

MUHLENBERG COLLEGE

OFFICE OF GLOBAL EDUCATION

Study Abroad Manual



GLOBAL EDUCATION
MUHLENBERG COLLEGE

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A MESSAGE FROM THE OFFICE OF GLOBAL EDUCATION

In November 2005, the Commission on Abraham Lincoln Study Abroad Fellowship program released its final report to the President and Congress. It outlined the goals of study abroad to increase participation in quality programs in order to create a more globally informed American citizenry. It recommended that study abroad should be a cornerstone of undergraduate education, emphasizing the importance of diversification of destinations, students, and fields of study.

At Muhlenberg College, we are committed to providing as many quality global educational experiences as possible. Our Muhlenberg students across the globe are not only ambassadors of our fine institutional values in the liberal arts, they will also be America's future leaders in business, the arts, education, medicine, government, science and our local communities.

To make that vision a reality, we have adopted a fee structure that enables us to fund the financial aid and substantial college-wide administrative and academic tasks associated with study abroad. The College does not accept any money from study abroad program providers or host institutions in exchange for student enrollments in Muhlenberg approved programs. We also do not use any one program provider exclusively. Moreover, we are institutional members of various international education organizations that provide guidance for transparency in study abroad arrangements and best practices in the field. We are members of the Forum on Education Abroad (www.forumea.org), the Institute of International Education (www.iie.org), Pennsylvania Council for International Education (www.magpi.net), and NAFSA (www.nafsa.org).

My staff and I are here to help all Muhlenberg students have equal access to the life-changing and career-defining opportunities of living and learning outside our borders.

Dr. Donna Kish-Goodling
Associate Dean- Office of Global Education

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PRE-DEPARTURE PREPARATIONS

Passport

Application for your passport should be your first priority. You need a U.S. passport to enter or return from every country in the world. Application information, the passport application form, and a list of the documentation required is available at www.travel.state.gov. Passport size photos can be taken at many photo stores. Take the passport application form with you when getting your picture taken to be sure the photo meets Department of State size requirements and restrictions. It is also suggested that you get several extra pictures made at the same time. This size photo is necessary for student cards such as your insurance card. Also it is wise to carry a few with you if you decide to get a rail card or other type of student card while you are abroad, or in the event that you lose your passport.

Your passport is your only legal, official proof of citizenship and will be your most important possession. The possession of a U.S. passport is also a dream for many foreigners. In the event it is lost or stolen, contact the U.S. Embassy or Consulate in the country in which you are traveling and contact the local police. You can go NOWHERE without it, so please keep track of it at all times.

Make a copy of your passport and leave it at home with a parent. Additionally, scan the picture page of your passport, visa if you have one, insurance card, and credit cards and send copies to yourself as an email attachment. Copies will be available in an emergency anywhere you may be traveling.

It is strongly recommended that at least one parent have a passport valid for the period during which you are abroad.

Visa

Muhlenberg College study abroad students are responsible for:

1. Contacting your study abroad program or institution to find out if you need a visa.
2. Obtaining all information for your visa.
3. Completing the visa application process which may require you to apply in person at the consulate or embassy.

A visa is a stamp or endorsement* placed by officials of a foreign country in your passport that allows you, the bearer to visit that country. Visas are obtained from the Embassy or a Consulate of the country to be visited. A visit is defined as the reason for entry to the country, usually study, tourism, business, or transit. There are over 270 countries and all of them have different visa requirements. In fact, a country can have different visa requirements depending on the consulate at which application for a visa is made.

*Australia is an exception. Although you must apply for a visa, your passport will not be stamped.

The purpose behind the travel visa is to communicate to the country of destination that you would like to visit, the purpose of your visit, the duration of your stay and that you will not become a burden on the government of that country.

BEWARE THAT:

1. All visa requirements are different and may take several weeks or months to complete.
2. You often must appear in person at the proper consulate in the proper U.S. city.
3. If your provider handles going to the consulate for you, send all original documentation Federal Express. Make copies of everything you send.
4. You may need some, or all, or more than, the following:
 - Current passport (make sure it has your signature inside)
 - Money order
 - Passport photo(s)
 - Official Muhlenberg transcript
 - Official approval letters from host institution
 - Bank statements
 - Notarized documents
 - Round trip airline ticket itinerary or receipt

Confirmation of Intent to Study Abroad Form

The Confirmation of Intent to Study Abroad form should be completed during the semester before you study abroad. You will need to plan ahead in order to obtain the required signatures. Many of the Department Heads and Deans have very busy schedules and many will not be able to meet with you at the last minute. You may have to make appointments.

Transfer Course Authorization (TCA) Forms

The Transfer Course Authorization form is the form on which you receive prior approval to transfer the courses you take while abroad to Muhlenberg. You should seek transfer approval for several extra courses to allow for scheduling flexibility at your host institution. This form requires department head signatures and the signature of your advisor. All study abroad students will meet with Dr. Kish-Goodling to review their completed TCA form before the semester ends.

You must earn a C- or better for a course to transfer. Grades for courses approved on a Transfer Course Authorization form will not be calculated in your regular Muhlenberg GPA. They will not be counted to determine your qualifications for honors (cum laude, magna cum laude, summa cum laude). However, graduate or professional schools may require an original transcript of grades earned while studying abroad. Study hard and do your best. **The grades you earn while abroad DO matter.**

Whereas it is advisable to have several extra courses approved for transfer to Muhlenberg College to allow flexibility in scheduling once overseas, you **MUST** comply with Muhlenberg's transfer course policy. Specifically you **may not** transfer in more than 5 courses per semester or more than 9 courses in an academic year.

Insurance Card

Muhlenberg College will supply you with study abroad insurance. You must go on line, establish your account, and you'll receive your insurance card in the mail. Details will be available at the pre-departure meeting. Beware that your insurance card is **not** a form of legal identification.

Airline tickets

You are required to purchase your own round trip ticket. Many students have used a student oriented travel agency such as STA Travel (1-800-777-0112 or www.statravel.com) and highly recommend them, as they are geared towards student travel and offer discounted fares. Many other companies have discounts that you should inquire about when you are calling for prices. We recommend you book a flight so you arrive at your destination early in the day with

plenty of daylight left to get to your host institution. Do not travel alone at night in a foreign city. **DO NOT PURCHASE YOUR RETURN TICKET FOR A DATE BEFORE YOUR LAST POSSIBLE EXAMINATION DATE.** It is your responsibility to make sure you arrive in time for your airport pickup if your host institution arranges one. Otherwise, you will have to make your own travel arrangements.

Trip Cancellation/Trip Interruption

Your study abroad insurance does not include trip cancellation insurance. You may want to purchase some at the time you purchase your airline ticket.

Health Concerns

You should have a physical exam before you leave. If you are on prescription medicine, you are advised to take an adequate supply with you to last for the duration of your time abroad although some countries, Australia to name one, place restrictions on the amount of medication you can bring into the country. All medications must be in the prescription bottles. Additionally, have your doctor write down the chemical composition of the prescription, as the brand names may not be the same internationally. If you wear contact lenses, bring an adequate supply plus a pair of glasses to wear if you experience an eye problem. If you wear glasses, bring a second pair. In addition, be sure that you bring your eye prescription with you. In summary, travel with all prescription medication you may require in your carry-on luggage. It cannot be mailed to you if your luggage is lost.

The Office of Global Education will purchase secondary health insurance for the duration of your overseas academic program. Health insurance is one of the benefits offered on your Insurance Card.

Students with Disabilities or Special Needs

Students with a documented disability or special need should discuss any anticipated accommodations well in advance of their proposed study abroad semester with the Office of Global Education and the appropriate support office at Muhlenberg College. Your documentation and diagnosis must support your requests for special arrangements or accommodations. Although reasonable effort will be made to provide similar support and accommodation to those you have been receiving at Muhlenberg, some sites may not be as accessible and the support and accommodations may differ from what you have received on the Muhlenberg College campus. Be aware that not all disabilities can readily be accommodated when studying abroad and that the laws are different in other countries. The ADA does not extend beyond the boundaries of the U.S.

Your failure to disclose a disability prior to confirmation of your choice of a study abroad program may mean that the study abroad program site will be unable to provide necessary accommodations. Moreover, because study abroad programs operate under the laws of the host country, the program may not be under any obligation to provide accommodations.

Eurail Pass

A Eurail Youth Pass allows students to travel second class at a discount. There are many different options available. Eurail passes allow you to travel in most Western European countries on their railways for one fee, except in Great Britain. This pass also provides discounts on bus travel, bike rentals and ferries. However, they are not available for purchase

in Europe so **must be purchased before you leave the States**. You may get more information and ticket prices from your travel agent or on the web.

Copies/Photocopies

You will want to have a copy of every important document that you bring with you.

This includes passport, Eurail pass, and the letter that you may receive from your program stating that you will be a visiting student. Carry or store these in a separate place than the original document. Additionally, scan your passport, credit cards, and other documents and send to yourself — and your parents — as an email attachment.

***You should carry copies of your lease agreement (if appropriate) and your acceptance letter to your program to present at immigration as explanation of your status and whereabouts in your country.**

REVIEW ORIENTATION & PRE-DEPARTURE MATERIALS SUPPLIED BY HOST INSTITUTION

It is the responsibility of each Muhlenberg student participating in study abroad to familiarize him/herself with the materials provided by his/her host institution prior to departure. In particular, each student is required to become knowledgeable about the rules, standards, and instructions for student behavior applicable to the host institution. It is the student's responsibility to comply with these regulations.

FINANCES

Cash

It is a good idea to arrive overseas with a few dollars in cash. You can change money into the country's currency at the airport upon arrival. Just look for an ATM. Contact your debit card bank before you leave the states to ensure ATM's will not reject your card overseas.

Credit Cards

Overseas you can use credit cards. Visa and MasterCard are more widely accepted than American Express. Check with each company before choosing one over the other before you depart.

The card you present overseas must be in your name exactly how it reads on your passport. At the cardholder's request, most lenders issue a dependent's card which means your parents could obtain one in your name on their account.

The only drawback to a credit card is the ease of overspending. Because a better rate of exchange is received with a credit card, it is tempting. Finance charges build up quickly. It is highly recommended, almost essential, that you have one to go overseas with. Just be aware of the ease of their use and do not overspend. Be sure to check with each company about cash advance policies and also be sure to have an international number in case the card is lost or stolen.

Debit Card

Many students have noted that the best method to access money is with a debit or ATM card. Check with your own bank to confirm the fee structure for use of the debit card while abroad. With a debit card, you will only be able to withdraw money from a checking account. To ensure your debit card will not be rejected at a foreign ATM, inform your bank before you leave the states what your travel dates and destinations will be.

Banking

With a debit card and credit card, you will not find it necessary to establish a bank account abroad. With a debit card, you will only be able to withdraw money from a checking account.

Telephones and Skype

Muhlenberg REQUIRES all students to have a cell phone while studying abroad. Students must notify the Office of Global Education within one week of arrival, of their cell phone number and skype name. Cell phones should be purchased abroad.

PACKING

Packing to go overseas for months at a time can be overwhelming. The best advice is to pack light. If you think you can do without it, you probably can. If not, you can buy it once you are there. A tip, "If you can't carry your baggage yourself, you have packed too much." It is imperative that you are able to carry everything you bring. If your bag is still on the subway because you couldn't carry everything, the subway won't wait. A backpack for traveling is recommended. Believe it or not, you can live out of a backpack for a lot longer than you may think. Keep valuables out of the visible compartments. Small padlocks can be purchased to provide protection on zippered pockets.

Sending items, such as clothes, overseas is very expensive. Surface mail is less expensive than air, but takes months. Suggestion: do without!

What to Pack

Although the climate varies from country to country, there are some universal items for traveling. A heavy sweater, or polartec, jeans, wool socks, a warm waterproof jacket, an umbrella, sturdy comfortable walking shoes, towels and washcloth, and a tote bag for books.

Batteries are more expensive overseas so it's a good idea to bring enough. A Swiss Army knife will prove invaluable during travel, especially one with a scissors and a can opener. However, do not carry a knife or anything sharp in your carry-on luggage. An ipod will prove to be a good boredom reliever.

As far as electrical appliances go, be forewarned. There are two options for switching American electrical devices to 240 voltage. A "transformer" plugs into the wall and actually changes the voltage from 240 voltage to 120 voltage. An "adaptor" or "converter" only makes an American plug fit into the wall but doesn't change the voltage. Some appliances have a switch to change voltage and then you only need an adaptor. **BE WARNED!!** If you do not change the voltage and just plug your appliance in with an adaptor you will probably ruin your appliance. (For example, your hair dryer will shoot fire!)

