CHECKLIST

Are you ready to study abroad this summer? Great!
Begin by completing this Checklist:

I. Preparation

☐ Read the books and factsheets provided. International Programs has a collection of travel videos and guidebooks that can be checked out.
☐ Check with advisor on course satisfaction of GDR or major/minor requirements.
☐ Apply for passport right away.
☐ If applicable, attend Health Meeting scheduled by UWSP Intl Programs and receive recommended immunizations.
☐ Set up reading goals on culture, history, literature of site.
☐ Contact your bank/credit card provider. Let them know your travel plans.
☐ Consider signing up for a frequent flier miles program with the airline you’re using or with a credit card company with travel benefits.

II. Program Logistics

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

☐ Passport (or copy) given to IP Office; apply by March 1
☐ Renew FAFSA (Free Application For Federal Student Aid) by March 1.
☐ Fill out Visa paperwork if applicable.
☐ Attend orientation meetings/classes scheduled by faculty leader(s).
☐ Make sure final payment or Deferred Payment Form is on file with Intl Programs Business/Office Manager.

UWSP students only

☐ Financial Aid award letters will be emailed to students in May (if FAFSA was renewed by March 15).
☐ Accept your financial aid award.
☐ Go to the Financial Aid Office and request revision of award to include study abroad program cost.
☐ Copy of REVISED award letter given to Business/Office Manager for issuance of a Deferred Payment Form.

Non UWSP 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 of these listed above can be done at www.ohe.state.mn.us)
☐ Check with your university’s Director of Financial Aids for approval of a Consortium Agreement. If your school does not participate in consortium agreements, contact the Business/Office Manager in IP.
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A. TIPS FOR AMERICAN STUDENTS STUDYING ABROAD

- Keep an open mind. Embrace the differences, and learn how to appreciate them.
- Find 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 tasks for you to do each day, such as going to a new museum, meeting three new people, listing five new words to learn, riding a public bus, etc.
- Consider the local political atmosphere before you talk to a local friend. Whatever you say may cause trouble for him/her after you leave.
- 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. You can’t try to impose your system on other people.
- 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.
- Try new foods!
- Be prepared to answer questions about the U.S. Do not be surprised if 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.
- Be prepared for farewells and the reverse cultural shock when you come home.
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. Employees (and family members going) should rate themselves and total their scores on separate pieces of paper.

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 me 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. If you score is an 80 or above you should 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.
C. A SAFE TRIP ABROAD


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Foreword

When you travel abroad, the odds are in your favor that you will have a safe and incident-free trip. Travelers are sometimes victimized by crime and violence, or experience unexpected difficulties. No one is better able to tell you this than the U.S. consular officers who work in more than 250 U.S. embassies and consulates around the globe.

Happily, most problems can be solved over the telephone or by a visit to the Consular Section of the nearest U.S. embassy or consulate. Occasionally U.S. consular officers are called upon to help U.S. citizens in foreign hospitals, prisons, or to assist families of U.S. citizens who passed away overseas.

BEFORE YOU GO

What to Take

Safety begins when you pack. To avoid becoming a target, do not dress to mark yourself as an affluent tourist. Expensive-looking jewelry can draw the wrong attention.

Always try to travel light. You can move quicker and will more likely have a free hand. You will also be less likely to set your luggage down, leaving it unattended.

Carry the minimum number of valuables, and plan places to conceal them. Your passport, cash, and credit cards are most secure when locked in a hotel safe. When you have to carry them, put them in various places rather than all in one pouch. Avoid handbags, fanny packs and outside pockets that are easily targeted. Inside pockets and a sturdy shoulder bag with the strap worn across your chest are safer. One of the safest places to carry valuables is in a pouch or money belt under your clothing.

Keep medicines in their original, labeled containers. Bring copies of your prescriptions and the generic names for the drugs. If a medication is unusual or contains narcotics, carry a letter from your doctor attesting to your need to take the drug. If you have any doubt about the legality of a certain drug in a country, consult the embassy or consulate before you travel.

Bring a debit card, and one or two major credit cards instead of cash. If you need cash as a back up, hide it in numerous places to avoid pick-pockets. Use covered luggage tags to avoid casual observation of your identity or nationality. Include your name, address, and telephone numbers with each piece of luggage.

What to Leave Behind

Don't bring anything you would hate to lose. Leave at home:

- valuable or expensive-looking jewelry
- irreplaceable family objects
- Social Security card, library card, and similar items you may routinely carry in your wallet

Leave a copy of your itinerary with family or friends at home in case of an emergency.
Make two photocopies of your passport, airline tickets, driver's license and the credit cards (bank account information) that you plan to bring. Leave one photocopy of this data with family/friends at home; pack the other in a place separate from where you carry the originals.

What to Learn About Before You Go

Security

The Department of State's Country Specific Information is available for every country of the world. They provide information on certain topics, addresses, and emergency telephone numbers for U.S. embassies and consulates. Country Specific Information describes conditions so travelers can make informed decisions about their trips.

Travel Warnings may be issued in addition to a Country Specific Information. The Travel Warning may recommend Americans defer travel to that country because of a dangerous situation.

Travel Alerts share information about short-term conditions posing significant risk to the security of American travelers. They are issued when there is a perceived threat, even if it does not involve Americans as a particular target group.

You can access Country Specific Information, Travel Warnings and Travel Alerts 24-hours a day in several ways.

Internet

The most convenient source is the Consular Affairs home page: http://travel.state.gov

Telephone

Overseas Citizens Services at 1-888-407-4747 can answer general inquiries on safety and security. This number is available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays). Travelers calling from overseas can call 1-202-501-4444 for the same information.

In Person

Country Specific Information, Travel Warnings and Travel Alerts are available at any of the regional passport agencies and U.S. embassies and consulates abroad.

Local Laws and Customs

When you leave the U.S., you are subject to foreign laws wherever you go. Learn about local laws and customs you're visiting before leaving. Good resources are your library, travel agent, the embassies, consulates, tourist bureaus, and media reports about recent developments in those countries.

THINGS TO ARRANGE BEFORE YOU GO

Your Itinerary

If traveling alone outside of group itinerary, try to stay in larger hotels/hostels that have more elaborate security. Rooms on the 2nd to 7th floors above ground level are recommended—high enough to deter break-ins, low enough for fire equipment to reach. When there is a choice of airport or airline, ask your travel agent about comparative safety records.

Legal Documents

Have your affairs in order at home. If you leave a current will, insurance documents, and power of attorney with your family/friends, you can feel secure about traveling and prepared for any emergency.

