



Jacksonville State University
Study Abroad Program

Student
Handbook



INTERNATIONAL PROGRAMS
JACKSONVILLE STATE UNIVERSITY

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Introduction

Dear Students,

The Office of International House & Programs is very excited to help you take advantage of the excellent opportunities for Study Abroad Program offered at JSU! Your Study Abroad experience will help you grow as a person; you will become a better student, friend, and citizen. You will have your eyes opened to the differences and similarities between cultures, and you will learn many things about yourself that you couldn't have learned in a classroom at JSU.

Preparing for an study abroad program can be time consuming and a little challenging, but the benefits definitely outweigh the negatives. For many of you, this will be your first time out of the country, and it may even be your first time to be far from home at all. Study abroad is an excellent opportunity to travel with the support and assistance of your university, but you have to remember that it's not as simple as going on a school field trip. Jacksonville State University and the Office of International House & Programs are here to assist you and support you while you travel with our study abroad program, but ultimately you are responsible for your own education, finances, safety, and decisions.

This handbook is designed to help you choose an study abroad program and prepare yourself for it. Please read it carefully and research all the study abroad programs carefully to decide if an study abroad program is right for you at this time. Many of JSU's study abroad programs are offered regularly, so even if you decide you aren't ready personally, financially, or academically this year, you can use this handbook to start planning and preparing to participate in a study abroad program next year.

Good luck, and bon voyage!

The Office of International House & Programs

Student Responsibilities

In order to participate in a study abroad program, you must attend all the meetings, meet all the requirements, pay all the fees, register for the class, pay your tuition, get your passport, and many other things. The Office of International House & Programs is here to assist you with the process.

If you have questions that aren't answered in this handbook, in the resources we've provided, or on our website, then we will try to help you find out what you need to know.

Some Study Abroad programs are organized by JSU, and some are organized by faculty. Study Abroad programs that are Faculty-Led programs may require you to complete an additional application that is specific to that particular program.

*Whenever a specific Study Abroad program has more restrictive participation requirements than those of the Office of International House & Programs, you must meet the more restrictive requirements in order to be approved for participation.

Students are responsible for:

Researching the available Study Abroad programs and choosing the one that is best for them.

Meeting all the prerequisites, requirements, and deadlines for their chosen program.

Meeting with their advisor and making sure they are registered for the program.

Providing proof of health and/or travel insurance as required by the program.

Providing proof of any vaccinations and/or health screenings required.

Knowledge and understanding of local laws and social issues.

Attending orientations and other assigned activities.

Obtaining or renewing their passport.

Obtaining a visa (if required).

Bringing all medications.

Paying fees on time.

JSU Study Abroad Application

Please specify the date & program to which you are applying:

___ Institutional Partnership: _____

University Name

___ Faculty-Led: _____

City and Country

Name: _____

Last

First

preferred (if different)

JSU Student ID #: _____ DOB: _____ ___ Female

___ Male

Email: _____ JSU mailbox #: _____

Phone Number: _____

Physical Address: _____

Major: _____ Minor: _____ GPA: _____

Hours completed (as of now): _____ Expected graduation date: _____

What languages, other than English, do you speak? _____

Do you already have a passport? ___ Yes ___ No If so, expiration date: _____

Have you ever traveled outside of the U.S. before? ___ Yes ___ No

If so, where and when? _____

Have any of your family ever traveled outside of the U.S.? ___ Yes ___ No

Are you currently receiving financial aid to pay for your classes/fees/etc. at JSU? ___ Yes ___ No

Do you need help identifying possible financial aid opportunities for this program? ___ Yes ___ No

If someone other than yourself is paying for this program, please provide their name and contact information:

Name Email Phone

Address Relationship to you

Signature Date

HEALTH INSURANCE

Health insurance is **required** for participation in all JSU Study Abroad programs. Please submit a copy of your health insurance card and a copy of your policy to the Office of International Programs.

Travel insurance is strongly recommended and may be required by some Study Abroad programs. If your particular Study Abroad program requires travel insurance, please submit proof of coverage for that as well.

HEALTHCARE INFORMATION

If you are currently receiving treatment for any chronic illness or disorder, physical, mental, or emotional, we strongly recommend you discuss your study abroad plans with your healthcare professionals and inform the Office of International Programs and the faculty leader of the study abroad program. This information will be used only to advise you of your best options regarding your participation.

Your FERPA and/or HIPPA rights to confidentiality will be honored, excepting only a situation where disclosing that information to your emergency contact(s) and/or healthcare professionals abroad is deemed necessary for your safety or wellbeing at the time of a crisis during the Study Abroad program.

