



# FURMAN

Rinker Center for Study Away  
and International Education

# STUDY AWAY STUDENT HANDBOOK



**Margaret Rogers \ Isabel at Carrick-a-Rede Rope Bridge**

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Revised Spring 2018

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# Study Away Student Handbook

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***Furman in India***

*This handbook is intended only to serve as an introduction to study away procedures and to answer frequently asked questions. Consult the Registrar'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.*

# PLANNING STUDY AWAY

Study away may be 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 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 exchange programs
- Furman's affiliate programs, which are coordinated by other universities or providers
- Non-Furman programs

## **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 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 spoken or would you prefer to be immersed in another language?
- Would you thrive under a guided or more independent experience?
- Do you require financial aid to participate?

## **To Get Started**

- Check out the [list of study away programs](#).
- View the [Study Away Advising Workshop](#) for an overview of program options, the application process, and next steps.
- Request a meeting with a staff member in the Rinker Center if you still have questions.
- Keep an eye on the Rinker Center for Study Away and International Education website and Student Notices on *My Furman* for program-specific information sessions offered by faculty-directors and coordinators.

Because admission to programs is competitive, it's important to be flexible and plan ahead so that you can pursue alternative study away opportunities if your first choice does not work out. You might need to apply again the following year, apply to another program or type of program, or even consider alternatives to studying away.

# STUDY AWAY PROGRAMS



Kirby Funt \ Furman in China

At Furman, the Rinker Center for Study Away and International Education supports study away faculty directors and coordinators, facilitates university-wide planning and communications regarding study away, and advises students interested in faculty-led, affiliate, exchange and non-Furman study away programs.

## Types of Programs

Furman's faculty-led study away programs represent engaged learning at its finest: students and professors critically exploring 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, some are offered in alternate years, and occasionally faculty members propose entirely new programs.

### Semester Study Away Programs

- **Application Procedure:** Students apply for semester, faculty-led study away programs through Furman's competitive application process, which includes application questionnaires, 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 \$250 study away fee. Included in this price are course credits, international airfare, all in-country program travel, and room and board away from campus.
- **Financial aid and scholarships:** 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. Hollingsworth, Townes, and Duke Scholars can also apply their one-time \$2000 stipend to study away programs.
- **Credits:** Most Furman students are able to earn sixteen credit hours.
- **Transcript:** 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 may not be calculated into the Furman GPA.



## May Experience & Summer Faculty-Led

- **Application Procedure:** Students apply for MayX/Summer faculty-led study away programs through Furman's competitive application process, which follows a similar process to semester faculty-led applications. 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 program costs. Typically travel, accommodations, some meals and group excursions and activities are included in the cost.
- **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. Hollingsworth, Townes, and Duke Scholars can also apply their one-time \$2000 stipend to study away programs.
- **Credit:** May Experience study away programs carry two credits. Faculty-led Summer programs vary in credits.



Yiming Hu \ India

## Furman Exchange Programs

Furman University facilitates reciprocal exchange programs between six international institutions:

Kansai Gaidai University (Japan)	University of Groningen (The Netherlands)
Waseda University (Japan)	Rhodes University (South Africa)
Seinan Gakuin University (Japan)	Howest University (Belgium)

- **Application Procedure:** Students apply for these exchange programs through Furman's competitive application process, which includes an interview with the exchange program coordinator. Once a student is approved by Furman and nominated to the partner institution, the student will need to complete an exchange university application.
- **Cost:** Students are billed for Furman tuition plus a \$250 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, are the student's responsibility. Hollingsworth, Townes, and Duke Scholars can also apply their one-time \$2000 stipend to study away programs.
- **Financial Aid and Scholarships:** Financial aid and scholarships can be applied towards exchange programs. Students with financial need may apply for a Study Away Scholarship.
- **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. Please refer to the Academics section 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:

Art in Cortona, Italy	Budapest Semester in Math, Hungary
CIMBA in Northern Italy (Business)	Classical Studies in Rome, Italy
DIS—Study Abroad in Scandinavia	College Year in Athens, Greece (Classics)
TEAN (Australia/New Zealand)	API Costa Rica (Health, Spanish, & Development Studies)

- **Application:** Students must first apply for affiliate programs through Furman's competitive application process, which includes an interview with Furman's affiliate program coordinator. Once a student is approved by Furman, the student will be required to complete an affiliate program application.
- **Cost:** Students are billed for Furman tuition plus a \$250 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 the host university. All other costs, including airfare, are the student's responsibility.
- **Financial Aid and Scholarships:** Institutional, Federal and State Financial aid can be applied to affiliate programs. 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. Hollingsworth, Townes, and Duke Scholars can also apply their one-time \$2000 stipend to study away programs. Affiliate programs also offer their own scholarships that we encourage you to apply for!
- **Transfer Credits:** Students who participate in affiliate programs must obtain pre-approval for the anticipated courses to transfer in to Furman. Please refer to the Academics section on transfer credits for additional information.



