Venture Abroad Handbook

Short-Term Study
Internships
Service-Learning
Volunteer
Student Club Travel

The essential guide for Cornell University students venturing abroad

Cornell ABROAD
www.cuabroad.cornell.edu
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## Acknowledgement

In preparation of this handbook Cornell Abroad borrowed heavily from a similar handbook produced by the Office of International Programs at Brown University. We would like to thank Brown for their permission to use these ideas and materials.

## Disclaimer

This handbook is being provided as a general resource for Cornell students planning to travel abroad, including students engaging in activities abroad that do not involve Cornell sponsored academic study or research. Cornell University and/or its representatives assume no liability based on the information contained herein in the event of accident or illness, or for damage or injury to person or property of any nature whatsoever.
A Venture Abroad

CONGRATULATIONS on your decision to complement your Cornell studies with a short-term study or venture abroad! It may be that you will be carrying out a research project; working as an intern or with a non-governmental organization; participating in a short-term study abroad program; or traveling with a Cornell-sponsored club, team, or organization. Whatever your purpose in going abroad, we are certain that a challenging and worthwhile experience awaits you.

As with many of life's adventures, the more you know about what lies ahead, the more you can take advantage of every opportunity that awaits you. Cornell Abroad has compiled this handbook to help you begin planning for your trip. It contains useful information about travel requirements, cultural adjustment, and the logistics of living in another country. It also lets you know what Cornell expects of you and how we can support you before and while away. Your program or partner organization may have more specific information. Equip yourself to enjoy a meaningful experience abroad!
Before you go

Before embarking on your trip, make sure you can answer the questions below:

• What are my goals for embarking on the experience? What are my expectations and assumptions?
• What sort of support will I have on site? If I am going abroad through a program, what sort of assistance will it provide me? What are the program’s safety and emergency policies and guidelines?
• How do I obtain a passport and/or visa?
• What special documents do I need to enter the country even if I will be there for only a short time?
• What are the health and safety issues I will be facing abroad?
• What sort of medical facilities are available to me abroad and do I have insurance that will cover me while I am abroad?
• How will I access funds abroad? Do I have a back-up plan if my wallet/purse gets lost or stolen?
• How will I stay in touch with family and friends, and how will they stay in touch with me?
• What are the cultural issues I will be facing? Will I need to alter my dress or behavior?
• What will the weather be like? How do I pack accordingly?
• Whom should I contact locally and at Cornell if I need emergency assistance?

This handbook will help you address these questions and will point you to valuable resources that will assist you in your planning.
Cornell Travel Registry

Study through Cornell exchanges, Cornell Abroad, Cornell in Rome, Cornell Summer Sessions and several other programs is automatically registered in the travelregistry database. If you have questions, ask. Contact info is at the travelregistry.cornell.edu.

- Students receiving funds from Cornell University to cover costs associated with travel abroad are required to register your travel at:
  travelregistry.cornell.edu

- Students intending to transfer credit back to Cornell: attending a summer term at a foreign university or a winter/summer/short-term study abroad program
  Learn about short-term study and the transfer credit process under "Summer & Short-term Programs" at:
  cuabroad.cornell.edu
  then register your study plan through:
  travelregistry.cornell.edu

- Students participating in:
  - short-term volunteer projects,
  - traveling with a Cornell club,
  - doing research or an internship abroad for which you will not be receiving credit
  Register your travel so that Cornell can locate you in case of emergency. Register at:
  travelregistry.cornell.edu
Be Prepared
No matter where you are traveling or for what purpose, research and prepare an emergency plan. Keep a copy for yourself, give a copy to a program or trip organizer and one to your parent or guardian. If traveling on Cornell business, the forms found on these pages and in PDF form at the Travel Registry are required. This handbook is a good place to keep your copy.

EMERGENCY PROTOCOL AND PROCEDURES
For Cornell Trips Abroad

Prior to travel abroad, travelers should have created a local emergency plan and collected information needed to complete the form below. Trip leaders should be fully familiar with the services offered by the University’s International Emergency Services vendor. Special situations may require special services not normally provided. Such services may be arranged by the International Advisory and Response Team (ITART) in the event of an emergency. Risk Management and Insurance is the lead unit in arranging for such services. Details may be found online at: www.international.cornell.edu/topic/travel/travel_sos.asp.

If you are involved in any kind of emergency situation while traveling abroad, these guidelines are provided to help you develop your own emergency plan.

MEDICAL EMERGENCIES (ACCIDENT, INJURY, ILLNESS)

1. GET IMMEDIATE MEDICAL ATTENTION (attach additional sheets as needed if traveling to more than one location)
   If possible, call the local emergency number ________________ for emergency response or go directly by private vehicle or other transportation to the nearest medical facility.
   Nearest (Western-style) Hospital Name(s): __________________________
   Address: __________________________________________
   Telephone Number: ______________________________________
   Directions: _____________________________________________

2. Once injured person is being cared for, or if you need medical advice prior to transport due to head or back injury, CALL FrontierMEDEX collect at 1-410-453-6330. MEDEX professionals will collect information, analyze your situation, provide medical advice, form an action plan to transfer the injured person if necessary, and provide additional service to assist you. You should have a MEDEX ID card with you at all times when you are traveling.

3. CALL THE CORNELL POLICE AT 607-255-1111 (Know the country’s outbound international dialing code).
   Try to remain calm. Always inform whomever you are speaking with about the urgency of the situation. Let them know you have contacted local authorities; give ALL details concerning the situation. Inform them that you are a Cornell University student/faculty/staff member. Give your location and the name of the Cornell trip/group.
   Serious injuries, serious crime events, deaths, etc. may result in or require 1) notification of parents 2) notification of senior Cornell executives, 3) press releases 4) counseling of students still at Cornell 5) lawsuit against you and the university. If necessary, tell them you want to speak with the Cornell crisis manager (inform them that they have contact information about your trip if there is any confusion about who you are).
   The Cornell Police will contact the Cornell crisis manager on duty. The crisis manager will call you back or you will be placed on hold while they connect you. Depending on the time of day in both countries, your wait time may vary. The manager will give you directions on the steps that must be taken.

OTHER EMERGENCIES (CRIME, CIVIL UNREST, ETC.)

CALL THE CORNELL POLICE AT 607-255-1111 (See Directions Above).
   Telephone Number for nearest U.S. Embassy: __________________________

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**Personal Emergency Plan for Traveling Abroad**

**Know Where to Go**
Where should you go first in an emergency, and what method of transportation will you use to get there?

__________________________________________________________________________

Be aware of all your emergency transportation options. Know the numbers for the following:

- **Airport:**
- **Train Station:**
- **Rent-a-Car:**
- **Bus Station:**
- **Metro Station:**
- **Boat/Ferry/Port Authority:**

**Know Your Emergency Contact Information (and the country’s outbound international dialing code)**
In addition to your personal emergency contacts, we also recommend you look up/ask for the numbers for the following individuals and agencies nearest to your study abroad and/or travel location(s):

- **City or country's 911 equivalent:**
- **Local Government/Visa office:**
- **Consulate/Embassy:**
- **Police:**
- **Fire:**
- **Hospital:**
- **Post Office:**
- **Translator Service:**
- **Lawyer:**
- **Red Cross:**
- **24-Hour Assist/Insurance Hotline:**
- **Other:**

The following are some communication options you may have available:

- **Telephone**
- **Cell Phone/Text Message**
- **Satellite Phone**
- **Fax**
- **E-mail/Internet**
- **PDA/Palm Pilot**
- **Post Office/Express Mail Service**
- **Wire Service**

Do all of your emergency contacts know what your wishes are in the event of your serious injury or death?

__________________________________________________________________________

**Back-up Plan/Special Conditions**
If the situation does not permit you to follow the original emergency plan, what is the back-up plan (Plan B)?
Are there any other special conditions to consider which are unique to your situation (i.e. weather conditions/hazards in your region of study/travel, a personal physical handicap, poor public transportation or phone service in your area)?

