

TEACHING ACROSS BORDERS

STUDENT HANDBOOK



www.werklund.ucalgary.ca/upe/tab



UNIVERSITY OF
CALGARY

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Welcome and Introduction

You are going abroad! We are sure that it will prove to be one of the most memorable events of your life. There are a lot of opportunities and challenges for you to consider in preparing to go away. This *Handbook* will answer questions, outline some of the issues you should deal with *before* going abroad, help you prepare for your departure, and let you know what to do and what to expect when you return.

Now that you have made the decision to go abroad, you will want to begin preparations. The worst thing to do is to procrastinate as this could result in not being able to get the necessary paperwork completed, including obtaining necessary visas or confirming travel arrangements. Beginning your preparations now will make this experience more enjoyable for you and for those around you. It is to your benefit to collect as much information as you can about your program and the country you are going to. Doing your homework will help you in knowing what questions you need to ask, making your experience safer and more enjoyable. **You are responsible for the success of your Teaching Across Borders experience..**

Study abroad is an exciting and unforgettable experience, but it is not without risk as situations in some countries can change with little warning. You are responsible for your actions and decisions *prior* to leaving and while abroad. The university cannot anticipate every eventuality and, being adults, you are responsible to make wise decisions, including researching potential hazards for the country in which they intend to study. As future teachers, you will want your behaviour to reflect professionalism.

Please review the materials in this *Handbook* thoroughly. If you have any questions, please contact the Teaching Across Borders Director for additional information and resources available.

University of Calgary Teaching Across Borders

Roswita Dressler, Director—Teaching Across Borders
2500 University Dr. N.W.
Calgary, Alberta, Canada, T2N 1N4



Tel: 403-220-6641

Email: tab@ucalgary.ca

<http://werklund.ucalgary.ca/upe/tab>

A big thank you to CISSA and UCI for all information and resources regarding this booklet.





Greetings to all who are participating in Teaching Across Borders.

Many of our students have shared powerful stories about their experiences over the years, crossing cultural borders, engaging with cultural traditions different from their own, and learning about education systems and teaching practices in other parts of the world. These stories include reflections of deep positive change and, at times, profound personal and professional transformation. It is, indeed, a great privilege to have the opportunity to experience other ways of knowing, being, and doing in the world. We have so much to learn from others and it is important to be open and receptive to all that a Teaching Across Borders experience has to teach us.

The Werklund School of Education is deeply committed to provide this rich opportunity to students enrolled in the Bachelor of Education program. A key facet of our commitment to internationalization is to provide our students the opportunity to collaborate and engage with peers in international destinations. We believe that this will inform and support a unique perspective and an array of experiences that will significantly shape your personal development and teaching practice.

We commend you on the courage and confidence it takes to "step beyond the comfortable and familiar" to engage with cultures of difference. Hold on tight as you are in for an amazing journey!

My warmest regards,

*Dr. Colleen Kawalilak
Associate Dean International
Werklund School of Education*



BEFORE YOU LEAVE

There are many things you must have in place before embarking on any trip overseas, including travel documents and important papers, health concerns, academic issues, financial matters, travel safety and cultural preparation.

Before you decide to go abroad, it is a good idea to discuss your plans with your friends and loved ones. Having their agreement and support makes transitions easier both going away and coming home afterwards. You may also need their help. You will want to leave photocopies of your travel itinerary and contact information with an emergency contact in case they need to get in touch with you. In addition, it is a good idea to leave photocopies of important documents such as your passport, visa, credit card information, etc. with them in case you lose something.

Attend the pre-departure workshops offered. You may be an experienced traveler and think you're prepared, but travelling in a foreign country and living there are two very different things! The workshops give you a chance to brush up on your knowledge and cultural awareness.



WHERE ARE YOU GOING?

Do you know everything you need to know about your destination? It is your duty to research and find out about the country to which you will be going. You can do this through books, websites, and talking to people from that country or Canadians who have been there before. The following are some general questions to consider:

- ♦ What is the political situation in the country? Is the political situation stable?
- ♦ What is the currency used? (see www.xe.com/ucc for a currency converter)
- ♦ What languages are used?
- ♦ What are the main characteristics of traditional daily life? Are there any issues related to dress?
- ♦ How will your financial position and social status compare with the majority of people living in the country you will be in? As a foreigner, you may be perceived as having money, regardless of whether you do or don't.
- ♦ Do these people generally like foreigners? Canadians?
- ♦ What things are taboo in the country?
- ♦ What type of moral code is followed? (Christian, Islamic, etc.)
- ♦ What is/are the dominant religion(s)? Are there any issues related to religious intolerance?
- ♦ What are the rules/norms for friendships? (male/male, female/male, female/female)? Are there any issues of sexual intolerance?
- ♦ What is considered appropriate dress or behaviour? Does it vary by gender?

These websites may help you find answers to some of the questions you should be asking before you go:

Foreign Affairs Canada: www.travel.gc.ca

Offers country-specific travel and advisory reports, as well as other information such as visa requirements.

Country Insights: www.intercultures.ca/cil-cai/countryinsights-apercuspays-eng.asp

Provides country-specific information

CIA World Factbook: <https://www.cia.gov/library/publications/the-world-factbook/index.html>

Provides detailed information on geography, people, government, economy, communications, transportation, etc.

Martindale's the Reference Desk: www.martindalecenter.com

Provides an extensive dictionary of links on a number of topics from culture to transport to governments.

Find out what's making news where you're headed: www.worldpress.org/gateway.htm

Get weather information from smartphone apps or from www.worldweather.org

Travel Preparations

BEFORE YOU LEAVE

Suggestions for planning your travel:

- Check out the political situation, history, culture, climate, and religion and get a traveller's guide to laws and customs. The more you know, the easier your transition will be.
- Notify the liaison from your host institution of your arrival dates/times. If they offer airport pickup and temporary accommodation, they will need details of your arrival.
- Your host institution liaison will assist you in arranging accommodation. You are responsible for housing costs, which are to be paid directly to the service provider.
- In general, your Alberta driver's license should be sufficient for any driving you wish to do abroad. However, many countries recommend obtaining an international driving Permit: <http://www.amatravel.ca/articles/what-is-an-international-driving-permit>. Keep in mind that it is cheaper and often safer to take public transit. In some countries, foreign drivers are apt to be accused of causing accidents or pressured into extra payments. Become informed before deciding to drive.



*Consider making out a **Will** and assigning someone **Power of Attorney** on your behalf. It is a good idea to prepare a will before you leave. You may also want to assign "Power of Attorney" to a family member you trust. This will give them the authority to deal with any issues that may arise while you are away, such as signing legal documents, paying bills, accessing accounts, filing your income tax return, picking up cheques, dealing with student loans, etc. (see p. 14)*

Make a copy of your airline ticket and keep a copy of the issuing agent's information. In addition, be sure you have adequate insurance – travel, baggage, theft, airline ticket cancellation, etc. Provide someone with copies of important documents (passports, visas, credit cards, travelers cheques, emergency contacts, travel itinerary, etc.) If lost, this will make it easier to replace them. Keep a copy with you and leave a second copy in a sealed envelope with family or friends to be opened only in case of emergency.

Documents & Important Papers

PASSPORTS & VISAS

It's been said that a person without a passport is a person without a country to return to. Your passport is your official identification as a citizen of Canada. Some countries even require foreigners to carry their passports with them at all times. While papers can always be replaced, it's better if losing your passport is one experience you don't have to go through.

PASSPORTS:

- Canadians can apply for a passport at the Harry Hays Building downtown: Suite 150, 220 – 4th Ave SE (allows urgent processing) and the South Calgary office by Fish Creek: 14331 Macleod Trail SW. It takes at least 10 working days to process from these offices. Application forms are now available online. For forms or other information, please visit <http://www.cic.gc.ca/english/passport/>.
- Ensure that your passport will not expire within 6 months of your RETURN to Canada. Some countries will not let you enter if your passport is within 6 months of expiring based on your visa end/return flight date.
- Make photocopies of your passport's identification page and any applicable visa pages. Keep one copy with you (in a safe place), another scanned to your e-mail, and leave the other at home with someone you trust.
- You will need a valid passport to obtain a Visa and you are usually required to submit your passport along with the application. Be sure to use registered mail or a courier. **It can take up to 3 months to process your application and you may not be able to leave Canada while this is being done.**

BEFORE YOU LEAVE

VISAS:

- Check whether you require an Entry Visa, Residence Permit, and/or a Student Visa for your host country. Depending on the country, you might be able to obtain your 'Student Visa' once you arrive at your destination but may have to have a separate 'Entry Visa' before leaving Canada, or you may need both beforehand.
- Visa formats vary — from a stamp or sticker in your passport, to an electronic visa linked to your passport, to an official document with your photo on it.
- Contact the Embassy/Consulate for the country to which you are travelling to obtain your visa: www.international.gc.ca/protocol-protocole/leps.aspx
- You must determine the regulations of the country to which you are travelling well in advance since some countries require that you apply for your visa 6-12 weeks or more before you go.
- In some cases, you must apply for your visa in person (sometimes in another city); in others, you must send your actual passport along with your application documents, meaning you won't be able to leave Canada until your visa has been processed and your passport has been returned to you.
- If you think you might want to work part time while studying (which is not allowed in all countries) or remain and work after your study period, check out the requirements for an Employment/Work Visa. Be aware that regulations differ from one country to the next and you may not be allowed to work in your host country!



Be aware that you may need to have proof of finances and health insurance before you are allowed to apply for a Visa. Proof of finances will normally include photocopies of your bank statements, proof of student loans & scholarships, etc.

If you plan to travel after your study program, you may need to apply to several countries for Entry Visas. This is usually done at the Embassy in the country where you are based. You should take a few passport-sized photos with you in case they're needed for Visa applications. Don't assume that you can enter any country just on the basis of your passport. Check out the requirements before you go. See: www.embassyworld.org and <http://travel.gc.ca/travelling/advisories>

LANGUAGE PREPARATION



Although you will pick up some of your host country's language throughout your stay, if you are going to a country where English is not the native language, you will find that you have a much better experience if you learn as much of the language as possible before you go. TAB placements offer language classes upon arrival or throughout your stay, however, any language learning you can do before you leave Canada will pay off.

