



# OFF-CAMPUS STUDY HANDBOOK

Resources to prepare for your semester off-campus

















Explore. Apply. Go. Reflect.

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### Hope College Contact List

#### FRIED CENTER FOR GLOBAL ENGAGEMENT

Contact us with any questions or concerns you have while off-campus, and we will get a message back to you.

Fried Center for Global Engagement Hope College 257 Columbia Ave Holland, MI 49423, USA

Phone: 616.395.7605

Email: offcampusstudy@hope.edu

#### **FINANCIAL AID**

Phone: 616.395.7765 Email: finaid@hope.edu

#### **ACADEMIC QUESTIONS**

Your academic advisor or department chair

#### **MEDICAL CONCERNS\***

Consult your physician and/or the Hope Health Center Phone: 616.395.7585

Email: healthcenter@hope.edu

#### TITLE IX COORDINATOR\*

Phone: 616.395.6816 Email: sinclair@hope.edu

#### **BUSINESS SERVICES**

Phone: 616.395.7810

Email: businessservices@hope.edu

#### REGISTRATION INFORMATION

Registrar's Office Phone: 616.395.7760 Email: registrar@hope.edu

### COUNSELING AND PSYCHOLOGICAL SERVICES\*

Phone: 616.395.7945 (available 24/7)

Email: russner@hope.edu

**HOUSING** For when you return to Hope

Phone: 616.395.7943 housing@hope.edu

\*If you are experiencing medical concerns, mental health needs, or have experienced an incident of harassment/assault, please be sure to contact your program provider's in-country staff.

#### **SHARE YOUR STORY**

- Off-Campus Study Blog Reach out to offcampusstudy@hope.edu to learn about becoming a blogger.
- Off-Campus Study social media Tag us on <u>Instagram</u>, <u>Facebook</u>, or <u>X</u> (formerly Twitter) to share your experience off-campus.
- <u>The Anchor</u> Share your story in *The Anchor* student newspaper! The Anchor requests that you limit your writing to 400-600 words and include a photo of yourself. Reach out to <u>anchor@hope.edu</u> for some additional pointers.

### **Pre-Departure Checklist**

	Attend Off-Campus Study Orientation! The date will be provided to you via email once you are approved by Hope to study off-campus. Your attendance is mandatory and you must attend for the entire session, so please plan your day accordingly. <b>Failure to attend may result in your permission to study off-campus being withdrawn.</b>
	Complete the remaining requirements in your online account at <b>travel.hope.edu</b> .
	Pay your <b>program deposit</b> to your program provider.
_	<ul> <li>Meet with your academic advisor to determine which classes you will take during your semester off-campus.</li> <li>Any classes you take for your major/minor must be approved by the department chair.</li> <li>Any classes you take for the Anchor Plan (general education requirements) must be approved by the Registrar's Office.</li> </ul>
	Read this <b>handbook and any pre-departure materials</b> from your program provider thoroughly. Make sure you understand academics, finances, health and safety, travel information, packing, and cultural adjustment.
	<ul> <li>Research your destination and study abroad tips.</li> <li>Read up on the countries and people you will meet, as well as contemporary American issues (you might get asked about your views as an American).</li> <li>Find local bloggers or social media accounts geared towards travel and study abroad for tips and tricks!</li> <li>Check out our identity resources to see how your social identity might impact your experience off-campus.</li> </ul>

#### FOR INTERNATIONAL PROGRAMS

☐ Make sure your **passport** is up to date.

- If you do not have one, begin the process now!
- If you have one, check the expiration date and be sure it will be valid up to 6 months after your program. If not, renew it as soon as possible.
- ☐ Check with your program provider to find out if you need a **visa**. Follow instructions carefully and apply early.

☐ Make your **travel arrangements**. Follow instructions from your provider on when and where to arrive.

- ☐ Your program will advise you if you need **immunizations or a physical.** 
  - For information from the <u>Hope College Health Center</u>, visit their website. You may complete the travel request form in your patient portal under the Forms tab. A nurse will assess your immunization status and provide advice. You may request a physical in the Hope Health Center on this form as well.
  - You are not required to have your physical/immunizations done at the Hope Health Center. Feel free to use your primary care provider or local travel clinic.



### Student Responsibilities

- Read and carefully review all materials provided by the Center for Global Engagement and your host program related to safety, health, legal, environmental, political, cultural, and religious conditions in the host country.
- Conduct thorough research on the country where you will be studying and living, as well as any countries you plan to
  visit, focusing particularly on health and safety concerns, social and cultural norms, customs, and the political
  landscape.
- Take responsibility for your personal preparation for the program. Actively participate in all orientations.
- Keep your parents/guardians and family informed about your participation in the Off-Campus Study program. Provide them with emergency contact information and update them on your whereabouts and activities.
- Consider your physical and mental health, along with any personal circumstances, when applying for or accepting a
  place in a program. Ensure that the program provider has accurate and complete health information necessary for a
  safe and healthy off-campus experience.
- In consultation with a reputable travel clinic, obtain all required immunizations, prescriptions, and health information relevant to your host country.
- Secure and maintain adequate insurance coverage, and comply with any conditions set by your insurance carrier.
- Stay informed about local conditions and customs that may pose health or safety risks, and express any concerns to program staff or other appropriate individuals promptly.
- Understand that in the event of a serious illness, accident, injury, or significant violation of policies, the college will inform your parent or guardian.
- Familiarize yourself with the procedures for accessing emergency health services and law enforcement in your offcampus program location.
- Comply with the terms of participation, codes of conduct, and emergency procedures outlined by the program, as well as the laws of the host country.
- Be sensitive to local customs and cultural norms, particularly in your host family's home or residence hall, and always act in a manner that respects the rights and well-being of others. Encourage those around you to do the same.
- Avoid illegal drugs and excessive alcohol consumption, and take responsibility for your own decisions and actions.







