avoid using DISCOVER cards as they are not often accepted outside of the United States.

What to Pack

Before packing, check the website of the U.S. Transportation Security Administration (<http://www.tsa.gov/>) and the website of your airline carrier for updated travel and baggage restriction and policies.

- **Pack light!** Pack everything up, take a twenty-minute walk around the neighborhood, and then decide whether you need that fourth pair of shoes or big bottle of lotion. Bring clothes that are versatile in color, occasion, and climate, and are easy to wash and quick to dry on a line as dryers are not always accessible.
- Make sure you **bring clothes for the season**. Research the average temperatures, wind, precipitation and climate. Remember you are most likely to accumulate clothing and souvenirs. Save space when packing.
- **Research cultural norms** for clothing within your host city and country. While some cities have a similar style to that which you might find at Furman, some regions expect students to dress-up for class, discourage athleisure outside of the gym, or have more modest clothing expectations.
- **Photocopy any important documents** you'll take with you (itinerary, emergency contact numbers, passport, visa, drivers' license, credit card, immunization record, prescription medication doctors' note, etc.) and carry the copies in a different bag than the one holding the actual documents. Leave a second set of all this information with a trusted friend or family member whom you can contact in case yours are lost or stolen.
- Small gifts that are unique to your home area to thank host families and friends.
- One or two small items that will help you stay calm and connected with home while you're away – an photos, a favorite book, running shoes – whatever it is that helps you unwind on campus.
- If you are taking any electronics, make sure to pack the appropriate **adapter and converter** for the host country/countries.
- **Basic medical kit** with over-the-counter medications. The contents are up to you, but you should definitely include your preferred brand of pain relief and medication for stomach upset and diarrhea. Remember that all drugs must be in their original packaging.
- **Prescription medications** in their original packaging with the prescription label intact. Carry a copy of your prescriptions, a note from your doctors, and translations of these documents, if appropriate. You should carry enough medications to last for the duration of your stay. Pack all medications in your carry-on luggage.
- Extra pair of prescription **glasses or contact lenses** and contact solution.
- Don't bring anything you would hate to lose. Leave valuable or expensive jewelry as well as irreplaceable family heirlooms at home.

Participants on **exchange and affiliate programs** should take the following:

- Your letter of admission from the host institution as well as any other documentation regarding admission or financial support. You may be required to present these to the customs and immigration authorities so you should pack these documents in your carry-on luggage.

Things to Consider

Furman does not provide **cell phones** for students on study away. You should check with your program director to determine whether they permit cell phones, and also whether cell phones, SIM cards, or contracts can be easily obtained in your destination country. Some students choose to update their current cell plan for use abroad. Keep in mind, however, that in some countries it is more practical to use a pre-paid calling card, internet-based phone system, or e-mail.

Remember you will need access to your Furman **email account** while you are away from campus. You may receive important and time-sensitive emails, so it's important to set up e-mail forwarding or check your Furman account regularly.

Consider requesting at the Furman Post Office (P2X) that your **mail** be forwarded from your campus box to a parent or friend in the U.S. during your semester away. Give your overseas address to friends and family so they can send cards or letters, or plan to e-mail them that information upon arrival. Take an address book if you would like to send postcards home to friends and family.

If you must leave your **car** on campus during your travel, you should consult the Office of Public Safety several weeks prior to departure.

You should develop a **communication plan** with your family that reflects your access to information and technology overseas. Understand, and be sure that your parents understand, that it may take some time upon arrival before you are settled and have access to check in with them. It can be a good idea to touch base with home every week or two, but during periods of intensive program travel you may not have convenient access to phone or e-mail. Your parents should know faculty or program directors are monitoring your well-being, and Furman officials will contact them in case of an emergency.

Emergency Contact Information

Contact us in the case of an emergency. Please direct *non-urgent concerns* and calls during *normal business hours* to the Rinker Center for Study Away and International Education: 864-294-3274 or study.away@furman.edu.

For *urgent or emergency concerns* in the evenings, weekends, or holidays, contact the Furman Public Safety Office, at 864-294-2111, and they will be in touch with us if necessary.

