

Photo taken by Kevin Georgeke, Rensselaer Class of 2010



# Study Abroad Guide

Rensselaer Polytechnic Institute  
Office of Undergraduate Education  
*Office of International Programs*  
<http://undergrad.rpi.edu>



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Congratulations on your decision to study abroad! You are part of a growing number of Rensselaer students who have made the choice to complement their undergraduate education with an international experience. Your time abroad will allow you to develop a broader perspective on your academic field of study, and will engage you in learning opportunities that will enhance your undergraduate experience. You will also gain a deeper understanding not only of the culture in which you will be living, but also the culture of the U.S. and its place in today's global society.

The purpose of this guide is to assist you in preparation for your period abroad by providing valuable administrative, academic, health and safety information that you will need in order to have a successful study abroad experience. The information in this guide is meant to supplement the materials that you have received from your academic department and study abroad program. It is your responsibility to read and become familiar with this information, and to ask questions if there is something that you do not understand. We encourage you to discuss the contents of this guide with your family. Finally, remember to bring this guide with you to use as a reference while you are abroad.

We wish you a safe, fulfilling and productive period abroad, and we hope to hear about your experiences when you return to campus!

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## **IMPORTANT RENNELAER CONTACT INFORMATION**

**Office of International Programs:** <http://undergrad.rpi.edu>, click on **Office of Int'l Programs** tab

*(All phone numbers begin with the (518) area code)*

### **STUDY ABROAD PROGRAM COORDINATORS**

Karen Dvorak, Program Manager, Office of International Programs  
[dvorak2@rpi.edu](mailto:dvorak2@rpi.edu) , 276-3411

Jamie Obst, Senior Program Administrator, Office of International Programs  
[Violaj2@rpi.edu](mailto:Violaj2@rpi.edu), 276-6663

Beth Ann Macey, Program Coordinator, International Management Exchange Programs (IMEP)  
[maceyb2@rpi.edu](mailto:maceyb2@rpi.edu), 276-2388

### **ACADEMIC DEPARTMENTS**

Lally School of Management and Technology - [management@rpi.edu](mailto:management@rpi.edu)

School of Architecture – 276-6466

School of Engineering - 276-6203

School of Humanities, Arts and Social Sciences - 276-6575

School Science - 276-6305

Science and Technology Studies – 276-6413

### **ADMINISTRATIVE OFFICES**

Bursar's Office – 276-6610

Career Center – 276-6234

Dean of Students Office – 276-6266

Office of Financial Aid – 276-6813

Office of the Registrar – 276-6231

Residence Life – 276-6284

Student Health Center – 276-6287

RPI Switchboard – 276-6006

### **DEPARTMENT OF PUBLIC SAFETY**

Emergencies: 276-6611

Non-Emergencies: 276-6656

In the event of an emergency overseas, students are asked to contact Rensselaer as soon as possible. Please refer to the Emergency Procedures section of this handbook for additional information.

## **Rensselaer Registration for Semester(s) Abroad**

### **Affiliated Semester Programs**

Students who study abroad on affiliated programs remain registered at Rensselaer with full-time student status. Students do not need to register themselves at Rensselaer for the period of their term abroad; registrations are submitted by each Study Abroad Program Coordinator. Unless there is an academic or other compelling reason that may prevent a student from going abroad during the period of application, he/she should not register for Rensselaer courses for that term(s). This may block students who are staying on campus from registering for those same courses.

### **Non-Affiliated Semester Programs**

Students who participate in non-affiliated semester programs should not take a leave of absence. The Office of International Programs will make sure that non-affiliated program students are registered with full-time administrative status. This will allow you to remain active in the Rensselaer system and keep your Rensselaer e-mail account active. It will prevent your loans from going into repayment and from requiring you to reapply for admission to Rensselaer upon your return.

### **Registration for Semester Back on Campus**

While abroad you will continue to receive Rensselaer e-mail, including a time ticket for course registration for the semester of your return to campus. You will need to contact your Academic Advisor from overseas to obtain registration clearance.

### **Course Selection**

The planning of your course of study while abroad is of the utmost importance. The selection and approval of appropriate courses will ensure that you stay on track academically and do not delay your graduation. All classes must be preapproved prior to your enrollment abroad. Study abroad classes should be pre-approved by the appropriate Transfer Credit Approval Evaluator. All classes that you plan to take, and their Rensselaer equivalents, must be listed on a Transfer Credit Approval Form. These forms are available on-line at the Office of the Registrar or Office of International Programs. If you change your course selections once abroad, you are advised to contact the appropriate Transfer Credit Approval Evaluator to ensure that credit will be granted. A list of Evaluators can be found at the back of this handbook.

In most cases, students will choose their classes from among the regular course offerings at the host university. For some programs, students will be able to select from a pre-approved list of courses. Pre-approved courses are available on SIS under "Study Abroad Equivalencies". Course offerings are generally listed on the website of each host institution, and it is the responsibility of the student to review this information carefully. Keep in mind that the undergraduate program at many foreign universities is a 3-year program, which means that courses with the same title or course number are not necessarily at the same level as a similar RPI course. For example, a 300 level course at some universities is the equivalent of a graduate level course in the U.S. A matching course title does not always mean the same course content. It is very important that you familiarize yourself with the academic structure of your host university. You should carefully review the descriptions of the courses that you wish to take abroad and to compare these to the RPI equivalents for which you would like to receive credit. The Transfer Credit Approval Evaluators and/or your Academic Advisor may ask to see these descriptions before they are able to approve your course selections.

