

OFFICE OF INTERNATIONAL PROGRAMS (OIP)

GUIDE TO STUDYING ABROAD



**CHICAGO STATE UNIVERSITY
OFFICE OF INTERNATIONAL PROGRAMS**

January 2002

TABLE OF CONTENTS

pages

General Information

Contact Information	4
Message from the Director	5
Mission Statement of the Office of International Programs	6

Academic Policies

Eligibility Requirements for Studying Abroad	7
Special Documentation	7
Medical Report	8
Health Insurance	8
Credits and Grades	8
Statement of Understanding	9

Registration

CSU/Host Country Registration	9
Fine Arts	9
Foreign Languages	10
Course Restriction	10
Incomplete and Class Withdrawal	10

Payment and Fees

Payment schedule	10
Refunds	10

Financial Aid

Financial Assistance	11
-----------------------------	-----------

Travel Documents

Passports and Visas	13
Student/Teacher Identity Card	13

Resources Available at OIP	13
-----------------------------------	-----------

Security and Personal Safety	14
-------------------------------------	-----------

Cultural Differences	15
-----------------------------	-----------

Appendices

A: General Health Advice	15
B: CSU Health Policies	16
C: Important Reminders	19

General Contact Information:

Mail: The Office of International Programs
9501 S. King Drive/SUB 231
Chicago, Illinois 60628-1598

E-Mail: oiip@csu.edu

Telephone: (773) 995-2582

Fax: (773) 995-2840

OIP Staff:

Dr. Adama J. Conteh, Director

EXT: 2582 **e-mail: AJ-Conteh@csu.edu**

Ms. Bridget L. Mason, Program Coordinator

EXT: 2510 **e-mail: BL-Mason@csu.edu**

Mr. Hassan Wahab, International Student Coordinator

EXT: 12861 **e-mail: h-wahab@csu.edu**

Ms. Sharon Carpenter, Administrative Secretary

EXT: 2582 **e-mail: S-Carpenter@csu.edu**

Message from the Director

The Office of International Programs (OIP) at Chicago State University (CSU) is pleased to present this student handbook on the Study Abroad Program. It is intended to provide general information and guidance for students who will be traveling abroad at some point in their academic career at CSU, whether for fieldwork, internship, research or specialized study.

The sections that follow cover such topics as academic policies and affiliations, legal issues, health, medical coverage and personal safety, passports, visas, financial aid, fees and travel documentation. Regardless of the extent of previous experience abroad, this handbook provides a series of reminders of what students need to do before traveling abroad. It is a starting point rather than a definitive guide to the international experience. Input from the OIP staff and fellow students, as well as students' own knowledge of the field and region, also plays an important role in preparations and experiences for students' time abroad.

Before going abroad, students should be clear about CSU's academic expectations and arrangements for their time away. Although students have probably met with their academic advisors about what they will be doing abroad, it is useful to go over their plans with OIP staff to clarify what they will be doing (research, language study, etc.) in the host country. Students should be clear as to what they intend to accomplish and how this work/study relates to their program. Students should ask themselves the following questions: Will I be satisfying specific requirements for my degree with this work abroad? And if so, which ones? Will I be acquiring skills which are critical to future research? They should check with their departments and the OIP about any special notification or permission required.

Finally, I wish to assure you that the OIP is fully committed to making your study abroad a very positive, educational and life-changing experience.

Adama J. Conteh

Director

Mission Statement of the Office of International Programs

The OIP is the student's link between CSU and the world. Borne out of the university's missions to "produce graduates who are responsible, discerning and informed global citizens with commitment to lifelong learning and service", OIP serves the entire campus by raising the level of international studies through study abroad opportunities, language enhancements and cultural enrichment.

OIP creates an environment that encourages students who are developing a growing interest in internationalism, and supports those international students whose intellectual quests have led them to CSU. Additionally, OIP fosters opportunities for faculty to engage students in intellectual and innovative global perspectives that transcend disciplines.