BEING AWAY, AND BEING A GLOBAL CITIZEN

While abroad, you represent Furman University and are expected to follow the appropriate rules and regulations set forth by Furman and by your program directors. Note that the directors' role is to support students, but that they also have the authority to remove a student from a program at any point if the student's behavior and actions are detrimental to the student, to the program, and/or to fellow participants. In addition, you are a visitor in a new and different environment. As such, you are required to uphold any of the local laws set forth by those individual governments.

Cultural Adjustment

(Information from the University of California Education Abroad Program website, <http://eap.ucop.edu/>)

Cultural Adjustment can be a difficult process and is a typical part of a student's study away experience. It is normally characterized by four stages:

The **Honeymoon phase** is the point in the experience where **everything is new and exciting**. Nothing has ever seemed more enticing. This feeling comes from being far from home and the normalcy of life left there, and also from the possibility that a new location brings. This phase may cause you to try new things, awaken curiosity, and allow you to get to know new people.

The **crisis phase of the experience is known commonly as culture shock**. This phase causes feelings of homesickness and fear. Often, students can feel particular disdain for anything new or different from what they have traditionally known. This can often cause students to grow increasingly introverted, and displeased with their surroundings. By pulling away from the new environment, they feel as though they are clinging to the only things they know. This feeling comes from unwillingness or sometimes simply difficulty assimilating to a new culture. Culture shock does not always come quickly as implied in the title: it can occur gradually over time by slight adjustments in mood and enthusiasm.

Commonly, students may experience the following symptoms of culture shock:

- Change in eating or sleeping habits
- Homesickness and more frequent communication with family and friends at home
- Hostility toward and complaints about host country or culture
- Irritability, sadness, symptoms of depression
- Frequent frustration
- Feelings of inferiority
- Recurring illness
- Withdrawal from group or activities

During this phase, it is important to know that you are not alone, and that opening up to new experiences will provide you with fond memories that those you miss would want you to have while abroad. **The recovery phase will allow you to open up to new experiences and gain self-confidence** in your new environment. By expanding your social network, you can begin to accept new aspects of the culture as well as hold on to your own customs.

The **adjustment period** is characterized by beginning to feel at home in a new environment. Assimilating to the customs of the environment does not seem difficult but almost commonplace. This phase often allows students to spend time discovering intricate aspects of culture and developing habits that create a feeling of comfort. This phase often excites students and makes them hesitant to return home.

Help for Culture Shock: Culture shock can be frightening, and if prolonged can interfere with a student's study abroad experience. A few things to remember while attempting to enjoy your experience:

- Many students who study away consider it to be their culminating experience while in college. With this in mind, know that you are not alone in your feelings, and they do pass eventually.
- Keep in touch with your friends and family. International cell phones and internet access are excellent sources of staying connected to the home that you miss. They would love to hear from you, and it will give you a chance to evaluate your experiences through someone else's eyes.
- Take care of yourself. By staying active and eating healthy foods, you will have the energy to participate in your own experience. You will be able to fight off illness, and you will have the opportunity to experience one of the most important aspects of any culture: the food!
- Talk to someone. It is very important not to isolate yourself from the help of the people going through the same experience. Often you will find that they have many of the same feelings and concerns.
- Have fun and simply relax! Too many worries and negative feelings can interfere with the experience. Do the things you love to do, and then try something new! Explore and find something that you can identify with about your new culture.
- Practice your language skills. By attempting to learn something new in addition to your classes, you can identify with the culture and increase your self-confidence to begin assimilating.

Sexual and other forms of harassment and crime can happen anywhere, at any time, but are more likely when the victim feels disoriented or insecure; individuals are typically less confident when traveling abroad. To best avoid being a victim, always be aware of your surroundings. This includes knowing where the nearest police station and hospital are. Familiarize yourself local cultural customs to empower yourself to feel more confident in your environment.



Global Citizenship

The best thing you can do to prepare for your travel, both to maximize your own experience away and to be a good global citizen, is to learn about your destination.

