PARTICIPANT MANUAL
UWSP SEMESTER ABROAD

Now that you've been accepted, your practical concerns are to complete your preparation. This booklet will help you "know before you go." Read it, refer to it.

That you've gone through the acceptance process indicates a desire to learn. Travel broadens your horizons by expanding your view of the world; it forces you to reevaluate your own life and where your academic path is leading you. Attend orientation meetings; learn from past travelers. Most importantly, read! Use the bibliographies and handouts we supply. Buy maps. Write the tourist offices of the countries you'll be visiting; they send pertinent information for free!

You are now a member of a privileged, forward looking group. Few of your peers will ever have the type of opportunity you're soon to encounter. Enjoy every minute of it, take advantage of every opportunity. We are confident you will insure a pleasant experience for the rest of your group and especially for your leader by taking every step to be well informed. The entire group experience is based on cooperation. Be adaptable, and quick to volunteer. You can directly affect the morale of your group. Remember the entire group experience is based on cooperation. (Students sometimes expect too much of their leaders and too little of themselves. Keep an appropriate balance.)

For many, this international experience is a giant step toward independence. Your joy on acceptance may be followed by a period of timidity: "Have I made the right choice?" You're not alone: nearly every student experiences this feeling and nearly every student, once they land in foreign ports, can't believe they ever doubted their decision. But be ready for a different way of life. You are not going to another American university -- things will be different. Do expect some surprises and discomforts. You are a long way from home and though our office in Stevens Point does keep up on all things relevant to your group, things change: train schedules shift, buses break down, teacher schedules vary, etc.

For questions about housing, classes, travel, packing, budgets, etc., you can rely on orientation meetings (with past leaders and participants) for specific answers. Still, there are some things, which are basic to all of our programs, addressed by the following index of essential pretravel topics.

Incidentally, most of this information is available through our web site. We are constantly adding more to it. Be sure to visit:

http://www.uwsp.edu/studyabroad
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>A. CHECKLIST</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. TIPS FOR AMERICAN STUDENTS STUDYING ABROAD</td>
<td>4</td>
</tr>
<tr>
<td>C. TWENTY QUESTIONS FOR THE WORLD TRAVELER</td>
<td>5</td>
</tr>
<tr>
<td>D. NUTS AND BOLTS</td>
<td>6</td>
</tr>
<tr>
<td>E. WHAT AND HOW TO PACK</td>
<td>9</td>
</tr>
<tr>
<td>F. LUGGAGE TAGS</td>
<td>12</td>
</tr>
<tr>
<td>G. LUGGAGE ALLOWANCES</td>
<td>12</td>
</tr>
<tr>
<td>H. EAT YOUR WAY OUT OF JET LAG: BY RONALD KATULAK</td>
<td>13</td>
</tr>
<tr>
<td>I. BUILD-A-BUDGET</td>
<td>15</td>
</tr>
<tr>
<td>J. INFORMATION ON FINANCES</td>
<td>17</td>
</tr>
<tr>
<td>K. AVOIDING PICKPOCKETS</td>
<td>18</td>
</tr>
<tr>
<td>L. CONVERTING TO METRIC MADE EASY</td>
<td>20</td>
</tr>
<tr>
<td>M. USING AN ATM OVERSEAS</td>
<td>20</td>
</tr>
<tr>
<td>N. PHONE CALLS U.S. TO OVERSEAS AND OVERSEAS TO U.S.</td>
<td>21</td>
</tr>
<tr>
<td>O. YOUTH HOSTEL LIFE</td>
<td>22</td>
</tr>
<tr>
<td>P. TRAVELING BY TRAIN</td>
<td>24</td>
</tr>
<tr>
<td>Q. CHRONOLOGICAL SURVEY OF EUROPEAN ART</td>
<td>26</td>
</tr>
<tr>
<td>R. HEALTH INSURANCE</td>
<td>28</td>
</tr>
<tr>
<td>S. THE THIRD WORLD</td>
<td>32</td>
</tr>
<tr>
<td>T. TOURIST BOARD</td>
<td>33</td>
</tr>
<tr>
<td>U. TRAVEL PHOTOGRAPHY SUGGESTIONS</td>
<td>36</td>
</tr>
<tr>
<td>V. YOUR TRAVEL JOURNAL OR TRAVEL DIARY</td>
<td>37</td>
</tr>
<tr>
<td>W. CUSTOMS ON RETURN TO THE U.S.</td>
<td>41</td>
</tr>
<tr>
<td>X. DRUGS ABROAD</td>
<td>43</td>
</tr>
<tr>
<td>Y. DEALING WITH HOMESICKNESS AND RETURN HOME SYNDROME</td>
<td>45</td>
</tr>
<tr>
<td>Z. COMMON SENSE</td>
<td>46</td>
</tr>
</tbody>
</table>
A. CHECKLIST

Are you ready to Study Abroad next semester?  Great!
Begin by completing this Checklist:

I. Preparation.

☐ Read the International Programs information provided. We also have a collection of travel videos and guidebooks that can be checked out
☐ Check with academic advisor on course satisfaction of GDR or major/minor requirements.
☐ Apply for passport
☐ If applicable, attend Health Meeting scheduled by UWSP Intl Programs, conducted by UWSP Health Center and receive recommended immunizations
☐ Complete paperwork required by International Programs

II. Program Logistics.

The “must complete” steps before you go – all students:

☐ Passport (or copy) given to International Programs Office; apply ASAP (at least 3 months prior to departure- http://travel.state.gov/passport
☐ Renew FAFSA (Free Application For Federal Student Aid) by March 1
☐ Fill out Visa paperwork, if applicable. IP will assist you.
☐ Attend orientation informational meetings or classes scheduled by faculty leader(s)
☐ Have final payment or Deferred Payment Form submitted to Intl Programs Office Manger

UWSP students only.

☐ Financial Aid award letters will be emailed to students the first week in May (if FAFSA was renewed by March 1st)
☐ Accept your financial aid award
☐ Go to the UWSP Financial Aid Office and request revision of award to include your specific study abroad program cost
☐ Copy of REVISED award letter given to Business/Office Manager for issuance of a Deferred Payment Form

Non UW-Stevens Point students only.

Minnesota state residents:

☐ transfer reciprocity if currently enrolled at another UW System University OR
☐ apply for reciprocity through Minnesota Office of Higher Education if currently enrolled at a non UW System university
(Both can be done at www.ohe.state.mn.us)
☐ Check with Director of Financial Aids at current university for approval of a Consortium Agreement. If your school does not participate in consortium agreements, contact the Business/Office Manager in IP.
B. TIPS FOR AMERICAN STUDENTS STUDYING ABROAD

- Keep an open mind. Accept the differences, and learn to appreciate them.
- Find some local friends.
- Identify the specific things that bother you and discuss them with your group members and leaders. Be patient when traveling with your group, and remember to be flexible.
- Understand that adopting a new culture does not mean you have to lose any of your own culture.
- Set small goals for each day, (i.e. going to a new museum, meeting three new people, join a sports club, listing five new words to learn, riding a public bus, etc.)
- Consider the local political atmosphere before you talk to the local people. Make sure you are knowledgeable about any statements you may make about a country, or the people.
- Try to understand the local tradition and values. Be aware of the subject topics you bring up, and remember to be courteous in discussion.
- Remember that you are not going to change the systems there. The existence of each system reflects the choices of the local people or their traditions. You could share your ideas with them, influence them. Never hope that their systems will be changed overnight because of you.
- When shopping, remember that the “bargain” you obtained was made possible only because of the low wages paid to the maker. Ten cents can mean a lot to them.
- Do not expect special privileges.
- Be prepared for farewells and the reverse cultural shock when you come home.
- Try new foods!
- Be prepared to answer questions about the U.S. People from other countries know a lot about American history and politics. Remember that American policies tend to be far reaching, and have influence around the globe.
C. TWENTY QUESTIONS FOR THE WORLD TRAVELER

How well can I adapt in another culture?

To assess how hard you will have to work to succeed in another country, rate yourself on your responses to the statements below. Use a scale of 1 to 5 to rate how strongly you agree with the statement, 1 being low agreement and 5 being high.