Academic Policies

Eligibility Requirements for Studying Abroad

Students must meet the following criteria to be eligible for Study Abroad Program(s) facilitated by the OIP:

1. Come to the OIP to discuss study abroad options.
2. Be currently enrolled at CSU. All students who want to take part in an OIP sponsored Study Abroad Program must enroll in the relevant OIP Study Abroad special topic course at least one semester prior to going abroad. This course is typically worth three credit hours. Students receive an additional three credit hours when they return from abroad and complete the SAB course requirement.
3. Have a minimum grade point average of 3.0 (on a 4-point scale) at the time of application. Students with lower averages should consult the OIP before completing application. Specialized programs may require a higher GPA.
4. Be sophomore, junior, senior or graduate. Specialized programs may allow freshmen.
5. Indicate interest and knowledge of language. Language acquisition is strongly encouraged but not always required. Specific language skills may be required for some programs.
6. If under the age of 18, parental or guardian signatures are required. This requirement is mandatory.

Special Documentation

Submit a completed application form with one passport photo and register with the Office of International Programs.

Submit a two-three page essay indicating interest in international studies and how studying abroad will be instrumental in your prospective career/profession. This essay will be reviewed by CSU committee and the host university.

Submit two *letters of recommendation* from CSU faculty familiar with your academic qualifications. If applying for a language program, at least one letter should be from a language instructor. Both letters must be sent to the OIP.

Submit an official copy of **transcript/transcripts** from every college and/or university attended.

Meet with the *financial aid advisor* regarding individual financial package eligibility prior to the period of the study abroad. Completed forms indicating financial aid and funds availability must be submitted to the OIP.

Medical Report

Students are advised to schedule a medical examination at CSU's Wellness Center or with their family physician. The student's medical history must be returned to the OIP at least one month prior to departure. Providing a medical history is important for your health and safety. It will be sent to the program site to help the on-site director get appropriate assistance in case of an accident or illness. Language barriers and incomplete medical records can delay treatment. Students are also strongly advised to undergo a thorough dental checkup.

Studying abroad can be stressful. If currently taking medications and under medical care, students should talk to their physicians, nurse practitioners or health providers about arrangements for continuing the medications abroad, and the nature of support that might be needed. For students' safety, full information about medications taken regularly, drug allergies, and chronic or recurring conditions, including eating disorders should be provided to the OIP.

Health Insurance

All study abroad students, with the exception of students who opt out of CSU's health insurance coverage, would have health insurance coverage underwritten by the Mega Life Insurance Company. The Mega Life Insurance Company is to be used outside the United States, and is valid in most countries. A description of the CSU Health Policy and its benefits is included in Appendix B of this handbook.

The policy requires students to pay for medical services when they are rendered and then file for reimbursement from the U.S. insurance carrier. Students should send receipts from their physicians and pharmacists, together with claim forms, directly to the insurance company. Claim forms are available in the OIP or Student Health Insurance Office.

Credits and Grades

At the conclusion of the program, the host institution will report students' grades to the OIP. The OIP will in turn submit grades to the registrar. All program credits and grades are direct CSU credit, not transfer credit. Consequently, grades are included in students' cumulative GPA, and for most purposes, credits are treated as if they were taken in residence at CSU.

Statement of Understanding

All students selected for a study abroad program are required to waive their rights to file any claims against CSU, host university(ies) and/or their representatives for any injury, loss, damage, accident, delay or expense resulting from the use of any vehicle, war, weather, sickness, quarantine, government restrictions or regulations arising from any steamship, airline, railroad, bus company or individual. Students are also required to agree to indemnify CSU, host university(ies) and/or their representatives any financial obligations or liabilities that they may incur or any damage or injury to person or property of others that they may cause while participating in the program by appending their signatures (parents where students are under 18years of age) to a statement of understanding to be provided by the OIP.