Credit

Make a note of the credit limit on each credit card you bring. Americans have been arrested for innocently exceeding their credit limit. Ask your credit card company how to report the loss of your card from abroad. 1-800 numbers do not work abroad; your company should have a number that you can call while overseas.

Insurance

Property Insurance: Find out if your personal property insurance covers you for loss or theft abroad.

Medical Insurance: UW System requires all student participants to purchase major medical insurance through Cultural Insurance Services International (CISI). This will not cover routine medical
appointments but will cover illnesses/emergencies overseas. Check whether your U.S. health insurance covers you abroad. Medicare and Medicaid do not provide payment for medical care outside the United States. Be aware what CISI covers and what your personal plan covers.

PRECAUTIONS TO TAKE WHILE TRAVELING
Safety on the Street
Use the same common sense traveling overseas that you would at home; be cautious in (or avoid) areas where you may be easily victimized. These include crowded subways, train stations, elevators, tourist sites, market places, festivals and crime-ridden neighborhoods.

- Don’t use short cuts, narrow alleys or poorly lit streets.
- Don’t travel alone.
- Avoid public demonstrations and other civil disturbances.
- Keep a low profile and avoid loud conversations or arguments.
- Do not discuss travel plans, hotel accommodations, or other personal matters with strangers.

Beware of pickpockets. They often have an accomplice who will:
- jostle you
- ask you for directions or the time
- point to something spilled on your clothing
- distract you by creating a disturbance

Watch out for your group members! Working together puts you at an advantage. Look purposeful when you move about. Even if you are lost, act as if you know where you are going. Ask for directions only from individuals in authority. Do not consult your map in the street and obviously point in directions you think you should go. Go inside a café to look at maps if you’re lost.

Know how to use a pay telephone and have the proper change on hand. Learn phrases in the local language or write them down so that you can signal for police or medical help.

Safety in Your Hotel
- Keep your hotel door locked at all times. Meet visitors in the lobby.
- Do not leave money and valuables in your hotel room while you are out. Use the hotel safe.
- If you are out late at night, let someone know when you expect to return.
- If you are alone, do not get on an elevator if there is a suspicious-looking person inside.
- Read the fire safety instructions in your hotel. Know how to report a fire, and where the fire exits/alternate exits are. (Counting the doors between your room and the exit to help if you have to crawl through a smoke-filled corridor.)

Safety on Public Transportation
If a country has a pattern of tourists being targeted by criminals on public transport, that information is mentioned in the Country Specific Information in the section about crime.

**Taxis** Only take taxis clearly identified with official markings. Beware of unmarked cabs.

**Trains** Well-organized, systematic robbery of passengers on trains along popular tourist routes is a problem. It is more common at night, especially on overnight trains.
- If you see your way being blocked by a stranger and another person is very close behind you, move away. This can happen in the corridor of the train or on the platform or station.

Criminals have been known to drug food or drink offered to passengers. Criminals may also spray sleeping gas in train compartments. If your compartment can’t be locked, take turns sleeping with your traveling companions. If you must sleep unprotected, tie down your luggage and secure valuables.
Do not be afraid to alert authorities if you feel threatened in any way. Extra police are often assigned to ride trains on routes where crime is a serious problem.

**Buses** The same type of criminal activity found on trains can be found on public buses on popular routes. For example, tourists have been drugged and robbed while sleeping on buses or in bus stations. In some countries, whole busloads of passengers have been held up and robbed.

**How to Handle Money Safely**
Access ATMs only when you need currency; don’t ever flash large amounts of money. Make sure your credit card is returned to you after each transaction. If your possessions are lost or stolen, report the loss immediately to the local police. Keep a copy of the police report for insurance claims and as an explanation of your plight. After reporting missing items to the police, report the loss or theft:
- credit cards to the issuing company
- debit card to the issuing bank
- airline tickets to the airline or travel agent
- passport to the nearest U.S. embassy or consulate

**How to Avoid Legal Difficulties**
When you are in a foreign country, you are subject to its laws and are under its jurisdiction. You can be arrested overseas for actions that may be either legal or considered minor infractions in the United States. Know the legal expectations in the countries you will visit.

**Possession of Firearms**
The places where U.S. citizens most often experience difficulties for illegal possession of firearms are near - Mexico, Canada and the Caribbean. Sentences for possession of firearms in Mexico can be up to 30 years. In general, firearms cannot be brought into a country unless a permit is obtained in advance from the embassy or consulate of that country and the firearm is registered with foreign authorities. (Note: There are strict rules about bringing firearms/ammunition into the U.S; check with U.S. Customs [http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/prohibited_restricted.xml])

**Photography**
In many countries you can be detained for photographing security-related institutions, like police and military installations, government buildings, border areas and transportation facilities. If you are in doubt, ask permission before taking photographs.

**Purchasing Antiques**
Americans have been arrested for purchasing souvenirs that were, or looked like antiques. This is especially true in Turkey, Egypt and Mexico. Familiarize yourself with any local regulations of antiques. In countries with strict control of antiques, document your purchases of reproductions, or the necessary export permit (often from the national museum). Inquire about exporting these items before you purchase them.

**Terrorism**
Terrorist acts occur unpredictably. The first and best protection is to avoid travel to areas where there has been a persistent record of attacks or kidnappings. Most attacks are the result of careful planning; terrorists are looking for the most accessible targets. The chances of you becoming a target are slim, but here are a few tips to help minimize risk:
- Schedule direct flights if possible and avoid stops in high-risk airports or areas.
- Minimize the time spent in the public area of an airport, which is a less protected area.
- Move quickly from the check-in counter to the secured areas. Leave the airport as soon as possible after arriving.
- Avoid obvious terrorist targets such as places where Americans and Westerners are known to congregate.
- Keep an eye out for abandoned packages, briefcases, or other suspicious items. Report them to airport authorities and leave the area promptly.
Travel to High-Risk Areas
If you must travel in an area where there is a history of terrorist attacks or kidnappings, discuss with family what they would do in the event of an emergency. Have your affairs in order before traveling.

Remember to leave a detailed itinerary, copies of your passport and citizenship documents with a friend or relative in the United States.
- Leave no personal or business papers in your hotel room.
- Watch for people following you or "loiterers" observing your comings and goings.
- Keep a mental note of police stations, hotels, and hospitals. Formulate a potential plan if a bomb explodes or there is gunfire nearby.
- Select your taxicabs at random; compare the driver’s face with the one on the posted license.
- Be sure of the identity of visitors before opening the door of your hotel room.
- Refuse unexpected packages.
- If somebody starts shooting, drop to the floor immediately. Don't move until you are sure the danger has passed. Do not attempt to help rescuers and do not pick up a weapon. Shield yourself behind a solid object.

