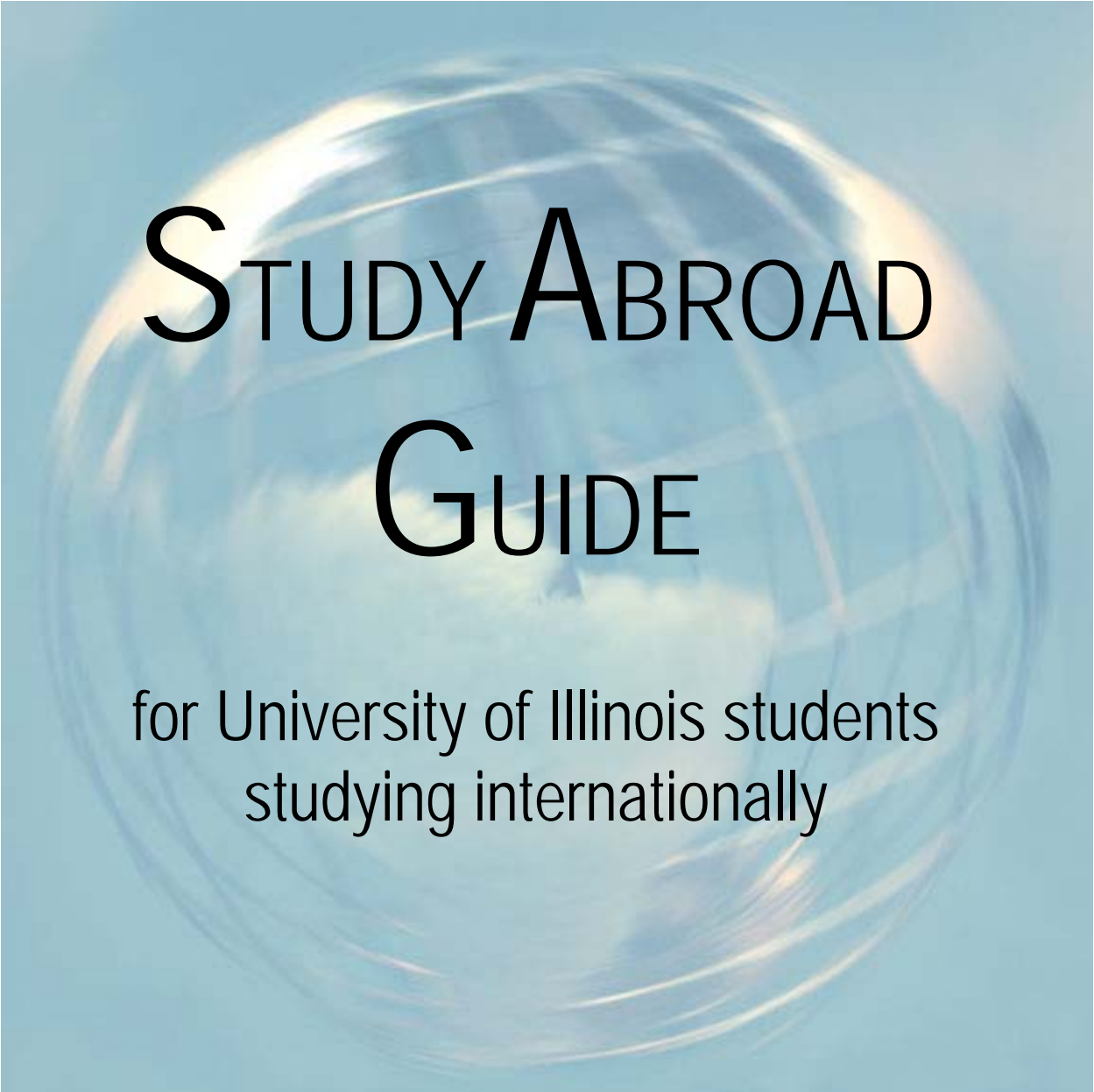


Take this guide with you on your trip



STUDY ABROAD GUIDE

for University of Illinois students
studying internationally

24-Hour University of Illinois Study Abroad Emergency Phone Number
(217) 333-6322

Congratulations on deciding to study abroad. By studying abroad you are opening up your life to new experiences, people and places and your mind to a new way of seeing the world. You will not return home the same person that you are now.

Read what one student had to say about his study abroad experience in England –

My overall experience was one that I will never forget. The memories will last forever, and I really cannot wait to go back. I would recommend the study abroad experience to anyone. Although I took some good classes and learned under great professors, I learned five times more about myself and the world outside of the classroom. This experience was terrific!

-Thomas Anderson, Study Abroad Manchester

Living in another country is not always easy. You will be away from your friends and family. The food will be different as will the educational system and the way of communication. You might experience culture shock and stress while adjusting to your new environment. There will be difficult times.

For most students, the rewards far outweigh the difficulties. Study abroad students usually make friends not just from the country that they are visiting, but from many countries. Many students also spend time traveling while doing their study abroad. These students have the confidence acquired from learning to survive in a new environment.