**IMPORTANT:** Please remember that the Study Abroad Transfer Credit Approval Form does not serve as your course registration. There is no guarantee the courses which you have listed and/or which have been preapproved by Rensselaer will be available to you at your study abroad site.

### **Registration at the Host Institution**

In most cases, Rensselaer plays no role in course registration at the host institution. Your Program Coordinator will advise you if this is not the case with your particular program. You should follow the registration guidelines as set by the program sponsor or host institution. Keep in mind that the credit systems at other universities are different than that of the U.S. It is the responsibility of the student to make sure that he/she understands what a full-time course load is at the host university. This varies wildly from country to country, and in some cases even among schools in the same country. Remember that you must be registered for a full-time course load (equivalent to 12 credits or more) while abroad in order to be eligible for financial aid and to defer any existing student loans. All classes must be taken for a grade; pass/fail status is not allowed.

In cases where registration does not take place until you arrive abroad, it is important to have a list of approved backup courses to choose from in the event that you are unable to register for your first choices.

Students should be aware that the registration process at many universities is not as easy or straightforward as the system that exists at Rensselaer. At many universities students will be required to physically go to each department to meet with the appropriate professor in order to be registered for his/her course. Electronic registration may not exist at your host institution, nor is a course timetable necessarily available on-line. At some universities, class lists are posted in individual departments and it is the responsibility of each student to coordinate his/her schedule by reviewing these lists. Make sure to familiarize yourself with the registration process at your host university so that you will know what to expect upon arrival.

### **Verification of Study Abroad Registration**

All students are required to maintain full time status at the host institution and must enroll in at least the equivalent of 12 Rensselaer credits. **For students going to DTU:** Once you have registered for your study abroad courses at DTU, you must return the ***Study Abroad Course Enrollment Verification Form*** and a copy of your overseas registration records. This is a requirement only for students studying at DTU, and will ensure that financial aid is not put at risk and that credit is transferred correctly towards the Rensselaer degree. The Verification Form and instructions can be found at the Office of International Programs website, and will be distributed at the Pre-departure Orientation each semester.

### **Transfer of Credit**

The transfer of credit for courses taken abroad does not occur until after an official transcript is received from your host institution. The transfer of credit is done on a course-by-course basis. If you have any questions regarding the number of credits that you will receive for a course taken abroad, you are advised to discuss this with the Transfer Credit Approval Evaluator during the course selection process and prior to departure.

### **Transfer Rules for Non-Affiliated Programs**

The transfer of credit from non-affiliated study abroad is limited to a total of 16 credits. The last 30 credits of the Rensselaer degree must be completed either at Rensselaer or on an affiliated program

### **Academic Policies Abroad**

You must comply with the policies of your specific program regarding registration, add/drop, attendance and exams. Recreational travel should not interfere with class attendance. All students are expected to stay at their host institution through the end of the established exam period and should not request a change in the exam schedule to facilitate early departure. At some universities, fall semester exams do not take place until January. Students who study abroad during the fall semester are expected to remain abroad for regularly scheduled exams.

### **Classroom Style, Assessment and Grading**

Students should not expect to encounter the same classroom style abroad as they are accustomed to at Rensselaer. In many countries, student/faculty relationships are very formal, and interaction between the two parties is minimal. Class participation is often not expected, and students will encounter lectures with no student participation and no attendance taken. In fact, in much of the world, university students are treated as independent adults and are not expected to do any more than take the final exam. In some cases, the syllabus will be nothing more than a reading list. You should not expect your professors to watch out for you or to look for you in class (although this may happen in some places), nor to follow up with you if you are struggling. It is your responsibility to seek assistance if you are having trouble with your classes. Speak directly with the professor, identifying you as a study abroad/exchange student. The staff of the international office at your host university may also be able to help you if you have academic concerns.

Assessment in many countries is based on one exam at the end of the term or academic year, unlike the system of tests, quizzes, papers and presentations that exists in the U.S. For many students, this makes things seem very easy throughout the semester: no work to do, no one following up. The problem comes at the end of the term when the entire grade is riding on the final exam. Study abroad students can and do fail courses simply because they are not prepared for the academic systems which they encounter. *Do not let this happen to you!* Speak to host country students to find out what they do to achieve academic success. Take the initiative to introduce yourself to your professors and ask them for help if you find yourself having trouble with a class.

### **Transcripts**

Once your transcript has been received by the Office of the Registrar, credits earned will be posted to your Rensselaer transcript. Your Rensselaer Study Abroad Program Coordinator will make arrangements with your host institution to have your study abroad transcript forwarded to the Rensselaer Registrar's Office. The equivalent of a C- or above is necessary in order to receive RPI credit. Grades received abroad will not be translated into the American grading scale. A copy of your study abroad transcript will go into your official RPI file, but the grades themselves will not affect your GPA. Study abroad will appear on your Rensselaer transcript only as credits earned. Courses for which you do not earn a passing grade will not appear on your transcript. Make sure to familiarize yourself with the grading system at your host university so that you know what constitutes a passing/failing grade.

At some institutions, transcripts are only issued once per year. This means that fall study abroad students may not receive an official study abroad transcript until the end of the academic year. However, in most cases it is possible to obtain an unofficial list of grades earned.

