



SFSU Bilateral Study Abroad Participants Guide

Today's university students face exciting new opportunities and challenges for the 21st century. San Francisco State University offers a variety of study abroad programs to prepare students for the international demands of a global economy and to enhance their potential for success. Students are encouraged to participate in exchange programs to learn foreign languages, add global perspectives to their academic studies, and experience cultures different from their own.

Registration and Grading:

Registration for the exchange program is a five step process:

1. The Academic Advisement form is a required part of the application, unless an articulation agreement already exists for your program. The Academic Advisement form is designed to identify course equivalences between San Francisco State curriculum and those courses you will take overseas. Meet with your academic advisor(s) early in the application process to seek approval for the courses you plan to take overseas. Note that while overseas, you should maintain contact with your SFSU advisors, particularly in the event that you make changes to your academic program. Also, be sure to gather and keep as much supportive documentation as possible regarding your courses (i.e. course syllabi, reading lists, copies of papers, assignments, exams, etc.). This may be important in the event that you are required to negotiate with any academic department regarding course equivalences, grade changes, or even, upper (versus lower) division credit upon your return. Academic departments will need adequate documentation and material by which to assess the course in question, rather than going by your "word" alone.
2. Do NOT register through Touch-Tone registration while participating in an exchange program. The Study Abroad Advisor at SFSU will attend to the administrative detail on your behalf, informing both the Office of the Registrar and the Financial Aid Office to ensure that you are kept in continuing full-time student status. The courses you complete overseas will be added to your transcript and the conclusion of the exchange program. Note the following exception:
3. If you are taking an independent study course (699 or 899) while overseas but under the supervision of a SFSU professor, you are required to register for this course through the normal SFSU registration process and follow the standard procedure for SFSU independent study courses. Note that a copy of the independent study forms should also be filed with the Study Abroad Department, and permission secured. The units for the independent study may be counted towards your required overseas minimum full load, or may be permissible only as extra credit beyond the minimum required by your overseas host university. The grade for such an independent study course will be entered separate from your transcript of overseas work by your SFSU professor of record.
4. At the conclusion of your program, an official transcript will be sent to San Francisco State University from the overseas institution. Work completed overseas will be recorded onto your transcript. It can be adjusted according to the arrangements documented on the Academic Advisement Form, or in consultation with your academic advisor.
5. At the conclusion of your program, an official transcript of your work should be sent to the Office of International Programs at SFSU. It will be passed to the Office of Admissions and records with a "priority" for evaluation and posting to your transcript. It is your responsibility to check that the transcript has been received from your overseas university and that the work has been posted in a timely manner. If you need some specific interpretation of any course (i.e. a specific title, course number, or upper or lower designation), you will need to work with the appropriate academic department, providing proper documentation for your request (see above #1). Changes can be filed (including possible retroactive



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dropping of courses from your SFSU record) with a written statement to Study Abroad, Office of International Programs, from the department, citing the specific changes or designation requested.

Note: It is your responsibility to register yourself for the semester you return to your home campus. You should make arrangements for a friend or family member to register you. This will not be handled by the Study Abroad Office.

Studying abroad requires a great deal of pre-planning, especially when it comes to deciding which courses you will take. It is recommended that students begin making their plans one-year before they expect to study abroad. In addition, studying abroad requires flexibility. While every effort will be made to help you register for the classes you want to take, you may not be able to enroll in all of them. Therefore, if you are a graduating senior, it may not be wise to study abroad during your final semester as we cannot guarantee that you will be able to complete all classes required for graduation. You will have to make this decision on your own.

You are required to maintain full-time status (minimum 12 units/semester) while participating in any San Francisco State University exchange program, and you will receive letter grades for the courses you complete abroad. Credit/no credit grading is honored only if regular SFSU guidelines are followed for credit/no credit grading before you depart for the overseas program. You are normally limited to using the credit/no credit grading option for only one non-major, non-general education course per term.

