Pre-Departure Checklist

Your Program
□ Notify all study abroad programs in writing (email) of your intention to accept or refuse an offer of admission.

Cornell Abroad—Complete all CUAbroad application items, including:
□ “Commit to go” for the program you are accepting
□ Upload a copy of acceptance letter from your program.
□ “Withdraw” from any other program you had applied to.
□ Read/sign/complete the Academic, Student Health Insurance, and Code of Conduct agreements.
□ Submit info online regarding: your program dates, medical self-disclosure & sharing your email while abroad.
□ Verify your mailing address & emergency contact in Student Center.
□ Upload a photocopy of the data page of your passport.
□ Study the Learning Content listed on your application page.

Before you leave campus:
□ Read this Handbook.
□ Obtain a passport (and visa, if necessary.) Make copies.
□ Make sure that your bursar bill is paid in full.
□ Refer to the United Healthcare Global website for safety and medical info:
□ Contact Gannett Health Center’s Travel Medicine Clinic for recommended immunizations related to your travel plans.
□ Make housing arrangements for your return to Cornell.
□ Consider purchasing property insurance (see flyer).
□ Use the US Department of State website to prepare

Prepare for a new culture:
□ Peruse the Cornell Abroad Blog Journalists.
□ Use Cornell University Library guides
□ Read novels about and newspapers from your country, watch foreign films or TV in the language of your study abroad country.
□ Explore student writing in magazines/on line.
□ Join a Cornell Abroad FaceBook group & e-mail lists to connect with other students going abroad and who are there now.
Dear Study Abroad Student,

CONGRATULATIONS on your decision to study abroad! Students who have preceded you in this adventure have taken journeys of personal and intellectual discovery. The opportunity has added significant dimensions to their undergraduate years by enabling them to develop a broader perspective on their academic field of study and an ability to take far more initiative and responsibility for their education and future.

The Cornell Abroad Student Handbook will assist you in preparing for study abroad and serve as a reference tool. It is your responsibility to familiarize yourself with the contents of the handbook. Share the contents with your family before you leave home and take your handbook with you abroad!

We hope that as you study, live, travel, and meet new people in your host country, you will experience the same satisfaction that earlier study abroad students have gained from immersion in another culture. Best wishes from the Cornell Abroad staff for a productive and fulfilling experience!

Sincerely yours,

Marina S. Markot, Ph.D.  Kristen A. Grace, Ph.D.
Director  Associate Director
# Table of Contents

**Travel Documents** ........................................................................................................... 5  
**Registering with the U.S. Embassy & Local Police** .......................................................... 7  
**Emergency Assistance** .................................................................................................... 8  
**Monitoring Safety Conditions Abroad** ........................................................................... 11  
**Unwanted Attention, Harassment, and Assault** .............................................................. 12  
**In Case of Assault Protocol** ............................................................................................. 13  
**Local Laws** ....................................................................................................................... 14  

**Health-Related Matters**  
**Insurance** ......................................................................................................................... 15  
**Health Considerations & Recommendations** ................................................................. 17  
**Finances** .................................................................................................................................. 20  
**Academics** .............................................................................................................................. 28  
**College specific procedures for credit** ............................................................................. 30  
**Pre-Enrolling from Abroad** ............................................................................................... 33  
**Travel Arrangements** .......................................................................................................... 39  
**Luggage & Packing** .............................................................................................................. 42  
**Adjusting to Your Country’s Culture** .................................................................................. 45  
**Disabilities Abroad** .............................................................................................................. 48  
**Identity Issues** .................................................................................................................... 49  
**Communication with Family and Friends** .......................................................................... 51  
**Money Matters Abroad** ...................................................................................................... 54  
**Taking Care of Cornell Details** .......................................................................................... 57  
**Reflective Writing** ............................................................................................................... 62  
**Cornell Contacts** ................................................................................................................ 63  
**Helpful Websites** ................................................................................................................. 68  
**In an Emergency** .................................................................................................................. 72  

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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.
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
Check your current passport to make sure it does not expire within 6 months of your planned return to the U.S.

Apply for a Passport
If you do not have a passport or need to renew the one you have, apply as soon as possible. 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:
Documents required when applying for a passport:
1. 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
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
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](https://travel.state.gov) website, 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 will replace a stolen or lost passport:
  - Make several copies of the info/photo pages of your passport.
  - Leave one copy at home & upload to Cornell application.
  - 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. Check out our [resources page](#) for more information and links.
intend to visit. Students have been prevented 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.

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**).

The embassy or consulate can provide information about new travel advisories and lists of English-speaking doctors in the area.

**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.

The U.S. State Department’s Overseas Citizens Emergency Center at (202)501-4444 is a good source of information on medical, financial, or legal problems while abroad.

**Register with the police:** In many countries, you will also be required to register with the **local police** station upon arrival.
Emergency Assistance While Abroad

A traveler’s assistance policy has been purchased by Cornell from Universal Healthcare Global (formerly Frontier Medex) for any faculty, staff or student who travels abroad "on Cornell business". This policy will offer coverage for emergency medical evacuation and repatriation.

The UHC Website provides valuable country and region-specific health and security information. Access Cornell's UHC Global portal here.

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.

Access Cornell’s portal for UHC, to print a card, or use their resources.

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

Your application through Cornell Abroad maintains your Cornell student status and automatically registers you in the Cornell Travel Registry. The forms found on the following pages are in PDF form at the Travel Registry site.

Cornell University strongly encourages students who plan additional travel beyond covered dates—particularly in less-industrialized countries—to purchase additional coverage through UHC Global or similar provider. To secure a lower rate, contact Diana Winslow and identify your relationship with Cornell.
Know what to do in an emergency!
Prepare for an emergency. Your program or university abroad has information to help you prepare. Use these forms and/or save info (securely) to access on your smart phone. Make a copy for your guardian.

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: http://international.cornell.edu/international-travel.

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 United Healthcare Global collect at 1-410-453-6330. UHC Global 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 UHC Global 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).
OTHER EMERGENCIES (CRIME, CIVIL UNREST, ETC.)

CALL THE CORNELL POLICE AT 607-255-1111 (See Directions Above).

Telephone Number for nearest U.S. Embassy: ________________________________

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: ____________________________ Bus Station: ____________________________
Train Station: ____________________________ Metro Station: ____________________________
Rent-a-Car: ____________________________ 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: ____________________________
Consulate/Embassy: ____________________________
Fire: ____________________________
Post Office: ____________________________
Lawyer: ____________________________
24-Hour Assist/Insurance Hotline: ____________________________

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)?

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:
Monitoring Safety Conditions Abroad

Nothing is more important than your personal safety and security abroad! The global village is neither uniformly safe nor always user-friendly, so use your common sense and follow your instincts.

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 the State Department.

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 (ASIRT). The Overseas Security Advisory Council provides global security news and daily reports.

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.
- **No Driving. Cornell Policy prohibits driving internationally.** Regulations and conditions abroad make driving dangerous.
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 cross-cultural 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, for information, advocacy and support.