**Emergency Kit/Money**
Which items do you still need to add to your emergency first aid kit before it is fully stocked and ready?

Do you have emergency cash reserves, travelers’ checks, credit cards, etc. on-hand, in case you can’t count on banks/ATMs, or get to a bank/ATM?

Using the emergency supplies and reserve money you have set aside, for how many days would you be able to sustain yourself, and what would you use each day?

__________________________________________________________________________

PRINT NAME: _____________________________ SIGNATURE: ___________________ DATE: ____________
**Travel Documents**

**Passports**
A passport proves your citizenship making it your most important document when outside the United States. American citizens traveling abroad need a passport:
1. to enter another country and
2. to re-enter the United States

**Applying for a Passport**
If you do not have a passport, apply as soon as possible. Check your current passport to make sure it does not expire within 6 months of your planned return to the U.S. Allow at least 4-6 weeks for regular processing, 2-3 for expedited.

For official instructions and the passport application go to the U.S. State Department web site:
www.travel.state.gov.

Documents required when applying for a passport:
1. a completed passport application
2. proof of citizenship
3. two identical passport photos
4. the passport fee

To obtain/renew a US passport in Ithaca, take your documents to:
Tompkins County Clerk’s Office
320 North Tioga Street, (607) 274-5431
www.tompkins-co.org/cclerk

Upon receiving your passport:
- Make sure all information on the data page is accurate
- Complete the information page with emergency contact
- Sign it!
Know the location of your passport at all times! Take these precautionary steps before traveling in the event you must replace a stolen or lost passport:
• Make several copies of the info/photo pages of your passport.
• Leave one copy at home.
• Take a copy and extra passport-size photos with you; keep it separate from your actual passport.
• Keep your copy in a safe place or give it to someone you trust.

NON-US CITIZENS, verify that your passport is valid for the time you will be away from the United States. Go to www.cuabroad.cornell.edu>Resources>Passport & Visa for more information and links.

Visas
Visas are issued by a consulate or embassy of the country in which you will be staying.
• Visa requirements vary from country to country.
• Use the U.S. State Department’s website, http://travel.state.gov/visa/americans/americans_1252.html for foreign entry requirements and consular contact numbers.
• Your name on your passport is the legal name under which you travel. Use it, exactly as written, on all visa applications and airline bookings.
• Verify you have the necessary documents for countries you intend to visit. Students have been stopped from boarding aircraft because they did not have the appropriate visa.

• **NON-US CITIZENS:** Verify visa requirements with the consulate of the country to which you are applying.

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**Register with the U.S. Embassy & Local Police**

**Cornell requires** U.S. citizens traveling on Cornell business including study abroad, to use the State Department's Smart Traveler Enrollment Program (STEP) at [step.state.gov/step/](http://step.state.gov/step/).

**The Embassy or Consulate will:**

• Issue you a new passport or replace one that is lost/stolen.

• Contact the State Department at their expense for further instructions if you cannot verify your citizenship.

• Help you find medical or legal services in the case of an emergency and help notify friends or family members.

• Tell you what to do if something is stolen and have funds wired on your behalf, if necessary.

**The Embassy or Consulate will not:**

• Give or lend money or cash checks.

• Serve as a travel agent or information bureau.

• Act as an interpreter or courier.

• Provide bail or get you out of jail.

• Arrange for free medical or legal services.

A good source of information on medical, financial, or legal problems while abroad is [travel.state.gov/travel/tips/emergencies/emergencies](http://travel.state.gov/travel/tips/emergencies/emergencies).

**Register with the police:** In many countries, you must register with the local police upon arrival. This requirement will present itself when you research for the visa and when you enter the country.
Emergency Assistance While Abroad

A traveler’s assistance policy has been purchased by Cornell from FrontierMEDEX for any faculty, staff or student who travels abroad "on Cornell business". This policy will offer coverage for emergency medical evacuation and repatriation.

The FrontierMEDEX Website provides valuable country and region-specific health and security information. The Cornell Abroad website has a link to the Cornell portal for FrontierMEDEX, www.cuabroad.cornell.edu/?go=safety.

If you should be injured or fall ill in a place where adequate medical care is not available or need evacuation for security reasons, this coverage provides for transportation to a place where you can receive adequate care.

NOTE: This is not a substitute for health insurance; it covers transportation to the care facility but not the cost of the care itself, which should be covered by your medical insurance. These services can be terribly expensive if paid for individually.

To access Cornell’s portal for FrontierMEDEX, to print a card, or use their resources, go to www.cuabroad.cornell.edu and click on Health & Safety.

Coverage starts on the first day that a program begins and ends when the program ends.

Cornell University strongly encourages students and staff who are NOT on "Cornell business" or who plan additional travel beyond covered dates--particularly in less-developed countries--to purchase additional coverage through FrontierMEDEX or similar provider. To secure a lower rate, contact diana.winslow@FrontierMedex.com and identify your relationship with Cornell.
Monitoring Safety Conditions Abroad

Nothing is more important than your personal safety and security abroad! Temper your admirable spirit of adventure with common sense. The global village is neither uniformly safe nor always user friendly.

Before you leave for your host country, be sure to obtain current information on any safety or security concerns in that country. The U.S. government monitors political conditions in every country around the world. For current information, advisories, or warnings regarding travel abroad, consult travel.state.gov/travel/

For information on traffic-related safety conditions in countries abroad, including bus safety information in your host country, consult the Association for Safe International Road Travel at www.asirt.org. The Overseas Security Advisory Council provides global security news and daily reports at www.ds-osac.org/.

Safety Tips

- **Avoid walking in unfamiliar areas** of a city alone or at night, and never accept rides from strangers.
- Be as **inconspicuous** as possible in dress and behavior.
- **Stay in touch** with the staff of your program/partner institution.
- **Be careful** about divulging information about yourself and your program to strangers.
- **Be aware** of the people and circumstances around you and pay attention to your instincts.
- Have **sufficient funds** to purchase a ticket home.
- **Do not leave your bags unattended** and do not transport a package or suitcase for anyone.
- **Avoid political demonstrations**.
- **Be careful with money** in public; a money belt worn under your shirt or pants will allow you to keep your passport, money and credit cards on your person at all times.
- **Keep copies** of your credit cards, passport and other important documents to expedite cancellation and replacement in the event they are lost or stolen.
- **Don’t drive.** Regulations and conditions abroad make driving dangerous. Driving accidents are the major cause of injury.
Unwanted Attention, Harassment & Assault

Cultural norms related to gender and sexuality vary widely, and misunderstandings often cause confusion. Behaviors considered acceptable in one culture might be very inappropriate in another. Combined with the different social and legal responses to such behavior, sexual harassment when abroad can be difficult to deal with.

Educate yourself about gender norms in your host country and be mindful of the ways behavior might be interpreted in a different cultural context. Make informed choices about where you go, with whom you interact, and what behaviors you choose. Take cues from local women on how to handle unwanted attention. Modifying your behavior when you are living in a culture different from your own is a prudent course of action that demonstrates respect for cultural differences.

Clear, direct, and unambiguous responses to rebuff sexual or romantic advances may be difficult for many to deliver, but these strong responses are crucial for clear understanding in a crosscultural situation. “I do not want to go out with you, please do not ask me again” is a direct and strong way of expressing your true thoughts about the situation.

If you or a friend are being sexually harassed, contact the appropriate person in your program or partner organization. Consult Cornell’s Sexual Harassment and Assault Response & Education (SHARE) website, share.cornell.edu for information, advocacy and support.

Anyone sexually assaulted should seek immediate medical treatment. The nearest U.S. State Department Embassy or Consulate can help you find support to deal with the emotional, social, medical, and legal consequences of an assault.

If you are unable to find sufficient support in the host country, access help from your sponsoring Cornell unit and Gannett Health Services www.gannett.cornell.edu
Local Laws
Before you travel, learn about the local laws of your host country. You are responsible for obeying all host country laws and penalties, which are different and often more stringent than in the U.S.