Some youth hostels will require you to provide a sleep sack. Sew a sheet in half and make a body sack with an open top and the hostel will provide the blankets and pillows. Alternatively, hostels sell sheets, and they are very low in cost. Additionally, you may want to bring a light weight sleeping bag.

A sewing kit will also come in handy for loose buttons and small rips, and safety pins are always needed.

Bring photos from home to put up in your room as it is nice to come back to your room and see some familiar faces. We also strongly recommend that you keep a daily journal while you are abroad; it will be one of your favorite things to look at when you return home.

MISCELLANEOUS

Flying

Your flight overseas will be long, and probably crowded, but try to get some sleep. The time change will affect you and it will be easier to cope with a few hours of sleep. When not sleeping, move about the cabin occasionally to lessen the possibility of deep vein thrombosis.

When you arrive in your country, try to stay awake at least for a few hours and go to sleep early (7:00 or 8:00 is usually safe). Then you will have a long night's sleep and you will be up in the morning at the same time as the rest of the country!!

Travel Guides

The most widely recommended student guide is the "Lonely Planet" series. Buy it before you leave the States and read through it before you go since it also has many pre-departure and travel tips. It will list hostels, tourist attractions, restaurants, nightlife and numerous other useful tips, and always keeps an eye on the budget.

Whatever you do, purchase at least one travel guide ahead of time to learn about your city or town before you arrive.

Drug and Alcohol Abuse Policies

- **Alcohol** — Participants are subject to the laws of the host country and any policies and regulations of the host University. Alcohol abuse by participants is viewed by Muhlenberg College as a serious violation of the terms of participation and will be treated accordingly.
- **Drugs** — The use, purchase, and/or sale of illegal drugs or controlled substances is absolutely prohibited by Muhlenberg College. The participant caught using, purchasing, and/or selling drugs may be expelled from the Muhlenberg Study Abroad Program and may face criminal prosecution. Penalties for drug violations in many host countries are often harsher than in the United States. You are not protected by your home country's laws. The U.S. and other governments can only seek to ensure that their citizens are not discriminated against, that is, that they receive the same treatment as do citizens of the country in which they are arrested who are charged with the same offense.

In many countries drugs are more readily available than they are here in the States. Muhlenberg strongly advises you not to purchase illegal drugs, as jail conditions are primitive and the legal system that we are used to is simply not available in most countries. As well, there is a good chance that a drug related arrest could transfer onto your criminal record in the States.

Be forewarned: beer in other countries can be almost twice as strong as American beer. Whereas the U.S. has limits on how much alcohol can be in beer, some other countries do not. So while you are drinking what you would normally drink at home, you may be ingesting twice as much alcohol as you think. Be careful and be smart.

ONCE YOU'RE THERE

Orientation

It is a requirement that each Muhlenberg student participating in study abroad attend the orientation program provided by the host institution at the beginning of that student's academic program abroad. You are required to read the orientation materials provided at these sessions. If you have questions regarding host country laws and regulations or the rules, regulations, standards or instructions for student behavior applicable to the host institution, you should clarify the issues through conversation with appropriate host institution orientation personnel and/or the program director or the host institution's designated overseas student affairs officer.

STUDENT CONDUCT WHILE ABROAD

Muhlenberg students studying abroad are expected to comply with Muhlenberg's rules, standards and instructions as outlined in the Muhlenberg Student Handbook. Muhlenberg students are also expected to comply with all rules and regulations of the host institution. To the extent that there are conflicts between these policies, the student should bring the conflicts to the attention of the host institution program advisor immediately upon discovering the inconsistencies.

You are responsible for your conduct abroad. Additionally, your conduct will influence the impressions that host institutions have of all Muhlenberg students. Your inappropriate behavior, therefore, could detrimentally effect opportunities of Muhlenberg students who follow you. Muhlenberg expects you to meet the highest academic and behavioral standards. Should Muhlenberg be informed you have damaged property or are subject to a fine while abroad, Muhlenberg will charge you for the fine, **plus impose a \$200.00 Muhlenberg fine in addition.**

CONTACT THE OFFICE OF GLOBAL EDUCATION

It is **MANDATORY** that you contact the Office of Global Education office upon your arrival. The Global Education office needs your mailing address, phone number and skype name immediately. **You MUST USE your Muhlenberg email address while abroad.** In fact, effective immediately, all email correspondence with the Office of Global Education will be via your Muhlenberg College email only. You can contact the Global Education office through:

1. email: snorling@muhlenberg.edu
2. fax (remember to add country code 001) - 484-664-3840
3. mailing address:
 Muhlenberg College, Office of Global Education,
 2400 Chew Street, Allentown, PA 18104 USA

The purpose of this information is so that our office may notify the indicated Muhlenberg College offices including the following:

- Housing
- The Registrar
- The Dean of Students Office

Once you have arrived at your host institution, you should contact the host institution's International Office. They can help you contact us.

PERSONAL SAFETY

Although neither Muhlenberg College nor your overseas program can guarantee your safety while abroad, we do make the following suggestions which should help to improve your level of safety while abroad:

1. Never walk or travel alone, in particular, NEVER at night or in areas where there are few other people.
2. Carry your study abroad health insurance card(s) at all times;
3. If you are the victim of a crime:
 - a) give the host institution Program Director as much information regarding the crime as possible
 - b) file a police report
 - c) notify the Office of Global Education or after hours call Campus Safety at 484-664-3100. Give the dispatcher your information.
 - d) ask the Program Director to complete the Muhlenberg Incident Report Form and send it as an attachment to SAE@muhlenberg.edu (The form is available in word format at: <http://www.muhlenberg.edu/depts/educabroad/new/forms.html>)
4. Do not travel without all necessary prescription medications and a copy of the pharmacist's prescription for those medications. Remember to follow your physician's guidelines regarding the proper storage of medications.
5. Inform your Faculty Director or the host institution's program staff of any illness that lasts longer than a few days;
6. Understand that the use, purchase, and/or sale of drugs is prohibited and may lead to automatic dismissal from the program or incarceration;
7. Carry some cash, but not excessive amounts of cash, with you and use a concealed money pouch for passports, extra cash, a second different credit card, or ATM and other valuables;
8. Avoid money changers on the street as they may pass off counterfeit U.S. dollars and local currency. Credit card fraud is growing;
9. Use well-traveled routes when going about your daily business and avoid marginal areas of and potentially unruly crowds that could become violent;
10. Try to fit in. Minimize your "foreignness" in your actions and appearance.

TRAVEL POLICY

Students and their families should understand that while Muhlenberg College encourages students to travel during their free time, the College takes no responsibility for the students' safety during independent travel. International security considerations make it more important than in the past for students to keep the study abroad office at their host institution informed of their whereabouts **when traveling**.

<p style="text-align: center;">Participants should inform their host institution's study abroad officer when they expect to be back on site.</p>

RISK REDUCTION BEHAVIORS

Participants should also practice the following Risk Avoidance Tips:

- Let your roommate, or other friend not traveling with you, know where and how you will be traveling;
- Minimize "foreignness" in actions and appearance; do not display provocative luggage tags, overly patriotic displays, or any other indications that you are from the United States;
- Dress like the locals do and try to fit in;
- Always travel in groups of two or more people;
- Never walk or travel alone, in particular, NEVER at night or in areas where there are few other people;
- Participants should educate themselves about the language, religion, customs, and appropriate dress for the host country. The more they display their familiarity with the customs of the host country, the more respect they will earn and the easier it will be to dispel stereotypes. Such knowledge also increases confidence and independence, factors important to personal safety;
- Do not pack anything that could be construed as a weapon;
- Do not wear expensive jewelry or watches or carry an expensive purse;
- Always be prudent in your choice of eating and drinking establishments;
- Pay attention to body language as cultural differences are often reflected in the way people gesture and carry themselves. Eye contact, a smile, or the distance between two people conversing can have profoundly different interpretations from one culture to another;
- Avoid political confrontations, or arguments;
- Do not reveal personal information to casual acquaintances;
- Do not stop if you are approached on the street by strangers, including street vendors and beggars. Beware of women and small children, as well as men, as they can be pickpockets or purse snatchers. Keep your billfold in an inner front pocket, carry your purse securely under your arm, and wear the shoulder strap of your camera or purse across your chest. You should also guard against thieves on motorcycle by walking away from the curb and carrying your purse on the side of your body away from the street;
- Beware of overly friendly or flirtatious persons; participants should trust their intuitions and feelings. If someone offers you a ride and you feel some anxiety, you should thank the person and tell the person firmly that you already have arrangements. If you are in a situation that makes you nervous, you should exit. Do not let fear of offending someone push you to do something your instinct warns against;
- Never use the excuse of cultural differences to endure or excuse verbal or physical abuse. Participants should remove themselves from uncomfortable situations as quickly as possible or ask for support from others. At programs where there is a Faculty Director, the Faculty Director will take all steps to ensure that the appropriate authorities are contacted and the participant will receive necessary medical care and counseling;
- Learn to be an organized traveler. Keep documents safe, but readily available when on the move;
- Use official taxi stands rather than cruising taxis. Illegal taxis can be decoys for robbers;
- Avoid travel at night;
- Return to your apartment or living quarters at a reasonable hour every night;
- Should you find yourself present during a coup, up-rising or riot, remain in a safe harbor, such as your hotel or residence, that is not apt to be a target. If you feel that your residence or hotel is for some reason unsafe, contact your host institution's study abroad office immediately.

SEXUAL ASSAULT AND RISK REDUCTION AT PARTIES

[The information in this section was adapted from an article written for study abroad students by Nancy Newport, RN, LPC.]

We all want to be culturally sensitive, to get along, to be respectful, to fit in, to not offend. It is very important to remember that your efforts to be culturally sensitive do NOT require you to submit to behaviors that invade your personal boundaries and that feel unsafe or even uncomfortable to you. Notice how national women in that culture deal with situations, notice their effectiveness, and use their response as a model. Notice also how national women in that culture dress and carry themselves in different situations and locations. If a situation feels inappropriate or makes you uneasy, get yourself out of the situation.

Personal boundaries are the personal space around us, physically and emotionally, that serve to preserve our physical and emotional integrity. When someone gets "too close", an alarm sounds inside. We need to listen for, respect, and respond to that alarm.

American women are accustomed to the concept of male friendship but it has a meaning that may not translate in the new culture. You may have to change your behaviors in your new culture to send the message you intend. For example, in some cultures, allowing a man to enter your house is symbolic of letting him enter your body. Men have told women that they assumed women wanted sex just because they were allowed to enter her apartment or living space.

When approached by a stranger or unwelcome individual, the amount or strokes, or the exchange of communication, should be kept to a minimum. In some cultures, for instance, a man may sit next to a female student on a bus and begin an uninvited conversation with "Oh baby, I love you." There is a tendency on some women's part to give a lecture on love - providing a lot of strokes. Remember, it's the number of strokes that are important, not the quality or content. This woman is then surprised to discover that the man continues and even escalates the harassment rather than moving away. Confrontations of any type serve to encourage harassers who want attention and even negative attention will do.

It is more effective to:

- Ignore the harassment/pretend ignorance
- Feign confusion/lack of understanding
- Move away/remove yourself from the situation

Harassing behavior and language varies from one culture to another. Use the broken record technique when faced with a situation when someone will not take no for an answer. Stick to your answer and just don't budge. Harassing behavior is annoying at best and threatening and dangerous at worst. Notice how local women deal with it and use their response as a model. Seek assistance from your program director or host institution representative if harassment becomes out of control and/or causes increased anxiety and anger.

Actions speak louder than words. Make sure your body language is congruent with your words. If you say no with a smile on your face or in a weak, unconvincing voice, the words lose their force and power. Say no firmly and swiftly and follow that up with removing yourself from the situation and getting assistance.

It is essential to your safety that you never allow yourself to be vulnerable to attack and that you avoid behaviors that can make you prey. You may have the right to walk along the beach at 2:00 am but if you do, you are making yourself prey to a waiting predator.

Likewise, you may want to go to a bar or party and have some fun, let off some steam, kick back and have a good time, but if you drink alcohol or use any mood altering substance, you are now potential prey. Its as if you said to the strangers or acquaintances around you: "I'm going to relinquish control of myself/my body now. I put myself in your hands." Being under the effect of substances of any kind serves us up to be vulnerable to the attack of a predator.