1. I am constantly trying to understand myself better. I feel I know my strengths and weaknesses.
2. I respect the opinions of others, though I may not agree with them.
3. I interact well with people who are very different from myself in age, race, economic status, and education.
4. If I were at a party with foreigners, I would normally go out of my way to meet them.
5. I do not need to understand everything going on around me. I tolerate ambiguity.
6. I am able to change course quickly. I readily change my plans or expectations to adapt to new situations.
7. I often find humor in different situations, and afterwards I can laugh at myself.
8. When I have to wait, I am patient. I can be flexible with my agenda, schedule, or plans.
9. I am always asking questions, reading, exploring. I am curious about new things, people, and places.
10. I am resourceful and able to entertain myself.
11. I tackle problems confidently without always needing the help of staff or spouse.
12. When things go badly, I am able to keep my mind clear and my attitude positive.
13. I have made mistakes and learned from them.
15. I am a good listener.
16. When I am lost, I ask for directions.
17. I sincerely do not want to offend others.
18. I like people and accept them as they are.
19. I am sensitive to the feelings of others and observe their reactions when I am talking.
20. I like new ideas, new ways of doing things, and am willing to experiment.

How to score: Total your answers. A score of 80 or above indicates you should be able to adapt well in a foreign culture. If you score is below 80, you will have to work to develop the attitude and behavior needed to make a good adjustment. If your score is below 50, you should examine closely your reasons for accepting an overseas assignment.
D. NUTS AND BOLTS

NON-ACADEMIC REQUIREMENTS

**Student Conduct:** Students are expected to conform to the UWSP’s Code of Conduct and the Statement of Student Rights and Responsibilities. Students are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in the University community.

**PROBATION, SUSPENSION OR EXPULSION FROM THE PROGRAM:**
UWSP reserves the right to limit your access to program services or to suspend or expel you from the program if your conduct violates the law of the host country or city or the Code of Student Conduct. You are entitled to the due process rights described therein prior to your suspension or expulsion from the program. UWSP reserves the right to modify its procedures for responding to allegations of misconduct as necessary to meet the circumstances presented by each host country or program.

**ADMISSIONS:** Upon acceptance, students from other universities are sent procedures on the admission process. Your acceptance into the semester abroad program is CONTINGENT upon you being admitted to the University of Wisconsin-Stevens Point. If not admitted, you would not receive grades for credits earned. If you need to check on your admission status please call direct to the UWSP Admissions Office at (715) 346-2441.

**REGISTRATION:** Advisory course ballots, from which the final course selection will be made, are distributed during the semester prior to departure: the final course list is given out at the final departure workshop or mailed (see below).

Students register on the day of the departure workshop. See your advisor, finalize independent study if chosen. **Out-of-town students:** we will mail material to you if you cannot attend. Make sure we have a current address; return PROMPTLY.

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<th>Do not undertake Independent Study projects lightly; see the Director or Assistant Director of International Programs. Work plans out well ahead of time. Due dates are on the form.</th>
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An Independent study project may be an option for students who wish to study a topic not included in the curriculum. To be considered for an independent study project, obtain approval in advance by submitting a Proposal for an Independent Study Course. Proposal forms are available upon request from the UWSP International Programs Office.

Under no circumstances will you be able to design an independent study project upon arrival overseas unless directly approved and supervised by the supervising faculty member. Such possibilities are limited by the availability of our resources abroad, and cannot be guaranteed.

**Drop-add options overseas are very limited and difficult to administer. Think about your choices carefully.**

**TOURIST OFFICES:** In most major cities abroad, you will find the student-related travel offices will be more helpful than the city travel offices. Their locations are listed in *Let's Go Europe*, the ISIC Discount Guide, or in local city tourist offices.

**MAPS:** We suggest carrying a detailed map of the areas you are traveling in with you at all times. Should you get lost in a country where you cannot speak the language and WiFi is not available, a map could save you hours. *Michelin* is an excellent service to use in obtaining maps (and guides); call 1-800-423-0485.
**LANGUAGE:** You will have more fun if you make an attempt to communicate in their native tongue. At bare minimum learn to say, "please", and "thank you" and "I'm sorry I don't speak ____________; do you speak English?" Phrase books are very handy. Rick Steves' *Europe Through the Back Door Phrase Book* - is fun and competent!

**MEDICAL MATTERS:** Be sure your tetanus vaccination is up to date; check with your doctor. Give us any information the leader may need on the *Overseas Study Authorization* form provided before departure.

**WORKING ABROAD:** In exceptional cases this office can arrange work-study. If you feel you need this option, contact the Director or the Associate Director. Work should not be a priority: save before you go. Generally, don't count on making money while overseas—it cuts down on valuable experience time. Exceptions: in many non-English countries, tutoring in English can be personally and professionally rewarding.

Remember that it is illegal to work abroad (other than for UWSP) unless you have a valid work permit. If you are apprehended working illegally you are subject to immediate deportation, in this case there is nothing we can do to help you.

**TRANSCRIPTS:** Students from schools other than UWSP must request that their transcripts be sent to their home institution at program's end. This *must* be done in writing! Send your written request to: *UWSP Registration and Records Office, 2100 Main Street, Stevens Point, WI, 54481.* A $5.00 check must accompany your letter. The International Programs Office *does not* handle the sending of transcripts.

**A NOTE ON MANNERS:** It is easy to miss thanking people who have written references for you or assisted in other ways. A card or letter on acceptance, or from abroad, marks you as a person with an educated heart. The International Programs Office appreciates your cards and letters, too. Our real reward for a lot of hard work and problem solving is the growth we see in our students, but "thank you's" & wish you were here" cards motivate us to keep going.

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**E. WHAT AND HOW TO PACK**

Our programs are diverse in material and location. Here are some universal guidelines no matter your destination:

1. **Travel light,** as whatever you pack you'll have to carry (and sometimes for several kilometers).

2. **Don't forget rule number one!** The best way to pack is to set out all you wish to take, divide it in half and leave half at home.

3. **Fashions vary.** Most places around the globe dress a bit more formally than Americans tend to. If you don't want to stick out, leave your ragged blue jeans and Packers sweatshirt at home.

4. **Dress appropriately.** Some countries throughout the world are more conservative regarding dress. Shorts are often frowned upon. At religious sites, bare arms and legs, even heads, are not acceptable. For women, a plain black dress is recommended as a semi-formal choice. For men, a button down and khakis is usually appropriate.

5. **Take easy washables,** such as durable and preferably permanent press fabrics. The optimum articles are light weight, washable, and drip dry.

6. **Interchangeability is essential.** Dress in layers and bring mix and match items (i.e. 3 scarves to match one shirt, a sweater that changes your fall outfit to winter).

7. **Whenever possible, leave valuables behind.** Bring only the credit cards you will use on the trip. Stow a separate list of cards, numbers, and emergency replacement procedures. Never take anything you would hate to lose.
8. **Prepare for the weather.** Be ready to adapt to all and every sort of weather. Be ready for cold temps (layered clothing), torrential rain (umbrella or waterproof jacket), snow, and searing heat. Research before you go!

9. **Pack for your destination.** Tents and compact sleeping bags are a good idea if you are planning on camping. Remember that cosmetics and other toiletries can be expensive compared to U.S. prices.

10. **Organize important documents prior to travel.** *CISI Health Insurance is mandatory* for all UW System students traveling overseas. The IPO will provide you with a Benefits Brochure, claim form, and insurance card. *An International Student ID is optional for most programs.* This card useful for student discounts, as well as some travel insurance.

11. **Put it all in a backpack.** Internal frame packs, with the carrying straps that can be tucked inside, are the best. Suitcases are inconvenient for our type of travel. Hiking backpacks with internal frames are the most convenient.