Adjustments to the Host Environment:

“Culture Shock” is a term that is used to describe the feeling of disorientation that one can suffer when exposed to a way of living that is very different from what he or she is accustomed to. It is a phenomenon that nearly all travelers experience to some degree. For some, “culture shock” is barely noticeable, while other may suffer severely. It can cause some people to feel irritable or depressed, or it may even make them feel physically exhausted or ill. Knowing that you may experience these feelings is a good first step to preparing yourself for your travel experience. Awareness of the symptoms will help minimize any experience you have with “culture shock”.

Advanced preparation and planning for your overseas experience will help make the adjustment to the new environment go smoothly. Educate yourself as much as you can about the host country, its customs and culture. We recommend interviewing people who have been there before. Buy international newspapers and magazines from the host country at local newsstands, and keep up with current events. Do everything you can to form a realistic picture of what your new surroundings will be like. This added preparation will make the adjustment to your host country go much smoother. You may also find it helpful to purchase a copy of “Survival Kit for Overseas Living” by Robert Kohls. Copies are on sale in the Office of International Programs. See the Study Abroad Advisor for more information.

In the end, most study abroad participants discover that they like certain characteristics of the host culture, while they dislike others. Similarly, they realize that they also have stronger likes and dislikes about certain aspects of their home culture. Understanding that you will have to adjust to living in a country where things are done differently is important. Keep your sense of humor and try to be flexible. As a rule of thumb, always remember: “When in Rome....” Well, you know!



Never travel without your diary. One should always have something sensational to read in the train.

-Oscar Wilde (1850-1900)

Every land has its own special rhythm, and unless the traveler takes the time to learn the rhythm, he or she will remain an outsider there always

-Juliette de Bairc;I Levy, b 1937

International Student ID Card:

All students participating in the San Francisco State University Exchange Programs are required to purchase the ISIC card. The card not only provides discounts at museums and other tourist attractions, but it also provides supplemental medical benefits. In addition, cardholders also have access to 24 hour traveler's assistance hotline. When you purchase the card you will receive a booklet outlining all of the benefits provided to cardholders. The card is sold at STA Travel locations and STA Travels official website. For additional information, visit www.statravel.com.

Fees:

It is your responsibility to pay the regular full-time fees to San Francisco State University during the semesters that you are studying abroad. Fall semester fees and Spring semester fees are due as indicated on your touch-tone registration form sent to you through the mail. Call the University Cashier 415.338.1281 to verify the amount you owe and the payment due date. Make your payment to San Francisco State University and mail it to: San Francisco State University, Cashier's Office, 1600 Holloway Ave., San Francisco, CA 94132.

Orientation:

All participants **MUST** attend the Study Abroad Pre Departure Orientation Workshop that is conducted at San Francisco State University. Orientation is usually held towards the end of the semester prior to departure. As participation is absolutely required, all student participants should plan and arrange their schedules accordingly. Check with the Study Abroad Office for more details.

Transportation:

You are responsible for making your own round-trip travel arrangements. Before making your reservations consult with the Study Abroad Advisor to find out the date you are expected to report to the host institution. You are also advised to inquire at the appropriate consulate regarding your student visa prior to purchasing your airline ticket.



Passport and Visa:

All participants in the SFSU study abroad programs must hold valid passports. You are responsible for obtaining your own passport and visa. U.S. citizens may apply for passports at most U.S. Post offices. The total 2006 price is \$97, including service and government fees. If you already have a passport, please make sure that it is valid for at least six months beyond your planned return from your stay abroad. If necessary, renew your passport now.

Visas are immigration documents that give you permission to enter a country for a specific purpose and for a specified period of time. You must obtain a student visa. Apply for the visa at the local consulate for your region (most are either in San Francisco or Los Angeles) for the country that you are going to. Follow these instructions to obtain a visa:

1. Call the consulate to inquire about the procedures that must be followed to obtain a visa.
2. Inform the consular official of your nationality (where your passport is from); there may be different requirements for obtaining a visa based on your nationality.
3. To obtain a visa, you usually need to bring your passport and your letter of Invitation from the host university, along with the visa application. Some countries require additional documentation to issue a visa (health record, birth certificate, financial statement, etc.). That is why it is very important for you to call ahead to find out exactly what you need to bring with you when you apply for the visa.
4. It is recommended that you apply for the visa at least 3-4 weeks prior to your date of departure. Sometimes consulates can 'rush' the process and issue visas within 48 hours. However, there may be an extra charge for 'rush' service. Visa prices vary. Check with a consular official regarding the cost of the visa and the length of processing time.
5. Remember to ask for office hours, as well as directions when you call the consulate.