Do not assume you will be treated gently because you are an American. Sometimes, punishments for foreigners are harsher than for the local population. Many countries do not provide a jury trial or accept bail, which could mean a lengthy pre-trial detention. In addition, prison conditions in many countries can be extremely harsh, and officials may not speak English. You could face very stiff fines or sentences if found guilty of a crime. It is unlikely that Cornell will be able to intervene on your behalf if you are arrested or prosecuted for any violation of the law.

Did you know? About one third of the approximately 3,000 Americans who are arrested abroad each year are arrested on drug charges. Avoid all illegal drugs while you are abroad, and remove yourself from any situation involving illegal drug activity. You could be arrested on drug charges if you happen to be present while someone else is using or dealing drugs. In some countries, long trials, prison sentences, and even the death penalty can result from drug possession.

If you are arrested for drugs, the U.S. consular officer cannot get you released from jail. See the U.S. State Department “Travel Warning on Drugs Abroad” at travel.state.gov/travel/livingabroad_drugs for more information on this topic.
Health and Travel Insurance

Before traveling abroad, know your insurer’s policies regarding payment for services or reimbursement for a claim made abroad. Most overseas health providers will not process American insurance claims and will expect payment at the time of treatment. Have ready access to at least $500 (credit card or traveler’s checks) in the event that medical treatment is required abroad.

Bring contact information for your primary health-care provider with you. Pack a few blank claim forms in case you need them.

Cornell Health Insurance Policy
Every student going abroad "on Cornell business" is required to identify a comprehensive health and accident insurance policy that will be valid outside the United States. This may take the form of Cornell Student Health Insurance (SHIP) or another policy.

Cornell recommends identification of health and accident insurance coverage for a maximum benefit of at least $500,000. The company must also be licensed to do business in the US and have a claim payment office in the US, as well as a US phone number.

If your family carries a policy that only provides coverage within a restricted network, additional international coverage may need to be purchased either as a “rider” on your policy or through a study abroad insurance provider such as HTH, CISI or STA, and iNext.

The program you attend may provide some insurance, but it will not replace comprehensive health insurance issued stateside which must be maintained in order to cover such possibilities as an illness or injury sustained while traveling or any pre-existing condition.

In the event of serious illness or an accident, if you are on Cornell Business, contact FrontierMedex (see page 7) and/or the Cornell Police at 607-255-1111. Be aware of your emergency contacts. Use Cornell’s Emergency Protocol and Procedure Form found on the Cornell Registry and in this booklet.
Questions to consider when acquiring insurance

- When does the plan begin and end?
- Will the plan cover hospitalization for accidents and illnesses for the entire time I am abroad?
- Will the plan cover doctor visits and medication prescribed abroad?
- Does the plan cover pre-existing medical conditions?
- Are there treatments or types of treatment centers that will not be covered?
- Is there a deductible? If so, how much?
- Is there a dollar limit to the amount of coverage provided?
- What are the procedures for filing a claim for medical expenses abroad? Do I need to pay expenses up front and then submit receipts to the insurance company for reimbursement?
- What if I don’t have enough money to pay cash up front? Can money be wired/sent abroad? How do I do that?
- What do I use as proof of international medical coverage (if I need to use the insurance or if the host government requires documentation)?
- Does the plan cover non-U.S. citizens?
- Will this insurance cover me in the U.S. for the insured semester if I decide, for medical or other reasons, to return before the end of the program? (If students have a serious accident or illness abroad, they may need to return to the U.S. for further care; it is therefore important that students obtain coverage that applies not only abroad, but also in the U.S. during the study abroad period.)
Take care of foreseeable health needs (medical, mental health, dental, gynecological, optical, etc) before you go abroad. For more complete suggestions, go to studentsabroad.state.gov/health/stayinghealthy and the Gannett Travel Clinic.

Your state of mind
Going abroad is not a magic cure for problems at home. Any health issues you have will follow you wherever you travel. New circumstances can even exacerbate existing issues into crises while you're away. If you are concerned about your physical or emotional health, including use of alcohol or other controlled drugs, address your situation honestly before going abroad.

If you need professional services abroad, work with your program staff for a referral. With your authorization, a licensed psychologist abroad can request in writing records from Gannett Health Services, 607-255-5208 or www.gannett.cornell.edu.

Prescription and Over-the-Counter Medicine
If you take prescribed medications, take enough with you—in your carry-on luggage to avoid problems with customs—to last for your time abroad. Take a doctor’s note or the original prescription. And, stay on your meds! Pack non-prescription drugs and a modest first-aid kit. If you wear corrective lenses, pack an extra pair of glasses and/or contact lens and extra bottles of saline solution.

Immunizations
Make sure you have the recommended immunizations for the country you will live in and any countries you plan to visit. The Travel Clinic at Gannett Health Services, (607) 255-5155, has information on prevention and treatment of common health problems in countries around the world. Registered nurses there can advise you and administer appropriate immunizations and prescriptions that protect and treat travel-related illnesses. A fee is charged. Six weeks or more may be required for your immunization schedule. Information pertaining to food and water precautions, mosquito-borne illness and other relevant concerns are also available. For more information about the Travel Clinic and its resources, visit Gannett’s website: www.gannett.cornell.
Overseas Blood Transfusions, Blood Products, and HIV Screening Other countries’ screening for HIV-antibodies in donated blood is not always ideal. If you do need blood, ensure that screened blood is used. Use FrontierMedex for recommendations for a hospital in order to receive proper care.

AIDS and Other STDs If you choose to be sexually active overseas, bring a supply of contraceptives from the U.S. Although most countries sell condoms, they may not be manufactured and/or stored properly so as to provide maximum protection against STDs.

Hepatitis Risk of hepatitis A infections is high in the Caribbean, Mexico, Africa, and Central and South America. If you are traveling to any of these areas, ask your doctor about getting immune globulin injections, which provide increased protection against hepatitis A.

Mosquito-borne Illnesses like dengue fever, encephelitis and malaria require preventative medicines and a bed net to avoid mosquito bites. For more info about international insect diseases, review a fact sheet developed by Gannett Health Services: www.gannett.cornell.edu [search "insect diseases"]

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Gannett Travel Clinic
Level 3 Gannett Health Services: 110 Ho Plaza

Get the information and resources you need to stay healthy when you’re traveling abroad.

• assessment • advice • immunization • supplies •

Call 607 255-5155
Schedule an appointment at least six weeks before your departure.

Learn more online
www.gannett.cornell.edu [search: travel clinic]
By starting to use probiotics daily before and during a trip abroad, you create a healthier balance of bacteria in your intestine. When you have a healthy culture of bacteria in your stomach you not only improve your immune system (also decreases your chances of getting yeast infections) but also your digestive functions and resistance to parasites, which would mean less stomach aches when exposed to new foods or the stress of traveling.

Health Service Recommendations

Before traveling overseas, educate yourself about public health service or advisories related to the host country, especially if traveling to remote areas.

The Centers for Disease Control [www.nc.cdc.gov/travel/](http://www.nc.cdc.gov/travel/) contains country-by-country information about current health conditions and required or recommended vaccinations. This website also identifies the countries that require an HIV antibody test before granting entry to travelers.

The U.S. State Department also maintains a website that houses extensive travel-related health and safety information. Students are encouraged to browse: [travel.state.gov/travel/tips/tips_1232.html#health](http://travel.state.gov/travel/tips/tips_1232.html#health) to learn more about how to reduce their risk of developing a serious illness while abroad.