Here are some suggestions for learning another language:

- The French and Spanish Centres on campus offer courses in conversation as well as immersion weekends and opportunities to practice with native speakers.
- There are Student Union Clubs for speakers of a variety of languages.
- CISSA operates a Language Bank that matches students wishing to learn or practice a language with those willing to teach it. This is a volunteer program with no costs attached. Contact Matt Knox, International Student Advisor, 403-210-6015, or go to the CISSA office at McEwan Student Centre 275.
<http://www.ucalgary.ca/iss/programs-services/programs>
- Try language learning programs such as Duolingo, Memrise, Mango, WeSpeke, or Rosetta Stone.
- You can also take a look at the language learning opportunities on the Teaching Across Borders website at: <http://werkklund.ucalgary.ca/upe/tab/learning>

Academic Issues

Just as when you prepare for a new year of study at the University of Calgary, you must ensure that you have registered for courses, applied for student loans, paid your tuition and fees and found housing. In addition to these preparations, you must also consider whether or not the country to which you are travelling is English speaking. If it is not you should be prepared to work on a new language as a part your preparations to study abroad (see p. 6, Language Preparation). The Teaching Across Borders Director is your liaison should you have difficulties with your placement, including difficulties with the academic courses you are taking online while you are abroad.

CLASSROOM CULTURE

When volunteering in classrooms in another country, it is important to be aware that the new culture you are experiencing will not just occur outside of the school. There will also be a different academic culture to navigate within the schools. In some countries the difference between your host institution's academic environment and the Canadian approach may be minimal. However, in other countries, certain facets may be significantly different. The examples given here are meant as a small sample of the types of differences you may encounter. **Make sure you research and understand the educational system of the country in which you will be studying.**

ACADEMIC & NON-ACADEMIC MISCONDUCT

Academic Misconduct

While studying abroad, you are subject to the academic regulations of your host institution. Failure to comply with these regulations could result in academic disqualification. If you are placed on academic probation or suspension, you may no longer be eligible for the exchange or study abroad program. Be sure to check the regulations of your

- Failure to maintain the minimum grade point average
- Intellectual Dishonesty
 - o Copying the work of another person and claiming it as your own.
 - o Falsifying or fabricating results of investigations or laboratory experiments.
 - o Altering marks on an assignment, test, examination, or list.
- Helping or attempting to help another person commit an act of academic dishonesty.

Non-Academic Misconduct

While studying abroad, you are subject to the regulations of the host institution and the laws of the country in which you are studying. If you are dismissed from that institution, you will be disqualified from the exchange/overseas program and will not be eligible for a refund. Non-academic disqualification could include, but is not limited to:

- Behaviour that causes damage to institutional property.
- Violent behaviour or threat of violence towards others.
- Disruptive behaviour in classes or at other events.
- Unlawful behaviour for the country where you are located.

Information on the University of Calgary's policies on both Academic and Non-Academic Policies can be found online: www.ucalgary.ca/pubs/calendar/current/academic-regs.html

Details on the University of Calgary's Non-Academic Misconduct Policy can be found at: www.ucalgary.ca/registrar/misconduct

Program Cancellation

If you need to withdraw from the exchange program for any reason, please notify the Teaching Across Borders Director immediately.

BEFORE YOU LEAVE

MANDATORY LEGAL FORMS & TRAVEL REGISTRATIONS

Informed Consent

UCalgary students going abroad must sign an Informed Consent with their program coordinator prior to departure. The Informed Consent covers your acknowledgement of the risks associated with any international travel and responsibilities therein.

Participant Agreement

Students travelling on a UCalgary program will also be required to sign a Program Participant Agreement. This addresses with the University of Calgary in terms of what is required and expected of you for the entirety of your pre-departure, while abroad, and final requirements on returning from your program to ensure you avoid negatively impacting your relationship with the University of Calgary and your host University and the consequences that could result from this. It will also cover which fees will be assessed by the University of Calgary and which will be excluded.

International Traveller Registration

Students who have not submitted their registration on RAISA (with Passport) are required to complete an online *International Traveller Registration Form*: <https://www.ucalgary.ca/riskmgmt/travel>. Be sure to include your UCalgary exchange program coordinator's name and e-mail address in the Department Contact section and in the "notify program coordinator" box. *Students who submit their Registration on RAISA will have this automatically done on their behalf but can check with their advisor to be sure.*

Government Registration

Canadian students must register with the Canadian Government. You can do this online either before your departure or as soon as possible upon arrival, and should keep this registration updated with any changes: <http://travel.gc.ca/travelling/registration>. Students travelling on other passports can register with their country of citizenship (if available).

Going abroad can be more expensive than staying in Calgary. There are housing and travel costs to consider as well as the cost of living in your host country, which may be considerably higher than in Canada. In any case, most students will find they spend more money because they are taking advantage of being abroad to try new things and do more travelling than they normally would at home.

In spite of this, studying abroad should still be affordable for most students. There are some grants available from the University and students can use their Canada and Alberta Student Loans to study abroad as well. Some students also find they are able to fundraise or find sponsors in the community who are willing to help support them.

Finances

GRANTS FOR STUDY ABROAD

The Werklund School of Education is providing an award to selected students going abroad *International Studentships*: University of Calgary International, and the Students' Union Quality Money support a number of \$500+ grants for students going abroad. Some of these grants are awarded for specific areas of study or majors, but most are open to all students. Guidelines and the online application can be found at: www.ucalgary.ca/uci/abroad/travelgrant



The deadline for applications for International Studentships is in March. See the link above for more details.

Grants for Study Abroad continued...

- There are also other non-U of C awards available (check out www.ucalgary.ca/uci/abroad/funding or look through the CISSA Resource Library for more information):
 - ♦ **CBIE International Learning Grants:** national awards for university and college students studying abroad (see www.cbie.ca under scholarships).
 - ♦ **AUCC Awards & Scholarships:** <https://juno.aucc.ca/wes/hes.aspx?pg=834>
 - ♦ **Government of Canada International Scholarships Program:** www.scholarships.gc.ca
- Check the website of your host country's Embassy/Consulate here in Canada for possible awards for Canadians studying in that country.

STUDENT LOANS

Students are eligible to apply for student loans when they study abroad. Before you apply, please contact Enrolment Services in person (MLB 117), by email (financialaid@ucalgary.ca) or by phone (403-210-ROCK) for more information (also see: www.ucalgary.ca/studentfinance). You must be eligible for a student loan on your own merit. Participating in a study abroad program does not automatically qualify you if you are not otherwise eligible.

Submit your student loan application as soon as you have applied into the Teaching Across Borders program. You should attach a letter from the Teaching Across Borders Director confirming your participation in an official U of C program which provides information on the exact semester dates of the program

Alberta students may be required to complete a paper student loan application. Paper applications for Alberta student loans can be found at Enrolment Services or online at www.studentaid.alberta.ca. Applications become available in June.

When filling out your Student Loan Application:

- The name of your school for the program year is the **University of Calgary**, not your Host Institution.
- The dates of attendance for your program year, are the **actual dates you will be studying abroad.**
- Your education costs will be the tuition and fees as assessed at the U of C.
- Alberta students should complete Part 2 "Exchange/Field Study Students Only" of a Schedule 3. The home educational institution will be the University of Calgary and your flight costs you report are for round trip expenses.
- Please attach a letter from the U of C Teaching Across Borders Director confirming your participation in an official U of C exchange which provides information on the exact semester dates of the program.

Important: Students who will be accessing funds through any provincial and/or federal student loan program and will be studying abroad are strongly encouraged to appoint a **Power of Attorney (PoA)** before leaving the country. This will allow a third party to act on your behalf in matters such as certifying, cashing, maintaining your interest-free status and any other matters related to your student loan that may arise. Without appointing a PoA, your student loan may not be processed and you may not be able to access the funding you were approved for.

Power of Attorney forms for Canada Student Loans are at:

<http://www.canlearn.ca/eng/common/publications/forms.shtml>

Power of Attorney forms for Alberta Student Loans:

<http://studentaid.alberta.ca/media/2873/power-of-attorney-form.pdf>

Please note: a third party authorization letter is not sufficient to have a third party process your student loans.

It is also important that you leave copies of your government issued photo ID (Driver's License or Passport) and Social Insurance card with your Power of Attorney, as these are required for cashing a loan. For more detailed information, please contact Enrolment Services.

BEFORE YOU LEAVE

UNIVERSITY OF CALGARY AWARDS & SCHOLARSHIPS

Before you leave: If you are participating in an official U of C exchange, you are still eligible to apply for and receive any awards or scholarships you would normally get. Please check with Enrolment Services for more information. (www.ucalgary.ca/studentfinance) To ensure you remain eligible and maintain your status, you may be required to take a specific number of courses while abroad. Be sure to ask about this.

Applications for these award competitions are available online through your Student Centre. It is your responsibility to ensure you meet the application deadline and that host university transcripts are submitted on time.



TUITION & FEE PAYMENTS

One advantage of the exchange program is that the tuition and fees you pay are assessed by the home university.

Students can pay your tuition and fees using the same methods they usually use: i.e. by cheque, online banking or student loans. The deadlines are those for the regular payment of U of C tuition (normally the end of the second week of classes in each term). Students may use My UofC to do this: <https://my.ucalgary.ca>.

BANKING TIPS



- Decide how you will conduct your banking while abroad: through currency exchanges, credit cards, bank machines, traveller's cheques, etc. Check with your bank as to the best means to transfer funds. However, **don't rely on one single method**. The more ways you have of accessing your money, the better.
- Research the host city's banking system. Will your Canadian Debit Card Pin # work abroad? Ask what policies and fees your bank has regarding withdrawing cash abroad.
- Most debit cards are internationally recognized through ATM networks such as Visa's Plus and MasterCard's Cirrus or Maestro. Check <http://www.independenttraveler.com/travel-tips/money-and-insurance/atms-abroad>
- There are some countries that have partner banks where you can take out funds without fees (e.g. Global Alliance Network)
- Record the serial numbers of your traveller's cheques and credit card numbers and keep them in a safe place.
- Know how to cancel/replace debit/credit cards if lost or stolen (Remember 1-800 numbers do not work outside of Canada and the US).
- Tell your bank and credit card company the dates you will be abroad and the countries you will be visiting to prevent them from freezing your accounts because of suspected fraudulent activity.
- Understand the value of your host country's currency. Check out www.xe.com/ucc
- Bring enough foreign currency with you from home to last you the first week.