Anyone sexually assaulted should seek immediate medical treatment. Your program or university and 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.
## In Case of Assault Protocol

### In the event of sexual assault, abuse or violence: (in order of urgency)

<table>
<thead>
<tr>
<th>The #1 Priority is to get help</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Take action for immediate safety. A program manager can arrange alternative housing or work placement, if needed.</td>
</tr>
<tr>
<td>• Medical help and screen for STDs, anti-HIV meds, morning after pill.</td>
</tr>
<tr>
<td>• Consider counseling support (Cornell can provide online support in an emergency situation). Counseling can also be arranged by contacting UHC Global.</td>
</tr>
<tr>
<td>• Consider options, such as filing a criminal complaint and/or, if a Cornell student is the attacker, initiating campus disciplinary proceeding (file a case with <a href="mailto:juadmin@cornell.edu">juadmin@cornell.edu</a>).</td>
</tr>
<tr>
<td>• It is the choice of the student on how to proceed.</td>
</tr>
<tr>
<td>• Initiate Cornell's Emergency Response by calling Cornell Police (607) 255-1111</td>
</tr>
</tbody>
</table>

### Filing a complaint:

**If student wishes to file a criminal complaint,** contact local law enforcement. It is good to choose someone to accompany you to meetings with local law enforcement.

- Contact US Embassy.
- The Office of the Judicial Administrator at 607-255-4680 or juadmin@cornell.edu. Cornell's Judicial Administrator is a Title IX deputy coordinator.

#### Note:

- If a student discloses to a University official then the Title IX deputy Coordinator must be notified, but the student’s name DOES NOT have to be disclosed. This is up to the student. However, a Cornell staff member must report when s/he becomes aware of potential Title IX violations such as sexual assault, abuse, or violence, even if you do not wish to file a criminal complaint and/or if the attacker is not a Cornell student.

Note that Title IX broadly prohibits—and Cornell is committed to providing an educational and work environment free from—sexual misconduct. Sexual misconduct is any behavior of a sexual nature that is experienced as unwelcome. In the event of an incident of **sexual misconduct** other than sexual assault, abuse or violence, even where the student is not in need of medical help or in immediate danger, the trip leader must still consult with the Deputy Title IX Coordinator.

### Important Phone Numbers and websites:

<table>
<thead>
<tr>
<th>Cornell Police 607-255-1111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornell Risk Management 607-254-1575, <a href="mailto:risk_mgmt@cornell.edu">risk_mgmt@cornell.edu</a></td>
</tr>
<tr>
<td>UHC Global 1-800-527-0218</td>
</tr>
<tr>
<td>Title IX Coordinator’s office 255-0041, <a href="mailto:nosexualharassment@cornell.edu">nosexualharassment@cornell.edu</a></td>
</tr>
<tr>
<td><strong>Victim Advocate:</strong> 607-255-1212</td>
</tr>
<tr>
<td><strong><a href="mailto:victimadvocate@cornell.edu">victimadvocate@cornell.edu</a></strong></td>
</tr>
<tr>
<td><strong>Student Counseling:</strong> 607-255-5155</td>
</tr>
<tr>
<td><strong>Office of the Judicial Administrator:</strong> 607-255-4680 <a href="mailto:juadmin@cornell.edu">juadmin@cornell.edu</a>.</td>
</tr>
<tr>
<td><strong>Sexual Harassment and Assault Response Education:</strong> share.cornell.edu</td>
</tr>
</tbody>
</table>

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” 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 medical treatment is required.
- Bring contact information for your primary health-care provider with you. Pack a few blank claim forms in case you need them.
- Complete the post-decision questionnaire titled Student Health Insurance While Abroad.

Cornell Health Insurance Policy

As registered Cornell students while studying abroad, students must have coverage that meets the following criteria:

1. Provide coverage for medically necessary care (NOT just emergency care) while abroad
2. Cover pre-existing conditions
3. Cover you in your host country and during your travels while you are abroad
4. Have a maximum benefit of at least $500,000 per year
5. Have coverage when you return from study abroad that will cover any condition contracted abroad
6. Provide inpatient and outpatient mental health coverage

Students enrolled on the Cornell Student Health Insurance Plan (SHIP) are covered outside the United States at the level required. Like most policies, SHIP reimburses students up to a percentage of the total cost of approved health care expenses. Students are expected to pay up-front costs.

It is not unusual for a student to be covered by two or three policies while abroad. If your family carries a policy that only provides coverage within a restricted network, additional international coverage may need to be purchased either on your policy or, more likely, through a study abroad insurance provider such as HTH, CISI, STA, iNext and others. Approved programs may provide insurance coverage, that in most cases does NOT meet Cornell’s requirements.

Cornell Abroad students have Emergency Medical Evacuation and Repatriation Insurance through UHC Global. This is not regular medical insurance, but is an important supplement.
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.)
Health Considerations While Abroad

Take care of foreseeable health needs (medical, mental, dental, gynecological, optical, etc.) before you go abroad. For more complete suggestions, go to State Department 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 while 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, 607-255-5155.

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 2 weeks beyond your expected return. 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 offers information and resources related to the prevention and treatment of common health problems seen in countries around the world. For more information about the Travel Clinic and its resources, visit Gannett’s website.

Be sure to schedule a consultation at least six weeks in advance of travel to allow adequate time for vaccines requiring multiple doses. To schedule an appointment, call 607-255-5155.
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. Contact UHC Global for hospital recommendations 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, encephalitis and malaria require preventative medicines and a bed net to avoid mosquito bites. For more info about international insect diseases, see the CDC’s website.

HIV/AIDS 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.

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 services or advisories related to the host country, especially if traveling to remote areas.

The Centers for Disease Control website 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 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 Imodium
Insect repellent & anti-itch medication for insect bites
Benadryl or other meds 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
extra tampons
Pregnancy test
Finances

Study Abroad Costs
The cost of study abroad depends on the program you attend.

Payment Procedures and Billing
All program tuition, program fees, and the Cornell International Program Tuition will be charged to your Cornell bursar account. Cornell Abroad billing procedures ensure that you remain registered at Cornell and will receive credit toward your undergraduate degree for course work successfully completed overseas.

Cornell-Managed Programs
Students attending Cornell-Managed Programs are charged a comprehensive Cornell Abroad Tuition, which includes tuition, the CIPT, housing during the term (if applicable), orientation, programsponsored trips and events, administrative and financial aid costs, plus emergency medical evacuation and repatriation insurance. Meals may be covered within your program fee (check individual program for details).

Note: Travel to and from program site, textbooks, and personal expenses are additional.