Make Your Own Health Kit

Fever-reducing medicine (ibuprofen or acetaminophen)
Anti-Diarrheal medication such as Immodium
Insect repellent & anti-itch medication for insect bites
Benadryl or other med for allergic reactions
Alcohol-based hand sanitizer and wipes
Moleskin for blisters
Antacid tablets
Vaccination Record
Sunscreen and Lip Balm
Bandaids

**Women: consider adding**

Yeast Medication/UTI meds
Emergency Contraception
Financing summer/short-term Study Abroad

Financial Aid: Cornell University does not award institutional grant aid for study during summer or winter sessions. Some options may be open to you:

- Loan money awarded for a previous semester may be able to apply to summer study.
- Study abroad programs may offer merit or need-based aid.
- Seek non-need-based loans. See Office of Financial Aid website 
  finaid.cornell.edu/forms.
- Apply for the Gilman iie.org/gilman if you are receiving a Pell Grant.
- Use scholarship and grant search engines such as:
  U. of Minnesota webapp.gps.umn.edu/funding/
  IIE studyabroadfunding.org; allabroad.us; StudyAbroad.com; diversityabroad.com

The Mario Einaudi Center for International Studies:
The Einaudi Center assists faculty, graduate and undergraduate students in identifying sources of funding for international research, study, and scholarship.

Within Einaudi, the Cornell Institute for European Studies invites juniors to submit applications to pursue summer research projects in Europe through the Frederic Conger Wood and Susan Tarrow Research Fellowship Program. These fellowships support 6-8 weeks of summer field study in Europe.

Tuition support and a stipend are provided by government funded FLAS Fellowships for students wishing to engage in intensive language study.

Check the website for more information about these and other funding opportunities:
  einaudi.cornell.edu/student_funding

Cornell Career Services has a very clear guide for you to find a Fellowship and tips on how to apply: career.cornell.edu/fellowships/
In particular, for the prestigious Fulbright Fellowship, making academic connections in the country to which you apply is an enormous boost to your application.
Fundraising for your Trip

The International Volunteer Programs Association (IVPA) offers some excellent fundraising tips. The following is a summary of the ideas presented on their website: www.volunteerinternational.org.

The cardinal rule of fundraising: if you don't ask, you won't get anything! Here are ten points to consider:

1. Explain how a donation will make an impact.
2. Keep it Short and Simple.
3. Identify your support system. Expand your network beyond your close friends and family.
4. Ask for a specific amount of money.
5. Tell your potential donor what their contribution will cover.
6. Convey a sense of urgency.
7. Make it convenient to give.
8. Create incentives and appreciate your supporters.
9. Promise a presentation.
10. Always follow up.

Some fundraising activities to consider:

- Letter Writing: one of the most effective ways of fundraising.
- "Buy - a - Something" campaign.
- University funds: your college, department, club
- Grants
- Service Clubs/ Places of Worship
- Events
- Sales
- Raffles
- Parties, Dances, Music
- Concessions
- Unusual Events
- Media

It is important to remember why you are raising the money. Be persistent and don't get discouraged. There will be plenty of people not interested in helping, but there will be some who will support you. Go to the IVPA website for specific ideas and advice. Remember to **convey your enthusiasm** to your potential funders!
Undergraduate Research Abroad

If you plan to conduct research abroad, use the information on the Undergraduate Research site [www.research.cornell.edu/undergrad/](http://www.research.cornell.edu/undergrad/) and contact the appropriate person in your college/department for advice.

The Institutional Review Board [www.irb.cornell.edu](http://www.irb.cornell.edu) ensures ethical compliance for research done either here or abroad. Anyone conducting or helping with research involving human participants must have appropriate training to assure that the rights, welfare, and safety of human participants involved are protected. Work with your advisors to determine what you need to do.

**CALS:** Advising, 140 Roberts Hall, (607) 254-4613

**Arts:** as_advising_mailbox@cornell.edu, 172 Goldwin Smith Hall, (607) 255-5004/ 4833

**Engineering:** eng_learning@cornell.edu, 167 Olin Hall, (607) 255-4621

**Human Ecology:** Career Office, 162 Martha Van, (607) 255-2532

**ILR:** Student Services, 101 Ives Hall, (607) 255-2223

**AAP and Hotel** students should contact their study abroad advisor if they plan to conduct a research project abroad.

**Biology:** Colleen Kerns, 216 Stimson, cmk4@cornell.edu, (607)255-5233

When you return to Cornell, plan to present your research on campus with the [Undergraduate Research Board's annual forum](http://www.research.cornell.edu/curb/).
Internships and Service-Learning

International internships and service-learning are increasingly popular at Cornell, reflecting interest in the global economy, international careers, and community service. Internships can help you find out whether a particular type of work is your long-term goal. Service-learning provides a way of engaging with and giving back to the community. Both are forms of experiential education.

Credit-bearing internships abroad are combined with academic coursework that should help you apply what you are learning in the work placement. Academic internships usually have a project focus with an analytic component that serves as the basis of evaluation and grading.

Non credit-bearing internships in international locations are often identified through alumni, career services, and providers which can be found on internet search engines (ie.studyabroad.com, iiepassport.com).

Keep in mind that placements at internationally-known firms may look good on a resumé, but may not give the same quality experience as a placement where students are given a high level of responsibility.
**Service-learning** is typically integrated into an academic curriculum enabling the students to reflect on their experience while meeting the needs of the community. Service-learning programs are built upon four core principles: engagement in the community; reflection that links the service experience with course content; reciprocity such that each participant or entity functions as both teacher and learner; and public dissemination of results.

**Cornell Engaged Learning + Research** is the university’s central resource for academic service-learning, community-based research, and public scholarship. Visit [www.elr.cornell.edu](http://www.elr.cornell.edu) or 260 Caldwell Hall for information on courses with a service-learning component abroad.

**Volunteer service** can be valuable in its own right, but differs from service-learning in that there is no formal academic/reflective component.

IVPA, [www.volunteerinternational.org](http://www.volunteerinternational.org), is an association of volunteer-sending organizations which agree to uphold principles and practices as guidelines for good programming. Since organizations offering international service opportunities have proliferated in recent years, check out a prospective provider carefully for both ethical and safety reasons.

**What to expect from a volunteer program:**
- Read about program policies;
- Talk to alumni of the program;
- Ask questions about the staff, accommodations, contact, and the organization.
- Use the IVPA "What Questions Should I Ask?" list.
In a similar vein, The Association of American Colleges, AAMC www.aamc.org, has prepared guidelines for premedical students providing patient care during clinical experiences abroad. For understandable reasons, the AAMC is concerned about potential harm to the patient, possible physical harm to yourself, legal issues with local authorities, the appearance of being unethical which may jeopardize admission to med school, and the potential for being involved with a fraudulent company. Below is a summary--for full guidelines, see the website.

**Guidelines for pre-med students**

1. The primary purpose of a clinical experience is observation, not hands-on treatment;
2. Keep the welfare of the patient foremost in your mind;
3. Every act of service involves the building of a cultural bridge;
4. Never engage in unsupervised activities that are generally reserved for trained health professionals.
5. Understand and perform within your limitations (i.e.: trained EMTs may be able to provide more assistance than their peers without such training);
6. Be aware that it is not necessary to travel abroad to serve those in need.
College specific procedures for credit

If you are participating in a short-term study abroad program through a provider or another university, register your study at travelregistry.cornell.edu and follow these guidelines for your college to receive credit:

**Short-term AAP students** must inform the registrar by the end of the spring term if they intend to participate in a summer program.

- **Architecture**
  Equivalent credit is given for courses taken abroad during the summer term with a valid transcript and (letter) grade of “C” or better is earned.

- **Architectural Design**
  Credits earned at any non-Cornell, domestically-based foreign programs will be applied to elective credit only.

- **Studio Courses in Art**
  All work must be submitted along with a petition to a review committee of the art faculty for evaluation and assignment of credit. Students will not be granted credit for studio courses taken outside of Cornell’s Fine Arts curriculum that essentially duplicates courses already taken with the department.

**Required Courses:** The student must petition the department for courses to count for required courses. The petition must be accompanied by evidence that the material covered is substantially the same as at Cornell and the work completed is of similar quality. The student petition needs the signature of an instructor who verifies the course is a favorable substitution.

**Out-of College Electives:** Work done at an accredited institution with a grade of “C” or better will earn elective credit when an official transcript has been received by the college registrar.

**Contact:** AAP registrar

AAP
A & S students seeking obtain credit for short term study abroad--less than one semester--follow the same steps as seeking to transfer credit from a US institution.