BEFORE YOU LEAVE

Banking Tips continued...

- To find out more about the cost of living in your host country, consult:
 - * The Teaching Across Borders web site (www.werklund.ucalgary.ca/upe/tab)
 - * Travel guides (be sure to get the current year) and travel web sites
 - * Past & present exchange participants to & from the exchange country.
- Consider a International Student Identification Card for discounts abroad and a Youth Hostel Card if you're planning to travel a lot while abroad.
- Expect to spend more in your first week there than during any other week. Budget for this.
- Avoid making major purchases until you are familiar with the range of goods and prices and know where to shop.
- If you are away during tax season, you may have to file an income tax return while out of the country. In addition, if you work while you are abroad, you will have to declare your income on your next tax return. Check out www.cra-arc.gc.ca for more details.
- Keep receipts for major purchases in order to show Canada Customs upon return. Make sure these are marked "Used Personal Purchases".

International Student Identification Card (ISISC)



Get an International Student Identification Card from Travel CUTS in MSC 180. It is the only internationally recognized student ID card and provides discounts all over the world on transportation, entertainment, shopping and culture. Bring a clear photo of your face and proof of your full time enrolment at the university when applying. <http://isiccanada.ca>

Youth Hostel Card

Hosteling International (HI) is the largest non-profit federation for hostels in over 80 countries with more than 4000 hostels worldwide, and ensures that international youth hostel associations conform to specific standards (esp. cleanliness and sustainability). HI offers a membership card which offers discounts on accommodations, transportation, and events. Some countries have their own hosteling association, where you can find discounts and comfortable lodging, so be sure to check out the options available when you are going. <http://www.hihostels.ca>



Planning

AIRFARE/ TRANSPORTATION

You are responsible for arranging your own transportation to and from your host country. It is best not to purchase airline tickets before you have confirmed your dates.

Keep in mind that some visa applications can take as much as 3 months to be processed and you may not have access to your passport during that time.

This may affect your pre-exchange travel plans. If you plan to travel prior to the start of your exchange, please discuss your plans with Teaching Across Borders Director to avoid any issues.

Don't forget to check the date you can move into your accommodation and plan to arrive with enough time to settle in. If your host university has a set arrival date, plan to arrive then.

BEFORE YOU LEAVE

Airfare/Transportation continued...

Booking Your Ticket:

- **Your Name:** Your name on the ticket must match the name on your passport exactly.
- **Special Meal Requests (vegetarian, religious restrictions, allergies):** should be provided upon booking.
- **Seat Requests:** This may not be an option, but your preference should be given to the travel agent upon booking.
- **“Open Jaw” Option:** If you plan on travelling before or after your term abroad, consider purchasing a ticket that allows you to arrive in one city and depart in another.
- **“Around the World” Option:** This ticket allows you to select stopover points in a continuous direction across the globe, which may be an interesting option should you decide to continue your travels.
- **“Circle Pacific Fare”:** allows you to travel around the Pacific Rim in one direction. This is much like an “Around the World” ticket, but is limited to one specific area.
- **Departure Date:** In some countries, flights may be cheaper during ‘Off Season,’ determined by a certain cutoff.
- **Day of Travel:** Midweek prices are often cheaper than weekend prices. Weekend means Friday through Sunday.
- **Length of Stay:** Prices may vary according to the length of your stay. You must plan to return by **early November**. The TAB coordinator will notify you of a precise date.
- **Flexibility:** The more flexible your ticket (cancellation policy, flexible departure dates), the more money it will cost. However, sometimes the flexibility is worth the price.
- **Stopovers:** Often, direct flights cost more money because they are more desirable. If you are OK with camping out in an airport, you may



Duty and Customs

Generally, you may bring laptops, tablets, cameras, smartphones, MP3 players, and other similar items with you duty free, provided that they accompany you and that you declare them at the time of entry.. When you return, be aware that the Canada Border Services Agency does not permit the entry of many animal or plant products into Canada. Restricted products include fruit, vegetables, plants, hides, shells, feathers, and teeth of endangered species. If you try to bring these items into Canada, you risk seizure and possible fines. For more information, consult the Canada Border Services Agency website: www.cbsa.gc.ca/travel-voyage/declare-eng.html

HOUSING

Your accommodations are your social and cultural headquarters. The choice of where to live (university residence, host family, your own apartment, etc.) will depend upon the placement. In some placements you may have a choice and in others there will only be one option.

Residence

Pros: Instant community, meal plan options, group activities, close to campus, practice local language

Cons: Shared facilities, roommate conflicts, noise, lack of privacy

Home-Stay

Pros: Cultural immersion, home cooking, learn the language, social environment

Cons: Lack of privacy, rules, unfamiliar norms, possible limited phone and computer access

Apartment

Pros: Independence, private, own rules and schedule, live like a local

Cons: More responsibilities, paying bills in foreign language, isolation, having to furnish your apartment

PACKING

(for a sample packing list, see p. 28)

The most common problem you'll have when packing is trying to take too much. If you can't carry your luggage around the block at home, you won't be able to handle it when trying to get on the plane, or on and off trains and buses. If you plan to travel during or after your studies, you may want to take a backpack instead of a suitcase. Think about what you're taking. If you can't bear to lose something, leave it at home! Remember, there is very little you can get here that you can't get abroad.



Some things to keep in mind:

- Before you leave, find out what your airline's baggage limits are. In many cases, you're limited to 2 bags at 50lbs (23kg) each. Often, it's less than 20kg total! What charges are there for oversized baggage?
- It might make sense to mail some articles to yourself to arrive after you do, or purchase these items after you arrive. If you are thinking of mailing yourself some items, be sure to find out the customs regulations of the country to which you are travelling.
- Your host country may have some very different attitudes regarding appropriate dress. Take time to study the culture and determine what would be suitable to wear and pack accordingly. Learn about the climate as well.
- Ask someone who has been there if there is anything special you should take.

In case your luggage is lost, it's a good idea to pack enough in your carry-on to last a day or two. Report it to the airline, and if you have baggage insurance, you should get some compensation. In some cases, you may get cash to buy necessities or be reimbursed for certain purchases while waiting for your luggage to be found. When you buy your plane ticket, ask what the airline's policy is on missing luggage and what kind of compensation you could expect.

***Remember not to pack any sharp or flammable objects in your carry-on. Never leave your bags unattended!**

Health & Medical

INSURANCE

(Adapted from 'Ready, Set, Go!' - Centre for International Programs, University of Guelph)

It is very important to make sure that you have adequate out-of-country health and medical insurance coverage while you are abroad, to ensure you get the best possible health care and to protect yourself from major financial problems.

Provincial health plans cover only a set fee rate for emergency health services outside Canada. Many health services in other countries cost much more than Canadian provincial health plans pay and you will be liable for any difference in cost. Provincial health plans also require you to purchase supplementary health coverage when travelling. Remember though that Canadian supplementary insurance plans will not cover you unless you are also covered by a provincial government health plan.

Before you start shopping for insurance, check to see if you are already covered by a parent's plan (something other than a provincial health plan) and if that plan will cover you while overseas for the entire time you are away. You may be able to pay a small supplemental fee and get coverage if your parents have existing private health insurance.

If you will be away for more than 6 months, you must notify your provincial health plan. Failing to do so may mean you will not be covered while you are away and for up to 3 months after your return.

BEFORE YOU LEAVE

- Ensure you have adequate insurance (travel, baggage, theft, airline cancellation, etc.) and know the limits.
- This plan **MUST** include medical, dental, repatriation of remains and emergency airlift/evacuation in case you are seriously ill or injured.
- Ideally, you also want to find a plan that pays the provider (the hospital, etc.) directly instead of having you pay up front and then get reimbursed later, however many plans don't work this way. Know how your insurance works!
- The Student Union Health & Dental Plan **does not** cover out-of-country expenses. As such Exchange students are opted out automatically and must arrange for alternate coverage.
- **Remember: It is required as part of your agreement within the U of C to ensure you are sufficiently covered for the duration of your time abroad!**

IMPORTANT QUESTIONS TO ASK WHEN SELECTING A PLAN:

What kind of coverage is provided?

- ◆ What is the maximum amount of coverage that is provided?
- ◆ Are there deductibles? If so, what are they? These may be quoted in dollars (i.e., \$100 per claim or \$200 per term of policy) or as a percentage of the total bill (plans with 100% coverage are more expensive but may save you a lot in case of accident or illness).
- ◆ What about congenital or pre-existing conditions such as asthma or diabetes?
- ◆ Does the plan cover visits to the doctor or medication prescribed while abroad?
- ◆ Is dental coverage provided? What about emergency dental care?
- ◆ Does the plan include hospitalization coverage for accidents and illnesses while abroad?
- ◆ Will the plan include emergency room expenses?
- ◆ Is ambulance or emergency transport to a hospital covered?
- ◆ What is the coverage for medical evacuation? (costs may exceed \$50,000)
- ◆ In the event of death, what is the coverage for repatriation? (In some cases, costs may exceed \$12,000)
- ◆ What are the exclusions of the policy? (Make sure all regions and countries of travel you may go are covered) Are certain activities excluded from coverage (I.e. scuba diving or a sports injury)?
- ◆ Does the policy cover lost luggage, stolen property or travel cancellations?



When am I covered and for how long?

- ◆ What is the process for enrolling in the plan?
- ◆ When does the plan begin and end?
- ◆ Does the plan enable you to have continuous coverage before, during and after you go abroad?
- ◆ Can you renew the plan? If so, how is this done and what is the maximum length of coverage? Can you extend your coverage from abroad?
- ◆ Does the plan assume it's the primary or secondary carrier? If the secondary carrier, when does coverage begin?
- ◆ Is there a booklet explaining coverage in detail?
- ◆ What are the exclusions (i.e. "high risk activities", being under the influence of alcohol or drugs, etc.)

What happens if/when I need to use my insurance?