By participating in a study abroad program, you can also give yourself a competitive edge in the job market. Employers now seek out individuals who have had international experience. Developing an understanding of the world beyond the boundaries of the United States will be a huge advantage as you begin your business career, and will give you many things to talk about during your interviews.

The real voyage of discovery consists not in seeing new landscapes, but in having new eyes.

-Marcel Proust

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CHECKLIST

Getting Started

Apply for your passport OR check expiration date – Everyone needs a passport to travel internationally. If you need a passport, please go to the following website to download a copy of the application, <http://travel.state.gov/passport/DS-0011.pdf>. For U.S. citizens it can take 12 weeks to get a passport. If you already have a passport, please make sure that your passport has not expired and that it will not expire within six months of your return. If it has expired or will expire, apply for a new passport. You can download a copy from the web address above. This is a good time to fill out the emergency information page in your passport.

Bring the passport to 215B DKH to be copied or mail us a copy of the passport including the visa page. (If a visa is required for the country you are traveling to, bring the passport after you receive the visa.) Please do not fax copies, as they are hard to read.

Purchase additional passport photos
Photos are available at the ID Center in the Illini Union Bookstore (2nd Floor), Kinkos, Walgreens, and many other places. Buy extra passport photos. For example, you will need one for your student ID, 4 for the application for Spain, and three for the visa application.

Student visa application
You are responsible for obtaining and paying for your visa.

Visas are not needed for all countries, but you will need to check with the consulate of the country you are traveling to. For U.S. citizens, visas are needed for Spain, France, Norway, Denmark, Ireland, and Korea. It is important to start the visa process as soon as possible. You will need a letter of acceptance from the school before going to the consulate. For Spain and France, you will want to make your appointment as soon as possible, because for those countries, you need to schedule an interview at the consulate to get your visa. If you need a visa, we have the applications necessary in the Business International Programs Office in 214 DKH. Please fill these forms out completely, attach all necessary documentation, and bring to that country's consulate office in Chicago.

U.S. citizens going to the U.K. to study only need a passport, and invitation letter from the host school.

The visa will specify whether you are authorized to work, and how many hours you can work. If you plan to seek employment overseas, research your options before applying for the visa.

Re-entry visa for international students. Before taking any trip outside of the United States, international students need to check the status of their re-entry visa. International students must bring their passports to OISA to make sure that they have proper documentation for re-entering into the United States at the completion of their study abroad. If the re-entry visa has expired, it is possible that students will need to return to their home country to renew their re-entry visa before returning to the United States.

McKinley Health Center
____ Health form needed for visa?
____ Visit McKinley Health Center's Travel Room
 www-s.mckinley.uiuc.edu/clinics/prevmed/prevmed.html
____ Immunizations up-to-date? (Some immunizations require several applications)
____ Supply of prescriptions? (leave in prescription bottle)

Details, details, details

- Fill out host school application, if required**
Bring the application for City University, Erasmus, ESADE, ESCP-EAP, Manchester, Korea, Singapore, Ireland, Warwick or Vienna to The Business International Programs office in 215B DKH. The official letter of acceptance from your host school will come after your application is processed. The Business International Programs office will express mail your paperwork to the host school.
- Arrange/apply separately for accommodations** if necessary. This needs to be done as soon as possible so that you are certain to get first preference. Accommodations differ from location to location but in Europe students generally live in single dorm rooms (although some doubles may be available) but then share a kitchen, TV room and possibly bathroom with others on the floor.
- UIUC Registration**—for semester/summer abroad. You need to register in Banner/Integrate for BUS 399 for 12 hours for your semester abroad. For summer abroad, you need to register in 0 hours. You can receive the CRN for this course in our office. This “dummy” course merely preserves your registration until a transcript can be sent from a host school. This codes the Range IV tuition to your UIUC student account bill, which saves you thousands of dollars, and maintains your registration at UIUC as a full-time student for insurance, financial aid and residency purposes. The number of hours that you register for does not reflect how many hours of credit you will earn while abroad. It usually takes 4 –6 months or longer before this information is reflected on DARS.)
- Change address in Self-Service/Integrate** to permanent address (so bills will go home rather than sit unpaid at old campus address)
- Bring the **course approval summary form** to 214 DKH for approval. (See *Course* section)
- Apply for courses at the host university if the host university allows you to do this in advance. (See *Course* section)
- Budget**—If you need a budget to attach to your Financial Aid application, see Jennifer Frank in 215B DKH
- Buy adapters and converter if necessary. (See *electricity* section.)

Before leaving

- Consular Registration:** register at <http://travelregistration.state.gov/ibrs> to notify the Department of State of your travel plans in case of emergencies.

- Airfare:** student discount company

Travel Cuts—616 E. Green Street, Suite C
328-2887

} Some student discount companies require the purchase of International Student ID card approx. \$22 from the ID center at the UIUC Bookstore as well as at other locations. The card will require a small passport photo. Your ISIC card offers many discounted admissions, especially in Europe.