Hijacking/Hostage Situations
While every hostage situation is different, there are some general considerations to keep in mind. The U.S. Government's policy is firm: we do not make concessions to terrorists. When Americans are abducted overseas, we look to the host government to protect all persons within its territories and to bring about the safe release of hostages. The U.S. Government works closely with these governments to ensure that all victims are released as quickly and safely as possible.

At the outset of a terrorist incident, is extremely important to remain calm, alert, and manage your own behavior. Avoid resistance and sudden movements. Do not struggle or try to escape unless you are certain of being successful. Consciously put yourself in a mode of passive cooperation.

If questioned, keep your answers short. Don't volunteer information. Try to remain inconspicuous, avoid direct eye contact and the appearance of observing your captors' actions. Eat what they give you, even if it does not look or taste appetizing.

Think positively. Avoid a sense of despair. Rely on your inner resources. Remember that you are a valuable commodity to your captors. It is important to them to keep you alive and well.

ASSISTANCE ABROAD
The Consular Section can provide updated information on the security situation in a country. Payment of hospital and other medical expenses is your responsibility. If you find yourself in legal difficulty, contact a consular officer immediately. If you are detained, remember that under international treaties and customary international law you have the right to talk to the U.S. Consul. If you are denied this right, be politely persistent. Try to have someone get in touch for you.

Resources for U.S. Citizen Crime Victims
When a U.S. citizen becomes a victim of a crime overseas he or she may suffer physical, emotional, or financial injuries. The emotional impact of the crime may be intensified if the victim is in unfamiliar surroundings, far away from sources of comfort and support, and not fluent in the local language or knowledgeable about local laws and customs. Consuls and consular agents can provide assistance to U.S. citizens who are crime victims.
If you become the victim of a crime overseas, contact the nearest U.S. embassy or consulate for assistance. Also contact local police to report the incident and obtain immediate help.
U.S. Consular Officer **CAN**
- replace a stolen passport
- contact family, friends, or employers to relay requests for money or other aid (only with your authorization)
- obtain appropriate medical care
- obtain information about local resources to assist victims, including foreign crime victim compensation programs, and assistance/compensation programs in the U.S.
- visit you in jail after being notified of your arrest
- obtain information about the local criminal justice process and your case
- intercede with local authorities to make sure your rights *under local law* are observed and you are treated humanely, according to internal standards
- protest mistreatment or abuse to appropriate authorities
- obtain a list of local attorneys who speak English

U.S. Consular Officer **CANNOT**
- Investigate a crime
- Serve as your official interpreter/translator
- Demand your immediate release or get you out of jail or the country!
- Represent you at trial or provide legal advice
- Pay legal fees and/or fines with U.S. Government funds

**Victim Assistance:** If you are the victim of a crime while overseas, there are specialized resources available in the United States. Thousands of local crime victim assistance programs offer help with rape crisis counseling programs, shelter and counseling programs for battered women, support groups and bereavement counseling for family members of homicide victims, diagnostic and treatment programs for child abuse victims, assistance for victims of drunken driving crashes, and others in another country. Information about locating crime victim assistance programs is below.

**Victim Compensation:** Some states offer benefits to their residents who are victims of violent crime overseas. (See contact information for state compensation programs below.) These state compensation programs provide financial assistance to eligible victims for reimbursement of expenses such as medical treatment, counseling, funeral costs, lost income or loss of support, and others. Generally victim compensation programs require the victim to report the crime to law enforcement and they usually request a copy of the police report.

**Contact Information for Victim Compensation and Assistance Programs:**
- Information about a state’s crime victim compensation program and how to apply is available on the National Association of Crime Victim Compensation Boards website, [http://www.nacvcb.org/](http://www.nacvcb.org/)
- The toll-free 24/7 hotline for sexual assault crisis counseling and referrals in the United States is 1-800-656-HOPE. It is operated by a non-profit organization, RAINN (Rape, Abuse and Incest National Network), with information at [http://www.rainn.org/](http://www.rainn.org/).
- Information about local sexual assault and domestic violence victim assistance programs in the U.S. is available from each state’s sexual assault coalition. Contact information is listed on the website of the U.S. Department of Justice Violence Against Women Office, [http://www.usdoj.gov/ovw/](http://www.usdoj.gov/ovw/).
- The toll-free 24/7 National Domestic Violence Hotline, which provides crisis counseling and referrals in the U.S., is 1-800-799-SAFE.
- The toll-free 24 hours a day/7 days a week crisis counseling and referral line for families and friends of those who have died by violence is 1-888-818-POMC. It is operated by a non-profit organization, POMC, Inc. (The National Organization of Parents of Murdered Children), which also has information at [http://www.pomc.org/](http://www.pomc.org/).
- Information about national and local resources for drunken driving accident victims and victims’ family members is at the Mothers Against Drunk Driving website, [http://www.madd.org/](http://www.madd.org/).
- Information for U.S. non-emergency victim assistance services is at the U.S. Department of Justice Office for Victims of Crime website [http://ovc.ncjrs.org/findvictimservices/](http://ovc.ncjrs.org/findvictimservices/).
• Information for crime victims on the impact of crime, safety planning, legal rights/civil legal remedies, and options for assistance and referrals to local programs is available from the National Crime Victim Center (NCVC). Call toll free (8:30 a.m. to 8:30 p.m. EST) 1-800-FYI-CALL or call TTY for hearing impaired (8:30 a.m. to 8:30 p.m. EST) 1-800-211-7996. Information is also available at http://www.ncvc.org/.
• Information and referral to victim assistance programs is available from the National Organization for Victim Assistance (NOVA). Call toll-free 24 hours a day / 7 days a week 1-800-TRY-NOVA. Information is also available at http://www.try-nova.org/.

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 violates the Code of Student Conduct. You are entitled to the due process rights described therein prior to your suspension or expulsion from the program. However, 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.

MAPS: We suggest carrying a map of the areas you are traveling. Should you get lost in a country where you cannot speak the language, a simple gesture could save you. Maps are wonderful souvenirs after your return, and can be obtained at book stores, train stations or tourist offices. Often electronics with GPS will not work without WiFi, so a map is good to have.

LANGUAGE: You will have more fun in a foreign country if you make an attempt to communicate in their native tongue. At least learn to say, "please", and "thank you" and "I'm sorry I don't speak ________________; do you speak English?" Pair up with friends who speak the native tongue, use phrase books and tapes, available at most book stores. For travels to multiple European countries look for Rick Steves' Europe Through the Back Door Phrase Book - it's fun and competent!

