



GO ABROAD

STUDENT HANDBOOK



WWW.MUN.CA/GOABROAD

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COMPREHENSIVE GO ABROAD CHECKLIST

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Introduction

WHY STUDY ABROAD?

Studying abroad can be one of the most rewarding experiences of your university career. It will introduce you to new sights, sounds, cultures, and ideas, and will broaden your perspectives and capabilities. As an arts student, there are many once in a lifetime opportunities to see the world while completing courses towards your degree. Studying abroad combines academic and experiential learning in an exciting and empowering way that will inevitably transform yourself and your life.

There are many different reasons why people choose to study, volunteer, work, or simply travel abroad:

- ❖ see the world
- ❖ experience new cultures
- ❖ get to know yourself better
- ❖ learn about life away from home
- ❖ contribute to the global community
- ❖ study in another country
- ❖ develop language skills
- ❖ develop professional experience through working abroad
- ❖ improve communication skills
- ❖ practice independence
- ❖ develop a global perspective or enhance global citizenship

Before you can embark on the journey of studying abroad, there are many things you must do first and many important things you should know. This handbook will help you prepare for your adventures overseas.

To make the most of your study abroad experience and minimize any problems you may encounter, please read this handbook carefully, attend the program information sessions organized by your faculty coordinators and the safety and security briefing delivered by the Go Abroad Coordinator. Also, make sure to take the time to explore relevant information on the websites mentioned.

Have a safe and rewarding journey!

UNDERSTANDING STUDY ABROAD PROGRAMS

Studying abroad takes many different forms in terms of placements and program coordination. It's important to get your head around all the different forms of internal versus external and group versus independent opportunities.

A **group study program** typically involves you, as a Memorial student, participating in a program abroad with other Memorial students. The program is facilitated by one or several faculty and staff members who are your main points of contact and support while overseas. The courses that you study overseas are Memorial University courses for which you receive course grades and credit. All of Memorial's programs that take place at the Harlow Campus in England fall into this category. Explore the Go Abroad website to discover the various group study programs abroad.

An **exchange program**, on the other hand, involves you travelling to a partner institution to study courses related to your academic discipline. Typically, you will be the only student (or one of several) travelling for anywhere from one semester to a full year abroad. Memorial has many such agreements with institutions around the world which can be found on the website under "Study" and "Exchange Agreements." Courses that you study overseas are courses from the host institution, for which credit may transfer back to Memorial. It is recommended to ensure before you study abroad that courses will transfer back and contribute to your degree at Memorial.

Length of Study

Memorial's undergraduate study abroad programs vary in length from 3 or 4 weeks through 13 weeks abroad. Study abroad and exchange programs are offered in every semester (fall, winter and spring) throughout the year.

Internal vs. External

Internal programs are those that have been developed, negotiated and recognized by Memorial University faculty and staff. Examples of these include established group study abroad programs and exchange agreements between institutions. Courses taken are often directly transferable back to your Memorial degree.

However, there exist many other options in case you do not find what you are looking for. These include participating in study abroad programs from other Canadian universities or external organizations that organize and run their own programs.

PROGRAMS AT MEMORIAL

Faculty of Arts

English Language and Literature

- Harlow campus, England*

European Studies

- Italy program in Conegliano, Italy

Folklore

- Harlow campus, England*

French

- Frecker Program in St. Pierre et Miquelon
- Exchange program with the Lycée d'État in St. Pierre et Miquelon
- Canadian Third Year in Nice program in Nice, France

German

- Summer Language Field School in Heidelberg, Germany

Political Science

- Harlow campus, England *

Spanish

- Summer Spanish program in La Coruna, Spain

Russian

- Summer Language program in St. Petersburg, Russia
-

*These Harlow program listings are based on departments within the Faculty of Arts that routinely host programs at the Harlow campus.

Faculty of Science

Biology

- Harlow campus, England

Faculty of Education

- Practicum in Harlow, England

Faculty of Business

- Business at Harlow program
- Academic exchanges at partner institutions all over the world

Money Matters

It is wise to sit down and plan your budget before leaving on your group study or exchange program. This can make your time abroad more enjoyable and allow you to gain a realistic sense of how much money you will have for extracurricular activities. Some of the following tips may help you save money or frustrations while abroad:

- Travel passes are often cheaper than one-way tickets.
- Your ISIC card can get you many discounts.
- Have a little money on hand, already exchanged, so you can buy a snack on a stopover or pay a cab when you arrive at your host country.
- Convert money before you depart at your bank. It is important to arrive with sufficient local currency for convenience purchases and to have on hand.
- Some countries do not accept traveller's cheques and ATMs may not be readily available.
- Interac is not common in most countries, so don't rely on this as a method of payment.
- You can use your debit card to withdraw from many ATMs; however, you can expect to pay ~ \$5 for each international withdrawal, so try to withdraw less frequently.
- Remember not to carry around large amounts of cash on your person.
- In order to withdraw money from an ATM while abroad, you will need to ensure that your card has a 4-digit pin number and has "plus" or "cirrus" certification. You will also need to have your money in a *chequing* **not** *saving* account.
- Sometimes it is best to set up a bank account in your host country and transfer funds into it. This can eliminate banking fees and the need to withdraw large amounts of cash (this is only advised for long-term stays abroad, such as if you move abroad to work or complete a degree).
- Some vendors in Europe get frustrated if you do not have the correct change. Try to have enough change and bill denominations.
- Contact your credit card company to inform them that you will be living abroad and potentially travelling to other countries. If you do not do this, they may freeze your account, thinking it is stolen – you do not want this to happen while travelling.
- Check with VISA and Mastercard for the addresses of ATMs around the world.
- Write down the international emergency numbers for your bank and credit card companies in case your card(s) are lost or stolen while abroad.
- Before you leave Canada, you should visit your bank to learn about fees, charges, and additional information you will need to know. Inform them that you are going abroad

and the duration of your stay, so they can make a note of that on your account in case you encounter any problems.