Britrail website: http://www.britainontrack.com/passes/main_passes.nrm

Eurail website: <http://www.europeonrail.com/>

Hostels website: <http://hostelwatch.com>

Good general travel info: <http://www.Johnnyjet.com>

<http://www.virginExpress.com>

<http://www.EasyJet.com>

<http://www.ryanair.com>

<http://www.LonelyPlanet.com>

- Finances**- traveler's checks, ATM card, and enough local currency for a week. (You will generally get a poor exchange rate in airport currency exchange locations.) It is also a good idea to bring some dollar bills for tips during the first few days. (See *Finances* section.)
- Sign up for extra **"travel coverage" insurance** and/or check home policy for additional travel before or after term at host school. Refer to <http://www.culturalinsurance.com>.
- If you need to be released from a **University housing contract**, see Jennifer Frank in 214 DKH.
- Review "Know Before You Go!" on-line brochure and sample declarations form at <http://www.customs.gov/xp/cgov/travel/> (duty-free personal exemption is now \$800.)
- Don't leave without CISI insurance card (you will receive this from the Business International Programs office), passport, visa if necessary, invitation letter from host school (in carry-on luggage) and this *Study Abroad Guide*.

ADAPTING TO YOUR NEW CULTURE SUCCESSFULLY

Research

Before leaving for your international experience, do as much research as possible about the country you are going to. Read, talk to students from the country you will be traveling to as well as other students who have visited that country. See the Business International programs website for contact information. Find out about the politics, culture and geography of the place you are going to. The more that you learn, the easier your transition will be.

Ethnocentrism

It is natural to compare the culture you came from to your new culture. The goal is to be able to incorporate what is best from each culture. In order to do this you will need to open your mind to the new culture. The problem comes when you assume that the culture that you came from is "better." When you make these observations and comparisons aloud, you can be quite insulting without even realizing it. And remember that many people around the world speak English, and can understand what you are saying when you are in public places.

There are assumptions that Americans often make that can be very offensive in another culture, such as that America is the best country in the world, or that most people from other countries want to live in America.

Culture Shock

During "culture shock," which is a normal part of adjusting to a different culture, you will get frustrated as you realize by the reactions that you are receiving that you are making cultural mistakes. The problem is that you probably will not know what the mistakes are that you are making. You will also start to see that the culture is more different from your own than you first realized, even in the U.K. Culture shock is even more intense when you are also learning a new language. The stress of culture shock can easily turn people against their new culture who a few weeks or months before were thrilled about their new culture. This is the most difficult time for people making the transition, and during this time they focus on the negative aspects of the culture much more than the positive. If you are aware that this is happening, it can help you to make it through this period.

So, how do you survive culture shock? One of the best ways is to make friends with someone from the culture you are in who can help explain their culture to you. You can also talk to someone who has successfully made the adjustment to the new culture. They can explain the cultural nuances that you might not understand, and may possibly even help you see some of the mistakes you are making.

Language

If you are going to a country where English is not spoken, learn how to say at least a few words in the other language. *Hello, thank you, and where's the bathroom* are a good place to start! In most countries, people will appreciate and be more helpful when someone at least makes the effort to speak even a few words of the language.

Aggressive Americans

In the U.S. it is often easier to get something accomplished by being aggressive. In many cultures, friendliness will help get things done quickly, even when people have to bend the rules to help out, while angry requests halt the process or at least slow things down drastically.

Dress

Realize that in almost all cultures, especially in cities, people dress more formally than in the United States. In American can usually be identified by their backpack, gym shoes, jeans or shorts, baseball cap and t-shirt. Dressing appropriately for the culture that you are in will help you to be accepted. For the best information on this topic, talk to other students who have already lived in that country.

Try Things

One of the best things about being in a new culture is having new experiences. Try new foods. It might be strange to you to have beans or fish for breakfast, but you might surprise yourself by liking it. Travel, and make friends from other countries. Don't waste time watching TV and doing the same things you would do in the U.S. Get out and

experience the new culture as much as you can. You are only going to be in the country for a limited time, and you may never have an opportunity like this again!

Always remember that you are a guest in another country.

COMPUTERS

Laptop Computers

Whether or not to bring your laptop with you is a big decision. For this you will need to do some investigation. Talk to the university, the housing office and students who have been on the same exchange program in the past. Ask the following questions:

- What are the computer facilities like on campus and in the dorm? What are the hours?
- Is Internet access available in the dorm rooms?
- If Internet access is only available through a modem, what are the phone charges?
- Are there Internet cafés nearby? How much do they charge? What are their hours?
- Are computers allowed in the classrooms for taking notes?

Using a modem can be more expensive and more difficult in other countries. In some places the phone charges are not listed by phone call, so it might be difficult, if you are sharing a phone, to find out how much of the phone bill you need to pay. In some countries it might take several months to get a new phone line, and there could be a large deposit required.

If you do decide to bring your computer, make sure that it is adequately insured.

Email

Email is a wonderful way to keep in touch with family and friends while abroad. It is inexpensive and available now to almost everyone. Make sure you notify your family when you arrive and keep in touch often.

While abroad you will still have the same University of Illinois email account. Check this account often, because all correspondence from the University of Illinois, including the Business International Programs office, will be sent to this account.