CONSULAR OFFICES

Denmark

1 California ST # 330
San Francisco, CA 94111
Tel. 415.391.0100
<http://www.dansk-konsulat.org/>

France

540 Bush St.
San Francisco, CA
Tel. 415.397.4330
<http://www.consulfrance-sanfrancisco.org/>

Italy

2590 Webster St
San Francisco, CA
Tel. 415.931.4924
<http://www.italcons-sf.org/>

Germany

1960 Jackson ST
San Francisco, CA 94109
Tel. 415.775.1061
<http://www.germany.info/relaunch/info/missions/consulates/sanfrancisco/sanfrancisco.html>

Japan

50 Fremont:
San Francisco, CA
Tel. 415.931.4924
<http://www.cgjsf.org/>

Netherlands

275 Battery St # 1500
San Francisco, CA
Tel: 415.981.6454
<http://www.netherlands-embassy.org/general.asp?id=7659&expand=7627>

Sweden

120 Montgomery St
San Francisco, CA
Tel: 415.788.2631
<http://www.swedenabroad.com/pages/>

United Kingdom

1 Sansome; Suite 850
San Francisco, CA
Tel: 415.617.1300
www.britainusa.com/seattle



Safety and Study Abroad:

The decision to study in any particular region of the world must be made by each student and his or her family in light of their own interpretation of the world events. It is regrettable but true that nowhere in the world, including many of our own cities, can one expect a completely safe environment. Certain risks are inherent in any kind of travel, domestic or international, and San Francisco State University students are advised to take an active role in their personal safety whenever and wherever they congregate or travel. San Francisco State University cautions its students to use prudent judgment before engaging in any kind of activity in the United States or overseas.

Students are strongly advised to read the United States Department of State publication, "Travel warnings & Consular Information," for the country they will be visiting. This can be found on the worldwide web at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html. You will decide your study abroad destination, and we advise you to contemplate your decision seriously.

Students should familiarize themselves with the laws and customs of the host country before traveling abroad and are reminded that they are subject to the laws of the country they are visiting throughout the duration of their international travels. Many foreign countries have Offices of Tourism here in the United States that may be able to supply students with free travel brochures and maps that may prove to be quite informative. (Call information to get the telephone number of the Office of Tourism in San Francisco or Los Angeles for the country you will be visiting.)

Living overseas will most likely be a new experience for most students. Although culture varies from country to country, many of the safety issues that apply to students at U.S. universities also apply to students studying overseas. A number of handouts concerning safety and security will be provided at the pre-departure orientation. Be sure to read them and familiarize yourself with their contents. Safety tips include, but are not limited to those listed here.

Out and About: On and Off Campus:

- Quickly familiarize yourself with the campus layout. Take a campus tour if one is offered.
- Know where public phones are located on campus.
- Meet first-time dates in a public place instead of at your home.
- Walk in well-lighted areas.
- Find out if there are any escort services on campus. Use them!
- Do not ever leave book bags or packages unattended.
- Report any suspicious activity to the Office of International Programs.
- Be alert; look around you. Walk with confidence.
- Stay in populated areas.
- Try not to walk with your arms /hands full of heavy packages.
- Jog/exercise with a friend.



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- Travel with a companion whenever possible, and familiarize yourself with the public transportation system to avoid appearing like a vulnerable tourist. Travel in daylight hours if you must travel alone.
- Take precautions when walking. Stay near crowded areas. Do not attempt to cross through parks or other large, dark and deserted areas.
- Be careful how late you return home at night. Know when public transportation ceases to operate at night and return home before then.
- Be as inconspicuous in dress and demeanor as possible. Wear moderate colors and conservative clothing. Avoid American logos on your belongings and clothing.
- Keep away from political demonstrations, particularly those directed toward the United States. If you see a situation developing, resist the temptation to satisfy your curiosity and investigate what is happening. Instead walk the other way.
- Always know the emergency (“911” equivalent) for any country and/or city you are visiting.