- Make arrangements for how you will get additional funds if needed; foreign travel is often more expensive than people plan for. PLAN AND BUDGET. Keep the receipts for any purchases you make or any medical bills.
- If you run out of money, it is beneficial to have someone you trust who is able to deposit money into your account or credit card.

For those traveling with study abroad programs:

EXPENSES

- Tuition
- Program Fee
- Flight
- Accommodations
- Meals
- Personal spending money

These items will be reviewed by the faculty coordinator and will vary according to your program, location, time of year, and duration of time abroad. You will be notified early in the registration process of the expenses and how and when they are to be paid.

DEPOSIT

In the early stages of planning, the faculty coordinator will compile a list of students who are interested in participating in the program. The faculty coordinator will set a date for when students will be required to pay a deposit. There will be no cash refunds on this deposit if the student decides to withdraw from the program after the fact.

PAYMENT OF FEES

You must register for your exchange through the MUN Self-Service account and pay your tuition and fees to MUN (not your host institution, unless stated otherwise) before leaving for your semester abroad.

You can be exempted from the \$51.50 Recreation Fee (for the Works); however, you still must pay your MUN Students' Union fees.

If you are currently covered by the MUNSU Health and Dental Insurance policy and plan to purchase international health insurance through another provider before departure, please visit the MUNSU office (UC 2000) for further information regarding opting out of the MUNSU plan.

SCHOLARSHIPS

There are several scholarships, awards, and bursaries available for Memorial University students planning to study abroad in various departments and faculties. They include:

- The Gordon Billard Award in Education
- The Coca-Cola Scholarship for International Studies
- Paddy Dobbin Scholarship in the Faculty of Business Administration
- The Harlow Development Corporation Scholarship
- Harlow Travel Awards
- The Ann Elizabeth Crosbie (Perlin) Harvey Memorial Harlow Scholarship
- The Elizabeth C. Hesson Memorial Scholarship in German
- The A.C. Hunter Travel Award in French
- The Muriel H. Hunter Award in Spanish
- The H.H. Jackson Travel Scholarship in German
- The Arthur and Sonia May Scholarship
- The Dr. M.O. and Grace Morgan Harlow Bursary
- The Patti Lynn Noonan Memorial Harlow Travel Bursary
- The Gar Pynn Memorial Harlow Scholarship
- The Rothermere Harlow Travel Bursary
- Dr. Edmund de Rothschild Harlow Travel Bursary
- The Scotiabank Bursaries for International Study

For more information, visit or contact the Scholarships and Awards office or check out their website:

UC 4018

864-3956

scholarships@mun.ca

www.mun.ca/scholarships

STUDENT AID

The process of applying for a student loan when you're going to study abroad with Memorial is the same as when you will be studying here on campus. The application and the loan itself are

the same, but students should state in their loan application that they will be completing a MUN program abroad. Students should direct any questions regarding applying for a student loan to:

Student Financial Services Division

216 Prince Philip Drive

Coughlan College, Memorial University

Telephone: 729-5849 or

Toll-free: 1-800-657-0800

E-mail: studentaid@gov.nl.ca

Website: www.edu.gov.nl.ca/studentaid

Business hours: Monday-Friday, 9:00 am-4:15pm
(3:45 pm during the summer)

Counter hours: Monday-Friday, 10:30 am-3:30 pm

STUDENT LOANS

Applications for student loans should be initiated at the earliest possible opportunity. It is often better to visit the student aid office in person (in Coughlan College), as it can be difficult to reach them via phone. For information regarding student loans and to complete the online application, visit: www.canlearn.com

Because most students will already be abroad when their loans arrive on campus, there are two ways the loans can be picked up and processed. Please note: the Student Aid office processes the loan and handles any appeals or reassessments, however, Answers (UC 3005) distributes student loans.

1. The student must e-mail Answers at answers@mun.ca indicating that a parent will collect the loan on the student's behalf. Once collected, the parent will send the loan to the student abroad for them to sign where necessary. The student must then send the loan to the national loans office in Canada.

OR

2. The student and parent can complete a Power of Attorney form, available on the Answers website: www.mun.ca/answers/about/Loans/index.php (see Related Links). This form will give the parent permission to collect and process the student's loan on their behalf.