Registration

CSU/Host Country Registration

Students are enrolled in SAB courses at CSU during the entire period of participation. Their transcripts will show an SAB course that may be transferable to their major. CSU **cannot register students** for the program abroad if their financial records show **any unpaid balance** from a preceding semester. Students must meet with the site program coordinator/director who will have their transcripts and advising forms. Students must follow the guidelines at the host institution for course selection and registration and adhere as closely as possible to the tentative schedule set up with their CSU advisors.

Students who identify international programs in conjunction with an institution outside of CSU will be required to be processed through the OIP for appropriate credits transfer and financial aid. A consortium agreement must be signed by both institutions. Cost, credits and accommodations must be clearly stipulated in the agreement. Students must contact the OIP concerning guidelines for such programs.

Summer study abroad materials will be available by early September in the OIP. The OIP will post instructions for registration for the program.

- **Fine Arts**

Students should not plan to receive credit for studio courses abroad. These are considered to be cultural enhancement classes.

- **Foreign Languages**

Students may not begin a new language abroad but may continue the study of a language other than that of the host country if they have a major or minor in that area. Students may also clear the credit with the CSU Foreign Language Department, which may require a test for placement in CSU classes when they return. They should also contact the Foreign Language Department for more information.

Course Restriction

Students will be able to take a variety of courses in the humanities and social sciences. Some areas of study are restricted. Students should contact their departments for more information.

Incomplete and Course Withdrawal

The OIP director or site director determines the deadline for dropping a course. No incomplete grades are permitted for study abroad courses. Unfinished course work results in a grade of **F** for the course. Only documented illness will be accepted as a legitimate excuse for incomplete course work.

Payment and Fees

Payment Schedule

Students who are selected for a study abroad program will have to comply with all payment schedules. The deposit and additional fees are applied toward program cost. A non-refundable prepayment of \$300 is paid by check or money order to the OIP by January 31.

Second Payment, due by March 31:

60% of the balance of study abroad fee.

**Final Payment due by June 30:
Remainder of the balance of study abroad fee.**

Refunds

Extenuating circumstances can happen, however, it is our duty to inform the students that the policies of all airlines and travel agencies are “**no returns, exchanges or refunds**”. It is required that airline tickets are purchased in the traveler’s name. Once a ticket is purchased it belongs to the student in whose name it was purchased. In the event that the student withdraws from the program or university, CSU and the OIP will not be responsible for refunding money paid toward study abroad travel expenses. If the student has not made any deposits or payments toward traveling abroad, the OIP reserves the right to bill the student for expenses incurred as a result of the withdrawal.

Only extenuating circumstances will qualify for refund consideration. Proper documentation must accompany a written request to withdraw. Refunds are contingent upon the extent of university programming expenses incurred at the time of the request to withdraw.

Students must read and understand the International Study/Travel Abroad Withdrawal/Cancellation Policy (included in the Study Abroad Application Packet) and agree to adhere to the stated terms.

Financial Aid

Financial Assistance

CSU will make every effort to assist students in financing their education while they study abroad. Assistance is available to eligible students in the form of grants (Federal Pell and Federal SEOG) and student loans (Federal Stafford, Federal PLUS and Federal Perkins). In order to qualify for assistance during the semester(s) they are studying abroad, students:

- must have a valid Federal Student Aid Report (SAR) on file with the Office of Student Financial Aid (OSFA). If a student has been selected for verification, the required documents must have been submitted to the OSFA, as well as any supporting documentation requested, in order to verify financial aid eligibility;
- must be enrolled in a degree-seeking program (students who are “at-large” or enrolled in “contract courses” are not eligible for financial assistance);
- must have “billable” hours at CSU;
- must be enrolled at least half-time for the fall and spring semesters, half-time is defined as six hours of enrollment for undergraduate, certification and masters

degree candidates; for the summer semester, half-time is defined as four hours of enrollment, for undergraduate and certification students, and 3 hours of enrollment for masters degree candidates;

- must be in compliance with CSU's Satisfactory Academic Progress Policy;
- must not be in default of federal student loans (Stafford, PLUS or Perkins), nor owe a refund for over-payment of federal grants (Pell or SEOG);
- must be a U.S. citizen or eligible non-citizen;
- must demonstrate financial need; and
- must be in compliance with all federal and state regulations governing financial aid eligibility.

