

# SAMFORD ABROAD

Affiliate Programs Manual



# PACKING LIST



## Carry-On

- Passport and any necessary visas
- Blue or black pen to complete landing card
- Printed or Electronic Airline Boarding Pass(es)
- U.S and foreign currency
- Copies of all important documents and emergency contacts
- Credit and debit cards
- Smartphone with either an international plan or the capability for a SIM card insert
- Phone charger
- Eye glasses and/or contact lenses
- Prescription medication in original container, back-up supply, and letter from doctor
- Instructions for treating any allergies or unique medical conditions
- Camera
- Laptop and other small electronic devices
- Extra change of clothes

## Checked Luggage

- Extra copies of important documents and emergency contacts
- Clothing
- Toiletries
- Nail clippers\*
- Electric or manual shaving razor\*
- Over-the-counter medicines
- Extra laptop battery and/or flash drive
- Small umbrella
- Small purse or pouch
- Converter or transformer volt electrical devices
- Plug adapter

\*May get confiscated if placed in your carry-on bag if amount exceeds the limit.

Check with <https://www.tsa.gov>

and

Your airline's website

for baggage restrictions, weight limits, and policies.



# TO BRING



## Electrical Items

Different countries have different electrical current volts. Converters and special adapter plugs are necessary to use American 110 volt appliances.

Do not confuse an “adaptor” plug with a converter or transformer. An adaptor allows an American electrical plug to fit into the foreign wall outlet. A converter or transformer converts the electrical current from 220v to 110v. Most electronic devices purchased in the last five years come with built-in converters. Check before you plug. Your device should have tech specs printed on the converter that says “Input: 100–240V.”

## Glasses

Bring two pairs and your prescription. If you wear contacts, make sure you bring extra contact lenses, because you may not be able to find your brand abroad.

## Medicine

Any prescription drugs or medicines must be carried in original prescription bottles with an accompanying letter from your physician. Bring enough for your entire stay; it will be difficult to obtain a refill without seeing a physician.

Pack your preferred non-prescription remedies: a laxative, an anti-diarrhea medication, a decongestant, something for coughs and colds, Tylenol or Advil. You may not find your favorite brands in your host country. Pack only prescription medicines in your carry-on luggage (liquids in quantities/amounts that follow security guidelines).

# NOT TO BRING



## Weapons

All weapons are prohibited, including pepper spray and mace in some countries. The best weapon you can carry is a personal alarm that can be activated if you feel threatened in any way.

## Other

Do NOT bring the following items from the US:

- A hair dryer
- Flat Iron or curling iron



# FLIGHT SCHEDULE & POLICY

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## Flights

Your affiliate program will likely not purchase or organize your flights on your behalf.

The Global Engagement Office will not purchase your airline ticket for you. If you need any advice on how to find or purchase flights, please email us and we would be happy to assist you.

# TRAVEL INFORMATION



## General Information

Traveling light is important. You need to be able to be able to carry your entire luggage without assistance. Be sure your name and contact information are taped inside your luggage and that your name is visible on your luggage tags.

## TSA

Check the Transportation Security Administration website (<http://www.TSA.gov>) prior to departure to find out what items are allowed in your carry-on bags. Pay close attention to the 3-1-1 for liquids rule. If you are not sure, pack liquids in your checked luggage. Prior to your departure, please check the following website for changing security and luggage requirements or restrictions: <https://www.tsa.gov/travel/travel-tips/travel-checklist>

## Backpacks

Former students suggest bringing a backpack that can be used for day trips and travel breaks or personal item. You may want to consider using a backpack as your carry-on luggage. Use a backpack without a frame, because this often makes the backpack too large for carry-on. Be sure to check the size of your backpack with TSA regulations if you intend on using it as a carry-on or personal item.

## Purses & Wallets

The safest way to carry your money and passport is in a neck wallet that hangs around your neck and can be tucked inside your shirt. If you use a wallet, it should be small enough to fit in a front pocket. If you use a shoulder bag for your purse, choose one with a zipped inner compartment for valuables. Keep the purse zipper in front of you and put your hand on it for security.

Pickpocketing happens often. Many past students have been pickpocketed, so please be wise in where and how you secure your items.





# MONEY



## Money Handling Tips

Take a combination of money - Visa debit card, credit card, pre-paid cash card (through AAA) and cash.