If you wish to receive an official copy of your study abroad transcript, please make arrangements with your host institution.

Regardless of your destination, you are encouraged to learn as much as possible about the policies and academic system of your host institution prior to departure. This will ensure a much smoother transition upon arrival.

## RENSELAER CODE OF CONDUCT

As a student on a Rensselaer-affiliated study abroad program or an approved non-affiliated program, you are subject to the policies and procedures of the *Rensselaer Handbook of Student Rights and Responsibilities* (<http://www.rpi.edu/dept/doso/resources/judicial/docs/2014-2016StudentHandbookrevOctober2015.pdf>). Please review this document carefully.

## FEES, BILLING & FINANCIAL AID

### Fees and Billing

#### Affiliated Semester Programs

Students on affiliated study abroad programs are charged Rensselaer tuition and will be billed as though they were on campus. Housing costs are paid by the student directly to the host institution or housing provider.

#### Non-Affiliated Semester Programs

Students participating in a non-affiliated study abroad program will pay the tuition/program fee directly to the host institution and will not be charged tuition at Rensselaer. Housing costs are paid by the student directly to the host institution or housing provider.

Both the Student Activities Fee and Health Center Fee are waived for all students who are abroad. If you are mistakenly billed for these charges, please contact Bonnie Bornt in the Student Health Center at ([borntb@rpi.edu](mailto:borntb@rpi.edu)) or Martha McElligott in the Rensselaer Union at ([mcellm@rpi.edu](mailto:mcellm@rpi.edu)).

In addition to housing costs, students are responsible for travel, board and other living expenses. These expenses will vary based on your destination and your living habits. Most study abroad programs and host institutions provide estimated budgets on their web sites or in their acceptance materials. It is the responsibility of the student to determine how much money he/she will need while abroad. The following expenses should be considered when making your budget:

- Airfare
- Room and board
- Books and supplies
- Local travel (i.e. bus or subway pass)
- Miscellaneous living expenses (recreation, laundry, sundries)
- Telecommunication expenses
- Recreational travel (during breaks or on weekends)



## **Financial Aid**

### **Affiliated Semester Programs**

Students who participate on affiliated study abroad/exchange programs are eligible for their regular financial aid with the exception of Federal work-study funds and the Rensselaer Room and Board Scholarship, which may NOT be used for study abroad. All other Rensselaer grants and scholarships may be used for affiliated study abroad, subject to the usual eligibility requirements which may apply to the awards. You should file for financial aid as you normally would. Note that financial aid disbursements/refunds are not made until the start of the academic semester at RPI. If your study abroad program begins earlier than that, you will need to make sure that you have enough money to cover your expenses until your refund is processed.

**Make sure that you update your address on SIS so that any refund checks are mailed to the appropriate place!**

### **Non-Affiliated Semester Programs**

Students participating in non-affiliated programs will only be able to apply their federal aid money to cover their expenses. **Work study funds, state scholarships/grants and Rensselaer scholarships may NOT be applied to study abroad on a non-affiliated program** If you wish to go abroad on such a program **and keep your federal financial aid**, a Consortium Agreement must be developed for you by the Office of Financial Aid. In order for this to take place you will need to provide Financial Aid with the following information:

1. Formal proof of your admission to program.
2. A list of tuition and fees (this may be printed from the web site of the host institution but must be dated and include the name of the institution in the document).
3. A list of additional costs, if any, for which you might wish to apply financial aid (flight, living expense, etc.). This may also be printed from the web site of the host institution.
4. Copies of signed Transfer Credit Approval Forms for all courses for which you will transfer credits to RPI. This form can be downloaded from the Office of the Registrar's web site as well as the Office of International Programs web site.
5. Contact information at the overseas institution or organization administering the program. This must include a contact name, mailing address, e-mail address, telephone and fax numbers.
6. File the Free Application for Federal Student Aid (FAFSA) for the year in which you will be studying abroad, as well as any other documents that may be required for your financial aid application.

**IMPORTANT:** Students must maintain full time enrollment at while abroad and must register for the equivalent of at least 12 Rensselaer credits. Students who fall below 12 credits are at risk of losing some or all of their financial aid.

All financial aid questions should be directed to the Office of Financial Aid at 518-276-6813 or [financial\\_aid@rpi.edu](mailto:financial_aid@rpi.edu).

## ACCOMMODATION

### Overseas Housing

Accommodation options vary by host institution. Options may include dormitories, student apartments or residential colleges. Students may also choose to or, in rare instances, find their own accommodation. Students will receive housing information directly from their host institution upon acceptance into the program. It is usually necessary to fill out and submit a housing application directly to the host university.

### Rensselaer Housing

Students who plan to study abroad should make the necessary arrangements concerning their Rensselaer housing directly with the Office of Residence Life. If you will be abroad for the fall semester and would like to apply for campus housing for spring, you must fill out and submit a Residence and Dining Plan Agreement. This may be done before you go, or at any time during the fall semester, but be advised that applications are processed on a first come, first served basis.

If you plan to be abroad for the full academic year or spring semester and wish to apply for campus housing for the fall semester of your return, you must contact Residence Life in early spring of your term(s) abroad. Applications for fall housing are generally not available until that time.