It's not fair of course, but it's true and staying in control of yourself can prevent a sexual assault, or can save your life. Being awake and aware allows you to pick up on warning signs that alert you that something is wrong: the gut feeling, the intuitive sense that something is not right - that some danger may be present - that inner warning has been described as the "gift of fear". It is extremely important to pay attention to your intuition, that inner voice, that sense of knowing that something is amiss, that gift of fear, and never to dismiss it or deny it.

If a sexual assault does occur:

- seek safety immediately
- do NOT take a shower
- inform your program director or call the program emergency number or the host institution contact immediately and give him or her as much information regarding the crime as possible
- file a police report
- notify the Office of Global Education
- ask the program director to complete the Muhlenberg Incident Report Form

PROBLEMS WHILE ABROAD

If you are experiencing a problem with some aspect of your overseas program, please do the following:

- 1) Identify the type of problem. Try to address it reasonably and quickly before it festers into something more serious.
- 2) **If you are the victim of a crime, inform your program director immediately.**
 - a) give the Program Director as much information regarding the crime as possible
 - b) ask the Program Director to complete the Muhlenberg Incident Report Form and send it as an attachment to SAE@muhlenberg.edu (the form is available in word format at: <http://www.muhlenberg.edu/depts/educabroad/new/forms.html>)
 - c) file a police report
- 3) If it is academic:
 - a) speak with your professor directly about the issue.
 - b) be mature - present as well a reasoned case as you can.
 - c) investigate whether tutoring services are available from the host institution
 - d) speak to the academic program head about your problem if you can't solve it on your own.
 - e) if none of the above actions produces an acceptable solution, then you should contact the Office of Global Education at Muhlenberg and we will try to obtain an acceptable resolution of your problem.
- 4) If it involves housing or your roommate
 - a) try to work out the problem directly with your roommate or the owner/manager of the housing - be aware of cultural differences in assessing whether your expectations are realistic.
 - b) speak with your program's housing director for advice about how to resolve the dispute. Try to implement their suggestions.

- c) contact the overall program director providing a reasoned explanation of all the things you have tried up to that point to resolve the situation.
- d) contact the Office of Global Education if all the above steps have failed to resolve the problem. We will try to intercede on your behalf.

PRECAUTIONS AGAINST FURTHER THEFTS

It's a fact of human nature: most of us tend to overestimate the danger of rare events over which we have little or not control [such as terrorist attacks] and underestimate the danger of common events over which we have at least some control [like traffic accidents]. To prevent theft:

- 1) do not carry much cash
- 2) blend in with locals
- 3) be aware of your surroundings
- 4) stay sober

FORCED REPATRIATION

Students participating in study abroad experiences may on rare occasions be forced to return to the U.S. prior to the expected completion of their program of study. Such forced repatriation may be triggered by external issues or as a result of issues specific to an individual student such as health concerns or disciplinary considerations. Forced repatriations will be undertaken in conformity with the appropriate Muhlenberg protocol.

REPATRIATION/FORCED REPATRIATION PROTOCOLS

External Issues

A variety of external issues such as war, terrorism, civil unrest or a prolonged strike by vital employees, such as instructional staff at the host institution, may warrant the forced repatriation of Muhlenberg students participating in a study abroad program. In determining the necessity for forced repatriation, Muhlenberg will rely upon the following procedure:

- 1) If the host institution contacts Muhlenberg regarding the necessity of forced repatriation, the College will acknowledge and comply with that request. To the extent that existing communication links and physical conditions permit, the College will work with the host institution to facilitate the return of Muhlenberg students to the U.S.
- 2) In the event of civil unrest, terrorism or other problematic conditions at or near a study abroad site and in the absence of a determination by the host institution that conditions warrant early termination of the study abroad program, Muhlenberg reserves the right to independently recommend that its students be repatriated. The decision to recommend the repatriation of students participating in a study abroad program will be made following a considered review of the problematic situation by the designated subcommittee of the President's management team in consultation with appropriate members of the Office of Global Education. If the College determines that forced repatriation is required, the affected students, the overseas program directors, and the student's family will be immediately informed of the College's decision by telephone, email, fax and/or certified mail. While the College cannot require a participating student to return, our communications to all parties concerned will indicate that the College will assume no responsibility for any negative consequences to the students should they choose to remain in a situation that the College has determined to be unsafe.

In the event of a forced repatriation the student will be responsible for all associated transportation charges from the overseas location to their home. The student will also be responsible for any alterations to federal or state loans or grants. However, Muhlenberg will make a reasonable effort to help the student make alternative arrangements to receive credit for the course work undertaken during the semester in question.

A Muhlenberg College refund will be contingent on host institution refund policies in conjunction with Muhlenberg's stated refund policies.

Student Related Issues

- 1) **Disciplinary Repatriation or Voluntary Withdrawal**: Students participating in study abroad programs may be expelled from those programs for a variety of reasons. These would include, but are not limited to, a violation of the social or academic regulations of the host institution, violation of the laws of the host state, a violation of existing Muhlenberg social or academic regulations. A determination that a violation or violations serious enough to warrant expulsion from the study abroad program will be made according to one or more of the following procedures:
 - a) the regular procedure established by the host institution,
 - b) the regular court system of the host state,
 - c) if the program is a Muhlenberg program accompanied by a Muhlenberg faculty or staff member, the resident director of the program, where practical, in consultation with appropriate Muhlenberg campus personnel, will conduct a review of the situation and make a decision to repatriate the student.

In each of these circumstances, a written record of the review and expulsion process will be maintained. Where a decision to recommend forced repatriation for disciplinary cause is made, the student will be informed in writing of the decision. Next of kin will also be informed of the decision with the evidence or factors supporting the decision.

A student is considered to have **VOLUNTARILY WITHDRAWN** from a program if he/she: 1) stops attending scheduled classes without a valid medical excuse or other valid reason or 2) leaves the program site for a prolonged period of time when classes are in session without notifying the host institution and receiving permission, or 3) decides to leave.

In the event of a disciplinary repatriation or a voluntary withdrawal, the student will be responsible for all associated transportation charges from the overseas location to their home. The student will be responsible for the financial consequences of alterations to federal and state loans or grants. The student will be solely responsible for lost academic credit resulting from premature termination of the overseas academic program. In either case, the student will be considered withdrawn from Muhlenberg College and will forfeit the semester's tuition, fees, and other charges. To return to Muhlenberg, such students must apply for re-admission.

- 2) **Health Related**: The medical facilities or availability of health care professionals at study abroad sites may not be comparable to those available at the Muhlenberg College campus or in the Allentown area. As a result, certain study abroad host institutions may not be in a position to provide specialized medical treatment. Consequently they may be forced to request the repatriation of a student participant for that student's own safety.

When a student's physical or mental health deteriorates to the extent that continued participation in the study abroad program represents a clear and present danger to the student or fellow students, or where the study abroad host institution is unable to provide adequate or appropriate care for that student given his/her change in physical/mental condition, then the host institution, the student's parents or Muhlenberg College may require the student to return to the U.S. A determination that forced repatriation due to health considerations is warranted will be made in consultation with appropriate health professionals in the host state. A determination by these professionals that repatriation is necessary will be considered a final and binding decision. In the event of a forced repatriation for health considerations, our health insurance carrier will be contacted immediately to coordinate the repatriation.

In the event of a health related forced repatriation, the student will be responsible for any alterations to federal or state loans or grants. However, Muhlenberg will work with the student's family to try to minimize the financial impact of the alteration of the loans and grants.

A Muhlenberg College refund will be contingent on host institution refund policies in conjunction with Muhlenberg's stated refund policies.

CULTURE SHOCK

Culture Shock is a result of being cut off from the cultural cues and known patterns with which you are familiar. Your values are brought into question though they were always absolutes to you. And culture shock means continuously being put into positions in which you are expected to function with maximum skill and speed but where the rules have dramatically changed. Not everyone will experience severe cases of culture shock to the extent of hyper-irritability, bitterness, resentment, homesickness or depression. A lot of the symptoms will not even be recognized. It is an inevitable event but it is important to realize that your reactions are emotional. Because you know what is happening to you, it will be easier to work on a solution."

A suggestion for easing the process of culture shock is to be aware of the country and its traditions before you go. Ease up on the grip of your own culture in adjusting to the new one, you can never lose it! This could open up some unexpected avenues of understanding. The most important thing is to have faith in yourself, in the essential good will of your hosts and in the positive outcome of the fabulous experience you are about to have!!

You sacrifice some part of yourself to cultural adjustment when you go overseas. You cannot learn when you are unreceptive and trapped in your own cultural bubble. If you are sensitive to what makes your culture special and what is special about a new culture, you can adjust.

This following article was written by Clarence E. Giese, former Dean of Students at IES and has been adapted and shortened for Muhlenberg students studying abroad.

Responses to Living Abroad

- First weeks, riding high with enthusiasm. Commonly known as the "honeymoon stage."
- Possible entrance of a slight anti-American streak such as thorough disgust with all American tourists...or "I am never going back to America again."

- Feeling of being overwhelmed by all the possibilities presented by the host country. (opera, concerts, theater, student clubs, traveling, etc.)
- Realization of aloneness, independence, absence of family, problems of communicating by letter, struggle with language, utilizing free time, heating and housing discomforts, etc. This often coincides with mid-semester examinations adding academic pressure to all of the above. Results usually in a very low period or dark depressions. Psychologist L. Oberg states that some of the symptoms of this period are: Excessive washing of the hands; excessive concern over drinking water, food, dishes and bedding; a feeling of helplessness, fits of anger over delays and other minor frustrations; delay and outright refusal to learn the language of the host country; excessive fear of being cheated, robbed or injured; great concern over minor pains and skin eruptions; and finally, that terrible longing to be back home, talking to people who really make sense.
- Hostility or aggressive phase. Complains about the culture, their customs and attitudes. Girls discouraged with dates. Fellows can't meet foreign girls. Generalizing about the nationality on basis of conflicts with one person. Complaints about the program, regulations and attitudes. Irritation about the program facilities over lack of parties, food, etc. This phase can become extremely petty.
- Identity crisis. Searching with oneself, "Why am I here?", "Am I in the right major?", many questions pointing to finally...(hopefully)...a

Recovery

- Slowly finding a balance between academic work and other compelling interests. Better organization of one's time, and separation of the romantic preconceptions from the reality.
- Oberg again says the recovery stage usually finds a growing sense of humor, with the visitor able to joke not only about the host country, but also about his own difficulties.
- Important stages following include getting to know the country's people as individuals and not as stereotypes, suddenly realizing the great personal freedom here and appreciating it, making deep friendships with fellow students and finally leaving America and trying to learn something about your country with an accompanying decision to take the best of both countries.
- In the final stage, adjustment, the visitor learns to accept the foods, drinks, habits and customs of the host country and even to enjoy them.

[A special thanks to Dickinson College for providing us with this article.]

EMOTIONAL AND BEHAVIORAL SIGNS OF CULTURE SHOCK

EMOTIONAL SIGNS

Alienation

- No friends
- "Self-imposed" isolation
- Limited intercultural skill development

Anger, Frustration, Irritability

- Acting out (physical, verbal)
- Excessive drinking
- Ethnocentrism
- Defensiveness
- Complaining about the host culture/people

Anomie, Loneliness

- Isolation
- Withdrawal (social, academic)

BEHAVIORAL SIGNS

Confusion

- Judgmental
- Stereotyping
- Communication problems
- Poor decision making
- Questioning Self (identity, role, purpose)

Depression

- Insomnia
- Substance abuse
- Weight change
- Appetite change
- Social/Academic withdrawal
- Emotional swings
- Irritability/Anger
- Decline in self-care

- Discontinues pleasurable activities
- Writing or calling home a lot

Anxiety

- Nervousness
- Tension (muscles, "nerves")
- Insomnia
- Poor concentration
- Fear of being misunderstood

Apathy

- Regressive behaviors
- Social and academic withdrawal
- Lack of care for self/others
- Poor personal hygiene

Obsessions

- Injury
- Inadequacies
- Not being understood
- Threat/harm persecution
- Contamination

Compulsions

- Compensation
- Acting out behaviors
- Withdrawal defensive
- No appropriate risk taking
- Hand-washing, clothes
- Avoidance behaviors

HOMESICKNESS

Homesickness is one of the most common adjustment problems related to culture shock and loneliness. Experienced by students from every country, homesickness is a universal side-effect to being away from home. Psychologists often refer to homesickness as "separation anxiety" because students — in particular those moving away from home — feel separated from all that is familiar.

Feelings of homesickness may even start before your leave to study abroad and you may find yourself mildly depressed or anxious several weeks before leaving. The anticipation and preparation for this major change of lifestyle can trigger pre-departure homesickness, or

sudden feelings that you don't want to leave, or even a want to back out of your decision to study abroad.