**SUGGESTED PACKING LIST**

*Note: All items marked with an asterisk (*) are an irreducible minimum.*

### Clothing & Accessories
- **Footwear:**
  - *Casual walking shoes, *flip-flops for showers, sport shoes, dress shoes, hiking shoes
- **Outerwear:**
  - *Rainwear, *sweatshirt, *warm jacket, lightweight hooded windbreaker, convertible rain/shine jacket
- **Tops:**
  - *Shirts/blouses, dress shirt, tie, sport coat (optional), sweaters (2)
- **Bottoms:**
  - *Slacks, *skirts (one casual skirt, one dress-up), jeans or khakis
- **Active wear and basics:**
  - *Socks, *underwear, *sleeping apparel, sweat pants, walking apparel, swimsuit
- **Accessories & extras:**
  - *Towel, washcloth, belt, hat, mittens/gloves, sunglasses, folding umbrella

### Miscellaneous
- **Documents**
  - *Passport, *extra passport photos, passport copies and airline tickets (kept separate from originals)
  - *ATM card, debit/credit card
  - Driver's license (note: in many countries you have to be over 21 to rent a car)
  - Insurance info
- **Toiletries & personal items**
  - *Contact lenses/glasses--solutions, prescriptions (don’t forget extra contact lenses!)
  - Medicine, prescriptions, vitamins, pain relievers, band-aids, sunscreen
  - Cosmetics, deodorant, shavers, feminine products, soap (Ivory can be used for hand laundry and bathing)
- **Gadgets**
  - *Watch/travel alarm clock
  - Camera (traditional or digital), extra batteries, memory card
  - Laptop computer (a lock is suggested for hostel stay, if possible)
  - Small flashlight
  - Adapter/power converter (Currents vary geographically. Note: electrical adapters seldom work as well as advertised)
  - Needle, thread, safety pins, rubber bands, scotch tape, packing tape
- **Bags and containers**
  - *Purse/wallet--consider money belt or pouch carried around neck or waist
  - *Water bottle
  - Plastic bags (for laundry, damp towel when traveling), zip-lock bags (contain liquid items in luggage)
  - Small padlock (for baggage during free travel time)
- **Study and travel materials:**
  - *Guidebooks, maps
  - Important addresses in a notebook, group itinerary
  - Diary or journal notebook, pens, book to read
KEEP YOUR BELONGINGS SECURE
Once you’re packed, keep these guidelines in mind while traveling to ensure a safe and secure trip:

1. **DON’T carry all valuables in one place!** Separate documents, cash, credit cards.

2. **NEVER pack essentials in checked luggage.** This includes documents, medicine—anything you could not do without. Put them in your carry-on bag. Any valuables such as cameras, iPads, or laptops should also not be checked. Make sure you keep them with you!

3. **CARRY your passport on you.** Separately, stow two copies of your passport. If it’s lost, report to local police; get written confirmation of report, take above documents to nearest U.S. Consulate and apply for a new passport.

4. **TAKE medicine in original drugstore containers.** Bring your labeled prescription with the generic name of the drug.

5. **MARK all luggage bags** in some distinctive way, so they are easily identified on the outside, and with your name and address on the inside. If you have an itinerary, put a copy inside each bag.

The most important thing to pack is an open mind and a sense of humor. Don’t let little things spoil an otherwise rewarding experience. Life is full of little challenges.

F. LUGGAGE TAGS

For "Address Overseas" use the address of your home base while abroad. Put your home address on the other side of the white card before you slip it into the plastic sheath.

G. LUGGAGE ALLOWANCE

Please check the website for your airline to get the updated luggage allowances. Make sure to check both international AND domestic flights. Some trips will have small flights once overseas, so check all airlines you’re using. Plan ahead for extra costs incurred for luggage. Cost varies greatly between airlines.

Here are some useful links to many of the Airlines that we use, feel free to look up and learn more about all requirements.

http://www.aerlingus.com/ Aer Lingus Ireland Flights
http://www.airfrance.us Air France
http://www.continental.com/ Air New Zealand
http://www.aa.com/aa/home American Airlines
http://www.lot.com/ Lot Polish Airlines
http://www.lufthansa.com/ Lufthansa
www.mexicana.com Mexicana Airlines
http://www.united.com/ United Airlines

H. EAT YOUR WAY OUT OF JET LAG
BY RONALD KATULAK

Although the best defense against jet lag is getting in good shape and getting plenty of sleep before departure, an Argonne National Laboratory scientist has developed a program to minimize the effects of jet lag.

The key is to alter eating habits dramatically days in advance and then on the day of travel convert activities as if you were already in the new time zone.

According to Ehret, the third day before travel should be a feast day, followed by a fast day and then another feast day. The day of travel should be a fast day.
Feast days should consist of three full meals. Breakfast and lunch should be high in protein to keep the body awake, and dinner should be high in carbohydrates, such as pasta, to stimulate sleep.

Fast day meals are low in carbohydrates and calories. A typical meal would be about 700 calories, such as a skimpy salad, thin soup and half-slices of bread. Only consume coffee and highly caffeinated drinks in the afternoon. Time your last meal eaten on the airplane to be simultaneous with the recent meal in the new time zone.

If the traveler arrives during the day, eat a high protein breakfast or lunch to keep awake. If the traveler lands in the evening, have a high carbohydrate meal to induce sleep.

Note: You can also minimize jet lag by avoiding alcohol while flying and drinking large amounts of water and other caffeine free drinks on the plane. When the stewardess asks if you'd like a soda or water ask for the whole can.

Here’s a place to keep track of important information. You should be sure to bring this information with you on your travels; also leave a copy at home. This is not for UWSP International Programs, it’s for you!

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<th></th>
<th>Email</th>
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<td>Credit Card</td>
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Medical Insurance Policy # ________________________________

Dates of Coverage __________________ Company Name __________________

Passport number __________________ Date of Issue __________________

City of Issue ____________________________

Debit Card Number: __________________
Expiration Date: __________________

Credit Card Number: __________________
Expiration Date: __________________

Attach for your use:
Copy of Prescriptions (use generic names) and Medical Records (vaccines, etc.)
Copy of Passport
Copy of Itinerary (with telephone numbers where you can be reached)
Copy of information from insurance policy stating your coverage

Again: Leave a Copy of This Completed Form and of Each Attachment with Someone Back Home!
I. BUILD-A-BUDGET

One of the hardest questions we are asked is, “How much spending money do I need for my semester abroad?” The answer is as varied as the students who travel with us, from under $1,500 to $4,500 or more.

**REMEMBER:** There are two things that you can do with your money, you can buy things or do things. Material things are much less important in the long run -- experiences passed up while abroad make for long term regrets.

1. The cost of your trip includes: Wisconsin resident tuition, airfare, room and board, some admissions (museums, etc.) and transportation on incorporated trips.

2. Additional money depends on your destination. Britain is the most expensive of our host countries. Poland and the rest of Eastern Europe are less expensive, but economies are constantly changing.

3. The dollar can fluctuate sharply. Many students buy currency ahead of time when they judge the rate to be favorable. Please don't ask us when that time is; if we knew, we would be working on Wall Street -- if at all!

4. Set up a budget. Put a dollar value on how much you will spend on each of these categories.
   - A. GIFTS
     How much on family/friends? (Bring small gifts significant to WI for the people you'll meet overseas.)
   - B. SOUVENIRS
     A stein in Germany, a tapestry in Poland, a wool sweater in Scotland...
   - C. WEEKEND TRIPS
     Those not scheduled as group outings- best to ask past travelers how much they spent.
   - D. LOCAL TRANSPORTATION
     Taxis, buses, subways, etc. Walking is much cheaper. In some cities public transportation is a bargain.
   - E. PERSONAL ITEMS
     Toiletries, laundry usage, etc.
   - F. RECREATION
     Participation and spectator sports, theatre, concerts, dance clubs, etc.
   - G. FOOD & BEVERAGE
     Special meals out, pubs, groceries. Your lunch supplements on certain trips will not buy a sit-down lunch. If you require a special diet, you need to bring supplementary funds.
   - H. SCHOOL SUPPLIES
     Are often more expensive over seas, and easy enough to stash a few notebooks in your bag.
   - I. STAYING ON?
     If you plan to stay on after the group leaves, your expenses will go up drastically!

5. Cost cutting hints: walk whenever you can, hand wash laundry, double up with friends whenever you can, avoid impulse buying, take advantage of the many free opportunities, shop for groceries for lunches rather than eating out, and keep careful record of where all your money goes.