- Keep some dollars for expenses before you leave the U.S. and after you return. **MAKE SURE YOU NOTIFY YOUR CARD-ISSUING BANK THAT YOU ARE LEAVING THE COUNTRY FOR SEVERAL MONTHS.** Otherwise, you might get to your host country and find your debit/credit card locked.
- ATMs and Currency Exchange Shops may be available. Please be safe when withdrawing and exchanging money. Do not flash large amounts of money when paying a bill.

## Spending Money

You will need to budget spending money for lunch, dinner, souvenirs, travel, entertainment, etc. The amount you need for spending money will depend on the budget you set for yourself with consideration for how much you intend to travel, your eating habits, how much shopping you do, etc. Former students recommend about \$150/week. For travel, former students recommend budgeting about \$100 - \$150 per day.

## Shopping

Remember, you must be able to bring home what you buy! (Shipping goods home is possible, but can be expensive.) The airline will levy a heavy charge on excess luggage beyond the allotted one checked bags for overweight bags.

## Tipping

Tipping customs vary in every country. Please research the tipping customs appropriate for your country.



## Medical Information

<http://www.cdc.gov/travel> is the web site for the Center for Disease Control's National Center for Infectious Diseases/Traveler's Health. It contains information on destinations, outbreaks, diseases, vaccinations, safe food & water, etc.

## Physical Exam

It is a good practice to get general checkups (medical, dental, and optical) before traveling.

## Vaccines

All countries recommend that travelers be up-to-date on routine immunizations. Routine immunizations include:

- Tetanus-diphtheria-pertussis (DTP)
- Hepatitis B
- Polio
- Meningitis
- Chicken Pox (Varicella)
- Measles, Mumps, Rubella (MMR)
- Influenza

\* Vaccines can take up to 6 months for a full series, so check now to see if you need any.

## Insurance

Traveler's Medical Insurance is required for all students studying abroad.

Your affiliate program provider will likely provide you their preferred insurance policy. You are required to report this insurance information to the Global Engagement Office for our records.

In the event that your provided insurance policy does not have sufficient coverage or that your program does not provide insurance, the Global Engagement Office will purchase CISI insurance on your behalf and charge those funds to your Samford e-bill.

## Medical Emergency

If you are in a true medical emergency, first call your host country's equivalent of 911. Once you are able to do so, consult your affiliate program staff.

Know all emergency numbers for the police and ambulance in your host country.





## Prescriptions & Other Medications

Pack enough to last your entire trip.

- Carry your medications in their original labeled containers, and pack them in your carry-on bag since checked baggage is occasionally lost or delayed.
- Ask your pharmacy or physician for the generic equivalent name of your prescriptions in case you need to purchase additional medication abroad.
- Get a letter from your physician in case you are questioned about your carry-on medication; some countries have strict restrictions on bringing prescription or even non-prescription medications into the country without proper medical documentation.
- Some common prescription medications in the U.S. are illegal abroad. Check with the embassies of the countries you expect to visit to make sure that your prescription and over-the-counter medications are permissible.

Do not plan on mailing medications abroad. This is illegal!

Be sure to maintain your usual dosage and pattern of taking your medication while you're abroad and ask your physician how to make adjustments due to time zone changes.

## Mental Health

Experiencing another culture is an exhilarating but often stressful experience that can sometimes cause symptoms or pre-existing mental health conditions to flare up temporarily. Culture shock can manifest itself much the same as depression. If you experience initial signs of depression or anxiety, please consult with the affiliate program staff.

Some level of depression or anxiety surrounding your departure to study abroad is normal and expected. We encourage you to speak with your regular physician for advice on coping skills. Samford's Counseling Services are also available as a resource pre-departure (DBH 203, appointments open M-F 8am-4:30pm).

# SAFETY



## Safety

- Taxis or registered minicabs can be used when public transportation or buses are not available. Uber can also be used for transportation. You should always look for registered tags and licences before entering any service vehicle.
- Try to avoid walking alone at night. Keep to the well-lit main roads.
- Beware of wearing headphones- they reduce awareness of your surroundings.
- Avoid using your phone in busy areas if not essential. Though crime is low, cases of pickpocketing and moped theft do occur.

## Restaurant Safety

- Make sure you keep your property safely under the table.
- Do not accept drinks from strangers.
- Check up on your friends by phone or text to make sure they got home safely and vice-versa.