Any further questions regarding the distribution of loans can be directed to:

Answers

University Centre, room 3005

864-7461

answers@mun.ca

Student Aid Office

Coughlan College

729-5849

Pre-departure Preparation

REGISTRATION PROCEDURES

1. Sometimes study abroad programs do not follow conventional course registration procedures. This is because students must “pre-qualify” by committing to them months in advance. In many cases students do not register themselves, but staff and/or faculty, with the help of the Assistant Registrar, will “block register” on their behalf via “Add/Drop” forms. Students must give permission for this and register using these “Add/Drop” forms rather than online via Memorial Self-Service. This is because students must be selected to go and pay their down payment, etc. It is suggested that, if needed, a permission form be distributed and collected well in advance of registration. For example:

“I authorize my professor, Dr. X, Department of X, to register me for courses for the Harlow Program X, Fall semester 200X.” Signed: _____

2. The student’s university financial account must be clear of any outstanding balances (unpaid fees).
3. **Confirmation of Enrolment** – Confirmation of enrolment or “proof of registration” can only be obtained once students are registered. When requesting this documentation, students must indicate why it is needed (e.g. student loan, bank, and scholarships), as different institutions require different types of proof. Students can receive their confirmation of enrolment by presenting their Student ID at the Registrar’s Office and requesting one. A parent can collect this document on behalf of the student only if they have written permission from the student.
All inquiries should be directed to the Registrar’s Office, Arts and Administration Building, room 2003, telephone number 864-8260. If students cannot visit the Registrar’s Office to submit their request in person, please telephone.
4. **Schedule 2 for National Student Loan** – All students who wish to obtain a Schedule 2 for the National Student Loans Service Centre (NSLSC) can contact the Registrar’s Office, 864-8260. Schedule 2s can be picked up at the Registrar’s Office or mailed to the student’s home address. A Schedule 2 can be done immediately upon request. The student must provide the Registrar’s Office with their Student ID or another photo ID to confirm their attendance. The student must also complete a portion of the form and send it to the NSLSC (address provided at Registrar’s Office).
Parents can request a Schedule 2 for their son or daughter only if the parent presents the Registrar’s Office with written permission from the student. For example:

“I _____ give permission to my mother/father _____ to pick up my Schedule 2 on my behalf” Signed: _____

The student must ensure to sign their name on the permission form.

Students who require a confirmation of enrolment for banks can obtain it in the same way they would obtain a Schedule 2. Confirmation of enrolment can also be faxed to the bank for students if they provide the Registrar’s Office with the fax number. Similar to the Schedule 2 procedure, confirmation of enrollment for banks can be obtained by the student once they present a photo ID at the Registrar’s office, or collected by a parent if they have written permission from the student.

For more information please contact the Registrar’s Office at 864-8260.

5. In addition to regular tuition fees, special program fees to cover the costs of site visits, field trips, museum and theatre outings which the instructors deem essential to the program, are tax deductible and will be included in the student’s annual T-2202A tax form. Contact your faculty coordinator for more information about tax deductibles and the study abroad program.

REQUIRED DOCUMENTATION

- **Program waiver, health statement, and pre-departure checklist**

All students participating in a study abroad program through Memorial University must sign a waiver, health statement/ medical release, and a pre-departure checklist issued by Enterprise Risk Management at Memorial University. All your required documents will be provided to you by your study abroad advisor or faculty coordinator.

Students will be provided with forms up to two months in advance of the program’s start date. Please read these forms carefully. The forms must be witnessed by the faculty coordinator or study abroad advisor when they are completed.

Please Note: Any questions regarding the details and legal implications of the program waiver and medical release forms should be directed to Enterprise Risk Management, Arts and Administration room 1004, 864-7683.

PASSPORT

Important things to consider regarding your passport:

- The current fee for a standard adult passport is \$87, and they are good for a period of five years.

- When obtaining a passport, you require two passport photos, proof of Canadian citizenship (i.e. birth certificate) and application form (available at any post office or the address listed below).
- Applications must be made in person or by a family member (must have ID with same address as the applicant). Passport Office hours are 8:30 am to 4:00 pm, Monday through Friday.
- Bring or mail your passport application to:
The Passport Office
TD Place
140 Water Street, Suite 702
St. John's, NL A1C 6H6
- If your passport is up for renewal, you can follow a simplified application process without submitting proof of Canadian citizenship or supplementary information and guarantor information. The steps can be found at:
www.ppt.gc.ca/cdn/ren.aspx?lang=eng
- Many countries require that your passport is valid for at least six months after the end of your time abroad. If your passport will not be valid for this amount of time, please check with the passport office to determine whether or not it will need to be renewed.
- **ALWAYS** carry a photocopy of the identification page of your passport and keep it separate from your passport; also leave a copy at home.

For more information regarding passports, please see www.pptc.gc.ca.

Please Note: Depending on the time of year, it can sometimes take a long time to obtain a passport due to a large number being processed. Although passports can be processed through the mail, it is faster to process in person at the Passport Office in the Toronto Dominion Building on Water Street. Give yourself lots of time to obtain your passport before you go abroad. To get started filling out the application, you can pick one up at Travel Cuts, third floor University Centre.

VISA

A visa is permission granted by another country for you to enter that country. A visa can be issued to visit, study, or work abroad. The cost, length, necessity, and permission to enter a country and get a visa is the prerogative of that country. Not all countries require Canadians to have a visa.

- If a visa is necessary, you will need to find out what types (student, work, youth mobility, working holiday) of visa is required for your program. The best way to do this is

to contact the faculty coordinator of your program, or visit the embassy or consulate website of your host country in Canada. They will provide you with instructions on how to apply for the visa you need.

