

**STUDENT**

**STUDY**

**AWAY**

**HANDBOOK**



**ArtCenter  
Exchange and  
Study Away**



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Congratulations on your decision to study away! While you have worked hard to get into your program of study, you are not done yet. Now start the preparations for life away from Pasadena. Let this handbook be your guide as it contains general information you will need before you leave ArtCenter, during your stay, and as you prepare to return to campus. We expect you to not only read this handbook carefully, but to also be proactive and do your own research before you travel, as well as utilize ArtCenter's resources and student services for more information.

The experience of living abroad in another country as a learner will be of tremendous value to you from every point of view. Culturally, linguistically, personally, and intellectually, you will grow. You will have the chance to go beyond sightseeing, and become acquainted with another country, another culture, and other people. Allow the influence of your study abroad experience to guide you in a positive direction.

We hope the following pages will help you adapt more quickly to life abroad. Once you arrive, you will have many questions. We may not have all the answers, but we will do what we can to help you find them. Meanwhile, this handbook should serve as a personal reference tool during your stay.

We wish you the very best for a rewarding travel experience!

A handwritten signature in black ink that reads "Katie Perkins". The signature is written in a cursive, flowing style.

Katie Perkins,  
Director, Exchange and Study Away  
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## **TABLE OF CONTENTS**

<b>Section I: Travel Documents</b>	<b>1</b>
<b>Section II: Health and Travel Insurance</b>	<b>2</b>
<b>Section III: Your Health—Issues, Concerns, and Pre-Departure Reporting</b>	<b>4</b>
<b>Section IV: ArtCenter Policies</b>	<b>8</b>
<b>Section V: Fees and Financial Matters</b>	<b>17</b>
<b>Section VI: Packing, Equipment Insurance, Personal Property Insurance, Travel Arrangements, Communications, and Voting While Abroad</b>	<b>20</b>
<b>Section VII: Safety Abroad</b>	<b>24</b>
<b>Section VIII: Learning About Your Host Country</b>	<b>26</b>
<b>Section IX: Cross-Cultural Adjustment, Culture Shock, and Reverse Culture Shock</b>	<b>28</b>
<b>Section X: Career Development and Study Abroad</b>	<b>31</b>
<b>Section XI: Resources and ArtCenter Contacts</b>	<b>33</b>
<b>Appendix A: Conditions of Participation in International or Domestic Off-Campus Program Agreement Form</b>	<b>34</b>
<b>Appendix B: Acknowledgement of Risk and Release for Travel Warning Countries</b>	<b>40</b>
<b>Appendix C: Pre-Departure Checklist</b>	<b>41</b>
<b>Appendix D: Sample Budget Worksheet for Study Abroad</b>	<b>44</b>
<b>Appendix E: Apps to Download</b>	<b>46</b>

**“One’s destination is never a place, but rather a new way of looking at things.”**

Henry Miller (December 26, 1891 – June 7, 1980)

Henry Valentine Miller was an American writer and painter. He was known for breaking with existing literary forms and developing a new sort of "novel" that is a mixture of novel, autobiography, social criticism, philosophical reflection and also wrote travel memoirs.

**“Half the fun of the travel is the aesthetic of lostness.”**

Ray Bradbury (August 22, 1920 – June 5, 2012)

Ray Bradbury was an American fantasy, science fiction, horror and mystery fiction writer. Best known works by Bradbury are the books *Fahrenheit 451*, *The Martian Chronicles*, and *The Illustrated Man*.

## **Section I: Travel Documents**

A valid passport is required to study outside the United States. An entry permit or visa may also be necessary for you to enter and study in your host country. You are responsible for the application process. Note that Exchange and Study Away cannot expedite the issuance of entry permits, visas or passports.

Furthermore, due to the ongoing COVID-19 pandemic, extra time may be needed for processing, so plan accordingly.

### **Passport**

All travel outside of the U.S. requires a passport. The passport is your official document identifying you as a citizen of the United States or home country.

If you do not currently have a passport you must apply for one **as soon as possible!**

If you already have a passport be sure to check the expiration date. Many countries have passport validity rules or visa specifications that require your passport to be valid for up to six months after you plan on being back in the United States.

The processing time for a passport application can take four to six weeks, so plan ahead.

**For U.S. citizens:** To obtain a passport application and for more detailed information on how to apply or renew your passport, visit the U.S. State Department website at: <http://travel.state.gov/passport>.

**For non-U.S. citizens:** Please verify that your passport is valid for up to six months after you plan on being back in the United States.

Remember: Your passport is the most important document you have when outside of the United States. Know where it is at all times. When you receive your passport, make several copies of the photo and signature pages and keep the copies separate from your baggage. We advise that you also leave a copy with your parents or another family member at home. **It is not necessary to carry your passport with you. In fact, you are strongly advised to leave it in a locked and secure place at your domicile, e.g., apartment, dorm, hotel room, or hostel.**

### **Visas**

Many governments require a visa for entry into their country. A visa, which is a stamp or attachment in your passport, allows you to stay in that specific country for a certain amount of time. Visas are issued by a consulate or embassy of that country. Each country has its own immigration and visa policies. Please make sure you have fulfilled all of the requirements necessary before your departure. Each country has different rules and it is YOUR responsibility to know and understand these rules. You should contact the consulate or embassy of the country to which you are traveling or visit the embassy or consulate's website. **Plan early, as some visa applications can take up to three or four months to process!** A valid passport with a sufficient number of blank pages is needed prior to applying for a visa.

**For U.S. citizens:** A list of foreign entry requirements and consular contact numbers can be found on the following U.S. State Department website: <http://travel.state.gov>.

**For non-U.S. citizens:** Please verify the visa requirements with the embassy or consulate of the country to which you are traveling. In addition, if you are in the U.S. on a F-1 student visa, please also make sure that your F-1 visa is not expired or will expire by the time you wish to return to the U.S. Consult with ArtCenter’s International Student Advisor in the Center for the Student Experience (see Section X: Resources and ArtCenter Contacts) for additional guidance.

For legal reasons, the Exchange and Study Away office cannot provide information about how to obtain a visa for a foreign country. Please contact the embassy or consulate of your host country for information and guidance.

## **Section II: Health and Travel Insurance**

### **ArtCenter Health and Travel Insurance Policy: Cultural Insurance Services International**

As a participant in an ArtCenter-led or approved program abroad for credit, you will be enrolled in a student health and travel insurance plan through Cultural Insurance Services International (CISI) for the duration of your program abroad. This insurance is in addition to the ArtCenter student health insurance plan that you are automatically covered under each term you are registered for classes.

Once you have confirmed your participation in the study abroad program, ArtCenter will enroll you for coverage in CISI. You will receive an email to login to your account at [www.mycisi.com](http://www.mycisi.com). Sign into the site to print your insurance card and access comprehensive information and services related to your plan. You can track claims, search for a doctor, view plan information, download claim forms and read health and security information through their website. Please be sure you can login to CISI and print your insurance card before you leave. If you have difficulty logging into your account, please contact the Center for the Student Experience (see Section X: Resources and ArtCenter Contacts.)

Some of the key benefits and services included in your plan are:

- Physician office visits
- Referrals for legal assistance
- Medical, political/security, and natural disaster evacuation
- Lost luggage reimbursement

For more information on your CISI insurance policy, including an overview of benefits, limitations, and exclusions, please visit [www.mycisi.com](http://www.mycisi.com). *If you have questions or need additional assistance, please contact [enrollments@mycisi.com](mailto:enrollments@mycisi.com) or call 203-399-5509 or 800-303-8120 ext. 5509 (toll-free from within the U.S.)*

**In case of medical or security related emergency, contact the 24/7 emergency assistance provider at 1.855.303.8120 (within the US) or +1.443.470.3043 (collect outside the U.S.) Email: [medassist-usa@axa-assistance.us](mailto:medassist-usa@axa-assistance.us)**

**Policy Number: STB010048703-P (Start dates 08/01/21-07/31/22)**

For questions regarding benefits or the claim submission process, please contact CISI by phone, email, or mail (9-5 EST, M-F):

*Tel:* 1.800.303.8120 (calling toll-free from within the US)  
1.203.399.5130 (calling from outside the US, collect calls accepted)

Email: [claimhelp@mycisi.com](mailto:claimhelp@mycisi.com)

Mail: Cultural Insurance Services International (CISI)  
One High Ridge Park  
Stamford, CT 06905-1322

If you plan to arrive early or remain abroad after the program ends (i.e., extend your stay beyond the official start and end dates of the program), it is your responsibility to enroll and pay for additional coverage dates if desired. To extend your coverage, please contact CISI at 203-399-5509 or 800-303-8120 ext. 5509 (toll-free from within the U.S.) or login to your online portal.

If you are participating in an **Exchange Program**, your CISI coverage will begin one week prior to the date you are expected to be at school (e.g., first day of Orientation) and end one week after the last date of instruction or your departure date, whichever comes first.

Students participating on an **Individualized Study Away program** are required to submit proof of insurance to ArtCenter. If your Individualized Program does not provide you with insurance during your time abroad, it is your duty to purchase coverage. Exchange and Study Away recommends looking into Cultural Insurance Services International ([www.culturalinsurance.com](http://www.culturalinsurance.com)).

For more information about CISI insurance coverage, please contact the Center for the Student Experience (see Section X: Resources and ArtCenter Contacts).

### **Worldwide Trip Protector Plans**

ArtCenter students have the option of purchasing additional trip cancellation or interruption insurance. This is at an additional cost and is NOT a program inclusion. This policy includes options to cancel for any reason (CFAR) and interrupt for any reason (IFAR). ArtCenter's study abroad insurance policy through Cultural Insurance Services International (CISI) is primarily for accidents/illnesses abroad and will cover medical treatment for COVID-19, medically necessary COVID-19 testing, and medical evacuations due to COVID-19 should one become necessary. The CISI policy also contains some coverage for cancellations, interruptions, and delay. This coverage is very limited, however, and will not cover all situations.

During the COVID-19 pandemic, travelers can purchase additional "Cancel/Interrupt For Any Reason" (CFAR/IFAR) coverage through CISI's partner, Travel Insured International, to supplement the existing CISI coverage through ACCD. This coverage will help protect your financial investment should you need to cancel the program.

Here is a summary of the plan options:

- There is one main plan that will come up for individual travelers called the **Worldwide Trip Protector (WTP)** plan. This base plan has over 20 triggers for trip interruption and cancellation (as well as additional coverage for things like trip delay and baggage). If the traveler's reason for cancelling/interruption a trip fits within one of these triggers (like unforeseen quarantine!), they may be eligible for reimbursement of up to 100% (cancellation) or \$150% (interruption) of the insured's non-refundable trip cost.
- In addition to the base plan, there are several optional plan upgrades, including optional **Cancellation for Any Reason (CFAR)** and **Interruption for Any Reason (IFAR)**. Residents of New York are only able to purchase CFAR but not IFAR. Travelers must enroll in the plan

within 21 days of making their first non-refundable trip payment in order to qualify for CFAR or IFAR. These benefits will cover up to 75% of non-refundable trip costs.

- If your trip is less than 30 days with insured costs of less than \$10,000, a more affordable and scaled down option called **Worldwide Trip Protector Lite (WTPL)** is available. This option has more limited benefits and does not allow for CFAR or IFAR.

Get a quote and purchase an individual “Cancel/Interrupt For Any Reason” (CFAR/IFAR) plan here (<https://www.culturalinsurance.com/academic-trip-protector-insurance-program.asp>).

### **Aetna Student Health Insurance**

ArtCenter provides health insurance for all students enrolled in degree programs, whether full-time or ArtCenter Lite, through Aetna Student Health. This includes all students on faculty-led or exchange programs. For students on a domestic study away program, this will remain your primary insurance coverage.

Please visit the [ArtCenter Student Health Insurance](#) page on Inside to purchase additional coverage or for information on using your insurance. For additional questions regarding the student health insurance plan, email [cse@artcenter.edu](mailto:cse@artcenter.edu) or call 626-396-2323.

The student health insurance plan is a benefit of the College and may not be waived. If you have an existing insurance policy, the student health insurance plan becomes secondary. Students with a dependent (spouse, child, or domestic partner) may apply for dependent coverage at [www.4studenthealth.com](http://www.4studenthealth.com). Dental and vision coverage is not included but may be added for an additional cost.

### **Section III: Your Health—Issues, Concerns, and Pre-Departure Reporting**

As soon as you have been accepted into a study away program, make appointments for medical examinations to ensure that you are in good health before you leave and to complete all necessary immunizations. Request copies of important records, x-rays, and prescriptions in generic form that you can take with you. Update your health records as well, including vision correction prescriptions and regular medications. We recommend that you take an extra pair of eyeglasses and/or contact lenses with you.

As an ArtCenter study away program participant, you will be automatically enrolled in the Aetna Student Health Insurance which can be used for pre-departure check-ups as well as any medical needs should you return to the U.S. prior to the end of the term. The health insurance policy begins the first day of the term and ends on the last day of the break each term.

Living and learning in a different physical and social environment places additional demands on one’s mind and body. The emotional effects of confronting a new lifestyle can arouse anxiousness, bewilderment, and discouragement. As a result, you may experience stress while traveling abroad. If you take proper care of yourself through rest, relaxation, and activities such as reading and exercise, you will be more capable of making a healthy adjustment to your surroundings.



### **Health Information Form**

For your safety, you are required to complete a confidential Health Information form to inform the Center for the Student Experience and the study away office or on-site faculty leader(s) of your health history and any special medical needs you may have. This information will only be used to enable us to serve you promptly and correctly, should you require medical or counseling services during your time off-campus. It is important to be clear and forthright about your health status when participating in a study abroad program.