Some forms of financial aid, such as the Federal SEOG grant and the Federal Perkins loans, are limited funds and therefore subject to availability. It is therefore imperative that the OSFA be informed as early as possible that a student or students are planning to study abroad in order that these funds, if available, may be appropriated.

The OSFA will make every effort to make funds available to students to finance their studies abroad. It must be noted, however, that there are numerous limitations, determined both by the nature of study abroad programs and a student's eligibility for financial aid that might limit a student's access to these monies. Each student must, and will, be treated on an individual basis, in order to secure maximum financial assistance.

For further information regarding financial assistance, please refer to the Financial Assistance section of the CSU Undergraduate and/or the Graduate Catalogs, and the appropriate CSU Class Schedule Bulletin(s).

Note: Where funds are available, the OIP will provide grants to supplement students' expenses.

Travel Documents

Passports and Visas

Students will need a passport for traveling abroad. Those who do not already have a passport should apply for one as soon as possible. The Passport Office of the U.S. Department of State estimates that it will take approximately six to eight weeks to process a new application for a passport. Students should allow enough time (12 weeks) both for the issuing of the passport and obtaining a visa should one be required by the host country. If the student already has a passport, the student must make sure that it will be valid for the entire time he/she will be abroad; it is much easier to renew a passport before going abroad than while away.

U.S. passport application forms are available in the OIP. Additional information about the passport application process and fees can be obtained on the web at the following address:

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

Student/Teacher ID Cards

The OIP will issues Student/Teacher/Youth ID cards administered by the Council on International Educational Exchange, Cards Division. Students/faculty and staff who have these cards are eligible for discounts on many products and services, including air tickets, rail passes, hotel, car rentals, to mention a few. Holders of the card can also benefit from ISICConnect Travel Safe program. This program allows stolen or lost traveling documents to be faxed to, or downloaded by the cardholder. Call (773) 995-2582; fax (773) 995-2840; e-mail oiip@csu.edu for more information.

Resources at OIP

Office hours of the OIP are Monday through Friday, 9:00 a.m. to 5:00 p.m.

The following resources are available:

- Brochures and applications for CSU Study Abroad Programs
- Catalogs and brochures for other U.S. sponsored study abroad programs
- Catalogs for foreign universities and colleges
- Scholarship application forms

- Fulbright application materials
- Specialized language programs
- Government and non-government sponsored national and international conference information
- Institute of International Public Policy (IIPP) fellowship materials

Security and Personal Safety

Students can have a major impact on their own health and safety while abroad through the decisions they make before and during the program and by their day-to-day choices and behaviors.

Students should:

1. Participate fully in all orientations.
2. Inform parents/guardians/families and others who may need to know about your participation in the study abroad program. Provide them with emergency contact information and keep them informed on an ongoing basis.
3. Once on site, be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
4. Become familiar with procedures for obtaining health and law enforcement services in the host country. Respect the laws of the host country.
5. Avoid substance abuse of all kinds.
6. Follow the program policies for keeping program staff informed of their whereabouts and well being, especially when traveling away from the program site.
7. Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.
8. Accept responsibility for your own decisions and actions.

Cultural Differences

One of the major challenges of being in a different country is adjusting to the new environment. To appreciate the way of life (culture) of any people, you must know and understand your own culture. The process of adjusting to a new way of life becomes easier if you make a concerted effort to learn as much as possible about the host country prior to departing your home country. Among the things you should endeavor to know about the host country are: political systems, race and gender issues, religion and relationships.