### Cornell and Cornell Consortium Programs

<table>
<thead>
<tr>
<th></th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornell in Barcelona (CASB) - Fall</td>
<td>$25,290</td>
</tr>
<tr>
<td>(CASB) - Spring</td>
<td>27,220</td>
</tr>
<tr>
<td>Cornell in Berlin (BCGS), (partial housing)</td>
<td>25,290</td>
</tr>
<tr>
<td>Cornell in Bologna (BCSP), (no housing)</td>
<td>19,430 one semester only</td>
</tr>
<tr>
<td>Cornell in Cuba</td>
<td>25,290</td>
</tr>
<tr>
<td>Cornell in East Asia</td>
<td>25,290</td>
</tr>
<tr>
<td>Cornell in India (NFLC)</td>
<td>25,290</td>
</tr>
<tr>
<td>Cornell in Kyoto (KCJS)</td>
<td>29,110</td>
</tr>
<tr>
<td>Cornell in Nepal (CNSP)</td>
<td>25,290</td>
</tr>
<tr>
<td>Cornell in Paris (EDUCO)</td>
<td>25,290</td>
</tr>
<tr>
<td>Cornell in Seville</td>
<td>25,290</td>
</tr>
</tbody>
</table>

Tuition and fees are set pending approval by the Trustees. Cornell reserves the right to adjust charges if there are currency exchange rate fluctuations. All costs are per semester unless noted.
Cornell Approved Programs
Cornell students attending programs sponsored by other colleges, universities or institutions pay all costs billed by the program sponsor to Cornell Abroad plus the Cornell International Program Tuition.

The Cornell International Program Tuition (CIPT) represents the costs necessary to providing study abroad at Cornell University, including university financial aid to eligible study abroad students, and administrative costs. All study abroad students pay the CIPT, regardless of the program attended, to secure Cornell registration and the application of study abroad credit on the Cornell transcript. For students attending Cornell-managed and affiliated programs, the CIPT is included in the Cornell Abroad Tuition. For students attending externally sponsored programs, the CIPT will be added to the cost of your program.

The 2015-16 CIPT is $2,500 per semester. Students enrolled in universities in the UK or Israel pay a CIPT of $3,000 per semester which covers the cost of on-site coordination in addition to the basic CIPT.

Estimated Student Budget
Cornell Abroad prepares an estimated budget for each student to use as a financial planning resource. A copy will be sent to:
- You
- Your parent/guardian
- Financial Aid Office for students currently receiving any type of financial aid from Cornell (including grant aid, loans, scholarships)

The estimated budget
- Includes all fixed program costs, the CIPT & out-of-pocket expenditures expected in connection with your program
- Is an estimate of funds needed—it is not a bill
- Shows in a more detailed manner charges to be billed to your Cornell Bursar account
- Includes estimated costs for the duration of your term abroad (meals, transportation, visa expenses, books & materials)
- Includes estimated round trip airfare
- Is based upon information provided by your program or university
Your Cornell bursar bill will show your program charges as:

- Cornell Abroad (program specific) Tuition $xxxxx
  (Includes program tuition plus CIPT, minus any paid deposit)
- Cornell Abroad (program specific) Prog Fee $xxxxx
  (Any non-instructional fees charged by program sponsor
   - housing, meals, fees, etc)

Approved programs will send an invoice to Cornell Abroad for payment of your fees. If you receive an invoice or billing statement directly from your study abroad program, contact Cornell Abroad to determine if we have received it as well. We cannot issue payment unless an invoice or statement has been received by our office.

Program Deposits

- **Cornell-Managed**
  A $300 deposit is required for Cornell programs in Paris (EDUCO), Nepal, or Seville. This charge is not placed on your bursar bill; however if you subsequently withdraw from the program, you will forfeit the $300 deposit plus you may be responsible for non-recoverable costs incurred by the program on your behalf.

- **Approved Programs**
  Cornell Abroad does not issue program deposits to externally sponsored colleges or universities. Students must pay deposits directly to the program sponsor by the posted due date to ensure they have reserved a place in the program.
Cornell Bursar Account
Although you are abroad, you still maintain your Cornell University registration. Therefore, your Cornell bursar account must be cleared by the due date to ensure timely registration here at Cornell. In the event that your account remains unpaid by the due date, you will be assessed financial penalties and risk involuntary withdrawal from Cornell University. Over the past several semesters, the university has fully enforced penalties and even de-registration for students who have unpaid bursar accounts. If there is a balance on your account, you will receive notices from the University Registrar, your College Registrar, and Cornell Abroad alerting you to the situation. If you receive such a notice, take immediate steps to notify Cornell Abroad and speak with an advisor. Please ensure all prior semester balances are cleared from your bursar account before you leave campus. Failure to do so may jeopardize your participation in study abroad.

Withdrawal from Program/Early Return
You are required to stay at your program site until the semester and examinations are complete. Early departure is not permitted except for health emergencies. Plan your departure date based on the official closing date supplied by the program sponsor. If you are considering early withdrawal, you must contact Cornell Abroad and speak with an advisor.

If you do withdraw before the completion of instruction and exams, there is no guarantee you will receive passing grades or credit. If a program is officially closed by Cornell, credit will be awarded for a portion of the courses completed. In the case of premature departure, documentation of work completed abroad will be required. Course syllabi, papers, examinations, evaluations from instructors and a recommendation from the Director of the program are appropriate forms.

Refunds of tuition and fees will be reviewed on a case by case basis if students are forced to leave because of a disruption. Even under unusual circumstances, most study abroad programs will make every effort to complete the academic program. Tuition refund policies may be based on a prorated formula used in the event of early departure.

Early departure is not permitted except for health emergencies
Tuition and Fee Refund Policy
Cornell Managed Programs (Barcelona, Berlin, Bologna, Cuba, East Asia (3 Campus), EDUCO, India (NFLC), Kyoto, Nepal, & Seville)
Cornell Abroad follows the university schedule for refunds based on official written notification from the student and the actual date of the student’s departure from the program. Tuition and related fees for Cornell managed programs will be refunded at the percentage rate below, less any program deposit and non-recoverable costs such as housing arrangements, pre-paid excursions, etc.

<table>
<thead>
<tr>
<th>Date of Notification</th>
<th>Amount of Refund</th>
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<tbody>
<tr>
<td>Up to 6 days after the start date</td>
<td>100%</td>
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<tr>
<td>7 days after start date</td>
<td>90%</td>
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<tr>
<td>8-14 days after start date</td>
<td>80%</td>
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<tr>
<td>15-21 days after start date</td>
<td>70%</td>
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<tr>
<td>22-28 days after start date</td>
<td>60%</td>
</tr>
<tr>
<td>29-35 days after start date</td>
<td>40%</td>
</tr>
<tr>
<td>36-42 days after start date</td>
<td>20%</td>
</tr>
</tbody>
</table>

Cornell Approved Programs
• Students attending approved programs are subject to the refund policies of the program/university. Program web sites are often good initial resources to review your program’s policies and procedures. Cornell Abroad staff will provide assistance to interpret the refund policy of your program, but are not responsible for, nor can we dispute, their policies.

• The CIPT will be refunded in full until the start date of your program, and afterward according to the schedule above.

Refund policies are typically based on a date of formal notification of withdrawal. Should you decide to withdraw, it is imperative that you notify your program sponsor or university, and Cornell Abroad, immediately in writing.

Financial commitments regarding air travel, insurance, and visa applications are usually not covered by program refund policies. We suggest you work with your travel agent for purchase of airline tickets and any traveler’s insurance you are considering.
Financial Aid

All Cornell Abroad students are eligible for financial aid exactly as if they were studying on the Ithaca campus, regardless of whether they participate in a Cornell-run program, an externally-run program, or enroll directly in a foreign university.