## Parent, Guardian, and Family Responsibilities

- Be actively involved in your student's decision to enroll in a specific program.
- Be familiar with the costs, billing procedures, and scholarships associated with Off-Campus Study.
- Carefully review the program materials and health and safety information provided by the sponsor, as well as any additional resources available.
- Engage your student in a detailed discussion about safety, behavior expectations, insurance requirements, and emergency procedures related to studying abroad.
- Be responsive to requests from Hope College and the program sponsor for information regarding your student.
- Maintain regular communication with your student, but remember that local conditions may sometimes hinder their
  immediate responses. If your student is frequently texting, emailing, or calling, they might be missing out on valuable
  opportunities to connect with the local culture and community.
- Keep the time difference in mind when calling your student.
- Discuss any travel plans or activities your student is considering that may be independent of the Off-Campus Study program.
- If you have program-specific questions, including forms and housing, talk with your student about the details. Programs typically communicate directly with students.
- Encourage your student to reach out to their program staff if any issues arise. On-site directors and staff are invaluable resources, well-equipped to assist students in navigating the local cultural context.
- Please understand that if you contact us regarding your student, we will reach out to the program and the student; however, due to FERPA (the Family Educational Rights and Privacy Act), we may be prohibited from responding directly to you.



#### RESOURCES FROM OUR PROVIDERS

- <u>IES Abroad Family Guide</u>
- IES Abroad Parent Resources
- CIEE Family Resources
- SIT Parent and Family Resources

#### **OTHER RESOURCES**

- USA Study Abroad Information for Parents
- Go Overseas A Practical Guide to Studying Abroad (For Parents)



### **Academics**

#### **CREDITS AND GRADES**

- The credits and grades you earn on an official Hope College off-campus study program are considered Hope
  College credits and grades. They will appear on your academic transcript as Hope College classes, and your grades
  will count towards your GPA.
  - Note that there will be non-Hope students on your program. Each college has different policies regarding credit
    and grade transfer, and other students may be taking classes as pass/fail. This is different from Hope College's
    policy: your grades will count towards your GPA.
- See the image on the right for an example of how a program transcript translates onto a Hope transcript.
- You must be enrolled in a minimum of 12 credits in a semester off-campus to maintain your status as a full-time Hope College student.
- Be sure to talk with your academic advisor about how the courses you take off-campus meet the requirements for your major, minor, or general education courses.
- Any classes you take for your major/minor must be approved by the department chair.
   Any classes you take for the Anchor Plan (general education requirements) must be approved by the Registrar's Office.

Course Id	Course Description			Recommended	Recommended Earned/Attems		Language of Instruction	
				US Grade	Semester Cred			
CSC Rennes								
RENS 1290	Fre	ench F	Phonetics		A+	3.00/3.00	0.00	French
RENS 2000a	French Language Study, Writing Comprehension/Expression			B+	6.00/6.00	0.00	French	
RENS 2000b	Co	nvers	ation/ Oral Comprehe	ension	A+	2.00/2.00	0.00	French
RENS 2010	Fr	ench (	Civilization & Culture		В	2.00/2.00	0.00	French
Term Comments : Additional Standing:	:		Council or Dean's Li		cational Exchange Rennes, Fra	nce		
Subject	Cours	e Leve	l Title		Grade	Credit Hours C	Quality Points Start	and End Dates F
FREN	0395	UG	Prelim Lang & Culture		A	2.000	8.00	
FREN	0396	UG	French Phonetics		A	3.000	12.00	
FREN	0397	UG	Fren Lang Study		B+	6.000	19.80	
FREN	0398	UG	ConviOral Comprehension		A	2.000	8.00	
FREN	0399	UG	Fren Civilization& Culture		8	2.000	6.00	
Term Totals (Un	dergrad	duate)						
			Attemp	t Hours Pass	sed Hours Earned Hou	rs GPA Hours (	Quality Points GPA	
Current Term:				15.000	15.000 15.0	15.000	53.80	3.5
Cumulative:				83.000	91,000 91.0	000 83.000	312.70	3.7



#### **COURSE APPROVALS**

In order to ensure that your off-campus credits are applied appropriately, you need to complete and submit the <u>Off-Campus Study Program Course Approval Request form</u>. On this form you will indicate how you wish to have your classes applied (Anchor Plan credit, Major/Minor credit, or elective credit). You may fill out this form before departing for the program if you know what courses you will be enrolled in. You can also complete it upon your return.

If you have questions on how to complete this form, please contact Liz Steenwyk (<u>steenwyk@hope.edu</u>) in the Registrar's Office. Note that it may take several months for the program provider to send us your official transcript. You will be notified by the Registrar's Office once your grades are received.

#### CLASS REGISTRATION FOR FOLLOWING SEMESTER

The Registrar's Office will contact you prior to the registration period. You should follow the normal registration process, just as you would if you were on campus. This includes checking the class schedule, checking your account for registration holds, meeting with your academic advisor to receive your registration PIN, and registering online at your assigned time. (Remember that you are in a different time zone, and your registration time is listed in Eastern time.)

If you you have issues with scheduling conflicts, internet access, or time differences during your assigned registration time, please contact the Registrar's Office. They will be able to assist you and will register you at your assigned time.

### **Academic Styles Off-Campus**

#### **PROGRAM STRUCTURE**

### LEARNING CENTER

You take classes at an on-site learning center with other American students. Class sizes are generally smaller, and academic expectations are tailored to an American educational style.

### DIRECT ENROLLMENT

Students enroll directly at a local university. You take courses alongside local university students and other international students. This is a unique opportunity for cultural immersion.

#### HYBRID MODEL

Some off-campus programs blend the first two models listed here, allowing students to take a couple of courses in a local university while taking others at the program's learning center.

### EXPERIENTIAL LEARNING

While all Off-Campus
Study programs
incorporate experiential
learning, some especially
emphasize hands-on
educational experiences.
Classes might include
site visits, field trips, and
independent research.

#### **ACADEMIC EXPECTATIONS**

While off-campus, students may encounter a variety of academic expectations and experiences. Many off-campus programs adopt an experiential learning model to encourage exploration during your time off-campus. This could look like site visits, field trips, lectures from local professionals, and internship components in your courses. Engaging with this model is incredibly beneficial in the process of cultural competency and making the most of your off-campus experience!

#### **HOMEWORK & ASSIGNMENTS**

- Programs have varied workloads often dependent on the program provider and location. It's common to have less busy work than in the U.S. Your grade will be based on a few large assignments at the end of the semester instead of regular, smaller assignments throughout the semester.
- Different countries have different expectations about learning and classroom time. For example, in Australia, there is typically less time spent in class, and you are expected to teach yourself the material and spend your own time doing readings.
- Grading also looks different in each country. When your grades are sent to Hope College, they will reflect American standards but may initially appear different than you are used to.
- Research your program ahead of time by looking at syllabi (often posted online by the provider) to manage your expectations and come into the semester prepared.
- Remember that you still have access to Hope College resources like the Library, the Klooster Writing Center, and the Academic Success Center.
- We recommend holding onto all your syllabi and major assignments after returning to the U.S. while you wait for offcampus grades to show up on your Hope transcript. These might be requested for major/minor approval by your department chair.