APPENDIX A

General Health Advice

1. In areas where hygiene is poor, avoid foods:

- not served steaming hot
- raw foods (except raw fruits, vegetables and nuts that you have peeled)
- non-pasturized dairy products
- custards
- pastries
- street vendors
- fly-infested restaurants
- tap water and ice

Foods that are generally safe include:

- Canned or bottled carbonated water from a reliable source
 - tea or coffee made with boiled water
 - alcoholic beverages
2. Use insect repellants containing up to 35% DEET (N,N - diethyl-meta-toluamide) sparingly (lasts 4-12 hours) on exposed parts of the body (not

hands, fingers, mouth or eyes). Ultrathon, by 3M, contains 30% DEET and does not wash off; it is recommended for children 3 years and older and protects for 12 hours. Similar products include Sawyer DEET plus (17% DEET; 1-800-356-7811), K-Mart's K-Rid, Skedaddle (10% DEET; 1-800-243-2929) and Hourguard-12 by Amway. Use permethrin sprays indoors one hour before sleep (e.g., Raid or Black Flag), on clothes and mosquitoes netting; alternatively, a solution called Permamone can be used to soak clothes. Use window screens. Wear long-sleeved shirts and long pants. Avoid going outdoors after dusk. Avoid perfume and colognes. Perform daily tick checks; if a tick is seen it should be promptly and completely removed.

3. Seek prompt, reliable medical attention for febrile illness, severe diarrhea (e.g., containing blood or mucus, lasting more than 3 days or associated with fever, nausea, vomiting or abdominal cramps).
4. Do not swim or wash in fresh water in rural areas with poor sanitation or in areas endemic for schistosomiasis (Asia, Africa, S. America, Puerto Rico, Philippines, Middle East).
5. Do not walk barefooted.
6. Avoid animals, especially wild ones. If visiting game parks, never go walking on trails that are unfenced.
7. Blood products may not be safe in many developing countries. It is not a bad idea to be sure you know and have recorded your blood type before you travel.
8. Check with your insurance agent regarding any additional insurance you may want or need while abroad such as air evacuation insurance or travel insurance.
9. Contact the Center for Disease Control for more information at:

888-232-3228 (General)

770-488-7788 (Malaria)

On the Internet: www.cdc.gov

Additional useful information may be obtained by calling the Government Travel Advisories at 202-647-5225.

APPENDIX B

CSU Health Policies

CSU requires all students registered for 12 credit hours or more to have an adequate medical insurance plan. Your insurance benefits must include coverage such as hospitalization, outpatient diagnostic services, surgical procedures, ambulance service, physician visits and emergency room services. Students at CSU may satisfy the insurance requirement in one of the following three ways:

1. Students taking 12 credit hours or more and receiving a full ISAC award are automatically covered by the University's Student Health Insurance Plan due to the full ISAC award paying for tuition and all mandatory fees.
2. Students may choose to accept CSU's Mandatory Health Insurance Plan.
3. Students taking 12 or more credit hours may complete and submit an Insurance Cancellation Form along with acceptable proof of comparable health insurance at the beginning of each semester.

If students choose to cancel the university's Student Health Insurance Plan (SHIP), cancellation forms will be available at the health insurance table during registration or in the Office of Student Health Insurance located in SUB 268. If the university does not receive a completed cancellation form by the cut-off date, which is determined each semester (usually 10 days after start of classes), the mandatory student health insurance fee will automatically be charged to the account of any student enrolled in at least 12 credit hours. The university's SHIP is underwritten by the MEGA Life and Health Insurance Company and costs \$204.50 per semester.

This plan provides reasonable protection against the high cost of medical bills resulting from injury and sickness, whether domestic or international. Students enrolled in the health insurance plan will also have vision and dental benefits. Careington Dental and Vision Plans entitle insured students to obtain services at a discounted rate. In addition, insured student can access Nurseline, a 24-hour health advisory and counseling service, by a toll-free telephone number. Complete information on these services will be provided to students insured under the plan.