All housing inquiries and requests should be made to The Office of Residence Life, [res\\_life@rpi.edu](mailto:res_life@rpi.edu). It is the responsibility of the student to make contact with Residence Life and to submit all applications in a timely manner.

## WORK ABROAD

Students who wish to find an international CO-OP or other international work experience are encouraged to visit or contact the Career Center: Darrin Communications Center, Suite 209, (518) 276-6234, <http://www.rpi.edu/dept/cdc/>.

## HEALTH, SAFETY & EMERGENCY PREPAREDNESS

Your safety and well-being while abroad is a top priority. While Rensselaer has taken a number of steps to make sure that you have a safe and healthy experience, it is ultimately your responsibility to keep informed and to make reasonable decisions about what is best for you. By evaluating your own needs and planning ahead, you can do much towards ensuring a safe and healthy experience while abroad. The following sections provide important information that you should use to prepare yourself for your overseas experience, as well as guidelines to be followed in the event of an emergency.

### Medical Insurance

All RPI students are required to maintain comprehensive health insurance coverage while abroad. Students who have purchased the Student Health Insurance Plan through Rensselaer are covered while overseas. **If you are not covered by this plan, it is your responsibility to make sure that your policy provides comprehensive coverage while abroad.**

Some countries, such as Australia, require students to purchase National Health Coverage. If you will receive health coverage through the insurance system that exists in your host country, it is your responsibility to find out the extent of this coverage. Make sure that you know if it will cover you while travelling outside of the host country.

If you are not covered by the Rensselaer Health Plan and wish to purchase it, please contact Bonnie Bornt in the Student Health Center at [borntb@rpi.edu](mailto:borntb@rpi.edu). Information on plans and rates can be found at the website of the RPI Student Health Center, <http://studenthealth.rpi.edu>.

Regardless of the plan in which you are enrolled, it is important that you are familiar with the coverage that you have and the procedures that you will need to follow when using your health insurance from overseas. If you seek medical treatment while abroad, in most cases you will be required to pay for services up front and file a claim for reimbursement with your insurance company. When seeking medical treatment, be sure to keep as much documentation as possible, including the name of the doctor and medical facility, contact information for both, a written diagnosis and a receipt. You will need to submit this information when making a claim for reimbursement.

You should be able to answer the following questions:

- How do you file a claim from abroad?
- What paperwork will you need to submit to your insurance company? Does it need to be notarized and/or translated if not in English?
- Are claim forms available on-line?
- Will the insurance company send your reimbursement to you overseas?
- If you need to fill a prescription while abroad, will your insurance company reimburse you for this? What documentation will you need to submit in order to receive a reimbursement?
- Do you anticipate needing non-emergency health services while abroad? Are these services covered by your medical plan?
- If immunizations are required prior to your departure, will your insurance company cover them?
- Does your health insurance include eye care?
- Does your health plan include dental care? If not, do you have a separate dental policy?

By learning more about your insurance now, you will be better prepared to obtain routine or emergency medical care once you are abroad!

### **Health Preparation and Medications**

In preparation for your experience abroad you should:

- Have a complete physical, dental and eye exam.
- Have your physician write prescriptions for any medication that you may need to fill overseas. This should include the generic name and dosage. Note that it may not be possible to obtain certain medications while abroad.
- If possible, bring enough prescription medication to last your entire stay abroad. Discuss this option with your doctor and insurance provider. Pack all medications in their original, labeled containers and carry the prescriptions and a note from your doctor detailing the conditions for which the medications are needed and the circumstances that make it necessary to transport a

large amount (e.g. medication not available in host country). You may need to present this information to a customs or other immigration or law enforcement official.

- Make sure that it is legal to bring your medications into the country(ies) to which you are travelling. The Embassy or Consulate of the host country should be able to provide information on which medications are legal to transport.
- Make sure that all childhood vaccinations are current.
- Pack extra contact lenses and glasses.
- Visit the Centers for Disease Control website ([www.cdc.gov](http://www.cdc.gov)) to find out what immunizations may be necessary in countries to which you are planning to travel.

### **Students with Disabilities**

The stresses of travel and life in a new culture can exacerbate physical or psychological conditions that may be under control at home. Such conditions can become serious in a new environment. You are strongly encouraged to discuss with your physician or counselor how study abroad might affect any existing medical conditions. Addressing your health issues now will help you to identify the resources that you need to have a healthy experience abroad.

Students who wish to have special accommodations arranged for them abroad are strongly encouraged to complete the Study Abroad Health and Wellness Form and return to the Office of International Programs. Students who have special accommodations at Rensselaer should discuss their study abroad plans with the Disability Services for Students Office (DSS), [dss@rpi.edu](mailto:dss@rpi.edu) .

### **What is an Emergency?**

It is important to be able to distinguish between an inconvenient or unpleasant situation and a true emergency, and to know who can help you in each case. The loss of a passport, a missed travel connection, or a problem with your class schedule are probably not emergencies. An accident, serious illness or hospitalization, arrest or crime, natural disaster or terrorist attacks are examples of emergencies about which Rensselaer should be notified.

### **Emergency Resources**

**The following resources are available to you in the event of an emergency:**

#### **On-Site Staff**

All affiliated exchange programs and approved non-affiliated programs have an on-site contact person or people who are available to help international students in the event of an emergency. It is very important that you know who these people are and how to reach them. You should introduce yourself in person and attend all orientation sessions and other meetings. Familiarize yourself with the emergency policies of your host institution. If there is something you are not clear about, ask questions.