### **Immunizations**

It may take a minimum of two months to complete all immunizations and a physical for your travel. So plan ahead! First make an appointment to see a doctor for a medical exam and for a record of what vaccinations you may have already received. You may be able to receive some of your immunizations through your doctor's office, however sometimes you have to go to a travel clinic for additional vaccinations. Local clinics in Pasadena include:

Healthy Traveler Clinic:

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

1250 East Green Street, Pasadena, CA 91106

T: 626.584.1200

Travel and Health Immunization Clinic, Pasadena Public Health Department:

<https://ww5.cityofpasadena.net/public-health/health-services/#travel-and-immunization-clinic>

1845 North Fair Oaks Avenue, Pasadena, CA 91103

T: 626.744.6121

"This whole experience changed the way I look at design and helped me figure out what I really want to do. The people you meet and the classes you take are amazing and really benefit designers. I would highly recommend this program to other students."

ArtCenter Study Away Student, Spring 2016

**It is the student's responsibility to obtain the proper vaccinations!** For current health conditions and recommended vaccinations for your host country, visit the Center for Disease Control's website: <https://wwwnc.cdc.gov/travel/destinations/list>.

### **COVID Vaccination**

All ArtCenter students, faculty, and/or staff who participate on an ArtCenter study away program must submit proof of vaccination prior to departure. This includes faculty-led, exchange, and individualized program options. If you cannot get vaccinated, you will need to request an exemption by contacting [ehs@artcenter.edu](mailto:ehs@artcenter.edu). In considering exception cases, please note that restrictions to participating and/or leading a program may not be accommodated and restrictions to entry or travel may be imposed by national, regional, or local governments at any time.

### **HIV and Other STIs**

As in the U.S., students abroad should take appropriate precautions to avoid exposure to the HIV virus as well as other sexually transmitted infections (STIs) such as gonorrhea, syphilis, and herpes. Knowing this and taking precautions, such as refraining from blood to blood contact (e.g., unsterilized needles, ear piercing, tattoos) and unprotected sex is the best way to avoid infection.

Blood, blood transfusions, and blood products are not always tested for HIV in some foreign countries. In addition, because of the shortage of medical supplies, items such as hypodermic needles are often reused. If you are in need of medical care or blood, we suggest you contact CISI or the American Embassy about where to go.

### **HIV Antibody Testing Overseas**

Be aware that some countries may require HIV anti-body tests and there may be constraints on what countries you can enter if you are HIV-positive. Check in advance of your trip with the consulate or embassy of the country in which you will be studying and any others you plan to visit.

### **Hepatitis**

Hepatitis is a serious liver disease that is most commonly caused by a virus and you may be at risk of exposure to that virus while traveling. Prevention is key to avoid contracting viral hepatitis. One of the most effective ways to protect yourself is to get vaccinated. If you are going to be in an area at risk for viral hepatitis, talk to your doctor about getting vaccinated (currently, vaccines are available for two different kinds of viral hepatitis and you are advised to receive full vaccination for both).

Other steps you can take to prevent contracting hepatitis A (which is usually spread through unsanitary conditions and contaminated water) are: drink only bottled water, don't add ice to drinks, avoid eating unpeeled or raw fruits and salads, practice thorough hand-washing techniques often, avoid eating shellfish and raw fish caught in contaminated waters, and don't swim in water that might be contaminated.

Preventative steps against hepatitis B (which is usually spread through direct contact with infected body fluids) include: practice safe sex, avoid activities that puncture the skin (tattooing or body piercing), don't share personal items (toothbrushes or razors), and minimize your risk for an accident by avoiding activities that might cause injuries and bleeding.

### **Mental Health**

Study abroad is both enormously fulfilling and often challenging for all students and can present some additional challenges for students with mental health conditions. The challenges of adjusting to a new environment coupled with the absence of a familiar support system may exacerbate existing conditions. Going to another country will not solve personal problems and may make them more severe. Work with a professional before you leave to discuss your condition. If you would like to talk to a counselor about concerns you might have, make an appointment through the Center for the Student Experience to meet with our on-site licensed therapists/counselors prior to departure (see Section X: Resources and ArtCenter Contacts). As a registered student, you are entitled up to five free counseling sessions per term.

### **Do NOT make changes to your medications prior to or during your travel!**

If you think you are in trouble, let your family, friends, faculty leader, ArtCenter therapist, or our office know so that someone can help you. Should you need professional services abroad, you should contact CISI for a referral to a counselor, clinic, or hospital where you will be staying. ArtCenter is unable to offer phone counseling or videoconferencing to students abroad except in the case of natural disasters or other international emergencies.

### **Prescriptions, Non-prescription Medications, Vitamins, Herbs, and Health Supplements**

Plan to take enough of these items in original bottles for your full program. Loose pills or unmarked bottles may be confiscated by the host country's Customs Services. Take copies of your prescriptions with you in case you need to refill or replace them if lost. In most cases, it is not legal or feasible to mail prescriptions from the U.S. overseas.

Some drugs available by prescription in the U.S. are illegal in other countries. Check the U.S. Department of State Consular Information Sheets at <http://travel.state.gov> for the country(s) you intend to visit. If your medication is legal but simply not available in the country you will be visiting, ask your healthcare provider to write a letter on official stationery stating the medication has been prescribed for you. For additional information, review the Overseas Security Advisory Council's Traveling with Medication information online at: <https://www.osac.gov/pages/ContentReportDetails.aspx?cid=17386>. Carefully read the case studies and pre-departure and in-country guidance.

### **Stomach Problems**

Probably the most common ailment for all travelers is diarrhea caused by contaminated food or drink. Depending on the country where you will be studying, other countries you may visit while abroad, and your general digestive health, you should bring along an anti-diarrhea medication. You should also check on other health issues, such as whether it is safe to drink the local water, and ask your doctor about preventive medication for the common illnesses that can result.

If you have diarrhea and no fever then the best plan of action is to let it run its course and make sure that you drink plenty of bottled water to keep yourself hydrated. The best foods for diarrhea are bananas, rice, apples, and decaffeinated teas. If your diarrhea is accompanied with a fever, or if your diarrhea lasts longer than a couple of days then it is necessary to see a doctor. Contact CISI to locate a doctor in the area where you are staying.

### **Students with Disabilities**

Many of the disability accommodations or services that are provided at U.S. universities may be different or unavailable overseas. Being in a new environment can also be stressful, and accommodations that you may not have needed at home may become necessary in an unfamiliar setting. Participants with a documented disability, whether learning, physical or psychological should contact the Center for the Student Experience (see Section X: Resources and ArtCenter Contacts) upon acceptance into a program to discuss their needs while studying away.

A good resource for students with disabilities is Mobility International USA (MIUSA). MIUSA is a nonprofit organization serving study abroad students with cognitive, hearing, learning, mental health, physical, systemic, vision and other disabilities. To learn more, visit their website at: [miusa.org](http://miusa.org).

## **Section IV: ArtCenter Policies**

ArtCenter policies exist primarily for the protection and safety of study away participants. We expect all participants to read, understand, and adhere to ArtCenter policies, guidelines, and contractual documents whether on campus or away. ArtCenter reserves the right to add, modify, or remove a policy at any time.

### **Participation Agreement and Travel Advisory for Level 3 Locations Policy**

As a study away program participant, you will be required to sign the Student Conditions of Participation in International or Domestic Off-Campus Program agreement form that states you understand and agree to the policies and conditions of participating in an ArtCenter study away program.

Students participating in an ArtCenter study away program to a location with a U.S. State Department Level 3 (Reconsider Travel) Travel Advisory are required to complete and submit the Acknowledgement of Risk and Release for Level 3 Travel Advisory Locations Waiver in addition to the Student Conditions of Participation In International or Domestic Off-Campus Program agreement. (Travel Advisories can include but are not limited to advisory statements and recommendations or restrictions based on social or political conditions, public health outbreaks, extreme weather hazards, etc.) By signing this waiver, students acknowledge that they have read the Travel Advisory, understand its content, and accept full responsibility for their decision to participate. Students will not be permitted to participate in the study abroad program if the waiver is not completed and submitted. Under no circumstance will ArtCenter approve or support any travel to a Level 4 Advisory location before, during, or after an approved Exchange or Study Away program. See also Program Cancellation policy.

### **Academic Policies and Procedures**

#### **Registration Process and Timeline**

Once you have been accepted into a study away program, whether a 3-unit course or 12-18 unit full-term program, you will be given access to register for the restricted course(s) at your normally scheduled registration appointment time. You must clear any holds on your account before you can register. Neither the Registrar nor the Exchange and Study Away office are responsible for following up on delayed registrations due to holds.

If you are participating in one of our exchange student programs, you will register for 12-units worth of placeholder courses, identified for you, for the term you will be away. Once ArtCenter receives your transcript from the exchange partner school, the appropriate course credit will be applied. It is your responsibility to ensure that your transcript is received by Enrollment Services. It is important that you complete the Study Abroad Exchange Credit Approval form with your Department Chair and/or Director of Humanities and Sciences before you depart so that you have confirmation of the credit you will be receiving.

"I am more open to things unknown to me and being out of my comfort zone. I don't fear being in a different country, or a strange place; I have learned to embrace it and explore it which has affected me when it comes to my work."  
Benjamin Chang, Summer 2017

### **Academic Standing**

Students must remain in good academic standing during the term prior to their study abroad experience. Students not in good academic standing may be disqualified from participation. Students on academic probation or suspension may not participate in study away.

### Program Withdrawal, Dismissal, or Cancellation and Refund Policy

Should a student decide to cancel enrollment in any study away program for which he or she applied and was accepted, the student must immediately notify in writing the College's Exchange and Study Away office. ArtCenter is not responsible for costs paid directly by the student, including, but not limited to, passport and visa fees, vaccinations, insurance, housing, and transportation costs.

It is the student's responsibility to complete a Leave of Absence form (if all courses are being dropped) or a Course Drop form (if only the study away course(s) is being dropped) to submit to Enrollment Services as necessary for the term. The date of withdrawal shall be the date of receipt of the appropriate forms by Enrollment Services. The student is required to follow existing ArtCenter policies for Leave of Absence and Course Drop.

### **Withdrawal Prior to the Start of the Program**

The \$200 program down payment/deposit required for commitment to most programs is non-refundable.

Prior to the start of the program, the student is eligible for a full refund of tuition. **However, any non-recoverable expenses that have been incurred by ArtCenter on behalf of the student once the student has made a commitment to the program (in writing and/or by submitting a program deposit) will be the responsibility of the student, including but limited to housing, excursions, and program provider fees, and charged to the student account.** If any student stipends were received, the stipend check must be returned to ArtCenter. If the stipend check had already been deposited or cashed by the student, then the student's account will be charged for the stipend amount.

### **Withdrawal After the Start of the Program**

If a student withdraws from a study away program during the first five weeks of the program, he or she is eligible for a refund of ArtCenter tuition payments based on the College's Tuition Forgiveness Policy below.

<b>Withdrawal</b>	<b>Tuition Forgiveness</b>
Prior to start of program	100%
Week 1	100% with a \$500 late withdrawal fee
Week 2	80%
Week 3	60%
Week 4	40%
Week 5	20%
Week 6	0%

If an on-site or study away course is scheduled in its entirety during the break period, the course is considered to be completed and credit units are granted towards the total scheduled load of the following term. If during the time of the course, a student chooses to withdraw for any reason, tuition forgiveness for the remainder of the course will be prorated accordingly. To align with the above Tuition

Forgiveness Policy for a full 14-week term, students will not be eligible for tuition forgiveness after 43 percent of the course has been completed.

### **Withdrawal Due to Medical Reasons**

Students who experience a medical emergency may be granted an immediate withdrawal from the study away course following consultation among the faculty team leader, the Director of Exchange and Study Away, and the Associate Provost for Student Affairs (or designee). Immediate arrangements will be made for care of the student with the assistance of the College's international medical insurance program as necessary. Any refund of tuition and expenses will be subject to the College's Medical and Psychological Leave Policy as follows:

Students who encounter unplanned medical issues once the term (or study abroad experience) has begun may request a Leave of Absence ("LOA") due to a medical condition (medical leave). Although any student may take an LOA from ArtCenter at any time, a medical leave indicates a sudden and unexpected medical condition that prohibits the student from completing all classes in a term and from taking Incompletes. In these cases, some adjustments may be made to the student's billing and financial aid based on the date that the Leave of Absence form was received by Enrollment Services and the additional completed documentation was received. Medical leaves are not granted routinely. They are granted only after careful evaluation of each individual's situation and documentation.

Documentation for the medical condition must meet the following standards:

- Communication from a treating physician on letterhead (not a prescription form) with the full name of the patient/student, a description of the illness and treatment, and an indication of the limitations in function due to the illness or the treatment.
- The treating physician must be a medical doctor (MD), clinical psychologist (PhD) or licensed clinical social worker (LCSW). The treating provider may not be a relative of the student, nor can he or she be employed by ArtCenter.

The student requesting a medical leave must also give permission for the Associate Provost for Student Affairs (or designee) to contact the treating provider to discuss the case, or to verify the diagnosis or treatment.

To qualify for medical leave, students must show that their condition or course of treatment renders them incapable of attending any and all classes, and completing assignments. Examples may include but are not limited to: catastrophic accidents or severe illnesses in which the student must be confined to bed rest for several weeks, admission into an inpatient treatment facility for several weeks, daily medical or psychological therapy for several weeks, or a temporary disability that renders the student physically unable to work on projects in a substantive manner. Missing a few days of classes, generally falling behind due to other issues, and other such reasons do not constitute grounds for a medical leave.

Before a student can return to class, he or she must provide the Associate Provost for Student Affairs (or designee) with a letter on letterhead from the treating provider certifying that the student is well enough to return to the rigors of the ArtCenter curriculum. The Associate Provost for Student Affairs (or designee) may request that the student check in once or twice during the course of the term as a condition of enrollment.

Students may be on medical leave for three consecutive terms and return without seeking re-entry or

readmission; those on leave for more than three terms will need to go through the re-entry process. Students who have not attended for two or more years must go through the readmission process. Unless otherwise specified, students returning from medical leave are subject to the same deadlines, standards and requirements as other ArtCenter students.