General guidelines for credit transfer can be found at as.cornell.edu/academics/advising/transfer-credits.cfm. Credit Transfer forms are available online and in A&S advising offices. Forms and transcripts go to 172 GS upon completion. The faculty advisor's approval is required for major credit. Students should consult with the relevant academic department to confirm that the course or program is eligible for credit.

Summer language study abroad will not always receive credit–most departments opt to administer a language placement exam. Important note: the A&S language requirement specifies language study to be undertaken at Cornell - either completion of one course at the 200 level, or at least 11 credits in a single foreign language.

Contact: Patricia Wasyliw, Assistant Dean, Academic Services, Study Abroad Advisor, 55 Goldwin Smith Hall, 255-5004, pw36@cornell.edu

CALS students who intend to take summer courses for credit must obtain an Application for Credit from Other Institutions form from the CALS Office of Student Services or online at cals.cornell.edu/academics/registrar. Students should complete a pre-approval for each course they wish to transfer back to Cornell.

Contact: CALS Office of Student Services, 140 Roberts Hall, 254-5386, CALS-studentservices@cornell.edu.
College of Engineering students must fill out the Transfer Credit Application, available online at www.engineering.cornell.edu/resources/registrar/forms.cfm or at the Engineering Advising Office. If it is a technical course, it must also be approved by the department offering the course here at Cornell. Students are encouraged to get the application approved beforehand so as to reduce the risk of complications.

Register: cuabroad.cornell.edu

Contact: Engineering Advising, College of Engineering, 167 Olin Hall, adv_engineering@cornell.edu.

SHA students must fill out a Request for Summer/ Winter session Course Credit at www.hotelschool.cornell.edu/students/ugrad/documents/summerwintercoursecredit_000.pdf or in the Office of Student Services Office, 180 Statler Hall.

Hotel students do not often go abroad in the summer because of work credit hours that are required for graduation. Students who would like to study abroad but do not have the GPA to do so during the academic year are encouraged to think about summer study abroad.

Register: cuabroad.cornell.edu

Contact: Dina Kristof, Registrar, 180 Statler Hall, dre2@
Human Ecology students who wish to transfer credits earned during the summer must complete an In Absentia form located in the office of the College Registrar, 145 MVR.

College policy limits each student to a maximum of 9 summer credits from abroad. Copies of the official course descriptions must be attached to the In Absentia form in order for it to be processed. The transcript with summer credit should come from an accredited U.S. or foreign university.

Contact: Paul Fisher, Senior Associate, Director of Admissions, 172 MVR, 255-5471, psf1@cornell.edu

The ILR School treats credit earned during summer or winter intercession abroad the same as course work taken at other U.S. universities during the summer.

Before Students decide to enroll in a short-term program, first meet with the ILR Registrar and Kevin Harris, Associate Director of Advising and Counseling to have proposed abroad courses reviewed and evaluated, as well as officially notify the office that they will be abroad for the summer/winter session.

Contact: Kevin Harris, ILR Study Abroad Coordinator, 101 Ives Hall, 255-2223, kfh4@cornell.edu.
Travel Arrangements

Booking Flights
As soon as you know where and when you need to arrive, book your travel.
- Book a round-trip reservation. One-way return flights are usually expensive and you may not be able to get a return reservation that suits your needs. Check if changing a return flight date carries a penalty.
- Flying Stand-By is risky.
- Once you have your tickets, make several copies of them. Leave one copy at home and carry another copy with you when you travel.

Traveling while Abroad
- Check with a travel agent to see if your host country offers any special discount travel plans.
- Some countries have their own travel discount plans for foreigners, such as the Explore Australia Airpass or the Japan Rail Pass.
- Traveling by train continues to be the easiest way to get around Europe, and the Eurailpass is usually the cheapest way to go. Eurail passes can only be purchased in the U.S.; most travel agencies sell them.

Travel Discounts for Students
A number of agencies provide discount travel opportunities for students. Primary providers include:

**STA Travel**, www.statravel.com, offering discounted airfares, rail passes, travel packages, plus.

**International Student Identity Card** entitles students to discounts for museums, hotels, and travel; provides basic accident and sickness insurance coverage outside the U.S. and access toll-free Help Line; and can be purchased locally at Student Agencies or at www.isic.org

**iNext Travel Card** offers travel insurance plans to both faculty and students, assistance services, ID, discounts and cell phone at www.inext.com.
A community of people interested in sustainable travel;

Discussion forums to share ideas and discuss news;

An opportunity to contribute and help shape a developing program;

Tips on living a sustainable lifestyle once you return home.

Sustainable Travel

Support the local economy with locally-owned lodging, locally-produced crafts and souvenirs, locally-grown food. For info about craft and produce markets around the world: www.openair.org

Use public transportation, such as busses and subways, or trains for longer trips. Bicycles can sometimes be rented for low prices.

Find ways to give back to local communities through “volunteer tourism” or “voluntourism.” Start your research at www.voluntourism.org. If you have a host family, find out more about their community and how you can be of service. Seek out local Chambers of Commerce or an NGO umbrella group for connections.
Affordable Accommodation

Hostels provide inexpensive accommodation worldwide. Facilities vary in quality, cleanliness and service; meals or cooking facilities are usually provided. Some have dormitory style rooms with bunk beds, others have single, double and triple rooms. You may end up staying with people you don’t know, so make sure your belongings are secure. Flip-flops are often handy for less clean showers. Check if the hostel has a curfew. You may be locked out for the night if you come home too late. For hostel reviews, check www.hostelz.com, www.eurotrip.com, www.hostelworld.com.

The Hostelling International USA membership card is required at some hostels and entitles you to discount rates at others. A one year membership can be purchased from a student travel agency or the website at www.hiusa.org. To book a hostel visit www.hihostels.com.

Another option is staying with host families through SERVAS, an international association whose members open their homes to travelers for two nights. If you are accepted as a member, the annual fee is $25 for students. No money changes hands with the host families, and you will have an opportunity to experience everyday life in the area. Contact U.S. Servas Committee, Inc., 11 John Street, New York, NY 10038, (212) 267-0252 or www.usservas.org.

Bed & breakfasts, pensions and small hotels are usually affordable and provide a window into the culture. You may have opportunities to talk with the proprietors and learn about the area over breakfast or when you check in. We recommend that you ask to see a room before you agree to stay the night.
Luggage and Packing

“Less is more” is the golden rule of packing for traveling abroad. You want your bags to be as lightweight and portable as possible. The most common mistake is taking too much. Verify regulations concerning carry-on luggage. There may be greater restrictions on regional carriers.

Take clothing that will allow you to be comfortable in the climate of the host country. Get information about the weather, seasons, and useful clothes from people who have lived and studied there, as well as from guidebooks. Rain gear comes in handy in many areas of the world.

Think about what you intend to do (internship, field research, field trips, travel, hiking, social or cultural occasions, exercising, religious services, local transportation, etc.) and bring appropriate attire. It often makes sense to have at least one semiformal outfit (jacket & tie or dress). Good walking shoes or hiking boots are a must.

What you wear at Cornell will be suitable in most of Western Europe, although life in European cities can be more “dressy.” Be aware of cultural norms and dress, especially in Africa, Latin America, South Asia and the Middle East.

Pack a few small personal items that will remind you of friends and family. This will make a big difference if you get homesick. Bring small gifts to give to friends you will make or people you will live with.

You may accumulate a lot of clothing, gifts and souvenirs while abroad, and you will want to bring everything home. Save some extra room in your luggage.