Plan ahead. If you know what you want to do and see before you go you won't waste time and money in your site city. Read, talk to those who've been there before and pay attention to documentaries and news.
"We can’t decide how much money you need to take."

Work through Build-a-Budget; try to anticipate expenses; plan on spending a certain amount and stick to it daily. It’s ideal to take the entire funds budgeted on departure.

**REMEMBER:**
Each time you exchange one currency to another you lose money. Don’t cash more money into a currency than you’ll use. Banks give the best rate of exchange with lower service charges; hotels and restaurants offer the worst rates with high service charges.

**FLAT WALLET SOLUTIONS**

What can you do if you run out of money? (Leave this sheet with your parents.) Some ways of sending emergency funds are faster than others, but give those at home notice before you run out.

**WESTERN UNION**
To collect money, the recipient has to bring identification, usually passport. Western Union also adds a personal question to make certain of the recipient’s identity. With a Visa or Master Card, you can call Western Union any time, day or night, to wire up to $1000 (or more in some cases) and charge it to your credit card. This is the fastest route. The toll-free number is (800) 325-6000 for most of the United States.

**AMERICAN EXPRESS**
An American Express cardholder may wire up to $1000 to more than 60 locations abroad. You must visit an American Express office during business hours and pay with cash.

American Express says that the transfer should be made within 24 hours unless it is a weekend. Get to the office before 3 p.m. and the transfer can be made on the same day. The money is wired under an identification number, which you must know to be able to pick up the funds. Fees range from $15 to $30.

To find out about what current services are available for you call 1-800-726-0400 (then push 1 for Customer Service).

**DEBIT or CREDIT CARDS** – Best to have one of each; most students access their bank accounts abroad via ATMs.

**OTHER SUGGESTIONS**
In a genuine emergency use the State Department, especially if the traveler is in an out-of-the-way place. You send the State Department a money order; the Department then wires the funds to the nearest American Embassy or consulate. The traveler’s passport generally serves as identification. The transfer costs about $15 and takes 3-4 days from the time of money receipt. For further information, call the Citizens Emergency Centre, (202) 647-5225.

*Be specific that it is to be an electronic wire transfer. Otherwise, the bank draft might be put in the mail.* Always get the reference number on the transfer to help inquire about the money at the receiving bank.
K. AVOIDING PICKPOCKETS

It is difficult to recognize these changeling thieves that are pickpockets- sometimes the well-dressed businessman standing next to you, or the "friendly" group of young children approaching you in a city subway.

Travelers can prevent the majority of common thefts by arming themselves with the knowledge of typical scams, following some basic travel safety tips.

**Typical Scams**

**The Trio**: person one - the "stall" who positions himself in front of you and draws your attention
Person two - the "dip" who acts upon your moment of distraction to pick your pocket or purse
Person three - receives your valuables and casually disappears into the crowd.

Some rely upon your kindness by dropping something so you pick it up, asking for directions, or faking an accident to get you involved.

**Children as thieves**: Schooling for thieves starts early. A traveler in Rome caught a tiny little hand reaching into her now unzipped fanny pack. The child was not more than 6 years old.

**The newspaper trick**: A group of children approach asking for money as they jab at you with newspapers or cardboard. The papers block your view as little hands open pockets, slash belts, and clean out your travel funds. If you do catch on, the shock of being robbed by children often delays your reaction, making for a successful robbery.

Be Informed!

We recommend keeping your valuables out of sight, and close to your body, using a **money belt**, **neck wallet**, **waist wallet**, or **hidden wallet**.

If you prefer a day bag, consider using a bag or backpack with steel belted straps so it can’t be cut. These steel cabled straps foil most surgical blades, and keep your bag from disappearing into the crowd.

**Money belt** looks like a regular belt, but includes a zippered pouch for valuables.
**Neck wallet** loops around your neck and tucks comfortably inside your shirt.
**Waist wallet** is worn like a belt beneath your garments next to your skin.
**Hidden wallet** attaches to your belt with a choice of two colored loops for discretion in matching your belt, or pins to your clothing. Once again, this item is worn inside your clothing, out of sight.

L. CONVERTING TO METRIC MADE EASY

To convert:

**Celsius to Fahrenheit**: Double the Celsius; add 32 for a Fahrenheit estimate. Ex: \(20^\circ C \times 2 = 40^\circ F\)

**Kilometers to Miles**: Multiply kilometers by .6 for an estimate. Example: \(20\text{ km} \times .6 \sim 12\text{ miles}\).

**Kilograms to Pounds**: Double the kilos for approximation of pounds. Example: \(10\text{ kg} \times 2 \sim 20\text{ lbs}\).

**Meters to Feet**: Multiply meters by 3 for estimated number of feet. Example: \(30\text{ meters} \times 3 \sim 90\text{ feet}\).

If you’re planning to do any clothes shopping, the following chart shows the European and American sizes.
## Tables of Comparative Clothing Sizes

### Men's Clothing

**Suits**

<table>
<thead>
<tr>
<th></th>
<th>Great Britain</th>
<th>Continental</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>35</td>
<td>36</td>
<td>37</td>
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<tr>
<td>38</td>
<td>39</td>
<td>40</td>
<td>42</td>
</tr>
</tbody>
</table>

**Shoes**

<table>
<thead>
<tr>
<th></th>
<th>Great Britain</th>
<th>Continental</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>10 ½</td>
</tr>
<tr>
<td>11 ½</td>
<td>12</td>
<td></td>
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</tbody>
</table>

**Shirts**

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<th></th>
<th>Great Britain</th>
<th>Continental</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 ¼</td>
<td>14 ½</td>
<td>15</td>
<td>15 ½</td>
</tr>
<tr>
<td>16</td>
<td>16 ½</td>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>

**Hats**

<table>
<thead>
<tr>
<th></th>
<th>Great Britain</th>
<th>Continental</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 3/4</td>
<td>6 7/8</td>
<td>7</td>
<td>7 1/8</td>
</tr>
<tr>
<td>7 ¼</td>
<td>7 3/8</td>
<td>7 ½</td>
<td></td>
</tr>
</tbody>
</table>

### Women's Clothing

**Dresses* and Coats**

<table>
<thead>
<tr>
<th></th>
<th>Great Britain</th>
<th>Continental</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>33</td>
<td>35</td>
<td>36</td>
</tr>
<tr>
<td>38</td>
<td>39</td>
<td>40</td>
<td>42</td>
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</tbody>
</table>

**Sweaters, Blouses**

<table>
<thead>
<tr>
<th></th>
<th>Great Britain</th>
<th>Continental</th>
<th>United States</th>
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</thead>
<tbody>
<tr>
<td>36</td>
<td>38</td>
<td>40</td>
<td>42</td>
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<tr>
<td>44</td>
<td>44</td>
<td>46</td>
<td>50</td>
</tr>
</tbody>
</table>

**Shoes**

<table>
<thead>
<tr>
<th></th>
<th>Great Britain</th>
<th>France</th>
<th>Italy</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>36</td>
<td>32</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>37</td>
<td>34</td>
<td>5</td>
</tr>
</tbody>
</table>

*The U.S. women's dress sizes quoted are "Misses" sizes
M. USING AN ATM OVERSEAS

- High transaction fees are charged at ATMs. Be prepared to pay a percentage of the money you extract.
- Most international ATMs only allow access to your primary account. Put your money in the right account.
- Some banks impose a daily withdrawal limit so make sure you get enough cash to meet your daily travel needs.
- Alert your bank with when and where you will be traveling. Your card will be frozen if it’s used outside of your established itinerary to avoid fraud.
- Be wary of your surroundings. Cover your hand as you type in your PIN to be sure wandering eyes don’t have the opportunity to gain access to your account.

To check ATM availability in your destination, go to:
http://international.visa.com/main.jsp
http://star.infonow.net/bin/findNow?CLIENT_ID=STAR

N. PHONE CALLS OVERSEAS AND BACK

Don’t Forget to Call Home!!

One app that has proven useful is WhatsApp. When you have WiFi access you can call/text for free to other smartphone users who have the app. Test it out before leaving to go abroad.