### **Program Dismissal**

A student who is suspended, dismissed, or withdraws while under investigation for violation of the Student Code of Conduct will not have tuition payments refunded.

### **General Program Cancellation**

Student safety is of critical importance. The College reserves the right to cancel any exchange or study away program in a location that is considered unsafe by the Study Away Emergency Response Team ("SAERT") or for which the U.S. Department of State has issued a Travel Alert. SAERT regularly reviews information provided by the U.S. Department of State and monitors other sources, such as announcements from the Overseas Security Advisory Council (OSAC), Center for Disease Control (CDC) and the World Health Organization (WHO) for information about the locations where ArtCenter students are or will be studying.

Should a program cancellation become necessary for safety reasons, an emergency, the continued COVID-19 pandemic, or for other reasons beyond the College's control prior to student departure, every effort will be made to refund all recoverable costs to participants. The time of program cancellation will determine the actual recoverable costs. The closer the program is to the start date, the less recoverable costs will be available. The Exchange and Study Away office will make its best efforts to notify students of a potential program cancellation as soon as it is known so that other academic options may be considered as a back-up.

Should a program cancellation become necessary for safety reasons, an emergency, the continued COVID-19 pandemic, or for other reasons beyond the College's control, after students have arrived overseas, our refund policy is that every effort will be made to refund recoverable costs to the participants. Additionally, the Exchange and Study Away office and academic departments will make every effort to help students complete the academic work from the program and, depending on the circumstances, possibly earn the intended academic credit from the program. Whether or not this is possible depends largely on the particular program, the circumstances of the academic work of the program, and the length of time remaining in the program after the official cancellation date.

Unrecoverable program expenses including, but not limited to, passport and visa fees, vaccinations, housing fees, or airline costs, paid for directly by the student cannot be refunded. In addition, payments made either by ArtCenter or the student directly to a partner institution or any third-party provider are often unrecoverable and cannot be refunded or reimbursed.

Because full refunds are often not possible, students should consider purchasing trip cancellation insurance. This is at an additional cost and is not a program inclusion. During the COVID-19 pandemic, travelers can purchase additional "Cancel/Interrupt For Any Reason" (CFAR/IFAR) coverage through Cultural Insurance Services International's (CISI) partner, Travel Insured International, to supplement the existing CISI coverage provided through ArtCenter. This coverage will help protect students' financial investment should they need to cancel the program. Students are encouraged to compare policies.

The Financial Aid office will review program cancellations on a case-by-case basis for students who are receiving financial aid.

#### Program Housing Policy

Students are required to live in established program housing when it is provided by the College or host institution. The College finds housing partners and accommodations with consideration for cost, health, safety, security, and educational needs of the students and specific study away program.

Housing information will be solicited from students prior to departure; however, we cannot guarantee individual requests and preferences. If a student has a disability that requires specific accommodations, the disability needs to be filed as soon as possible, upon notification of acceptance, directly with the Center for the Student Experience in order for these arrangements to be made. (See also Student with Disabilities section.)

Should a housing conflict arise, we encourage students to bring it to the attention of the faculty leader and/or the Exchange and Study Away office so we may assist in resolving it. If the conflict involves a violation of the Student Code of Conduct or other College policies, then additional school officials will be called upon to address the conflict as appropriate, following campus procedures.

Students will be responsible for housing damages, lost keys, and any other fees incurred during their stay. The Exchange and Study Away office will notify students of these additional charges that will be applied to the student's account.

If a study away program does not provide housing, the student will accept all associated risks, be solely responsible for all expenses and arrangements related to housing, and be required to provide the Exchange and Study Away Office with the address and contact information of where they will be residing.

#### Guests Prohibited on Study Away Programs

To maintain the academic, cultural, and logistical integrity of any study program, students are prohibited from inviting any guests to participate on an ArtCenter faculty-led study away program, including staying overnight in program accommodations, whether paying or not. If participating in an exchange program, guest privileges are subject to the partner institution's policies (e.g., residence hall policies).

#### Student Code of Conduct

ArtCenter regards all students as responsible citizens who have the same obligations as other citizens to observe the laws of the United States and the local and national laws of the host country. The College does not regard itself or its members as above the law in any way. In addition, as members of an academic community, students assume rights and responsibilities inherent to the nature of that community and bear a responsibility to preserve a collegiate environment that encourages the maximum development of students.

Students who participate in an ArtCenter study away program are enrolled at ArtCenter and are subject to the provisions of the Student Code of Conduct to the same extent they would be if studying on campus. Any student who engages in conduct that violates the Student Code of Conduct will be subject to review and sanctions, including, where appropriate, dismissal from the program. This will be done in consultation with the appropriate departments/offices and prior violations will be considered.



All students have the right to learn in an atmosphere that is supportive and encouraging. Students should feel free to express their views but may not do so by infringing upon the rights of others. Students who feel that their rights have been violated have the right to have the matter reviewed through the Student Code of Conduct. The College also holds inherent authority and reserves the right to bring charges against students in this process. The Center for the Student Experience coordinates, implements and responds to questions about the Student Code of Conduct.

### **Prohibited Conduct**

Prohibited conduct includes but is not limited to the following:

1. Plagiarizing the idea, language or image of another person in part or in whole, including the improper citation of source documents or lack of correct acknowledgment of authorship. Please see the Academic and Creative Integrity Policy in the Student Handbook for more information.
2. Violations of federal, state and local laws, and violations of ArtCenter policies, including but not limited to the Alcohol and Illegal Drugs Policy, Policy Against Harassment, Discrimination, Harassment and Title IX Policy, Weapons Policy, Appropriate Use Policy for Information Technology Resources and Parking Policy.
3. Intentionally or recklessly causing physical or psychological harm to any ArtCenter community member, yourself or to any person on College premises or at College activities either on or off campus, or causing reasonable apprehension of such harm. This includes, without limitation: computer, telephone, social, racial and sexual harassment or assault; verbal or written threats; stalking; intimidation; and verbal and physical abuse or harassment.
4. Intentionally or recklessly interfering with normal College or College-sponsored activities, including but not limited to studying; teaching; research; College administration; judicial proceedings; or fire, police or emergency services.
5. Failure to comply with the directions of College officials acting in performance of their duties, including but not limited to staff, faculty and campus safety officers. This includes verbally threatening, abusing or harassing any of the above in the performance of his or her duties.
6. Intentionally or recklessly destroying, defacing or damaging College property or the property of others on College premises or at College-sponsored activities.
7. Intentionally and substantially interfering with the freedom of expression of others on College premises or at College-sponsored activities.
8. Intentionally furnishing false information to any designated College official and to the College or failure to carry and/or provide valid ArtCenter photo identification.
9. Intentionally initiating, or causing to be initiated, any false report, warning or threat at College-sponsored activities.
10. Theft of property or services on College premises or at College-sponsored activities, or knowingly possessing stolen property.
11. Unauthorized use, possession or distribution of alcohol on College premises. Please see the Alcohol and Illegal Drugs Policy in the Student Handbook for more information.
12. Use, possession or actions under the influence of any controlled substance, alcohol, illegal drug or drug-related materials.
13. Unauthorized distribution or possession for purposes of distribution of any controlled substance, illegal drug or paraphernalia.
14. Engaging in disorderly conduct, public intoxication or lewd, indecent or obscene behavior.
15. Unauthorized use, possession or storage of any weapon on College premises or at College-sponsored activities.

16. Intentionally or recklessly misusing, disabling, tampering with or damaging fire safety equipment, doors and signs.
17. Unauthorized use or possession of fireworks and/or other incendiary materials on College premises or at College-sponsored activities.
18. Unauthorized use, forgery or unauthorized alteration of any College document or instrument of identification.
19. Unauthorized presence in or use of College premises, facilities or property.
20. Any behavior that disrupts or causes disruption of computer services; damages, alters or destroys data or records; or adversely affects computer software, programs, systems or networks. This may include the intentional introduction of any computer contaminant into the computer system.
21. The use of data, computer systems or networks to devise or execute any scheme to defraud, deceive or extort or wrongfully obtain money, property or data. Unauthorized use of computer files or unauthorized access to restricted network systems or computer files.
22. Reckless driving of a four- or two-wheel vehicle on or off-campus, or the abuse of campus parking rules and regulations.
23. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

### **Study Away Disciplinary Procedure**

Given the nature and function of study away programs, student-participant adherence to policies, procedures, and directives is crucial. The paragraphs below set out the student conduct process for resolving alleged violations of program and ArtCenter policies, procedures, and guidelines by study away participants.

Should there be an allegation of a violation of policy, etc., faculty leaders of ArtCenter study away programs may conduct investigations and hold administrative hearings for conduct matters that occur abroad. Faculty leaders may consult with the Director of Exchange and Study Away and the Assistant Dean of Students (or designee) throughout the process. At the discretion of the Assistant Dean of Students (or designee) and in consultation with the faculty leader, the Assistant Dean of Students (or designee) may assume jurisdiction for, and render a decision on, any cases involving students studying off-campus.

The faculty leader will be responsible to interview and/or receive statements from all witnesses, and will present the accused with charges, which are to include the specific regulation or policy allegedly violated. At the administrative hearing between the faculty leader and the accused student, the accused may testify personally and present witnesses on his or her behalf.

The accused may present testimony and make arguments not only with regard to the offense, but also with regard to justification or mitigating circumstances. The accused may also speak to the question of the appropriateness of any particular sanction that he or she may incur.

After hearing the case, the faculty leader will make a decision on sanctions. He or she may consult with the Assistant Dean of Students (or designee) prior to making a decision if the faculty leader deems it necessary. If the accused is found guilty of a violation of applicable policies, regulations, etc., the decision will specify the violating behavior and the policy or regulation violated, and the sanction to be imposed. The faculty leader will promptly present the sanctions imposed to the accused and the decision will take effect immediately. The decisions of the ArtCenter faculty leader will be based on evidence presented and statements taken. Due to the logistical challenges presented by conducting

investigations at some distance from campus, decisions made by faculty leaders in disciplinary cases conducted for students in study abroad programs are final.

The Center for the Student Experience holds concurrent jurisdiction and may take further action based on the College's Student Code of Conduct upon the student's return to the College.

### **Interim Suspensions**

1. In certain circumstances, the Assistant Dean of Students (or designee) may impose a suspension of privileges to further participate in the study away program prior to a hearing following consultation with the faculty leader. Such an interim suspension may be imposed only:

- a) To ensure the safety and well-being of other members of the study away group or the preservation of ArtCenter property;
- b) To ensure the student's own physical or emotional safety; or
- c) If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the study away group.

2. During the interim suspension, the student shall be denied access to participation in the study away course and associated activities and privileges for which the student might otherwise be eligible, as the Assistant Dean of Students (or designee) may determine to be necessary or appropriate.

3. The interim suspension does not replace the regular disciplinary process, which shall proceed expeditiously.

### **Sanctions**

Sanctions for violation of the Student Code of Conduct or other rules or policies enforceable under the Code vary depending on the circumstances. Sanctions may include, but are not limited to, warning, suspension from program related activities, removal from housing, dismissal from program, disciplinary action on ArtCenter record, denial of participation on future education abroad opportunities, and suspension from the College.

### **Prohibition of Sexual Misconduct**

ArtCenter College of Design ("ArtCenter" or "the College") is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. All Students have the right to participate fully in ArtCenter programs and activities free from Discrimination, Harassment and Retaliation. ArtCenter is committed to maintaining an inclusive community that is supportive of students and employees. Part of this commitment is providing an educational and working environment that is free of sexual misconduct. ArtCenter does not unlawfully discriminate on the basis of sex in its education programs and activities, including admission and employment practices, as required by **Title IX of the Higher Education Amendments of 1972**. Title IX prohibits discrimination on the basis of sex in education programs and activities receiving federal funding.

The Sexual Misconduct Policy prohibits behaviors within and outside of Title IX regulations. These prohibited behaviors may be committed by any person upon any person, regardless of the sex, sexual orientation and/or gender identity of those involved. Prohibited conduct includes: sexual harassment; sexual assault; dating and domestic violence; stalking; discriminatory harassment on the basis of sex; sex/gender-based discrimination; sexual exploitation; threats, intimidation, hazing, or bullying on the basis of sex; retaliation; bad faith complaints of sexual misconduct. This policy applies to any student,

staff or faculty member of the ArtCenter Community. ArtCenter may be limited in how it can respond when applying these regulations to non-ArtCenter individuals.

ArtCenter utilizes a preponderance of evidence standard to determine whether it is “more likely than not” that a violation of College policy occurred. “More likely than not” means that the information supporting one outcome (responsible or not responsible) outweighs or is more than the information supporting the opposite outcome.

### **What is Consent?**

Consent is an informed, affirmative, conscious, voluntary, and mutual agreement by all participants to engage in sexual activity, communicated through mutually understandable words and/or actions. It is the responsibility of each person involved in sexual activity to ensure that they have the affirmative consent of the other participant(s) to engage in the sexual activity before doing so. Affirmative consent must be voluntary and given without coercion, force, threats, or intimidation.

If you believe that you have experienced sexual misconduct and would like to seek medical treatment immediately contact your travel insurance provider, CISI (for exchange and faculty-led programs), to locate the closest hospital for medical treatment: 1.609.986.1234 (collect outside the U.S.) Email: [medservices@assistamerica.com](mailto:medservices@assistamerica.com).

### **Procedures for Filing Complaints**

Students can report any incident of sexual misconduct with your faculty leader or report it directly to the Title IX office at [titleix@artcenter.edu](mailto:titleix@artcenter.edu). More information on Title IX Policies, Procedures and Reporting Options can be found on Inside ArtCenter under Campus Information > Policies, Procedures & Guidelines > Title IX. Students also have the right to file a report, or not report allegations of sexual misconduct with local law enforcement, ArtCenter will always support an individual who wishes to make a report to the police or other local authorities. Students should contact CISI to receive advice on in-country police reporting, especially in countries that may not have laws to prevent sexual misconduct.