CONSULATES AND EMBASSIES

Consulates

Before visiting a consulate, check for updated address information and information on hours. Consulates generally have limited hours in which they are open to the public and very specific requirements about the documents you will need to bring and the types of payment they will accept. Research the consulate before you visit there to save yourself a wasted trip. Unfortunately it is difficult or impossible to reach many consulate offices by phone. You may have better luck with a fax.

Partial list of consulates in Chicago:

Austria Consulate General
400 N. Michigan Ave., Suite 707
Chicago, IL 60611
(312) 222-1515
Chicago-gk@bmaa.gv.at

Brazil Consulate General
401 N. Michigan Ave., Suite 3050
Chicago, IL 60611
(312) 464-0246 Fax (312) 464-0299
bras-cg@ix.netcom.com or cgchgo@ix.netcom.com

Royal Danish Consulate General (**Denmark**)
211 East Ontario St., Suite 1800
Chicago, IL 60611
(312) 787-8780 Fax (312) 787-8744
<http://www.consulatedk.org/>

France Consulate General
205 North Michigan Avenue, Suite 3760
Chicago, IL 60601
Tel: 312/327-5200 - Fax: 312/327-5201
contact@consulfrance-chicago.org
9:00 – 12:30 Monday – Friday
Visa inquiries by phone Monday – Friday 2:00 – 5:00 at (312) 327-5229 Fax (312) 327-5201

Hong Kong
Consulate General of the People's Republic of China
1 East Erie Street, Suite 500
Chicago, IL 60611
312-573-3070/3071
Fax: 312-803-0122
Chinaconsul_chi_us@mfa.gov.cn
<http://www.chinaconsulatechicago.org/eng/>

Ireland Consulate General
400 N. Michigan Ave., Suite 911
Chicago, IL 60611
(312) 337-1868,
irishconchicago@aol.com

Consulate General of **Italy**
500 N Michigan Ave
Chicago, IL 60611
(312) 467-1550
visti.chicago@esteri.it
Tel.: 312 - 467.1550/1/2 ext. 129
Fax: 312 - 467.1335

Japan Consulate General
737 N. Michigan Ave., Suite 1100
Chicago, IL 60611
(312) 280-0400 Fax (312) 280-9568
<http://www.chicago.us.emb-japan.go.jp/>
9:15 – 5:00 Monday – Friday

Republic of (South) **Korea** Consulate General
455 N. Cityfront Plaza Drive, Suite 2700
Chicago, IL 60611
(312) 822-9485 Fax (312) 822-9849
http://www.mofat.go.kr/mission/emb/embassy_en.mof?si_dcode=US-CH
chicago@mofat.go.kr
9:00-12:00, 1:00-5:00 Monday - Friday

The **Netherlands** Consulate General (Dutch)
303 E. Wacker Drive, Suite 410
Chicago, IL 60601
312-856-0110 Fax (312) 856-9218 (phone)
chi@minbuza.nl
<http://www.cgchicago.org>
Please call or e-mail us for an appointment.

General Consulate of **Singapore**
10 South Dearborn Street Suite 4800
Chicago, IL 60603
Phone: (312) 853 7555
Fax: (312) 853 7036
Email: nminow@sidley.com

Spain Consulate General
180 N. Michigan Ave., Suite 1500
Chicago, IL 60601
782-4588
9:00 – 2:00 Monday - Friday
(312)782-4588 Fax (312)782-1635
cgspain.chicago@mail.mae.es
<http://www.consulate-spain-chicago.com/main.htm>

United Kingdom Consulate General (England, Wales, Scotland, Northern Ireland)
400 N. Michigan Ave., 13th Floor
Chicago, IL 60611
(312) 970-3800 Fax: (312) 970-3852
9:00 – 11:00 a.m. Monday – Friday
<http://www.britainusa.com/chicago/>

U.S. Embassies

To find a U.S. embassy in another country, see http://travel.state.gov/visa/questions_embassy.html

COURSES

Turn in the completed *Course Approval Summary Form* to 215B DKH, so that you will know which classes on your study abroad will meet which requirements, and you will also be able to choose whether you want to take each class for a grade or for credit/no credit (CR/NC). Final course approvals are made by the departments on an individual basis. Courses for a major or minor outside the College of Business must be approved by that department.

In order to fill out the *Course Approval Summary Form*, you will need to see a list of course offerings for the program that you are attending. You can find this information either on the website or in the white program binders in the Business International Programs office. It is best to list more courses on the *Course Approval Summary Form* than you will actually take, so that you are prepared in case a course is not offered, or you decide to change courses. For exact rules by major, see <http://studyabroad.business.uiuc.edu/preparing/majors.html>. College of Business students will not receive credit for courses with the word "internship" listed on the host school's transcript.