Even if you are not currently eligible for financial aid, you may be able to receive aid, and should apply, if your costs for study abroad exceed the costs for an equivalent period of study in Ithaca and you meet the eligibility requirements according to state and federal guidelines.

Financial aid for study abroad is need-based, consistent with university and government policy. The same costs are included as for on-campus study (tuition, fees, housing, meals, books, and personal expenses), along with the CIPT, visa and airfare. Your financial aid package will be adjusted based on the revised cost provided on your study abroad estimated student budget.

Work-study positions are rarely available abroad. Work-study aid is usually converted to loans. You should work with the Office of Financial Aid to retain your work-study eligibility when you return from study abroad.

If there are substantial fluctuations in the US dollar exchange rate with the currency of your host country at the time of billing, Cornell University reserves the right to adjust financial aid awards and, in rare cases, obtain reimbursement from students.

Complete and sign all required forms before you leave campus and/or the US. Make sure to verify that the contact information is correct on your Student Center. For further information, refer to the Financial Aid website. Failure to complete your study abroad program as a full-time student may result in a revocation of financial aid.

► Failure to complete your program as a full-time student may result in a revocation of financial aid.
Miscellaneous Costs
If you rent housing abroad, be sure to pay your rent on time. Landlords are seldom flexible with short-term tenants. For Cornell sponsored programs, if there is property damage, or the apartment is vacated without being cleaned properly, your Cornell bursar bill will be charged the damage/cleaning costs plus a $25 service fee.

Some study abroad students have returned from study abroad with outstanding fines for minor legal infractions, such as traveling on public transportation without a ticket. If Cornell receives a bill for such fines, you will be charged the amount on your bursar bill and the infraction will become a permanent part of your Cornell record—and may delay the processing of your transcript from abroad.

Scholarship/Loan Procedures
Scholarships
Scholarships awarded to you from your program sponsor or any outside source must be reported to Cornell Abroad and the Financial Aid Office. Financial aid policy at Cornell allows students to apply 100% of scholarships from outside/non-Cornell sources to student loans. In the event that the scholarship exceeds the loan, it will be used to reduce grant aid. Most program sponsors will deduct the amount of the scholarship or grant directly from the total tuition due.

Loans
For information on applying for loan options, please refer to www.finaid.cornell.edu/forms. Most forms are submitted electronically and a typed name in the signature field is considered an electronic signature. However, some forms still require an ink signature.
Cornell Tradition Fellows
The yearly requirements for continuing to receive your Cornell Tradition Fellowship are abbreviated if you participate in a study abroad experience. The guidelines below outline the specific requirements.

If you will be abroad for one semester: Complete 50 hours of work, 50 hours of service (7.5 community service), and 25 flex hours during the semester you are on-campus.

If you will be abroad for an entire academic year: You do not need to complete any hour requirements. However, when you return to campus you will be placed on Conditional status, meaning that you will need to complete ½ of all the hour requirements (same as above) by the start of the following semester.

All students studying abroad should still complete an online re-application during the spring semester. The application will be live online in mid March. All students will remain on the Tradition listserve, which will send out an announcement when the application has gone live. Students should complete the general re-application essay and specific study abroad essay. In addition, all students should meet the minimum 2.3 grade point average requirement. Any questions can be directed to tradition@cornell.edu, by calling 607.255.8595, or stopping by 103 Day Hall.
Academics

Study Abroad Student Registration Status
All Cornell Abroad students:
• Remain registered at Cornell University,
• Earn credit for approved course work, and
• Continue to be eligible for financial aid.

Courses taken abroad may fulfill graduation, distribution, major and elective requirements. It is common practice for students attending a study abroad program sponsored by another university, college or organization to be registered at both the sponsoring institution and Cornell. Dual registration may be necessary to obtain a transcript and transfer grades from the university or study abroad program.

While you are abroad, course schedules, grade slips and transcripts generated in Ithaca will read: “STUDY ABROAD: 15 credits.” This does not indicate credit already earned; it is simply a place holder showing that you are registered as a full-time study abroad student.

The University Registrar’s Office sends an e-mailing to remind all students to update address information in the Student Center. To insure that any official university mail will reach you through your family, enter your permanent address in the spaces for both home and local address.

Cornell University Registration Policy
To activate your study abroad registration, all financial obligations to Cornell must be fulfilled before the first day of class each semester here in Ithaca. Year long students must remember to do this for both semesters they are away.

The University Registrar establishes a final registration date, usually during the third week of classes, after which students whose accounts are in arrears and thus are not registered, are charged a $350 late registration fee. Study Abroad students must adhere to the on-campus dates and regulations even if classes overseas have not begun. In the event that your bill has not been paid, the procedure listed in the Finances Section for accounts in arrears will be initiated and you will lose your Cornell registration and possibly be withdrawn from the university.

Cornell Abroad cannot pay the program bill on behalf of any student with a significant outstanding balance on their bursar bill.
Credit
To receive credit for academic work abroad:
• Must be approved through Cornell Abroad
• Must register for a "full academic load" (a lighter load—never less than 12 credit equivalent—requires written permission in advance from your Cornell college)
• Students in non-English-speaking countries MUST study the language of the host country while there
• Complete course work with C or above

Allocation of credit:
• You must complete all course work by end of the abroad semester. Incomplete work = failing grade.
• Bring back all course work completed abroad, including essays, research papers, graded exams, course bibliographies, syllabi, lecture notes, etc.
• You may be asked to show your work for credit evaluation
• See College specific procedures on the next page!

Grades:
• Will appear on Cornell Transcript
• Will not be converted
• Will be exactly as recorded on the official transcript generated by your study abroad program or foreign university
• May not take courses "Pass/Fail"
• Courses and grades will not appear in the Student Center (only on official electronic or paper transcript)
• Credit load is established before study abroad--typically 12-15 credits/semester or 30 credits/year

Study Abroad Transcripts
• It is Your responsibility to request an official transcript from your study abroad program or university
• Have it sent to Cornell Abroad, 300 Caldwell Hall, Cornell University, Ithaca, NY 14853-2602
• While abroad, record will read “STUDY ABROAD: 15 credits” Not a designation of credit
• Your official Cornell transcript will indicate: the institution or program you attended, the courses taken, the credits earned, and the grades in their original version

► Contact your College Study Abroad Advisor
if the courses abroad vary from those approved on your Proposed Course of Study form.
All AAP students should meet with the Registrar. If you take a required course abroad, you will need the signature of the instructor from the appropriate area on the approval form.

When your transcript is processed by A&S, you will be notified and asked to fill out a Request-for-Credit-from-Study-Abroad Form. Complete and return it to Dean Patricia Wasyliw in 258 East Ave. * See expanded guidelines for A&S students on the next pages.

The CALS Registrar will handle credit approval and transfer. You will only need to make an appointment in the office if you have questions regarding distribution of credits or a problem.

Credit will be awarded by the ENG Registrar. If you took courses that require evaluation, you will need to go to your field office.