### **Technology and Library Resources**

#### **CELL PHONES**

- Most programs require that students get a SIM card once on the ground. Your program will inform you of this requirement in pre-departure materials and during orientation.
- Before leaving, contact your U.S. provider to see if your phone is unlocked (making it possible for you to put a new SIM card in your phone). SIM cards or eSIMs can be purchased through a cell phone provider in your host country. Remember to tell people back home that you will have a different phone number while abroad.
- Alternatively, you can look into whether your U.S. provider offers international phone plans.
- Clear your phone storage so you have room for pictures while off-campus, and back up your phone in case anything happens to it.
- Research if any apps or websites will be blocked in the country you're going to.

#### WIFI

- Typically, WIFI is easily accessible while traveling abroad. The vast majority of program centers, residence halls, and home stays are equipped with WIFI. (This can vary based on program. For specific questions, contact your program leaders.)
- Coffee shops, libraries, hostels/hotels, and university campus buildings also often offer free WIFI.

#### **COMPUTERS & TABLETS**

- It is recommended to bring a laptop or tablet on your program so that you can complete assignments.
- Most websites and programs will still be available to you while abroad. Some email services may require you to change program settings to work on a local ISP.
- Investing in device insurance may be useful if you are worried about losing or damaging your devices.

#### **ACCESSING YOUR HOPE ACCOUNTS**

- While abroad you will still have access to your Hope Accounts. You can access them with any computer connected to the internet by going to <a href="https://in.hope.edu/">https://in.hope.edu/</a> or by signing in through Google.
- You may run into problems with 2-step verification attached to your U.S. phone number. There are ways to get around this:
  - Use an outside authentication app that is not connected to your phone number.
  - Set up recovery emails and passwords.

#### **PRINTING**

 For questions about how to print while abroad, contact your program staff. They often have a printer for student use. If not, they can direct you to a place with a printer.

#### LIBRARY ACCESS

Even though you may be far from Hope College, the library wants to support your academic ventures. Here are several resources we hope you find useful:

#### **Accessing Library Databases from Off-Campus**

To access library databases from anywhere in the world, you can utilize the <u>database A–Z guide</u>. You can further narrow your search by subject, database type, and vendors/providers. You will be asked to provide your 1HOPE account username and password at the beginning of each session.

#### Accessing eBooks from Off-Campus

You can access over 100,000 ebooks while you are away from campus. Like our printed books, these can be found by searching books + media in the <u>library catalog search bar</u>.

#### **Ask a Librarian**

If you need help finding resources, navigating through databases, accessing fulltext articles or more, you can <u>chat with a librarian</u>.

### Financial Aid and Billing Procedures

#### **PROGRAM DEPOSIT**

After your program admission, you'll receive a confirmation letter. To secure your spot, you must send a non-refundable deposit directly to the program. **This is your responsibility to pay.** If you have financial concerns or are awaiting scholarship results, contact the program provider to discuss delaying the deposit payment.

#### **BILLING DETAILS**

You will pay your Hope College tuition rate for your Off-Campus Study program (unless the tuition for your program is greater than Hope's tuition, in which case Hope College will charge the higher tuition).

You can expect to receive your tuition bill from Hope College at the same time that you would normally receive a bill if you were studying on campus.

You will pay your program provider for costs like housing, meals, health insurance, and other fees.

You will be responsible for paying for things like your airfare, passport, visa, books and school supplies, local transportation in country, cell phone, meals not included in your housing plan, and other day-to-day costs.

#### FINANCIAL AID AND SCHOLARSHIPS

Most Hope College students are able to use their financial aid package for up to two semesters off-campus. Some scholarships do not apply (like tuition waivers or work/study scholarships). Please reach out to the Financial Aid office to understand how your scholarships will apply towards a semester off-campus.

Hope College will apply one semester of any eligible financial aid you may have towards your Hope tuition invoice, as well as any scholarships you receive for Off-Campus Study. You will then be billed for the remaining amount.

If your scholarships exceed the costs billed by Hope College, you can request a credit from the Business Services office for the surplus amount. This credit can then be used to cover your other Off-Campus Study expenses.

#### SCHOLARSHIP OPPORTUNITIES

- Hope College study abroad scholarship
- Program provider scholarships
- Outside scholarships (Gilman, Boren, Fund for Education Abroad, etc.)

See our website for more information about scholarships.

#### **PAYMENT BREAKDOWN**

#### **HOPE COLLEGE**

- Tuition
- Off-Campus Study Fee

### PROVIDER EXPENSES

- Housing and Meals
- Health Insurance
- Other Fees

### PERSONAL EXPENSES

- Airfare
- Passport and visa
- Books/school supplies
- Local transportation
- Cell phone
- Meals not included in your housing plan
- Pocket money

Note: When you receive additional scholarships for Off-Campus Study, Hope College is notified, and it may result in an adjustment to your financial aid package (since you now have additional support from another source). If this happens, be sure to contact the Center for Global Engagement, and we will work with the Office of Financial Aid to reinstate as much of your aid as possible. We do this by sending a record of your expected program expenses; since the total cost of your program will generally exceed the cost of attending Hope, the Office of Financial Aid is usually able reinstate the amount by which they decreased your Hope aid.

#### **KEY CONTACTS AT HOPE COLLEGE**

Financial Aid - For questions on scholarships and aid Phone: 616.395.7765 Email: finaid@hope.edu **Business Services** - For questions on billing procedures

Phone: 616.395.7810

Email: businessservices@hope.edu



#### **BUDGET WORKSHEET**

Use our <u>Budget Sheet</u> to estimate the costs for your program, including tuition, housing, and other costs.

### **Travel Finance**

The amount you spend while studying off-campus will vary based on your destination and travel style. Refer to the predeparture materials from your program provider for guidance on how much money to bring, and check out this article for budgeting tips. Budgeting is important since you likely won't be working during your semester and travel expenses can add up. Once you have determined your travel budget, plan to live within it. Take some additional money for an emergency fund (you may not spend this money, but it's good to have it should you need it!).