The academic systems of international schools are often different from the American system. While grade and credit scales have been adjusted to reflect cultural differences, students who are concerned about grade point averages are encouraged to take electives or other allowable courses for CR/NC. While there is normally a campus limit of 18 hours of CR/NC, business students studying abroad for an entire academic year may petition to exceed this limit. College of Business students must take all required business courses for a grade. When the student takes the course for a *grade*, (rather than CR/NC) grades from the host school are reflected in both the UIUC GPA as well as the overall cumulative GPA, including failed courses. A course taken for CR/NC does not affect the UIUC GPA.

Grades are generally converted from the European systems using the internationally recognized World Education Services (WES) conversion scales. WES takes into account the specific percentile groups normally attaining the various levels of relative excellence. Before leaving for your study abroad trip, you will receive the conversion scale used for the University that you will be attending. Your UIUC transcript will show the converted grades.

Credits are converted using The European Community Course Credit Transfer System (ECTS.) Under ECTS, there is a 60-point annual credit scale. Basically, this means that the number of UIUC hours that a student will receive is half of the number of ECTS credits (i.e. 30 ECTS credits equals 15 UIUC hours). You can find the grading scales and the minimum course load at <http://studyabroad.business.uiuc.edu/programs/semester/>.

Most students need to adjust a few courses once they are at the host school. If you have a signed *Course Approval Summary Form* on file in the College of Business, you can email studyabroad@business.uiuc.edu before the halfway point of the class you are taking (not the UIUC semester) to document: 1) the title of the course change, 2) the grade option and 3) what degree requirement the student thinks the course satisfies. The student will then receive a confirmation reply via email indicating whether the request was approved.

If a signed *Course Approval Summary Form* is not on file in the Business International Programs Office prior to departure:

- students lose the option of electing CR/NC (all courses default to the *grade* option), and
- there is no guarantee that courses completed abroad will satisfy any graduation requirements other than elective credit hours.

DISCIPLINE POLICY

Students whose conduct while on the study abroad program is deemed undesirable and whose actions are in violation of the University of Illinois Code of Campus Affairs and Regulations Applying to All Students will be dismissed from the program and will be subject to campus disciplinary reviews. Students who fail to meet the responsibilities of the program and/or are involved in unlawful acts, such as possession or distribution of drugs, destruction of property or disobedience of the local laws are subject to the same regulations as other UIUC students and may be dropped immediately from the program with no refund of fees.

ELECTRICITY

For more information, see <http://users.pandora.be/worldstandards/electricity.htm#voltage> and http://www.exportbureau.com/telephone_codes/electric.html#computer (the following information came from these websites)

Europe and most other countries in the world use a voltage which is twice that of the US. It is between 220 and 240 volts, whereas in Japan and in most of the Americas the voltage is between 100 and 127 volts.

Adapters

Adapters do not convert electricity. They simply allow a plug from one country to be plugged into the wall outlet of another country.

Converters

Converters and transformers both step up or down the voltage, but there is a difference in use between them. Converters should be used only with products which are simple heating devices or have mechanical motors. Examples are hair dryers, steam irons, shavers, toothbrushes or small fans. Converters are not designed for "continuous duty" and should only be used for short periods of time (1 to 2 hours). Additionally, most converters can only be used for ungrounded appliances (2 pins on the plug). Converters must be unplugged from the wall when not in use.

Dual Voltage Appliances

For appliances that have dual voltage, set the correct voltage and use an adapter so that the plug will fit into the wall socket.

Computers, digital cameras, etc.

Fortunately, many portable computers today come with power supplies that can be used in almost any part of the world. Check the manufacturer's label to see what type of input it can handle. This applies to many digital cameras, VCRs, video games and other electronic devices as well.

Those designed for use just about anywhere have a section on the label that looks something like this:

DVD'S/Videos

DVD's in different countries have different zones. Unless you have a multi-zone DVD player, you probably will not be able to watch a DVD purchased in another country. If you don't know whether your DVD player is multi-zone, it probably isn't.

There are several standards for videos so a video bought in one country may not work in another country.

INPUT: AC 100V- 240V~ 1.0A 50 / 60 Hz

This shows that the device was designed to be used over a wide range of voltage levels and at different electrical frequencies. In this particular example, the device can accept "nominal" voltage anywhere from 100 volts to 240 volts and can operate on either a 50 Hz or 60 Hz system. It is designed for alternating current (AC). (Like most appliances, it should not be used on a direct current, or DC system -- DC electrical systems are not common, but some may still exist.) If your device has a label with these parameters, it can be used pretty much anywhere. In that case, all you need is an adapter.

EXTENDING YOUR STAY

If you wish to extend your stay another semester, you will need approval from the Business International Programs office. In popular locations such as London or Spain, you might not be able to extend your stay, because of the limited number of openings.

FINANCES

It is best to have a backup plan where finances are concerned. Give yourself several options for currency and purchases. Use a money belt or pouch for tickets, passport, credit cards, travelers' checks, etc. Consider buying travelers' insurance to guard against theft or other loss.

Debit Cards

In most countries, the easiest way to get the local currency is through an ATM machine, but you cannot be completely sure your card will work until you arrive at your destination. This is especially true for Asia. ATM's generally charge higher fees for international use than they do in your own country, so pay attention to the fees, but credit and debit cards often offer the best exchange rates. Not all businesses that accept credit cards will accept debit cards. In the case of theft or loss, you are more vulnerable with a debit card.