DRIVING ABROAD: You should not own or operate a motor vehicle of any kind during your trip. Driving regulations/habits in many countries abroad are different from those in the U.S., and driving overseas can be frustrating and dangerous. Your liability insurance may not be valid overseas.

MEDICAL MATTERS: Be sure your tetanus vaccination is up to date. Check with your doctor if you have particular concerns/problems. Give us any information the leader may need on the Health and Safety Information form provided before departure.

TRANSCRIPT: Credits will appear on transcripts as resident UWSP credits. Non-UWSP students can obtain an official transcript from the UWSP Registrar, http://www.uwsp.edu/regrec/Pages/default.aspx. The cost is $7.00. Privacy laws prevent us from acting for you.

A NOTE ON MANNERS: It is easy to miss "thanking" people who have written references for you or conducted an interview for you. Put yourself in the minority of people who remember to express appreciation! A card, letter, or a postcard from abroad marks you as having an educated heart. The
IP Office appreciates cards and letters, too. Our real reward for hard work and problem solving is the growth we see in our students; “thank you” and “wish you were here” cards motivate us to keep going.

E. WHAT AND HOW TO PACK

UWSP study abroad programs are conducted throughout the world and in every season—research average temperatures for your site and season. It isn't possible to give you one list that applies to all; here are some universal guidelines and suggestions for packing to get you started:

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

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

3. Fashions vary. It is difficult to advise you on exact articles to bring. Europeans, as well as much of the world, dress a bit more formally than Americans. If you don't want to stick out, leave your ragged blue jeans and Green Bay Packers sweatshirt at home.

4. Dress appropriately. Some countries throughout the world have strict customs regarding dress. Shorts are often frowned upon. In certain religious sites, bare arms/legs and even heads are not acceptable. Excessive informality can be seen as an insult. For women, a plain black dress is recommended as a semi-formal choice. For men, khaki pants and a button down shirt is appropriate.

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

6. Interchangeability is essential. Dress in layers and bring mix and match items (a blouse that goes with the skirt and slacks you've packed, multiple scarves with one shirt, a sweater that changes your fall outfit to winter).

7. Leave your valuables. Bring only the credit cards you will use on the trip. Keep a separate list of cards, numbers, and replacement procedures. Never take anything you would hate to lose.

8. Prepare for the weather. Be ready to adapt to every sort of weather. Be ready for cold temps (layered clothing), torrential rain (umbrella or waterproof jacket), snow, and searing heat.

9. Bring items to share in your host country. Maps of the United States and your home state let you show people where you live. Small gifts, typical of your home, state or university are thoughtful. A roll of Kennedy half-dollars, Wisconsin quarters or $2 bills are handy small presents.

10. Pack for your destination. For students traveling to non-European destinations, flashlights and compact sleeping bags are a good idea if you plan on doing any camping. Remember cosmetics and other toiletries can be expensive overseas. Talk to trip alumni for insight on what to bring.

11. Organize important documents prior to travel. CISI Health Insurance is mandatory for all UW System students traveling overseas. The International Programs office will provide you with a Benefits Brochure, claim form, and insurance card. An International Student ID is included in the price of most programs. This card is invaluable in Europe and useful in other parts of the world. There is some travel insurance included with the card.
12. **Put it in a backpack.** Internal frame packs, the kind that the carrying straps can be tucked inside, are the best. Bulky suitcases are inconvenient for our type of travel. Rolling bags are sometimes useful, but beware of cobblestone streets, dirt roads, and stairs.

13. **Remember:** You know yourself better than anyone! Tailor these ideas to your trip and tendencies.

### SUGGESTED PACKING LIST

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

#### Clothing & Accessories
- **Footwear:**
  - *Casual walking shoes, *flip-flops for showers, sport shoes, dress shoes, hiking shoes
- **Outerwear:**
  - *Rainwear (compact poncho), *sweatshirt, *warm jacket, lightweight hooded windbreaker, convertible rain/shine jacket with zip-out lining (optional)
- **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, sweatpants, walking apparel, swimsuit
- **Accessories & extras:**
  - *Towel, washcloth, belt, hat, mittens, handkerchiefs, sunglasses, compact umbrella

#### Miscellaneous
- **Documents**
  - *Passport, *passport photos, passport copies, airline tickets (separate from originals)
  - *ATM card, debit/credit card
  - Driver's license (note: in many countries you have to be over 25 to rent a car)
  - Insurance info
- **Toiletries & personal items**
  - *Contact lenses/glasses—solutions (don’t forget extra contact lenses!)
  - Medicine, prescriptions, vitamins, pain relievers, band-aids, sunscreen
  - Cosmetics, comb, deodorant, shavers, toilet tissue (more expensive overseas), feminine products, bar soap (Ivory can be used for hand laundry and bathing)
- **Gadgets**
  - *Watch/travel alarm clock
  - *Pocket calculator (handy for currency conversion)
  - Camera, extra batteries, memory card
  - Laptop or tablet if necessary (a lock is suggested for hostel stay)
  - iPod for down time/plane rides
  - Small flashlight
  - Adapter/power converter (adapters seldom work as well as advertised; do without electronics when possible!)
  - Pocketknife with can opener, corkscrew, etc.
  - Needle, thread, safety pins, rubber bands, scotch tape, packing tape
  - Cord for clothesline, small clothespins
- **Bags and containers**
  - *Purse/wallet--consider money belt or pouch carried around neck or waist
  - *Reusable water bottle
  - Plastic bags (damp laundry when traveling), zip-lock bags (for liquid items in luggage)
  - Small padlock (for baggage during free travel time)
- **Study and travel materials:**
  - *Clipboard for taking notes
  - *Guidebooks, maps
  - *UWSP participant manual/information sheets, notebook with addresses, group itinerary
  - All-purpose glue
  - 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. **NEVER pack essentials in checked luggage.** This includes documents, medicine—anything you could not do without, along with cameras, computers, or iPods. Keep them with you!

2. **CARRY your passport.** Separately, carry two passport pictures, passport number, place issued, and expiration date. If passport is lost, report to local police. Get a written report, take the documents to nearest United States Consulate and apply for a new passport.

3. **COPY your airline ticket** or list ticket number, all flights included, and name/address of issuing agency, and them keep separate from your ticket.

4. **TICKET:** When traveling by train, you’ll be given a "control mark." This is your ticket; it is good only in conjunction with the master ticket held by your leader.

5. **GUARD your valuables during travel.** A little paranoia is useful. People from the Midwest tend to be over-trusting. Hide them in various places under your clothing.

6. **MARK all luggage**—with distinctive marking (i.e. bright ribbon). 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 surprises.