#### **CASH**

- It's a good idea to keep some cash on you at all times in case of an emergency, but don't carry too much at one time.
- Bring \$40-60 of the local currency for immediate situations like transportation, phone calls, etc.
  - You can get this at your local bank, though depending on the currency, they may have to order it for you.
  - You can convert money at the airport, though they often charge higher exchange fees.

#### **EXCHANGING MONEY**

- Plan ahead on how much money you will need (it is costly to convert money multiple times because you pay a service charge each time).
- You can exchange money at banks, American Express offices (if you have American Express traveler's checks), airports, railroad stations, large hotels, and some tourist information centers and travel agencies.
- Remember to bring your passport as identification whenever you exchange money.

#### SENDING MONEY INTERNATIONALLY

- · It takes time to send cash internationally.
- You can look into the following resources for sending money, and then withdraw from a local ATM:
  - Bank transfer
  - Venmo
  - PayPal
  - Revolut
- You can also look into using traveler's checks or a money transfer service like Western Union.

#### **CREDIT CARDS OR APPLE PAY**

- Many U.S. credit cards can be used worldwide, and Apple Pay is becoming increasing popular around the world.
- Some places don't accept Discover or American Express.
- Check with your credit card company to see if they have international transaction fees (or research cards that don't have international fees).

#### **ATMS**

- ATMs provide easy access to cash in the local currency.
- There is usually a small charge (possibly from both the local bank and your home bank), so it's recommended to take out larger amounts (\$200-\$300) to avoid frequent trips to the ATM.
- Look into which banks or credit cards offer fee-free transactions!

#### **RATES OF EXCHANGE**

- Currency exchange rates can change day-by-day, so be sure to rely on information that is current.
   Consider downloading one of these apps onto your phone:
  - Xe Currency Converter
  - My Currency Converter & Rates
  - Currency Converter Plus

#### **SAFETY TIPS**

- Be aware of your surroundings when withdrawing cash from an ATM.
- Petty theft is common in some parts of the world.
   Don't carry too much cash on you at one time, and be sure to carry multiple forms of money.
- Use an under-the-garment pouch or money belt for wallet and passport, and keep close track of your personal items.



Be sure to contact your bank and credit card companies to inform them that you will be abroad for an extended period of time. Some credit card companies and banks have been known to put a hold on accounts when there are international financial charges. Note that some bank websites aren't available outside of the U.S., we recommend that you do this before you leave.

### **Health & Safety**

When studying off-campus, it is important to prioritize health and safety, as they can affect the quality of your experience. The risk of encountering serious problems is usually not greater abroad than it is in the U.S., but it is important to bear in mind that the changes in diet, water, and climate may produce sore throats, gastrointestinal disorders, and colds. You should take basic precautions to ensure your good health while abroad.

#### TIPS FOR STAYING HEALTHY

#### COMMUNICATE WITH YOUR PROGRAM PROVIDER

- Complete any health forms from your program provider, and answer them honestly. None of the information you provide will penalize you during your experience abroad. In fact, it will help your program best be able to accommodate you.
- Inform your program provider if you have special medical needs, allergies, or dietary restrictions so that they can accommodate you.
- Read all the health and safety materials provided by your program.

#### **PACK AND PREPARE**

- Make copies of all important records (immunizations, prescriptions, etc.) and take them with you. Make sure the prescriptions are written in generic as well as brand names.
- Take a medical kit along with you (band-aids, pain reliever, cold medicine, gauze, sterile cleaners, antibiotic cream, Pepto-Bismol, Immodium, etc.)
- Review your insurance information to understand what coverage you have while off-campus (more information below).
- Learn the words for your food allergies and medical conditions in the local language.
- Be prepared for jet lag your first few days. <u>Follow</u> these tips to get over jet lag, or check out this app.

#### WITH YOUR DOCTORS

- Visit your physician or the Hope Health Center for a physical and any necessary immunizations. This must be done at least one month in advance of departure to allow time for immunizations.
- See your dentist and complete all needed work before departure.
- Research whether your prescription medications are legal in the country you are going to (some ADHD medications are illegal in parts of Asia, for example).
   Learn more here.
  - If necessary, discuss alternative treatment options with your doctor and your program provider.
  - It might be helpful to get a signed doctor's note to carry your prescriptions with you while abroad.
- Bring along enough of your prescription medications to last for the full semester.

#### WHILE ON YOUR PROGRAM

- Communicate with your program leaders (as well as your host family or roommates) about any sickness or medical complications you are experiencing.
- If you need medical help, check with the on-site program directors for reliable, English-speaking doctors. If you are traveling and need a doctor, contact an American embassy or consulate.

#### **HEALTH RESOURCES**

- <u>CDC Travelers' Health</u> Information from the Centers for Disease Control and Prevention on immunizations, health notices, and destination-specific information
- World Health Organization Travel info by topic and country from the United Nations
- <u>IAMAT (The International Association of Medical Assistants to Travelers)</u> travel resources and a list of English-speaking doctors abroad
- Passport Health and TripPrep.com Health information by destination
- <u>Medic Alert Foundation</u> If you are suffering from a health condition that is not easily detected or quickly recognizable, you should secure a medic alert emblem to wear.

### Health & Safety

#### TRAVEL INSURANCE

- Most program providers require students to subscribe to their insurance plan for the duration of their Off-Campus Study program. Each provider's insurance works differently.
- You may be covered by your parent or guardian's insurance plan, but you should check with your insurance company for your eligibility outside of the U.S.
- Options for additional insurance coverage:
  - Some banks or credit cards offer travel insurance as part of their benefits.
  - <u>International SOS</u> offers personal travel coverage.