Some students might experience homesickness with the first few days or weeks of being abroad, while others might not be hit by homesickness until later on, or closer to the holidays. Holidays, birthdays, and anniversaries, family events or even family illness or death can all cause you to feel homesick, or make you wish you were at home. Also, many students report increased feelings of homesickness during the winter months when darkness, rainy weather and the cold can lead to feelings of depression.

The following are a few tips to help you cope with feelings of homesickness:

- ✓ Don't wait for homesickness to go away by itself. Confront your feelings by talking to someone (a counselor, family member, roommate, or another student, etc.) about your homesickness. Chances are that the other students in your program may be feeling the same way you are.
- ✓ Bring some of home along with you to your country abroad. Be sure to pack photos of family and friends, bring your favorite CDs and cook family recipes while abroad.
- ✓ Make friends with locals and invite them to spend time with you. Creating such a support network can really help to alleviate homesickness while creating lasting friendships.
- ✓ Be patient with yourself as you adjust to the unexpected realities of being in another country, and how abroad is not like home.
- ✓ Get involved by seeking out opportunities that keep you busy and occupied so that you won't think about home. Try to work, intern, volunteer, or travel. You could also join a sports team or club, join a gym, or participate in program activities.

LIABILITY DISCLOSURES

Listed below are a variety of risks that you may wish to weigh as you prepare to study abroad.

- 1) **Security Matters:** We presume that the Federal Student Right to Know and Campus Security Act, which requires the College to disclose to its students the nature of certain criminal activity in and around campus, is not applicable to foreign affiliated campuses. Moreover, you should be aware that Muhlenberg has no authority to require a foreign host campus to compile the types of security data required of domestic campuses. As a result, Muhlenberg cannot certify as to the level of security which will be provided to you while part of this program. Similarly, you should be aware that Americans are sometimes targeted in the international arena as subjects of terrorism and political violence. Although Muhlenberg is unaware of any special risk inherent in this particular program, you should be vigilant and constantly aware of your vulnerability.

The U.S. Department of State provides Travel Warnings from time to time. You should know that such advisories are updated frequently by the State Department on the internet, and you should determine before you leave how those advisories can be accessed. We strongly recommend that you check that internet source on a regular basis while you are abroad.

- 2) **Health Issues:** You will probably experience significant differences in the types of water and diet presented to you as part of this program. You are responsible for your own food and

drink while you are abroad. While we hope that you include culinary experimentation in your experience abroad, be particularly cautious if you experience allergic reactions to various types of foods, to assure that those, and similar foods, are not included in what you are eating. Food born illnesses can be a problem in certain countries. **DON'T EAT FOOD UNLESS IT HAS BEEN BOILED, COOKED, OR CAN BE PEELED.**

As part of our program, Muhlenberg provides you with the website to access information available from the Centers for Disease Control (CDC) for the country in which you will study, to the extent that such information is available from the CDC website bulletin board. Read that information carefully, and avoid situations which place you at risk regarding the ailments set forth.

- 3) **No formal affiliation**: Muhlenberg has no control over the activities which occur on foreign campuses which host its students, as those campuses are not formally affiliated with Muhlenberg in any way. Therefore, housing, transportation, board, and lifestyle issues are not within Muhlenberg's control. Be sure that you carefully review each portion of the international study program in which you participate to assure that you are aware of and have fully assessed the risks and benefits.
- 4) **Health Information**: It would be wise for you to take the following information with you, to assure that it is available in the event of an emergency while abroad: your blood type, your eyeglass prescriptions, any medical prescriptions (you should take as much as you will need for the entire trip, as you should not assume that the prescription can be refilled abroad), any EKG or X-Ray information which may apply to an ongoing condition, all doctor's reports or recommendations regarding special physical, mental, or emotional problems which you experience from time to time, and dental records if you are undergoing any dental treatment (including the wearing of braces).
- 5) **Medical Insurance**: The policy that Muhlenberg requires you to take out as part of this program has limitations to its coverage. You should carefully review the health insurance information you receive at the predeparture meeting. In particular, take note of the exclusions listed for this policy. These exclusions include, **but are not limited to**, pre-existing conditions, injuries resulting from a suicide attempt, and coverage for injuries incurred while engaging in organized sporting activities or other activities, such as skydiving or skiing that are listed under the policy's exclusion clauses. If you plan to also rely on your parent's medical policy, please verify that it is valid overseas.
- 6) **Drug & Alcohol Use**: You have been cautioned about alcohol and drug abuse as part of your orientation program. We wish to reemphasize that local customs regarding drug and alcohol use are often different in other cultures, and that penalties for abuse may be very severe.
- 7) **Emergency Medical Assistance**: In the event that you need the assistance of an ambulance, hospital, or doctor while abroad, please check first with your program coordinator, who will attempt to assist you. Your study abroad health insurance policy plan provides a phone number to call. Refer to your card and the information given to you at the pre-departure meeting for details.
- 8) **Transportation**: Be cautious as you determine how you will proceed from place to place while abroad. Although commercial carriers will get you to your destination, transportation in and around the area which you are visiting may not meet Americans' expectations for safety.

The list of considerations presented above is by no means comprehensive. However, it does provide a set of issues which might be discussed within your family. Muhlenberg College also recommends that parents of students expecting to study abroad read William Hoffa's book entitled, "Study Abroad: A Parents Guide."

A certain level of risks, dangers and hazards is inherent in international travel. Living conditions and learning situations may differ significantly from those existing on the Muhlenberg Campus.

Muhlenberg College study abroad host institutions are all operated by either public or private entities not directly associated with the College. While Muhlenberg facilitates application to these programs, provides financial aid to Muhlenberg students participating in the programs, and provides a mechanism by which credits earned in these programs may be applied toward a Muhlenberg degree, the College has no direct control over the day-to-day or long term operations of these programs. As a result, Muhlenberg does not bear either direct or vicarious liability for these programs. However, the College does make on-site reviews of approved programs approximately once every five years. While these reviews attempt to be comprehensive, it is impossible to review every and all aspect of programs.

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**STUDY ABROAD FEES**

Muhlenberg strives to make study abroad opportunities affordable and available to all qualified students. In a world that is becoming increasingly interdependent, study abroad represents a significant means by which students may better prepare themselves to face challenges of the future. The College encourages students in all science, social science, arts and humanities majors to study overseas at quality institutions in Europe, Australia, Asia, Latin America and Africa.

Currently, nearly 50% of Muhlenberg's graduating classes take advantage of the opportunity to study abroad. In contrast, five years ago, a third went overseas. Our percentage has increased in spite of the fact that more of our students require financial aid to afford a college education.

The College supports a large number of approved study abroad programs for Muhlenberg student participation.

When students study on an approved program, they retain all their Muhlenberg and non-Muhlenberg scholarships and financial aid. In cases where there is a difference between our fee and the fee of the host institution, that difference helps us to make Muhlenberg financial aid available.

We also have administrative overhead costs in providing study abroad opportunities. These include covering the costs of pre-departure orientation and information, communication with students on matters such as Muhlenberg housing and registration, administration of the transfer credit process for courses students take at another institution, and reentry activities and events.

Other costly administrative functions include substantial college-wide administrative and academic tasks associated with study abroad, such as the process by which abroad courses are validated for transfer credit, which requires regular institutional review of abroad courses and faculty.

All our approved programs are continuously monitored to assure that our standards for academic quality and safety are met. Muhlenberg faculty and study abroad staff visit our sites on a regular basis to evaluate the quality of the courses and familiarize themselves with the programs, thereby making them better advisors. More importantly, in a post 9/11 world, our site visits enable us to continuously assess the safety of the housing and travel experiences our students are likely to encounter.

Study abroad is an academic program no different from other curricular programs offered by the College. Some academic programs (the sciences or theatre arts) cost more to offer than other programs (literature or economics). Students, regardless of the program they pursue, are charged the same tuition and fees. Some affiliated education abroad programs are more costly than others. All education abroad students are, however, charged the same Muhlenberg tuition fees.

The total cost of any student's education is not covered by the tuition and other fees we collect. Our endowment and contributions by College friends and alumni are important to fill the gap. However, the College budget is based on the expectation that all students, including those with financial aid, will make Muhlenberg tuition payments for eight semesters. This assumption also leads to the student paying the Muhlenberg College room and board rate regardless of the rate of the host institution, which could be higher or lower.

Program cost is, however, a factor that must also be taken into account in the selection of approved programs. The number of students that the College can accept for education abroad programs is governed by fiscal prudence to maintain a healthy, balanced college budget. Program costs are carefully monitored in order to accommodate a maximum number of participating students without jeopardizing the College's financial strength.

There is no study abroad fee structure policy that characterizes all colleges and universities. The policy adopted by Muhlenberg is, however, often encountered, especially by private liberal arts institutions.

**STUDY ABROAD POLICY****Appendix B**Statement of Principles

1. Students study abroad after completing their sophomore year for either a semester or for the academic year. Students may study abroad during the fall semester of their senior year upon receiving approval from the Dean of the College for Academic Life.
2. Affordable study abroad opportunities are available to all qualified Muhlenberg students.
3. Study abroad is an academic program supportive of the educational objectives of the College.
4. Study abroad can be directed towards supporting and enhancing the student's major (or minor).
5. Quality programs are available to satisfy the academic requirements of all majors (and minors).
6. Participation in a study abroad program during the junior year, with appropriate planning, will not delay graduation. Subject to prior approval, course credits earned abroad can be used to meet graduation, perspective or major requirements.
7. Approved status is given to a limited number of programs. The term "approved" is used to designate those programs that are available for Muhlenberg student participation.
8. Direct relations with approved programs are established wherever possible.
9. We will seek to establish sustainable exchange programs with selected partner institutions.
10. In general, the regular monitoring of U.S. Department of State (DOS) and Centers for Disease Control (CDC) public announcements and warnings guides the College in its assessment of program safety.
11. Based on concerns for both student safety and College liability Muhlenberg does not recommend students participate in an approved study abroad program in any country for which the DOS or the CDC has an outstanding warning. Students who wish to participate in such programs must sign a supplemental liability waiver.
12. If a DOS or CDC warning is issued while students are studying at a program in the affected area, the students will be notified of the issued warning and asked to return home. In such circumstances, the College will make a good faith effort to provide the accommodations necessary for students so as to not lose any academic credits as a result of an early withdrawal from the program. Students who choose to remain must sign a supplemental liability waiver.

Financial Aid

Participating students receive the same financial aid package for which they would have otherwise qualified had they remained on campus.

Fees and Charges

1. Students enrolled in any approved program pay regular Muhlenberg tuition fees, and, as appropriate, Muhlenberg room or board fees.
2. Participation in nonapproved programs is discouraged. Muhlenberg will not transfer credit for courses taken in nonapproved study abroad programs. Under extraordinary circumstances, a student can petition to participate in a nonapproved program. If the petition is granted, the student will pay regular Muhlenberg tuition fees, and as appropriate, Muhlenberg room or board fees. Students are also billed for any program costs, including those for tuition, room, or board, that are above those charged at Muhlenberg.
3. When students have been approved by the Office of Global Education for a study abroad program, they are required, within a specified period of time, to submit a nonrefundable acceptance deposit of \$500 in order to process their application to the host institution. The deposit will consist of \$300, which will be applied towards the payment of Muhlenberg tuition fees. The other \$200 will purchase mandatory study abroad health insurance. The entire \$500 will not be so applied nor will it be refunded to students who subsequently withdraw their application.
4. All students will be enrolled in a College approved health insurance plan. Some countries (e.g., Australia) or programs require additional insurance coverage for which the student will be billed.
5. All travel and other incidental costs are the responsibility of the student.