- The U.S. State Department publishes [country-specific information](#).
- The [CIA World FactBook](#) is another great resource for international travel.
- Consider reading up on a particular aspect of your destination (food, architecture, ethnic minority group, etc.) so that you'll have some background as you explore local sites and customs.

Sustainability is an area in which many other countries have long led the U.S. Take the opportunity while traveling abroad to notice differences of your destination country's infrastructure, personal transportation, agricultural practices, and energy sources from what you're used to at Furman. The Green Passport Program (<https://greenpassportprogram.wordpress.com/about/>) offers a wealth of resources and social networking opportunities for students interested in issues around social, economic, and environmental sustainability associated with international travel. Explore the website and consider committing to become a "Green Passport Holder" during your study away program.

You can also check out these resources for sustainable travel, courtesy of *Middlebury University*:

<http://www.middlebury.edu/international/sa/sustainable/resources>



COMING HOME, AND REJOINING THE FURMAN COMMUNITY

Before leaving your destination university, inquire about and fulfill the steps to request a **transcript** of any coursework you've completed through a university other than Furman. Course transfers, as applicable, will be coordinated between Furman and the credit-granting institution, but it will be important that you have a personal copy of the transcript for your own records, and any future graduate or professional school applications.

Career Development

The world is shrinking with modern communications. In reaction to that trend, companies are increasingly searching for employees who can interact on a global scale. Those who have studied abroad develop cross-cultural communication skills, the ability to analyze and adjust to local customs and cultural contexts, flexibility, maturity, independence, and adaptability.

Studying abroad forces you to deal constructively with cultural differences and situations you would have never faced otherwise. Be sure to market these skills in your professional and educational experiences beyond Furman. Meet with a Career Services adviser for additional tips and advice for including your study away experience in the way you market yourself.



If you have studied another language abroad, you are going to be ahead of the game. Furthermore, second language acquisition represents your appreciation of another area of the world and ability to adapt - extremely important characteristics in today's ever-changing workforce.

[Contact the Malone Career Center](#) to learn how to talk about study away in an interview or add it to your resume!

Readjusting to Life at Home

Particularly if you study away for an academic semester or year and adjust extensively to your new environment, returning home can be difficult. Students often go through the stages of reverse culture shock as they readjust to the many ways that life is different in the U.S. from the one they've become accustomed to. Another frustration is often that students have a new perspective on the world which might not be shared by family and friends who did not have the same experience.

Follow the same advice for dealing with culture shock as you readjust at home or Furman. Stay in touch with friends from your destination country and other students who shared the experience. Share photos, stories, and/or a journal with friends and family, but be prepared for them to have a different perspective as they learn about your experience than you do, and perhaps even to get bored before you're finished with the album. Their lives have carried on while you were away, and things that may seem mundane to you right now might be an important part of their world. Finally, capitalize on your experience and new global perspective by pursuing further language training, becoming involved with the Furman University International Student Association, apply for the Peer Ambassador position, conduct undergraduate research with a faculty member, take part in an internship, engage in new clubs and organizations relating to your interests from abroad, or create your own CLP or volunteering with immigrant communities in the Greenville area.

Resources

Life After Study Abroad Digital Magazine

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

Furman Study Away on Social Media

Stay connected to the Furman University Study Away community through Facebook. Share your experiences and photos through Instagram or Twitter with the hashtag #fustudyaway.

Instagram: @furmanstudyaway

International Events

Stay connected to your international experience by participating in Furman international events.

Website: <http://www.furman.edu/academics/study-away-and-international-education/UpcomingEvents/Pages/default.aspx>

Study Away Photos

Submit your photos to the Study Away Office if you're willing to share and use #fustudyaway on social media!

This handbook is intended only to serve as an introduction to study away procedures and to answer frequently asked questions. Consult the Enrollment Services's Office or Academic Dean's Office for official academic regulations pertaining to study away or Furman University Policies and Procedures Section 112.6, Study Away Program Administration, for official university policies.