Traveler's Checks

In many countries, in order to cash a traveler's check, you will need to have your passport with you. If using travelers' checks, make sure to keep the numbers and receipts in a different location than the checks. Keep a list of which checks you have used. You will need this information if your checks are lost or stolen. Keep in mind that many small vendors will not be able to cash traveler's checks, so you will often be limited by local bank hours to convert currency. Nowadays people tend to use debit cards much more than traveler's checks as a way to get cash.

Credit Cards

Before leaving, find out the PIN for any credit cards that you are bringing with you to another country. Credit and debit cards often give the best exchange rates for purchases. Know how to cancel your credit cards in case of theft or loss. The easiest way is to make a copy of the front and backs of your cards before leaving.

Wire Transfers

If you need money sent to you in a hurry, you can have it sent via American Express or Citibank (you do not need to have an American Express card or account at Citibank.) There is a charge for sending money this way. An alternative method is using Western Union.

Bank Transfers

You can often transfer money from a bank account in one country to another. Check with your local bank's international division (if it has one) for more information.

Personal Checks

In many countries personal checks are not common and cannot be cashed or used easily. It is a good idea to inform your family of this in case they send checks as gifts.

GUIDEBOOKS

If you are going to be living in a country for a few months, a guidebook is a smart investment. When choosing a guidebook, skip those that fill their pages with pretty pictures. Instead try to find the most information-packed books available. Make sure that the book has been recently updated, so that any train or bus schedules will be correct. Check the sections on the area where you will be living to make sure that there is adequate coverage. Also, make sure that you get a book that is appropriate for the budget traveler; to check this, browse the hotel and hostel listings in the book.

HEALTH

Immunizations

It is your responsibility to learn about any health risks you will face in your host country. The McKinley Health Center has a Travel Room that has immunization and health recommendations from the Centers for Disease Control for countries around the world. If you need immunizations, you can make an appointment with the McKinley Travel Nurse or with your family doctor. Some countries especially third world or developing nations require specific immunizations for entry. Certain immunizations require a series of shots several months apart for proper protection, so please allow as much time in advance as possible to receive the appropriate immunization.

Before traveling, be sure to check that your Tetanus/Diphtheria immunizations are current.

MCKINLEY HEALTH CENTER, Preventive Medicine 333-2702
Self-help Travel Room
8:30 to 11:30 AM Monday - Friday
Travel Nurse available by appointment for immunizations
<http://www.mckinley.uiuc.edu>

Worldwide health information is also available from
Center for Disease Control: (404) 639-3311
Traveler's Hot Line: (877) 394-8747 or 877-FYI-TRIP
<http://www.cdc.gov/travel>

Medication

It is safest to take the complete supply of any prescription medication for the entire time abroad. Leave medication in original, labeled bottles. Take a one-month supply in your carry-on bag, and divide the remainder among the various pieces of luggage.

Take any favorite over-the-counter medication used regularly with you, even if just seasonal (pain reliever, antihistamines, etc.) Remember that some over-the-counter medications here require prescriptions abroad.

Chronic Medical Conditions

Follow the treatment plan outlined by your physician. This should include current medications and treatment to be used in case of a medical crisis and any other tips to be used by another doctor if there is a problem. Take your doctor's phone and fax numbers with you. Tell your host-country program director about your condition.

Traveler's Diarrhea

Diarrhea is rarely life-threatening, but it is a very common ailment for travelers. Follow food and water precautions of host country (generally not necessary in Europe) – see www.cdc.gov to check the region you will be traveling to. Information and medication are available at McKinley Health Center.

Stress and Fatigue

Cultural adjustment issues may cause unanticipated physical reactions including depression, sleep loss, appetite changes, mood swings, lethargy, and stress and will eventually take a toll on your body's immune system. Remember that rest and proper nutrition are essential for good health and overall well-being.

HONORS – Maintaining During Study Abroad

Campus Honors

Because the Campus Honors Program (CHP) is campus-wide, students must comply with the CHP policies.

Dean's List:

Because Dean's List is determined by UIUC grade point average only, a student's grades abroad must convert back to UIUC as 3.65 GPA or above. While abroad, honors students must take 14 hours of graded courses in order to qualify for Dean's List.

James Scholars

Studying abroad is considered an honors activities.

- When abroad: James Scholars must complete a full-time load of coursework as defined by the host school and if approved prior to departure, may follow the Credit/No Credit policies in effect for all business students.
- When abroad one semester, James Scholars must earn passing grades at the host university and earn a 3.5 GPA for the one semester still at UIUC.
- When abroad the academic year, James Scholars must earn passing grades at the host university for the year.
- When abroad in the summer, James Scholar recognition is awarded for the following fall semester once successful completion of the summer course(s) is confirmed.