The SHA Registrar will award credit. You will only need to see the Registrar if there is a problem.

The Hum Ec Registrar will award credit. Meet with the Registrar if you take a course other than those originally approved or if you complete an internship abroad.

When your transcript is received, the ILR Registrar will set up a meeting with you to evaluate credit. If you need to get major elective credit approved, schedule an appointment in 101 Ives Hall.

All AAPP students should meet with the Registrar. If you take a required course abroad, you will need the signature of the instructor from the appropriate area on the approval form.

When your transcript is processed by A&S, you will be notified and asked to fill out a Request-for-Credit-from-Study-Abroad Form. Complete and return it to Dean Patricia Wasyliw in 258 East Ave. * See expanded guidelines for A&S students on the next pages.

The CALS Registrar will handle credit approval and transfer. You will only need to make an appointment in the office if you have questions regarding distribution of credits or a problem.

Credit will be awarded by the ENG Registrar. If you took courses that require evaluation, you will need to go to your field office.

The SHA Registrar will award credit. You will only need to see the Registrar if there is a problem.

The Hum Ec Registrar will award credit. Meet with the Registrar if you take a course other than those originally approved or if you complete an internship abroad.

When your transcript is received, the ILR Registrar will set up a meeting with you to evaluate credit. If you need to get major elective credit approved, schedule an appointment in 101 Ives Hall.
Guidelines for Arts & Sciences Students
Arts & Sciences students should review the following guidelines.

Courses are approved by your faculty advisor and study abroad advisor as part of the application process. The final allocation of credit will be determined upon receipt of the overseas transcript by Arts & Sciences. If your course selections change in any way from your original proposal, you must receive approval for the new course(s) from the college study abroad advisor in order to receive credit.

All courses proposed for study abroad should be commensurate with an Arts & Sciences curriculum, and will earn Arts & Sciences credit. Courses falling outside of Arts & Sciences, such as business, communications, or studio art, will not normally be approved for study abroad.

- Enrollment in 15 US credits or the equivalent is required to maintain good academic standing, except for fall semester study in the U.K. which may only earn a maximum of 12 credits.

- Requests for a reduced course load will be considered only under extraordinary circumstances, and require prior college approval. Failure to obtain college approval will result in loss of good academic standing.

- Students enrolled in full-language-immersion programs in non-English-language countries may not take any courses in English.

- Study abroad course work completed during the academic year earns Arts College credit and residence when the curriculum fits within the range of subjects taught in the College of Arts & Sciences.

- Courses falling outside of Arts & Sciences will not earn any credit unless approved in advance by the college. Students are limited to one out-of-college course, and are required to present a strong curricular rationale for enrollment in an out-of-college course while abroad.

- Credit for 4 courses will normally be awarded for each semester.

- Orientation sessions through other programs generally do not earn credit.
• Internships, teaching practicums, outdoor education courses, continuing education courses, pre-session courses, and courses designed solely for study abroad students will not earn credit. The college reserves the right to review syllabi and coursework for all courses not subject to prior approval and to deny credit for any unapproved course that does not meet A&S standards.

• Independent research projects completed as part of an academic courseload abroad must be reviewed by a Cornell faculty sponsor for final credit evaluation.

• Neither Cornell Abroad nor the College of Arts and Sciences assumes responsibility for overseeing credit transfer for any course work not completed on time and in full.

To receive credit for a government course taken abroad, you need:
• A copy of your course syllabus detailing course requirements
• Copies of your assignments with instructor's comments
• There must be sufficient content, reading and writing
• The equivalent of a B- or better on an official transcript; check the Government Department web site for full information

The English department does not automatically award credit for work completed abroad. Regardless of the course requirements, Cornell students are expected to follow the English department’s guidelines for minimum written work and reading for approval of study abroad credits. It is your responsibility to do the minimum work required for credit.

• 3 Cornell credits--At least 2 essays of 5 pages each and an examination or 3 essays of 5 pages each
• 4 Cornell credits--At least 2 essays of 10 pages each

For example, if a course requires very little reading and only one paper, you must take the initiative to read widely on the subject and write the appropriate number of essays, regardless of whether the foreign instructor will grade them. You must bring back the course syllabi, reading lists and all written work. A maximum of 16 credits (8 credits per semester) may be counted toward the major in English (10 credits for a 20 week British semester).
Pre-Enrolling from Abroad
You will participate in Pre-Enrollment, the same as if you were on campus—therefore, you need Internet access. Please follow the directions you receive from the University Registrar. Here are tips from the CU Registrar web site: www.registrar.sas.cornell.edu

Pick out your courses — Look through the online Courses of Study, accessible from the Registrar’s web site, to pick out the courses you want.

Check with your advisor — Communicate with faculty advisors BEFORE pre-enrolling to make sure they sign off on class choices.

Create your schedule — Use the “Class Search” feature in the Student Center to build your schedule. As with on campus pre-enrollment, there is no guarantee that you will receive the courses you choose.

Students in remote locations — as well as those participating in EcoQuest, International Honors, Semester at Sea, SFS and SIT programs: communicate with your program/institution ahead of time to determine the availability of Internet during the pre-enrollment period. Inquire about viewing the online course roster, as well as sending an e-mail of your course listings to the college before or during the pre-enrollment period.

► Cornell Courses of Study: www.courses.cornell.edu
Undergraduate Research Abroad

If you plan to conduct research abroad, use the information on the Undergraduate Research site and contact the appropriate person in your college/department for advice.

The Institutional Review Board 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**: Student & Career Development Office, 162 Martha Van, (607) 255-2532, humec_students@cornell.edu
- **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.
For Pre-Med Students
It is the responsibility of the student to determine procedures for applying to health professional schools preferably before leaving Cornell. Consult career services for more information.

Students apply to medical school more than one year before they plan to matriculate, usually in the summer between their junior and senior years. Medical schools are enrolling an increasing percentage of their students after a "gap year" following graduation.

The Health Careers Evaluation Committee (HCEC) is responsible for the letters of evaluation required by most medical/dental schools. Contact HCEC with specific questions regarding applying to med school while studying abroad.

Premed Course Work Abroad: Planning Ahead
Complete the science courses prerequisite for medical school (introductory chemistry, organic chemistry and introductory physics) at US institutions to ensure that you have covered topics you will encounter on the MCAT and/or have the appropriate prerequisite course(s) for any upper level division courses you plan to take. Grades for these courses must appear in the American ABCDF format.

Study Abroad Credit and the Premed Application
The American Medical College Application Service (AMCAS) is used to apply to most American medical schools. All letter grades reported in the American scale (A, B, C, D, F) for course work taken on a study abroad program and transferred to Cornell as outlined above will be included in your AMCAS composite GPA. All grades recorded in a foreign grading system (such as that used by a French or Spanish university) will not be recorded in your AMCAS GPA; these foreign grades will be recorded within your cumulation of Pass/Fail semester hours.