## Local Laws & Customs

While traveling, you are subject to the local laws even if you are a U.S. Citizen. If you break local laws while abroad, your U.S. passport won't help you avoid arrest or prosecution, and the U.S. Embassy cannot get you out of jail. If you are arrested, ask the authorities to notify the U.S. Embassy or Consulate.

All policies outlined in the Samford Student Handbook apply while on a Samford Abroad program, including but not limited to Title IX, FERPA, Alcohol Policy, Code of Values, etc. Please refer to the student handbook for further information.



# SAFETY



## Personal Documents Copies

Make at least two photocopies of all your travel documents in case of emergency or if your documents are lost or stolen. Leave another copy with a friend or relative at home. It is always a great idea to let at least one person know exactly where you will be staying and how to contact you in an emergency. Store copies separate from the original.

Documents to make copies of include:

- Passport ID page
- Foreign visa (if applicable)
- Traveler's Medical Insurance Card (Likely provided by your program)
- Itinerary
- Flight confirmation
- Credit cards brought

# EMERGENCY PREPAREDNESS



## Emergency & Non-Emergency Contacts

Emergency numbers and policies differ in every country. Please research these ahead of time or ask your affiliate program staff for more information on who to call in an event of an emergency.

## Emergency Preparation

Make sure you have the contact information for the nearest U.S. Embassy or Consulate. Consular duty personnel are available for emergency assistance 24 hours a day, 7 days a week, at U.S. embassies, consulates, and consular agencies overseas and in Washington, D.C. If your family needs to reach you in an emergency at home or abroad, they should call the Office of Overseas Citizens Services in Washington, D.C. at 1-888-407-4747 (during business hours) or 202-647-5225 (after hours). The State Department will relay the message to the consular officers in the country where you are. The consular officers will then try to locate you, pass on any urgent messages, and, if you wish, report back to your family on your welfare. If you need to call from Overseas, you should call the office at +1 202 501-4444.

## Travel Alerts & Warnings

The State department issues Travel Warnings via STEP to recommend postponing travel to a country because of widespread civil unrest, dangerous conditions, or terrorist activity.

- Travel Alerts disseminate information quickly about terrorist threats or other relatively short-term or transnational conditions that could pose significant risks to you and affect your travel plans.
- Travel Warnings issued by the U.S. Department of State can be followed by going online: <http://travel.state.gov>

Please refer to page 12 for more information regarding STEP.

## Non-Medical Emergencies

1. Make contact with your affiliate program staff to let them know you are safe and to obtain advice on what to do. It is vital that you notify him or her of your safety as soon as possible.

2. Contact your parents at home to let them know you are safe. Even if the incident seems small to you and you have not been affected, the news at home may make the situation seem worse. Contact your family immediately to provide peace of mind.

\*Landlines and payphones are the best way to communicate in an emergency situation. During a major incident, mobile phone networks may be down due to the high volume of calls.



# COMMUNICATION



## STEP

Smart Traveler Enrollement Program (STEP) is a free program that allows U.S. citizens traveling abroad to enroll with the local U.S. Embassy or Consulate. Benefits include receiving important information from the Embassy about safety conditions in your destination country, helping the U.S. Embassy contact you in the case of an emergency, and helping family and friends keep in touch with you in an emergency. Students are required to enroll by setting up an account at <https://step.state.gov/step/> and are responsible for researching travel conditions and warnings prior to travel outside of your host country.

## Cell Phones

The Global Engagement Office highly encourages all students to bring a smartphone abroad that either has an international plan or SIM card insert. In order to insert a SIM card, the phone must be unlocked. SIM cards are available for purchase in some countries, so please ask your program faculty leader if this option is available in your host country.

## Laptop Use

Please ensure that your laptop is running the latest version of Windows or Macintosh OS X. Most laptops are ready for international travel by having a 110-240-voltage capacity. In order to determine this, turn your computer over and look at the label on the back; or, look on the AC adaptor to see if it indicates 110-220 voltage capacity. If so, you will not need a separate AC adaptor or converter.



# RETURNING HOME



## United States Customs

On the return home, you may be given a Customs Declaration Form. You will need to list your purchases along with their value. Anything over \$800 will be subject to a duty tax. There is also a place to write down all the countries you visited during your time away.

You have an \$800.00 exemption (with some exceptions) on articles brought back at the time of return to the U.S. Articles in excess of the \$800.00 exemption, up to \$1000.00 in value may be entered at a flat rate of 10%. Make sure if you bring any food home that you mark it on this form. Check section “a.” Fruits, plants, or insects? Mark that you are bringing back souvenir food. Otherwise, you may be subject to inspection by the Agriculture Officers at the border.