Women Traveling Alone:

Women traveling alone may have more difficulties than men. The best thing you can do to avoid any hassles is to try to fit in. Learn the roles of the sexes in the culture you are in. Observe how the women in the host country dress and act, and do your best to imitate them. Try not to become quickly annoyed by whistles and other gestures of appreciation, regardless of whether they are compliments, invitations or insults. Just realize that they are part of their culture. However, if your gut tells you that a situation may be dangerous, then you should react as though it is. Try not to go out alone at night, but if you do, always stay in well-lit, populated areas. For more information and other suggestions, consult the Women’s Issues section in the Study Abroad Resource Center in the Office of International Programs.

I was once asked if I'd like to meet the president of a certain country. I said, "No. But I'd love to meet some shepherders." The shepherders, farmers, and taxi drivers are often the most fascinating people.

-James Michener, b. 1907

Student Conduct:

During your participation in any San Francisco State University exchange, you are responsible not only for your own personal conduct, but also for how your conduct reflects SFSU, the State of California, and the United States of America. You are, in essence, an ‘ambassador’ of California throughout your stay. You should therefore learn the rules of appropriate conduct in your host country and abide by them.

Examples of some unacceptable behaviors in any country include: cheating or plagiarism in your academic work; forgery or misuse of legal documents; physical abuse of property; sale or possession of illegal drugs; engaging in lewd behavior; failure to attend classes to the extent normally required; violation of the rules and regulations of the host university; violation of the laws of the host country; conduct which endangers others; flagrant disregard of local customs;



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mores or beliefs which might result in offending or antagonizing host country citizens or officials. Serious violations of acceptable behavior may result in your de-enrollment from the program. Any illegal act by a student participant will result in immediate expulsion from the program without any possibility of financial refund or chance to complete any academic credit requirements.

Reminders about Housing:

- If you are arranging your own housing, consult with local advisors regarding recommended neighborhoods.
- Report any housing problems to the International Programs Office immediately.
- If a housing situation becomes unsafe or intolerable, ask to stay at a friend's house for a couple of days, or use some of your 'emergency funds' to move into a hotel for a couple of nights. (All students should plan for the unexpected and budget some 'emergency money' for situations like this.) Go to the Office of International Programs as soon as possible thereafter to meet with the director to discuss a housing change.
- Remember: the terms of lawful leases, signed by student participants, and as interpreted by local officials under host country law, take precedence over housing policies of the San Francisco State exchange program. In addition, students are subject to the full range of civil penalties for abuse of property or evasion of contractual obligations abroad, just as they are subject to such provisions at home. This includes, but is not limited to, any debt that may be owed to property owners resulting from student related damage to property.
- You should be aware that serious monetary sanctions may result from a decision to move out of a housing situation simply for reasons of personal convenience or preference.
- Students dismissed and sent home from the program because of misconduct may still be obligated to pay for housing depending on the housing contract they have signed.

"People are always dreaming about seeing exotic places and visiting foreign countries. The reality is that once a student graduates and gets a real job, these dreams can soon vanish. Studying overseas during college is the best time to see the world and experience foreign cultures while continuing to advance your own personal goals."

-Denmark program alumnus, 1996

Medical Concerns:

Nearly all travelers experience some difficulty in adjusting to different diets, climates, sanitary facilities, and other conditions that are different from home. These adjustments may affect your physical well-being. Most of these problems are short duration. Adequate medical facilities are available at all of our program sites in the event of serious illness. Upon arrival, you should consult with the program office staff to inform yourself about the medical services and the procedures one must follow to receive services. Be sure to find out the exact location of the medical facility and visit it once while you are well, just to familiarize yourself with its location. Most U.S. embassies overseas will provide its citizens with the names of local, English-speaking physicians.