Anne Galloway \ Venice, Italy

## 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 apply directly to 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 who take a leave of absence to participate in non-Furman semester programs will not be able to apply their federal and state financial aid and scholarships toward the study abroad program.

**Transfer Credit:** Students going on non-Furman study abroad programs will need to follow certain procedures in order to have credit transferred back to Furman. Transfer credit will normally be given for courses that are from accredited United States universities and colleges. Credit for other external study abroad programs will be determined on a case by case basis. Students must receive special approval for courses completed in a country named on the U.S. State Department Travel Warning List ([www.travel.state.gov](http://www.travel.state.gov)). Please refer to the Academics section for additional information.

Students should be aware that the **Final 28 credits** towards graduation must be earned through Furman courses. There is an appeal process to this rule; however, it is not guaranteed that your appeal will be granted.

## 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.
- Many programs allow you to fulfill General Education Requirements (GER's) or earn major/minor credit.
- Check the study away [website](#) for current course offerings.
- Consult with the program director and academic advisor to ensure that the credits earned will help you progress academically.

## Awarding of Credit

Most semester study away programs allow students to earn up to sixteen credit hours. For Furman's faculty-led semester programs that include four courses taught by Furman faculty, students enroll in four courses for a total of 16 credit hours, just as they would on campus. Some Faculty-led programs 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 semester 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 pre-approved courses that are successfully completed and pre-approved through Furman's transfer credit authorization form. Participants in a May Experience program earn two 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 and 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 designated in the course catalog.



Study Away in Costa Rica



## Transfer Credit

Study away courses that are not taught by a Furman faculty member, including courses on an affiliate or exchange program or a non-Furman program, may be awarded *transfer credit*. To be eligible for transfer credit, pre-approval must be obtained from the Registrar. Courses must be directly equivalent to a Furman offering or otherwise fit into the Furman liberal arts curriculum. Courses must be obtained at an accredited institution, as determined by the Registrar's office. Transfer credit will normally be approved for courses that are from accredited United States universities and colleges. Credit for other external study abroad programs will be determined on case-by-case basis.

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 Registrar'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 Registrar who will ask for consent 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.

**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.

## 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.



Suresh Muthukrishnan \ Wild Semester

## Course Registration

### **Faculty-led, affiliate, or exchange programs**

Students participating in a faculty-led, affiliate, or exchange program will be automatically enrolled in a placeholder course by the Registrar for the term in which they will be abroad, once they have been approved and paid a deposit to the Study Away office. 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 financial hold on their account. Students participating in a Furman exchange program or an affiliate program need to follow the procedures to obtain pre-approval from Furman's Registrar for their intended courses abroad. When all grading for the program courses is complete and the Registrar 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 for each course will be posted on their advising transcript at Furman in lieu of the placeholder course.

### **Non-Furman programs**

Students participating in a non-Furman program should follow the procedures to obtain pre-approval from Furman's Registrar for their intended courses abroad. Students should complete the Transfer Course Authorization form prior to committing to any particular program in order to be sure 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 at the time of the online 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. The Program Coordinator for 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 the Program Coordinator 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. Exceptions will be granted only in extraordinary circumstances with the approval of the Associate Academic Dean and the Center for Study Away & International Education. 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 4 credits for the internship and associated coursework. Students on affiliate or non-Furman programs may do an internship for zero credit. Students who want to receive credit for an internship must have a Furman faculty member sponsor the internship. For more information about receiving credit for an internship on an affiliate or non-Furman program, please make an appointment with the Office for Undergraduate Research and Internships.

## 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**

# 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 (visa fees, required vaccinations, occasional 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:

Program Type	Eligibility for Furman study away specific aid		Applicability of general financial aid package towards total program cost		
	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	check with Fin. Aid	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. Visit the Student Business Center for details.

\*\* Graduating seniors are not eligible for the interest free loan for May Ex programs.

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



# **Scholarships**

## **Furman**

Students who intend to participate in a faculty-led program or an exchange program may apply for specific, need-based **Study Away Scholarships**. 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](http://studyaway.furman.edu).

## **External/Affiliate**

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:



Carryl Tinsley \ Cappadocia, Turkey

## **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](#)
- [API Study Abroad](#)

You should also take initiative and do your own research to see what other study away scholarships are available!