#### **U.S. State Department**

The U.S. Department of State provides a plethora of useful information on their web pages, including region and country-specific summaries, a Students Abroad site, passport and visa information and emergency preparedness guidelines. Country-specific information is available for every country in the world. These pages include information about the location of all U.S. Embassies and Consulates, immigration procedures, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information and drug penalties. They generally do not give advice, but rather present information in a factual manner so that the traveler can make his or her own decisions about travel to a particular country.

### **State Department Emergency Contact Information**

The State Department's Office of Overseas Citizens Services operates a 24-hour emergency hotline for U.S. travelers worldwide. The number from the U.S. and Canada is 1 (888) 407-4747, and from overseas is 001 (202) 501-4444. Consular personnel are available to assist American travelers 24/7. A list of contact information for U.S. embassies and consulates can be found on the [www.usembassy.gov](http://www.usembassy.gov). Consulates can help you to replace a lost or stolen passport, help your family to wire money and recommend doctors or lawyers. Consular offices cannot cash checks, lend money, release you from jail or serve as your attorney.

### **Travel Alerts and Warnings**

The State Department issues and maintains an updated list of travel alerts and warnings:

- ➔ **Travel Alerts** are issued to disseminate information about short-term security conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.
- ➔ **Travel Warnings** are issued to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate, or because of a drawdown of its staff.

### **Register Your Trip**

Registration at the U.S. Embassy or Consulate in your host country makes your presence and whereabouts known in case it is necessary for a Consular Officer to contact you in an emergency. During a disaster overseas, Consular staff assists with the evacuation of U.S. citizens. ALL STUDENTS WHO ARE U.S. CITIZENS SHOULD REGISTER THEIR TRIPS WITH THE APPROPRIATE EMBASSY USING THE SMART TRAVELER ASSISTANCE PROGRAM (STEP). If you plan to travel to a country where there are no U.S. officials, you should register with the Consulate in adjacent country. You can also register to receive Travel Warnings and Advisories. Registration is free and easy and can be done at <https://travelregistration.state.gov/ibrs/ui/>

### **SOS International**

Rensselaer has contracted with International SOS (SOS) to provide travel assistance and emergency services to all students abroad. SOS provides security and medical evacuation services, as well as a variety of health, safety, and travel-related resources. SOS services include medical advice and referrals, repatriation, travel assistance, security evacuation assistance, travel and security updates, and other regional information. SOS is **NOT** health insurance and is not a substitute for health insurance.

You do not need to enroll in the SOS program. Coverage is immediately available to all students, faculty and staff, and membership cards are distributed at the RPI Study Abroad Pre-departure Orientation. If you did not receive a card, please contact your Program Coordinator. If you lose your card, a replacement can be printed from the SOS website.

Students are strongly encouraged to review the SOS website ([www.internationalsos.com](http://www.internationalsos.com)) to familiarize themselves with a complete list of available services, coverage details, and exclusions. **It should be**

**noted that certain non-emergency services should only be used as a last resort (e.g. obtaining prescription medication and booking flights), as the SOS fees for such services is very high. Fees for all non-covered services are the responsibility of the student.**

### **Keeping Rensselaer Informed**

All emergencies should be reported to Rensselaer as soon as possible. These would include hospitalizations or serious illness, muggings, pick-pocketings or any other incidents of crime. Emergency calls made to SOS will automatically be forwarded to Rensselaer

### **Resolving Non-Emergency Issues**

The International Office at your host institution should be able to assist you in the event of non-emergency issues such as a housing problem or academic matter. However, if you are experiencing adjustment, housing, academic or other non-emergency issues that you are unable to resolve with the assistance of the on-site staff, please do not hesitate to contact the Office of International Programs or IMEP office for assistance.

### **Personal Safety and Security**

The following guidelines were developed to start you thinking about your safety and security while abroad:

Familiarize yourself with the safety and security procedures of your host institution.

Be aware of your personal surroundings. Get to know your neighborhood. Familiarize yourself with the normal pattern of activity in the area so that you will be aware of any unusual or suspicious events, and report any such occurrences to program staff or local police.

Make sure that your room and building are secure. Lock your doors at all times, and make sure your windows are securely latched. Practice caution when inviting guests to your residence.

Make sure that you know how to escape your building in the event of a fire or other emergency.

Keep alert when traveling on public transportation. Do not carry your belongings in backpack or a bag that can be easily opened. Guard your belongings at all times.

When travelling, DO NOT leave your bags or belongings unattended. Do NOT agree to watch the bags of a stranger if asked. DO NOT agree to transport a package or suitcase for anyone, or to carry unknown belongings in your luggage.

Do not draw attention to yourself in your dress or behavior. It is your responsibility to learn about the customs of your host culture and to behave and dress accordingly. Keep in mind that in many cultures, people do not make eye contact, shake hands or say hello to strangers. Prepare yourself by doing research on your host culture in advance of your trip.

Sexual harassment exists around the world. If you experience any form of sexual harassment, make sure to inform the on-site program staff immediately. Keep in mind that attitudes towards women vary

widely, and you may encounter situations that are very different from what you are accustomed to in the U.S.

Stay in touch with your program staff and make sure that someone always knows your whereabouts.

Be careful about divulging information about yourself and your program to strangers.