### **Alcohol and Other Drug Policy**

ArtCenter does not encourage the use of alcohol or condone drinking patterns or behaviors that are detrimental to the health and welfare of the individual, the ArtCenter community, or the community at large. Alcohol may be consumed, but not abused, by students who are of legal age in their host countries. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times. ArtCenter prohibits the use of alcohol that is illegal in the host country and prohibits the distribution of alcohol to students who are not of legal drinking age in their host countries. ArtCenter will impose sanctions against any student who commits an alcohol infraction, including drunkenness or any abuse of alcohol.

ArtCenter study away programs have a zero tolerance policy for purchase, possession, use, or distribution of any drugs considered to be illicit or illegal. Any violations may be grounds for dismissal. Students are further cautioned that the possession of drugs is often dealt with harshly by local, host-country law enforcement and neither the College nor the U.S. Embassy can obtain release from jail.

The use of illegal drugs and the abuse of alcohol are seriously detrimental to one’s health and well-being. ArtCenter urges students involved with either to obtain the necessary assistance from medical professionals and counselors. Please contact the Center for the Student Experience for referrals prior to departure or utilize CISI to locate treatment and assistance locations at the program site.

### Transportation Policy

Traffic-related accidents are the leading cause of student injuries and deaths while abroad. Students are prohibited from driving motor vehicles (including but not limited to scooters, motorbikes, motorcycles, and cars) while participating in an ArtCenter Study Away Program outside of the U.S. unless they possess a valid driver's license and driver's insurance in the host country. Students should obey all local vehicle and pedestrian laws and use public transit wherever that option exists and is safe. A student's personal liability coverage takes precedence over ArtCenter liability coverage should a motor vehicle be used.

Exceptions to this policy may be considered for the content of the program curriculum, associated field trips, and supervised projects. All such considerations must be discussed with the academic department and Exchange and Study Away office in advance.

"Study away had a tremendous impact on me; I can't really explain in words what it has done for me. I feel that it has opened me up in areas that I didn't see or pay attention to in the past."

Mario Rosado, Summer 2017

### Section V: Fees and Financial Matters

#### **ArtCenter Program Deposit**

Upon confirmation of your participation in an ArtCenter exchange or study away program, you will be required to pay a \$200 deposit by a specified deadline, typically within a week or two of acceptance notification. This deposit is **non-refundable** and is used to secure your place in the program. Depending on the particular program that you are participating in, the deposit may be applied to one or more of the following program costs: housing, health/travel insurance, field trips, flights, or program provider services. Your deposit will go directly to covering these costs once the program begins. If there are no additional fees for your study away program, then the deposit will go toward your tuition for the term. If your study abroad program is a requirement of your degree program, you will not be assessed a deposit charge.

For exchange program applicants, as there are no additional fees for exchange programs, the deposit will be applied to your tuition for the exchange term. If you are not accepted by the host institution, your deposit will be credited to your account.

#### **Financial Aid**

All students enrolled for credit in a study away program are eligible for financial aid for that term. Students will be eligible for grants and loans as if they were on campus, with the exception of Federal Work Study (FWS) in some cases. The normal FWS component of an aid package will be covered with additional loan funds, upon request. Please make an appointment with the Financial Aid Office for specific advisement for your program.

You are required to follow the Financial Aid guidelines/deadlines and complete all forms as you normally would each year at ArtCenter.

In addition to the regular financial aid forms, there may be additional special steps for studying away. Please consult the Financial Aid Office for further information (see Section X: Resources and ArtCenter Contacts).

## Scholarships

Students planning to study abroad are encouraged to apply for scholarships early. For more information on outside scholarships, visit <http://www.artcenter.edu/studyaway/scholarship/>. You may also inquire about scholarship opportunities with the Exchange and Study Away office or the Financial Aid office. You are welcome to make an appointment with the Exchange and Study Away office if you have general questions about your scholarship application and would like some assistance.

## Money Matters

The range of expenses can vary depending on the length of your study away program. Talk with someone who has lived in the country you are traveling to and find out the best way of banking for an extended period of time. **Before departure, contact your bank and credit card companies to inform them you will be using your card abroad to make purchases.** This ensures they are aware you will be using your credit/ATM card out of the country so that they do not mistakenly freeze your account due to suspicions of fraudulent use.

It is a good idea to obtain a small quantity of foreign currency prior to your arrival, especially if you are arriving on a weekend. Otherwise, be prepared to find an ATM or exchange house in the airport upon arrival.

## ATM Cards and Credit Cards

ATM cards are probably the most convenient way to acquire funds while abroad. You will need to have a four-digit PIN in order to access funds from foreign ATMs. Check with your bank to find out where your ATM card can be used, what fees are involved, and to ensure your PIN has the appropriate number of digits for ATMs in your destination country/countries.

U.S. credit cards are generally accepted abroad and can make foreign currency transactions easy. They are very useful in a financial emergency. Be sure to acquire a PIN for your credit card before you leave. When you arrive home, your statement will include transactions that have been converted into U.S. dollars. Remember that you may be charged service fees for international transactions and for any cash advances on your card. Make a cash advance only if you have no other option for getting money. Also remember that you will need to make your monthly payment to your credit card company while you are abroad—make arrangements prior to your departure.

You should make copies of the front and back of each card you plan to take with you and keep one copy at home with friends or family and a copy with you, separate from the other cards.

## Power of Attorney

It is a good idea to give a trusted family member access to your financial accounts prior to your departure. You can do this by giving them “Power of Attorney.” You may need to go to your financial institution with your family member and give them permission to oversee your accounts while you are out of the country. This is especially helpful if you need them to move money from one account to another or withdraw funds on your behalf to pay bills, etc.

## Taxes

You may need to arrange to have tax forms sent to you (they are also usually available at a U.S. consulate or embassy) or have taxes paid for you by your power of attorney while you are out of the country. It is also possible to ask for an extension. Be sure to know what your tax responsibilities are and

how to comply before you leave. For more information, check the Internal Revenue Service (IRS) website: [irs.gov](http://irs.gov)

"In this globally connected world, students benefit enormously from the opportunity to work on multi-lingual, multi-cultural, interdisciplinary teams. While at times challenging, through this experience ArtCenter students learn to truly bridge cultures to achieve extraordinary results. Students form friendships that will last a lifetime, which grow out of shared experiences, challenges and triumphs."

Penny Herscovitch and Daniel Gottlieb, ArtCenter Faculty

## **Section VI: Packing, Equipment Insurance, Personal Property Insurance, Travel Arrangements, Communications and Voting While Abroad**

### **What to Pack**

Plan your wardrobe carefully so that you take as few clothes as possible. Remember, **DO NOT BRING MORE THAN YOU CAN CARRY!**

- Don't pack things that you can buy in your host country. You will be able to buy most toiletries and basic school supplies almost anywhere. You don't need to weigh down your suitcase with bottles of your favorite shampoo.
- Don't pack a lot of clothes. You may wish to buy some clothes while you are abroad too so you'll need to save room in your suitcase.
- Pack clothing that is versatile and sturdy. You may want at least one set of nicer clothing for evenings out, meetings, or presentations, but otherwise make sure your clothing can take a good hand washing. Good walking shoes are a must.
- Pack necessary prescription medicine (in carry-on), contraceptives, tampons, etc. Some of these items are not readily accessible abroad. Bring a copy of your prescription with the generic name of the drug in case you need to buy more.
- Make note of credit card and ATM information and spending limits, including the phone number if the card is lost or stolen. Because of fraud protection systems, call the credit card company before departure to document which countries the card will be used in.
- Your airline carrier restricts luggage size and weight. Contact your airline directly for more information. Also inquire with your airline if you are making connecting flights as sometimes the number of bags can be restricted if you are connecting and carrying on. Airlines may be very strict about luggage restrictions and may charge you for being over their baggage allowances and baggage weight limits.

### **Clothing to Consider**

- Rainproof walking shoes
- Flip-flops for the showers in hostels
- Poncho/rain jacket

- Bathing suit
- Hat for protection against the sun, or the cold

### **Medicine and Toiletries**

- Prescription medicine and the original prescriptions signed by your doctor
- Sunscreen
- Deodorant
- First aid kit
- Contraceptives and condoms
- Aspirin or ibuprofen
- Tissues
- Tampons/pads
- Razors/blades
- Eyeglasses and sunglasses
- Extra contact lenses and cleaning solutions
- Tweezers, nail files/polish, etc.
- Bed linens (if not provided by the program)
- Towel/washcloth (if not provided by the program)
- Moist towelettes

### **Miscellaneous**

- Watch (cheap, reliable)
- Cell phone and charger (verify with your carrier that your phone will work abroad)
- Earbuds
- Camera and charger or film
- Flashlight
- Books, guidebook (such as Lonely Planet), phrasebook, maps, train schedules, handbooks
- Day pack/small compressible knapsack
- Plastic storage bags
- Laundry soap and line (you probably can buy this after arrival)
- Umbrella
- Luggage lock and tags
- Battery-operated alarm clock
- Batteries
- Adapter and voltage converter/appropriate plugs (most other countries use different electric current and plugs)
- Small locks for backpacks or locking luggage to overhead train racks
- Small sewing kit
- Earplugs

### **Documents**

- Passport and visa(s) (passport must be valid for at least six months after the end date of your program abroad)
- Copies of prescription medicine
- Tickets and rail passes
- CISI health and travel insurance policy card



- Cash, credit cards, calling card, etc.
- Copies of the above for reporting lost or stolen passports or cards

### **What to Leave at Home**

- All unnecessary credit cards
- A copy of your itinerary and contact information abroad with family or friends
- Valuable or expensive looking jewelry
- Irreplaceable family objects
- Copies of your passport, credit card numbers, and itineraries.

### **Equipment Insurance**

If you choose to bring your laptop, computer accessories, and/or personal production gear (photo, film, video, etc.) with you, please refer to **ArtCenter's Equipment Insurance FAQ sheet** available from the Equipment Room. All students involved in a credit-bearing program will be covered under this insurance plan. Be sure that your laptop has tracking software installed to be eligible for theft coverage. For more information, contact the Equipment Room Manager (see Section X: Resources and ArtCenter Contacts).

### **Personal Property Insurance**

Personal property including cell phones and wallets are not covered under the equipment insurance policy or travel/medical insurance policy. We recommend you consider buying personal property insurance to protect personal belongings. Personal property insurance can be purchased from [www.collegestudentinsurance.com](http://www.collegestudentinsurance.com) or another insurer. Be sure to indicate that you are an ArtCenter student for the best rate.

### **Travel Arrangements**

For most ArtCenter programs, you are responsible for making your own flight arrangements. Do not wait until the last minute to book your travel. Unless your program specifies that a group flight will be booked for you, it is essential for you to make your flight and other travel arrangements so that you arrive in time at the designated location, date, and time for the start of your program.

There are a number of student travel sites available to assist you with your travel planning, some of these include:

STA Travel: [statravel.com](http://statravel.com)

Student Universe: [studentuniverse.com](http://studentuniverse.com)

Go Abroad: [goabroad.com](http://goabroad.com)

Kayak: [kayak.com](http://kayak.com)

Expedia: [expedia.com](http://expedia.com)

Travelocity: [travelocity.com](http://travelocity.com)

Cheap Flights: [cheapflights.com](http://cheapflights.com)

Google Flights: [google.com/flights](http://google.com/flights)

You can also look into using airline miles or promotion deals for your flights.

### **Independent Travel**

If you are planning your own travel aside from the course itinerary, such as during your free time or before or after the class program, notify your faculty leader where you will be traveling, when you will be traveling, and when you will be returning. It is highly recommended that you travel with others rather than alone. Travel on weekends should not interfere with regular attendance of classes. It is

recommended that you focus your travel to nearby locations. When traveling to faraway destinations, the majority of your time is spent on the train and searching for lodging with little time left to see the sights. Save your more distant travel for before or after the program or during break periods. Such distant leisure travel is also a much better experience when you have time to travel with visiting family and friends.

"This trip was probably one of the most, if not the most, memorable things that has happened in my life. To be around so many amazing artists really pushed me to work even harder on my own work."

Darren Huang, Summer 2017

## **Communications**

### **Telephone**

Should you or your parents wish to make a direct-dial international call from the U.S., the usual procedure is:

1. Dial the International Access Code: 011
2. Dial the country code (normally a 2- or 3-digit number)
3. Dial the city code (normally a 1- to 5-digit number)
4. Dial the local number abroad

You can get the country and city codes you need from any long-distance telephone company or directory. You can also search the internet for "country codes."

Consider using Skype for good rates on phone calls and help set your family members up with a Skype account before you leave the U.S. Visit [skype.com](http://skype.com) for more information.

Keep in mind the time/date difference when calling home!

### **Cell Phones**

In the U.S., cell phones that can operate on any of the three wireless frequencies worldwide are common. Global roaming rates still remain high, between 99 cents to \$4.99 a minute, so be sure to check with your phone company to learn all of the rules before you go abroad.

If you will be staying abroad for a longer period of time, you may want to consider purchasing a cell phone once you arrive in your host country. Do some pre-departure research on how to rent or purchase a cell phone. Prices of phones and coverage are often significantly lower than in the U.S., but may offer less security with your identity and contacts than your own personal communication device.

### **Internet Access**

In most locations, you will have access to the internet at your studio site, college or university campus, and/or residence. You can also connect online at various internet cafes in your host city. Do not expect to have the same access or speed of access when you are abroad. Consider whether you will need a USB dongle to access the internet connection. The entire world is not equipped with the same fiber-optics as the United States—you are going abroad to experience a different way of living, one of which may be a separation from high-tech equipment and the constant ability to Twitter, Instagram, or Facebook and/or have access to free internet service.

Be sure to stay connected with ArtCenter by checking your [inside.artcenter.edu](http://inside.artcenter.edu) account for regular announcements, notices, and deadlines.

### **Voting While Abroad**

If you will be abroad on Election Day, you may request an absentee ballot. You may do so online or by mail. It is generally an easy process. If you do not make these provisions before leaving the U.S., you may still vote under the Overseas Voting Rights Act of 1974, which requires states to establish a means for persons residing overseas to apply for voter registration.