- Initiate this process right away
- Processing times vary drastically and could take up to six weeks or more.
- **You must have a valid passport to obtain a visa.**
- To ensure the safe-handling of your passport, use a courier and include a self-addressed, stamped envelope that can be tracked, such as Xpresspost.
- PLEASE NOTE: Some countries require individuals to apply for a visa in person at the closest embassy or consulate for that country – determine well in advance if you will need to make these additional travel arrangements to obtain a visa.
- Some countries will require you to have your fingerprints and photograph taken as a part of a “biometrics” application for your visa. For the United Kingdom, for instance, there are biometrics units in Toronto, Ottawa, Edmonton, and Vancouver, with the addition of “mobile” clinics that are arranged periodically in Halifax and St. John’s.
- Also, when traveling to other countries while on your study abroad program, determine in advance if a visitor’s visa is necessary to enter the country even briefly. This applies in many Asian countries.
- Visa requirements can change very quickly and without notice, so do your homework!
- To research visa requirements for different countries, use the website of that Country’s Embassy in Canada (for example, for the UK use the British High Commission in Ottawa’s website to learn more).
- Visa resources on the Go Abroad website: www.mun.ca/goabroad/work/visas.php

Please Note: Information in this section was taken from the Foreign Affairs Canada website: www.voyage.gc.ca. Check their website for more information about visa requirements. You can also contact the Embassy or Consulate of the country you plan to visit to inquire about visa information.

INSURANCE

MCP – You are partially covered by your provincial health plan (MCP). An Out of Province Coverage Certificate is mandatory for anyone travelling out of the province for more than 30 days. Download the application form here:

www.health.gov.nl.ca/health/mcp/forms/oop_rqst.pdf

- You must complete this form and return to MCP (or to the Go Abroad Coordinator who may submit it on your behalf).

- You will notice on the form that “students must provide proof of full-time enrollment from the educational institution.” You can obtain a letter from the registrar’s office as proof of full-time enrollment. If you are traveling with a study abroad group or program, contact the Go Abroad Coordinator, this can be arranged through the Go Abroad office.
- If you are in St. John’s you can go to the MCP office (57 Margaret’s Place off Newtown Road) and get your certificate on the spot, or you can mail in the application and your certificate will be mailed out to you:

Newfoundland and Labrador Medical Care Plan
 PO Box 8700
 57 Margaret’s Place
 St. John’s, NL, Canada
 A1B 4J6

Please Note: When you return to Canada you must contact MCP and tell them that you’re back (1-800-563-1557) otherwise you will not be covered here in Canada.

Very Important: MCP only covers you at NL rates. **MCP does not cover many overseas medical emergencies.** Supplementary health insurance is essential as the cost of healthcare can be much more expensive elsewhere.

Supplementary Health Insurance

As stated above, you **must purchase extra insurance** if you are not already covered for travel (you may already be on your parents’ plan – check this out first). You are responsible for ensuring that you are adequately covered by a health insurance policy for the duration of your academic term abroad.

Sources to check out include MUNSU, Travel Cuts, and private insurance providers (e.g. Blue Cross, RBC). Contact your current health insurance provider to determine whether they offer long-term travel insurance packages. Shop around and decide which plan is right for you. Don’t be afraid to ask questions as you have to be comfortable with your plan.

Things to consider when purchasing health insurance coverage:

- ✓ Medical emergencies arising in case of pre-existing medical conditions
- ✓ Repatriation/ air evacuation in case of critical illness or death
- ✓ Parental bedside visits to host country in case of critical illness
- ✓ Whether the policy excludes travel to locations for which Canada has issues a travel warning (www.voyage.gc.ca/countries_pays/menu-eng.asp)

Before departure, it is advisable to become familiar with the procedures for making an insurance claim while abroad (i.e. methods of payment for medications or medical treatments while abroad. Will you have to pay up front and get reimbursed later? Will it be automatically covered? etc.) Discuss these details with your insurance provider.

You **must** bring a copy of your health insurance policy while going abroad (students going to France should also bring a copy in French).

If you have MUNSU health and dental coverage, you are covered for **up to 90 days abroad**. If you are not sure if you have insurance with MUNSU, you should contact the Service Coordinator at the MUNSU General Office, UC 2000. If you have **opted out** of MUNSU insurance or are going for **more than 90 days**, you need to purchase insurance.

Opting out of MUN fees for semesters abroad – what you can and cannot opt out of:

1. MUNSU – you cannot opt out of your students' union fees except for health and dental insurance.
2. Health and Dental – you can opt out of these but you have to complete a form online, www.munsu.ca, with proof of supplementary health coverage for while you're away (your parents' plan, whatever you bought from Travel Cuts, or any other company you may have gone with). This can be either a copy of your insurance card with your name on it or a letter from your insurance company with your plan number. You can buy insurance from MUNSU with a plan called "ETFS." Talk to the Service Coordinator or any MUNSU staff to find out more.

Please Note: If you opt out for the Fall semester, you will also be opting out for the Winter and Spring semesters too. So if you don't have general coverage for when you return, you may want to reconsider opting out of MUNSU's Health and Dental.

3. Recreation Fee (The Works) – you can opt out of these – the faculty coordinator must forward a list of student names to the Cashier's Office and request that they not be charged this fee.