You are required to maintain health insurance throughout the duration of the exchange program. As part of the application process, you will be required to sign a declaration affirming your understanding of the health insurance requirement. For the convenience of those students who do not



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currently have health insurance, brochures are available in the Office of International Programs for review. We in general recommend visiting the CSU Health Link, which is accident and sickness insurance for California State University students studying abroad, this information is for your convenience. Know your medical insurance policy. Do you know, for example, whether or not you have to pay for medical expenses upon treatment and then request reimbursement, or does your insurance cover all expenses at the time or treatment? Furthermore, if you have to submit a claim to request reimbursement, do you know how to submit a claim?

AIDS: (This information is adapted from material made available to Overseas Study by CIEE/Council Travel.) The World Health Organization states that “AIDS (Acquired Immune Deficiency Syndrome) is not spread by daily and routine activities such as sitting next to someone, shaking hands, or working with people. Nor is it spread by insect bites. And AIDS is not spread by swimming pools, food, cups, public transportation, plates, toilets, water, air, touching, hugging, coughing or sneezing.” The risk of getting AIDS depends on you. Here are some general precautions against AIDS that you can follow anywhere in the world: (1) Avoid exchange of semen, blood, or vaginal fluids with anyone. Abstain from sexual activity or practice safe sex; (2) If you are sexually active USE A CONDOM. Take a supply with you. It may take time to develop the language skills and the confidence necessary to purchase condoms in a new culture, and in some countries the manufacture and storage of condoms cannot be trusted; (3) Do not use illicit injectable drugs; (4) Avoid injections unless absolutely necessary. (5) If you require routine or frequent injections, bring your own supply of syringes and needles. Remember, however, that carrying needles and syringes without a prescription may be illegal in some countries. Carry a note from your doctor at all times. You may even want to keep a copy of it with your medical supplies. Additional information is available from the World Health Organization, (202) 861-3200.

What to Pack:

Travel with photocopies of the following: passport, birth, certificate, plane tickets, traveler’s checks, International Student ID Card, driver’s license, Social Security card, numbers for lost/stolen credit cards, etc. Keep these copies in a different place from the original so that you will have them if the originals are stolen.

Remember to bring Budget Travel Guides and foreign language dictionaries if needed. The following list is not conclusive, but will get you started. (This is a list intended for student going abroad for one year. Yes, this really is enough!)

You must be able to carry all of your own luggage by yourself! We recommend that you invest in good luggage with wheels.

Clothing:

For students going abroad for one year:

2 sweaters; 1 sweatshirt; 3 pairs of shorts; 3 slacks or jeans; 2 skirts; 5 shirts; 1 pair of comfortable walking shoes; 1 pair of sandals; 1 pair of dress shoes; 8 pairs of underwear; 8 pairs of socks; 2 sleepwear; 1 bathrobe; 1 dressy outfit; 1 swimsuit; 1 beach towel; 1 winter jacket; 1 umbrella; 1 pair of gloves; 1 scarf. Pack light. Pack light. Pack light.



Miscellaneous:

ATM card, emergency credit card(s), passport; International Student ID Card; comfortable backpack; electric outlet adapters; flashlight; money belt or belly bag; aspirin; cold medicines; sun screen; immodium (for upset stomach); extra pair of contact lenses; copies of prescription; towel; mini sewing kit; toiletries; music.

Application & Selection:

Applications for fall semester are due March 1. Applications for spring semester are due October 1. Late applications may be considered.

My Yarbinec, Associate Director, Study Abroad & Exchanges

Office of International Programs

1600 Holloway Ave ADM 450

San Francisco, CA 94132

Tel: (415) 338-1293/ fax (415) 338-6234

Email: studyabroad@sfsu.edu

“Traveling especially traveling light, teaches you the difference between what is necessary in life and what may be an onerous burden”

-Rick Berg

“Traveling and freedom are perfect partners and offer an opportunity to grow in new dimensions.”

-Donna Goldfein, b. 1902

“Always remember that you are representatives of your country.”

-Unknown



BRING IN TO THE OFFICE OF INTERNATIONAL PROGRAMS TO BE COPIED

I have read the San Francisco State University General Information Brochure and will abide by the rules and regulations herein.

Student Signature

Date

Type or Clearly Print Student Name