Skype is the most popular and cheapest method of communication. Download it for free, use it between computers for free, or add credit to your account to be able to call cell or land lines from your computer. As a forewarning, WiFi access is not as universal overseas as it is in the U.S. Have this established with friends and family back home: you won’t be able to talk every single day. Use your time to explore! Checking in once every week or two is standard.

Most semester abroad students buy cell phones at their site of study to communicate with friends. More information about this is available upon your arrive at your site.

O. YOUTH HOSTEL LIFE

Some are luxurious, others are stark; some house hundreds, others only twenty; some are found in old castles, others in modern buildings. All are usually neat and orderly; most are in excellent locations. For the dollar, hostels can’t be beat.

Although primarily designed for young travelers, you’ll find users from ages 2 to 80, but priority is usually given to those under 26. Depending on the hostel, there may be rules in place stating an age limit.

What to Expect

Most hostels offer a small continental breakfast with your stay – nothing extravagant. You are expected to be respectful to the owners and fellow hostelers. Upon your departure you are often expected to clean up and deliver used sheets to the front desk.

Hostel rooms can be large or small; you may have 20 roommates of mixed genders, or just one. Hostel staff members are often young and love to help you with city information and tours. Sheets are typically included in the cost of stay, but renting a towel is extra.
Rules
If you are staying in a hostel for your trip accommodation, your leader may set up rules for the group. Respect them if you don’t want disciplinary action taken against you. If you are staying in a hostel for personal travel, general etiquette rules apply; respect those around you.

Often a restaurant or pub is connected to your hostel for a gathering place. Also, kitchens are usually available if you would like to save money and prepare your own meals. Clean up behind yourself if you use these facilities.

Precautions
Theft is a potential threat when staying in large rooms. When lockers or locks are provided, use them. Don’t leave anything of any value sitting around. Trust no one. Most people are honest, but cameras, passports, watches are valuable. The victim has little recourse: both the victim and the thief are short-term guests and the hostel does not assume responsibility.

Miscellaneous
Most hostels provide maps, information, bookings of bus tours, etc. There may or may not be laundry facilities available. A special advisory for summer and fall groups: late May through late September is busy season for hostels. Bring your patience to handle longer lines, filled up bookings, and higher prices.

P. TRAVELING BY TRAIN

A network connects all the major cities by train ways, along with smaller towns and villages. Main stations are centrally located and contain amenities: post offices, change banks, showers sometimes. Fuel-efficient trains travel at the average speed of 80 MPH, so they get you there fast. Intercity trains have frequent departures—40 or more daily direct trains between Cologne and Frankfurt, for example.

Hundreds of people speed across Europe together, enjoying the passing scenery. Most trains are so dependable you can set your watch by them. Long distance travelers can count on arriving and departing on schedule 90% of the time. Trains are often more expensive than planes, but sometimes faster. If you find a good deal take it!

Group Train Travel: If your leader tells you to be at a certain spot in a given station, BE THERE. If you miss a connection you pay the cost of a new ticket. The counter-mark ticket you'll be given is good only when you are with your leader.

We generally reserve seats for our groups but occasionally complications arise and someone will be in your seat. Please be patient. We may book night trains to save on hotel costs and to maximize daytime sightseeing. There are couchettes to sleep on and are typically quite comfortable.

DO NOT go to sleep in a compartment by yourself; they do not lock so there is no sure way to guard against robbery. Keep valuables on your person at all times; don't sleep with them in plain view.

Be sure to wear comfortable and durable clothing and shoes. Prepare snacks ahead of time to avoid costly train purchases. It is a good idea to bring something to read or a game to play for long rides.

As always, on trains you should represent yourself and the program well: be courteous, avoid excessive noise and never put your feet on seats.
SPECIAL NOTES:

Very often substantial discounts are available for those who travel in groups of +3. This is especially true for those with international student I.D.'s. Be sure to ask when you book your tickets.

Translations of a typical city to city train schedule:

<table>
<thead>
<tr>
<th>English</th>
<th>German</th>
<th>French</th>
<th>Spanish</th>
<th>Polish</th>
</tr>
</thead>
<tbody>
<tr>
<td>when the train travels</td>
<td>Verkehrszeiten</td>
<td>l’heraire</td>
<td>¿Qué día sale?</td>
<td>rozkład jazdy</td>
</tr>
<tr>
<td>departure time</td>
<td>ab:</td>
<td>départ</td>
<td>hora de salida</td>
<td>odjazd</td>
</tr>
<tr>
<td>arrival time</td>
<td>an:</td>
<td>arrivée</td>
<td>hora de llegada</td>
<td>przyjazd</td>
</tr>
<tr>
<td>track</td>
<td>Gleis:</td>
<td>rail</td>
<td>carril</td>
<td>tory / szyny</td>
</tr>
<tr>
<td>train</td>
<td>Zug:</td>
<td>train</td>
<td>el tren</td>
<td>pociag</td>
</tr>
<tr>
<td>transfer</td>
<td>Umsteigen:</td>
<td>correspondance</td>
<td>transbordo</td>
<td>przesiadka</td>
</tr>
<tr>
<td>ship</td>
<td>Shiff:</td>
<td>bateau</td>
<td>el barco</td>
<td>statek</td>
</tr>
<tr>
<td>travels over</td>
<td>über:</td>
<td>Sur</td>
<td>¿Cuándo termina el viaje?</td>
<td>trasa (przez)</td>
</tr>
<tr>
<td>class</td>
<td>Klasse:</td>
<td>Classe</td>
<td>clase</td>
<td>klasa</td>
</tr>
</tbody>
</table>

R. HEALTH INSURANCE

ALL students participating in UW-System Study Abroad Programs are REQUIRED to have the state mandated travel/insurance coverage. This is included in your program cost – under no circumstances are you allowed to opt out of this mandatory coverage.

The UW-System policy covers:

<table>
<thead>
<tr>
<th>Schedule of Benefits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section I</strong></td>
<td></td>
</tr>
<tr>
<td>Accidental Death Per Insured</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Medical expenses (per accident of sickness): Basic Medical</td>
<td>$200,000.00 at 100%</td>
</tr>
<tr>
<td>Emergency Medical Reunion</td>
<td>$5,000.00</td>
</tr>
<tr>
<td><strong>Section II</strong></td>
<td></td>
</tr>
<tr>
<td>Medical Evacuation/Repatriation</td>
<td>Combined limit $100,000.00</td>
</tr>
<tr>
<td>Return of Mortal Remains</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>CISI Policy number #GLB 9111660</td>
<td></td>
</tr>
<tr>
<td><strong>Section III</strong></td>
<td></td>
</tr>
<tr>
<td>Security Evacuation (Comprehensive)</td>
<td>$100,000.00</td>
</tr>
</tbody>
</table>
In addition, all participants in UWSP Semesters Abroad can also buy their own health insurance to cover extra medical/hospital costs in the event of sickness or injury while abroad.

Invest a few minutes now to consider what kind of insurance coverage will protect you from potential major financial problems while abroad.

1. **Consider the amount of risk you are willing to take regarding insurance.**

   The UWSP requires that you have additional insurance. Refer to the enclosed Insurance Abroad Options chart that contains basic information about plans for you to consider and compare. Also check with your program sponsor about possible in-country insurance policies.

2. **If you are insured through your parents, spouse, or another non-UWSP insurance source, talk with your insurance agent to find out exactly what the coverage includes during your time abroad.**

3. **Check into whether or not the plan(s) you are considering provide continuous coverage before and after you go abroad.** Chose a plan that includes hospitalization, medical evacuation, and repatriation.

4. The ISIC card and many others cover only your time abroad. You will need separate coverage prior to departure and when you return. UWSP students only: The UWSP plan will cover you while abroad as long as you continue to be enrolled and pay the appropriate premiums. You must, however, inform the carrier that you will be overseas.