INTERNATIONAL STUDENT IDENTITY CARD (ISIC)



Students going abroad (even if the trip is not for study but they are still full-time students at their home university or have been in the last year) should apply for an International Student Identity Card through Travel Cuts. You will need a letter stating your full-time student status from the Registrar's Office and applications for an ISIC card can be obtained at Travel Cuts. There is no cost for the card and Travel Cuts will take the required passport-sized photo for you for \$5.

The ISIC is the only internationally recognized proof of full-time student status, and is a student travel discount card in more than 70 countries worldwide, including Canada.

Through its membership in the International Student Travel Confederation, the Canadian Federation of Students-Services is the agent for the ISIC in Canada.

The ISIC provides access to discounts on international air travel purchased through Travel CUTS, a 30% discount on VIA Rail travel, and discounts on major bus lines across Canada. In addition, the ISIC provides access to discounted cellular phones and phone plans through studentphones.com, and to discounts available at studentsaver.ca.

If travelling abroad, the ISIC provides access to discounts on accommodation, admission to historical sites and museums, and entertainment attractions.

The ISIC is issued to full-time students who are members of the Federation as a benefit of membership. Contact your local students' union to get your ISIC or download an ISIC application form from <http://www.isic.org>.

Memorial University's Travel Cuts is located on the third floor of the University Centre.

Arrangements

Finances

Talk to your bank before you depart and let them know where you are going and how long you will be gone so that out of country credit card transactions, for example, won't look suspicious and cause your card to account to be frozen. Also, they may have information about banking

and currency abroad. It is also recommended to exchange currency before you depart, such as withdrawing a quantity of British pounds and/or Euros.

Please Note: Banking fees for Canadians abroad are very high. If possible, it is advised to withdraw a larger amount of money at once (such as before you leave home, as mentioned above) and keep it in a secure place (such as a safe) in your housing area. At the Harlow campus, for example, students have the option of placing cash, passports, and any other important or valuable items in a safe controlled by the campus administration.

By initially withdrawing an adequate amount of money, you can avoid incurring service charges through frequent withdrawals.

Health

Talk to your doctor before you depart and tell them where you are going and how long you'll be away. They may have medical information for you pertaining to travelling abroad. Make sure that you have enough of any prescriptions filled for the time you will be away and make sure to carry any prescriptions in their original packages. If you may need to have a prescription filled while abroad

You can also visit Jema International Travel Clinic for information regarding vaccinations. The clinic is located at 736 Water Street, you can call 738-JEMA (5362).

Registering for next semester

Don't forget that you are returning to Memorial next semester! Keep your course registration date in mind. If you require any assistance contact the Academic Advising Centre (Science room 4053), by phone, 864-8801, or by e-mail, advice@mun.ca.

Air Travel

If you are traveling with a group or program, your faculty coordinator will most likely plan a group travel through Travel Cuts that will reduce the cost for everyone involved.

If you are participating in a work term, the best advice is to shop around. Travel Cuts often has very good deals for full-time students.

Things to consider when booking a flight:

- Cancellation and lost baggage insurance
- Departure and return dates (including semester and orientation dates) – it is highly recommended that you participate in orientation if available at your host school.
- Baggage number and weight limits – pack wisely! You are likely to shop while abroad.

- Seat sale (pay attention to any and all restrictions)
- Additional insurance (if necessary)
- Air Miles/ Aeroplan points

TRAVEL/CANCELLATION INSURANCE

The term travel insurance can be very confusing as it may refer to several things such as medical insurance while abroad, trip cancellation/ interruption insurance, or even lost baggage insurance.

Travel agencies offer different types of insurance that often (but not always) need to be purchased at the same time as your airline ticket. If you already have adequate medical coverage for your stay abroad, you may only need to purchase trip cancellation and/ or lost baggage coverage (non-medical). Please consult your travel agent for more information.

Some credit cards offer certain types of coverage, such as lost baggage, if you pay for your ticket with that credit card. It is worth looking into to save money.

Health, Safety and Security

Pre-Departure Orientation / Safety and Security Briefing

All students participating in study abroad programs with the Faculty of Arts are required to attend a Safety and Security briefing. These briefings cover topics including personal safety, finances, waiver and health statement, and health and embassy services. They are delivered by the Go Abroad Coordinator in cooperation with the faculty coordinator(s). Sessions will be arranged preferably one month prior to departure and students will be notified as to when and where.

Please Note: The Safety and Security briefing is mandatory for all students; however, due to students' location throughout the summer, it may not always be possible for every student to attend the sessions. In this event, please contact the Go Abroad Coordinator as soon as possible to make alternate arrangements to receive the information covered in the briefing.

PROTECTING YOUR VALUABLES

The Canadian Border Services Agency (CBSA) offers a free identification service recommended for people travelling with valuables. This service is available for items that have serial numbers or other unique markings. For items that do not have such markings, the CBSA can apply a

sticker to them so that they can be identified for customs purposes as goods that are legally in Canada.

Bring your items (laptops, camera, iPods – anything with a serial number) to 165 Duckworth St. 6th floor, 772-5544. When you show your valuables to the CBSA officer and state that you acquired them in Canada or lawfully imported them, the officer will list your valuables and their serial numbers on a wallet-sized card called a Form Y38, Identification of Articles for Temporary Exportation. If you are questioned about your goods when you return to Canada, simply show your card to the CBSA officer. This will help identify the valuables that were in your possession before leaving the country.