### **California Residents**

**Step 1: Register to vote and request a ballot.** Even if you are or were registered to vote in past elections, in order to receive your election materials and vote when you are abroad, you need to apply for an absentee ballot by completing the online voter registration application at <http://registertovote.ca.gov/>. When registering, you will be asked your voter classification. Select "A U.S. citizen residing outside the U.S. temporarily." Your ballot may be delivered to you by mail, email or fax. Please choose your delivery preference when you register. Your ballot will be delivered to you as requested.

**Step 2: Complete and return your ballot.** Once you receive your ballot, follow the instructions that accompany it. You will receive all the supplies necessary for the use and return of the ballot. You must sign the return envelope. Mail your voted ballot and signed return envelope following the Secretary of State's online instructions under "Mailing Addresses and Fax Numbers for Military or Overseas Voters" online at <http://www.sos.ca.gov/elections/voter-registration/military-overseas-voters/>. Under California law, while you may receive a blank ballot by email, you may not return a voted ballot by email.

### **Important Deadlines**

- Voter Registration Form: Postmarked 15 days before the election
- Absentee Ballot Application: Received 7 days before the election if requesting by mail; no deadline if requesting in person
- Voted Absentee Ballot: Received by 8:00 p.m. on election day

### **Residents of All U.S. States and Territories**

Residents of all U.S. states and territories may register to vote and request an absentee ballot online at [www.overseasvotefoundation.org](http://www.overseasvotefoundation.org).

If you requested an absentee ballot but do not receive it, you can still vote by using the Federal Write-In Absentee Ballot (FWAB), which can be downloaded from <https://www.fvap.gov/uploads/FVAP/Forms/fwab2013.pdf>.

While abroad you may also inquire about voting at a U.S. embassy or consular office.

### **Additional Voting Resources**

Overseas Vote Foundation (<https://www.overseasvotefoundation.org/>) - Absentee ballot request and voter registration services for all U.S. voters in all states at home and abroad. Select "U.S. Citizen Residing Outside the U.S. Temporarily and I Intend to Return" to register to vote and request an absentee ballot. Must have address overseas already known.

VoteFromAbroad.org (<https://www.votefromabroad.org/>) - Nonpartisan voter registration tool provided as a public service by Democrats Abroad. Select "U.S. Citizen Residing Outside the U.S. Temporarily and I Intend to Return" to register to vote and request an absentee ballot.

U.S. Department of State information about overseas voting - <http://travel.state.gov/content/passports/en/abroad/legal-matters/benefits/voting.html>

Federal Voting Assistance Program - <https://www.fvap.gov/>

DemocratsAbroad.org - <http://www.democratsabroad.org/>

Republicans Overseas Facebook Page - <https://www.facebook.com/republicansoverseas>

## **Section VII: Safety Abroad**

Although you should by no means let paranoia ruin your travels, a reasonable amount of precaution is important. While you are abroad, take the same precautions you would take in any large U.S. city you are not familiar with. Always pay attention to your surroundings and do not be foolish with your belongings. It is a good idea to learn as much as you can about the history, culture, politics, and customs of your host country prior to your arrival. For instance, various countries and cultures respect certain manners and dress codes. You should abide by these manners and be equally respectful. Watching the local residents and their habits is your best guide to safe behavior. The less you stand out the safer you will be.

### **Basic Safety Tips**

- Never leave your bags unattended or ask a stranger to “just watch your stuff for a minute” while you go to the bathroom or purchase a ticket.
- Do not carry your passport with you on a daily basis—keep it safely in your room or ask for it to be locked in a safe or security box at your accommodations.
- Beware of pickpockets and con artists. The most common site for purse or camera snatchings are central train stations or crowded shopping areas.
- Avoid areas where demonstrations are in progress. It may be illegal for you to participate in local demonstrations and you could be ordered to return to the United States.
- Do not walk in unfamiliar areas of the city at night or accept rides from strangers.
- Remember that drinking alcohol or using any drugs may put you in a vulnerable position, as your judgment will be impaired. Avoid going out late at night and drinking alcohol or using drugs, especially with people you do not know well. Staying sober at all times enables you to make better decisions.
- Check current travel advisories. For current information, advisories, or warnings, consult the U.S. State Department website at <http://travel.state.gov>.
- Stay in touch with friends and family back home.

### **Smart Traveler Enrollment Program (STEP)**

Register your trip with the U.S. Department of State Smart Traveler Enrollment Program and stay informed on the latest travel updates and information. This will also enable the State Department to better assist you in the case of an emergency. Register here: <http://step.state.gov>.

Proof of STEP enrollment is required of all ArtCenter students who are U.S. citizens participating on a study away program. If you are not a U.S. citizen, you cannot register for STEP. However, you can still register for the U.S. Department of State Travel Alerts and Warnings email subscription service. We also recommend international students register with their own Embassy in case of emergency.

### **Emergencies**

In an emergency, first take whatever actions necessary to assure your immediate safety. Then, follow these steps:

- **Call the Local Emergency Number.** Know the local equivalent of 911 so that you can get emergency assistance. Remember to follow the advice from faculty or other on-site staff on the best manner to contact police and emergency services in your host country.
- **Notify On-Site Staff.** Be sure you have your faculty member's cell, or the number for your local contact person for your program.
- **When Needed, Contact Insurance.** For international faculty-led and exchange, contact CISI at 1.855.951-2326 (within the US) or +1.443.470.3043 (collect outside the U.S.)  
Email: [medassist-usa@axa-assistance.us](mailto:medassist-usa@axa-assistance.us)
- **Contact ArtCenter.** During regular business hours (Monday - Friday from 8:30am to 4:30pm PST), you can reach Exchange and Study Away at +1.626-396-4215. After hours, call ArtCenter Campus Security (available 24 hours a day, 365 days a year) at +1.626.396.2211.
- **Contact the Nearest U.S. Embassy.** Consular personnel at U.S. Embassies abroad are available 24 hours a day, 7 days a week, to provide emergency assistance to U.S. citizens. Contact information for U.S. Embassies and Consulates appears on the Bureau of Consular Affairs website ([travel.state.gov/content/travel](http://travel.state.gov/content/travel)). Also note that the Office of Overseas Citizen Services in the State Department's Bureau of Consular Affairs may be reached at +1 (202) 501-4444. This Office can put you in touch with the necessary local consular personnel for assistance. International students should reach out to their own embassies for assistance.

### **Lost or Stolen Items**

If you have anything stolen, file a report with your faculty leader or local campus exchange program administrator and local police authorities. Sometimes items can be retrieved if proper steps for reporting have been taken. Also, a police report is often required by insurance companies before they will process a claim.

### **Lost or Stolen Passport**

For information on how to replace a lost or stolen U.S. passport visit:

<http://travel.state.gov/content/passports/english/passports/lost-stolen.html>.

For non-U.S. citizens, contact your country's local embassy. For a list of local country embassies, you can contact CISI or visit: <http://embassy.goabroad.com/>. If you need to replace your U.S. student visa, contact ArtCenter's International Student Advisor (see Section X: Resources and ArtCenter Contacts) for assistance, including the issuance of a new I-20 if necessary. Also make an appointment at the U.S. Embassy for a replacement visa.

### **Local Laws and Legal Matters**

Students abroad are subject to the laws of the country in which they study and the policies of the institution in which they are enrolled, as well as those of ArtCenter. Students who violate the law may have to face legal proceedings in the local judicial system, which may not provide the same safeguards

for those accused of crime in the U.S. system. If convicted of a crime, a student will face punishment according to local practices. Many countries have laws regarding sexuality, dress, political assembly, and the use and distribution of illegal drugs, which are more severe than in the U.S. For their own protection, all students are cautioned to obey the laws of the country in which they study. In particular, any student who expects to use illegal drugs should seriously reconsider the decision to study abroad.

Exchange program students are subject to the disciplinary regulations of their host university and bear responsibility, as well, to ArtCenter's Code of Conduct. In general, disciplinary action under the campus Code of Conduct may be taken for one year after the alleged misconduct occurs. Records of any disciplinary actions abroad become a part of a student's file at ArtCenter.

All students are expected to respect national and local ordinances, even though these may sometimes be very different from those in the U.S. The program does not tolerate abuse of alcohol, use of illegal drugs, or other behaviors disruptive to the wellbeing of others. **Students who do not adhere to appropriate standards of conduct are subject to dismissal from the program. No fees will be refunded under such circumstances.**

Students studying abroad are guests of a foreign government. They can be (and some have been) expelled from the country as undesirable, even when no legal proof exists that they have broken a law. Students who are jailed will receive the following assistance from the program leader and the United States government:

1. Your family will be advised of your situation.
2. You will be assisted in getting a lawyer at your own or your family's expense.

We cannot get you out of jail or provide you with bail money.

**Avoid illegal activity at all times.**

### **Section VIII: Learning About Your Host Country**

Don't wait until you are overseas to learn about your host country. A little knowledge can go a long way in establishing good relations with people in your host country. Should you bring gifts? If so, what's appropriate? How formal should you be with your fellow students and faculty? What should you expect in terms of requirements for your classes? What are some major political issues facing the country? Knowing the answers to these questions will help you get off to a good start and will build your confidence.

Also, many students find themselves intimidated by the knowledge people from other countries have, not only about their own politics, history and culture, but also about U.S. American politics and culture. Feeling insecure, it's easy to shut yourself off from these conversations further preventing you from gaining the knowledge you seek! We are not suggesting you know everything, but rather, prepare yourself with a few key pieces of information. You can do a lot of pre-departure research on the internet.

Here are a few suggestions for getting prepared. Of course, you can't do all these before you go. Select areas most interesting or most challenging to you. The more you know, the better.

## Literature

- Check out books, novels, short stories, poetry, etc. Learn about the major literary figures and their works.
- Explore language readers and textbooks for cultural information.
- Read non-fiction books on history, geography, politics, etc.
- Seek out travel writing.

## Film

- Rent videos from the library or check out films online. Watch films made about your host country and movies made by filmmakers from your host country.

## Internet

- U.S. Department of State: <http://www.state.gov/travel>
- Read local newspapers from the major cities of the world. Many local newspapers have English versions (e.g., Spiegel in Germany, Haaretz in Israel)
- CIA World Factbook: <https://www.cia.gov/library/publications/the-world-factbook>
- Student Study Abroad Handbooks on different countries: <http://www.studentsabroad.com/>
- Look up maps of the country. Have an understanding of where the major cities and other important geographical areas are located.
- Preparing to Study Abroad: The Cross-Cultural Experience: <http://www2.pacific.edu/sis/culture/> is an online cultural training resource for study abroad

## Books to help you prepare

- Paige, R. Michael et al., *Maximizing Study Abroad: A Students' Guide to Strategies for Language and Culture Learning and Use*. CARLA, University of Minnesota, 2004. This is the book that will help you get the most from your experience abroad.
- Travel Books: Many students say they lived by their travel guides, so get a complete and updated one. *Let's Go*, *Lonely Planet* and *The Rough Guide* are good budget travel books with good background information on countries and world areas. There is also useful hostel/hotel information as well as must see sites. *Europe on a Shoestring* (Lonely Planet) is a great all-around guide with accurate, up-to-date information and advice.

## Language-Learning Resources

- The ArtCenter library subscribes to an language learning resources, Mango, which students can access by going to the "Online Resources" page on the ArtCenter library website
- Podcasts, free language lessons and apps you can download from the internet (e.g., Duolingo)
- Take a class. See what options are available through ArtCenter's cross-enrollment program or look into a local language school. People will be very appreciative of your attempts to learn the language of your host country, and you will have a lot more fun and a richer experience if you can interact with people from the country.

## Basic things you should know before you go

It's strategic to have some basic facts about your host country at your fingertips. This helps you get into conversations and shows your respect for the culture. Take some time to investigate the following topics and use above resources or ask a person from your host country to help you find out the information:

1. Names of political leaders
2. Names of political parties
3. Major religion(s)/spiritual beliefs and their effect on the host country
4. Hot topics of the day (e.g., government scandals)
5. Recent conflicts and the role of the U.S. in those conflicts
6. Type of government
7. Year of independence and circumstances
8. Economic conditions
9. Cultural diversity (immigration and refugee populations, etc.)
10. U.S. role in local economy, politics and culture

"There is just no way to put these experiences into a textbook or website and get the same sense of what it's like to be there. This is an experience that you cannot get anywhere else. No one can teach you about yourself; sometimes it takes going out to explore the world to learn how you fit into it and how you differ from it all."

Katherine Lazo, Summer 2017

## **Section IX: Cross-Cultural Adjustment, Culture Shock, and Reverse Culture Shock**

### **Two Rules for Successful Cross-Cultural Adjustment**

#### 1. Assume differences

When going abroad, keep an open mind to unexpected differences. If you go abroad thinking that the host culture is the same with only some quaint customs that are different, you may not be open to any differences. The differences that do exist but are not as apparent, such as attitudes toward the government's role in one's life, family relations, attitude toward elderly people and traditions, etc., are not as easy to encounter as differences in food and clothing. Cultural immersion is an integral part of the study abroad/exchange experience and it is a multi-faceted journey, just learning about the sounds, smells and tastes in a country are just the beginning. Experts of regions, countries, and even cities spend a long time becoming extremely familiar with the multitude of aspects such as history, politics, economics, religion, TV programming, language, etc. "Cultural learning" begins from the start, just like learning a new skill, at first you will be a beginner and then you will progress as you learn more. It is a "passive" learning process which until one is confronted by a different culture, may not be readily apparent.

#### 2. Do unto others as they would have done unto themselves.

In other words, don't expect to carry on a conversation about baseball with an Australian who is interested in cricket or walk into a Japanese home with your shoes on. Instead of the "Golden Rule," where one refers to one's own values, try to think of the host culture's values and interests and concur as much as possible with them. Of course you don't have to "go native," but you should try to learn about your host culture's values, customs, popular culture, etc., as much as possible. Being aware of the host culture does not mean you have to adopt that culture but it can help to keep your mind open to differences in a positive way.