#### **CARING FOR YOUR MENTAL HEALTH**

#### **BEFORE YOU GO**

- Be honest on your pre-departure paperwork
- · Reflect on what care you need
- If you work with a therapist now, confirm your diagnose(s) and the type of treatment you receive
- Ask your program provider about how to get access to therapy in-country (ex: at the host school, with a local English-speaking therapist)
- Check if your insurance will cover therapy/counseling sessions while abroad

#### WHILE ABROAD

- Ensure you're keeping to your treatment plan
- · Identify emergency resources
- Use strategies for managing (expected) stress:
  - Sufficient sleep, adequate nutrition, movement
  - In-person and long-distance social connections
  - When do you need more help?
- Resources: <u>How to Practice Self-Care While Studying</u>
   <u>Abroad</u>, <u>12 Mindful Ways to Manage Your Stress</u>

#### **SAFETY TIPS**

- Use common sense to help ensure your safety while off-campus.
- Always obey the laws and respect the customs of your host country.
- Make sure to learn the local emergency number.
- Listen to your program leaders and adhere to their guidelines, as they have valuable knowledge of the local culture and safety practices.
- Avoid political demonstrations and protests. Be cautious of strangers offering discounted goods, cheap airline tickets, or illegal currency exchanges.
- Just like in the U.S., big cities abroad can have unsafe areas. Ask locals for advice on which neighborhoods to avoid when you arrive in a new city.
- Hitchhiking and using motorized vehicles are not recommended.
- Research potential natural disasters and the political climate in the countries you'll be visiting.
- Remember that your clothing choices can send messages about who you are, so consider opting for more modest attire in unfamiliar locations.
- Be cautious when interacting with strangers, as cultural differences may make it difficult to read body language or intentions. Avoid going to unfamiliar places with people you don't fully trust.

- In some areas, stereotypes about American women can lead to unwanted attention; while often annoying rather than dangerous, it's best to ignore such behavior or firmly ask the person to leave you alone. Traveling in groups with men often helps reduce the amount of attention you receive.
- Don't travel alone at night.
- Be careful around stray animals—ask locals for advice on how to interact with them.
- Be careful when eating food from street vendors in countries with unsafe drinking water.
- If you have any safety concerns or find yourself in a dangerous situation, report it immediately to your program leaders.

#### SAFETY AND YOUR IDENTITY

Your experience of safety while studying off-campus can be influenced by identities like gender, sexuality, and race. For resources tailored to your identities, be sure to explore our <u>Identity Matters guide</u>.

### **Health & Safety**

#### **ILLEGAL SUBSTANCES**

According to U.S. State Department reports, more than 1,000 U.S. citizens are arrested abroad each year on charges related to the use or possession of drugs. Once you leave the U.S., you are subject to foreign laws and you are not protected by U.S. Constitutional law.

- DO NOT, under any circumstances, use or possess illegal substances (marijuana, hashish, cocaine, heroin, etc.).
- **DO NOT** associate with people who are involved in drug-related activities.
- Be wary of anyone who asks you to carry a package across a border, as it might contain illegal substances.
- A note about prescribed medication: For those who have to take medication containing a narcotic, you are advised to contact your program provider as soon as possible. Some medications might not be available depending on the country or might be considered illegal. If you are able to bring your medication, you are advised to keep the medication in its original container and carry a note from your doctor explaining the need to take the medication.

#### **ALCOHOL USE AND MISUSE**

Although alcohol misuse may not carry the same legal penalties as the use of illegal drugs, it can create dire circumstances for you and your safety. Many of the injuries sustained by Off-Campus Study students are related to drunkenness and an associated lapse in judgment.

- Your host country might have a lower drinking age than the U.S., and the customs regarding alcohol use may be very different than those in the U.S. Some off-campus students misuse alcohol, which is defined as any alcohol use that is harmful or potentially harmful to oneself or to others.
- Alcohol abuse is not tolerated globally and will not be tolerated in Off-Campus Study programs. Most countries, with the exception of those with religious prohibitions, tolerate social drinking. Intoxication, public drunkenness, and inebriate behavior, however, are seldom allowed under any circumstances.
- Your in-country orientation will provide information on program requirements and host country laws regarding alcohol consumption and the consequences of misuse. Violation of local laws and/or program regulations or policies may result in (a) immediate dismissal from the program; (b) academic withdrawal from the program for the semester in progress; and (c) disciplinary action upon return to campus.
- Students are encouraged to use good judgment if consuming alcohol at private homes or other accommodations during
  non-program hours. Student groups are encouraged to discuss with the program leaders(s) or resident director issues
  related to alcohol abuse by other members of their group. Peers should look out for each other and keep each other safe.
- If a student becomes incapacitated due to alcohol overuse, or if they are in need of medical attention, others are strongly
  encouraged to contact a local emergency medical service, program leader, or resident director immediately in order to
  protect the health and well-being of the affected student. Peers are encouraged to make the responsible choice to notify
  program or emergency personnel quickly. The person (or persons) making the call will not be subject to disciplinary
  action.
- If you plan to drink—do it moderately. Do not endanger yourself, others, property, or the future viability of the program. Know when to say "no," stay with your friends, and look out for each other!
- Remember that you are serving as an ambassador of Hope College and the U.S.

#### **SAFETY RESOURCES**

- <u>U.S. State Department International Travel resources</u> Resources on specific destinations, emergencies, and for specific kinds of travelers
- <u>Smart Traveler Program</u> (STEP) Emergency notifications from the U.S. State Department on health, weather, safety, and security issues from the local U.S. embassy in the country.
- Travel Advisories List of travel advisories from the U.S. State Department
- Emergencies Abroad Tips for navigating emergencies abroad

### **Travel Documents**



#### **PASSPORT**

A passport is a document from your home country that verifies your identity
and allows you to travel internationally. Depending on how old you were
when you got your passport, they expire every 5-10 years. If you need to
apply for or renew a passport, it is best to start the process several months
in advance. Allow additional time if you need a visa.

#### **Passport resources**

- Visit <u>travel.state.gov</u> or the <u>Holland City Clerk's website</u> to access the passport application and instructions for completing the form.
- For passport photos, you can go to the Holland City Clerk's Office, the Post Office, or Walgreens.

#### Tips:

- Take a picture of your passport on your phone.
- Make at least one copy of the first two pages of your passport, and keep a
  printout with you while traveling. If you should lose your passport, a copy will
  facilitate faster replacement.
- Look into Mobile Passport Control, which allows eligible travelers to submit their documents on a smartphone app.



#### **VISA INFORMATION**

- A visa is an official document giving you permission to enter a foreign country for a specific amount of time. Visas are stamped into your passport by an embassy or consulate. Each country has different visa regulations.
- You will receive instructions from your program provider on whether you need a visa and how to secure one.
- Typically, you need to obtain a visa before arriving in the country.
- You should start the process well in advance of your departure date, as some visas can take up to 6 weeks to process.
- If you are traveling to multiple countries during your semester, you might not need a visa for every country you visit. Reach out to your provider with questions.
- Don't rely on second-hand information about visas, as regulations can change over time. Follow all visa instructions given by your program.