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**F. LUGGAGE TAGS**

For "Address Overseas” use the address of your "Home Base". As examples: Int’l Student House in London and the Dom Piast in Poland. That way even if you travel extensively before arriving in your “main-site-city”, and happen to lose your luggage, it will eventually catch up with you. Put your home address on the other side of the white card before you slip it into the cover.

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**G. LUGGAGE ALLOWANCE**

Luggage allowances have changed, and the cost for checking bags has increased.

Make sure to check for both international AND domestic flights. Some trips will have small flights once overseas, so check those guidelines; plan for extra luggage costs. Cost varies greatly between airlines.

Here are some useful links to some Airlines we use, feel free to look up luggage specific requirements.

- [http://www.aerlingus.com](http://www.aerlingus.com) Aer Lingus Ireland Flights
- [http://www.airfrance.us](http://www.airfrance.us) Air France
- [http://www.continental.com](http://www.continental.com) Air New Zealand
- [http://www.icelandair.com](http://www.icelandair.com) Iceland Air
- [http://www.lot.com/](http://www.lot.com/) Lot Polish Airlines
- [www.mexicana.com](http://www.mexicana.com) Mexicana 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 developed a program that allows people to minimize the inevitable effects of the time change on their bodies.

Jet lag, that feeling of irritability, disorientation and insomnia that comes with crossing time zones rapidly, normally requires one day of adjustment for every time zone crossed.

Years of research on circadian rhythms has produced a method of avoiding jet lag by adjusting mealtimes, foods eaten and environmental influences, says Argonne biologist Charles Ehret.

The key to resetting the body's internal clock to the new time zone is to alter eating habits dramatically several days in advance and then on the day of travel to start converting your activities as if you already were 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 always be a fast day.

Feast days should consist of three full meals. Breakfast and lunch should be high protein, which helps the body stay awake, and dinner should be high carbohydrates, such as pasta, which stimulates sleep.

Fast day meals are low in carbohydrates and calories. A typical meal would be about 700 calories, such as a salad, thin soup and half slices of bread. Coffee and other drinks containing caffeine should only be consumed in the afternoon.

On the trip, such as a nine-hour flight from New York to Paris crossing six time zones, a traveler should time meals so the last meal on the airplane matches time of most recent meal in the new time zone.

If the traveler arrives in Paris during the day, have 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: Even if you can't follow the plan suggested above you can do a lot to minimize the ill effects of long flights by avoiding all 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 a mineral water say, "yes, and I'd like the whole can please."

I. DRUGS ABROAD: HARD FACTS

http://travel.state.gov/travel/living/drugs/drugs_1237.html
DEPARTMENT OF STATE PUBLICATION 11285
Bureau of Consular Affairs

Every year, several hundred Americans are arrested abroad on drug charges. Persons caught with illegal drugs are subject to that country's laws, not those of the U.S.; ignorance of the law is no excuse. In many countries, the burden of proof is on the accused to prove innocence.

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

- few countries provide a jury trial
- many countries do not permit pre-trial release on bail; pre-trial detention can last several months
- prisons may lack even minimal comforts, such as beds, toilets, and washbasins
- diets are often inadequate and require supplements from relatives and friends
- officials may not speak English
• physical abuse, confiscation of property, degrading treatment and extortion are possible
• persons convicted may face fines, jail time, years of hard labor, or even the death penalty
• penalties for drug possession and drug trafficking are often the same; possessing 1 oz. of marijuana could result in years in a foreign jail

See above Assistance Abroad for how the U.S. Consular officer can help you.

J. AVOIDING PICKPOCKETS

Every year, thousands of travelers fall prey to quick and clever tactics of pickpockets. What may take thieves a moment to "lift" from your pockets (passports, credit cards, airline tickets) may take weeks to replace. It is difficult to recognize these changeling thieves - sometimes it could be the well-dressed businessman standing next to you, or the group of young children with newspapers in a city subway.

A thief may be hard to recognize, but their tactics are not. Travelers can prevent most thefts by arming themselves with the knowledge of typical scams, following some basic travel safety tips and using security products.

Typical Scams

The Trio: A typical three person team of thieves includes the "stall" (stands in front of you and draws your attention), the "dip" (who acts upon your moment of distraction to pick your pocket or purse), and a third person who receives your valuables and casually and quietly disappears into the crowd.

Some rely upon your kindness by dropping something hoping you'll help them pick it up, asking for directions, faking an accident that somehow seems to be your fault, or begging for your involvement. Thieves rely on your good character, as in the case of a tourist sitting on a Caribbean beach who went into the water to save a 'drowning swimmer' only to return to find his valuables stolen.

Others "accidentally" bump into you and another "kind" person catches you from falling. Pickpockets have been known to soil your clothes with toothpaste, ash, or ice cream. A second member of the team points out the spill and helps you clean up. This is the perfect set up for a theft, or even a mugging.

Children as thieves: Schooling for thieves starts very early. A traveler was seated on a crowded bus in Rome. She glanced down at her lap to find a tiny hand reaching into her now unzipped pack. The child was no more than 6 years old.

Groups of children sometimes work together. One tactic is the newspaper trick. A group approaches a tourist asking for money or tries to sell knick knacks while jabbing them with newspapers or cardboard. The papers block your view as little hands work fast, opening pockets and slashing belts. If they do catch on, the shock of being robbed by children often delays reaction, making for a successful robbery.

Be Informed!

Know how they work: By recognizing the time-tested pick-pocketing scenarios ahead of time, you will recognize situations to avoid, and keep your attention focused on your valuables, not on their intentional distractions.

We recommend: A money belt looks like a regular belt but has a zippered pouch. A neck wallet loops around your neck and tucks inside your shirt. A waist wallet is worn like a belt beneath your clothes next to your skin. A hidden wallet attaches to your belt with a choice of two colored loops to match your belt, or pins to your clothing. If you prefer a day bag, consider using a bag with steel belted straps that prevents cut and run theft. Steel straps foil most blades, and keep your purse or day bag from disappearing into the crowd.
K. USING AN ATM OVERSEAS

It makes sense to use ATMs for ready cash overseas. They're convenient and may save you money through favorable exchange rates. However, there are a few things you should keep in mind.

- Most international ATMs only allow you to access your primary account. If that’s checking but all your money is in savings, you’ve got a problem. Allocate your funds so you can get to them.
- Some banks impose a daily withdrawal limit; make sure you get enough cash for daily travel.
- Some international ATMs are available only during local business hours.
- Make sure to let your bank know when and where you will be traveling. Notify them when and where you will be to avoid having your account frozen due to activity outside your itinerary.
- Be wary of people in line looking over your shoulder to get your PIN number.