## 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 Student Business Services. Deposits are not billable. Follow the schedule outlined in your financial agreement to find the amount and deadline for deposits and interim payments. Make all payments payment to Furman University. See [Application Process](#) section for more information.



Payton Sanchez\ Australia

# 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 and the next academic year. Faculty directors and coordinators typically hold information sessions in the fall; e-mail the specific program contact for details or check the [Study Away website](#) for information.

**October:** MayX, Summer, and Semester programs announced for the following year

**Early November:** Deadline for MayX and Summer Programs

**Mid-January:** Deadline for Fall and Spring programs

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. Most programs also interview selected applicants. The faculty who are directing the study away program or coordinating the affiliates and exchanges will review the applications.



**Blake Shelton \ Greece**

Students who wish to pursue a non-Furman program will need to make an advising appointment with a staff member in the Rinker Center for Study Away and International Education. Students should first research programs using some of the non-Furman program resources listed earlier in this handbook. Once a program is identified, students will work directly with the external university or provider to apply and to prepare for the program. Some applications to non-Furman programs require the endorsement of a Furman university official or a review of the student's academic and disciplinary records - contact Furman's Study Away Coordinator for this approval.

## 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
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, when appropriate, their financial sponsors, must sign this form to indicate their understanding of program costs. The financial agreement and program deposit should be submitted together to the Study Away Office.

**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 and exchange programs, and is charged as an administrative fee for affiliate programs. Study Away deposits may be made by cash, check, money order, or credit/debit. Checks should be made payable to "Furman University" and include the student's name, Furman ID number, and the name and term of the Study Away program on the memo line. Credit/Debit card payments can be made through the Furman Afford website. Please note that additional fees will apply if paying with a credit card. Contact the Rinker Center for Study Away and International Education or the Student Enrollment Center for details. The financial agreement and deposit should be submitted together to the Rinker Center for Study Away and International Education.



**Consent and Indemnity Form:** This agreement, signed by the student electronically, releases Furman from liability associated with the study away experience, and must be on record in the Rinker Center for Study Away and International Education before you can participate in any Furman study away experience. The Consent and Indemnity Agreement is available on the study away online application website.

**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 Registrar's website. Once completed, students should make a copy of this form, and submit the original directly to the Registrar's 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 should attach 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 credit, will apply as general transfer credit hours on the Furman transcript.

**Leave of Absence:** Once students have completed the Non-Furman Study Away Program—Semester application and have applied and been accepted by the Non-Furman provider or host institution, the Study Away Coordinator will notify Academic Affairs that you are considering a leave of absence. The Associate Academic Dean will follow-up with students to schedule a meeting to discuss this in more detail. If you have any questions about this process, please contact the Study Away Coordinator.



Kristen Cain \ Fjords of Norway

# PRE-DEPARTURE PREPARATIONS

The following section provides some helpful tips common to all study away programs, but of course 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**

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 100% of the fall housing rate in addition to the tuition, room and board for the semester plus the \$250 administrative fee. By paying 100% of the rate, 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 75% of the fall housing rate in addition to the tuition, room, and board for the semester plus the \$250 administrative fee. By paying 75% of the rate, 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.

If you are selected to participate in a study away program through Furman, you will be invited to a mandatory housing meeting to review your options. In the meantime, please do not hesitate to contact the housing office with questions.

## **Course Registration while abroad**

Students who will be abroad during the initial course registration process, should take part in this online course selection process just as if they were on campus. Students are responsible for monitoring their Furman email and the Registrar's 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 Initial Course Election Worksheet (PDF) available from the Registrar's website, and submit their requests by mail or email before the ICE period begins. Students who are abroad and do not participate in the course registration process during the standard selection period will not receive any preferential registration after the registration period and may be limited in what courses are still available.

## **Passport, 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](http://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.

### **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, and begin researching your host country's entry requirements for U.S. citizens. All of these procedures can take some time to complete.

### **Schengen area**

Students traveling to Europe should review the regulations pertaining to travel within the European Schengen Area (all of continental Europe and Ireland, excluding the United Kingdom). Schengen Area regulations only permit a maximum stay of 90 days in the Schengen Area within a 180-day period. This affects Furman students who plan to participate in a continental European May Ex (or independent summer/winter travel in Europe) immediately prior to or after a semester in Europe. For more information about the regulation, please see the [State Department](http://www.travel.state.gov) website.

Students who are enrolled in study away programs lasting for more than 90 days will be required to apply for a student visa, which will allow them to stay in the Schengen Area 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 the U.K., which is not part of the Schengen zone.

## 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.

## International Citizens

Non-U.S. citizens should consult the Assistant Director of International Student Engagement regarding implications of study away on their U.S. visa status, and should consult their home country's government for information on visa requirements and application procedures for their anticipated host country. Students must obtain all required visas for their travel at their own cost. The study away office and/or 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.