Program Policies and Procedures

1. All study abroad applications must be made through the Office of Global Education. Detailed application procedures can be obtained from the Office of Global Education.
2. Students must be enrolled as full time Muhlenberg students when participating in any College approved

- study abroad program offered during the regular academic year.
3. Students who voluntarily withdraw or are involuntarily dismissed from a program will be considered withdrawn from Muhlenberg College and will forfeit the semester's tuition, fees, and other charges. To return to Muhlenberg, such students must apply for re-admission.
  4. Students enrolling in any summer study abroad program for which credit transfer is desired must receive prior approval of the program from the Associate Dean of Global Education.
  5. Credits earned in any nonapproved study abroad program or while on leave-of-absence will not be accepted for transfer.
  6. Application forms must be completed and returned to the Office of Global Education by the deadline date(s) specified.
  7. Students are competitively selected based on academic performance, conformity with College standards of academic and social behavior, and other relevant considerations. Where the program preference of the student is considered inappropriate (e.g., because of GPA requirements or academic major/minor), alternative programs will be suggested to the student by the Global Education Coordinator.
  8. Late applications are considered on a space availability basis.
  9. Once a commitment, as evidenced by payment of the required acceptance deposit, to participate in a study abroad program has been made, a student will not be allowed to enroll in any Muhlenberg courses or apply for Muhlenberg housing during the period for which he or she will be enrolled in the study abroad program.
  10. For most programs, students accepted by the Office of Global Education must apply for admission to the host institution. In such cases, the decision to admit the student is the prerogative of the host institution. Some programs do have GPA requirements of 3.3 or higher.
  11. Program participation balance consistent with the financial constraints of the College will be maintained. At this time, the College's objective is to have approximately 60 percent of study abroad enrollments take place during the fall semester.

#### Academic Policies

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1. Students are required to enroll for credit in a full time academic program as defined by the host institution. A full time course load, as specified by the host institution, will be considered the equivalent of a Muhlenberg full time course load. Where a full time course load is not defined, the Office of Global Education will specify program enrollment requirements.
2. Course work completed abroad must be transferred to Muhlenberg College following the transfer course policy stated in the Muhlenberg College Catalog. Courses offered through the LVAIC consortium and any course specifically identified in the college catalog, such as at the London Theatre Program at Goldsmith's College and the business program at The University of Maastricht in the Netherlands are the only exceptions. Select courses at the latter two programs do not need approval because such courses are included in the Muhlenberg curriculum.
3. Students are required to be aware of and adhere to the academic policies of the host institution.

#### Behavioral Policies

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1. Students are subject to the laws and regulations of the country or countries in which they reside or travel.
2. Students are required to be aware of and adhere to the academic and behavioral policies of the host institution.
3. Students, while abroad, are expected to observe the academic and behavioral standards established by Muhlenberg College.

Donna Kish-Goodling  
Associate Dean of Global Education  
1/12/2010

**It should be noted that graduation honors are calculated based on ALL college coursework attempted, regardless of where the instruction takes place and whether or not it successfully transferred to Muhlenberg. So your grades from abroad MATTER!!!**

**Only courses for which a student has earned a "C-" or better will be considered for transfer to Muhlenberg. Courses in which a traditional letter grade (A-F) was not earned will be considered for transfer only if additional documentation - detailing successful completion is provided.**

**Grades earned in transferred courses WILL NOT be included in a student's general Muhlenberg grade point average.**

#### **Requesting a transcript from your host institution**

- Remember to find out from someone in the administrative staff at your host institution how to request and pay for an official transcript of your study abroad semester.
- It is much easier to find out and pay for it while you are at the host institution. Before you come home, we recommend you purchase several copies to have in your possession for your future.
- You will need to provide them to any graduate school you apply to and for some of your future employment opportunities.
- They are very difficult to obtain on a timely basis once you are home.

#### **Information about transferring courses to Muhlenberg**

- With the exception of students enrolled in the MAASTRICHT program and enrolled in theater courses at GOLDSMITHS, all students in other programs will transfer their study abroad courses according to the policies stated in the Muhlenberg College catalog.
- Courses taken abroad will NOT transfer unless you had them pre-approved on the Transfer Course Authorization for Study Abroad form BEFORE you arrived at your host institution.
- Institutions abroad use different grading scales. All your grades will be converted to A through F for purposes of determining if the course WILL COUNT AS CREDIT toward graduation units earned AND FOR CONSIDERATION OF HONORS.

The catalog states

#### **Transfer Courses**

- Courses offered through the LVAIC consortium and any course specifically identified in the College catalog, such as the London Theatre Program at GOLDSMITH'S COLLEGE, the business program at the UNIVERSITY OF MAASTRICHT in the Netherlands, or the WASHINGTON SEMESTER are not considered transfer courses and WILL BE included in a student's general Muhlenberg GPA.
- All other courses taken elsewhere must be transferred to Muhlenberg.
- Transfer courses WILL NOT be included to calculate graduation honors.
- Once courses have been transferred, they become part of the permanent record and cannot be removed.
- Many institutions may not use a course unit system similar to Muhlenberg's. For the purpose of all transfer transactions, the Muhlenberg course unit should be considered equivalent to 4 semester credit hours.
- No more than 17 transferred course units may contribute to the 34 course units required to earn a bachelor's degree at Muhlenberg.
- The College will accept no more than 5 course units for transfer during a traditional academic term (fall or spring), while 4 course units is the limit for any type of summer term.
- The College will accept no more than 9 course units for transfer during an entire traditional academic YEAR.
- In all cases, Muhlenberg College can accept transfer courses only with an official academic transcript from a regionally accredited higher education institution where courses have been successfully completed.
- Additional information may be obtained in the Office of the Registrar.

**TRANSFER COURSE AUTHORIZATION**

MUHLENBERG  
COLLEGE

OFFICE OF THE REGISTRAR

Study abroad  
**TRANSFER COURSE AUTHORIZATION**

|                |                  |            |
|----------------|------------------|------------|
| STUDENT'S NAME |                  | CLASS YEAR |
| BERG ID        |                  | BOX NO.    |
| MAJOR 1        | MAJOR 2 OR MINOR |            |

SESSION:  FALL 200\_\_  SPRING 20 \_\_  SUMMER 20 \_\_  OTHER \_\_\_\_\_

AUTHORIZATION TO ATTEND \_\_\_\_\_  
COLLEGE OR UNIVERSITY

THE ABOVE NAMED STUDENT IS A DEGREE CANDIDATE AT MUHLENBERG COLLEGE AND IS IN GOOD ACADEMIC STANDING.

| DEPT. COURSE NUMBER | CATALOG COURSE TITLE | ON LIST |    | CR HRS | MAJOR REQ | GEN ACAD REQ | REQ. CODE | ELECTIVE CREDIT | MUHL EQUIV |       |
|---------------------|----------------------|---------|----|--------|-----------|--------------|-----------|-----------------|------------|-------|
|                     |                      | YES     | NO |        |           |              |           |                 | COURSE NO  | UNITS |
|                     |                      |         |    |        |           |              |           |                 |            |       |
|                     |                      |         |    |        |           |              |           |                 |            |       |
|                     |                      |         |    |        |           |              |           |                 |            |       |

NOTES/RESTRICTIONS:

|  |                           |                         |
|--|---------------------------|-------------------------|
|  | Departure date: _____     | Return _____            |
|  | START Program date: _____ | END Program date: _____ |
|  |                           |                         |

\_\_\_\_\_  
MAJOR 1 ADVISOR                      DATE

\_\_\_\_\_  
MAJOR 2 OR MINOR ADVISOR                      DATE

\_\_\_\_\_  
REGISTRAR                      DATE

PREDEPARTURE                      \_\_\_\_\_  
Office of Global Education                      DATE

RE-ENTRY                      \_\_\_\_\_  
Office of Global Education                      DATE

\* NOTE: DESCRIPTIONS OF THE ABOVE COURSES MUST BE PRESENTED TO THE APPROPRIATE DEPT. HEAD AND MAJOR ADVISOR(S). ONLY COURSES TAKEN WITH PRIOR APPROVAL ARE GUARANTEED TRANSFER TO MUHLENBERG COLLEGE.

\* ONLY COURSES WITH A GRADE OF "C" OR BETTER ARE ELIGIBLE FOR TRANSFER, GRADES ARE NOT AVERAGED INTO THE CUMULATIVE GPA. GRADES WILL BE CALCULATED FOR THE PURPOSE OF DETERMINING COLLEGE HONORS (CUM LAUDE ETC.) GRADES OF "P" ARE NOT ACCEPTABLE. SEE THE COLLEGE CATALOG OR CONTACT THE OFFICE OF THE REGISTRAR FOR MORE DETAILED INFORMATION.

IN ORDER TO TRANSFER CREDITS, AN OFFICIAL TRANSCRIPT MUST BE SENT TO THE OFFICE OF GLOBAL EDUCATION

✓ **What to do first**

Consult the online or hard copy course catalog for the program/institution you are attending. Write the title and the credit hours on the form. Print or Xerox this information AND the course description from the online or hard copy catalog source. Staple the information for each course listed to the TCA form. You must have this information for every course listed on the form.

✓ **List as many courses as you believe you may have to consider once you enter the program.**

In the box labeled Notes/Restrictions, indicate how many host institution credits or units constitute a full semester load of courses for your program. The information about your program is listed on an excel spreadsheet on Blackboard under a course entitled "International Programs - Muhlenberg Students." If your program is not listed, contact Mrs. Witkowski at X3139.

✓ **Courses for your majors and minors must be approved by Dept. Chairs:**

If you want a course to count towards your major or minor, you must get an approval for that course initialized by the department chair of your major or minor. The department chair will need to see the stapled information you attached to the form. **The Department Chair should initial the column labeled "Major OR Minor" for any courses that will count towards a major or minor as either a requirement or elective for the major or minor.**

✓ **Elective and GAR courses:**

For all other courses, either electives towards graduation, or courses for a general academic requirement, do the following:

1. Log onto Blackboard for the course entitled "International Programs - Muhlenberg Students." If it does not appear in your list, contact Anitra Witkowski at X3139.
2. Choose the "Information" button.
3. Then select the excel file entitled "Approved Transfer Courses."
4. Open the file and find your country, then your program or institution name. If any of the courses you want are listed, put an "X" in the "YES" column on the form. You do not need pre-approval for those. Beware that course numbers often change for the same course name. If your program is not listed, then none of the courses have ever been pre-approved and you must follow the instructions at number 6 below.
5. If there is a Requirement code on the list, write the code in the column labeled "REQ CODE". Also indicate the Muhlenberg Equivalents if they are indicated on the list.
6. Any course that is **not on the list and is not going** to count for your major or minor requirement, requires the approval initials of the Associate Dean of Global Education. You will make an appointment "at the end" for these.
7. Make sure all your documentation for the courses on your list is stapled to the form.
8. Have your advisor sign the form before your appointment with the Associate Dean.

✓ **AT THE END — BEFORE FINAL EXAMS START:**

The Associate Dean of Global Education must sign and approve your form with all its attachments. Call Anitra Witkowski at X3139 or email [witkowsk@muhlenberg.edu](mailto:witkowsk@muhlenberg.edu) to make a 10 minute appointment to see Dr. Kish-Goodling at the Multicultural Center at 2252 Chew Street. At that meeting, Dr. Kish-Goodling will review all your transfer course authorization documentation and sign it. Our office will forward all the documentation to the Registrar after your transcript arrives.

**CONFIRMATION OF INTENT TO STUDY ABROAD**

Appendix F

|                                                                                                                                                                                                                                                                                                                                                                                  |        |                 |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------|---------------|
| <b>Muhlenberg College</b>                                                                                                                                                                                                                                                                                                                                                        |        |                 |               |
| <b>CONFIRMATION OF INTENT TO STUDY ABROAD</b>                                                                                                                                                                                                                                                                                                                                    |        |                 |               |
| Name:                                                                                                                                                                                                                                                                                                                                                                            |        | Class Year:     | Date:         |
| Berg ID:                                                                                                                                                                                                                                                                                                                                                                         | Box:   | Cell Phone:     |               |
| Home address:                                                                                                                                                                                                                                                                                                                                                                    |        | Home phone:     |               |
| City:                                                                                                                                                                                                                                                                                                                                                                            | State: | ZIP Code:       |               |
| Muhlenberg email address:                                                                                                                                                                                                                                                                                                                                                        |        | @muhlenberg.edu |               |
| Do you have your Capstone On-Line Password (circle)                                                                                                                                                                                                                                                                                                                              |        | Yes             | No            |
| Semester you are going to be abroad                                                                                                                                                                                                                                                                                                                                              | FALL   | SPRING          | ACADEMIC YEAR |
| Name of Institution:                                                                                                                                                                                                                                                                                                                                                             |        |                 |               |
| Country Location:                                                                                                                                                                                                                                                                                                                                                                |        |                 |               |
| <b>Signatures</b>                                                                                                                                                                                                                                                                                                                                                                |        |                 |               |
| 1. Approval of Advisor Major 1                                                                                                                                                                                                                                                                                                                                                   |        | Date            |               |
| 2. Approval of Advisor Major 2 or Minor                                                                                                                                                                                                                                                                                                                                          |        | Date            |               |
| <b>***** ATTENTION: PLEASE SIGN BELOW *****</b>                                                                                                                                                                                                                                                                                                                                  |        |                 |               |
| <b>3. Student's Signature</b>                                                                                                                                                                                                                                                                                                                                                    |        | <b>Date</b>     |               |
| <p style="text-align: center;"><b>SENIORS ONLY ● SENIORS ONLY ● SENIORS ONLY ● SENIORS ONLY ● SENIORS ONLY</b></p> <p><b>4. If you will be a SENIOR during your study abroad semester, the partial waiver of senior year in residence requirement must be secured below:</b></p> <p>Signature of Dean of College for Academic Life</p> <p style="text-align: right;">Date</p>    |        |                 |               |
| <b>OFFICE USE ONLY</b>                                                                                                                                                                                                                                                                                                                                                           |        |                 |               |
| <b>SIGNATURES OF APPROVAL:</b>                                                                                                                                                                                                                                                                                                                                                   |        |                 |               |
| Study Abroad                                                                                                                                                                                                                                                                                                                                                                     |        | Date            |               |
| Fee Structure:                                                                                                                                                                                                                                                                                                                                                                   |        |                 |               |
| Tuition                                                                                                                                                                                                                                                                                                                                                                          | Room   | Board           |               |
| Comments:                                                                                                                                                                                                                                                                                                                                                                        |        |                 |               |
|                                                                                                                                                                                                                                                                                                                                                                                  |        |                 |               |
| Controller                                                                                                                                                                                                                                                                                                                                                                       |        | Date:           |               |
| <p>NOTE: Seniors must have a transcript of their grades forwarded to the registrar in time for graduation. Students must surrender their ID card to the Seegers Union Office before leaving campus. Keys must be turned in to the Housing Office.</p> <p>If you decide to extend your leave, apply to the office of international programs for formal approval of extension.</p> |        |                 |               |