### **Culture Shock**

Culture shock is a totally normal and logical reaction to differences we encounter in a foreign culture. Culture shock doesn't result from just one event, and it usually doesn't strike suddenly, or with any



cause. It builds slowly from a series of small events. It also comes from living and working in an ambiguous situation. Living abroad will make you question your values, which you may have taken as absolutes before.

Cultural adjustment comes in stages. The various phases which you might find yourself going through in this process include (in chronological order):

- Being fascinated with all the new things you are experiencing
- Feeling uncomfortable because you don't belong
- Rejecting the foreign culture and people as being strange (culture shock)
- Learning to decipher foreign behavior and customs
- Accepting and enjoying the foreign culture

Some symptoms of culture shock:

- Being homesick
- General fear and mistrust
- Retreat from other people
- Hostility towards the host culture and its people
- Increased desire for sleep
- Increased attention to hygiene
- Increased consumption of foods and drink
- Not knowing how to cope with your environment
- Extreme reactions to little frustrations—especially anger

Knowledgeable travelers advise handling culture shock with adaptability, a sense of humor, and a lot of common sense. Give yourself some time to become accustomed to the cultural differences.

How to deal with culture shock:

- Be aware that this will happen and prepare for it by learning and accepting the new culture
- Deal with it like any other stress: get out and about, get exercise, listen to music, phone home, talk with friends
- Interpret the new culture:
  - Ask yourself, "Based on what I know, I think it means this. But my thinking is based on my assumptions. What else could it mean? Are my assumptions valid?"
  - Consider altering your point of view or consider at least one different perspective
  - Stay involved by engaging yourself in local activities
  - Form and maintain friendships in the community
  - Keep a cultural diary (by writing down your experiences you gain a fresh perspective and learn more about your true self)

The author, Kurt Vonnegut, Jr., explains to us how important it is to learn about different cultures, encouraging us to experience the adventures of studying abroad:

*I've often thought there ought to be a manual to hand to little kids, telling them what kind of planet they're on, why they don't fall off it, how much time they've got here, how to avoid poison*

*ivy, and so on...And one thing I would really like to tell them about is cultural relativity. I didn't learn until I was in college about all the other cultures, and I should have learned that in the first grade. A first grader should understand that his or her culture isn't a rational convention; that there are thousands of other cultures and they all work pretty well; that all cultures function on faith rather than truth; that there are lots of alternatives to our own society. Cultural relativity is defensible and attractive. It's a source of hope. It means we don't have to continue this way if we don't like it. (Vonnegut, 1988, p. 104)<sup>1</sup>*

L. Robert Kohls (2001) defines "culture" as "an integrated system of learned behavior patterns that are characteristic of the members of any given society" (p. 25).<sup>2</sup> Culture is learned and transmitted from generation to generation. However, there are individual differences in cultures that define a group so that it is nearly impossible to completely define a culture in its entirety. In short, there is no one correct description or list of traits of a particular culture.

Further, there are no intrinsically right or wrong ways of living. For practical purposes, there are only different solutions that have been learned in culture to provide for its basic needs. In order to understand different values and behaviors, it is useful to approach them non-judgmentally and seek to understand that which is logically inherent in every culture rather than automatically condemning or accepting the different culture.

### **Reverse Culture Shock**

One of the greatest challenges of studying abroad is coming back home. Many people expect to have difficulty adjusting when they go abroad, but no one expects to have any struggles when they get back home. This is what's called "reverse culture shock." You've just had an amazing experience abroad and you want to talk about it. Unfortunately, your parents and your friends may not be as interested as you would prefer. You've learned about a new culture and, chances are, you've changed some of your old values and ideas. You may have trouble re-assimilating into American culture, and on top of that, "ArtCenter culture."

ArtCenter may look completely new to you after spending a semester abroad. Many students have difficulties readjusting to the hectic schedule and the stress on campus. Again, reverse culture shock is inevitable and even the best prepared will have some challenges getting back into the swing of things. The following ideas might help you during your first months back:

- Remember what you did when you were abroad and adjusting to your new country. Use those same techniques that helped you cope then to assist you with your readjustment now.
- Play the role of the observer, not a judge. It's easy to criticize, much more difficult to understand. You're looking at American culture from a very unique standpoint now. Take your time and think about what you see.
- Expect to feel frustration and depression. Knowing this will happen will not prevent these feelings, but it will keep you from feeling overwhelmed.
- Take your time. Don't rush into big decisions when you're depressed.
- Meet with the Exchange and Study Away office to discuss your experiences and learn ways that you can share your experiences with the ArtCenter community as well as serve as a contact for other students interested in study abroad.

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<sup>1</sup> Vonnegut, K. (1988). *Conversations with Kurt Vonnegut*. W. R. Allen (Ed.) Univ. Press of Mississippi.

<sup>2</sup> Kohls, R. (2001). *Survival Kit for Overseas Living*. Boston: Nicholas Brealey Publishing.

- Schedule an appointment to meet with an on-campus counselor through CSE.

Re-entry can be tough, but with time your re-entry shock will fade. You will readjust to life in the U.S., and at ArtCenter, too.

"Nothing can replicate this experience. You are pushed to the limit and you end up creating a project you are proud of. Students from all majors tell me they make a creative leap with their project, confidently going to London to showcase their work and to talk about their ideas with creative leaders who are interested in what they have to say. It is life changing for every single person. The entire experience cements the benefits of networking through ArtCenter. You make friends and contacts for life."

Ann Field, Illustration Department Chair

## **Section X: Career Development and Study Abroad**

Through your experience abroad, you will have developed a number of skills that are valuable to future employers: cultural awareness and appreciation of diversity; overcoming language barriers and learning a foreign language; and adaptability, open-mindedness, independence, and resourcefulness.

### **Career Planning**

While abroad, you may spend time considering what you will do after ArtCenter or how you can apply this experience to your professional materials. When thinking about your career and future professional interests, whether abroad or domestic, you will want to plan ahead in order to take advantage of your time away in a new place. Consider cultivating new relationships through networking, conducting research to identify companies of interest that may be located at your international destination or reach out to ArtCenter alumni who work or live in your city.

Individual career counseling is available through Career and Professional Development (CPD) (see Section X: Resources and ArtCenter Contacts) to help you achieve your professional goals. Thirty-minute appointments are available (pre-departure or upon return) with a career counselor. Consider making an appointment before departure to strategize with a career counselor about how to best approach your semester abroad based on your professional interests, or make an appointment upon your return to discuss ways you can leverage your international experience in your professional materials and during interviews.

CPD offers resources including career exploration, career interest assessments, resume and cover letter critiques, interview preparation including mock interviews, job search and networking strategies. For a complete list of CPD's resources, please visit ArtCenter Connect, which can be accessed through your Inside account.

### **ArtCenter Alumni Network**

Before you leave or while you are abroad, consider connecting with one of 1,600 ArtCenter alumni abroad who are open to connecting with you for potential mentorship, advice, internships and employment post-ArtCenter.

For more information on reaching out to alumni, contact the Alumni Relations Office (see Section X: Resources and ArtCenter Contacts) or visit [www.artcenter.edu/alumni](http://www.artcenter.edu/alumni).

### **Student and Alumni Professional Development Resources**

ArtCenter provides life-long learning opportunities for our global alumni community through educational alumni programs. In partnership with ArtCenter’s academic leadership, we offer design panels on future trends and industry practices, professional development workshops, entrepreneurship workshops and symposia, as well as design leadership programs. Some of these programs take place regularly in Germany at our Berlin satellite studio. These programs are closely coordinated with the Career and Professional Development office, providing on-going, seamless resources and connections for our students and global alumni community. In addition to these programs, we work directly with students to connect them to relevant alumni in industry for mentorship and career support. Please contact the office of Entrepreneurship and Professional Practice if you are interested in learning more.

### **Ideas for students who have studied abroad and might want to work abroad in the future:**

#### **Before you go...**

- Use the Alumni Network to find alumni who are living in the city/country where you’ll be.
- Talk with current students who studied abroad in the same location. Did any of them work or have an internship while there? How did they arrange it?
- Prepare a resume. You never know when you will need it.
- Meet with a career counselor in CPD for other ideas and resources.

#### **While abroad...**

- Maintain a “contacts” notebook of every interesting professional you meet.
- Contact alumni. Meet them at their place of business or socially.
- Practice, practice, practice the local language, if not English. Speak with locals. Read newspapers and magazines to learn about opportunities.
- When you encounter other Americans, of any age, living in your city, introduce yourself. Make note of where they are employed and ask for tips that might help you obtain a position.
- Pay attention to the cost of living abroad. Figure out how much money you would need to live there, or other places you might consider.

To learn more about the value of your study abroad experience, how to make career connections abroad, and how to market your study abroad experience to employers, check out the following student resource guide on study abroad and career development:

[http://www.aifsabroad.com/advisors/pdf/Tillman\\_AIFS\\_Student\\_Guide\\_Career.pdf](http://www.aifsabroad.com/advisors/pdf/Tillman_AIFS_Student_Guide_Career.pdf)

“I am so grateful to have a better awareness of the world I live in. I can draw so many likenesses to my own life with people living on a different side of the world, which makes me feel connected. I can also see vast differences and unique perspectives which increases my awareness and understanding of different cultures.”

ArtCenter Study Away Student, Fall 2017

## **Section XI: Resources and ArtCenter Contacts**

### **IN CASE OF AN EMERGENCY ABROAD, CONTACT CISI INSURANCE AT:**

Tel: +1.443.470.3043 (collect outside of the U.S.)

### **ArtCenter Contacts**

#### **ACCOUNTING**

Dominique Marin, Accounting Cashier  
Email: dominique.marin@artcenter.edu  
Tel: +1.626.396.2332

#### **ALUMNI RELATIONS**

Email: alumni@artcenter.edu  
Tel: +1.626.396.2305

#### **CAMPUS SECURITY**

Email: security@artcenter.edu  
Tel: +1.626.396.2211

#### **CAREER AND PROFESSIONAL DEVELOPMENT (CPD)**

Email: careers@artcenter.edu  
Tel: +1.626.396.2320

#### **CENTER FOR DIVERSITY**

Dr. Aaron Bruce, Vice President & Chief DO  
Email: aaron.bruce@artcenter.edu  
Tel: +1.626-396-2288

#### **CENTER FOR THE STUDENT EXPERIENCE**

Email: cse@artcenter.edu  
Main Tel: +1.626.396.2323

Cecilia Lopez, Senior Coordinator and Assistant to the Dean of Students

Email: cecilia.lopez@artcenter.edu  
Tel: +1.626.396.2323

#### **Associate Provost, Student Affairs**

Ray Quiroigico  
Email: ray.quiroigico@artcenter.edu  
Tel: +1.626.396.2325

#### **Counseling**

Counseling Main Tel: +1.626.396.2323

#### **International Student Programs (International Student Advisor)**

Jeonghan Ryu, Associate Director  
Email: jeonghan.ryu@artcenter.edu  
Tel: +1.626.396.2370

#### **ENROLLMENT SERVICES**

Main Tel: +1.626.396.2313  
Greg Yamamoto, Registrar  
Email: greg.yamamoto@artcenter.edu  
Tel: +1.626.396.2486

#### **ENTREPRENEURSHIP & PROFESSIONAL PRACTICE**

Robbie Nock, Manager  
Email: Robbie.nock@artcenter.edu  
Tel: +1.626.396.4212

#### **EQUIPMENT ROOM**

Paul Brown, Manager  
Email: paul.brown@artcenter.edu  
Tel: +1.626.396.2289

#### **EXCHANGE AND STUDY AWAY**

Email: studyaway@artcenter.edu  
Main Tel: +1.626.396.4215

Katie Perkins, Director

Email: katie.perkins@artcenter.edu  
Tel: +1.626.396.4394

Jon Mayfield, Assistant Director

Email: jon.mayfield@artcenter.edu  
Tel: +1.626.396.2475

Sara Williams, Advisor

Email: sara.williams@artcenter.edu  
Tel: +1.626.396.4215

#### **FINANCIAL AID**

Rebeca Larios, Assistant Director  
Email: rebeca.larios@artcenter.edu  
Tel: +1.626.396.2212

Cheryl Gillies, Director of Operations

Email: cheryl.gillies@artcenter.edu  
Tel: +1.626.396.2204

#### **GENDER EQUITY, SEXUAL MISCONDUCT AND TITLE IX**

Email: titleix@artcenter.edu

#### **HUMAN RESOURCES**

Lisa M. Sanchez, Vice President  
Email: vphr@artcenter.edu  
Tel: +1.626.396.2210

**Appendix A: Conditions of Participation In International or Domestic Off-Campus Program Agreement Form**

**ARTCENTER COLLEGE OF DESIGN  
STUDENT CONDITIONS OF PARTICIPATION  
IN INTERNATIONAL OR DOMESTIC OFF-CAMPUS PROGRAM**

I wish to participate in an international or domestic off-campus Travel Program approved, sponsored, or administered by ArtCenter College of Design (“College”). “Host Institution” herein means either the educational institution for an off-campus study program or the company hosting the Student’s internship.

I understand that I have the opportunity to earn academic credit through enrollment in the Travel Program. I realize that if I do not sign this document, and comply with all its terms, I will not be permitted to participate in the Travel Program. In consideration for my participation in the Travel Program, I agree to the following:

**1. Risks of Travel.**

**A. International Travel.**

I understand that participation in the Travel Program involves risks not found in study at the College. These risks include, but are not limited to, traveling to, within, and returning from, one or more foreign countries; various foreign, political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical practices and conditions; natural hazards; disease, illness, and injury; and crime. I understand that these and other risks are further described in the applicable U.S. Department of State Consular Information Sheets and Travel Advisories for the country or countries to which I will be traveling. I have accessed the applicable travel advisory at <http://travel.state.gov>, or have been provided with a copy by the College. I have reviewed the travel advisory, and I understand that all information and advisories contained therein are incorporated by this reference into this Student Conditions of Participation. I acknowledge that I am aware of the risks of international travel, that the College has no control over these risks, and that it is my sole responsibility to take precautions to minimize such risks.