- ◆ Is there a 24-hour emergency contact number in English (with translation services for health care providers in the host country who do not speak English)?
- ◆ If you obtain medical assistance while you're abroad, when and how should you inform the agency?
- ◆ What do you do under the plan if you have to pay cash up front and have no money? (It's better to get a plan that provides direct payment for bills abroad by the company so that you don't need to pay first and wait for reimbursement)
- ◆ What are the procedures for filing a claim, and how long does it take to get reimbursed after filing a claim?
- ◆ If you find it necessary to use your insurance, what do you show as proof of worldwide coverage?
- ◆ What documentation of expenses is required? Does the bill need to be in English and the amount of the charges in Canadian dollars?

You may also want to ask these questions:

- ◆ What kinds of health services are available? Are English speaking doctors readily available?
- ◆ Is national health insurance required? If so, what items are covered? Which are not?
- ◆ What diseases are prevalent? How are they transmitted? Which immunizations are required to enter the country? Which are suggested?

BEFORE YOU LEAVE



Understand your policy, know how the system works, and know how bills are paid. Carry details of your insurance with you. Tell a friend or relative at home, in addition to a travelling companion, about how to contact your insurer.

Know what the exclusions are (“high risk” activities, accidents while “under the influence”, etc.)

If you receive medical attention overseas, get a detailed invoice from the doctor or hospital. Carry a few blank insurance claim forms with you in case you need them.

Always submit original receipts for any medical services or prescriptions you received while travelling. Most insurance companies will not accept copies or faxes.

IMMUNIZATIONS VACCINATIONS

Check with Alberta Health Services (www.albertahealthservices.ca/services/page13244.aspx) or U of C Wellness Services (MSC 370) to determine the immunizations you require for the countries in which you will travel. Record all immunizations you receive in a booklet you keep with your passport. Some countries will not permit you to enter without it, or will make you take the inoculations again.

Make sure you are up-to-date with all routine vaccinations (i.e. measles, mumps, rubella, tetanus, diphtheria, pertussis, hepatitis A and B, meningitis, influenza and polio). Diseases such as measles and mumps remain common in many parts of the world, including some developed countries.

If you plan to travel after completing the study program, you may require immunizations before entering certain countries. Visit www.TravelHealth.gc.ca and www.travmed.com for more information.

Some important travel health points to remember:

- Do some research before you leave or as soon as you arrive to find out how the medical system works in your host country. Do not wait until you are ill to find out how to obtain medical assistance. Ask the host institution exchange coordinator about medical services. Be aware that they may not be as extensive or as accessible as in Canada.
- Who is your emergency contact at home and abroad? If you don't return home, who would know where to start looking for you? Who knows your situation in case of emergency?
- International SOS provides lists of English speaking doctors, counsellors, dentists, and other specialists to UCalgary students, staff, and faculty. Contact info and access code is available on pg. 33

MEDICAL & DENTAL CHECKUPS

It is a good idea to have a medical and dental check-up before you go. Remember that when you return to Calgary you should also have another check-up as well. You may have picked up an unpleasant bug that can be uncomfortable or even dangerous.

Please note:

- Some countries may require that you have a medical examination certificate before entry. Consult your host country's embassy for you may have to obtain one for your partner university application.
- Travel causes stress. Be aware that if you have a pre-existing condition or have ever suffered things such as diabetes, or depression, going abroad may cause increased stress and ultimately aggravate your condition. You should discuss your concerns with your physician and get some advice on how to cope with stress while abroad.
- If you have a medical condition, ask your doctor to write a letter outlining the situation and what treatments or prescriptions you require.
- If you have a disability (learning or physical) please discuss with the TAB director to make arrangements for assistance/accommodation as early as possible.

BEFORE YOU LEAVE

Medical & Dental continued...

Medications

- Carrying a duplicate of your original prescription is recommended in case you need to refill that prescription while abroad.
- Get your prescriptions filled before you go. It's a good idea to use generic names for medications—this will make it easier for pharmacists in foreign countries to supply you with them. You should also have a letter from your doctor indicating that this medicine is for personal use and not for resale. Be aware that some medications may be illegal in other countries. *For example, Tylenol Cold & Flu is illegal in Japan because it contains ephedrine.*
- Do not try to save luggage space by combining medications into a single container. **Keep all medications in their original labelled containers** to avoid problems
- If you need syringes for the administration of prescription medication, take a supply with you. You should also have a doctor's letter confirming that you require them for medical reasons.

Glasses/Contacts

- Take a copy of your eye prescription with you in case you need to replace your glasses or contacts.



SEXUALLY TRANSMITTED INFECTIONS

Sexually Transmitted Infections (STI's) are a concern for all students. If you decide to be sexually active, ensure you have considered appropriate methods of birth control and protection. More information about protecting yourself from STI's can be obtained from your doctor or in books listed in the appendix *Resources*.

PERSONAL DIRECTIVES & POWER OF ATTORNEY

A **Personal Directive**, also known as a *living will*, is a written document (signed, dated, and witnessed) that takes effect when an individual becomes mentally incapable of deciding on personal matters, such as health care. It is possible to specify conditions, to restrict the appointed agent's authority to certain areas.

<http://humanservices.alberta.ca/guardianship-trusteeship/opg-personal-directives.html>

A **Power of Attorney** is a document that allows you to appoint a person or organization to handle your affairs (i.e. student loans, filing taxes) when you're unavailable or unable to do so. It can be general or specific to certain tasks.

In planning to go overseas, there are a number of issues you need to consider. Living in a relatively safe city like Calgary, many of these issues are taken for granted. As well, in wanting to experience new things, you are more likely to take risks. You should also be prepared to take extra precautions while you are abroad to ensure your safety.

When we consider danger in foreign countries, we often think of high profile acts of violence such as terrorist attacks. While this may be a possibility in some countries, you are more likely to be the victim of common crimes like robbery, mugging, and sexual assault.

You have expectations of us at the university, and we in turn have some of you. There may be an issue of liability: in the past, students from other institutions have been killed in India (vehicle accident) and in Costa Rica (robbery). You may be expecting UCalgary to offer you some protection or assurance that we will look after you, and this is not something we are able to do. If you haven't travelled before, this may be all new for you, and you may have some concerns about this.

Safety

What are some of the problems you think might come up while you're away? For many people they would list such things as: robbery, illness, losing your passport, getting arrested, corrupt police, natural disasters like floods, earthquakes or fire, having an operation or a traffic accident, or having someone at home die or get in an accident. There are probably many other things you can think of to add to this list, including the hazards listed in the appendix on page 30.

Some questions to ask:

- ♦ Are there any special security concerns—crime, violence?
- ♦ Have there been any recent, or are there any recurring, natural disasters in your host country? In what specific locations do they occur? Will they affect you where you will be?
- ♦ Who are the contacts in your host country in case of emergency, natural disasters, or civil unrest?
- ♦ What are the environmental issues in your host country?
- ♦ What are the transportation standards in your host country? Are international drivers' licenses recognized? How about Canadian ones? Are there any issues regarding local/national transportation?
- ♦ Are there any issues around individuals travelling alone?
- ♦ Are there any areas/sites in your host country/city which you would be best to avoid?

During Your Travels

RECOMMENDED SAFETY PRECAUTIONS

- Know local laws & systems of justice. Keep abreast of local, regional, and world news and any developing situations that may affect you directly or indirectly
- Be aware of local health situations, disease warnings, etc. You can access local and international online news to help you stay informed
- Find a "cultural guide" (other students, the advising staff, etc.) to assist you in your new country. Find out where it's safe to go, and where not to go; learn what behaviour is OK.
- Keep a low profile. Do not make yourself conspicuous by dress, speech or behaviour. Try not to draw attention to yourself (by flashing expensive jewellery or cameras, etc.).
- Take care at banks, money exchanges or cash machines. Petty criminals hang out there, hoping to take advantage of your inattention. Don't change money on the black market.
- Don't take part in demonstrations. Be wary if you see a crowd gathering; events may turn violent without warning.
- Do not impair your judgement with alcohol, drugs, etc.
- Tell someone about your plans – where you are going and when you'll be back. This will make it easier to find you if there is an emergency or if you go missing.
- Develop a plan for regular contact with your family at home. If you establish a pattern of contacting someone at home at fixed times, be sure to keep this pattern or advise your contacts in advance when you won't be keeping it, otherwise they start worrying when your expected message does not arrive.

Students can use government websites to check health & safety conditions in particular countries:

www.ucalgary.ca/riskmgmt/international/intlemergency

<http://travel.gc.ca/travelling/advisories>

www.intercultures.ca/cil-cai/countryinsights-apercuspays-eng.asp

www.nationsonline.org/oneworld/travel_warning.htm

Additional recommended websites:

Association for Safe International Road Travel: www.asirt.org

Travel Safety: <https://travel.state.gov/content/travel/en/international-travel.html> (US Department of State)

WHILE ABROAD

DRUGS & ALCOHOL

Some countries have more lenient laws regarding alcohol than Canada does. In some cases this means a more relaxed attitude towards drugs as well. **The U of C cannot help you if you are convicted of a drug offence in another country.**

Excessive use of drugs or alcohol will cloud your judgment. Students who overdo consumption could find themselves in trouble with university officials or even worse, the law. As an adult, you are responsible for conducting your private life in a prudent manner.

Do not leave your drink unattended! Both sexes need to be aware of “Roofies” (Rohypnol) a common date rape drug. Rohypnol is a very potent tranquilizer similar in nature to Valium (diazepam), but is many times stronger.

REMEMBER:

Most insurances, including medical insurance, may be nullified if you are found to be under the influence of drugs or alcohol when an accident occurs!



TRAVEL PRECAUTIONS

Suggestions for all travelers:

- Know your surroundings. Get a map and plan your route ahead of time. Ask directions from store merchants or officials when lost.
- Project a confident attitude. Act like you know where you are going even if lost.
- Don't walk with your head down. Be alert.
- Be cautious about making eye contact, it may send the wrong message/invitation.
- Be aware that what we consider harassment may be different in another culture. There's a difference between physical danger and being annoyed or angry.
- When meeting friends, meet in a neutral, and preferably public place.

Women Travellers:

In some countries, it is recommended that women do not travel alone. Even in developed western countries, treatment and views of women will vary greatly. Unfortunately, many cultures have pre-conceived ideas of Western women, which are based on Hollywood movies and tourists' behaviour while passing through. Be familiar with the customs and manner of dress in the country you are visiting. Observe the women in that culture and, to avoid being approached or harassed, dress conservatively regardless of where you are (see www.journeywoman.com/cc/default.html for clothing advice).