5. **More Suggested Insurance Questions**
   **For your current plan or plans you are considering:**
   1. Does the plan include hospitalization coverage for accidents and illnesses while abroad?
   2. What is the maximum amount of coverage that is provided?
   3. Are there deductibles? If so, what are they? Will the plan include emergency room expenses?
   4. What is the coverage for medical evacuation?
   5. In the event of death, what is the coverage for repatriation?
   6. What do you do under the plan if you have to pay cash up front and have no money?
   7. Does the plan cover visits to the doctor or medication prescribed while abroad?
   8. What are the procedures for filing a claim? How long does it take to get reimbursed after filing?
   9. When does the plan begin and end?
   10. Does the plan enable you to have continuous coverage before, during, and after you go abroad?
   11. Does the plan assume it is the primary or secondary carrier? If it is the secondary carrier, when does coverage begin?
   12. Is there a booklet explaining the coverage in detail?

Yes, we think that it is very important that you be covered.

While most students studying abroad do not face a major medical emergency, it is important to be prepared.

While the ISIC card is often required for study abroad programs and offers support services in times of emergency, you must remember that it offers only a minimal form of insurance and only covers you while you are overseas! Think of it as a supplement to other more comprehensive insurance plans.
S. THE ORIENT, UNDEVELOPED COUNTRIES, AND EASTERN EUROPE

If you are headed for one of these sites your experience will be wholeheartedly different than what you may expect. How can you prepare yourself? First, as always, read all you can. Second, prepare for real culture shock.

**CULTURE SHOCK**

When familiar cues to our behavior (how to make purchases, when to shake hands, when to smile, etc.) are missing, and when unfamiliar experiences occur, you will react to frustration in two ways:

- You will reject the environment--“the ways of our host country are bad because they make us feel bad.” If you hear Americans complaining, this likely is the underlying cause.

- You may regress. Everything American becomes glorified--until you get back home!

- **Symptoms**: excessive fear of uncleanliness--constant hand washing, unnecessary concern over water, dishes, food, bedding; fear of physical contact; a feeling of dependence on other Americans; a short fuse, with fits of anger over minor frustrations; refusal to learn the language; unusual fear of being robbed or cheated; excessive longings for apple pie, a good cup of coffee, etc.

After the first novelty has worn off, foreign visitors can develop a hostile attitude toward the host country. Fortunately time spent in this new environment will leave you more comfortable and able to navigate social interactions, speak a few words, and understand the new culture better. When you’re adjusted, you begin to enjoy customs, foods, drinks, habits of hosts. When you leave, you miss the country and people you have adjusted to.

T. TOURIST BOARDS

**Tourism Contact Information**

[http://www.intltravelnews.com/Tourist__offices.htm#C](http://www.intltravelnews.com/Tourist__offices.htm#C)

**Australia**
Tourism Australia, 6100 Center Dr., Ste. 1150, Los Angeles, CA 90045; 202/319-2976; [www.australia.com](http://www.australia.com)

L.A. Contact: 310/695-3200, [cbogaerts@tourism.australia.com](mailto:cbogaerts@tourism.australia.com)
Dunmore Lang College, 130 Herring Road, North Ryde NSW 2113; [Jenifer.hearn@dlc.mq.edu.au](mailto:Jenifer.hearn@dlc.mq.edu.au), [www.dunmorelangcollege.nsw.edu.au](http://www.dunmorelangcollege.nsw.edu.au)

**Austria**
Austrian National Tourist Office, Box 1142, New York, NY 10108-1142; 212/944-6880; [www.austria.com](http://www.austria.com)

**Belize**
800/624-0686; [info@travelbelize.org](mailto:info@travelbelize.org), [www.travelbelize.org](http://www.travelbelize.org)

**China**
China National Tourist Office, 350 Fifth Ave., Ste. 6413, New York, NY 10118; 888/760-8218… or 550 North Brand Boulevard, Ste. 910, Glendale, CA 91203; 800-670-2228, [www.cnio.org](http://www.cnio.org)
Hong Kong Tourist Board, 10940 Wilshire Blvd. #2050, Los Angeles, CA 90024; 800/282-4582 or 310/208-4582… or 115 E. 54th St., 2nd Fl., New York, NY 10022; 212/421-3382, www.discoverhongkong.com/usa

Cook Islands
Cook Islands Tourism Corporation, 17880 Skypark Circle, Ste. 250, Irvine, CA 92614; 866/280-1739 or 949/476-4086, www.cook-islands.com, usamanager@cook-islands.com

Costa Rica

Czech Republic

Fiji
Fiji Visitors Bureau, 5777 W. Century Blvd. #220, Los Angeles, CA 90045; 800/932-3454, www.bulafiji.com

France

Germany
German National Tourist Office, 122 E. 42nd St., 20th Fl., New York, NY 10168-0072; 800/651-7010 or 212/661-7200… or 501 Santa Monica Blvd., Ste. 607, Santa Monica, CA 90401; 310/394-2580, www.cometogermany.com

Hungary
Hungarian National Tourist Office, 150 E. 58th St., 33rd Fl., New York, NY 10155-3398; 212/695-1221, www.gotohungary.com

Iceland
Icelandic Tourist Board, 655 Third Ave., New York, NY 10017; 212/885-9700, usa@icetourist.is, www.icelandtouristboard.com/ or www.icetourist.is/

Ireland
Tourism Ireland, 345 Park Ave., New York, NY 10154; 800/223-6470 or 212/418-0800, www.tourismireland.com

Italy
Italian Government Tourist Board, 630 Fifth Ave., Ste. 1565, New York, NY 10111; 212/245-5618… or 12400 Wilshire Blvd. #550, Los Angeles, CA 90025; 310/820-1898, www.italiantourism.com * Contact mbar-tolin@italiantourism.com

Japan
Japan National Tourist Organization, One Rockefeller Plaza, Ste. 1250, New York, NY 10020; 212/757-5640… or 515 So. Figueroa St. #1470, Los Angeles, CA 90071; 213/623-1952, www.jnto.go.jp or www.japantravelinfo.com
Mexico
Oaxaca, Instituto Cultural Oaxaca; Apdo. Postal 340, Oaxaca, Oax., Mexico C.P. 68000; 515/3404; ins-cuoax@prodigy.net.mx, www.instituculturaloax.com.mx
www.mexicocity.gob.mx (hotels/sites/restaurants)
www.turisbus.com.mx (tours thru Mexico City
www.ancientmexico.com
www.oaxacainfo.com
www.oaxaca-travel.com
www.maps-of-mexico.com (to order maps of Mexico)

New Zealand
Tourism New Zealand, 222 E. 41st St., Ste. 2510, New York, NY 10017; 866/639-9325 or 212/661-7088… or 501 Santa Monica Blvd., Ste. 300, Santa Monica, CA 90401; 310/395-7480, www.newzealand.com Contact Sonali Chaturvedi at laxinfo@tnz.govt.nz; 866/639-9325

Poland
Polish National Tourist Office, 5 Marine View Plaza, Hoboken, NJ 07030; 201/420-9910, www.polandtour.org

Semester at Sea
Institute for Shipboard Education, University of Virginia, PO Box 400885, Charlottesville, VA 22904; 800/854-0195; info@semesteratsea.com, www.semesteratsea.com

Slovak Republic
Tourist & Commercial Office of Slovakia, 10 E. 40th St., Ste. 3606, New York, NY 10016; 212/679 7044; www.cometoslovakia.com

Spain
*to request brochures: ana.gil@tourspain.es or Chicago@tourspain.es 312/642-1992

Switzerland
Switzerland Tourism, 608 Fifth Ave., New York, NY 10020; 877/794-8037 or www.myswitzerland.com

Tahiti

Thailand
Tourism Authority of Thailand, 611 N. Larchmont Blvd., 1st Fl., Los Angeles, CA 90004; 800/842-4526 or 323/461-9814… or 61 Broadway, Ste. 2870, New York, NY 10006; 212/432-0433, www.tourismthailand.org

United Kingdom
Visit Britain, 551 Fifth Ave., Ste. 701, New York, NY 10176; 800/462-2748, www.visitbritain.com
Falkland Islands: www.tourism.org.fk
Gibraltar Tourist Board, 1156 15th St. NW, Ste. 1100, Washington, D.C. 20005; www.gibraltar.gi
Northern Ireland Tourist Board, 551 Fifth Ave. #701, New York, NY 10176; www.discovernorthernireland.com
Scotland Tourist Board: www.visitscotland.com
Wales Tourist Board: www.visitwales.com

21
U. TRAVEL PHOTOGRAPHY SUGGESTIONS

By Doug Moore
UWSP Photography
119 Delzell Hall
346-3985, (cell) 715-340-3335

1. Be prepared. Before you depart on your trip, shoot practice shots of the photos you plan to take. Photograph the kinds of subjects and lighting you expect to encounter in your travels – different subjects, weather conditions, and lighting.