Shipping overseas is usually expensive and slow. Generally, shipping from overseas to the US is more expensive and items (including used clothing) may be charged a “duty fee” by Customs. Consider giving some things away to a charity or your host family, rather than sending it home.
Packing List

CLOTHING
- Good walking shoes
- Flip-flops (for showers in hostels)
- Rain jacket/poncho
- Bathing suit
- Hat (for sun and/or cold)

MEDICINE AND TOILETRIES
- Prescription medicine (carry copy of prescription)
- Sunscreen
- Deodorant
- First aid kit
- Contraceptives and condoms
- Aspirin
- Tissues
- Tampons/pads
- Razors/blades
- Extra eyeglasses
- Extra contact lenses and cleaning solutions
- Tweezers, nail files
- Linens (if not provided by program site)
- Towel/washcloth

GIFT SUGGESTIONS
- Clothing and small items with Cornell logo
- Cookbooks with American recipes
- Baseball caps
- CDs of American music (jazz, folk, pop, rock, etc.)
- Calendars with U.S. scenery
- Items with logos from well-known American firms (Disney World, Warner Brothers, NBA, NFL, etc.)
- Notepads with an American logo or scenery

MISCELLANEOUS
- An inexpensive reliable watch
- Camera, battery charger and extra storage card
- Flashlight
- Address book
- Journal
- Books, guides, maps, train schedules, handbooks
- English-language paperbacks (to read and swap)
- Day Pack/small compressible knapsack
- Stuff bags/plastic storage bags
- Laundry soap and line
- Hostel sleep sack (a folded sheet hemmed up the side)
- Umbrella
- Luggage lock and tags
Pacsafe (www.pac-safe.com) – an expandable, lightweight pouch of steel mesh you wrap around your luggage then lock to something secure like a radiator, sink fitting, bed frame, or train compartment luggage rack.

Small locks – for backpacks, for locking luggage to overhead train racks, and for securing a locker in a youth hostel

Battery-operated alarm clock

Batteries

Music

Adapter and voltage converter/appropriate plugs

MONEY

Money belt or neck wallet

Cash, travelers checks, credit cards, calling card, etc.

DOCUMENTS

This handbook

Passport and visa(s) and photocopies

International certificate of vaccinations

Primary Healthcare member identification card

Tickets and rail passes

International Student Identity Card

Photocopies of credit and ATM cards

**Customs Regulations**

If you plan to take expensive items abroad, such as a high quality camera, video camera or laptop computer, you can register them with U.S. customs officials before you leave and keep the receipt.

**To register**, take your passport and valuable items to the customs office in the international airport. Allow plenty of time and remember the customs office hours may be limited. Do not plan on sending electronic equipment, such as personal computers, by mail from the US; you may be charged import taxes in the hundreds of dollars. You should be able to enter or leave most countries with any items intended for personal use. If you have questions about taking a particular item abroad look at: customs.gov.
Adjusting to Your Country’s Culture

Before you go, learn as much about your destination and its culture as you are able: study, read, watch TV from your country. The Cornell Library study abroad guide (link at left) provides info, newspapers and materials to help you connect to where you are going. Take advantage of the Language Resource Center offerings (below).

Traveling abroad involves change—most significantly, change in you—as you encounter a culture different from your own. Such experiences increase one’s ability to tolerate ambiguity, enhance self understanding, and allow one to get some sense of what it is like to have a different world view. As you begin to get a “feeling” for another world view, you are able to see your own culture and cultural values from another perspective.

Cultural adjustment comes in stages. Almost everyone arrives excited. This initial honeymoon period, which may last anywhere from a week to a few months, is often followed by letdown. Little differences that may have been interesting and novel before, may now evoke irritability and hostility. Some people will want to withdraw; others may act aggressively when faced with an uncomfortable situation.

Eventually the host country begins to feel more familiar; cultural cues that had seemed strange or that were invisible to the newcomer are seen with a new set of eyes. A sense of humor returns, and the traveler can function now in both cultures. This is the state of “cultural competence” referred to in program assessments and by career services.
Manage the stress
Stress from adjusting to another culture is inevitable, but there is much you can do to minimize the impact. Learn about your host culture’s values, customs, and popular culture prior to traveling abroad. While abroad, try to think of the host culture’s values and interests, and conform to them when appropriate. Try to look at things from the local perspective. For every behavior you don’t understand, try to figure out its underlying value.

Keep a journal or blog. Record your experiences, thoughts and observations. Take time to reflect. Writing about your experiences will help you measure your adjustment to the host culture and your progress in a foreign language.

Avoid those who habitually criticize the host culture. Foster friendships with people who will help you learn, who will listen to your concerns, and who will help you develop a positive attitude about your experiences.

Make the effort to meet local people. The easiest way to meet people is to participate in a group, sport, band, or take a class so you interact socially. Interacting with people from your host country will enable you to learn more about the culture, practice your language skills and develop lasting ties.

Become familiar with the area and frequent local establishments. Take time to walk around and observe people, buildings, stores, etc. Find interesting places and frequent particular cafés, newsstands, and shops. You may get to know the waiters, proprietors and other regular customers. You will also feel more comfortable in your new home.
Remember that most people in your situation have worked through the stress of adjusting to a new culture. Take lots of pictures! You will be glad to have a written and pictorial account of your experiences to look back on.

Read newspapers and magazines, watch local TV and movies to learn about local viewpoints and customs. Ask questions and don’t be afraid to make mistakes. Your efforts will help you integrate into the culture, and will help you evaluate information relevant to your health and safety.

Don’t glue yourself to e-mail with the US; plug into your host culture. Keep active and avoid feeling sorry for yourself. Some students find that taking a short trip to a neighboring area provides some relief and enables them to return refreshed and with a new perspective on their host culture.

Take an interest. Follow local news. Share an interest. Take photos. More Tips

For tips on stress management: Gannett.Cornell.Edu/Stress
Disability Abroad

If you have a disability, be it major or minor, physical or psychiatric, hearing, vision, learning, systemic or something else—you can still consider the opportunity to study or venture abroad.

For many years Mobility International USA has been promoting inclusive programming and communities, helping people with disabilities achieve their international goals. Find tools, tips and ideas at www.miusa.org.

You may want to read CIEE's "Knowledge" series brochure on disability available at Cornell Abroad. Think about what you would like to experience and what challenges you are ready to take on—and talk to disability experts and program staff to decide what is best for your goals and abilities.

On the Cornell campus, ask for help thinking through and making your plans:

Kappy Fahey, Director of Student Disability Services
420 Computing and Communication Center
607-254-4545, kf75@cornell.edu
www.cornell.edu/disability

The reality is that accommodations made for your disability abroad are not always the type or quality you are used to at home. You may have fears of exclusion, communication or unwanted attention, but there are still important things to see, wonderful people to meet, and amazing experiences waiting for you abroad.
Identity Issues Abroad

A venture abroad is a chance to learn, grow and transform yourself as a human being and a citizen of the world. Abroad, you'll find a new way of seeing your place in the world, and that might include new freedom to express your identity.

If you are lesbian, gay, bisexual or transgender, you will want to take into account the aspects of the environment that could affect how you express your sexual orientation and gender identity in different situations abroad. LGBT life exists almost everywhere, but the degree to which it is visible varies. You may have the opportunity to self-identify as you wish—or you may feel sent back into the closet because the environment or host culture is not conducive to outward expression of your sexuality or gender.

Approach expressing your sexual identity as just another cross-cultural challenge. There isn't a single rule for how to express your true self while abroad. Be true to yourself, but stay open to every learning opportunity.

What is commonplace discussion in public and private settings in the U.S. may not be considered polite conversation in your host culture. Are all forms of sexual or gender expression, including kissing or holding hands (gay or straight) considered a private matter? Is any sexual topic a social taboo? Be flexible, trust your instincts, and ask trusted local contacts if you have questions. Omissions or silence may not mean...
intolerance. As in any cross-cultural situation, it pays to observe, be sensitive to local customs, and express yourself appropriately and respectfully.

Be aware of your own health and the health of others. The incidence of HIV/AIDS is much higher in some parts of the world than it is in the U.S. So know your HIV status, learn safe sex practices, and communicate openly with sexual partners. If you need health care overseas, choose a provider who is sensitive to sexual and gender issues if that could be relevant to your needs.

Homosexuality remains illegal in some countries, and cultural norms in others may prohibit outward expression of your sexual identity. In some places, even the perception of being gay or lesbian could insight outward hostility from locals or harassment from law enforcement officials.