Remember that the laws of the U.S. do not apply in other countries. While abroad you are subject to the laws of your host country and to those of any countries that you choose to visit. It is your responsibility to familiarize yourself with these laws. In particular, students are advised to make themselves aware of laws regarding alcohol and drug use. In some countries, stiff penalties apply for the possession of even a small amount of an illegal substance. The country-specific information sheets at the U.S. State Department provide information about drug and alcohol penalties, as well as other laws that may be relevant to U.S. citizens.

In many countries it is forbidden to take pictures of military installations, border areas and government buildings. If you are in doubt about whether you may take a photo, ask permission first.

Although anti-American sentiments are decreasing in many parts of the world, it is generally wise not to advertise yourself as a U.S. citizen in environments where Americans may be the target of a violent or other attack.

Do not travel alone, especially at night. Stay in well-lit and well-travelled areas at all times.

When looking for a hotel, do your research first. Make sure that you are staying in a safe area and a secure facility.

The legal age for the consumption of alcohol is lower in many countries than in the U.S., and this causes some study abroad students to drink far more than they normally would or should. University students in many countries do not practice binge-drinking. If you choose to drink alcohol, do so modestly. Excessive alcohol use can put you in situations that are dangerous and/or illegal. Make sure that you are aware of the laws and customs of your host country, as well as those of your host institution, as they apply to alcohol use.

Students are discouraged from driving abroad. If you do choose to drive, be aware that your U.S. driver's license may not be valid. It is your responsibility to obtain a valid international driver's license and to make sure that you know the rules of the road before driving.

Use common sense at all times.

### **Emergency Action Plan (EAP)**

The Center for Global Education at Loyola Marymount University has developed steps for creating an Emergency Action Plan. This information will help you to devise a personal plan of action to follow in the event of an emergency, and should be read carefully. The EAP steps can be found at the back of this handbook.

## PASSPORTS, VISAS & OTHER IMPORTANT DOCUMENTS

It is the responsibility of the student to have a valid passport and to obtain any required visas (entry permits). U.S. citizens need valid passports for all travel abroad, and you should keep your passport with you at all times while travelling.

### How to Apply for a U.S. Passport

You should apply for your passport as soon as you have made the decision to study abroad, and at least 3 months in advance of your departure date. If applying for a passport for the first time, replacing a lost or stolen passport, or renewing a passport issued more than 15 years ago, you must apply in person. Passport applications are accepted at many post offices, authorized Passport Agencies, some public libraries and at many state, local and township government municipal offices. Renewals may be done by mail as long as the expired passport was acquired at age 16 or older.

In addition to the passport application, first time applicants must provide evidence of citizenship, 2 identical photos and a fee. Detailed application instructions, a list of passport facilities and other helpful information is available at the U.S. Department of State Passport Homepage, <http://travel.state.gov/passport>.

### Some general passport guidelines:

- If your passport needs to be mailed for any reason, you should use a traceable mail service such as FEDEX.
- Passports should be valid for at least 6 months beyond the end of your program.
- A photocopy of your passport should be left with your parent or guardian.
- While in your host country, your original passport should be kept in a secure place, and a copy carried with you at all times.

### Visas

A visa, or entry permit, is a stamp or attachment in your passport that allows you to enter a specific country for a certain period of time. A visa is issued by the country that requires it. It is your responsibility to determine if a visa is necessary for entry into your host country and any other countries where you plan to travel, and what the requirements are. Most study abroad programs will send visa information to you with your acceptance materials. If you have any questions about whether or not you need a visa, visit the website of the Consulate of your host country, or contact your host institution.

## PRACTICAL INFORMATION

### Learn About Your Host Country

In preparation for your study abroad experience you are advised to learn about your host country and culture. Make yourself aware of the type of government and political situation that exist, current



events, and important cultural aspects of your host country. A great way to learn about what is going on in your host country/city is by reading a local newspaper.

If you will be studying in a county where English is not the language spoken, make an effort to learn at least a few phrases in the native language. Not only will this make it easier for you to get around, but your efforts will most likely be appreciated by residents of your host country.

### **What to Pack**

The general rule of thumb is not to pack more than you will be able to transport yourself from the airport to your residence. If you bring more luggage than you are able to carry, you will need to make sure that you are able to pay for a taxi from the airport (versus taking a shuttle or public transportation). Remember that airlines also have weight limits for baggage, and luggage exceeding this limit will be assessed a fee. Remember, too, that you will likely accumulate some clothing while abroad, as well as gifts and souvenirs. Save extra room in your luggage for these things.

### **When deciding what to pack, keep in mind the following factors:**

- Weather conditions – will you need boots or rain gear? What type of coat should you bring?
- What are your intended activities (e.g. sports activities, hiking, cultural excursions, etc.) and bring the appropriate attire. Males should bring a jacket and tie, and women a dress or skirt.
- In many places it is not unusual for students to wear the same outfit more than once a week, perhaps even two days in a row. With this in mind, you probably won't need to bring as much clothing as you think.
- University attire in most places in the world is generally dressier than in the U.S. Sweats would not typically be the norm.
- Make sure that you are sensitive to local customs regarding acceptable dress codes.
- Valuables, such as expensive jewelry, should be left at home.

### **Make sure to pack the following items:**

Comfortable walking shoes!

Electrical converters and adapters.