Customs

Protecting your valuables with regard to customs

From *I Declare* – Canada Border Services Agency (CBSA)

www.cbsa-asfc.gc.ca

Airport security and procedures

Airport security has increased in the last 10 years and custom and immigration regulations are strictly enforced. Be prepared when going through customs and immigration. Have your passport or required proof of identification ready to show. Also, make sure you do research in advance to know what you can and cannot take in your carry-on luggage.

More information from Transport Canada can be found here: www.catsa.gc.ca

It is advised that students check baggage limits for all countries and airports to which they are travelling. It could vary from country to country.

Below is a helpful link from **Air Canada** regarding luggage:

www.aircanada.com/en/travelinfo/airport/baggage/index.html

Because regulations change often, remember to check these sites immediately before you travel!

Travel Reports

Wherever you plan to travel, Foreign Affairs Canada has a great website: www.voyage.gc.ca.

This site contains regularly updated travel reports. These reports will provide information about the country, any rules and regulations, visa requirements, and security issues.

Registration of Canadians Abroad

Travellers who will be out of Canada for more than three months are strongly advised to register with the Canadian government via “ROCA,” the Registration of Canadians Abroad. Once you arrive, you must call the embassy to confirm that you are there. You can register online at: www.voyage.gc.ca

Being a Smart Traveller

TRAVEL IN EUROPE

There are many methods of travel throughout Europe (train, bus, coach, bike, boat, etc.) and countless discounts available to students including:

- BritRail, London Visitor travel cards, Eurostar, the Chunnel, Eurorail Passes, Eurotrain, national passes and country-specific passes.
 - Eurorail passes offer unlimited in 17 European countries and must be purchased **before** you leave Canada.
- Discount airlines such as Ryanair, easyJet, Clickair, and SkyEurope can enable you to travel quickly and very cheaply to many European destinations. You can sometimes get flights for around \$10 to \$15 CDN!

TRAVEL IN ASIA

While most areas of Asia are very beautiful and safe, it is important that you research the areas to which you intend to travel. Do your research. Read DFAIT’s travel advisories for potential threatening areas! (www.voyage.gc.ca/countries_pays/menu-eng.asp).

Travelling by air is the safest option while traveling in Asia. **Avoid** traveling to areas overland by bus, especially through border towns. These areas have historically been dangerous – especially for tourists.

HOSTELS

Hostels are generally the cheapest form of accommodations. They can be great places to meet other travelers and match your budget. However, it is often wise to take the advice of someone who has previously stayed there. Read reviews for honest opinions from other travelers. www.hostelworld.com is a great resource for finding and booking hostels; each hostel is rated and reviewed, complete with pictures. www.hostelbookers.com and www.hihostels.com are also other good sources to find hostels.

When booking, take note of curfews, lock-times, and baggage storage. Some hostels require that you be in by 11:00 pm and will lock you out for several hours in the day. It is a good idea to find a place with lockers to ensure the security of your bags.

Noteworthy packing items:

- ❖ Shower shoes/ sandals
- ❖ Travel alarm
- ❖ Quick-dry, microfibre towel (you can find these in sport or outdoors supply stores, e.g. Outfitters; they are very compact and dry quickly)
- ❖ Pad lock or combination lock
- ❖ Hair dryer
- ❖ Mini first-aid kit (pain killers, band aids, anti-diarrhea tablets, etc.)
- ❖ Money belt
- ❖ Camera
- ❖ Comfortable sneakers/ shoes
- ❖ Backpack for weekend or day trips

Very Important: It is advised to make photocopies of all your important documents before you depart. Leave one set of copies with a trusted family member or friend at home and keep another set for yourself but separate from the original documents.

Value Added Tax Refunds

Value Added Tax or VAT is called the Retail Export Scheme and is of interest when shopping in some European countries. You can get refunds of the Value Added Tax (like HST in Canada) which is charged on certain goods.

Look for stores with the Tax Free Shopping sign (or some variation) in the window and ask for a tax refund form when you make a purchase. When leaving the country, have the forms stamped at customs and you will get the refund at the airport or back in Canada.

Please Note: Sometimes stores will charge you to fill out the refund form so depending on how much you spend at a store it may not be worth paying to complete the form.

Culture Shock

All travellers experience some degree of culture shock during their adventures abroad. Culture shock – feelings of anxiety, surprise, disorientation, uncertainty, confusion, etc. experienced when having to operate in an unknown and foreign culture and environment – can result from many different elements, such as food, people, ceremonies, accommodations, language,

religion, daily life, clothing, etc. However prepared you may feel for travel, you may still experience some form of culture shock. You may feel isolated, uncomfortable, and unwilling to enjoy your experiences.

Take comfort in the fact that this is common amongst travellers and a natural part of going abroad and taking in new and different experiences. Going through this process means that you are settling in to your new environment, making adjustments, and experiencing the vast stimuli of your surroundings. When you feel any of the feelings or anxieties associated with culture shock, sit back and try to remember why you wanted to travel in the first place, the value of the learning experience, and think about positive things you've enjoyed and been excited about in your new surroundings. For example, if you really enjoyed a particular pub, coffee shop, or art gallery, go back and spend time in those places.