Medical College Admission Test (MCAT)
For information on taking the MCAT overseas, obtain a copy of the registration packet from the University Career Center, or have someone send you a copy while you are abroad.
The Association of American Colleges, AAMC, 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.
For Pre-Law Students
Law Schools seek well-rounded candidates. Experience abroad may demonstrate relevant skills and abilities, and may contribute to the diversity and strength of the class.

Courses graded on an international scale are considered “transfer” work. As such, a separate transcript is required only if the total amount of this international transfer work exceeds one year of work, and you are applying to a law school that requires the use of the authentication and evaluation feature of the Credential Assembly Service. In most cases, you will not be required to submit an international transcript to LSAC.

Cornell Contact Information: University Career Services

**Research / study TIP**
Cornell Library Services 24/7 at your finger tips

Great resource: [guides.library.cornell.edu/studyabroad](http://guides.library.cornell.edu/studyabroad)

As a registered Cornell student, you have access to the library and its services. Abroad you can access online databases, ejournals, ebooks, digital collections, and more through the library home page library.cornell.edu from any computer with an internet connection using your netid.

For a journal article and book chapter in print at one of the Cornell libraries, you can request the library scan it and deliver it to you electronically through the [Interlibrary Loan/Document Delivery service](http://interlibraryloan.library.cornell.edu). Requests are free and unlimited. Allow a few business days for delivery.

Help with your research is just a click away through Cornell’s [Ask a Librarian](http://library.cornell.edu/ask) service. Email your question if you’re not in a hurry. For instant help, call, IM, or text us (M-F 10am-5pm EST), or chat with us or our partner librarians 24/7. We can help you get started with your research, identify and obtain sources, sort out citation problems, suggest databases, and design effective search strategies and terms.
Graduate Scholarships & Fellowships

As a Junior or Senior, you may qualify for a number of funding sources leading to further education or internships. Some of these specifically fund travel, living expenses and programs abroad. Preparing for these NOW while abroad may help you find the connections you need for the application process.

Cornell Career Services has a very clear guide for you to find a Fellowship and tips on how to apply on their website. At the site, you will also find descriptions and application information about the most prestigious opportunities.

In particular, for the prestigious Fulbright Fellowship, making academic connections in the country to which you apply is an enormous boost to your application. While the application is not due at Cornell until September, an early start increases the probability of your success. Questions? go to Fulbright site and/or contact Cornell’s Fulbright Advisor, Elizabeth Edmondson.

Other scholarships with Fall or Winter deadlines include:

- **Goldwater**--$7,500 for undergraduate tuition for students planning a career as a scientist, mathematician or engineer. Deadline in November.
- **Truman**--$30,000 for grad school. Public service careers may include those in education, law, public health, the environment, engineering, international relations, econ development. CU deadline in December.
- **Udall**--$5,000 for undergraduate tuition for careers related to the

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 Einaudi Center website for more information about these and other funding opportunities.
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 problematic for visa purposes. Check if changing a return flight date carries a penalty.
• Flying Stand-By is risky.
• Once you have your tickets or e-confirmation, make several copies. 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, 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 ISIC website.

iNext Travel Card offers travel insurance plans to both faculty and students, assistance services, ID, discounts and cell phone at www.inext.com.
Sustainable Travel
Research your destination for eco-friendly options in accommodations, transportation. National Geographic has an excellent checklist in its “Untold Story” booklet.

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 toursim” 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

*In most cases, your abroad program or university will offer housing options that you choose after acceptance. Below are suggestions for housing before or after, or when traveling.*

**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
Luggage lock & 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
United Healthcare Global card
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 the Custom website.
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).

SCOLA - World TV & Foreign Newspapers - ONLINE
A non-profit organization that rebroadcasts news and cultural TV programming from 70 countries in 55 languages. SCOLA also provides an online library of newspapers, magazines, poetry, children’s books...
Cornell’s subscription is thru the Language Resource Center.
Contact: LRC.Cornell.Edu for Log In details.

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.

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.

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.

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.

Take lots of pictures—with sensitivity! You will be glad to have a written and pictorial account of your experiences to look back on.

For tips on stress management check out Gannett.

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.
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 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, seek help thinking through and making your plans from:
Kappy Fahey, Director of Student Disability Services
420 Computing and Communication Center
607-254-4545, kf75@cornell.edu
http://disability.cornell.edu/

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.
**LGBTQ 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. LGBTQ 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. 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 healthy, safe, and meaningful.

*Staying healthy*

*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 cards, 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
Your program or university may or may not provide access to computers. Most study abroad programs and universities provide e-mail and Internet access, either through wireless environments, computer rooms or Internet cafes. Quality of service and hours of availability may vary greatly. The facilities are likely to be more limited than what you are accustomed to at Cornell.

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](http://risk.cornell.edu)

Student Center TIP
Change both your local address and home address fields to show only your permanent address in the PeopleSoft Student Center while you are studying abroad. When you return to campus, be sure to update the local address field with your current local address and phone number.
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. Check with your credit card company to see if your card is a "Smart card." Smart cards, or chip and pin cards, have an embedded microchip that can be read by foreign ATMs. When you make a purchase you will be asked to enter a four-digit pin instead of signing.

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:** Traveler's checks are a safe way to carry funds. However, many destinations no longer accept them as a form of payment or changing for cash. Check with your program provider to verify whether Traveler's checks are still widely accepted. A pre-purchased card is now available and may replace traditional checks. PayPal also issues a card that can be used for travel. Read these travel tips from [USA Today](#).

**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
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.
Taking Care of Cornell Details

Housing
If you are living on-campus in the fall semester, you are not required to maintain your on-campus housing contract for your time abroad. Let the Housing Office know your plans and Cornell Abroad will send a list of students studying abroad to confirm your enrollment abroad. Remember you must cancel your meal plan by going to the Dining Office at 201 Robert Purcell Community Center, Tel: (607) 255-5952, e-mail: dining@cornell.edu.

If you would like to live on campus upon your return to Cornell, apply before you leave. Complete an application from the Housing Office.

Living or participating in weekly dinners in the Language House on West Campus in Alice Cook enables you to continue speaking Arabic, French, German, Japanese, Mandarin or Spanish when you return to campus. For information, contact the Director of Alice Cook House (607) 255-9050 You may also be interested in living in the Holland International Living Center (HILC), which houses international and U.S. students. Email HILC@cornell.edu for more info.

To get a room in a Housing Co-op, you will need to contact the individual co-ops directly for information about availability and costs. The Housing Office, housing@cornell.edu, has co-op phone numbers and addresses.

Off-Campus Housing Tips

- Join the OCHO list serve
- Regularly browse the OCHO database and other internet sources
- Consider compatibility with future housemates
- Develop a sublet contract (sample on OCHO site)
- Review OCHO materials about subletting and short-term housing

For students looking for apartments off campus, use the Off-Campus Housing listing service (OCHO) provided by Cornell: ocho@cornell.edu. This site is open to the entire community. Registered Cornell students can post a listing for a sublet or short term for free.
Information for Seniors
If you intend to graduate from Cornell at the end of the semester after you return to campus, please inquire of your College Registrar and or/Study Abroad Advisor what forms or procedures you need to take care of before leaving Ithaca.