To check ATM availability at your location: [http://star.infonow.net/bin/findNow?CLIENT_ID=STAR](http://star.infonow.net/bin/findNow?CLIENT_ID=STAR)

L. PHONE CALLS OVERSEAS

Don’t Forget to Call Home!!

Many students use Skype to contact home. Skype requires the internet to connect and can be downloaded at this site: [http://www.skype.com/](http://www.skype.com/). Skype is free so have family and friends create an account. Calling a phone number is not free. $10 will go a long way for talk time!

Tip: Test out Skype before you leave to be sure you get a good connection, video quality, and sound between your laptop and the person you intend to call.

M. CONVERTING TO METRIC MADE EASY

Celsius to Fahrenheit: Multiply by 9, divide by 5, add 32. Ex: 20°C x 9 / 5 = 36 ° + 32 = 68°F

Kilometers to Miles: A kilometer is 5/8 of a mile or .621. Multiply kilometers by .6 for an estimate.

Ex: 20km x .6 = 12 miles.

Kilograms to Pounds: 1 kilogram is 2.2 pounds; double kilos for an approximation in pounds.

Ex: 10 kg x 2 = 20 lbs.

Meters to Feet: A meter is 39.27 inches or about 3 feet. Multiply meters by 3 for estimated feet.

Ex: 30 meters x 3 = 90 feet.

Table of Comparative Clothing Sizes

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<thead>
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Women's Clothing

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<td>14</td>
<td>16</td>
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<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

*The U.S. women's dress sizes quoted are "Misses" sizes

N. YOUTH HOSTEL LIFE

Neither hotel, boarding house, dormitory or home, a hostel is a combination of them all. 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. You can surely appreciate the bargain nature of our programs, which would be quite impossible without the savings hostels allow.

Although primarily designed for young travelers, you'll find users vary in age from 8 months to 80 years. Often hostels give priority to those under 26. Hostellers come from every corner of the globe. Take advantage of the diversity to make some new friends.

What to Expect

Some offer food, but not all. Continental breakfast typically is bread with jam and coffee. After meals you may be expected to help clean up -- clearing tables, doing dishes, or sweeping floors. Be quick to volunteer. You will often be required to clean your rooms before departure.

Hostel rooms can be large, and have as many as 20 roommates or as few as one; rooms with more beds are cheaper than private rooms. You have the option of choosing same-sex rooms, but co-ed rooms are cheaper. If you have a late night check in, there are potential charges you may incur. You may rent sheets for a small fee so you don’t have to pack them.

Rules

Rules are necessarily a big part of hostel life. Remember that you are a guest and are expected to be respectful of all rules. Curfews may be set by your group leader. Respect them. Also, respect sleeping roommates. Staying in close quarters requires patience and being courteous to people around you.

The abuse of alcohol or smoking is inappropriate in hostels and out-of-the-question in most dormitories. You may be expelled if you are seen as being inappropriate or disrespectful of the rules.

Precautions

Another problem which may, unfortunately, present itself is theft. Most hostels provide lockers or locks; use them. If you carry a lot of money, in spite of our advice to the contrary, ask about a safe. Don't leave anything of any value sitting around. Trust no one. Most people are honest, but there is a lot of poverty in the world--cameras, passports, and watches are worth money. The victim has little recourse: both he and the thief are often short term guests in a country with a different language.

Miscellaneous
Most hostels provide maps, information, bookings of bus tours, and listings of cultural events. Showers are rarely luxurious; be courteous and keep yours brief. Laundry facilities are available but expensive.

A special advisory for summer and fall groups: Hostels, particularly in big cities, are often crowded from late May through late September. This is holiday time. You will have to be extra patient. Easter is another time when long food lines and crowded facilities will be the norm.

Reservations are a good precaution. A good website that offers a wide range of hostel bookings is www.hostelworld.com. They can help you arrange good travel routes, and offer many traveling tips! An International Youth Hostel (IYH) membership may give you access to discounts but it’s not necessary to access the site.

O. TRAVELING BY TRAIN

Traveling through Europe by train offers convenient, efficient, dependable and economical transportation which is additionally exciting and educational, but tiring! A network connects all the major cities and many smaller towns and villages. Main stations are centrally located and contain many amenities: post offices, change banks, sometimes showers. Fuel-efficient trains travel at the average speed of 80 MPH, so they get you there fast. Intercity trains have very frequent departures. The German railroad system, before the reunification, had a 15,000-mile network alone serving 6,500 destinations. Be sure when buying your train tickets that you specify InterCity, as these are generally a little more expensive. If you board the train without the correct ticket, you are subject to fines. 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. This works well for group travelers. It is imperative you know departure times. You'll be given a train schedule before leaving, keep that and your countermark with you at all times!

If your leader tells you to be at a certain spot in a given station, BE THERE. If you miss a connection the cost of meeting up with your group is your own.

Occasionally complications arise and someone else will be in your seat. Please be patient. We may book night trains to save on hotel costs and to maximize daytime sightseeing. Couchettes are economical sleeping accommodations which allow you to lie down and most people sleep quite well.

DO NOT go to sleep in a compartment by yourself to guard against robbery. Keep valuables on you at all times; don't sleep with them in plain view.

Wear comfortable and durable clothing and shoes. Food and drink on the trains is expensive. Picking up light supplies before you go will save you money.

If you enjoy meeting and talking to new people, this mode of travel is perfect. Most Europeans like to find out where you are from, what you do, and your political opinions. It is always a good idea to bring something to read or a game to play.

If traveling outside the group schedule, visit www.eurail.com to research pass options that can potentially save money if you are going to be country hopping.

The cost of first-class rail tickets in northern Europe averages 40 cents per mile, so you'd have to go +1300 miles before the pass would pay. If you buy second-class rail tickets (25 cents per mile) you’d have to travel +2000 miles to justify the pass. Consider rail fares are often lower in Greece, Italy, Portugal, and Spain, and that the pass doesn't extend to most Eastern European countries.
As always, on trains you should represent yourself and the program well: be courteous, avoid drinking, excessive noise and never put your feet on seats.

SPECIAL NOTES:
Eurail Passes are not valid in Britain. To purchase a Britain pass, visit www.britrail.com.

With or without a pass, all seats on I.C. or other express trains are subject to an additional charge (in Germany, for example the “Zuschlag” is circa 5 €s.).