Prescription medications, extra glasses and contacts. Depending on your destination, you may also want to bring contact lens solutions. Although available in most places, they tend to be more expensive than in the U.S.

Extra passport sized photos.

You may wish to bring small gifts to share with the people you meet abroad. A book about the U.S. or your home state or small Rensselaer gifts such as key chains and hats may be good options.

A guidebook and a journal.

Passport and visa, plane ticket, SOS card, Emergency Wallet Card (at the end of this handbook) and copies of all important documents and credit cards.

## **Power of Attorney**

Students who wish to assign Power of Attorney may consult Student Legal Services in the Rensselaer Union. There will be a small fee for this service.

## **Photocopies**

Students should make at least two copies of all important documents, including passport, visa, acceptance letter, travel itineraries, driver's license and the credit cards that you plan to bring with you. One copy of these documents should be left at home with a parent or guardian, and the other brought with you overseas and stored in a safe place. It will be much easier to replace lost documents, such as your passport, if you have a copy of the original.

## **Money Matters**

Students are encouraged to review acceptance materials from their host institutions and to speak to returnees for tips on how to best handle money while abroad. You should try to have some local currency with you when you arrive, especially if you plan to arrive at night or on a weekend when banks and currency exchanges may be closed.

The following are examples of how you may be able to access or carry your money while overseas:

- ➔ ATM Cards allow you to access your U.S. bank account from abroad. ATM machines are available worldwide in most large cities, but may not exist in small towns or remote locations. You should check with your bank about withdrawal fees, network access (e.g. Cirrus) and daily withdrawal limits.
- ➔ Travelers Checks can be cashed at most banks and currency exchange offices. A commission fee is usually charged, although this may not be the case when cashing American Express Travelers Cheques at an American Express office. Traveler checks can be replaced if lost or stolen. Make sure to keep a record of the serial number separate from the checks.
- ➔ Most common credit cards are regularly accepted worldwide, although probably not in remote areas or small or independent establishments. Some credit card companies charge a fee for transactions made in foreign currencies, and you should look into this before you go. Similarly, fees are generally charged for cash withdrawals made with credit cards.
- ➔ Opening a bank account may be a good option for locations where ATM access is not available or convenient. Make sure that you research the banking options in your host country before trying to opening an account. In some countries, a minimum stay is required in order to open an account, while in many countries bank accounts are not used as they are in the U.S.
- ➔ Money wires, international bank drafts or Western Union are all ways of having money transferred to you, but substantial fees may apply.

## **Computers**

Computer facilities at your host institution may be more limited than what you are accustomed to at Rensselaer. You should check your program materials to determine the availability of computer facilities and services. Important computer information for students who plan to study abroad is available from the Mobile Computing Program at <http://dotcio.rpi.edu/services/laptops> . If you plan to bring your laptop abroad, make sure that you are aware of the differences in the voltage in other countries. You may need to purchase an adapter or converter. You should register your laptop with U.S. Customs before you leave. Keep your laptop in your sight at all times while travelling; laptop theft is prevalent in airports, especially at security checkpoints. Do not send your laptop through a security conveyor belt unless you are certain that you will be the next person through to collect it. As an extra precaution, you may wish to consider insuring your laptop. Please see the Mobile Computing Program website for more information on this at <http://dotcio.rpi.edu/services/laptops/mobile-computing-program-faq> .

## **Telephones**

It is highly recommended that all students have a cell phone to use while abroad. Most standard U.S. cell phones do not work outside of the U.S. Before leaving for abroad you may want to check with your cell phone provider to see if they can temporarily upgrade you to a system that will work abroad. Before purchasing a new phone or plan, you are encouraged to read an article on international cell phone use that appeared in *Independent Traveler.com*, <http://www.independenttraveler.com/resources/article.cfm?AID=552&category=3>.

Many countries have pay phones that are operated via a phone card. You should purchase a phone card to use in the event that your cell phone is not working. Make sure you know how the phone card works.

## **Keeping in Touch**

Please remember to call your parents to let them know that you have arrived safely. Establish a system of communication with your parents so that they can expect to hear from you on a regular basis. As soon as you are settled and have an address abroad, please send your contact information to your Rensselaer Program Coordinator.

## **Absentee Voting**

All registered U.S. voters are eligible to vote while abroad. The Federal Voting Assistance Program, [www.fvap.gov](http://www.fvap.gov), can provide you with information on absentee voting. Don't forget to exercise one of your most important rights while abroad: the right to vote!

## **TRAVEL**

### **Travel to Your Study Abroad Program**

Students are responsible for making their own international travel arrangements unless advised otherwise by their Program Coordinator. Some travel agencies, such as STA Travel ([www.statravel.com](http://www.statravel.com)) and Student Universe ([www.studentuniverse.com](http://www.studentuniverse.com)) offers discounted fares to both students and educators.

### **Rail Passes**

If you plan to travel within Europe you may want to consider a rail pass. Information can be found at [www.raileurope.com](http://www.raileurope.com) and [www.eurail.com](http://www.eurail.com). Some rail passes must be purchased in the U.S., so make sure to look into this before you go.

## **Hostels**

Many students opt to stay in youth hostels when travelling abroad. Hostels provide inexpensive, dormitory style accommodations. They often provide laundry services and some meals. For additional information and to obtain the Hostelling International card, visit [www.hiusa.org](http://www.hiusa.org).