Foreign Affairs Canada has a booklet for women travelers titled “Her Own Way” available from CISSA or online at <http://travel.gc.ca/travelling/publications/her-own-way>

SEXUAL HARASSMENT & SEXUAL ASSAULT

Sexual violence can happen anywhere and being in an unfamiliar setting can make study abroad students particularly vulnerable. Sexual harassment is behaviour that is unwanted and uninvited, including unwelcome sexual advances, coerced sexual relations, physical assault (including, but not limited to, rape), inappropriate personal questions, sexual remarks, unnecessary touching, and other verbal or physical conduct of a sexual nature.

Sexual Harassment & Assault continued...

Societies have different definitions of sexual harassment, which can lead to confusion and potentially dangerous situations. We recommend learning about dating practices and sexual norms in your host country before you go. Protect yourself by familiarizing yourself with phrases, behaviours or gestures that may be misinterpreted, not walking alone at night, not accepting drinks from strangers or leaving drinks unattended, and avoid getting drunk or high.

Sexual assault is never the survivor's fault. If you have been sexually assaulted abroad, find a place where you feel safe, contact someone you trust who can support you, seek medical attention (even if you decide not to report the incident to the police), consider speaking with a counselling professional. Reporting the incident is completely up to you. It is an intensely personal process, and while some consider it to be empowering and therapeutic, others find it emotionally draining and ultimately unsatisfactory. The U of C respects your right to decide whether or not to report, however we will be as helpful and as responsive as possible if you do choose to do so.

Both the University of Calgary and your host institutions view this issue very seriously, but unfortunately, in some countries, complaints might be ignored or looked upon unfavourably by local officials. However, that doesn't mean that support is not available. If you feel uncomfortable in a situation, or become the recipient of unwanted advances, seek advice from the exchange advisors at both the U of C and at your host institution.

LGBTQ+ STUDENTS

Situations in our partner countries vary greatly from Canada—some may have more open communities, however, in some countries, LGBTQ+ individuals may be at higher risk for intentional and unprovoked actions from others. This is particularly pertinent if you are in a country where you do not understand the language and cannot adequately assess what is going on around you. LGBTQ+ students may find they have to be more discrete while abroad than they are in Calgary. For more information, consult the following websites: www.amnesty.org, <http://travel.gc.ca/travelling/health-safety/lgbt-travel> (search for country—law and culture section) and www.spartacusworld.com/gaytravelindex.pdf.

Part of your preparations should include reflecting on the larger context of acting on your identity while abroad. What role as a visitor do you/should you have in the host culture? Does your right to be LGBTQ+ in Canada conflict with your host country's religious or cultural values and traditions? How will you reconcile your human rights with the cultural values of your host society? Are there safety considerations which you should be aware of? Refer to the resources listed in the appendix and consider the following:

- Cultures vary in terms of what is considered appropriate behaviour and how sexual identities are defined and understood. Learn as much as possible before you leave about the culture-specific norms of friendship and dating, styles of behaviour and general attitudes. Behavioural signals (such as eye contact, a smile, touching) may lead you astray in a foreign culture. For example, in several Middle Eastern countries, hand-holding among males is a custom of special friendship and respect and does not necessarily imply homosexuality. Is it possible for you to contact (through e-mail, etc.) other LGBTQ+ from the host country to ask them specific questions?
- Obtain country-specific information on the support systems (meeting places, organizations, etc.) available in your host country. Are these appropriate for you? Do you visit similar places in your home community?
- Familiarize yourself with the laws of your host country. In some countries, where sexual orientation can be a basis for persecution under the law, personal safety considerations may require you to hide your sexual identity. Inform yourself about country-specific laws on age of consent, travelling with printed or other materials on sexual orientation, etc. If necessary, are you willing to hide your sexual orientation? Finding out about the laws of the host country, would you re-consider your options?
- If you are out in Canada, reflect on what it means to leave behind a support system of friends and family. Being LGBTQ+ abroad has been described by some as a second coming out. How will you re-establish your identity overseas?

WHILE ABROAD

THE LAW & LEGAL ISSUES

There are no special laws or exemptions for exchange students or Canadians. You are subject to the laws of the country in which you are residing. You are also bound by the regulations of your host institution. Before going abroad become familiar with the laws and any special situations that may be present in your host country. You should make sure you know the location of the nearest Canadian embassy or consulate. Here are a few things to keep in mind:

- Should you run into problems, we can only work within the legal system of the host country.
- Ignorance of the law is not considered an excuse. Incidents that are viewed as minor offences in Canada may result in a jail sentence in another country. In March of 1999 a tourist in Mexico received a one-year jail term for picking up pieces of pottery as souvenirs. The pottery, found at a Mayan site, was over 2000 years old. There are laws in Mexico that govern the retrieval and removal of ancient artifacts.
- If you are arrested, the liaison at your host institution can assist you in getting help or contacting the Canadian Embassy. If you are arrested for possession or abuse of an illegal substance, there is nothing that the U of C can do to assist you. An arrest & conviction could result in serious consequences. You will not receive a refund for lost tuition fees.

How much assistance can you expect from the Canadian government? There are certain things that Foreign Affairs Canada / the Canadian Embassy Abroad can assist you with, but there are also things they cannot do. Before you leave, you should check out their website: <http://travel.gc.ca/assistance/emergency-info/consular>. They also publish a helpful booklet called "*Bon Voyage But...*", available online.

In order to assist them in helping you:

- Register online with Foreign Affairs Canada: <http://travel.gc.ca/travelling/registration>
- If you have dual citizenship, consider the cons of not travelling on your Canadian passport: <http://travel.gc.ca/travelling/publications/dual-citizenship>
- Set up some emergency procedures with your family before you go abroad: develop a plan for regular contact, give them copies of important documents, etc.

If arrested, the Canadian consular officials abroad can only assist you in limited ways, ensuring you are treated fairly according to the rules and laws of the country. They will see that you have legal representation, they will contact your family should you wish and they will monitor your treatment – but they cannot do anything to assist you in terms of getting particular treatment. Once you leave Canada, Canadian laws and rights no longer protect you.

WHEN THINGS GO WRONG: CANADIAN EMBASSIES/CONSULATES

Canadian missions abroad provide many important services. They can:

- Help in emergencies such as natural disasters or civil or military uprisings.
- Provide assistance in a medical emergency, such as contacting family or friends in Canada and, in some cases, finding you a doctor.
- Ensure you are treated fairly according to the rules and laws of the country. They will see that you have legal representation, contact your family should you wish and they will monitor your treatment. However they cannot pay your fines or "get you off the hook".
- Replace your Canadian passport if it is lost or stolen.



WHILE ABROAD

You can find a list of Canadian Embassies/Consulates abroad at: <http://travel.gc.ca/travelling/advisories>

For assistance from a Canadian mission abroad, phone or visit the mission nearest you during their regular business hours. Outside business hours, call the consular officials in Ottawa (1-800-387-3124). Toll-free numbers do not work outside North America, however, you can call collect (1-613-996-8885) or fax (1-613-943-1054).

If you are in a country with no Canadian mission, contact the nearest Australian or British mission.

You're the victim of theft:

If you are the victim of theft while abroad, you may choose to ignore it, if the theft was inconsequential. However, if the loss of possessions or money is more substantial, you should report the crime to the local authorities, especially if you will be filing an insurance claim for what is missing. Insurance companies usually won't consider reimbursing you without a police report.

You're the victim of a crime:

If you are the victim of a serious crime while abroad, report it to the local authorities as soon as possible. Remember that victims in other countries are not always treated the same as they are in Canada. You might want to contact the nearest Canadian mission for assistance and advice.



You've been arrested or detained:

If you are arrested or detained in a foreign country, the first thing you should do is contact the nearest Canadian mission. See the above section on Canadian Consulates/Embassies.

Your passport has been lost or stolen:

Canadian passports are very valuable, not only to you but to others, who can sell them for a high price on the black market. According to Foreign Affairs Canada, if your passport is lost or stolen, report the loss to local authorities immediately and contact the nearest Canadian Embassy or Consulate. Get a copy of the police report or the report number.

You may be issued a replacement passport for a limited time. Requirements for replacing a lost passport are the same as for obtaining the original in Canada. You should take notarized copies of your passport and other documents, such as your birth certificate with you. These will be necessary to replace your passport. If the incident occurred in Canada, contact the nearest passport office.

If you recover your missing passport, report that immediately as well. You are not allowed to be in possession of two valid passports.



You're having a medical emergency:

If you require medical attention abroad, go to a local hospital or clinic – if possible, one where you can communicate with the medical staff. International SOS provides lists of English speaking doctors, counsellors, dentists, and other specialists to UCalgary students, staff, and faculty: www.internationalsos.com. **Don't wait until you're injured or sick to figure out how to get medical assistance!**



Contact your host institution's international student/exchange advisor or the Canadian mission. They can help you find a doctor or provide language assistance. You may or may not be conscious in an emergency. It's a good idea to keep the following information with you at all times:

- ◆ Personal identification
- ◆ Health insurance cards and information
- ◆ Contact information for someone who can be called in an emergency (i.e. the host institution's exchange coordinator) and a local doctor with whom you can communicate

You need to return to Canada unexpectedly:

If something occurs at home (an accident, a death in the family, etc.) and you have determined that you need to return home right away, inform your hosts and contact your airline. (Some airlines will offer discounted "compassionate" fares to people who need to travel quickly in unfortunate circumstances.) Others will offer a partial refund if there has been a death in your immediate family, however you will have to show them a death certificate once you get home. Find out what your options are when you first purchase your tickets.

WHILE ABROAD

CONTACT WITH HOME

When you arrive at your destination and settle in, please let your Teaching Across Borders Director know where you can be reached. We would like your address, telephone number, and a current email address in case we need to contact you while you are abroad.

When travelling, many people never think about what's going on at home. For you, each day is a new adventure so you're not worried about events happening relatively nearby. Even if there is a natural disaster 300 km away, your family and friends may worry because they don't know your exact location.