Usually substantial discounts are available for traveling groups of three or more. This is especially true for those with valid 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>German</th>
<th>English</th>
<th>Polish</th>
<th>English</th>
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<tbody>
<tr>
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<td>when the train travels</td>
<td>rozkład jazdy</td>
<td>when the train travels</td>
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<tr>
<td>ab:</td>
<td>departure time</td>
<td>odczasy</td>
<td>departure time</td>
</tr>
<tr>
<td>an:</td>
<td>arrival time</td>
<td>przyjazd</td>
<td>arrival time</td>
</tr>
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<td>track</td>
<td>tory / szyny</td>
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<td>statek</td>
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<td>über:</td>
<td>travels over</td>
<td>trasa (przez)</td>
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<tr>
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<th>French</th>
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<td>when the train travels</td>
<td>¿Qué día sale?</td>
<td>when the train travels</td>
</tr>
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<td>départ</td>
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<td>hora de salida</td>
<td>departure time</td>
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<tr>
<td>arrivée</td>
<td>arrival time</td>
<td>hora de llegada</td>
<td>arrival time</td>
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<td>transfer</td>
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<td>¿Cuando termina el viaje?</td>
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<td>€</td>
<td>Euro</td>
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</tr>
</tbody>
</table>

P. TRAVEL PHOTOGRAPHY SUGGESTIONS

By Doug Moore
UWSP Photography
009 Nelson Hall

1. Be prepared. Before departing on a trip, shoot practice shots using the camera you plan to bring along. During this “dry run,” you might want to take some indoor shots with a flash, an interior of a church, landscapes, outdoor candid’s of people, foggy/overcast day, waterfront scenes, buildings at night, etc. This exercise will alert you to any potential problems with camera, exposure, flash or media.

2. Digital “SLR” cameras are larger, heavier and more expensive, but are more versatile and yield better quality photos. Point-and-shoot and advanced point-and-shoot cameras have amazing
capabilities considering their size and cost. Cell phone cameras are convenient but bring a backup.

3. Bring multiple memory cards (2-3 with large storage capabilities). A laptop with adequate hard drive space or small external hard drive (many with 500 gigabyte or 1 terabyte capacity) are recommended for storing photos/video. USB flash drives also can store your memories.

4. Take care of your camera. Protect it from dirt, rough handling, heat and moisture. Keep camera lenses clean. Carry extra batteries. Consider using rechargeable NiMH or Lithium Ion batteries – invest in a recharging unit. Flash and video replay eat up battery power, so carry spares.

5. Picture quality is directly related to the JPEG setting and ISO speed. Set the quality on your camera to Fine or Large – whatever the highest setting is. If you’re an advanced user, you might also consider recording photos in RAW and JPEG simultaneously for the best quality and versatility. This will use up more memory card and hard drive space. Do not save photos at lower quality settings because you cannot ramp up the resolution.

6. 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.

7. Include people in your photos. They enliven static images, and provide scale in wide-angle shots. Take turns with friends photographing each other.

8. Start with wide shots, and then narrow down on interesting details in the scene. Take your time, keep your camera handy, and be alert for good photo opportunities. “Record shots,” taken on the run just to prove you were there, seldom have much “wow” value to the viewer.

9. Unusual lighting or perspective often transforms 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.

10. Edit your pictures ruthlessly. Become familiar with image-editing software. Some of the best deals (for students) are Photoshop CS3 or CS4, Photoshop Elements 8, Picture Window Pro or Adobe Lightroom. Record your original digital photos at the highest “JPEG” setting (record in “RAW” or “Raw & JPEG” if you’re a serious shutterbug and have the software to process raw images).

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**Q. YOUR TRAVEL JOURNAL OR TRAVEL DIARY**

Compiled by Dr. Bobbie Stokes, University of Wisconsin–Stevens Point

As you look over your materials for your trip and listen to your faculty leaders and the other instructors connected with your program, you may keep noticing comments like “we suggest that you keep a journal,” “you must collect information about …,” “if you don’t keep some kind of record, you’ll never remember the important stuff about your trip,” and so on.

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

**Probably.** You are enrolled in a number of courses—each with its own requirements. Sometimes the journal focus is on the travel part of your semester abroad; other times, the journals may center on the times you are staying in one locale, and so on. Check your professor’s requirements.
Not only do you have to figure out what your various journal assignments are, you have to ensure that you understand **what your instructors mean by journaling**. Potential options are:

1. complete data sheets for certain sites you visit—factual information and other specifics
2. narrative and descriptive passages to bring the place or event to life using your senses
3. compare items or offer your feelings as response
4. informal and personal in style vs. academic style and a structured format

Your instructors have an established learning purpose in mind for your journaling. **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 the answer was going to be yes. Your instructors want you to journal so you focus on certain academic things. Your class journal won’t necessarily address other aspects of your trip—aspects that are important in other ways.

**Travel diaries** generally differ from journals in these ways.

- You decide how many times you are going to write, and how long the entries are
- Use slang, don’t write in complete sentences, or employ unorthodox punctuation and spelling
- Draw or cartoon in your diary
- Focus on language you see and hear, unusual faces, or behavior you observe
- Tuck in/paste items like tickets to museums or plays, postcards, stamps from the countries, an intriguing ad from a French newspaper, the wrapper from a piece of Italian gum, etc.

Your **travel diary** (call it a log or whatever) can be filled with your observations, comments, and questions about a certain topic. You notice a pattern after a while. You not only have information, but you have begun to form some fascinating conclusions.

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

**Rule One:** *Get your system going!*

**Purchase the kind of notebook and writing implement that works best for you when you.** Match your particular work style with the materials you chose. Options include: notebook, personalized journal, binder, online blog, word document, and others.

**Rule Two:** *Collect it now!*

**Get the core details down as soon as possible.** If you had an amazing experience on the underground in Paris at 2:45 p.m. on September 12, whip out your pocket-size notebook at 2:47 and quickly list out details—the date/time, the name of the stations, the cost of the ticket, the pervading smells, the people you see/meet, etc. No need for complete sentences; bullet points for the day’s events and prose writing your response/observations/thoughts are efficient. When you are out of the station, stick in your ticket, and maybe the train schedule. Later, when you have time you can embellish on your underground experience.

**Rule Three:** *Offer details over vague generalities!*

One “telling detail” that was specific to your experience is better than general information. Example: “Munich, nose full of black particles” vs. “Munich seemed very polluted.”

**Rule Four:** *Get a little distance!*

**Make sense of your experience or account with a little distance or reflection.** Once you have something to work with (those hastily gathered details from your pocket-sized notebook), you can enlarge your understanding. Maybe you’ve read something that clarifies your experience or discussed it with travel mates. Now begin to add, question, speculate in a bit more length. You may have something worth writing home about, or adding to your academic assignments.
Rule Five:  
*Record or forget!*

Understand that if you don’t *record something as you go, you will forget*. We all do. Small details will be forgotten in years from now. It’s fun to rediscover your experience through your journal. Don’t have travel regret for not recording your memories.