## 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](http://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](http://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 a less-developed country, 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://wwwn.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**

*(Adapted from Arizona State University website)*

- **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.

## Health Insurance during Travel

All Furman University students participating in a university-sponsored, exchange or affiliated 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, 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 and 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

### 3) Furman Exchange and Affiliate Programs

You should contact your study away provider or you exchange university to determine whether insurance is included in your program costs. Some programs have a mandatory insurance coverage. 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.

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.

### 4) For Non-Furman Programs

Check with your program provider or your host institution to determine what requirements apply. In general, international health insurance is highly recommended for any travel.

### For Students with Health, Physical or Learning Difficulties

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, and the study away faculty director or coordinator early on in the application process or soon after their study away application has been approved.

Furman University will attempt to arrange for reasonable accommodations on all study away programs for students with disabilities. 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. There may be elements of a study abroad program that may be inaccessible and there may be limitations that are outside of Furman University's control to modify.



**Molly Clark \ Turkey**

## 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, reactions to certain medications, foods, or insect bites, or other unique medical problems, 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 hand luggage 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: <http://www.studentsabroad.state.gov/> Peruse 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 and 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. Also, 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, and they seek your health information only to help them with that goal and to avoid any potential complications of conditions or medications.



Jessie Barnett \ Panama



## 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.



Furman in Spain

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.**

## 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.
- **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 iPod, a favorite book, running shoes – whatever it is that helps you unwind on campus.
- **Basic medical kit** with over-the-counter medications. The contents are up to you, but 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, affiliate, and non-Furman 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.
- Updated copy of your **Furman transcript** (available upon request from the Registrar's Office). You may be asked to show evidence of completion of certain coursework to gain access to upper-level courses.
- Transfer Course Authorization approval—take a copy of your pre-approved courses for reference.

## **Things to Consider**

Furman does not provide **cell phones** for students on study away. You should check with your program director to determine whether s/he permits 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 prepaid 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 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 Public Safety office several weeks prior to departure.

You should develop a **communication plan** with your family that reflects your access to information 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.

Provide your family with the following important **contact information** in case they have questions or concerns and are unable to communicate with you during your program. You should also carry these contact numbers and any others provided by your program in case you become separated from the group and need support.

## **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](mailto: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 faculty 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

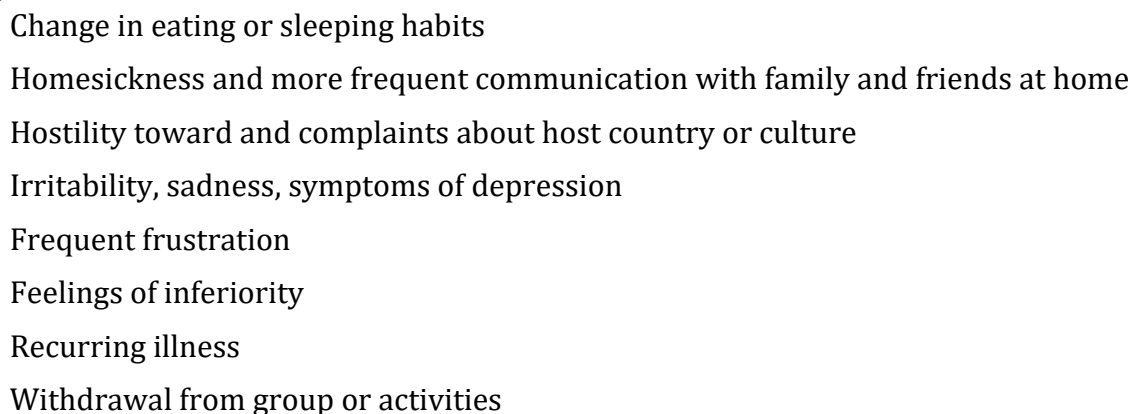
(Information from the University of California Education Abroad Program website, <http://eap.ucop.edu/>)

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.



Yiming Hu \ India

## 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 crime.** To avoid being a target of crime, do not wear conspicuous clothing or jewelry and do not carry excessive amounts of money. Also, do not leave unattended luggage in public areas and do not accept packages from strangers. 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.

\*\*Research **weather patterns** and possibly **natural disasters** (i.e. earthquakes) prone to the area and prepare accordingly.



**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 leaders(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 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 the US Department of State [Drugs Abroad](#)).*

## **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.



**Furman in New Zealand**

### 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.

## **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 again go through the stages of 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, 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.

Website: <https://www.facebook.com/fustudyaway>

### **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 Registrar'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.*