3. Get sharper pictures by bracing your camera on something. Focus carefully on your subject, and (if possible), use a fast shutter speed of at least 1/125 second.

4. Include people in your photos. They enliven static images, and provide scale in wide-angle shots.

5. Strive to lend your photos a feeling of depth. Frame the scene through a doorway, arch, window, tree branches, etc. Take advantage of side-lighting.

6. “Record shots,” taken on the run just to prove you were there, seldom have much “wow” value on the viewer back home.

7. Don’t try to cram too much into one picture. Simple compositions, especially close-ups, will be your most memorable images.

8. Unusual lighting or perspective often transforms what would have been a mundane picture into an awe-inspiring one. Portray your subject from some angle other than eye-level. Frame vertical subjects vertically. The light of early morning, sunset, fog, etc., is often dramatic. Overcast days are good for people pictures – just leave the gray sky out of the frame.

9. Videorecording also is great to record special events. Be sure you have enough memory available for lots of photos and video.

10. Don’t get so wrapped up in trying to record the trip that you don’t have time to enjoy it.

11. When you get back home, edit your pictures ruthlessly. Save the negatives, or, in the case of digital images, save the original files. Take digital photos at the highest “JPEG” setting. Consider uploading photos to photo-sharing websites like Snapfish or Kodak Easyshare Picture Gallery. Show only your best. Fight the urge to produce a documentary. Remember, the audience won’t miss what they don’t see.

12. Have more questions? Call me at 346-3985 or e-mail at dmoore@uwsp.edu
In most of our material, we hint at the notion of keeping a journal. We highly recommend it, even if you aren’t required to for your classes abroad.

— Am I required to keep some type of travel journal?

Probably. You are enrolled in a number of courses—each with its own requirements. You may have several such requirements—it’s your responsibility to make sure they are all met. Sometimes the journals focus on the travel part of your program, or maybe only on the times when you are staying in one locale.

You also need to be sure you understand how your instructors define journaling. Some instructors want you to complete data sheets—factual information and specifics. Others may want you to write narrative, or compare/contrast items. Some journals may be rather informal in style while others are more academic and structured. Be prepared to ask questions and to get sorted out at the beginning of your trip.

— Should I keep a trip record for myself?

You knew that answer was going to be yes. Your instructors want you to keep a journal so that you attend to or focus on certain things that they know are important in your trip. A journal provides you a reason and a space to think at a deeper level than mere experience, and you may find your academic journal is not the place for personal thoughts. So you decide to keep a separate journal—a travel diary.

Travel diaries typically include these characteristics, different from academic journals:

- **You** decide how many times you write in it
- Entry length
- Slang, incomplete sentences, unorthodox punctuation and spelling
- Drawings/cartoon
- Unique bits of language, behaviors, cultural aspects, etc.
- Tickets, postcards, stamps, newspaper clippings, you decide to paste in

Having a focus for observing while traveling and then capturing the results on paper deepens your thinking powers.

— How do I keep that travel journal/travel diary on the road?

**Rule One:** Get your system going!
Use the system your instructors require or suggest. Otherwise, purchase the journaling materials that best suit you. See the suggested supplies later on for suggestions.

**Rule Two:** Collect it now!
Get the core details down as close to your experience as possible. Otherwise you will forget! People’s names, times, train station location, everything; no need to write full sentences, just notes to remind you. Also stick in a few mementoes like ticket stubs.

**Rule Three:** Offer details over vague generalities!
One “telling detail” is better than several sentences of generic information. Use one of your senses to describe the places you visit.
Rule Four: Get a little distance!
Make sense of your experience by reflecting on it. Once you have your notes to work with, you can link up your experience with conversations you’ve had, articles you’ve read, etc. Now begin to add, question, speculate at more length.

Rule Five: Record or forget!
Understand that if you don’t record something as you go, you will forget. We all do.

Rule Six: Avoid travel regret!
If you can’t remember the specifics upon return home, you will regret it. Get something down so you have the specifics for remembering later on or sharing stories. If you can’t remember the details, your four months abroad will seem lost. Your notes will bring the experience back to life years later.

— What are my choices in journaling supplies?

Smaller or bigger?
Refer back to Rule #2. Be sure you can carry your journal with you always, so keep that in mind when choosing a size. Smaller is almost always better, similar to packing luggage.

Some kinds of journals to buy
- **Spirals of various sizes**—from small to 8 ½ x 11 inches. **Disadvantages:** You can’t rearrange or resequence pages, the pages can rip out, and the spiral can fall apart.

- **Steno notebooks** (top spiral)—handy sized and useful especially for left-handers.

- **Looseleaf sheets**—You can reshuffle, put in various kinds of binders, and insert dividers. **Disadvantages:** Papers can get lost and fly away and punched holes can be damaged.

- **Diaries**—The daily, dated pages are an incentive to write. **Disadvantage:** The limitation on length of entries.

- **Day-planners or Daytimers**—Encourage daily, concise entries. **Disadvantage:** Entries have to be short.

Writing implements and extras
- **Pens**—Permanent so the writing won’t wear away as years pass, but this prevents editing as well. Cheap pens work just as well as fancy, expensive pens.

- **Pencils**—Pencils are cheap, and you can erase. They also smudge.

- **Colored pencils**—Great for those who regularly draw in their entries. We encourage everyone to do quick sketches of something you see – it can be more useful and explain better than multiple paragraphs of words.

- **Plastic Ziploc bags**—Collect flat stuff in them as you go such as tickets and postcards. I tuck my pocket-sized journal in one to keep the pages from bending or from getting wet.

- **Glue pens**—Handy when you want to paste various things into your journal.

Keeping these memories forever
You can easily purchase “acid-free,” “lignin-free,” and “buffered” papers or journals so you will never lose your journal contents. It’s an extra expense, but can save your memories forever. If you keep your journal in a safe, dry place when you’re home this should also suffice.
Your Customs Declaration

You will get a Customs declaration form on your return to the United States. You must declare the total value of all articles acquired abroad and in your possession upon your return. This includes everything you bought, received as a gift, and any items you brought as a gift for someone at home.

**WARNING:** If you understate the value of or misrepresent an article you declared, you may incur penalties.

**Standard Exemption**
Your duty-free exemption is $800 if you are a returning U.S. resident. This refers to the value of the souvenirs you’re bringing back that won’t be taxed; duty-free exemption may include:

- 100 cigars and 200 cigarettes. *(Products of Cuban tobacco are prohibited entry into the United States unless the product was purchased in Cuba in accordance with Office of Foreign Assets Control Regulations [31 C.F.R. 515.560]).*
- One liter of wine, beer or liquor if you are at least 21 years old.

The duty-free exemption is $800 if you are returning directly from a Caribbean Basin Economic Recovery Act country. The exemption is $1,600 if returning from American Samoa, Guam, or the U.S. Virgin Islands.

Articles imported in excess of your exemptions will be subject to duty. If your purchases and acquisitions exceed the allowable duty-free exemption plus $1,000, you must itemize-in writing – these purchases/acquisitions on the back of the declaration form.

**Agricultural Items**
All agricultural and food items brought into the United States must be declared to prevent the introduction of pests or crop disease into the U.S. food supply. To learn more, contact: Quaranties, USDA-APHIS-PPQ, 4700 River Road, Riverdale, MD 20737; (301) 734-8295 (plant); (301) 734-3294 (animal).

**Duty-Free Shops**
Articles purchased in “duty-free” shops, or on a plane or ship, are subject to Customs duty and other restrictions, but may be included in your exemption. Articles bought in American duty-free shops are subject to Customs duty and IRS tax if reentered into the United States.

**Pets and Wildlife**
Cats and dogs must be free of evidence of diseases communicable to humans. Dogs older than three months must have proof of a rabies vaccination. No such proof is required for other pets under any circumstances. For more information, contact the Quarantine Division, Center for Disease Control and Prevention, Atlanta, GA 30333, or request Customs publication *Pets and Wildlife*.