For more information on culture shock (and everything else related spending time abroad) check out *The Big Guide to Living and Working Overseas* by Jean-Marc Hachey (available to view in the Centre for Career Development, UC 4002).

For online resources by Jean-Marc Hachey, visit www.workingoverseas.com.

Reflection and journaling

Reflecting on your experiences is an essential part of any kind of experiential learning (which studying abroad definitely is). While keeping a journal is a useful exercise for self-awareness and organization at any point, it is especially useful to keep a journal while travelling.

Regardless of whether or not it's required as part of a course, it is very recommended that you keep a journal throughout your time away. Not only will keeping a journal give you a healthy and helpful outlet for your thoughts and feelings during your travels, but it will help you remember and synthesize all the details of what you are experiencing. By keeping a journal, you will be able to go back and relive your study abroad experience anytime you read it. It's also a great way to enjoy your time on planes, trains, or to relax during your breaks.

Here are some tips for keeping a travel journal while studying abroad:

- Use a small, portable format that is easy to write in while in motion (such as on a train) and lightweight and easy to carry
- Make it fun and interactive. Write memorable quotes and anecdotes from classmates and your professors and let it take on a life of its own. Maybe one day it'll be a summary of the day and the next day it'll be a snapshot of what you're feeling in the immediate moment.

- Include drawings, keepsakes, photos – anything that will help you represent your experience
- Don't worry about making it neat and presentable. While you may choose to let someone read it after the fact, or may swap with a classmate also keeping a journal, your journal is for your purposes first and foremost. Don't compromise the flow and authenticity by worrying about re-writing and making sure it's legible to anyone other than you.
- Devote a few minutes each day to your journal. Whether this be on the train every morning or every night while you're winding down before bed, you'll thank yourself later that you have a lasting monument of your experiences.

Tips for smart travellers

- ✓ Get your passport ready as soon as possible and long before you need it
- ✓ Check visa requirements (if needed)
- ✓ Get your ISIC card
- ✓ Pack lightly and check airline regulations for baggage and carry-on limits
- ✓ Frequently check travel reports on www.voyage.gc.ca
- ✓ Check out tour busses – a great way to get to know the city in a short amount of time
- ✓ Ask locals to recommend things such as places to eat (they know the good spots) and other attractions. Be friendly and inquisitive!
- ✓ Make a “to pack” list and a “to do” list while preparing to leave and check things off as you complete them
- ✓ Do some currency exchange before you depart and make sure to have some currency on you when you arrive in case you need to make a small purchase or a phone call
- ✓ Pack a small first-aid kit to bring with you
- ✓ Make sure to have your prescriptions filled and packed in their original containers
- ✓ Carry a small dictionary or phrase book with you if you're going somewhere in which English is not the native language. Try to learn some phrases in advance that will be helpful to you along the way.
- ✓ Ensure electronic devices in carry-on baggage are operational
- ✓ Be curious and open-minded
- ✓ Don't forget your journal!
- ✓ Get a travel or visitor's guide for the country or main city you are visiting in order to get acquainted with maps and other pertinent information

Useful links and resources

Passport information: www.pptc.gc.ca

Foreign Affairs Canada: www.voyage.gc.ca

FX converter: www.oanda.com/convert/classic

Greenwich mean time: <http://www.greenwhichmeantime.com>

Career Development and Experiential Learning: www.mun.ca/cdel

Go Abroad Memorial: www.mun.ca/goabroad

Traveller's Checklist

Logistics

- Flight information / Itinerary
- Passport
 - Check expiry date to ensure that it is valid at least 6 months after your scheduled return date
- Letter of Entry (from MUN) – obtain this from faculty coordinator and bring this with you on all your travels
- Register with the Canadian government, ROCA: Registration of Canadians Abroad: www.voyage.gc.ca/faq/roca-eng.asp
- Have your valuables (laptop, camera) identified by Canada Border Services Agency
- Make copies of all important documents and leave one copy with family / friends, and one with your belongings, but separate from the original
- International Student Identity Card

Health

- Health insurance – bring all documentation / proof of coverage with you
 - MCP Out of Province coverage certificate
 - Supplementary health insurance
- Doctor: check-up and vaccinations in advance (Hepatitis A and B)
- Prescriptions: bring all necessary medication and copies of prescriptions (list generic and trade names)
- Extra pair of corrective lenses or your prescription
- Pack a mini first aid-kit (over the counter painkiller, anti-diarrhea tablets, Band-aids, etc.)

Finances

- Budget in advance for your trip and research and seek funding opportunities (such as scholarships) well in advance
- Clean out your wallet
 - Bring only what you will need overseas such as your driver's license, student ID, ISIC card, credit card, bank card, MCP card, as opposed to your Chapters irewards card which you will NOT need 😊
 - Make a list of all important documents and phone numbers in case you have to cancel your credit card (keep a copy hidden in a place outside your wallet)
- Access to money
 - Arrive with some local currency
 - Check with your bank in advance to 1) to ensure your card and PIN will work and 2) to inquire about currency conversion charges, interest on withdrawals, etc.
 - Call your credit card company to inform them when and where you are going out of the country and to find out if you will need a PIN
 - If you don't already have online banking, set it up. It'll make your banking much easier when abroad.
 - Leave banking information or a void cheque with family / friend so they can deposit emergency funds
- Bringing back goods
 - Keep all receipts for purchases; Value Added Tax refund
 - Find out about allowances for value of goods you can bring back based on duration of time out of country (you will fill out a Customs card and have to declare things on the plane ride home to Canada).

