

# SAMFORD ABROAD



Faculty-Led Programs Manual

# PACKING LIST



## Carry-On

- Passport and any necessary visas
- Immigration Letter provided by Samford - Daniel House Only
- 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
- State driver's license
- 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

[https://www.seatguru.com/airlines/Delta\\_Airlines/baggage.php](https://www.seatguru.com/airlines/Delta_Airlines/baggage.php)

for baggage restrictions, weight limits, and policies.



# TO BRING



## Clothing

Bring at least one nice outfit for attending the theater, church, or tea. Women may want to pack a nice dress, suit, skirt/slacks, and/or blouse. Men are advised to pack a dress shirt, tie, and dress slacks.

## 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 UK 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

## Flight Schedule

Most programs will fly out of Atlanta's Hartsfield-Jackson International Airport on Delta Airlines.

Students are advised to arrive at Atlanta Hartsfield Intl. Airport at least three hours in advance of their departing flight. Please check your personal confirmation to verify your departure time.

Samford faculty and/or a Global Engagement staff member will meet you at the international gate of departure.

E-tickets will be issued and sent to you by e-mail. Please check the information on your e-ticket and notify the Global Engagement Office if there are any discrepancies.

Login to Delta's website to check-in and view up-to-date flight itineraries, as these are subject to change in the days leading up to departure.

## Flight Policy

Your program fee includes round trip service from Atlanta. You may choose to add a connecting flight from your hometown or any other public city for additional costs. You may choose to return at a later date, but you may have to pay a deviation charge. Please note that if you choose to stay beyond your program end date, you will be responsible for securing your own accommodations.

All flight connections or deviations must be organized through Samford's travel agent.

If changes in flights result in a rate less than the original quote, the student will receive a reduction in the program fee equal to the price of the group ticket, excluding taxes, fees, and fuel charges. Students who choose to deviate from the group travel plan are responsible for meeting up with their class upon arrival at the date and time designated by the Global Engagement Office.

The Global Engagement Office will notify you of the date in which all flight information is final. You will not be able to adjust flights after this date.

## Landing Card

Each student will be required to complete a Landing Card prior to landing in your host country and prior to returning to the U.S. You are responsible for completing the card before entering customs. The cards will be distributed on the flight. If you miss an attendant, additional cards can be found upon entering the customs line. Make sure you have all the information you need readily available, including your passport number, flight number, and the hotel address. It will need to be completed using either a blue or black pen. Notice the order of date in some countries may differ (e.g. Day, Month, Year). Ask your program leader for the address of where you are staying.

# 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 London 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

You will be issued an insurance card by CISI Insurance, which you need to keep with you with you at all times. A summary of benefits can be located at [www.culturalinsurance.com](http://www.culturalinsurance.com). It is important to keep receipts and document all office visits in order to make a claim with CISI upon your return to the U.S.

You are responsible for reading the policy manual in its entirety prior to departure. Note that high-risk activities including but not limited to bungee jumping, sky diving, and zip lining are not covered under the policy. In the event that injury occurs from such activities, CISI, Samford University, The Global Engagement Office, and Faculty leaders are not personally or financially liable.

## 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 faculty leader.

Each program has their own unique emergency plan developed by their faculty leader. These procedures and policies will be



## 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.

## Alcohol

Alcohol abuse and misuse are not tolerated globally and will not be tolerated on Samford study abroad programs. Violation of local laws and/or Samford regulations or policies may result in (a) immediate dismissal from the program; (b) academic withdrawal from the university for the semester in progress; and (c) disciplinary action upon return to campus. Dismissal from a study abroad program will incur the purchase of one-way transportation to your hometown with the charges added to your Samford account.

## 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 Residence Director.

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

Follow emergency protocol as outlined by the Global Engagement Office and program faculty leader.

- 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.

Visit <https://uk.usembassy.gov> for more information

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)
- Itinerary
- Flight confirmation
- Driver's license
- Credit cards brought

If studying in the U.K., you must carry your immigration letter (provided to you by the Global Engagement Office) any time you leave the country. This letter is mandatory for re-entry into your host country.

# EMERGENCY PREPAREDNESS



## Emergency & Non-Emergency Contacts

Emergency numbers and policies differ in every country. Please research these ahead of time or ask your faculty program leader 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 faculty leader 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. During any emergency, our first objective is to confirm the safety of all students. We will begin to call all students, but by contacting your faculty leader first, you will help to speed up the process. If you are with friends, one person can call to report the safety of everyone in the group.

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.

Please be aware of the communication methods preferred by your faculty leader for your group.

## 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.

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