STUDENTS WITH DISABILITIES

ADA (Americans with Disabilities Act) compliance is required on campus at JSU, but we cannot enforce or require ADA compliance in locations or buildings in other countries. It may not even be possible to verify access or accommodations for students with disabilities in the country where a Study Abroad program is to be located. If you have a disability and require accommodation and/or accessibility, it is your responsibility to ensure that your needs will be met during the entirety of the Study Abroad program.

LGBTQA STUDENTS

It is your responsibility to research the area where the Study Abroad program will be in order to know what laws apply to you. If there are no legal protections for LGBTQA students in that country or in the areas around the country where you might also travel during the program, then you must carefully consider that while deciding whether to participate in the program.

I have read these statements, and I understand my responsibilities as listed here and elsewhere in this student handbook.

Signature Date

Name Student ID #

I understand that participation in a Study Abroad program will subject me to all rules, regulations, and requirements regarding behavioral, academic, and financial policies and the national and local laws and ordinances of the country in which I will be studying. I understand JSU reserves the right to require the withdrawal of any student on account of unsatisfactory academic work or behavior.

I authorize JSU to release my application, student records, and official transcript to the cooperating institution(s) and program officials overseas (if any).

I understand that JSU and its affiliated institutions, in making arrangements for these programs, act only as agents. Neither JSU, its Trustees, nor any of its employees nor any other persons, parties, organizations, or agencies collaborating with them is or shall be responsible or liable for injury, loss, damage, deviation, delay, or curtailment, however caused, or the consequences thereof which may occur during any of the travel or programs. JSU reserves the right to cancel, alter, or amend any part of the programs or to increase fees as deemed necessary.

My signature below indicates my understanding and acceptance of the above statements and waiver.

Signature _____ Date _____

Name _____ Student ID # _____

In compliance with the Family Education Rights Privacy Act of 1974, the student has access to this reference unless he/she waives it by completing the following statement:
“I, _____, waive my right to access this reference.”
Signature

Emergency Contact Information: JSU Sponsored Activity

Student Name and Student JSU ID number

Sponsored Activity / Location of Event

Date(s) of Student Participation

Estimated Departure Time	Estimated Return Time
--------------------------	-----------------------

Purpose of Activity: _____

Student's Email Address: _____

Student's phone number: _____

Other means of contact (face book, twitter etc.): _____

User ID

Emergency Contact # 1:

- Relationship (Parent/Guardian/Siblings): _____
- Name: _____
- Phone Number: _____
- Email Address: _____
- Physical Address: _____

Emergency Contact # 2:

- Relationship (Parent/Guardian/Siblings): _____
- Name: _____
- Phone Number: _____
- Email Address: _____
- Physical Address: _____

I hereby, permit the JSU International House and programs to communicate via all possible means with me or my emergency contact in case of emergencies while I am studying abroad.

Student Signature: _____ Date: _____

Sponsor Signature: _____

Sponsor's Department & Phone Number: _____

Sponsor's Department Head (if applicable): _____

Sponsor's Dean/Director: _____

Provost/VPAA: _____

If any of this information changes before or during your Study abroad program, please update it with the Office of International House & Programs ASAP.

Please attach following listed documents with the application package:

- A copy of your driver's license/identification card,
- Your passport
- Your health insurance card (Medical and Travel)

You should also disclose any healthcare issues (physical, mental, or emotional) that may become a problem or need immediate, specific treatment while you are participating in this Study Abroad program.

You may list them here or you may come to the Office of International House & Programs at the International House and speak to someone in person if you would prefer.

FOR THE ACADEMIC ADVISOR:

Student's Name

Student ID #

Major: _____

Minor: _____

Study Abroad Program: _____

To the Advisor: The student's application form must be returned to the Office of International House & Programs in order for the student to be considered for study abroad opportunity.

Will participation in this Study Abroad program delay the student's graduation? Yes No

If yes, by how many terms/months? _____

Will the credits earned in this program be accepted toward this student's degree at JSU?

Yes, transfer credit is guaranteed, and the necessary forms are completed.

Yes, but final approval cannot be granted until after the student completes the program.

Yes, subject to these conditions:

No, for these reasons:

Do you recommend this student for this Study Abroad program?

Yes No With these reservations:

Advisor's Signature

Date

Name of Advisor: _____

Email: _____ Phone: _____

If you have any additional comments, please attach them to this form or submit them separately to the Office of International House & Programs.

Study Abroad Checklist

- Communication
 - Cell phones
 - Emergency Contacts
 - Internet Access
- Insurance
 - Medical
 - Travel
- Packing
 - Bring all your medications
 - Clothes – consider the weather and activities
 - Make sure your plugs/chargers are compatible
 - Shoes – consider the terrain and your plans
- Passport
 - Student Visa
- Research
 - Culture
 - Language
 - Laws

In Case of Emergency

The emergency contacts you have listed will be contacted by either the Faculty Leader of the Study Abroad program or by the JSU emergency contact person.