Country-specific research

- Read the country Travel Reports for your destinations on the Consular Affairs website: www.voyage.gc.ca
- Obtain Embassy contact information

Have Fun and Bon Voyage!

Pre, During, and Post-Program Checklist

Note to students: This list is based on various resources and was created for your own personal use to help you plan your time abroad (study, work, or volunteer). It is not to be confused with the “Memorial University Health Checklist for Pre-Departure Briefings: Study/Work Abroad” document which is required by Enterprise Risk Management and all students studying abroad must complete and submit as part of their mandatory documentation. You do not need to complete this checklist but it is recommended to avail of it before, during, and after your international experience.

Finding a quality program

1. I have visited the Go Abroad office and/or looked through study abroad reference books and websites about possible programs/ host countries.
2. I know what courses are available through the program I have chosen.
3. If independent/ exchange: I know whether or not I will be able to transfer the courses taken abroad to Memorial.
4. I have researched the cost of the program and what the cost covers.
5. I think where the program is located and about program support abroad.
6. I have checked the length of the program and what time of year it is offered.
7. I know in what language(s) the course/ program will be offered.
8. I understand what support services are available through the program.
9. I know who is in charge of health and safety for the program.
10. I have spoken with students who have participated in the program, if possible.

Selecting the right program for you

11. The program I have chosen is affordable for me.
12. I know how much money I will need to save in order to participate in the program I have chosen.
13. I know about how much money I think I will spend while abroad.
14. I have decided what program group size and format would be ideal for me.

Pre-departure planning

15. I have a valid passport and visa (if applicable).
16. I have booked my flight(s) and have compared ticket prices and travel options.
17. If going out of province for more than 30 days, I have applied for an out of province coverage certificate with MCP.
18. I have arranged proof of insurance/ purchased supplementary travel insurance.
19. I have made multiple photocopies of all important documents and cards.
20. I have applied for and obtained an International Student Identity Card.

21. I have completed and submitted any required program waivers, medical releases, or other required documentation.

How foreign laws apply to me

22. I am familiar with the basic social laws of the countries to which I will be traveling, including laws related to drug and alcohol use.
23. I am familiar with how the legal system works in each country I plan to visit.
24. I have registered with Foreign Affairs Canada's Registry of Canadians Abroad (ROCA).
25. I have/ will register with the Canadian Embassy in my host country.

Communication

26. I know/have recorded all important telephone and fax numbers for contacts in Canada and in my host country, including emergency contact numbers at home and abroad.
27. I know the address and telephone numbers for my residence abroad.
28. My emergency contacts know how to contact me abroad.

Preparation and packing

29. I know how much baggage I can check and to take on board my flight.
30. I know what my airline permits me to carry on in my carry-ons.
31. I have researched the weather condition over various seasons in the region of my host country.
32. I know to pack all important travel documents in my carry-on, not my checked bags.
33. I have made a list of items I intend to purchase once I arrive, rather than pack.
34. I have made an itemized list of everything I packed in my suitcases in case they are lost or stolen and I need to make an insurance claim.

Expectations

35. I know I will have to adapt my routine and schedule to life abroad.
36. I know what modern conveniences my host country/ offers (internet access, etc)/ residence/ accommodations offer.

Medical care and insurance

37. I know what my insurance policy does and does not offer.
38. I know the location of the nearest hospital to my abroad residence.
39. I have a first aid kit.

Basic health and safety

- 40. If applicable, I have visited my doctor to find out about possible vaccinations/ how to deal with any health issues abroad.
- 41. I have received recommended immunizations for the countries I will visit.
- 42. I have asked about whether or not the local drinking water is safe/ any precautions to take when eating local foods.
- 43. I have researched where to buy food that suits my dietary needs/restrictions.
- 44. I have filled prescriptions to last the duration of my stay/ have copies of my prescriptions if I need to fill them abroad.
- 45. I know how extensive, safe, and reliable the public transportation system is in my host country.
- 46. I understand that the use of alcohol and drugs increases my risk of accident and injury.

Risk factors and strategies to reduce risk

- 47. I know which non-verbal behaviours are considered inappropriate/ rude and which are commonly used.
- 48. I know which areas are considered unsafe in the cities I will visit.
- 49. I am aware of any travel advisories issued by the Canadian government for the countries to which I will be traveling.

Crisis management

- 50. I am familiar with what my program, the Embassy, and the Consulate can and cannot do to assist me in the event of a crisis.
- 51. I will carry my Emergency Contact Card, as well as a photo ID, on my person at all times.

Adjustments and culture shock

- 52. I am already familiar with some major cultural differences between home and the country in which I will be staying.
- 53. I understand that it is normal to experience culture shock, including feelings of anxiety, depression, and frustration.
- 54. I expect to have both good and bad days when learning to overcome my culture shock, and I will be patient with myself as I learn to adapt.
- 55. Upon my return home, I will be patient with myself again as I experience reverse culture shock and I will remember that re-adjustment is normal.