If you come to your abroad experience with good planning and keen understanding of the issues, your time abroad should be as healthy, safe, and meaningful as any student’s.

*CIEE developed an excellent brochure with the help of members of Rainbow SIG (a Special Interest Group of NAFSA) for the "Knowledge" series: "Identity–sexual and gender expression abroad." Much of the material for this section is borrowed from the pamphlet, which you can obtain in the Cornell Abroad office.
Communication with Family and Friends
Your experience abroad won’t take place in complete isolation from parents, teachers, and friends at home. Keeping in touch can give you perspective on both your host culture and your life back home while easing the minds of your loved ones while you’re away. Just be sure to recognize how constant communication will affect your abroad experience.

Time you spend virtually via telephone, e-mail, or social networking is time you can’t spend interacting with the people and place where you will be. Adjust your communication habits and adapt to being unplugged a little more often.

Postal Services
Depending on the country and the quality of the postal service, surface mail can take weeks (and in some cases, months) to arrive. Airmail can take up to a week to arrive in your host country; delivery to your local address will take several more days.

Family and friends may want to send you care packages, and you may want to send packages to them. Bear in mind that such packages are not always delivered “untouched.” Moreover, customs fees can be assessed on goods sent through the mail causing delay and a charge. Medication can not be sent via the postal system. While you can’t
change the postal system in your host country, you can be friendly with postal workers and use the opportunity to learn more about the cultural norms of your host country.

**Phone possibilities**
Making international calls using the Internet (Skype, etc.) has become the preferred option for those with easy internet access. Talk with returned students about best options for phoning.

Many newer **cell phones** operate on any of the three wireless frequencies in place worldwide. Contact your phone company for information on their rates for calls outside the U.S. Global roaming rates vary greatly. Some phones allow the U.S. sim card to be replaced cheaply with a local sim card. Avoid 800-number postings on public and hotel telephones, whether calling collect or with an ATM credit-card—charges can be $30-$50 for calls under five minutes.

Smart phone theft is a problem in many areas, so be aware! On the other hand, some recommend use of a smart phone to access travel documents, credit card#s, phone numbers, etc. via dropbox and other secure apps. Be sure to register your device to help locate it in case of theft or misplacement.

International **phone cards may be a good option in some areas.** The best value is at Sam’s Club and Wal-Mart. IDT cards (idt.net) allow creation of mailboxes for voicemail.

**Phone Rentals:** Globally-enabled cell phones may be rented from travelcell.com or cellhire.com. Those traveling to areas with limited or no cell-phone service may rent satellite phones. Outgoing calls on satellite phones run around $2/minute; incoming calls are usually free from anywhere in the world.
Computers Abroad
Laptop computers can be especially handy overseas, but the advisability depends on your own needs and where you will travel. If you decide to bring your laptop with you:

- Be aware of the **differences in the electric current** in other countries. Many power cords have built-in voltage converters; check the voltage range noted on the converter box.
- You may need to buy an **electrical socket adapter** for your country/region.
- **Keep your laptop in sight** at all times in public places. Laptop theft schemes are prevalent in airports, especially at security check points. Do not put your laptop onto the conveyor belt until you are sure you will be the next person through.
- **Insure it!** Personal Property insurance with special rates for Cornell students & staff is available: risk.cornell.edu

Cornell Abroad maintains lists of students returned from study abroad who are willing to be contacted. They are an excellent source of current information about a region or city where you may want to travel.
Reflective writing

Reflection is an important skill to cultivate in our fast paced, too busy culture – in fact, it is an essential balance to our action. Writing will help you remember all the amazing things you’re experiencing – as well as to help you get even more out of your learning.

This is ultimately for you. Many students say later that they were grateful to take a little time each day to write, to get in the habit of recording their thoughts and feelings, and that they began to more deeply understand what and how much they were learning as a result. You might even purchase a thoughtfully chosen book in which to record your thoughts.

What should I write about?
In addition to the obvious...all that you’re doing, engaging in, seeing, eating, trying, conversing about...:

• Cross-cultural perspectives as you perceive them, your personal opinions and experiences... “I believe that it is important to interact with others....in this manner because....”
• How your thinking, opinions, and beliefs are changing through your travel experience, as well as what factors are influencing those changes.
• What have you come to understand, and how did you come to know it?
• Problems, areas of ambiguity, challenges, and how you resolve them.
• Observations about other students, instructors, mentors, residents, program participants, guests, program hosts, etc. ....whom you admire, as well as behaviors which do not resonate with you, and why that may be.
• Something you are learning, discovering, uncovering, and how you are learning it as an on-going process; what factors contributed to your successful learning? Unsuccessful learning?

“We don’t learn from experience, we learn from reflecting on it”
~ John Dewey, philosopher & educational reformer
Money Matters while abroad

Before you travel, talk with someone who has lived in your host country about the best way to use that country’s banks for an extended period of time. Never send cash or traveler’s checks through the mail, and avoid using personal checks.

It’s also a good idea to purchase about $100 in local currency before you leave the US. You want to be prepared for taxi rides and a night in a hotel in case you arrive when the banks are closed.

**ATM:** In many countries, you can use your ATM card or credit card to withdraw money from an ATM machine. Contact your bank for information about overseas bank partners, ATM locations, and fees charged for services.

- Take two ATM cards in case a machine eats one.
- Notify your credit card company of your plans to avoid the cut off or blocking systems activated by out of pattern charges to your card.

**Credit cards:** Be sure to acquire a PIN number for your credit card before you leave the U.S. Credit cards make foreign currency transactions easy, and they are invaluable in a financial emergency. Remember that cash advances
carry finance charges. Make a cash advance only if you have no other option for securing funds.

Credit cards often give you the best exchange rates for purchases, but small restaurants and stores may not accept them. Most credit cards assess a surcharge on international transactions. Check with your card provider to determine their fees. When using a credit card abroad, always verify the amount on the bill and keep your receipts.

Purchases made overseas are not subject to U.S. purchase protection policies for damaged or stolen goods. Some credit card companies charge high interest rates immediately on a cash advance.

**Travelers Checks:** Depending on where you’re going, travelers’ checks are still a way to bring large amounts of money with you. A pre-purchased card is now available and may replace traditional checks. PayPal also issues a card that can be used for travel. Read: traveltips.usatoday.com/travelers-checks-24544.html

**American Express:** You don’t need an American Express card to take advantage of the company’s services. American Express can cable money from an American office to one of their overseas offices, where it can be picked up with appropriate identification. Call your local American Express office for a list of offices abroad that can provide these services.

**Bank draft/cashier’s check/cable transfer:** You can request that your bank send a cashier’s check, or bank draft, to an account overseas. The check may take some time to clear. US banks can telex money to foreign banks. This process can be completed in a matter of hours for a fee. Contact your bank for details.
Plan Ahead

• Before you travel, think carefully about how much money you will need for necessities and how much you’ll have available for optional purchases.

• It takes time to adjust to a new currency and understand its value. Try to start thinking in local currency as soon as you can.

• You will probably spend relatively large sums of money in your first weeks abroad as you learn your way around a new setting and buy what you need to get settled.

• If you are responsible for your own housing, keep in mind that you may be required to pay a deposit of one month’s rent or more.

• Ask other students about the best inexpensive restaurants, shops and student rates for concerts, movies, plays, and clubs. Your program or partner institution are other good sources of information.

• Track your daily expenses the first couple of weeks and plan for your stay based on what you learn.

• Photocopy the front and back of all credit and bank cards you plan to take, add bank account numbers and store them in a safe place for reference.