Don't wait to start the visa process! Stay on top of deadlines and requirements. Failure to correctly complete the visa process may result in you being unable to go abroad.

#### **RESOURCS FOR U.S. CITIZENS**

• <u>Foreign Entry Requirements</u> - Guide on passport, visa, and vaccination requirements for traveling abroad

### WHAT DO I NEED FOR MY VISA APPLICATION?

Every country has different requirements for visas, but here is an *example* of the documentation you might need:

- · Application form
- Passport
- Photo
- Proof of funds
- Travel insurance
- Arrival tickets
- Visa fee
- Letter from your program/university
- · Proof of residence
- An FBI background check
- Biometric details (such as fingerprints)
- A visa interview

### **Preparing for International Travel**

#### **BOOKING YOUR FLIGHTS**

In some programs, students are responsible for arranging their transportation to and from the program site, while others may provide group transportation. Check with your program early to clarify your situation.

If you're booking your own transportation, confirm the date, time, and arrival airport with your provider before making your flight arrangements. When booking your ticket, pay close attention to luggage requirements and cancellation policies.

#### WHAT TO EXPECT WHEN FLYING INTERNATIONALLY

#### **BEFORE YOU GO**

- Make sure you have all your travel documents (passport, visa, and proof of immunizations) ready to go. Keep them easily accessible throughout your travel.
- Check your airline's luggage requirements on size and weight.

#### **ARRIVAL IN COUNTRY**

- You will receive a customs declaration form to complete either during the flight or upon arrival. This form requires you to declare any currency over \$10,000, high-value gifts or personal items, food products, medicines, etc.
- You will present your travel documents to an immigration officer and answer their questions about your stay in the country. Admission is at the discretion of the officer, so it's important to be polite and clearly explain the purpose of your visit and the duration of your stay. While this process can feel a bit intimidating, it's generally routine and required. The officer will stamp your passport.
- Afterward, you will collect your luggage and proceed through customs, where you will submit your customs form. Your bags may be carefully examined, or you may be waved through without inspection.

#### **DEPARTURE FROM THE US**

- It's generally recommended that you arrive at the airport 2-3 hours before an international flight.
- You may be able to check in online the day before your departure, or you can check in with your airline once you arrive at the airport. You will drop off your checked bags at this point.
- Next, you will go through a security screening with TSA. Follow TSA's instructions during the screening.
- · Find your departure gate and wait for boarding.
- You will need to present your passport at various points before boarding the plane.

### WHEN RETURNING TO THE U.S.

- You must declare any new items you are bringing back into the U.S. and will be required to complete a Customs and Border Patrol declaration form. To make the process of filling out your declaration and clearing customs easier, consider the following tips:
  - Keep your sales receipts.
  - Pack the items you'll need to declare separately.
  - Pay attention to the signs in the arrival area, as they provide important information on how to clear customs.

#### TRAVEL RESOURCES

- U.S. Customs and Border Protection
- U.S. Transportation Security Administration
- World Airport Guides

- StudentUniverse Discounted flights for students
- Tips for Finding Cheap Flights from Going

### **Transportation & Accommodations**

#### **HOUSING & MEALS**

During your semester, you will either live with a host famil, in an apartment, or in a residence hall. If you're staying with a host family, you'll want to bring them a gift from home. Find more tips about living with host families here.

You may have access to a cafeteria, be expected to cook for yourself, or receive meals from your host family. Some providers may also offer a stipend for meals. Every program's arrangements for food are different, and you should check with your provider about your specific options.

#### DAILY TRANSPORTATION IN COUNTRY

Most students use public transportation daily while studying off-campus. The on-site staff from your program will help you learn common bus, subway, and train routes. Additionally, you can use taxis or rideshare apps like Uber to get around. Ask your provider for information about any other local rideshare options.

#### TRAVELING WITHIN YOUR SEMESTER

Most students have the opportunity to travel independently during their semester off-campus, although some programs do not allow it. We recommend waiting until you are in your host country to book your travel and accommodations for any trips you hope to take during your semester. Ask your provider for tips based on your location, and note that independence travel is your responsibility.

#### **WAYS TO TRAVEL**

Depending on your location, you can travel through flights, trains, or buses.

- Resources
  - Skyscanner and Hopper flight deals
  - StudentUniverse student discounts for flights and hotels
  - FlixBus and Trainline train and bus travel in Europe
  - Ryanair and Vueling discounted flights in
- Rail passes like Eurail, Britrail, and Japan Rail

Note that cancellations or changes are common with cheap airfare, so be prepared for last-minute changes!

#### **ACCOMODATIONS**

- Hostels (inexpensive lodging in private or shared rooms)
  - Hosteling International USA Offers youth hostel membership with discounts
  - Hostel World Tool for finding hostels
- Hotels or AirBnbs
  - Always look for places with reputable reviews in a safe area of town

Note that some program providers will require you to inform them about the details of your personal travel plans. This allows them to know where you travel to and helps to ensure your safety.

#### **HELPFUL APPS & RESOURCES**

- For travel guides: See the last page of this handbook
- For navigating: <u>Download Google Maps offline</u> or use an app like <u>Waze</u>
- For public transportation: Check out apps like Transit, Moovit and Citymapper
- For trails and outdoor activities: Check out AllTrails or Organic Maps
- To find WiFi anywhere you go: <u>Try one of these apps</u>
- To find vegetarian and vegan food: Download the <a href="HappyCow app">HappyCow app</a>
- For splitting up expenses on a group trip: Try Tricount or Splitwise
- For student discounts: Check out the International Student Identity Card (ISIC)

#### TIPS FROM HOPE STUDENTS

- Spend weekends in your host city getting to know the area. It will help make it feel more like home.
  - Allison Schram '25
- Use opportunities to travel on free weekends when you can, but make sure you're carving out time to rest too so you don't end up burnt out. - Molly Prom '25

### **Packing Information and Advice**

#### **GENERAL TIPS**

- Travel light! As a rule, pack only what you can comfortably carry for half an hour.
- Use packing cubes and roll clothes instead of folding them to maximize space.
- Leave some space for any souvenirs or gifts you may want to bring home.
- Prioritize packing the things that you cannot purchase abroad (clothing and most toiletries are generally easy to find abroad).
- Only bring things you can afford to leave behind (except for your travel documents, of course!). Clothes, jewelry, and gadgets may get damaged or lost while you're away, so leave sentimental items at home, and minimize the number of electronics you pack.
- Keep paper copies of your ID cards, passport, and credit cards in a separate location from the originals. Take pictures of these documents, keep a copy with you, and leave another copy at home.
- Never agree to carry a package or gift for anyone without first examining the contents yourself.