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**What are my choices in journaling supplies?**

Smaller or bigger?

Since you already understand **Rule Two** above; you want a notebook that fits **on you**—in your pocket, bum bag, backpack—to record things as they happen.

Meeting all my journaling requirements

1. You may need more than one journal
2. You may need journals of varying sizes or formats
3. You may decide on a thinner 3-ring binder with dividers for your various course journals

Some kinds of journals to buy

- **Spirals of various sizes**—from small to 8 ½ x 11 inches. Wal-Mart, for example, has a handy, small-size (we’re talking 3 x 5 inches) spiral for 78 cents. **Disadvantages**: You can’t rearrange or re-sequence pages, the pages can rip out, and the spiral can fall apart.

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

- **Loose-leaf 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.

- **Blank or bound books**—An encouragement to some journalers because they are attractive and pages don’t fall out. **Disadvantages**: Pricier and can be heavy to carry.

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

Writing implements and extras

- **Pens**—The rule about pens is that the more expensive or meaningful to you the greater the chance is you will lose it. The ink is rather permanent, but it prevents editing.

- **Pencils**—Pencils are cheap, and you can erase. They also smudge. Some people favor mechanical pencils because you don’t have to worry about sharpening them.

- **Colored pencils**—Some people like colored pencils. Non-artists are encouraged to do a quick, rough sketch of something you see to quickly demonstrate what you’re trying to describe.

- **Plastic Ziploc bags**—We can’t say enough good things about Ziploc bags of all sizes. Collect tickets, postcards, and receipts as you go. A Ziploc keeps things clean, dry, and protected.

- **Glue pens**—Some travelers like to paste stuff in their journals/diaries as they go. Sometimes you will want to peel off those items when you return home and they will tear. Be careful.
Your Customs Declaration

You will get a Customs declaration form on your flight or vessel before you return to the United States. You must fill out the identification portion at the top, and declare the total value of all articles acquired abroad and in your possession at the time. If an item was not purchased but was given to you, make an estimate of its retail value where it was acquired, and declare that amount when you return.

WARNING: If you understate the value of, or misrepresent an article you have declared, you may be assessed penalties in addition to duty.

Standard Exemption
Your duty-free exemption is $800 if you are a returning U.S. resident and the items you acquired abroad accompany you. This 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.

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. Sales slips, invoices, or other evidence of purchase will be helpful when you complete your Customs declaration.

Mailing Gifts and Purchases from Abroad
Gifts mailed from abroad to people in the United States can be received by them free of duty if the value does not exceed $100. Make sure that you translate this into the currency of the country you are having things mailed to. Gifts for more than one person can be consolidated into one package. Non-gift purchases mailed to the United States will pass duty-free if their value does not exceed $200. Check with the post office for required outer wrapping labels.

NOTE: Duty owed on a mailed package must be paid after it arrives in the United States. No matter what a shop owner abroad may tell you, you cannot prepay duty.

Agricultural Items
All agricultural/food items brought into the United States must be declared to prevent the introduction of pests or crop disease in the U.S. To learn more about what agricultural products can be brought into the United States, contact: Quarantines, USDA-APHIS-PPQ, 4700 River Road, Riverdale, MD 20737; (301) 734-8295 (plant); (301) 734-3294 (animal) or visit http://www.aphis.usda.gov/travel/.

Duty-Free Shops
Articles purchased in “duty-free” shops or on a plane/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. Dogs older than three months must have proof of a rabies vaccination. This vaccination must have been given at least 30 days, but no more than one year, before the travel date. For more information, contact the Quarantine Division, Center for Disease Control and Prevention, 1600 Clifton Road, Atlanta, GA 30333, or request Customs publication Pets and Wildlife; call (800) 232-4636; or email cdcinfo@cdc.gov.

The U.S. Fish and Wildlife Service maintains very strict controls, restrictions, and prohibitions on importing animals, birds, turtles, wildlife, endangered species, and almost all products made from the
Currency
There is no limitation on the amount of monetary instruments that may be brought into or out of the U.S. If you travel with more than $10,000 in currency or negotiable instruments 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 to search, inspect, and/or examine all persons, luggage, and merchandise discharged or unladen from a carrier arriving in the U.S. 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 that Customs officers will be professional and courteous to everyone, and that Customs will clear the majority of international travelers within five minutes of claiming baggage. A supervisor or Passenger Service Representative will be on hand in the Customs area to answer any Customs-related questions or concerns. If you wish to lodge a written complaint, visit https://help.cbp.gov/app/forms/complaint.

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.cbp.gov/. You may also call U.S. Customs in Washington, D.C. at (202) 354-1000. They will be happy to send you a copy of the brochure Know Before You Go, which describes everything that you need to know.

S. COMMON SENSE

RISK - SAFETY - COMMON SENSE

This brief statement on risk, safety and common sense is to remind participants and inform parents that there are some activities which do carry risk. However, the risk level is generally determined by the person and if good common sense is employed, the person can be nearly risk free.

More specifically, attention should be brought to the potentially dangerous 4 D’s: DRINKING, DRIVING, DRUGS, and DANGEROUS activities.

There will be opportunities for participants to involve themselves in DRINKING alcohol, DRUG exposure, and somewhat DANGEROUS activities. Unfamiliar and sometimes less sanitary facilities require heightened vigilance for safety. We emphasize the inherent danger in reckless behavior. We fully expect and encourage everyone to be curious to try most of the new cultural cordialities, but not without first considering the possible harmful outcomes. A good guide is “never do anything overseas you would not do at home.”

Alcohol is an international beverage and commonly used to express friendship and enhance hospitality. The only concern is overindulgence which may lead to embarrassment, physical harm or violation of the law. Our only advice: simply don’t overdo it.

Illegal drugs are an absolute no-no. We have had some experiences with minor incidents and there is absolutely nothing we can if you violate the drug laws of another country and are arrested. Legal systems seem to apply more stringent penalties on foreigners.
Is jumping off a bridge and falling 145-200 feet with a bungee cord attached to your legs dangerous? Yes, 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? Apply caution to situations involving the exchange of bodily fluids. Be aware of the risk for diseases such as Hepatitis B and HIV. Tattoo parlors are places we encourage you to avoid. Something as benign an ear piercing could be risky if there is any doubt about the antiseptic conditions.

A closing word: alerting you to some potentially risky activities while you are abroad is intended to serve as a reminder. International Programs will not be holding your hand or acting as your parent; we want you to rely on your best common sense to keep yourself safe and healthy and to enjoy your trip. 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 us keep it that way by using your best common sense.

All the best for a great international experience and thank you in advance.