As well, without a plan for regular contact, if you are travelling on your own, how would anyone know if something happened to you: a traffic accident, robbery, etc.? You need to develop a plan which goes into effect should something unusual and dangerous happen so that your family will be able to look for you if necessary.

Keeping in touch with home will not only assure your family that you are safe, but will also allow you to tell all your exciting stories and relive any anxiety or homesickness that you are feeling.

Communication Methods:

Skype, FaceTime, WhatsApp: are highly recommended and are cost-effective ways of keeping in touch with others abroad. www.skype.com

E-mail: In most countries, internet is accessible in cafes, on campus, in libraries, and possibly at your own accommodation. It is usually the most efficient way to communicate with home.

Be aware of limited internet access and internet quotas in countries such as Australia or blocked service providers in countries like China.

Consider getting a **Virtual Private Network (VPN)** through the U of C.

https://ucalgary.service-now.com/it?id=kb_article&sys_id=f7ca400d139962406f3afbb2e144b05f

Look into **Eduroam** https://ucalgary.service-now.com/it?id=kb_article&sys_id=63817562138272008246f7b2e144b055

(also available through the U of C) which provides secure Internet access while on other member university campuses. Simply login using your U of C credentials.

Letter and Postcards: This takes more time but is a great souvenir for family members when you're travelling.

Telephone: International Calling Cards are an inexpensive way to contact home in an emergency, however, services like Skype offer pay-as-you-go or monthly rates to call via data to a landline anywhere in the world at low rates (approx. 3-4 cents per minute or less)



Keep in mind that 1-800 numbers do not work from overseas!

WHAT IS CULTURE?

To understand what is happening to you when you experience culture shock it is helpful to know what is meant by culture. Culture consists of three levels: ways of doing, ways of thinking, and ways of being. Each consecutive level takes you deeper beneath the surface of a society and therefore takes longer to become accustomed to.

Cultural Awareness & Adaptation

WAYS OF DOING	WAYS OF THINKING	WAYS OF BEING
<ul style="list-style-type: none"> Literature Music & Dance Food Religious Ceremonies Language 	<ul style="list-style-type: none"> Attitudes & Perceptions Communication Styles How the sexes treat each other Concepts of cleanliness Ordering of time 	<ul style="list-style-type: none"> Belief of the society Value system How they perceive themselves in the world Notions of logic

CULTURAL AWARENESS

- Read about the country where you will travel and study. Learn about the political situation, history, culture, and religion. Get a traveller's guide to laws and customs.
- Having learned something of the history and culture of your host country, be sure to behave in a manner that is respectful of the culture and the people you are visiting.
- Remember that laws in the host country apply to you. There are no special exemptions for foreigners.
- Consider learning some of the language of your host country: take a course, join the CISSA Language Bank, and buy a guide.
- Check out the various resources at CISSA related to cross-cultural awareness and communication.

Symptoms of Culture Shock/Disorientation

Everyone gets culture shock, however the intensity and duration varies from person to person. You may experience any or all of these symptoms as a result of culture shock/disorientation:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Irritability • Anxiety • Sleep problems (too much/too little) • Withdrawal from others • Physical illness (often psychosomatic) | <ul style="list-style-type: none"> • Bitterness • Homesickness • Depression • Inability to work • Hostility towards host nationals |
|---|---|



WHILE ABROAD

CULTURAL ADAPTATION

Cultural adaptation or culture shock results from the stress of dealing with a new culture and encountering a conflict in values between your own culture and the new society. It can occur when we misunderstand or misinterpret the cultural cues that we are used to.

When facial expressions, words, or behaviours no longer mean what we thought, we often experience confusion and disorientation. Cultural adaptation/culture shock combines a longing for the familiar, criticism of the new, tiredness, and at times even ill health. It is also homesickness.



There are four distinct stages to cultural adaptation and understanding them can be useful:



Initial Euphoria: Most students start their experience at a school in another country with a positive approach and great expectations. Often these expectations and the corresponding positive attitude toward prospective experiences are too high. The individual usually focuses on similarities and marvels at how people everywhere are alike.



Irritation and Hostility: Slowly the focus changes from similarities to differences. Suddenly the differences seem to be everywhere and are quite troubling. Little incidents or challenges are blown up into major catastrophes.



Gradual Adjustment: The crisis is over and gradually you begin to be able to interpret more subtle cultural cues. You become more comfortable, the culture feels more familiar, and you feel less isolated. Your sense of humour returns and you are able to be more optimistic and balanced about the differences around you.



Adaptation and Biculturalism: Full recovery will result in a feeling of confidence about your ability to function in two cultures. You'll appreciate many of the local customs, sayings, ways of doing things, and points of view. You will still have much to experience of the local culture, but you are now at the point that you will miss things about the culture when you return home.

CULTURE DISORIENTATION COPING METHODS

To survive culture shock or disorientation, it is important to maintain a sense of humour and a tolerance of others. You should be flexible, patient, sensitive toward others, and non-judgmental. There are many things you can do to ease the transition from one culture to another:

Participation with locals: Instead of sitting around focusing on negative aspects of your trip, go out and socialize with locals. Learn about your new country from the people that live there.

Tolerance: Sometimes this means going with the flow and not analyzing so much, sometimes this means suspending judgement for a while. Figure it out by osmotic experience instead of relying on an untested theory in your mind.

Language learning: Even a few words help. Language and culture are inexplicably intertwined. It also makes sense that this is often an excellent way to connect with the host nationals.

Go with low/realistic expectations: Expect difficulties. Tone down your fantasies of the wonders that might occur. Every country and culture has its problems and its day-to-day realities, even your own.

Be an active observer of details: Be an “active observer” at times: sometimes this is the best way to learn (it’s much better than shutting yourself off from experiences with the host culture).

Befriend a sympathetic host national: Making friends with the locals should probably be your first choice over consistently being with other international students who are in the same boat as you. However, both experiences have an important place, and finding a sympathetic host national is not always as easy as it should be. You’ll find that you will need to be the instigator: introduce yourself, invite someone to coffee or to the pub, invite yourself along if there are people going out. It may not be a natural (or comfortable) thing to do, but it works!

Avoid overly romanticizing life back home or overly disparaging your host country and its culture. Instead, choose to stay in a positive frame of mind.

Gather information: History, culture, social norms, politics, etc. Reading and researching prior to your arrival in your new country is excellent preparation. Imagine how much more reading and learning about the culture will also enhance your stay once you arrive.

Take a break: Relax, have a bath. Do something “typically Canadian”. Take a day off to escape or play.

Maintain contact with friends and family at home: This will help you to process and understand your experience and will also provide you with some support. Plus, it will keep your friends and folks from wondering and worrying too much, and it will help make your own readjustment to life back at home easier. Be cautious, however, about alarming your relatives about situations they cannot understand or act on.

Take on challenges you can handle but don’t overdo it: While getting involved may be your route to a greater understanding of the culture you are in, be careful to know your limits, especially in a risk activity. In wanting to do as much as you can, you may be tempted to take on too much or put yourself at risk. Know when to say no.

Keep a journal: This is an important tool not only to process your thoughts and experiences, but also to look back and reflect on changes you are going through. Have you ever heard of anyone regretting keeping a journal?

Keep a sense of perspective: Remember your stay overseas is going to be limited. Trust your ability to work out problems and find solutions. It may not happen right away but in the long term, your challenges will be your greatest learning.

WHILE ABROAD

WELLNESS CONTINUUM

adapted from www.mentalhealthcommission.ca

The following chart will help you identify signs of good to poor mental health:

HEALTHY	REACTING	INJURED	ILL
Normal fluctuations in mood, takes things in stride	Nervousness, irritability, impatience, sadness	Anxiety, anger, sadness, negativity, hopelessness	Excessive anxiety, angry outbursts, depressed mood
Normal sleep patterns, few sleep difficulties	Trouble sleeping, occasional nightmares	Restless or disturbed sleep, recurrent nightmares	Unable to fall or stay asleep Sleeping too much / little
Physically well, full of energy	Tired/low energy, muscle tension, headaches	Increased fatigue, increased aches and pains	Exhaustion, constant fatigues, physical illness
Consistent performance, in control mentally	Procrastination, feeling overwhelmed, forgetful	Poor performance, poor concentration / decisions	Can't perform duties, control behaviour, concentrate
Physically & socially active, good sense of humour	Decreased social activity, displaced sarcasm	Social avoidance or withdrawal	Isolation, avoiding social events, panic attacks

Here are some actions to take at each phase to remain in or get back to Healthy:

Focus on the task at hand, apply problem solving skills	Recognize your limits, set boundaries	Identify and understand own signs of distress	Reach out to your family and your exchange advisor
Break problems into manageable chunks	Get adequate rest, food, and exercise	Be honest with yourself about how you're doing	Seek professional consultation as needed
Identify and nurture support systems	Engage in healthy coping strategies	Talk with someone, seek help sooner, not later	Follow health care provider recommendations
Maintain a healthy lifestyle	Identify and minimize stressors	Seek social support instead of withdrawing	Focus on regaining physical and mental health

REVERSE CULTURE SHOCK

While you probably expect to face some degree of culture shock when living abroad, you may not realize that returning home also involves a great deal of readjustment. **Re-entry into your home culture can be just as challenging as living overseas.** Learning to adapt to another culture forces a person to adjust their way of thinking. You will grow and change during your time abroad and you may learn to see things differently. Your family and friends may not seem to have changed at all while you've been away. You may feel that they don't understand or appreciate what you have experienced. They may not even seem very interested. Know that there are people on campus who can relate to what you're going through and who would love to hear about your experiences.

Returning Home



Here are some tips to help make your readjustment a little easier:

- Expect to have some readjustment problems and give yourself time to go through the process.
- Understand that what was once familiar may now seem different and you will probably have a lot of catching up to do not only with family and friends but with the culture as well.
- Keep an open mind and a positive attitude. Avoid making hasty judgements about people and behaviours and try to avoid comparisons between your home and host countries and cultures.
- Be sensitive. You'll be eager to share about what you've experienced during your time away but remember that others will want to update you on their lives too.
- Find a support network of other people who have gone through their own re-entry. It will help to talk with other people who know what you're going through. Attending UCI's "Welcome Back... Now What?" session is a great way to meet other past participants, share experiences and find out more about the readjustment process.