INSURANCE

When approved for study abroad, you were automatically signed up for CISI insurance to cover your time abroad. The cost for this travel insurance will be charged to your University account. You will receive your insurance card from Business International Programs before leaving. Be sure to bring this card with you when traveling. Your insurance ID number is listed on this card. Also make sure that you and your family have read the CISI insurance policy at the end of this book. If you are covered by the University of Illinois insurance, we will cancel your insurance for you while you are abroad so that you don't have to pay for both. Before you return we will reinstate the insurance for the next semester.

Students requiring medical attention while abroad can either contact CISI for referrals at the telephone numbers or email address listed on the back of their insurance card or use a doctor or hospital of their choice. Call 1-800-472-0906 in the U.S., outside the US call collect 1-603-898-9159, or email worldnetsc@aol.com. If hospitalized, students must have CISI contact the hospital to arrange for payment. There is a claim form with the CISI information at the back of this book. Students should contact CISI directly for any claims for medical expenses. You can also contact the nearest consulate for a list of local doctors, dentists, and medical specialists.

If you are traveling before or after your trip, make sure that you are insured through either your family coverage or through additional insurance. Students will be allowed to purchase one additional month of coverage directly from CISI at <http://www.culturalinsurance.com>.

JOURNAL

Keep a travel journal. You won't regret it!

LOST PASSPORT

If you lose your passport, a consulate can issue you a replacement, although you will have to go through a lot of hassle, waiting and long lines. If you believe your passport has been stolen, first report the theft to the local police and get a police statement/declaration.

PACKING

Pack light! A good rule of thumb is to select what you plan to bring with you on the trip, and then only pack half of those items. Remember that you will be able to buy much of what you need once you arrive.

Bring machine-washable, mix-and-match clothing in similar colors. Layering clothing is a good way to deal with changes in temperature. Remember that people in other countries dress more formally. Students at some schools will wear business casual attire to classes instead of jeans, t-shirts and shorts. Make sure to pack a dark-colored business suit.

SAFETY

The College of Business exchange programs are co-sponsored with very established and noteworthy business schools located in developed, trustworthy places. Of course living *anywhere* can pose dangers, whether domestic or international.

Contact your parents when you first arrive to tell them that you arrived safely, and keep in touch often. If bad news about your host country is on the news, call your parents immediately to let them know that you are okay.

Make sure, in case of emergency, someone always knows where you are and how to reach you. In situations such as natural disasters, acts of terrorism, etc., contact the U.S. embassy and follow their directions. Keep abreast of U.S. Department of State travel warnings for your country. <http://travel.state.gov/index.html>. Also, check your University of Illinois email for any travel warnings.

The College of Business requires that all students fill out the on-line travel registration at the US Embassy or Consulate (in the country where they are visiting) at <http://travelregistration.state.gov/ibrs> in the off chance that sudden political or natural disasters should occur. Additionally, each partner school has a contact with whom the College works closely. This person helps Illinois students register for classes and get adjusted to the new environment. This person is also a resource to call upon in case of emergency.

Familiarize yourself with local laws of the countries to which you are traveling. While in a foreign country, you are subject to its laws. Each year 2,500 Americans are arrested overseas. One third of the arrests are drug-related charges. In some countries, anyone who is caught with even a very small quantity for personal use may receive the same sentence as a large-scale trafficker. If you are arrested, the American consular officer CANNOT get you out, pay legal fees or give legal counsel, but they can put you in contact with local resources.

If you are arrested, ask the authorities to notify a U.S. consul. Consuls cannot get you out of jail, but they can work to ensure you are not discriminated against. They can also provide a list of local attorneys, inform you about local laws and contact your family and friends.

TELEPHONE CALLS

It is often much cheaper to make calls from the United States to a foreign country than vice versa, especially when using telephone cards. Telephone cards for discount international calling can be bought at international restaurants and stores or on the internet.

More and more payphones in other countries use phone cards instead of change. The cards can generally be found at news stands (and Tobac.) Cards purchased in the US will not work abroad.

When dialing from other countries to the US, you will need to dial the international operator (00) and then the US country code (1) the correct country code. When dialing internationally FROM the US, you use (011) and the foreign country code. The country code is followed by a city code in most countries.

Country Codes

- From MOST other countries to the U.S. 001
- From the U.S. to Austria 01143
- From the U.S. to Brazil 01155

- From the U.S. to the Czech Republic 011420
- From the U.S. to Denmark 01145
- From the U.S. to France 01133
- From the U.S. to Germany 01149
- From the U.S. to Hong Kong 011852
- From the U.S. to Ireland 011353
- From the U.S. to Italy 01139
- From the U.S. to Japan 01181
- From the U.S. to Korea 01182
- From the U.S. to the Netherlands 01131
- From the U.S. to Norway 01147
- From the U.S. to Spain 01134
- From the U.S. to Singapore 01165
- From the U.S. to the U.K. 01144

Find other country codes at <http://www.countrycallingcodes.com/> or call directory assistance.

Cell Phones

If you plan to take your cell phone with you to another country, first talk to your cell phone company to see if your phone would work in another country, and how much the calls would cost. Most of the time, it is still not feasible to use U.S. cell phones internationally.

TIME

Approximate time differences are as follows. Some countries follow daylight savings time, so the times may be off at certain times of the year.