**HEALTH INSURANCE INFORMATION AND MEDICAL HISTORY**

**Appendix G**

|                                                                                                                                                                                          |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>HEALTH INSURANCE INFORMATION AND MEDICAL HISTORY</b>                                                                                                                                  |               |
| Name:                                                                                                                                                                                    |               |
| Study Abroad Program:                                                                                                                                                                    |               |
| <b>HEALTH INSURANCE INFORMATION - Please lists your current primary health insurance carrier</b>                                                                                         |               |
|                                                                                                                                                                                          |               |
| Company or Program                                                                                                                                                                       | Policy Number |
|                                                                                                                                                                                          |               |
| <b>Mandatory secondary health insurance coverage, administered by STA Travel, will be in effect during the period of your study abroad program</b>                                       |               |
| Person to contact in case of emergency:                                                                                                                                                  |               |
| Name                                                                                                                                                                                     | Relationship  |
| Address                                                                                                                                                                                  | Phone No.     |
|                                                                                                                                                                                          | email address |
|                                                                                                                                                                                          |               |
| <b>PERSONAL PHYSICIAN</b>                                                                                                                                                                |               |
| Name                                                                                                                                                                                     |               |
| Address                                                                                                                                                                                  | Phone No.     |
|                                                                                                                                                                                          |               |
| Additional Information                                                                                                                                                                   |               |
|                                                                                                                                                                                          |               |
| <b>MEDICAL HISTORY</b>                                                                                                                                                                   |               |
| This information will be retained in the Office of Global Education and will be provided to an accompanying faculty member (if applicable) and will be provided to the host institution. |               |
|                                                                                                                                                                                          |               |
| <b>MEDICAL CONDITIONS</b>                                                                                                                                                                |               |
| Do you have any medical conditions or allergies requiring special attention (e.g., diabetes, ongoing allergy treatment) which an overseas program should be aware of? (circle one)       |               |
| YES                                                                                                                                                                                      | NO            |
| If yes, please specify:                                                                                                                                                                  |               |
| If yes, please list any medications that you currently take to treat the medical condition:                                                                                              |               |
|                                                                                                                                                                                          |               |
| <b>OVER - ALL STUDENTS SIGN FORM on next page</b>                                                                                                                                        |               |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                  |    |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----|-------------|
| <b>STUDENTS WITH A DOCUMENTED DISABILITY OR SPECIAL NEED:</b><br>Completion of this entire section of the form is voluntary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                  |    |             |
| Students with a documented disability have been considered for participation in a Study Abroad program under the same guidelines and criteria established for all students. Students requesting disability-related accommodations, auxiliary aids, and services while abroad, must provide verification and documentation through the Office of Disability Services via a current Accommodation Plan. Students <b>not</b> requesting disability-related accommodations, auxiliary aids and services are under no obligation to disclose confidential information. This information, if disclosed, will be treated in the same confidential manner as records at Muhlenberg College. <b>Please note:</b> Although reasonable effort will be made to provide similar support and accommodation to those received at Muhlenberg College, some sites may not be as accessible as others and the accommodation, auxiliary aids, and services may differ from what is received on the Muhlenberg College campus. It is the student's responsibility to provide documentation well in advance of arrival at the host institution. |                                                                                  |    |             |
| I anticipate requesting accommodation for a disability or special need while studying abroad: (circle one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                  |    |             |
| NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | YES                                                                              | NO | Comments:   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                  |    |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                  |    |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                  |    |             |
| I have contacted the Muhlenberg College Office of Disability Services to provide my most recent Accommodation Plans that I will use to request accommodations, auxiliary aids, and services at the host institution: (circle one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                  |    |             |
| NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | YES                                                                              | NO | Comments:   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                  |    |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                  |    |             |
| The accommodations, auxiliary aids, and services requested include:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                  |    |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                  |    |             |
| I have voluntarily disclosed disability-related information, the significance of which the host program should be aware. (circle one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                  |    |             |
| NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | YES                                                                              | NO | Comments:   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                  |    |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                  |    |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                  |    |             |
| <b>ALL STUDENTS SIGN HERE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>I certify that the information supplied on this form is true and correct.</b> |    |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Signature</b>                                                                 |    | <b>Date</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                  |    |             |
| If the signatory fails to disclose information pertinent to this form, Muhlenberg College will not be held responsible for any consequences of the failure to disclose said information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                  |    |             |

**GENERAL WAIVER OF LIABILITY AND HOLD  
HARMLESS AGREEMENT FOR Study Abroad STUDENTS**

Appendix H

This is a release executed by:

\_\_\_\_\_  
Full name of applicant (future participant)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

If applicant (future participant) is of minority legal age:

\_\_\_\_\_  
Full name of applicant's (future participant's) parent or guardian

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**The term "Undersigned" refers both to Participant and to Participant's Parent or Guardian**

Participant's Desire to Participate in a Study abroad Program

1.1 Participant is a student qualified for and approved by Muhlenberg College to enroll in a course of study ("Academic Program") arranged through Muhlenberg and offered by the following separate higher education Institution ("Host Institution")

\_\_\_\_\_  
(Host Institution)

\_\_\_\_\_  
( Foreign Country)

Enrollment Period:

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Year

It is expressly acknowledged that Participant is not required to participate in the Study abroad Program.

1.2 The Undersigned understands that living conditions (including but not limited to housing, catering, and access to computer facilities) in the Host Country may differ significantly from the types of services provided in the United States.

Waiver of Muhlenberg's Liability for Risks and Dangers

The Undersigned understands that there are certain dangers, hazards, and risks inherent in international travel and the activities included in the Study abroad Program, which could include serious or even mortal injuries and property damage, and that Muhlenberg cannot and does not assume responsibility for any such personal injuries or property damage.

Participant Responsibility for Medical Needs

3.1 The Undersigned assures Muhlenberg that Participant has consulted with a medical doctor with regard to Participant's personal medical needs, and the Undersigned further assures Muhlenberg that there are no health-related reasons or problems which preclude or restrict Participant's participation in this Study abroad Program.

3.2 The Undersigned is aware of all applicable personal medical needs, and has arranged for adequate hospitalization insurance to meet any and all needs for payment of hospital costs while undertaking this Study abroad Program. The Undersigned agrees that Muhlenberg is not responsible for any of Participant's medical or medication needs, that the Undersigned assumes all risk and responsibility therefor, and that if Participant is required to be hospitalized while in a foreign country or in the

United States during this Study abroad Program, Muhlenberg does not assume any legal responsibility for payment of such costs. The Undersigned further agrees that the Undersigned will provide any medical history of Participant required by the Host Institution, and that, absent extenuating medical circumstances, Participant will take any prophylactic medication (such as malaria tablets) that Participant is instructed to take by the Host Institution.

- 3.3 The Undersigned understands the need during the placement process to disclose any disability for which accommodation is needed, and to cooperate with the College in determining what placement, if any, can be made with reasonable accommodation and without undue burden.

#### Disclaimer of Muhlenberg's Responsibility

- 4.1 The Undersigned understands that Muhlenberg does not represent or act as agent for the Host Institution, the transportation carriers, hotels, or other suppliers of services connected with this Study abroad Program. The Undersigned further understands and agrees that Muhlenberg is:
- 4.1.1 Not responsible or liable for any injury, damage, loss, accident, delay or other irregularity which may be caused by the defect of any vehicle or the negligence or default of any company or person engaged in providing or performing any of the services involved in this Study abroad Program;
  - 4.1.2 Not responsible for losses or expenses due to sickness, weather, strikes, hostilities, wars, natural disasters, or other such causes;
  - 4.1.3 Not responsible for any disruption of travel arrangements, or any consequent additional expenses that may be incurred therefrom.

#### Muhlenberg's Rights and Powers

- 5.1 Muhlenberg reserves the following rights and powers:
- 5.1.1 The right to cancel without penalty the offering and conduct of the Study abroad Program;
  - 5.1.2 The right to make any alterations, deletions or modifications in the itinerary and/or Study abroad program as deemed necessary by Muhlenberg or by the course providers.
- 5.2 The Undersigned acknowledges the right of Muhlenberg College to withdraw its approval for study at an institution on Muhlenberg College's list of approved institutions at any time if one or more the following situations occurs: a U.S. Travel Warning is issued for the state in which the institution is located; should active combat, civil unrest, or terrorist activity occur in the environs of that institution; a state of war be declared by or against the host state; the Centers for Disease Control issue a warning concerning an epidemic; or in the event of a natural disaster in the environs of the host institution.

#### Potential Travel and Accommodation Problems

- 6.1 The Undersigned acknowledges and agrees to accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes. The Undersigned acknowledges and understands that Muhlenberg assumes no liability whatsoever for any loss, damage, destruction, theft or the like to Participant's luggage or personal belongings, and that Participant has retained adequate insurance or has sufficient funds to replace such belongings and will hold Muhlenberg harmless therefrom.
- 6.2 The Undersigned acknowledges and understands that in the event Participant becomes separated from a field trip group, fails to meet a departing bus, airplane, or train, or becomes sick or injured, Participant will bear all responsibility to seek out, contact, and reach the field trip group at its next available destination, and that Participant shall bear all costs associated with rejoining the field trip group at its next available destination.
- 6.3 All services and accommodations are subject to the laws of the country in which they are provided.

#### Legal Problems

The Undersigned acknowledges and understands that should Participant have or develop legal problems with any foreign nationals or foreign governments, Participant will attend to the matter personally with Participant's own personal funds. Muhlenberg is not responsible for providing any assistance under such circumstances.

Acceptable Conduct by Participant

- 8.1 The Undersigned agrees to participate fully in all portions of the program and further agrees that any deviation from the design of the program's content or format [including, but not limited to participation in field trips, participant-initiated changes to the number or type of courses/tutorials, participant-initiated changes to existing housing arrangements, etc.] must be approved in advance in writing by the Director of Muhlenberg College's Global Education Office.
- 8.2 The Undersigned is aware of the expected behavior of Participant while participating in this Study abroad Program. The Undersigned is aware that, as a guest in a foreign country, there is certain behavior that is unacceptable and could lead to possible disruption of Participant's participation in the Study abroad Program. The Undersigned assures Muhlenberg that Participant shall act in an appropriate manner at all times, will abide by the laws of the Foreign Country, and will read all safety information provided to Participant by the College as part of program orientation. The Undersigned understands that Program Directors may establish appropriate rules for their programs, that a Program Director's decision to dismiss a participant from a program for violating such rules or for other disruptive or inappropriate behavior will be final, and that if Participant is dismissed from the program, the Undersigned will be responsible for all costs associated with Participant's return to the United States.