RETURNING TO THE UNIVERSITY OF CALGARY



Don't forget some of the mundane details when you are preparing to return to the U of C:

- Choose your courses and complete your registration for the U of C. (Use the U of C website to check deadlines and complete your registration).
- Apply for Financial Aid/Student Loans from your home province if necessary.
- Apply for residence at the U of C if you will be living on campus.
- Check to make sure you have been reinstated to the Health & Dental Plan.

USING YOUR EXPERIENCE



Your experience doesn't have to end when you return home. Your experiences will encourage others who are interested in applying for Teaching Across Borders. More importantly, you will want to reflect upon your international experience and use this reflection to inform your field placements and career search.

Teaching Across Borders includes two sessions after your return. First, the TAB Returning Workshop will allow you to debrief your experience and share with the other students who have participated in TAB. In January, a reflective writing workshop will similarly give you the chance to unpack your experiences and consider how TAB has contributed to your growth as an educator. These sessions, along with the TAB Showcase, are useful ways for you to share your experiences with friends and colleagues who will want to hear your stories and who can relate to your return experience.

AFTERWARDS

- ❖ **Involvement in CISSA Events** – The Centre for International Students & Study abroad has many rewarding intercultural connection opportunities available to you that can help you to stay connected and involved with people from around the world and specifically with people from your Teaching Across Borders placement country. The **Global Friends program** runs on and off-campus social events all year for Canadian and international students. The **Language Bank**, which matched 350 students speaking 30 different languages last year, is a fabulous way to maintain your language learning. And we are always looking for volunteers to be **Mentors** to incoming international and exchange students prior to the start of each fall and winter term. **Go Global Days** each September and the International Photo Contest in February also offer many opportunities for involvement.
- ❖ **Help Promote Study Abroad** — Contact your Teaching Across Borders Director about how you can help encourage other students to apply. There are a number of promotional events and activities throughout the semester, none of which require a large time commitment.
- ❖ **Write About Your Experience** — We are always looking for people to contribute to the Werklund website by writing about their experience abroad. Some may also be published in UToday.
- ❖ **Join a club** — There are lots of internationally focused associations and clubs on campus who would welcome your involvement. For a complete list of clubs at the U of C, go to: <http://suclubs.orgsync.com>
- ❖ **Use your experience in your academic and professional life** — Use your newfound knowledge and perspectives in classroom discussions, in papers and in presentations. Register in courses where you can apply what you've learned. Take a language class to keep up what you acquired abroad.

For more information on any or all of these opportunities, contact us at study.abroad@ucalgary.ca

Remember that there are a lot of services on campus that offer resources and ideas for you to use. For example, Career Services can help you build a résumé that reflects your international experience. They can also help you look for work, both in Canada and abroad. CISSA operates a resource library with information on international study, work and volunteer opportunities. Come in anytime and start planning your next adventure!



KNOW YOUR FINANCES

Sample Budget

It is important to have a realistic and well-researched idea of how much money you will need while abroad. This can be done by looking through the TAB website, reading travel guides and speaking with past and present TAB students.

Use the chart below to calculate your anticipated costs as well as your planned income:

Expenses:

Airfare _____ x _____ trips = _____ +

Student Visa _____ x _____ countries = _____ +

Health Insurance: _____ x _____ months = _____ +

Housing: _____ x _____ months = _____ +

Food: _____ x _____ months = _____ +

Local Transport: _____ x _____ months = _____ +

Clothing: _____ x _____ months = _____ +

Entertainment: _____ x _____ months = _____ +

Personal Items: _____ x _____ months = _____ +

Tuition and Fees: _____ x _____ semesters = _____ +

Books: _____ x _____ months = _____ +

Other: _____ x _____ months = _____ =

Total Expenses = _____

Income:

Personal Savings: _____ x _____ months = _____ +

From Parents: _____ x _____ months = _____ +

Grants or Awards: _____ x _____ months = _____ +

Student Loans: _____ x _____ months = _____ +

Other: _____ x _____ months = _____ =

Total Income = _____

APPENDIX

WHAT TO TAKE:

A CHECKLIST

Carry-On Bag

- ☐ Passport
- ☐ Traveller's cheques
- ☐ Credit card
- ☐ Cotton money belt for the above items (preferably one with a moisture barrier)
- ☐ Fresh underwear and a shirt
- ☐ Any other items you need to survive if your checked luggage is lost or delayed

Remember that there are very strict regulations about what can and cannot be in your carry-on luggage. Check with the airline for details.

Toilet Articles

Not all of these are allowed in carry-on baggage

- ☐ Soap in covered plastic container
- ☐ Deodorant (not all countries have stick deodorant)
- ☐ Shampoo/Conditioner
- ☐ Hairbrush, comb, etc.
- ☐ Toothbrush and toothpaste
- ☐ Medicines (prescription, headache, motion sickness, etc. in their original containers)

Main Luggage

- ☐ Long-sleeved shirts/blouses
- ☐ T-shirts
- ☐ Sweaters
- ☐ Loose long pants
- ☐ Dressier slacks or skirts
- ☐ Loose shorts
- ☐ Underwear and socks
- ☐ Nightwear
- ☐ Good walking shoes (hiking boots, running shoes, etc.)
- ☐ Dress shoes
- ☐ Sandals or rubber thongs
- ☐ Bathing suit
- ☐ Sun hat with a brim (or buy one there)
- ☐ All-purpose, water-proof jacket
- ☐ Scarf (women)

A Few Luxuries

- ☐ Hairdryer
- ☐ Dual-voltage clothes steamer or collapsible iron

First Aid Kit

- ☐ Cotton swabs, gauze
- ☐ Adhesive tape
- ☐ Advil, Tylenol (not Tylenol 3 – codeine is illegal in some countries)
- ☐ Anti-diarrhoeal medication (i.e. Imodium)
- ☐ Antihistamine (i.e. Benadryl) and antihistamine cream
- ☐ Anti-nausea medication (i.e. Gravol)
- ☐ Band-Aids, triangular bandage, etc.
- ☐ First aid cream (i.e. Polysporin), burn ointment
- ☐ Cold/Flu medication & throat lozenges
- ☐ Contraceptives, including latex condoms
- ☐ Feminine hygiene products
- ☐ Disinfectant, alcohol swabs
- ☐ Disposable latex gloves
- ☐ Disposable syringes and needles
- ☐ Eyewash
- ☐ Insect Repellent
- ☐ Lip balm
- ☐ Moleskin, foam padding
- ☐ Oral thermometer
- ☐ Sunscreen (SPF 30 or higher)
- ☐ Swiss Army knife with scissors and tweezers

Miscellaneous Necessities

An important list of sometimes-forgettable items. You might want to add a few of your own personal necessities.

- ☐ Towel for beach use
- ☐ Small flashlight / headlamp
- ☐ Camera & film/memory card, extra batteries, etc.
- ☐ Alarm clock
- ☐ Sunglasses
- ☐ Extra pair of eyeglasses or copy of prescription
- ☐ Contact lenses/solution/extra lenses/case
- ☐ Tweezers, nail clippers, nail file
- ☐ Disposable razors, dual-voltage razor or safety razor with blades and cream
- ☐ Umbrella and rain gear
- ☐ Small thermos or water-flask
- ☐ Backpack locks plus keys
- ☐ Pre-addressed labels for cards to friends at home
- ☐ Canadian postcards, pins, pens and souvenirs for friends and helpful locals

Sample Packing List

COMMON HAZARDS

Take time to think about the following:

Health Risks

- ⇒ Dietary concerns
- ⇒ Dental and Eye Care
- ⇒ Availability of emergency medical help
- ⇒ Medications/ medical facilities
- ⇒ Overseas injections/ transfusions
- ⇒ Sexual health

Travel and Transportation

- ⇒ Pedestrian hazards
- ⇒ Road Conditions (Hairpin curves with no guardrails, Inadequate signs and lighting)
- ⇒ Disregard for traffic laws
- ⇒ Poorly maintained vehicles
- ⇒ Direction of traffic
- ⇒ Airline safety
- ⇒ Jet lag and Motion sickness

Personal Safety and Security

- ⇒ Civil Unrest (strikes, political turmoil, violent incidents, street demonstrations, riots)
- ⇒ Minor verbal harassment
- ⇒ Crime (Theft, Rape, Assault, etc.)
- ⇒ Terrorism
- ⇒ Drunkenness
- ⇒ Serious illness or injury including physical and sexual assault
- ⇒ Hijacking / Kidnapping
- ⇒ War, Social/ political change at home or abroad

Food and Beverage Risks

- ⇒ Water portability
- ⇒ Food poisoning
- ⇒ Vitamin deficiency
- ⇒ Sanitary practices

Personal / Special Needs

- ⇒ Diabetes
- ⇒ Heart Disease, Pacemaker
- ⇒ HIV or AIDS infected travellers
- ⇒ Pregnant travellers
- ⇒ Stomach disorders
- ⇒ Ability/disability issues
- ⇒ Allergies (food, drugs)
- ⇒ Environmental sensitivities
- ⇒ Epilepsy/seizures
- ⇒ Recreational activities (scuba diving, slips and falls, swimming, beaches, bungee jumping, rafting, etc.)
- ⇒ Culture shock

Vaccine–Preventable Illnesses

- ⇒ Anthrax
- ⇒ Chicken pox
- ⇒ Cholera
- ⇒ Diphtheria, Tetanus and Pertussis (DPT)
- ⇒ Encephalitis, Tick-borne
- ⇒ Haemophilus Influenza type B (Hib)
- ⇒ Hepatitis A / Hepatitis B
- ⇒ Influenza
- ⇒ Japanese Encephalitis
- ⇒ Lyme Disease
- ⇒ Measles, Mumps and Rubella (MMR)
- ⇒ Meningococcal/Pneumococcal Meningitis
- ⇒ Polio
- ⇒ Rabies
- ⇒ Typhoid
- ⇒ Typhus
- ⇒ Varicella

Other Infectious Diseases

- ⇒ Avian Influenza, Bartonellosis, Brucellosis, Dengue Fever, Ebola, Filariasis, H1N1, Lassa Fever, Leishmaniasis, Leptospirosis, Loiasis, Mad Cow Disease, Malaria, Onchocerciasis, Rift Valley Fever, Rocky Mountain Spotted Fever, Tungiasis, SARS, Schistosomiasis, Sexually Transmitted Diseases, Tuberculosis, Trypanosomiasis, Traveller's Diarrhea, Venezuelan Equine Encephalitis, West Nile Fever, Zika Virus