Graduating the semester after you return
If you received permission from your college to spend your final semester abroad, be aware that your degree, graduation date and diploma can be delayed several months. Cornell cannot post credits from study abroad to your record until the abroad transcript has been received and approved. Prior to this, Cornell cannot issue any statement or document that guarantees graduation. This may interfere with plans for employment, graduate or professional school, or other post-graduate obligations.

Senior yearbook
Seniors who remain abroad during the fall semester will need to plan ahead to be included in the yearbook. If you have questions, contact The Cornellian at Student Agencies, 409 College Ave: www.cornellyearbook.com, (607) 272-2000.

Commencement
If you are completing your degree requirements in May, the Commencement Office will mail a commencement packet in January of that year to the home address you’ve provided in StudentCenter. Be sure to keep your home address up to date in StudentCenter. If you will not be completing your degree requirements until after May but would like to walk in the May ceremony, you will need to submit the online Walking Early form to the Commencement Office to receive a commencement packet. For the online form and other information about Commencement Weekend, please visit the Commencement website at commencement.cornell.edu or email commencement@cornell.edu or call (607) 255-9541.
Career Services for Study Abroad Students

On-campus recruiting* and summer job search:
Career Services presents a special session for students planning to study abroad. These sessions will help you understand what is involved in preparing for your employment needs, especially if you are a junior away in the spring or a senior away in the fall. If you’ve missed these sessions, past orientation sessions as well as topics such as resume writing and preparing for an interview are available at media.career.cornell.edu.

* Note: Career Services does not permit students who will be off campus to participate in on-campus recruiting. See Career Services for more information about the on-campus recruiting policy.

Check schedules!
The length of the program or university terms abroad may vary and often do not coincide with American university schedules. Make note of this when planning summer study, internships or jobs and remember that you must remain in your program or at your host university for the full duration of the semester. Early departure may result in loss of credit.

Before you leave for study abroad, review the resources at Cornell Career Services www.career.cornell.edu and visit 103 Barnes Hall

- Attend on-campus recruiting and/or summer job/internship orientation workshop.
- Pick up the Cornell Career Services Guide
- Note application deadlines and procedures for internship programs in your career field
- Review resources and directories for domestic and international jobs and internship opportunities
- Sign up for CCNet, which will allow you to view summer and permanent employment opportunities.

Cornell Student Jobs and Internship postings web site CCNet is available at www.career.cornell.edu. You can also find internship advice and search information there.
**Internships**
Those interested in conducting an internship search from abroad should try to review postings and check for other accessible web posting sites before they leave. Once abroad, your host institution may have some career services available to temporary students.

The Develop Your Own Internship Program, commonly referred to as the DYO Program, is an employment assistance program for students with work-study eligibility monitored through the Student Employment Office and the University Career Center. As part of the program, you can find or develop your own paid summer job or internship within the U.S. that is academically or career related. If approved, Cornell will reimburse your employer for a portion of your wages (typically 50% to 75% of your earnings).

The DYO applications are available each year after Thanksgiving break to enable you to approach potential employers well before the application deadline in May. For more information and deadlines, please visit the Career Services web site at www.career.cornell.edu/students/jobs/internships/cornell/DYO/index.cfm or e-mail Nancy Law at nfl1@cornell.edu.

**Career Services Contacts**
Nancy Law, Asst. Dir. Internships/Employer and Alumni Relations
Cornell Career Services, 203 Barnes Hall
Tel: (607) 255-9046, NFL1@cornell.edu

Beth Fiori, Fellowship Coordinator
Cornell Career Services, 203 Barnes Hall
Tel: (607) 255-6923, BTF1@cornell.edu
http://www.career.cornell.edu/paths/fellowships/index.cfm

Anne Poduska, Career Education & International Advising
Cornell Career Services, 103 Barnes Hall
Tel: (607) 255-5296, ap284@cornell.edu

**Honor Societies**
If you are interested in applying for membership in an honor society, make inquiries and obtain application materials before you leave campus. Alternatively, you can make arrangements to have applications sent to your overseas address.
Cornell Abroad Photo Contest & Exhibit

Cornell Abroad invites returned students to submit photographs for the Annual Cornell Abroad Photo Contest. Photo submissions are archived into the CU Abroad photo library, used in CU Abroad publications, and showcased in the annual Spring Photo, Art and Poetry Exhibit.

Contest winners are selected based on the following characteristics:
▪ subject choice and composition
▪ “international” essence
▪ depiction of local, cultural or academic life (especially with you in them!)
▪ photos taken in the study abroad location
▪ technical skill
▪ Student in photo pursuing academic activity

Categories may include Landscapes, Cityscapes, Local Work, Local People, Children, Animals, and Students.

Download, complete the entry form on the web site cuabroad.cornell.edu, under Resources for returned students then click on “Photo Contest” and upload it with up to five digital photos to the Cornell Box link provided.

Submission Deadline: February 20th (after you return)

Awards
$ 100 First $ 75 Second
$ 50 Third $ 50 w/Student

Earn $ and recognition
Several paper and electronic publications offer cash and other prizes, professional editing, and prestige for your writing and photographs. Consider those listed below and check for competitions and deadlines.

National Geographic/Glimpse  www.glimpse.org/correspondents
Cafe Abroad  www.cafeabroad.com
Verge Magazine  www.vergemagazine.com
The Sun’s column From Abroad  http://cornellsun.com/

• Interested in becoming a Blog Journalist for Cornell Abroad? Reach out to cuabroad@cornell.edu
• Read our student blogs, "Voices from Cornell Abroad" and comment on posts.
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?

*Thanks to Marcia Eames-Sheavly for these ideas and write-up*
Contacts & Resources

Cornell ABROAD
300 Caldwell Hall, Cornell University
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.
Advising by appointment only via cuabroad.cornell.edu

Emergency
If you experience an emergency after hours, please call the Cornell Police
(607) 255-1111. Let them know that you are trying to reach Cornell Abroad and they will contact one of our staff.

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  E-mail: SMM236@cornell.edu

- College of Human Ecology
  Paul Fisher 170 MVR Hall
  Tel: (607) 255-5471, Fax: (607) 255-2293
  E-mail: PSF1@cornell.edu

- School of Industrial and Labor Relations
  Kevin Harris, 101 Ives Hall
  Tel: (607) 255-2223, Fax: (607) 255-8533, E-mail: KFH4@cornell.edu

YOUR FACULTY ADVISOR

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AAP_registrar@cornell.edu

College of Arts and Sciences
as_advising-mailbox@cornell.edu

College of Engineering
Duncan Bell, 158 Olin Hall,
Tel: (607) 255-7140, Fax: (607) 255-2287
eng_registrar@cornell.edu

School of Hotel Administration
Dina Kristof, 180 Statler Hall,
Tel: (607) 255-6376, Fax: (607) 254-5121
dre2@cornell.edu

College of Human Ecology
Tracey Thompson, 145 MVR Hall,
Tel: (607) 255-2235, Fax: (607) 255-9256,
hereg@cornell.edu