Assumption of the Risks Involved

- 9.1 The undersigned has, as advised by the Muhlenberg College Global Education Office, reviewed the U.S. Consular Affairs Information Sheets and Travel Warnings [contained on the U.S. Department of State Consular Affairs Internet home page] and the Travelers' Health section of the Centers for Disease Control's Internet page, and by those means, and informed of such risks. The undersigned hereby assumes, knowingly and voluntarily, each of these risks and all the other risks that could arise out of or occur during his/her travel to, from, in or around the country in which this program is located.
- 9.2 Knowing the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in the Study abroad Program, the Undersigned, on behalf of Participant and Participant's family, heirs, assigns and personal representative(s), agree to assume all the risks and responsibilities surrounding Participant's participation in the Study abroad Program, the transportation, and in any independent research or activities undertaken as an adjunct thereto, and in advance releases, waives, and forever discharges Muhlenberg, its governing board, officers, trustees, agents, employees, and any students acting as employees ("Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature whatsoever which the Undersigned may have or which may hereafter accrue to the Undersigned, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by Participant or by any property belonging to Participant, whether caused by the negligence or carelessness of the Releasees, or otherwise, while in, on, upon, or in transit to or from the Host Country where the Study abroad Program or any adjunct to the Study abroad Program occurs or is being conducted.
- 9.3 The Undersigned understands and agrees that Releasees do not have medical personnel available at the location of the Study abroad Program, during transportation, at the Host Institution, or anywhere in the Foreign Country. The Undersigned understands and agrees that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. The Undersigned understands and agrees that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.
- 9.4 It is the Undersigned's express intent that this waiver of liability and hold harmless agreement shall bind the members of the Participant's family and spouse, if Participant is alive, and Participant's family, estate, heirs, administrators, personal representatives, or assigns, if Participant is deceased, and shall be deemed as a Release, Waiver, Discharge, and Covenant not to sue the above-named Releasees. The Undersigned agrees to save and hold harmless, indemnify, and defend Releasees from any claim by the Undersigned or Participant's family arising out of Participant's participation in the Study abroad Program.

- 9.5 In signing this Release, the Undersigned acknowledges and represents that the Undersigned has become fully informed of the contents of this waiver of liability and hold harmless agreement by reading it before signing it, and by signing this document as the Undersigned's own free act and deed confirm that no oral representations, statements, or inducements, apart from the foregoing written statement, have been made.
- 9.6 The Undersigned agrees that, should any provision or aspect of this agreement be found to be unenforceable, all remaining provisions will remain in full force and effect.
- 9.7 The Undersigned represents that his/her agreement to the provisions herein is voluntary, and further that, prior to the signing of this agreement, he/she has the right to consult with an adviser, counselor, or attorney of his/her choice.
- 9.8 The Undersigned agrees that, should there be any dispute concerning his/her participation in the program that would require adjudication by a court of law, such adjudication will occur in the courts of, and be determined by the laws of, the Commonwealth of Pennsylvania.
- 9.9 The Undersigned acknowledges that this agreement represents his/her complete understanding with the College concerning the College's responsibility and liability for his/her participation in the program, supersedes any previous or contemporaneous understandings he/she may have had with the College on the subject, whether written or oral, and cannot be changed or amended in any way without written concurrence.
- 9.10 The Undersigned executes this release for full, adequate, and complete consideration fully intending to be bound by the same,
- 9.11 The Undersigned states that Participant \_\_\_\_ is / \_\_\_\_ is not at least eighteen (18) years of age and fully competent to sign this Agreement.

THIS IS A RELEASE OF LEGAL RIGHTS READ AND UNDERSTAND BEFORE SIGNING

**Name of Participant**

**Witness**

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Please Print

**Signature of Participant**

**Signature of Witness**

\_\_\_\_\_  
Please Sign

\_\_\_\_\_  
Please Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**If participant is under 18 years of age:**

\_\_\_\_\_  
co-signature of parent or guardian

\_\_\_\_\_  
Parent or guardian

\_\_\_\_\_  
date

**POLICIES FOR PARTICIPATION IN A STUDY ABROAD PROGRAM  
AT A SITE WITHIN A STATE SUBJECT TO A U.S. TRAVEL WARNING**

Appendix I

**POLICIES  
FOR PARTICIPATION IN A STUDY ABROAD PROGRAM  
AT A SITE WITHIN A STATE SUBJECT TO A U.S. TRAVEL WARNING**

Individuals electing to study in locations that are subject to a U.S. Department of State or Centers for Disease Control or other Federal government Travel Warning (hereafter collectively referred to as a U. S. Travel Warning) do so understanding that: while any overseas study involves some degree of risk, by electing to study in a country that is subject to a Travel Warning issued by the U.S. government, they are potentially assuming a substantial additional degree of risk.

**MUHLENBERG COLLEGE RECOMMENDS THAT STUDENTS ELECT  
NOT TO STUDY AT A SITE UNDER A TRAVEL WARNING**

If in spite of this advice from the College, a Muhlenberg student elects to pursue study abroad at a site in a country subject to a U.S. Travel Warning, that study will be undertaken only subject to the following provisions and understandings:

1. Study may be undertaken **only** at institutions that appear on Muhlenberg College's list of approved study abroad institutions. The College's approval relates **only** to the institutions educational offerings, and not to the sites, housing or travel arrangements associated with such offerings.
2. Study at a site in a state that is subject to a U.S. Travel Warning requires completion of a Supplemental Liability Waiver. **Both** the participant and his/her parent or guardian must provide notarized signatures on the supplemental waiver. **(Bring your waiver to the Study abroad Office to be notarized)**
3. The College reserves the right to rescind its authorization to study at a site in a state subject to a U.S. Travel Warning in the event that one or more of the following conditions occur:
  - a) outbreak of active combat in that country
  - b) declaration of war by or against that country
  - c) a dramatic increase in the level of violence (including terrorist acts) or crime (including targeted kidnaping of U.S. citizens) in the travel warning state that prompts a new or supplemental travel warning on the part of the U. S. Government,
  - d) outbreak of an epidemic within that country,
  - e) act of God (such as a volcanic eruption, tsunami, or hurricane which renders living conditions problematic for a potentially prolonged period of time).
4. In the event that the participating student is forced to prematurely terminate his/her studies due to deteriorating conditions within a state subject to a U.S. Travel Warning, the College is under no obligation to provide either housing or academic accommodation at Muhlenberg College's campus to facilitate the student's completion of credits for academic work that otherwise would have been undertaken at the study abroad institution within the state subject to a travel warning.

**SUPPLEMENTAL WAIVER FOR PARTICIPANTS IN A STUDY ABROAD PROGRAM AT A SITE WITHIN A STATE SUBJECT TO A U.S. TRAVEL WARNING**

This is a release executed by:

---

Full name of applicant (future participant)

---

| Street Address | City | State | Zip Code |
|----------------|------|-------|----------|
|----------------|------|-------|----------|

And by:

---

Full name of applicant's (future participant's) parent or guardian

---

| Street Address | City | State | Zip Code |
|----------------|------|-------|----------|
|----------------|------|-------|----------|

The term "Undersigned" refers to the applicant (future Participant) and to applicant's (future Participant's) Parent or Guardian unless the Participant has legally declared him or herself to be independent of a parent or guardian under federal financial aid guidelines.

**Individuals electing to study in locations that are subject to a U.S. Department of State or Centers for Disease Control or other Federal government Travel Warning (hereafter collectively referred to as a U. S. Travel Warning) do so understanding that: while any overseas study involves some degree of risk, by electing to study in a country that is subject to a Travel Warning issued by the U.S. government, they are potentially assuming a substantial additional degree of risk. MUHLENBERG COLLEGE RECOMMENDS THAT STUDENTS ELECT NOT TO STUDY AT A SITE UNDER A U.S. TRAVEL WARNING.**

If in spite of this advice from the College, a Muhlenberg student elects to pursue study abroad at a site in a country subject to a U.S. Travel Warning, that study will be undertaken only subject to the following provisions and understandings:

- The Undersigned acknowledges that in allowing participation in a program in a country subject to a travel warning, the College neither endorses this action nor in any way encourages the Undersigned to participate in this experience.
- The Undersigned acknowledges that this waiver supplements the general waiver signed by all students participating in Muhlenberg College's Study abroad Program. Therefore, the Undersigned continues to be subject to that waiver.
- The Undersigned has, as advised by the Muhlenberg College Global Education Office, reviewed the U.S. Consular Affairs Information Sheets and Travel Warnings [contained on the U.S. Department of State Consular Affairs Internet home page - [www.travel.state.gov](http://www.travel.state.gov)] and the Travelers' Health section of the Centers for Disease Control's Internet page ([www.cdc.gov](http://www.cdc.gov)), and by those means, has been informed of such risks. The Undersigned hereby assumes, knowingly and voluntarily, each of these risks and all the other risks that could arise out of or occur during his/her travel to, from, in or around the country in which this program is located.
- The Undersigned acknowledges that he/she has independently reviewed and assessed the potential additional risks associated with study at a location in a country under a U.S. Travel Warning. Knowing these risks, and in consideration of being permitted to participate in the program, he/she agrees, individually and on behalf of his/her heirs, successors, assigns and personal representatives, to indemnify, defend, hold harmless, release and forever discharge the College and its employees, agents, officers, trustees, and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death) that the Undersigned sustains to his/her person or property or both, including but not limited to any claims, demands, actions, causes of actions, judgments, damages, expenses, and costs, including entire attorney's fees, which arise out of, result from, occurred during or are connected in any manner with his/her participation in the program and/or any travel incident thereto.

- The Undersigned understands and acknowledges that the College assumes no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fear charges, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, whether strikes, acts of God, circumstances beyond the control of the College, force majeure, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries, damages to property, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature however caused in connection with any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carriers beyond the college's control, with or without notice, or for any additional expenses occasioned by any of the foregoing. If due to weather, flight schedules or other uncontrollable factors, the Undersigned is required to spend additional nights, the College will not be responsible for hotel, transfers, meal cost, or other expenses.
- The Undersigned releases the College, its officers, agents, and employees from any and all liability, damage or claim of any nature whatsoever arising out of, or in any way related to participation in this program, including but not limited to, the medical authorization given to the host institution, acts of God, acts or omissions of any third parties (including but not limited to common carriers, hotels, restaurants, or other firms or agencies).
- The Undersigned indemnifies and holds the College harmless from any damage or liability incurred as a result of any illness the Undersigned may suffer, including the costs of any medical care, or any injury or damage to the person or property of others which the Undersigned may cause, or from any financial liability or obligation which the Undersigned may personally incur, while participating in the program.
- The Undersigned acknowledges that he/she understands that if he/she withdraws from the program after its start, he/she is obligated to repay any financial aid awards (including merit awards) that he/she received in support of his/her participation in the program or course of study. The Undersigned also acknowledges that he/she has read the section of the Muhlenberg College Study abroad Manual concerning participant initiated withdrawal from the program.
- The Undersigned acknowledges that in the event that he/she is forced to prematurely terminate his/her studies due to deteriorating conditions within a state subject to a U.S. Travel Warning, the College is under no obligation to provide him/her either housing or academic accommodations at Muhlenberg College's campus to facilitate his/her completion of credits or academic work that otherwise would have been undertaken at the study abroad institution within the state subject to a travel warning.
- The Undersigned acknowledges the right of Muhlenberg College to withdraw its approval for study at an institution on Muhlenberg College's list of approved institutions within a state that appears on a U.S. Travel Warning should active combat occur in the environs of that institution, a state of war be declared by or against the host state, or the Centers for Disease Control issue a warning concerning an epidemic, outbreak of an epidemic within that country, act of God (such as a volcanic eruption, tsunami, or hurricane which renders living conditions problematic for a potentially prolonged period of time). The Undersigned further acknowledges that if he/she remains at a program after Muhlenberg College has withdrawn its approval, a) the College **will not** accept for transfer credit course work earned under these conditions and b) coverage under the College's supplemental healthcare policy may be invalidated or terminated due to the exclusion clauses contained in that policy
- The Undersigned agrees that, should any provision or aspect of this agreement be found to be unenforceable, all remaining provisions will remain in full force and effect.
- The Undersigned represents that his/her agreement to the provisions herein is voluntary, and further that, prior to the signing of this agreement, he/she has the right to consult with an adviser, counselor, or attorney of his/her choice.
- The Undersigned agrees that, should there be any dispute concerning his/her participation in the program that would require a adjudication by a court of law, such adjudication will occur in the courts of and be determined by the laws of, the Commonwealth of Pennsylvania.
- The Undersigned acknowledges that this agreement represents his/her complete understanding with the College concerning the College's responsibility and liability for his/her participation in the program, supersedes any previous or contemporaneous understandings he/she may have had with the College on the subject, whether written or oral, and cannot be changed or amended in any way without written concurrence.