**B. Domestic Travel.**

I understand that domestic travel involves risks that in some circumstances are similar to those presented by international travel. I acknowledge that I am aware of these risks, that the College has no control over these risks, and that it is my sole responsibility to take precautions to minimize such risks.

**2. Standards of Conduct.**

**A. College’s Rules.**

I will comply with the College’s Student Code of Conduct and with all other policies that are outlined in the College’s Student Handbook. I understand and agree that the College has the right to enforce the Student Code of Conduct, and all other College policies, during my participation in the Travel Program, and that the College may impose restrictions and penalties, up to and including my removal from the Travel Program, for any violation of the College’s rules, standards, or instructions, or for any behavior that the College, in its sole judgment, deems detrimental to or incompatible with the interest, harmony,

and welfare of the College, the Travel Program, the Host Institution (if any), or other participants. I understand that if my participation in the Travel Program is terminated, I will receive no academic credit, and I consent to returning home at my own expense, with no refund of fees.

**B. Rules of Host Institution or Sponsor.**

If my Travel Program involves a Host Institution, or a corporate or non-profit sponsor, I will comply with all applicable rules and policies of the Host Institution or sponsor. I understand and agree that the College may impose restrictions and penalties, up to and including my removal from the Travel Program, for any violation of these rules and policies, or for any behavior that the College, Host Institution, or sponsor, in their sole judgment, deems detrimental to or incompatible with the interest, harmony, and welfare of the College, the Travel Program, the Host Institution, or other participants. I understand that if my participation in the Travel Program is terminated, I will receive no academic credit, and I consent to returning home at my own expense, with no refund of fees.

**C. International Travel.**

If I am traveling abroad, I understand that each foreign country has its own laws and standards of acceptable conduct, including but not limited to those relating to religion, dress, manners, morals, politics, drug use, and general conduct. I recognize that conduct contrary to those laws or standards could jeopardize my own health and safety, as well as the College's relationships with the country and with the Host Institution (if any). I will become informed of, and abide by, all applicable laws and standards for each country to or through which I will travel during the Travel Program.

**D. Internship.**

If I am participating in an off-campus internship, I understand that I am a representative of my department and of the College, and thus I am expected to uphold the highest professional standards. As an intern, I will respect and adapt to the Host Institution's culture, and I will comply with all policies and procedures established by the Host Institution, and in particular, I will adhere to all relevant policies related to non-disclosure, non-competition, and confidentiality, including appropriate use of any media resources.

**E. Possession, Use, and Sale of Alcohol & Controlled Substances**

I understand that the manufacture, distribution, possession, use, or sale of controlled substances, as defined by California law, federal Law, or the laws of the off-campus location, is prohibited during off-campus College activities. I realize that I am solely responsible for ascertaining the legal age for the possession or consumption of alcoholic beverages in the off-campus location. I understand that I will be directly subject to the laws and legal procedures of the off-campus location and the regulations of the off-campus activity as applied to the use, possession and distribution of illegal drugs and these will likely be strictly enforced by local authorities.

**F. Engaging in High-Risk Activities**

I agree to refrain from engaging in any sporting, recreational, or adventure activity against the advice or direction of the off-campus activity leader, local authorities, or a qualified instructor. When participating in a permissible activity, I agree to follow the rules and procedures of a recognized governing body for that sport or activity. I understand that my insurance may exclude coverage for any illness or injury sustained while engaging in a wide range of common sporting, recreational or adventure activities and that I am solely responsible for ascertaining what is covered or excluded.

## **G. Firearms**

I will not possess firearms.

### **3. Independent Travel.**

Any independent traveling that I do on any designated free time, including but not limited to weekends or academic holidays, during the period covered by the Travel Program, and prior to or after the conclusion of the Travel Program, will be at my own expense. The College is not responsible for me while I am traveling independently.

### **4. Housing.**

I understand that I am required to live in established program housing when it is provided by the College or Host Institution. If I secure housing independently on a Travel Program, I accept all associated risks, I will be solely responsible for all expenses and arrangements related to housing, and I will be required to provide the Exchange and Study Away office with my address and contact information.

### **5. Guests.**

I understand that I am prohibited from inviting any guests to participate on a Travel Program, including staying overnight in program accommodations, whether paying or not. If I am participating in an exchange student program, guest privileges are subject to the partner institution's policies.

### **6. Health and Safety.**

#### **A. Health Issues.**

I represent that I have no health-related problems or concerns that would preclude or restrict my participation in the Travel Program.

#### **B. Insurance.**

I have sufficient health, accident, disability, hospitalization, and personal property insurance to cover any injuries, illnesses, or property damage that I may sustain or experience during my participation in the Travel Program. Furthermore, I understand that insurance coverage provided by ArtCenter does not cover evacuation or other accommodations due to disruption to travel plans resulting from a pandemic. Coverage does include medical expenses resulting from the treatment of COVID-19, but does not extend to losses for travel and accommodation expenses. I understand and acknowledge that I am solely responsible for these expenses.

#### **C. Transportation.**

I understand that I am prohibited from driving motor vehicles (including but not limited to scooters, motorbikes, motorcycles, and cars) while participating in a Travel Program outside of the U.S. unless I possess a valid driver's license and driver's insurance in the host country. My personal liability coverage takes precedence over College liability coverage should I use a motor vehicle.

#### **D. Emergency Treatment.**

I authorize any representative of the College to secure dental and medical treatment for me if I am injured or become ill while participating in the Travel Program, including without limitation anesthetic and surgical treatment, and to sign authorization forms necessary to obtain the treatment. I assume full responsibility for all costs relating to or arising out of the treatment.



#### **E. Privacy.**

I understand that state and federal law (including but not limited to the Family Educational Rights & Privacy Act) obligates the College to keep certain information about me confidential. I also understand that certain people may want to know about my whereabouts and condition when I am participating in the Travel Program. For that reason, as to my Emergency Contact on file with the Exchange and Study Away office, I hereby waive my confidentiality rights as they relate to my whereabouts and condition when I am participating in the Travel Program, and authorize the College to disclose this information to my Emergency Contact.

#### **F. Infectious Disease/COVID-19 Acknowledgement**

The public health risk from the novel coronavirus (COVID-19) global pandemic is real. It is known to spread very quickly via person-to-person transmission and may spread without any obvious symptoms. As ArtCenter continues to respond to this pandemic, we are adhering to federal, state, and local regulations and guidelines to minimize the spread of the virus. However, this is a collective and unified effort, with everyone sharing in the obligation to do their part to be, and stay, safe. I agree to comply with all applicable laws, regulations, and guidance pertaining to the pandemic.

Being aware of the above, I acknowledge I am voluntarily participating in this off-campus activity. I further understand that ArtCenter cannot guarantee a contagious or infectious disease, including but not limited to COVID-19-free environment on this off-campus activity.

I understand and acknowledge that a study abroad program, host institution, or local government entity may require me to submit to testing regimes, provide reports on body temperature readings, share travel and contact information upon request, and submit to self-isolation and/or quarantine at any point during my program.

Furthermore, I understand and acknowledge that cancellations and disruptions to travel arrangements, as well as local and national lockdowns, may limit or adversely impact my ability to arrive to – or depart from – my program, as well as possibly inhibit my movement within my program's country. Therefore, I understand and acknowledge that it is in my best interest to plan one or more contingencies for early departure and monitor local news and reliable and reputable information sources to ensure that I am fully informed and aware of the situation in my location.

Finally, by signing this Agreement, I acknowledge the contagious nature of infectious disease, including but not limited to COVID-19, the fact that they can be difficult to identify in another, and the inherent risks of exposure during the off-campus activity to those who may be infected with contagious or infectious disease. I voluntarily assume the risk that I may be exposed to or infected by contagious or infectious disease, including but not limited to COVID-19, by participating in the off-campus activity, and that such exposure or infection may result in personal injury, illness, permanent disability, and/or even death.

### **7. Financial Responsibility**

#### **A. Fees and Refund Policy.**

I have been informed about the financial arrangements for this program, including the relevant refund policy (see College's Student Handbook or Study Abroad Handbook) and agree to make payments as arranged with the Accounting Department. ArtCenter approved Travel Programs require direct payment to the College of a) my College tuition and, when applicable, room and/or board, b) any additional

program fees, if applicable. Additional fees and expenses may include but are not limited to the following: airfare, program deposit, housing deposit, excursions, program provider fees, administrative fees, supplies, and textbooks. ArtCenter is not responsible for indirect costs paid directly by the student, including, but not limited to, passport fees, vaccinations, and transportation costs.

**B. Potential Costs**

I understand that I may incur additional, non-reimbursable fees or travel costs if quarantine, isolation, or testing is required, in-country operations are suspended, my stay is extended as a result of travel restrictions, or for other reasons. It is my responsibility to plan for and cover any early departure or return transportation costs, required quarantine/isolation costs, such as hotel or meals, for any required amount of time upon arrival in the host country, at the direction of local health officials, or upon return unless otherwise specified by the appropriate authorities.

**C. Exchange Student Programs**

I understand that I must be enrolled in full-time coursework at my host university which must equate to a minimum of 12 credits and/or a maximum of 18 credits (according to U.S. credit standards). Transferring less than the equivalent of 12 credits (according to U.S. credit standards) will make me a part-time student and will put me in violation of my student visa or student status in the host country. If I fail to enroll in and transfer the equivalent of 12 U.S. credits, I will still be required to pay full-time tuition fees at the College and will be required to repay my financial aid (awarded on my full-time status).

**D. Payment.**

I understand that if I do not make payments as agreed, my account may be subject to standard collection procedures, including placement with a commercial collection agency and assessment of reasonable costs which may be added to my account. Failure to make payments when due may result in a hold on my academic record and the dropping of registered classes. An academic hold may hinder me from registering for the next term.

**E. Cancellation.**

Should I decide to cancel my enrollment in any Travel Program for which I have applied, I must immediately notify the host department and the Exchange and Study Away office in writing. I understand that I am responsible for any payments made on my behalf relating to the Travel Program including, but not limited to, the non-refundable confirmation deposit. The College reserves the right to cancel or modify the Program before or during its operation due to circumstances including emergencies, low enrollment, unavailability of one or more facilities or personnel, or other reasons.

**8. Assumption of Risk.**

I understand that there are risks inherent in my participation in the Travel Program, including the risk of injury, death, and damage to or loss of property, but I knowingly and voluntarily assume all of these risks by virtue of agreeing to participate in the Travel Program.

**9. Release of Claims.**

I, on behalf of myself and my legal representatives, heirs, successors, and assigns, hereby release the College, and its officers, trustees, employees, agents, successors, and assigns, from any and all claims (including but not limited to claims for negligence), causes of action, liabilities, and costs, including legal fees and costs, which I or any of my legal representatives, heirs, successors, or assigns may have or claim to have relating to or arising out of my participation in the Travel Program, including travel to and from

the Travel Program, including housing that is provided by the College, by the Host Institution, or by myself, and including, without limitation, any and all claims or causes of action for property damage or bodily injury, illness, or death, caused by, related to, or arising out of any action or inaction of the College, its officers, trustees, employees, or agents, except for such damages or injury as are caused by the gross negligence or willful misconduct of the College, its officers, employees, or agents. I understand that the College cannot be responsible for the actions of persons not employed by the College, for events that are not part of the Travel Program, or that are beyond the control of the College, or for situations that may arise due to failure of a participant to disclose pertinent information.

**10. Indemnification.**

I agree to indemnify and hold harmless the College, its officers, trustees, employees, agents, successors, and assigns, from and against all damages, liabilities, and costs, in law or in equity, including legal fees and costs, in any way related to my actions, inaction, or participation in the Travel Program.

**11. Miscellaneous.**

**A. Acknowledgement of Voluntary Participation.**

I acknowledge that my participation in the Travel Program is not required by the College and that although I may not participate in the Travel Program without signing this document, my agreement to the provisions contained herein is otherwise wholly voluntary.

**B. Authorization to Use Image and Voice.**

I give the College permission to reproduce and use for educational or promotional purposes any photographs, videos, movies, or sound recordings taken of me during my participation in the Program.

**C. Governing Law and Venue.**

I agree that any dispute arising out of my participation in the Travel Program will be governed by the laws of the State of California, and that the venue for any such legal proceedings shall be in Los Angeles County, in the State of California.

**I have carefully read this Student Conditions of Participation in its entirety, and I fully understand that by signing this document, I am giving up legal rights and remedies that may otherwise be available to me. I acknowledge that I have the right and opportunity to consult with an attorney or other advisor of my choice prior to signing this Student Conditions of Participation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***If participant is under the age of 18, parent or guardian signatures are REQUIRED.***

Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

**Appendix B: Acknowledgement of Risk and Release for Travel Alert/Warning Countries**

**ACKNOWLEDGMENT OF RISK AND RELEASE  
FOR LEVEL 3 TRAVEL ADVISORY COUNTRIES**

I, \_\_\_\_\_, seek to participate in a study abroad program during \_\_\_\_\_ (term and year), in \_\_\_\_\_ (country). I am informed that the U.S. Department of State has issued a Level 3 (Reconsider Travel) Travel Advisory because of safety and security concerns in this country. I have read the Travel Advisory (available at <http://travel.state.gov/traveladvisories>). I have been provided an opportunity to raise any questions regarding the Travel Advisory, and I understand its content. Recognizing the risk of loss, injury, or even death, that could come about as a consequence of an occurrence(s) implicated by the Travel Advisory, I nonetheless wish to travel to \_\_\_\_\_ (country) and participate in the study abroad program.

I understand that I am in no sense required or expected to participate in the study abroad program. I understand that academic credit I may earn by way of the study abroad program could be earned otherwise, domestically or in an alternative environment that is not subject to a Level 3 Travel Advisory.