If you take foreign-made goods to your visiting country with you (such as a camera), upon return to the U.S. you could be asked to prove that you purchased it in the U.S. A sales receipt or insurance policy will service as proof or you may take the article to the nearest Customs office and register it before departure.

# Samford Abroad Affiliate Student Agreement

Samford Abroad has partnered with several affiliate programs to provide students with expanded opportunities to study and intern abroad. Students who study through an approved affiliate program will be registered in placeholder courses at Samford, which allows them to maintain full time student status while attending their program abroad. This process also facilitates the use of federal aid to study abroad on affiliate programs. Students are billed the affiliate provider's program fee plus a \$250 Samford Abroad fee via the Samford eBill for the term in which the student studies abroad.

As a Samford Abroad prospective affiliate student, I understand that it is my responsibility to complete the following steps:

Meet with Samford Abroad Advisor to identify programs and discuss affiliate procedures.

Identify a program and the courses I would like to take.

Complete the Transient Enrollment Form. I will complete this form in consultation with my academic advisor. The Transient Enrollment Form is used by Samford Abroad to complete enrollment in placeholder courses at Samford and is used (along with transcripts from my provider) by the Registrar's office to issue transfer credit after the program ends. The Transient Enrollment Form must be completed and submitted to Samford Abroad 60 days prior to the program start date.

Complete all application requirements. I understand that I will need to complete an application with my affiliate provider, as well as through Samford Abroad at [abroad.samford.edu](http://abroad.samford.edu). I will pay any application fees directly to my affiliate provider. The invoice for my program fee balance will be paid by Samford Abroad on my behalf, per the Affiliate Program Cancellation and Withdrawal Policy that is part of my Samford Abroad application. All Samford Abroad application requirements are due 45 days prior to departure. Please refer to your affiliate provider's website for their application deadlines.

Provide Samford Abroad with itinerary information, including departure and return flight information. This information is entered on my application at [abroad.samford.edu](http://abroad.samford.edu) and I will notify Samford Abroad if this changes in any way. Itinerary information is needed to consider your application complete, and is due 45 days prior to departure.

Provide Samford Abroad with updated course information and approvals if needed. If I do not register for the courses pre-approved on my transient form, I will provide Samford Abroad with an updated transient form as soon as I am aware of the change. I understand that I will experience delays in receiving course credit if the courses on my transient form do not match the courses on my transcript.

I additionally understand that the credit from my program cannot be issued until Samford Abroad receives the following:

The transcript from my affiliate provider -. This often takes up to 12 weeks to arrive.

A signed transient enrollment form that matches the transcript.

I understand that a failure on my part to complete the above steps in a timely manner may result in billing, financial aid, registration, and credit transfer issues.

## Samford Abroad Affiliate Program Cancellation and Withdrawal Policy

In furtherance of the variety of global opportunities that are afforded to Samford University students, the Global Engagement Office of the university enters into agreements with various third-party companies that offer diverse study abroad opportunities. These third-party providers are sometimes referred to as preferred affiliate program providers ("Preferred Providers"). In many instances, Samford makes or commits non-refundable payments to a Preferred Provider prior to Samford's receipt of corresponding program fees from students who have registered for a program.

If a student registers for a study abroad program that is provided by or through a Preferred Provider, and thereafter withdraws from that program (a "Withdrawing Student"), payments that Samford has made or is obligated to make to the Preferred Provider that are attributable to the Withdrawing Student will be paid by Samford. Such payment will then be invoiced to the Withdrawing Student's eBill account as a program fee that is payable for the term during which the program is scheduled. Withdrawing Students shall also pay an additional \$50 administrative fee that is charged to the Withdrawing Student's eBill account. Withdrawing Students must (i) contact the Preferred Provider pursuant to its respective cancellation policy and (ii) email Jill Fisse, Assistant Global Engagement Director, [jfisse@samford.edu](mailto:jfisse@samford.edu) to notify the Global Engagement Office of the withdrawal.

Students receiving financial aid should contact and confer with the Samford Financial Services Office to identify and understand the financial assistance and monetary implications of processing the withdrawal transaction.



**Director, Lauren Doss**

**Assistant Director, Jill Fisse**

**Samford Abroad Advisor, Alexis Whiting**

221 Brooks

Monday-Friday, 8AM-4:30PM

205-726-2741