• A money belt keeps your money, credit cards and passport safe when you are a newcomer in highly touristed areas. Sold at most luggage and camping stores.
Checklist

☐ As soon as you know that you will be traveling abroad, research current health conditions, recommended vaccinations, and required tests for your host country
☐ Register on Cornell Travel Registry (required for Cornell-funded travel, recommended for others)
☐ Immunizations/HIV antibody test
☐ Schedule appointments for vaccinations, tests and physical exams
☐ Passport/Visa: Apply at least six weeks before travel
☐ Travel Arrangements Book air travel
☐ Obtain Eurail ticket if traveling in Europe
☐ Health Insurance in place
☐ Emergency Assistance (Cornell-funded travel covered by FrontierMedex when registered; other travelers should obtain the same or similar insurance)
☐ Money ATM card or ☐ Credit card
☐ Traveler’s checks
☐ $100 in local currency
☐ International Student I.D. (for student discounts)
☐ Copies of Passport
☐ International Certification of Vaccination
☐ Plane tickets/e-ticket info
☐ Primary Health-Care Provider card/contact numbers
☐ Health Claim forms
☐ Educate yourself about local laws, local customs (dress, interpersonal behavior)
☐ Learn as much of the language & local expressions as possible
☐ Brush up on current events, politics, sports, and economics affecting your destination. It is good to know about historic relations with the U.S.
**Cornell Contacts**

**Cornell ABROAD**
300 Caldwell Hall
Ithaca, NY 14853-2602
Tel: (607) 255-6224, Fax: (607) 255-8700
E-mail: CUAbroad@cornell.edu
Web: www.cuabroad.cornell.edu

**Office Hours**
Mon, Wed, Thurs, Fri: 9:00 a.m to 4:00 p.m.
Tue: 10:30 a.m to 4:00 p.m.
Walk-in advising: 1:30-3:00 p.m., Mon.-Fri.

**Cornell Career Services**
103 Barnes Hall
Ithaca, NY 14853
Email: career@cornell.edu
Web: www.career.cornell.edu/

- **International Career Advisor**
  Anne Poduska
  Tel: (607) 255-5296
  Email: ap284@cornell.edu

- **Assist. Dir. for Internships**
  Nancy Law
  Tel: (607) 255-9046
  Email: nfl1@cornell.edu

**Engaged Learning + Research**
260 Caldwell Hall
Ithaca, NY 14853-2602
Tel: (607) 254-4240
Email: engagedcornell@cornell.edu
Web: www.elr.cornell.edu

**The Mario Einaudi Center for International Studies**
170 Uris Hall
Ithaca, NY
Tel: (607) 255-6370, Fax: (607) 254-5000
Email: einaudi_center@einaudi.cornell.edu
Web: http://einaudi.cornell.edu/
College International Offices

**College of Agriculture and Life Sciences**
**CALS International Programs for Undergraduates**
Christine Potter, 140 Roberts Hall
cals-studentservices@cornell.edu, (607)255-2257
http://cals.cornell.edu/academics/international/

**College of Architecture, Art and Planning**
**Cornell in Rome**
Margherita Fabrizio, 149 E. Sibley Hall
(607) 255-6807
http://aap.cornell.edu/aap/rome/index.cfm

**College of Engineering**
**International Engineering Programs**
Advising Office, 167 Olin Hall,
(607) 255-7414,
adv_engineering@cornell.edu
www.engineering.cornell.edu/academics/
undergraduate/special_programs/abroad/programs/

**School of Hotel Administration**
Dina Kristof, Study Abroad Advisor, 180 Statler Hall
(607) 255-6376, dre2@cornell.edu

**College of Human Ecology**
**Exchange Programs Human Ecology**
Dr. Pauline Morin, 160A MVR Hall
pmm24@cornell.edu
Paul Fisher, Study Abroad Advisor, 172 MVR
psf1@cornell.edu

**School of Industrial and Labor Relations**
**International Programs**
Donna Ramil, 309 Ives Hall
http://www.ilr.cornell.edu/
internationalExchangePrograms/
Kevin Haris, Study Abroad Advisor, 101 Ives
(607)255-2223, kfh4@cornell.edu
Cornell Resources List

Cornell Travel Registry
https://travelregistry.cornell.edu/

Cornell Abroad Blog Journalists
http://blogs.cornell.edu/studyabroad/

Cornell Daily Sun
www.cornelldailysun.com

Gannett Health Center
www.gannett.cornell.edu

Gannett Travel Clinic
http://www.gannett.cornell.edu/services/medical/travel_clinic.cfm

International Gateway
http://international.cornell.edu/

Library Services for Cornell Students
guides.library.cornell.edu/studyabroad

Mario Einaudi Center for International Studies
www.einaudi.cornell.edu
Academic Minors at Cornell

- International Relations
  www.einaudi.cornell.edu/initiatives/irc.asp
- International Studies (CALS students)
  http://ip.cals.cornell.edu/academics/international_studies_minor.cfm
- Global Health
  www.human.cornell.edu/che/dns/globalhealth/undergraduate/index.cfm
- Africana Studies
  http://asrc.cornell.edu/undergrad.html
- East, South or Southeast Asian Studies
  http://lrc.cornell.edu/asian/undergrad/minors
- Development Sociology
  http://devsoc.cals.cornell.edu/cals/devsoc/academics/undergraduate/index.cfm
- European Studies
  www.einaudi.cornell.edu/europe/academics/concentration.asp
- French Studies
  www.arts.cornell.edu/romance/french/fr_ugrad.html
- German Studies
  www.arts.cornell.edu/german/undergradstudies.asp
- Italian Studies
  www.arts.cornell.edu/romance/italian/it_ugrad.html
- Jewish Studies
  Contact Prof. Deborah Starr, DAS86, 607-254-6594
- Latin American Studies Program
  www.einaudi.cornell.edu/LatinAmerica/academics/ugminor.asp

Add a minor related to your time abroad

Michelle Fisher
Helpful Websites

- **Air and Rail Tickets**
  www.orbitz.com       www.cheaptickets.com
  www.travelocity.com   www.statravel.com
  www.studentuniverse.com

- **Cultural Adjustment**
  www.cie.uc.edu/world/shock.html
  www.pacific.edu/sis/culture/

- **Interactive Currency Table:** www.xe.com/ict/

- **Mobility International USA:** www.miusa.org/

- **Embassies and Consulates**
  www.travel.state.gov/
  usembassy.state.gov/
  www.state.gov/s/cpr/rls/fco

- **Health**
  The Centers for Disease Control www.cdc.gov/travel/
  www.gannett.cornell.edu
  www.ciee.org/health_safety/health/pre-departure_checklist.aspx
  travel.state.gov/travel/tips/tips_1232.html#health

- **Lesbian, Gay, Bisexual, Trans Travelers**
  www.indiana.edu/~overseas/lesbigay/
  www.iglhrc.org        www.LGBTRC.cornell.edu

- **Council on Foreign Relations** www.cfr.org/

- **Passports**
  travel.state.gov/passport/passport_1738.html

- **Road Travel Safety**
  www.asirt.org

- **Travel Warnings**
  travel.state.gov/travel/warnings_current.html

- **Travel Guides**
  www.istc.org/
  www.lonelyplanet.com/index.cfm
  www.ricksteves.com/
  guides.library.cornell.edu/studyabroad

- **Volunteer Abroad**
  www.volunteerinternational.org

- **Women Travelers**
  www.journeywoman.com/
IN AN EMERGENCY

1. At any time while you are abroad, we can be reached by phone in an emergency concerning your health, safety, or security. Call Cornell Abroad at **(607) 255-6224**.

**After hours**, call the Cornell Police Department at **(607) 255-1111**. Please let them know that you are trying to reach Cornell Abroad so they will alert our staff.

2. If you are *seriously ill or injured*, experience a travel emergency, or if you are in need of a security or medical evacuation, **call FrontierMEDEX immediately:**
   
   **(410) 453 - 6330**

Identify yourself as a **Cornell University** study abroad student and provide the **group number: 343211**

The FrontierMEDEX card provides toll-free numbers for many countries. If you have mis-placed your card, print one at the Cornell portal found on the Cornell Abroad website tab "Health & Safety"

NOTE: Some students may have access to Emergency Evacuation Insurance through their program provider or through Cornell Student Health Insurance. Students should work directly with these providers for emergency assistance, using FrontierMEDEX as a backup plan. Group evacuation of a program for health or safety reasons would be handled by the program.
Take this handbook with you!