In consideration for ArtCenter College of Design making this opportunity available, on behalf of myself and all those who could ever advance a claim through me, I release ArtCenter College of Design, including its Trustees, employees, and representatives, from liability related to any loss or injury, including death, that may occur as a consequence of any risk(s) implicated by the Level 3 Travel Advisory.

**I have given this matter serious thought. I freely accept full responsibility for my decision to participate in the study abroad program, and to accept the terms of this Acknowledgment of Risk and Release.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

***If participant is under the age of 18, parent or guardian signatures are REQUIRED.***

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Please turn in this completed document to the Exchange and Study Away office. You will not be permitted to participate in the study abroad program if you fail to sign and return this document.**

## Appendix C: Pre-Departure Checklist

The following checklist is to assist you in preparing for travel abroad. It is not meant to be a replacement for a thorough review of this handbook.

For All Students Travelling Abroad			
Check	Action Item	Details	Additional information
	Commit to program	Commit to program and pay \$200 deposit.	Login to your study away account at <a href="http://studyaway.artcenter.edu/">http://studyaway.artcenter.edu/</a> to commit to the program and pay the \$200 deposit online.
	Clear any holds on your student account	Once accepted, make sure you clear any holds on your account.	
	Register for classes	Register for classes at your scheduled registration time.	You will receive a list of course registration numbers from the Exchange and Study Away office.
	Financial aid	Meet with Financial Aid office to discuss program funding or apply for additional aid.	
	Review country-specific safety information	Review country-specific safety information on State Department website.	Visit <a href="http://travel.state.gov/">http://travel.state.gov/</a> , <a href="http://studentsabroad.state.gov">studentsabroad.state.gov</a> and/or <a href="http://studyabroad.state.gov">studyabroad.state.gov</a> for country-specific safety information.
	Register for STEP	Register your travels with the U.S. State Department through the Smart Traveler Enrollment Program.	Enroll your trip at <a href="https://step.state.gov/step/">https://step.state.gov/step/</a> .
	Submit Level 3 Travel Advisory Waiver form, if applicable	You will not be permitted to participate in the Travel Program unless this is signed and submitted by the deadline. Please submit this form to the Exchange and Study Away office.	This form is only required for countries which have a level 3 travel advisory.  This will be available on your study away account at <a href="http://studyaway.artcenter.edu/">http://studyaway.artcenter.edu/</a> .
	Physical examination	Make an appointment for a physical examination.	Print country-specific health information from the Center for Disease Control website ( <a href="http://www.cdc.gov/travel">http://www.cdc.gov/travel</a> ) and share with your doctor.
	Immunizations, if necessary	If you are planning to travel abroad it may take a minimum of two months to complete all immunizations.	See the Center for Disease Control for a list of recommended vaccinations: <a href="http://www.cdc.gov/vaccines">www.cdc.gov/vaccines</a> .
	Submit Health Information Form	You will not be permitted to participate in the Travel Program unless this is signed and submitted to the Center for the Student Experience.	This information will only be used to enable us to serve you promptly and correctly, should you require medical or counseling services during your time off-campus.  This will be available on your study away account at <a href="http://studyaway.artcenter.edu/">http://studyaway.artcenter.edu/</a> .
	Passport and a photocopy	Your passport must be valid for at least 6 months after the end of your trip abroad. Make a copy (of the photo page and signature page) for your files.	U.S. citizens: information on applying and renewing your passport: <a href="http://travel.state.gov/passport">http://travel.state.gov/passport</a> .  Non-U.S. citizens. If you need to renew your passport, contact your home country's local embassy or consulate for instructions.
	Submit copy of passport	Submit a copy of your current passport (photo page and signature page) to the Exchange and Study Away office.	Upload a copy of your passport into your study away account at <a href="http://studyaway.artcenter.edu/">http://studyaway.artcenter.edu/</a> .

Visa and a photocopy	Find out if the country you are visiting requires a visa. Apply for visa.  Once you receive your visa, make a copy for your files.	U.S. citizens: you need a valid passport to apply for a visa. State Department website for foreign entry: <a href="http://travel.state.gov">http://travel.state.gov</a> .  Non-U.S. citizens: Verify the foreign entry requirements with the Consulate or Embassy of the country you will be visiting. F-1 student visa holders: Make sure that your visa is valid and will not be expired by the time you return.
CISI health insurance access	Once you receive your CISI welcome email, login to <a href="http://mycisi.com">mycisi.com</a> to print your insurance card, review your policy, access a list of doctors, and access other important health insurance information.	CISI benefit and claim contact information <a href="http://www.mycisi.com">www.mycisi.com</a> 800.303.8120 x5130 M-F, 9-5 EST <a href="mailto:claimhelp@mycisi.com">claimhelp@mycisi.com</a>
Extend CISI health insurance coverage, if necessary	If you will be traveling before the study away program start date or after the program end date, contact CISI and extend your health insurance coverage. Make sure you are covered for your full time abroad.	CISI enrollment services contact information <a href="mailto:enrollments@mycisi.com">enrollments@mycisi.com</a> or call 203.399.5509 or 800.303.8120 ext. 5509 (toll-free from within the U.S.)
Personal property Insurance	Consider purchasing personal property insurance to protect your personal belongings while you are abroad.	Personal property insurance can be purchased from <a href="http://www.collegestudentinsurance.com">www.collegestudentinsurance.com</a> or another insurer.
Prescriptions, medications, and photocopies	Plan to take enough in original bottles for your full program. Loose pills or unmarked bottles may be confiscated by the host country's Customs Services.  Verify that it is legal to bring your medications with you abroad. Pack in carry-on bag with letter from doctor.	Take copies of your prescriptions with you in case you need to refill or replace them if lost. In most cases, it is not legal or feasible to mail prescriptions from the U.S. overseas.
ATM/credit cards and photocopies	You will need to have a four-digit PIN in order to access funds from foreign ATMs with your ATM card. Inform the ATM/credit card company of your travels so that they do not assume your card was stolen.	
Submit itinerary	Submit a copy of your itinerary (flight reservation) to the Exchange and Study Away office.	Upload a copy of your itinerary to your study away account at <a href="http://studyaway.artcenter.edu/">http://studyaway.artcenter.edu/</a> .
Review emergency protocol and note important numbers	Review emergency protocol and note important numbers in case of emergency.	Complete the important numbers side of your Exchange and Study Away Emergency Card, distributed at pre-departure orientation.
Power of Attorney, if necessary	Consider designating someone you trust to take care of your financial affairs while you are out of the country.	Complete a Power of Attorney form and sign the form in the presence of a Notary Public.
Income taxes, if necessary	If abroad during the spring term, do not forget to file income taxes.	You may need to arrange to have tax forms sent to you (they are also usually available at the U.S. consulate or embassy) or have taxes paid for you by your power of

			attorney while you are out of the country. It is also possible to ask for an extension.
	Change address, if necessary	Change address with U.S. Postal Service.	Several weeks before leaving, consider making address changes for monthly phone and utility bills, credit cards statements, bank statements, magazine subscriptions or other memberships. Change your address online at <a href="https://www.usps.com/umove/">https://www.usps.com/umove/</a> .
	Renew driver's license, if necessary	Renew your driver's license if it will expire while you are away.	
	Register to vote absentee, if necessary	If abroad during an election, do not forget to apply for an absentee ballot and vote while abroad.	California voters can request an absentee ballot when registering to vote at <a href="http://registertovote.ca.gov/">http://registertovote.ca.gov/</a> . Residents of all U.S. states and territories may register to vote and request an absentee ballot online at <a href="http://www.overseasvotefoundation.org">www.overseasvotefoundation.org</a> .
<b>Exchange Program Students Only</b>			
<b>Check</b>	<b>Item</b>	<b>Document details</b>	<b>Additional information</b>
	Study Abroad Exchange Credit Approval Form	This must be completed and approved by your Department Chair or Academic Advisor before you leave.  Keep one copy for yourself and turn in one copy to the Exchange and Study Away office.  If you change your classes while abroad, contact your Department Chair and/or Director of Humanities & Sciences to request approval of your new courses. Notify Exchange and Study Away of any changes.	Submit your Study Abroad Exchange Credit Approval Form to the Exchange and Study Away office.  If you change your classes while abroad, contact your Department Chair and/or Director of Humanities & Sciences to request approval of your new courses. Once approved, email the approval to the Exchange and Study Away office. The Exchange and Study Away office will update your Exchange Credit Approval Form.
	Update address abroad	Update address abroad with Exchange and Study Away office.	Complete on-site housing form at <a href="http://studyaway.artcenter.edu/">http://studyaway.artcenter.edu/</a> .

**Appendix D: Sample Budget Worksheet for Study Abroad**

<b>Expenses</b>	
<b>Item</b>	<b>Cost estimate</b>
Tuition	
Application fee/deposit, if applicable	
Program fee, if applicable	
Passport and visa fees	
Immunizations, if applicable	
Airfare/international transportation	
Entry and exit taxes, if applicable	
Housing (if not included in program fee)	
Meals (if not included in program fee)	
Books and school supplies	
Local transportation	
Personal expenses (toiletries, gifts, entertainment, etc.)	
Excursions/field trips	
Miscellaneous/emergency funds	
<b>Total expenses anticipated</b>	

<b>Resources</b>	
<b>Item</b>	<b>Amount</b>
Financial aid award(s)	
Scholarships	
Family contribution	
Savings	
Other resources	
<b>Total resources expected</b>	



## Appendix E: Apps to Download

### Health & Safety



#### **CISI Traveler**

Use CISI's app to view/ email/save travel insurance documents, search for medical providers worldwide, check in in case of emergency, and display your CISI ID Card on your phone.



#### **Smart Traveler**

Access frequently updated country information, travel alerts, and travel warnings, and access the U.S. State Department's Smart Traveler Enrollment Program (STEP) which can assist you during emergencies such as natural disasters, foreign unrest, or lost/ stolen passports.



#### **CDC**

Get CDC health updates whenever your device is connected to wi-fi, browse featured articles and videos, and search the CDC's web content directly from your app.

### Language-Learning



#### **Duolingo**

Duolingo makes language-learning fun, giving users the ability to level up and compete with friends. Choose from over 20 languages to learn for free and use the app offline to access lessons anytime, anywhere!



#### **Memrise**

Learn to speak, read and write in a host of foreign languages, including Chinese, Japanese, German, and Spanish! Play games, interact with chatbots, and watch videos of native speakers.



#### **Mango**

Mango prepares learners for realistic conversations and strengthens everyday communication skills in over 70 world languages. You can access Mango's full-service for free by connecting to the ArtCenter wifi, visiting <https://connect.mango.languages.com/art-center/login?u=763999>, and creating a user account.

### Communication



#### **Viber**

Stay connected to anyone in the world via an internet connection. Make free international voice and video calls, text using thousands of fun stickers, or create group chats of up to 250 people.



#### **WhatsApp**

Use your phone's Internet connection to text and call for free. Create group chats, send and receive messages from your computer's browser, and even view messages that were automatically-saved while you were offline.



#### **LINE**

Enjoy messaging, voice calls, and video calls wherever you go. Make international calls at competitively low rates, connect with businesses and celebrities via their official accounts, and share your location with friends and family.

### Flights



#### **Kayak**

Kayak searches hundreds of other travel sites so you don't have to. Book flights, get free flight status updates, see airport terminal maps, and even get security wait times for your flight.



#### **Skyscanner**

Instantly search, compare, and book cheap flights. Get notified of price changes, see the cheapest days and months to fly, or select 'everywhere' in the destination box and browse the best flight deals around the world.



#### **Hopper**

Hopper predicts the future of airfare. Monitor your next flight in the app and get notified as soon as the price drops. You can also use the price prediction feature to know if you should book your flight now, or wait for a better price!

## Transportation



### **Google Maps**

Use offline maps to search and navigate without an internet connection, find public transit schedules for over 15,000 cities, and browse top-rated restaurants and businesses near you.



### **CityMapper**

Get access to everything you need - and may not even realize you need - to manage your life in the city. See real time transit maps and departure times and connect directly to Uber through the app.



### **Uber**

Whether you're going to the airport or across town, there's an Uber for every occasion. Available in more than 500 cities worldwide, just open the app to request a ride, see your driver's vehicle details, and track their arrival.

## Wellness



### **Simple Habit**

Simple Habit is the best meditation app for busy people. Meditate for just five minutes per day to reduce stress, improve focus, sleep better, and breathe easier.



### **Sleepcycle**

Waking up, made easy. Sleepcycle is the natural way to wake up feeling rested and relaxed. It uses an intelligent alarm clock to analyze your sleep and wake you up while in the lightest sleep phase.



### **Happier**

Happier helps you stay more present and positive throughout the day. Use it to lift your mood with inspiring quotes, take a quick meditation break, or journal to record happy moments both big and small.

## Miscellaneous



### **XE Currency**

View the most up-to-date exchange rates for any currency in the world! Convert USD into the currency of your choosing, monitor up to 10 currencies at once, and even use the app to convert while you're offline.



### **WiFi Map**

Access the internet for free by locating millions of WiFi hotspots worldwide, viewing public WiFi passwords, and using maps to search for the hotspot closest to you.



### **TimeOut**

Travel the world with Time Out, your trip planner and travel guide! Explore curated lists of great restaurants, events, and things to do this weekend. Customize your home screen, save favorites, and create shortlists for other upcoming adventures!



### **PackPoint**

PackPoint is an intelligent packing app that tells you what to pack based on your length of travel, planned activities, and the weather at your destination. Never forget an item again!



### **Accuweather**

Use Accuweather's RealFeel Temperature® to know how it really feels outside. Get severe weather alerts, view highs and lows, and get extremely precise weather forecasts - hyper-localized to your exact address.



### **Google Translate**

Translate between 103 languages by typing, speaking, or even taking photos! This app - which can be used offline - can help you translate text, hold conversations despite a language barrier, and provides access to a phrasebook with key words and phrases.