To provide medical benefits, the insurance carrier utilizes a Participating Provider Option agreement with medical providers, hospitals and physicians, which is known as PPO Network. The PPO Network servicing CSU is the Beech Street Network. Booklets listing conveniently located participating doctors and hospitals will be available in the Student Health Insurance Office. When students use the Beech Street Network, there is no cost to the individual for the first \$7,500 for each covered injury or sickness. Thereafter, the plan pays 80% of the treatment

expense up to \$50,000 for each covered injury or sickness. The plan's prescription drug benefit requires a \$5.00 co-payment for generic or \$10.00 co-payment for brand name prescriptions at the time of purchase. This benefit is capped at \$1,000 if, they are provided by the Wellness Center at CSU.

Before you decide to opt out of the university's plan, be sure to compare your current or potential insurance plan carefully against the benefits outlined in Appendix B. Among the comparisons to be made to determine if your alternative policy provides comparable benefits are:

- Does your policy cover medical bills up to at least \$50,000 for each injury or sickness?
- What share of any medical bills is your responsibility?
- Will your policy pay for a semi-private room at the usual and customary rates?
- What medical conditions are excluded from coverage?
- Is there a pre-existing condition clause excluding coverage for any medical condition you have before enrolling?
- Does your policy cover maternity, psychiatric and substance abuse services?
- Does your policy cover catastrophic illnesses such as AIDS or cancer?
- What are the guidelines for having your medical bills covered when you seek care?
- Are you required to get a referral to see specialists?
- Does the policy offer worldwide coverage, 24-hours per day?
- How do you submit claims?
- Does your policy have an age clause, i.e., does the policy cease to cover you when you attain a certain age?

When you choose to submit the Insurance Cancellation Form, your signature certifies that the insurance you have meets the university's requirements and that the information supplied is true and correct. If questions about your insurance coverage arise at any time, the university may require documentation of enrollment in an acceptable plan.

NOTE: Regardless of whichever insurance plan a student is enrolled in, all registered students must pay the health service fee each semester. This is an unrelated mandatory fee to fund the University's Wellness Center.

Inquiries about insurance enrollment or the Insurance Cancellation Form should be directed to the Office of Student Insurance, (773) 995-4533, located in Room 268 of the Student Union Building.

Inquiries regarding benefits, enrollment, or claims under the Student Health Insurance Plan should be directed to Student Resources-Student Insurance Division, P.O. Box 809025, Dallas, TX 75380-9025. For any further information, contact OIP by phone, e-mail, fax or mail.

APPENDIX C

Important Reminders

Once selected, students must submit the following in addition to completing the application form:

1. All programs require a **deposit**. The first installment is due at a predetermined time (see page 8 for payment schedule). Make money orders or checks payable to *The Office of International Programs*.
2. Obtain signature on the pre-approval form from the chair or academic advisor in major department for credits applicable in your major. Meet with your *academic advisor* and OIP staff regarding the transferring of credits from the institution abroad to CSU.
3. Comply with registration requirements. **Register early and validate** for Study Abroad in the college that is applicable:
 - **College of Arts and Sciences SAB-399/G**
 - **College of Education SAB-398/G**
 - **College of Business SAB- 397**
 - **Health Sciences SAB-396**
 - **Note:** Credits will be determined by program requirements.
4. Provide proof of **insurance** - CSU or alternative. Name of insurance company, telephone number and policy number. As a CSU student, you are covered by the university's student insurance policy and are entitled to seek medical attention at any hospital in the world. If you have exempted yourself from the CSU insurance you must show proof of alternative insurance.
5. Submit required **immunizations** proof attachments.

6. Obtain and submit a written *medical release* statement and explanation from a physician indicating any medical, mental, physical and/or dietary limitation.
7. Obtain a valid *passport*.
8. Obtain a *visa* (Not necessary for travel to all countries) Number, Date of Issue, and expiration date. Fees vary.
9. Purchase an International Student Identity Card from OIP. (Currently, the cost of the card is \$22.00).
10. Sign and submit to the OIP a *Waiver, Release and Indemnification Agreement*.
11. Sign and notarize a *Power-of Attorney*. It is recommended that students assign someone in their family to act in their behalf while abroad.
12. Submit completed application to:

Chicago State University

The Office of International Programs

9501 S. King Drive/SUB 231

Chicago, IL 60628