Environmental / Natural Disasters

- ⇒ Floods
- ⇒ Earthquakes
- ⇒ Volcanoes
- ⇒ Mudslides
- ⇒ Hurricanes, typhoons, tornados, etc.
- ⇒ Animal/insect bites
- ⇒ Weather (Heat, Sun, Cold Weather, Sunburns)
- ⇒ Altitude Sickness

Legal Risks

- ⇒ Restricted drugs, Alcohol
- ⇒ Restricted sexual activity
- ⇒ Photography restrictions
- ⇒ Documentation (visas/passports)
- ⇒ Currency exchange laws
- ⇒ Political involvement
- ⇒ Laws around crime

APPENDIX

USEFUL WEBSITES

Teaching Across Borders

<http://werklund.ucalgary.ca/upe/tab>

University of Calgary International:

www.ucalgary.ca/uci/abroad

Canadian Government:

www.gc.ca

www.servicecanada.gc.ca/eng/subjects/travel/index.shtml

To check out Country Travel Advisories:

<http://travel.gc.ca/travelling/advisories>

www.travel.state.gov

Some Health/Safety sites for Study Abroad:

<https://www.ucalgary.ca/riskmgmt>

<http://travel.gc.ca/travelling/health-safety>

www.tripprep.com

Health Canada:

www.TravelHealth.gc.ca

www.phac-aspc.gc.ca/tmp-pmv/index-eng.php

www.travmed.com

Centre for Disease Control (USA):

www.cdc.gov/travel

English-speaking doctors worldwide:

www.internationalsos.com

www.iamat.org

List of Canadian Embassies Abroad:

<http://travel.gc.ca/travelling/advisories>

Register with Foreign Affairs Canada:

<http://travel.gc.ca/travelling/registration>

Register with the University of Calgary:

www.ucalgary.ca/riskmgmt/trvlreg

List of Embassies Worldwide:

www.embassyworld.org

In Case of an Emergency Call:

Foreign Affairs and International Trade Canada

+ (1) 613 – 996 – 8885 (call collect)

<http://travel.gc.ca/assistance/emergency-assistance/toll-free-numbers>

U of C Campus Security + (1) 403 – 220 – 5333

General Travel Resources

International Air Travel Association:

www.iata.org

Travel Document Systems:

www.traveldocs.com

For Women:

www.journeywoman.com

For Students Travelling Abroad:

www.studentsabroad.com

For Gay/Lesbian Students:

<http://outtraveller.com>

www.amnesty.org

<http://ilga.org>

www.gaytravel.com

<http://travel.gc.ca/travelling/health-safety/lgbt-travel>

For Students with Disabilities:

Mobility International: www.miusa.org

Access Abroad: <https://umabroad.umn.edu/professionals/accessabroad/>

Abroad with Disabilities:

www.abroadwithdisabilities.org/

Lonely Planet Guide: [http://](http://shop.lonelyplanet.com/world/accessable-travel-online-resources-2017/)

shop.lonelyplanet.com/world/accessable-travel-online-resources-2017/

Learn more about Culture:

[www.intercultures.ca/cil-cai/countryinsights-](http://www.intercultures.ca/cil-cai/countryinsights-apercupays-eng.asp)

[apercupays-eng.asp](http://www.intercultures.ca/cil-cai/countryinsights-apercupays-eng.asp)

Universal Currency Converter:

www.xe.com/ucc

International ATM Locators:

<http://www.mastercard.ca/atm-locator.html>

Worldwide Mobile Phone Guide

www.countrycode.org

Word City Subway Maps:

<http://people.reed.edu/~reyn/transport.html#maps>

Budget Travel Guide:

www.hobotraveler.com

RESOURCES

There were many resources used in preparing this manual. We would also recommend them to you to assist with your preparations for going abroad. Much of this material can be borrowed from the **CISSA resource library (McEwan Student Centre 275)**.

Books

- *A Manual of Structured Experiences for Cross Cultural Learning*. William Week, Paul Pederson, & Richard Brislin, eds. Yarmouth ME: Intercultural Press Inc.
- *A World of Options: A Guide to International Exchange, Community Service, and Travel for Persons with Disabilities*, edited by Christa Bucks, Mobility International USA, 1997
- *Bon Voyage, But...* Government of Canada
- *Cross Cultural Re-Entry: A Book of Readings*. Clyde Austin, ed. Abilene, TX: ACU Press.
- *Culturegrams*, David M. Kennedy Centre for International Studies, Brigham Young University, Provo, UT.
- *Developing Intercultural Awareness*. Robert Kohls & John Knight. Yarmouth, ME: Intercultural Press Inc.
- *Do's and Taboos Around the World*. Roger Axtell, ed. 3rd edition. John Wiley & Sons Inc. New York
- *Healthy Advice for Living Overseas*. CIDA Briefing Centre, Ottawa. CUSO.
- *Her Own Way* Government of Canada
- *Lonely Planet Guides* for various world areas.
- *Orientation Handbook for Youth Exchange Programs*. Cornelius Grove. Yarmouth, ME: Intercultural Press Inc. 1989
- *Ready, Set, Go! An Interactive Pre-departure Workbook for Students Going Abroad*. Lynne A. Mitchell, Robert Olajos, Heather Shay. Guelph, ON, WSA.net
- *Women's Guide to Overseas Living 2nd Edition*. N. Piet-Pelon & B. Hornby. Yarmouth ME: Intercultural Press Inc.
- *The Art of Crossing Cultures*. Craig Storti. Yarmouth ME: Intercultural Press.
- *The Exchange Student Survival Kit*. Bettina Hansel. Yarmouth ME: Intercultural Press.

Can be found at CISSA resource library — in the “Work Abroad: General Information” Section

- *Survival Kit for Overseas Living*. Robert Kohls. Yarmouth ME: Intercultural Press Inc.
- *The Big Guide to Working and Living Overseas*. Jean Marc Hachey, Ottawa: Intercultural Systems (ISSI)
- *What in the World is Going On? A Guide for Canadians Wishing to Work, Volunteer, or Study in Other Countries*. Alan Cumyn. Ottawa: CBIE.
- *How to Live your Dream of Volunteering Overseas*. Joseph Collins
- *Alternative Travel Directory*—Transitions Abroad Publishing
- *Journal of Studies in International Education* Vol. 12, No.3, Fall 2008
- *How to Serve and Learn Abroad Effectively*. Howard A. Berry and Linda A. Chisholm
- *Atlas of Canada and the World*
- As well as several travel magazines, pamphlets, and “study abroad” manuals

Websites

- Go Overseas: <http://www.gooverseas.com/articles>
- Students Abroad Handbook: www.studentsabroad.com/handbook/introduction.php?country=General
- Transitions Abroad: <http://www.transitionsabroad.com>
- Verge Magazine: <http://www.vergemagazine.com>
- What's Up With Culture online cultural training resource: <http://www2.pacific.edu/sis/culture>

Several books on the topic of internationalization and multiculturalism within an educational setting can be found at, and borrowed from the Office of Internationalization.

Information contained in this guide was correct at time of printing (March 2015) but is subject to change

APPENDIX

IMPORTANT CONTACTS

Nearest Overseas Canadian Embassy

Address _____

Phone _____

Fax _____

Host Institution Liaison

Name _____

Email _____

Phone _____

Fax _____

Other Students on Exchange Near You

Name _____

Email _____

Name _____

Email _____

Name _____

Email _____

Director —Teaching Across Borders

Name: Roswita Dressler, Director—TAB

Address: 2500 University Drive NW

Calgary, AB T2N 1N4

Phone: 403-220-6641

Email: tab@ucalgary.ca

Other Important Contacts

Name _____

Email _____

Phone _____

Name _____

Email _____

Phone _____

IMPORTANT EMERGENCY NUMBERS (all will accept collect calls):

University of Calgary 24 Hour Emergency Assistance: **+1-403-220-5333**

International SOS Emergency Assistance: **+1-215-942-8478** (Membership # 27AYCA093142)

Centre for International Students & Study Abroad: **+1-403-220-5581**

Department of Foreign Affairs Canada—Emergency Number: **+1 (613) 996-8885** (call collect)

<http://travel.gc.ca/assistance/emergency-assistance/toll-free-numbers> (for a list of toll-free numbers)

IF NEEDING TO SEEK MEDICAL TREATMENT:

Travel medical Insurance Claim Number: _____

NOTES

APPENDIX

NOTES

RECOMMENDED TIMELINE

Application Period

- ☐ Attend interest and/or application workshops
- ☐ Complete application by December deadline
- ☐ Attend group interview

February

- ☐ Confirm participation upon receipt of placement
- ☐ Apply for passport www.pptc.gc.ca/index.aspx

March – June

- ☐ Apply for UC International scholarships
- ☐ Communicate with host institution
- ☐ Attend pre-departure workshops
- ☐ Sign International Travel Waiver
- ☐ Complete Online International Traveler Registration Form
- ☐ Register at the Canadian Embassy
- ☐ Register for summer and fall course(s)
- ☐ Apply for student visa if necessary
- ☐ Make your travel plans and book plane tickets
- ☐ Obtain travel health insurance (see p. 11)
- ☐ Purchase baggage, travel and theft insurance
- ☐ Check your application for a student loan (see p.6)
- ☐ Establish a banking plan
- ☐ Write a Will and appoint a Power of Attorney
- ☐ Have a medical/dental checkup
- ☐ Get an International Student Identification Card (ISIC)
- ☐ Obtain an international driver's license, if necessary

July – August

- ☐ Attend summer course(s)
- ☐ Attend final pre-departure workshop
- ☐ Register with the Department of Foreign Affairs online: <http://travel.gc.ca/travelling/registration>
- ☐ Register online with the University of Calgary Traveler Registration System: www.ucalgary.ca/riskmgmt/trvlreg
- ☐ Speak to incoming exchange students and past participants about their experiences when travelling abroad

September

- ☐ Pay your tuition according to U of C tuition and fee deadlines

Upon Arrival

- ☐ Check in with Teaching Across Borders Director