If you have any conditions which may cause or be exacerbated by an emergency situation, you should make these conditions clear to your Faculty Leader and to the Office of International House & Programs (OIHP). The OIHP will provide your Study Abroad program with an emergency contact person who will be on call for the duration of the program, but they will be of very limited help if they do not have the information needed to provide you with the best emergency care possible.

Your Faculty Leader will provide you with all the necessary emergency contact information for your Study Abroad program.

Culture Shock

Everyone who travels experiences some culture shock, but you can control how much you experience and how strongly it affects you. Before your Study Abroad program, you should try to learn at least a few polite phrases in the local language (i.e., hello, how are you, thank you, where is the bathroom, etc.), and you should try to learn about the country's social *mores*.

Some tips:

1. Remember – differences in culture are not good or bad, just different.
2. Don't expect them to accommodate you; you should try to accommodate them.
3. Focus on learning about and enjoying differences, not ignoring them or avoiding them.
4. For every negative experience, think of a positive aspect – even if it's just “this will be a funny story when I get home.”
5. Don't panic! Study Abroad is a wonderful opportunity most students don't get, so enjoy it and don't worry about looking stupid, making mistakes, or having a bad day.

Here at JSU, we have about 200 international students from over 60 different countries.

If you are interested in learning about the country you will be visiting, these students are an excellent resource. Most of them will be happy to teach you a few common phrases and how you should behave in their home country.

If you would like to be put in contact with interested international students at JSU, please contact the Office of International House & Programs, and we will try to find a student from the country you are planning to visit who will be able to help you.



Resources

These resources are not exhaustive, but should provide you with a good start to preparing for a Study Abroad program.

<http://www.state.gov/>

<http://www.studentsabroad.com/>

<https://travel.state.gov/content/studentsabroad/en.html>

Scholarships

http://www.goabroad.com/scholarships-abroad/study-abroad/list_all

<http://www.iie.org/Programs/Gilman-Scholarship-Program>

<http://us.fulbrightonline.org/>

<http://clscholarship.org/>

<http://www.borenawards.org/>

Financial Aid Questions and Answers

https://www.nafsa.org/Professional_Resources/Browse_by_Interest/Education_Abroad/Network_Resources/Education_Abroad/Financial_Aid_Study_Abroad_Basic_Facts_for_Students/

http://www.nafsa.org/About_Us/About_International_Education/For_Students/Financial_Aid_for_Study_Abroad_An_Undergraduate_Student_s_Resource/

http://www.nafsa.org/About_Us/About_International_Education/For_Students/U_S_Study_Abroad_Scholarships_and_Grants_List/

Passport

<https://travel.state.gov/content/passports/en/passports/apply.html>

Cellphones While Traveling Abroad

http://www.nytimes.com/2015/06/21/travel/how-to-pick-a-cellphone-plan-for-traveling-abroad.html?_r=0

<http://www.independenttraveler.com/travel-tips/stay-connected/international-cell-phone-guide>

Money While Traveling Abroad

<http://www.independenttraveler.com/travel-tips/money-and-insurance/the-best-way-to-carry-money-overseas>

<https://www.nerdwallet.com/blog/banking/study-abroad-money-tips/> <https://www.isic.org/>
International Student ID Card – offers discounts, etc

The Smart Traveler Enrollment Program

<https://step.state.gov/step/>

A free program offered by the Department of State that allows U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate in order to make themselves easier to get and keep in touch with in case of emergency.

Travel Insurance Reviews and Comparisons

<https://www.squaremouth.com/>

<http://www.travelinsurancereview.net/compare-travel-insurance/>

Free Culture Training (for avoiding culture shock)

<http://www2.pacific.edu/sis/culture/>

For Students with Disabilities

<https://travel.state.gov/content/passports/en/go/disabilities.html>

<https://www.gooverseas.com/blog/how-students-with-disabilities-can-study-abroad>

<http://www.miusa.org/plan/americans-abroad>

<http://abroadwithdisabilities.org/>

<https://www.iesabroad.org/study-abroad/scholarships/disability-grants>

LGBTQA Students

<https://travel.state.gov/content/passports/en/go/lgbt.html>

<http://www.goabroad.com/articles/scholarships-abroad/12-study-abroad-scholarships-for-lgbt-students>

<https://www.whitehouse.gov/the-press-office/2014/06/24/fact-sheet-advancing-human-rights-lgbt-persons-globally>

https://docs.google.com/forms/d/e/1FAIpQLSflXud2eF0s6E5CW-38Am755QEMOl_jB4Zd510WX7ZBGi5V6g/viewform?c=0&w=1