#### **CLOTHING**



- Pack "staple clothes" that can easily be mixed and matched.
- Remember there are many stores, including thrift shops, where you can buy clothing.
   Bring a minimal amount of clothes—it's fun to shop clothes in your host country, and this will also leave room for any new items you want to bring home.
- Consider the weather conditions and seasons during your semester.
- Air conditioning and central heating may not be as common. It's wise to pack clothes you can layer.
- Research any local norms regarding modesty or professional attire to ensure you're appropriately dressed.
- Bring slippers: in some cultures, walking around barefoot indoors is not customary.
- Choose clothes that are easy to launder, such as hand-wash items. Dry cleaning can be expensive abroad. Take clothing that dries easily on a clothing line, since many countries do not use dryers.

#### **MEDICINE & TOILETRIES**

- Bring a small first aid kit (see the <u>Health and Safety pages</u> for suggestions).
- Pack enough prescription medication for your entire time off-campus.
- Bring small amounts of toiletries for the first few days, and buy more when you arrive in country.
- If you wear glasses/contacts, bring saline solution and extra glasses/contacts.
- It may also be helpful to bring bug spray, wet wipes, and dry shampoo.
- Products that can be hard to find abroad:
  - Saline solution
  - Tampons
  - Black hair-care products
- If you have dietary restrictions, taking a multivitamin may be useful.
- Pack liquid toiletries into a sealed bag to avoid spillage, or purchase them once you are off-campus.



### **Packing Information and Advice**

#### **LUGGAGE**

- · It's helpful to bring...
  - A cross-body bag (to avoid pick-pocketing)
  - A backpack for day trips
  - A smaller duffel bag for weekend excursions
- · Avoid using designer or expensive luggage.
- Verify the lugage weight and size restrictions of y our airline. Know that some airlines will charge for the second checked bag.
- Put labels both inside and outside your bags.
- · Use TSA-approved luggage locks.
- Packing cubes are helpful to organize your luggage.
- Leave room to bring souvenirs and gifts back home.

#### **ELECTRONICS**

- Remember to bring your laptop, charger, headphones, extra batteries, and extra memory cards. Consider bringing a portable charger.
- Be sure to look into whether you need an <u>outlet</u> <u>adaptor</u> for your location.

#### **MISCELLANEOUS**

- It might be helpful to bring items like: a deck of cards, an umbrella, face masks (to minimize sickness when traveling on planes), a portable stain removal stick, Ziploc bags, and reusable tote bags.
- Be sure to pack gifts from home and thank you cards for you host family and professors.
- If traveling to a country with unsafe tap water, bring a filtered water bottle (LifeStraw is a popular brand).
- If staying in hostels, you might want to bring a sleep sheet, pillowcase, and a lock.
- Bring a few of your favorite American snacks to remind you of home!

#### OTHER ADVICE FROM HOPE STUDENTS

- Write down the unique, random, or niche ideas, experiences, and words that you encounter in your country, so you can look back on them when you return home. - Emilie Wall '25
- Save small trinkets (e.g. ticket stubs, candy wrappers, postcards) to put in your journal. When you are back home, print out some pictures from your travels and create a memorable scrapbook. Molly Prom '25
- Take lots of pictures and capture as much as you can, because you'll want to look back on it. Sydney Ritsema '25
- Set up regular times to call friends and family to stay connected back home. - Allison Schram '25
- Before you leave, identify the coping mechanisms that you use when feeling overwhelmed at home. Then figure out how you can adapt those strategies to your new environment. For example, look for points of connection between your host culture and what you already know (e.g. I study writing & love poetry, so even though it wasn't a focus of my program, in Jordan I made a point of independently reading lots of writers from Middle Eastern & Muslim backgrounds). - AnnaLeah Lacoss '25
- Expectations can often be what lead to disappointment, so try to go in with as open of a mind as possible, and be ready to receive what comes your way. - Lizzie Lam '25
- If you want to do something, don't wait for someone else to want to do it with you (unless it's a safety reason). Be bold! Get out there and experience what you want to. - Abby Howe '25
- Give yourself time to rest, while also taking advantage of the opportunities and adventures around you. This can be hard, but is an important line to figure out. - Madeline From '26



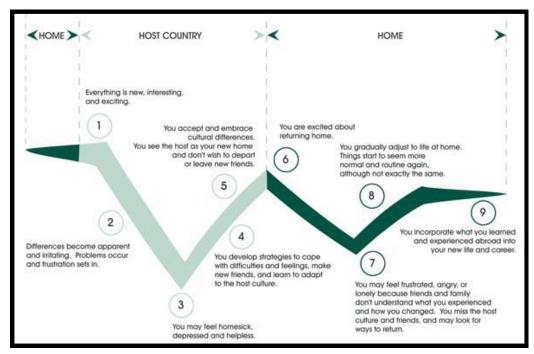
### Cultural Adjustment and Exploration

Success in living and learning abroad often involves adjusting to a different lifestyle, time zone, climate, and food, as well as learning to communicate in a foreign language. In the initial weeks, you will likely feel excited about your new experiences and environment. However, as time goes on, that initial excitement may give way to frustration as you navigate the challenges of adapting to your new surroundings.

#### **CULTURE SHOCK**

This frustration and confusion is often referred to as "culture shock," a natural part of adjusting to a new culture. Even seasoned travelers can experience it. Symptoms may include feelings of depression, difficulty sleeping, homesickness, trouble concentrating, a desire to isolate yourself, and irritation with the host culture.

Even if you're accustomed to being away from family, you may still experience culture shock. Fortunately, there are many strategies to help combat these feelings of disorientation:



- Learn as much as possible from local residents about their culture.
- Stay connected with American students. If you're enrolled at a foreign university, check to see if there's a local hangout for American students where you can share experiences. Be mindful not to let these meetings turn into complaining sessions!
- Keep yourself busy with activities you enjoy. Use your free time to visit museums, go to the movie theatre, and explore local attractions.
- Stay in touch with family and friends back home through letters, phone calls, emails, or texts, as this can help alleviate feelings of isolation. However, try not to rely on them too heavily—focus on building strong relationships in your new environment
- Remember to keep your long-term goals in mind. Experiencing a new culture can bring some frustration and loneliness, but these feelings are temporary.