- Vienna, Austria is 7 hours later than Champaign-Urbana.
- Rio de Janeiro Brazil is 6 hours later than Champaign-Urbana.
- Prague, Czech Republic is 7 hours later than Champaign-Urbana.
- Copenhagen, Denmark is 7 hours later than Champaign-Urbana.
- Paris, France is 7 hours later than Champaign-Urbana.
- Leipzig, Germany is 7 hours later than Champaign-Urbana.
- Hong Kong is 13 hours later than Champaign-Urbana.
- Dublin, Ireland is 6 hours later than Champaign-Urbana.
- Milan, Italy is 7 hours later than Champaign-Urbana.
- Tokyo, Japan is 15 hours later than Champaign-Urbana.
- Seoul, Korea is 15 hours later than Champaign-Urbana.
- Amsterdam, Netherlands is 7 hours later than Champaign-Urbana.
- Oslo, Norway is 7 hours later than Champaign-Urbana.
- Singapore is 13 hours later than Champaign-Urbana.
- Barcelona, Spain is 7 hours later than Champaign-Urbana.
- London, England is 6 hours later than Champaign-Urbana.

To see the exact time in a different city or country, go to <http://www.timeanddate.com/worldclock/>

TIPPING IN EUROPE

(Excerpted from the Travelocity.com website)

Waiters, hotel staff, and taxi drivers usually expect about the same kind of compensation as their American counterparts. One difference, however, is that in Europe, service charges are often included in the bill. When dining

or staying in a hotel in Europe, be sure to check to see if a service charge has been added to the bill. In these cases, a further tip is usually not necessary. Read on to find out more about some of the subtleties of tipping in Europe.

In Western Europe, if you notice that no service charge has been added to your restaurant or hotel bill, a 10- to 15-percent tip should be given. When charges are included, no tip is usually expected. Exceptions to the rule exist in France, Germany, Luxembourg, and the Netherlands, where it is expected that you will either leave your small change, or round up the bill to an even amount. In Austria, a five-percent tip is expected on top of the service charge; in Italy, it's 10 percent. In Western Europe, taxi drivers expect tips.

A note about England: Tipping at hotels and restaurants is not common because a service charge is usually included in the bill. The customer, however, is not required by law to pay this service charge. Keep in mind, though, that as in the U.S., waiters are dependent on tips for wages.

In Northern Europe, service charges are almost always included in hotel and restaurant bills, and no further tip is necessary. Taxi drivers usually expect a tip.

WITHDRAWAL POLICY

You must officially notify the Business International Programs Office in writing if you are withdrawing from a program. Furthermore, it is your responsibility to withdraw from the BUS 399 "dummy" study abroad courses you registered for at UIUC. If the course-drop deadline is past, you must contact the Business International Programs office to drop the study abroad course.

If you withdraw from your study abroad program and you do not return to the University of Illinois for that term, you must contact the Business International Programs office and follow the established procedures pertinent to your situation so that you will be allowed to register for the following term.

If you withdraw before or during the course of the program, the following refund policy will apply. The date when the Business International Programs Office receives the official notification of withdrawal is the date by which any refund balance due will be calculated. If a balance is due at the time of withdrawal, that amount must be paid to the University of Illinois according to established policies, to cover expenses incurred for the student to that point.

Withdrawal prior to departure

Students who withdraw from the program in the United States up to the day before the advertised starting date of the program will receive a refund of all money collected minus any fees or expenses already incurred on the students behalf.

Withdrawal after starting the program

Students are subject to the policies of their host school.

Withdrawal after completion of the program

There are no refunds for students who complete the program.

RETURNING HOME

Reverse Culture Shock

One of the things that might be most surprising to you is the "reverse culture shock" you will experience when you return home, especially if you have been to a country with a radically different standard of living or communication style. You probably expect that things in another country will take some getting used to, but it is often just as difficult to return to your home country. When you return home you will not be the same person as when you left, and you have also been through a very intense experience. You will have had new experiences, made friends from other

countries, and opened your mind to seeing the world in a different way. Keeping in touch with your new friends, and even planning a reunion, can help you during this period.

Business International Programs Evaluation.

When you return, you will need to fill out a program evaluation before your credits are transferred. These evaluations are kept for other students to read, and excerpts will be included on the Business International Programs website.

Transcripts

After the study abroad evaluation is received by the Business International Programs office, the transcripts from the study abroad institution will be sent to the Office of Admissions and Records so that the study abroad credit can be applied. The transcripts are not sent to OAR until the evaluation has been completed, so make sure to fill it out in a timely manner. Keep in mind that there are more administrative steps before your courses are reflected on your degree audit. Also keep in mind that ANY class that is listed on your international transcript will also show up on your University of Illinois transcript.

Sharing Memories

If you have a few good photos from your trip that you would like to share, especially those that show scenery, please email them to the gozdzia@uiuc.edu.

For more up-to-date information on many topics in this guide, see the Business International Programs website at <http://studyabroad.business.uiuc.edu/> and specifically the useful links section at http://studyabroad.business.uiuc.edu/useful_links.html

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