- The Undersigned acknowledges that although an overseas institution appears on the College's list of approved institutions, the College has no direct or indirect connection to the study abroad program to be conducted in the country under a travel warning. The Undersigned further acknowledges that neither Muhlenberg College's acceptance of credits earned for study in this program nor its extension of institutional financial aid nor any other aspect of the study abroad approval process constitutes a sponsorship of any program being conducted at a site under a U.S. Travel Warning. Consequently, the College has no direct or indirect involvement in or control over any health or safety practices adopted by that program. Therefore, the Undersigned participating student is solely responsible for his/her safety.

**Name of Participant**

**Name of Parent or Guardian**

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Please Print

**Signature of Participant**

**Signature of Parent or Guardian**

\_\_\_\_\_  
Please Sign

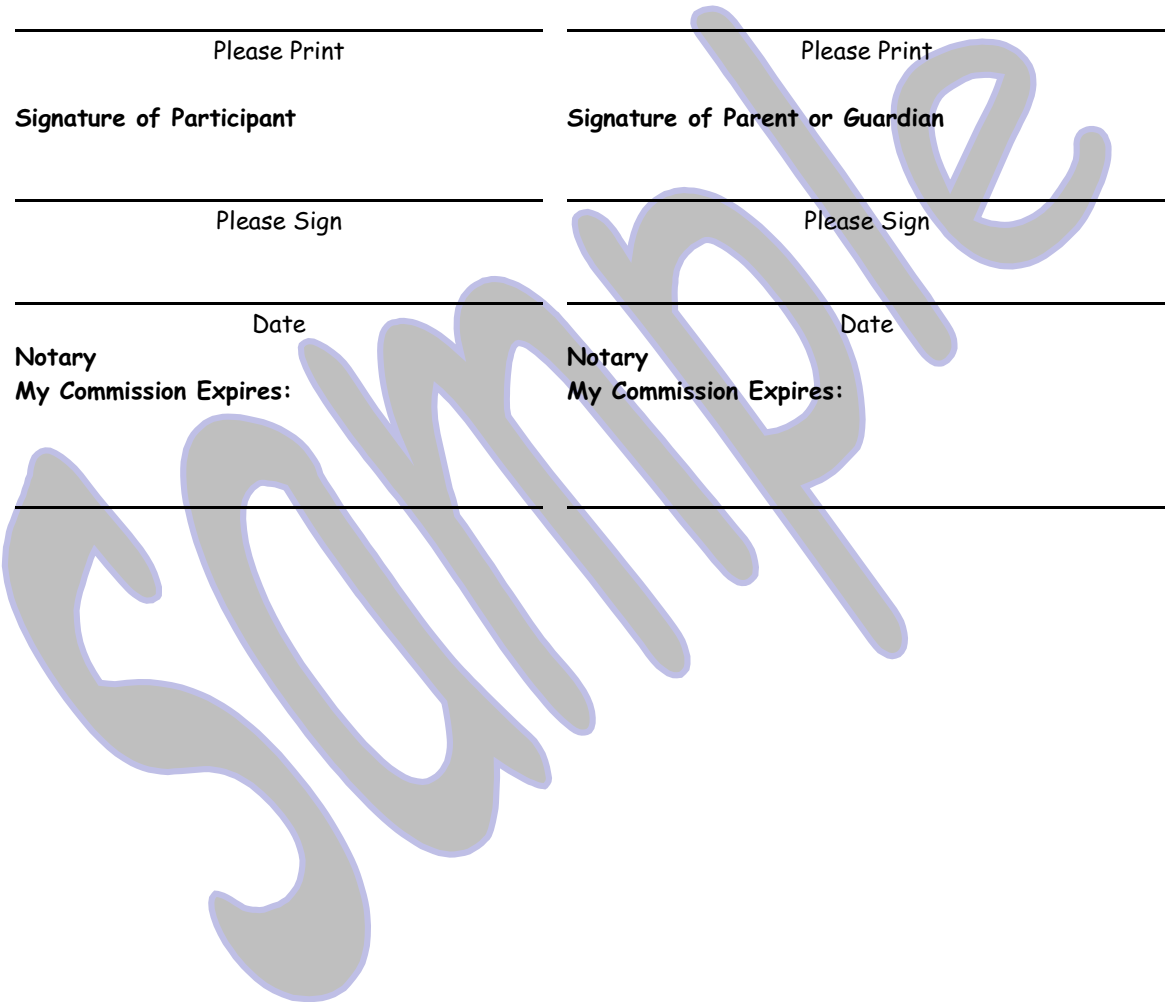
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**Notary**  
**My Commission Expires:**

**Notary**  
**My Commission Expires:**



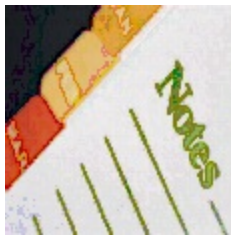
Appendix K

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## Blackboard

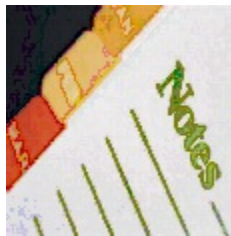
You will be enrolled in Blackboard with a course entitled International Programs-Muhlenberg Students. We will email you when you should access this course for documents, forms, announcements and links.



## Email

### EFFECTIVE IMMEDIATELY

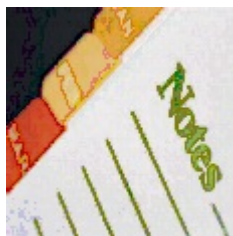
You **MUST** use your Muhlenberg email address for all email correspondence with the Office of Global Education, while you are home AND abroad. Use your Groupwise account.



## Contact Information

It is mandatory that you email the Office of Global Education within one week of your arrival your mailing address, cell phone number and skype name.

Email to [snorling@muhlenberg.edu](mailto:snorling@muhlenberg.edu)



## Cell Phone

Muhlenberg requires all students to have a cell phone while studying abroad. Cell phones should be purchased abroad.

**STUDY ABROAD FAQ'S**

- (1) When may I study abroad?**
  - ✓ During the junior year.
  - ✓ During the fall semester of your senior year upon receiving approval from the Dean of the College for Academic Life.
  
- 2) Where can I go?**
  - ✓ You can go on any program on our list of approved programs. We have over 150 programs in 60 countries.
  - ✓ We cannot transfer credit for any programs that are not on our list.
  
- 3) What do I have to pay?**
  - ✓ Students enrolled in any approved program pay regular Muhlenberg tuition fees, and, as appropriate, Muhlenberg room or board fees directly to Muhlenberg.
  - ✓ There is a \$500.00 internal application deposit.
  - ✓ Students are responsible for plane fare, travel visas, books and personal expenses.
  
- 4) How is financial aid handled?**
  - ✓ Participating students receive the same financial aid package for which they would have otherwise qualified had they remained on campus.
  
- (5) Do my grades from abroad matter?**
  - ✓ YES!!
  - ✓ You must get a C- or better. A "D" will NOT transfer.
  - ✓ They are included in your GPA for Phi Beta Kappa, and for graduate school admission requirements.
  - ✓ NOT included in your official Muhlenberg GPA.
  - ✓ NOT included for graduation with Latin honors.
  
- 6) How does study abroad affect my major and graduation requirements?**
  - ✓ With appropriate planning, you will not delay graduation. Subject to prior approval, course credits earned abroad can be used to meet graduation, perspective or major requirements.
  - ✓ Study abroad can be directed towards supporting and enhancing your major (or minor).
  - ✓ Quality programs are available to satisfy the academic requirements of all majors (and minors).
  
- 7) What's the first step?**
  - ✓ In September, pay attention to emails and flyers announcing study abroad events. For example: poster fair, information meeting, program specific meetings.
  - ✓ During the fall semester as a sophomore, fill out the Muhlenberg online application by December 1.
  - ✓ You must apply to and be approved by the Muhlenberg Office of Global Education first before applying to the host institution.
  
- 8) Who gives the approval?**
  - ✓ Students are competitively selected by the Office of Global Education based on:
    1. academic performance
    2. academic and social behavior code
    3. GPA requirements of the specific programs. Most require a 3.0 some a 2.75.
    4. Approval from the Office of Global Education and your \$500.00 deposit allows you to apply to your host program.

**9) What about safety?**

- ✓ U.S. Department of State (DOS) and Centers for Disease Control (CDC) public announcements and warnings guide the College in its assessment of program safety.
- ✓ Muhlenberg does not recommend students participate in an approved study abroad program in any country for which the DOS or the CDC has an outstanding warning. Students who wish to participate in such programs must sign a supplemental liability waiver.
- ✓ Muhlenberg cannot guarantee complete safety. Potential travel and accommodation problems are inherent in off-campus travel and activities.

**10) I want to study abroad in the summer.**

- ✓ You must have prior approval from the Study Abroad Office to have credits transfer.
- ✓ There is no financial aid for summer programs. You pay all the program fees for tuition, room, and board.

**11) What if I change my mind?**

- ✓ Notify the Study Abroad Office who in turn will notify on-campus offices.
- ✓ Your \$500.00 deposit is non-refundable and, therefore, will not be returned.
- ✓ If you are abroad and involuntarily leave the program, you are considered withdrawn from Muhlenberg College and will forfeit the semester's tuition, fees, and other charges. Upon returning to Muhlenberg, you must apply for re-admission.

**12) How does housing work when I return to Muhlenberg?**

- ✓ Students will work with the Office of Residential Services to secure housing for their return to campus.
- ✓ Students abroad in the fall may request specific accommodations for the spring semester though it cannot be guaranteed.
- ✓ Students abroad in the spring will select a proxy at Muhlenberg to participate in the housing lottery on their behalf to secure housing for their return in the fall.

### Study Abroad Advising Tips

1. You **CANNOT** take any course abroad to count as a "W" or writing intensive course.
2. Expect to have only one or two courses abroad count towards your major or minor unless you are going on a program specifically designed for the major, such as the Maastricht program, Goldsmiths program or Arezzo program.
3. Any courses you want to count for a major or minor must be pre-approved by your department chair, and **NOT** your advisor.
4. If you are taking a foreign language course abroad, it will most likely count as an elective towards graduation, and not as an "FL."
5. If you are a foreign language major or minor, only certain immersion programs will have courses that count for your major or minor. Courses in a foreign language will transfer for a language major or minor if they are literature or culture courses. Otherwise, they will transfer as electives towards graduation.
6. Programs in a country where English is not the native language will require you to take a foreign language course and a culture course. Culture courses can sometimes count as an "A" (art) or "H" (history) or "B" (political science or sociology) or "L" (literature) or "R" (religion) or "P" (philosophy). You may want to wait to take these requirements abroad rather than here. Otherwise, they will transfer in as electives towards graduation.
7. Generally, you cannot take a G requirement abroad.
8. Generally, you cannot take an S requirement abroad unless you are in Australia, Denmark, or Ireland.
9. Some culture courses will qualify for the D perspective **ONLY** if they are nonwestern! Therefore, culture courses taken in Europe and Australia will not be nonwestern. The exception is a course about the aborigines in Australia.
10. Internships are noncredit except for the Washington program and certain internships in Florence.

**NOTE: More than 50% of Muhlenberg students study in a country where English is NOT the native language. Strive for that too!**

**52.4% of the class of 20109 studied abroad. YOU should too!! With good prior planning, you can study abroad no matter what your MAJOR or MINOR is!!!!**

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# WHY STUDY ABROAD

- ✓ Prospective employers and graduate schools value study abroad experiences.
- ✓ Greater multicultural and global awareness promotes conflict resolution.
- ✓ Our national security depends on the foreign language skills of members of our government agencies.
- ✓ Learn to approach situations involving people from other cultures with greater levels of comfort, satisfaction, confidence and sensitivity.
- ✓ Understand the value of cultural diversity.
- ✓ Learn to adapt to varying intercultural communication and learning styles.
- ✓ Develop global perspectives by gaining insights into international trends, issues and responsibilities.
- ✓ Learn about America through exposure to international media and viewpoints.
- ✓ Learn a different perspective about your major or minor.
- ✓ Learn how to travel and how to take informed risks in unfamiliar situations

GOOD LUCK, BE CAREFUL, AND HAVE THE TIME OF YOUR LIFE!!

# MUHLENBERG COLLEGE

OFFICE OF GLOBAL EDUCATION

## CONTACT INFORMATION

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office: 484-664-3139

Campus Safety - 484-664-3100

Office of Global Education Fax - 484-664-3840

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Study Abroad Office  
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Allentown, PA 18104

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Allentown, PA 18104