Since culture shock is nearly unavoidable, try to accept it as a common experience. There's no "right" way to adapt to a new place; everyone's adjustment looks different, and comparing your timeline to others is not helpful. Keep in mind that many students returning from Off-Campus Study view navigating culture shock as a valuable maturing experience that offers insights into their own cultural assumptions.

For most students, symptoms of culture shock wane after the first few weeks as they gain a better understanding of their host culture. However, if feelings of irritability and depression persist, don't hesitate to seek help—your program staff will connect you with counseling or support services.

#### RESOURCES

- What is Culture Shock? 4 Examples and Tips to Adjust
- 10 Ways to Cope with Homesickness Abroad
- Re-Entry Resources

### **Cultural Adjustment and Exploration**

#### FITTING IN AND BEING ACCEPTED

Integrating into the local social environment will enrich your Off-Campus Study experience. At first, it's wise to act like a guest; you may even be seen as a well-meaning outsider who isn't fully acclimated. As time goes on, you'll learn to behave like local students and citizens, and others will begin to expect that from you. Observe how local students interact, and if you're living with a host family, take note of how family members dress and engage with each other and others. Don't hesitate to ask questions about local customs – people will appreciate your interest in their culture and are likely to help you adjust.

In some countries, there are negative stereotypes associated with American tourists such as being loud, rude, overly demanding, or always in a hurry. Conversely, in other places, Americans may be seen as cheerful, carefree, and wealthy. Locals in your host country may hold some of these assumptions about you simply because you are from the United States. Remember, their perceptions of "Americans" are often shaped by their experiences with other Americans or portrayals in the media. The challenge is to go beyond misleading perceptions so you can be yourself and foster deeper mutual understanding.



#### REVERSE CULTURE SHOCK

As strange as it may seem, you should prepare for a period of cultural adjustment—or even reverse culture shock—when you return to the U.S. Many travelers experience similar physical and emotional upheavals upon returning home as they did in the early stages of living abroad.

Many returning students are surprised that readjusting to life at home can be more challenging than adapting to a foreign culture. While students often recognize that their Off-Campus Study is a life-changing experience, they may not fully realize how it has altered their perspective on life in the U.S.

Upon returning, you may feel out of sync with friends and family who express only a polite interest in the experiences that you found captivating. You may have feelings of loss, boredom, and a lack of direction. Additionally, unresolved personal issues or career questions may resurface after being on hold while you were abroad. Just as you developed strategies to manage culture shock abroad, you will find what works best for your readjustment. Here are some strategies that work well:

- Keep in touch with your community from abroad—your peers, host family, and program staff can relate to your experiences in ways that your friends and family back home may not.
- Connect with other returning Hope students and reach out to the Center for Global Engagement staff for support.
- Find ways to keep engaging with your host culture, whether by enrolling in language classes, cooking meals from your host country, or even planning a return trip.
- Most importantly, be patient with yourself and allow time for readjustment.

#### **KEEPING IN TOUCH**

These days there are a ton of communication apps that will let you stay in touch!

- Videocalls: Google Meet, Zoom, FaceTime
- · Texting: WhatsApp, Line, Messenger
- Sharing Photos: PhotoCircle App
- Resources: Time Zone Converter

#### **DOCUMENT YOUR JOURNEY**

Check out these apps for ways to document your Off-Campus Study adventures.

- Been Travel Map check off the countries you've visited
- 1 Second Everyday

## Ten Commandments for Participating in Off-Campus Study

- 1. You shall not expect to find things as you have them at home...for you have left your home to find things different.
- 2. You shall not take anything too seriously...for an open mind is the beginning of a fine Off-Campus Study experience.
- 3. You shall not let others get on your nerves...for you have come a long way to be a good ambassador for your country, to learn as much as you can and to enjoy the experience.
- 4. You shall carefully read the checklists and information in the handbook...for those who have gone before you have good advice to share.
- 5. You shall remember your passport so you know where it is at all times...for a person without a passport is a person without a country.
- 6. You shall remember that if we were expected to stay in one place...we would have been created with roots.
- 7. You shall not worry...for one who worries has no pleasure.
- 8. You shall not judge the people of a country by the one person with whom you have had trouble...for this is unfair to the people as a whole.
- 9. You shall not make yourself too obviously the foreigner...when in another country, do somewhat as the people there do.
- 10. You shall remember that you are a guest in every land...for one who treats a host with respect will be treated as an honored guest.

### Resources

#### **BOOKS ON OFF-CAMPUS STUDY**

- <u>Like a Fish in Water: How to Grow Abroad When You</u> <u>Go Abroad</u> by Rich Kurtzman
- <u>Making the Most of Study Abroad: A Guide to a Top-Notch Experience</u> by Melanie L. D'Amico and Joshua Pope
- <u>Prepare for Departure: A Guide to Making the Most of</u> <u>Your Study Abroad Experience</u> by Shelley Story
- <u>The Study Abroad Journal: Your Roadmap to an Epic Experience</u> by Brooke Roberts and Natalie Garrett

#### **TRAVEL GUIDES & GUIDEBOOKS**

- Lonely Planet
- DK Eyewitness Travel Guides
- Moon Travel Guides
- Frommer's Travel Guides
- Rough Guides
- Rick Steves' Europe
- Get Your Guide
- <u>Headout</u>

#### RESEARCH YOUR DESTINATION

- <u>CIA World Factbook</u> Factsheets about each country around the world
- <u>IES Abroad Country-Specific Identity Resources</u> -Information on race, gender, religion, disability, food restrictions, and more
- <u>CIEE City-Specific Resources</u> Information on race, gender, sexuality, religion, disability, and more

#### STUDY ABROAD RESOURCES

- Go Abroad Travel Resources travel resources for students
- U.S. Department of State Information for Students
   Abroad (includes packing lists, pre-departure guides, health and safety information, embassy contacts, etc)

#### LANGUAGE & TRANSLATION

- Language learning: <u>Duolingo</u>, <u>HelloTalk</u>, <u>Babbel</u>, <u>Memrise</u>, <u>Tandem</u>, <u>Mondly</u>, <u>Pimsleur</u>, <u>Preply</u>, <u>Drops</u>
- Translation: Word Reference, Linguee, DeepL