School of Industrial and Labor Relations
Jennifer Weidner, 101 Ives Hall,
Tel: (607) 255-2223, Fax: (607) 255-8533,
ILR_registrar-mailbox@cornell.edu

University Registrar

go on line to: www.transcript.cornell.edu
Other Campus Offices

Office of the Bursar
www.bursar.cornell.edu
260 Day Hall, Tel: (607) 255-2336, Fax: (607) 255-6442

Commencement Office
www.commencement.cornell.edu
B13 Day Hall, Tel: (607) 255-9541, F(607) 255-9412

Cornell Counselling and Psychological Services at Gannett
gannett@cornell.edu
Tel. (607) 255-5155. Urgent help call 255-5208 or 255-5155, after hours

Cornell Information Technologies (CIT)
www.cit.cornell.edu/helpdesk
E-mail: helpdesk@cornell.edu, 119 CCC, Tel: (607) 255-8990

Cornellian Yearbook Office
cornellian@cornell.edu, 206 Willard Straight Hall, Tel: (607) 257-2553

Dining Office
E-mail: dining@cornell.edu
201 Robert Purcell Community Center, Tel: (607) 255-5952, Fax: (607) 255-5326
www.dining.cornell.edu

Financial Aid Office
www.finaid.cornell.edu
203 Day Hall, Tel: (607) 255-5145, Fax: (607) 255-5022

Health Careers Program Office
Pre-Medical & Pre-Veterinary Coordinator, TBD 103 Barnes Hall, Tel: (607) 255-0542, Fax: (607) 255-7946

Housing Office
www.campuslife.cornell.edu
housing@cornell.edu
201 Robert Purcell Community Center, Tel: (607) 255-5368, Fax: (607) 255-0319

International Students & Scholars
www.ismo.cornell.edu
B-50 Caldwell Hall, Tel: (607) 255-5243, Fax: 255-2778,

Language House Program
http://alicecookhouse.cornell.edu/language-house.cfm
R. 102, 726 University Ave., Tel: (607) 255-6543, Fax: (607) 255-8297

University Health Services
www.gannett.cornell.edu
Gannett Health Center, E-mail: gannett@cornell.edu
Tel: (607) 255-5155, Fax: (607) 255-0269

University Registrar
www.registrar.sas.cornell.edu
B7 Day Hall, Tel: (607) 255-4232, Fax: (607) 255-6262

University Career Services
www.career.cornell.edu
103 Barnes Hall, Tel: (607) 255-5221, Fax: (607) 255-7946,
Cornell Abroad Program Centers

**EDUCO** (Cornell, Duke, Emory & Tulane Universities in Paris)
214 Boulevard Raspail
Tel: (33) 1 44 07 55 99 • Fax: (33) 1 55 42 82 55
E-mail: info@educo.fr
www.educo.fr

**Cornell-Nepal Study Program**
P.O. Box 8452, Kathmandu, NEPAL
Tel: (977) 1 4 331 271 • Fax: (977) 1 4330 500
E-mail: cnsp@mos.com.np

**Cornell-Penn Seville Program**
Paseo de las Delicias No. 3, 2 dcha, 41001 Sevilla, SPAIN
Tel: (34)9) 54 22 33 51 • Fax: (34)9) 54 56 13 19
E-mail: eva@mcpsevilla.es
http://www.mcpsevilla.es/el_programa.asp

**Cornell-Brown-Penn UK Centre**
Faraday House
48-51 Old Gloucester Street
London, WC1N 3AE, United Kingdom
Contact: Meghan Callahan at cornellbrownpennuk@gmail.com
www.cornell-brown-penn.ac.uk

**Consortium for Advanced Studies in Barcelona**
c/ Balmes, 132, 5 08008 Barcelona, SPAIN
Tel: 93 542 1487  info@casbarcelona.org
www.casbarcelona.org

**Bologna Consortial Studies Program**
Via Malcontenti, 3 40121 Bologna, ITALY
Telephone 051-236486 (within Italy)
E-mail: unibo.bcp1@unibo.it
www.indiana.edu/~overseas/bcsp.html

**Berlin Consortium for German Studies**
Boltzmannstrasse 4, D-14195 Berlin, GERMANY
Tel. +49-30-838-52260, Fax -53667
Email: bcgs@fu-berlin.de
www.bcgs.columbia.edu

**Kyoto Center for Japanese Studies**
Doshisha University, 2F Fusokan
Karasuma higashi-iru, Imadegawa-dori
Kamigyo-ku, Kyoto 602-8580
Tel: 075-251-4995 (+81-75-251-4995), Fax -229-6300
Email: fs2244@columbia.edu 67
**Cornell Resources & Websites**

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  
http://guides.library.cornell.edu/studyabroad

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

- International Relations
  http://einaudi.cornell.edu/international_relations_minor
- 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/undergraduate/index.cfm
- 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
  http://cies.einaudi.cornell.edu/european_studies_minor
- French Studies
  http://romancestudies.cornell.edu/undergraduate/french/
- German Studies
  http://german.cornell.edu/programs/undergraduate/index.cfm
- Italian Studies
  http://romancestudies.cornell.edu/undergraduate/italian/
- Jewish Studies
  Contact Prof. Deborah Starr, DAS86, 607-254-6594
- Latin American Studies Program
  http://lasp.einaudi.cornell.edu/lasp_minor
Helpful Websites

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

• Cultural Adjustment
  http://www.ciee.org/highschool/host-families/cultural-adjustment.html
  http://www2.pacific.edu/sis/culture/

• Interactive Currency Table:  www.xe.com/ict/
• Mobility International USA:  www.miusa.org/
• Embassies and Consulates
  www.travel.state.gov/
  http://www.usembassy.gov/
  www.state.gov/s/cpr/rls/fco

• Health
  The Centers for Disease Control  www.cdc.gov/travel/
  www.gannett.cornell.edu
  http://travel.state.gov/travel/tips/tips_1232.html/#health

• Lesbian, Gay, Bisexual, Trans Travelers
  http://overseas.iu.edu/living/glbt.shtml
  www.iglhrc.org                    www.LGBTRC.cornell.edu

• Council on Foreign Relations  www.cfr.org/
• Passports
  http://travel.state.gov/passport/passport_1738.html

• Road Travel Safety
  www.asirt.org

• Travel Warnings
  http://travel.state.gov/content/passports/english/alertswarnings.html

• Travel Guides
  www.lonelyplanet.com/index.cfm
  www.ricksteves.com/
  http://guides.library.cornell.edu/studyabroad

• Volunteer Abroad
  www.volunteerinternational.org

• Women Travelers
  www.journeywoman.com/
  http://travel.gc.ca/travelling/publications/her-own-way
Go have fun abroad. We’ll take care of your stuff.

www.bigredboxes.com
409 College Ave
(607) 272 2000 ext 222
brss@studentagencies.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 United Healthcare Global (410) 453 - 6330

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

The UHC Global 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 UHC Global 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!

Cornell ABROAD
300 Caldwell Hall
Ithaca, NY 14853-2602
t. 607-255-6224
f. 607-255-8700
www.cuabroad.cornell.edu