The U.S. Fish and Wildlife Service maintains very strict controls, restrictions, and prohibitions on importing animals and almost all by-products. Contact the U.S. Fish and Wildlife Service at: 4401 N. Fairfax Drive, Arlington, VA 22203 (1-800-358-2104) for more information.

**Currency**
There is no limitation on the amount of monetary instruments that may be brought into or out of the United States. If you take out or bring in more than $10,000 in currency or negotiable instruments, however, you must file a report (Customs Form 4790) with U.S. Customs. Failure to do so can result in civil or criminal penalties.
Search Authority
Title 19 Section 1582 of the U.S. Code authorizes Customs officers to search, inspect, and/or examine all persons, luggage, and merchandise discharged or unladen from a carrier arriving in the United States from a foreign destination. Customs randomly selects individuals for inspections to ensure compliance with U.S. laws.

Customer Service Standards
Customer service standards are posted throughout Customs inspection areas. They guarantee Customs officers will be professional and courteous to everyone. A supervisor or Passenger Service Representative will be on hand to answer any Customs-related questions. If you feel that we have not lived up to our standards and wish to lodge a complaint, be sure our letter includes your phone number. A Customs official will contact you within three days of receiving your letter.

Play it Safe
This is only a brief overview of Customs requirements. You will find U.S. Customs listed in the “U.S. Government” section of your local phone directory under the Treasury Department listing or visit us at http://www.customs.gov if you want more information. You may also call U.S. Customs in Washington, D.C. at (202) 354-1000.

X. DRUGS ABROAD: HARD FACTS

http://travel.state.gov/travel/living/drugs/drugs_1237.html

Each year some Americans are arrested overseas. One third of the arrests are on drug-related charges. As a U.S. citizen, you are still governed by laws in your host country.

Every aspect of a drug arrest abroad can be different from U.S. practice. For instance:

- Not all countries provide a jury trial
- Some countries do not permit pre-trial release on bail
- Pre-trial detention, often in solitary confinement, can last several months
- Officials may not speak English
- Physical abuse, confiscation of property, degrading treatment and extortion are possible
- Persons convicted may face sentences from fines to jail time, years of hard labor, or the death penalty
- Penalties for drug possession/trafficking are often different abroad; possession of 1 oz. of marijuana could mean years in a foreign jail

As with any arrest of a U.S. citizen abroad, consular officers perform a variety of services (see Arrests Abroad, above).

It is your responsibility to know what the drug laws are in a foreign country; "I didn't know it was illegal" will not get you out of jail. There’s little anyone can do to help if you’re caught with drugs.

Purchasing prescription medications in quantities larger than considered necessary for personal use could get you arrested on suspicion of drug trafficking. Once you're arrested, the American consular officer CANNOT get you out!

If arrested, the U.S. Consular Officer CAN

- visit you in jail after being notified of your arrest
- give you a list of local attorneys (The U.S. Government cannot assume responsibility for their professional ability or recommend a particular attorney.)
- notify your family and/or friends and relay requests for money or other aid -- but only with your authorization
- intercede with local authorities to make sure that your rights under local law are fully observed and that you are treated humanely, according to internationally accepted standards
- protest mistreatment or abuse to the appropriate authorities

The U.S. Consular Officer CANNOT

- Get you out of jail or the country
- represent you at trial or give legal counsel
- pay legal fees and/or fines with U.S. Government funds
If you are caught buying, selling, carrying or using drugs it could mean…

**Interrogation and Delays Before Trial** - including mistreatment/solitary confinement up to 1 year

**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 (e.g., Malaysia and Pakistan)

Although drug laws vary from country to country, it is important to realize the laws before making the mistake of getting involved with drugs. 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.

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**Y. DEALING WITH HOMESICKNESS AND RETURN SYNDROME**

During your Semester Abroad you'll experience ups and downs. Much will excite you -- new friends, sights, and experiences. But homesickness is a fact of life; it's perfectly natural, and regardless of how they show it others in your group are undergoing the same thing. Talk with peers and your leaders if you are really down. Discussing your situation helps elevate the baggage of missing home.

Mail will cheer you up more than you ever thought possible -- lack of it can just as easily bring you down. Though your mother may never tire of writing to you, others may not be so thoughtful. Try to understand. When you get home and your friends are abroad you'll see that writing takes an effort -- one you may then be motivated to make.

Usually about one month before your scheduled return date you get excited about home. As the date draws closer you're in a mad rush do everything you haven’t done yet in your host country. When it's finally time to wave good-bye, it's hard to leave. **Return syndrome sets in.** The first day or two at home can be marvelous but after you'll wonder why you ever wanted to be back. Life settles to a daily routine; no longer is there something new around every corner. It's depressing! Parents and friends wonder what's wrong with you. Actually, the only people who can sympathize are fellow group members. It's normal.

You may feel that most Americans are trapped in a cycle of working, drinking, watching TV and complaining. Physical comfort reigns; to many newly-returned travelers depth of life and enjoyment seem lacking in America.

**Remedy:** Keep busy. Recognize that you've changed--you’re more worldly, more cosmopolitan. Realize not everyone wants to hear *all* about your trip. They'll ask, but except for your ever-loving mother, maybe two stories is all they'll want to hear. The best answer you can give is "**You'll just have to go yourself.**" Indeed, the best way to get over sadness upon returning is to start planning your next overseas exploration.

**“Pointers with Passports”** is a club where coping with return syndrome is a key priority. Ask the IPO staff about contact information. Club meetings are held monthly, where all travel topics are discussed. Study abroad veterans can discuss their return syndrome, share stories, and help rookie travelers with their trip plans.
Z. COMMON SENSE

RISK - SAFETY - COMMON SENSE

There is nothing we do as individuals or collectively that is risk free, yet international travel experiences are relatively low risk so long as the traveler bears in mind that one must act as a reasonable prudent person.

We would like to bring attention to the potentially dangerous 4 D’s, DRINKING, DRIVING, DRUGS, and DANGEROUS activities.

Invariably there will be opportunities for participants to involve themselves in DRINKING alcohol, DRIVING cars under foreign rules, DRUG exposure and somewhat DANGEROUS activities which are as nonchalant as hitchhiking or as thrilling as bungee jumping. We fully expect and encourage everyone to be curious to try the new and different cultural cordialities of a foreign place, but to do so in a safe manner. A good guide is “never do anything overseas which you would not do at home.”

Alcohol is an international beverage and commonly used to express friendship and enhance hospitality. You will invariably have the opportunity to try foreign brews. Overindulgence is the concern, which may lead to embarrassment, physical harm and even violation of the law. Our only advice is simply don’t overdo it and place yourself at risk.

Driving is something no study abroad participant should be partaking in. Public transportation will be more than sufficient for your travels while abroad.

Illegal drugs are an absolute no-no. We have had some experiences with minor incidents and there is absolutely nothing we can do on your behalf if you violate the drug laws of another country and are arrested.

Is jumping off a bridge and falling 145-200 feet with a bungee cord attached to your legs dangerous? Yes, and doing so does not demonstrate courage. You can decide what it reveals and while thousands do so safely, it is something you do on your own recognizance as with many other activities of choice which have inherent risk.

Contagious disease, STDs As always, forethought and caution should be applied to situations involving the exchange of bodily fluids. We advise you to be aware of the subtle risk for diseases such as Hepatitis B and HIV. The tattoo parlor is one such place we encourage you to avoid. Even something as benign as getting a nose ring or earring could be risky if there is any doubt about the antiseptic conditions of the procedure.

A closing word: It is important to reemphasize that alerting you to some of the potentially risky activities while you are abroad is intended to serve as a reminder. Since International Programs will not be holding your hand throughout the trip, we want you to rely on your best common sense to keep yourself safe and enjoy your semester or summer to the fullest. In our 35 plus years of sponsoring study abroad programs we are proud to say that we have not had any unmanageable problems. Please help keep us keep it that way by using your best common sense.

We wish you all the best for a great international experience and, thank you in advance!

Revised November, 2014
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28