## **ISIC**

You may wish to purchase an International Student Identity Card (ISIC) for your time abroad. ISIC cards are recognized around the world and offer discounts to museums, theatres and other attractions. Visit [www.myisic.com](http://www.myisic.com) for details.

## **CULTURAL ADJUSTMENT**

### **The Phases of Cultural Adjustment**

For many people, the study abroad experience consists of a series of emotional highs and lows often referred to as culture shock, or cultural adjustment.

When you first arrive in your host country everything around you will probably be new, different and exciting. You may enjoy the distinct character of sights, sounds, gestures and other aspects of the culture that flood your senses. This initial period, known as the honeymoon stage, is characterized by feelings of fascination, exhilaration and a desire to learn more about the culture.

After several weeks, when you have settled into a daily routine, the aspects of your new culture that were exciting when you first arrived may begin to wear on you. You may be frustrated with your inability to communicate as well as you are able to at home, with the differences in the educational system and with the need to develop habits and routines that are different from what you are accustomed to. These frustrations may manifest themselves in feelings of exhaustion, loneliness and irritability. What you should remember is that these feelings are completely normal. They mean that you are adjusting to life according to the norms of your host culture.

### **Coping Mechanisms for Cultural Adjustment**

During this difficult period it is important to take care of yourself, and there are several things that you can do:

- Remember that what you are experiencing is normal.
- Although it may be easiest to befriend only other American students, try to make an effort to meet your host country peers. Interacting with people from your host country will enable you to learn more about your host culture and to become a part of it.
- Keep a sense of humor and get involved. Find out what clubs exist at your home institution and join something that interests you.
- Find places to go that make you happy and give you a sense of belonging, like a café.
- Avoid the temptation to spend your time e-mailing with friends back home.
- Read local newspapers and magazines so that you are aware of what is going on in your host community.

As you make friends, develop a routine and new habits of your own, and learn more about your host culture, you will almost certainly begin to feel better. You may adapt to some of the cultural differences that exist, and will hopefully develop tolerance towards the aspects of your host culture that are difficult to accept or adjust to. You will ultimately emerge from this experience having learned a lot about yourself and your host culture.

### **Reentry and Reverse Culture Shock**

For many students, returning to the U.S. is far more difficult than arriving in the host country. This readjustment process is known as reverse culture shock. It is important to recognize that the readjusting to your home country will affect you just as culture shock did when you arrived in your host country. You may find that it is very difficult to pick up where you left off. The following tips may help you to deal with the process of readjustment:

- Bring back souvenirs and other reminders of your experience, such as pictures and music that you listened to while abroad.
- Keep in touch with friends made while abroad.
- Stay current with news and events of your host country.
- Recognize that time did not stand still when you were gone. Show an interest in things that happened while you were away in addition to sharing stories about your experiences.
- Stay involved in the study abroad process by sharing your experiences with students who are planning to go abroad themselves.
- Stay in touch with your Study Abroad Program Office at RPI and get involved in returnee activities such as the Study Abroad Fair and Pre-departure Orientation.
- Volunteer to assist with exchange students activities. This is a great way to meet students from the country in which you studied and to help them with the transition to life at Rensselaer.

The following emergency guidelines were created by The Center for Global Education at Loyola Marymount University. This information will help you to devise a personal plan of action to follow in the event of an emergency, and should be read and completed carefully.

## Personal Emergency Action Plan (EAP)

Knowing the answers to the questions found below can be a good first step in helping to keep yourself safer in an emergency by creating a personal EAP. If you need help drawing a map, finding escape routes or writing emergency preparedness directions/steps, consider asking yourself the following series of questions. You should really try to include answers to all of these questions in your personal EAP:

### **Know Where to Go**

Where should you go first in an emergency, and what method of transportation will you use to get there?

---

Be aware of all your emergency transportation options. Know the numbers for the following:

Airport:	_____	Bus Station:	_____
Train Station:	_____	Metro Station:	_____
Rent-a-Car:	_____	Boat/Ferry/Port Authority:	_____

### **Know Your Emergency Contact Information**

In addition to your personal emergency contacts, we also recommend you look up/ask for the numbers for the following individuals and agencies nearest to your study abroad and/or travel location(s):

City or country's 911 equivalent:	_____	Local Government/Visa office:	_____
Consulate/Embassy:	_____	Police:	_____
Fire:	_____	Hospital:	_____
Post Office:	_____	Translator Service:	_____
Lawyer:	_____	Red Cross:	_____
24-Hour Assist/Insurance Hotline:	_____	Other:	_____

Who will you call first, second, third, etc. in an emergency?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Do your emergency contacts have each others' phone numbers so they can communicate and relay information about you to each other?

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What are some alternate ways of communicating with your emergency contacts?

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The following are some communication options you may have available:

Telephone	Cell Phone/Text Message
Satellite Phone	Fax
E-mail/Internet	PDA/Palm Pilot
Post Office/Express Mail Service	Wire Service

Who would you like those assisting you to contact in the event of your illness, injury, incarceration, kidnapping, etc...?

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Do all of your emergency contacts know what your wishes are in the event of your serious injury or death?

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Where does your nearest emergency contact live, and how fast can you get to him/her?

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### ***Back-up Plan/Special Conditions***

If the situation does not permit you to follow the original emergency plan, what is the back-up plan (Plan B)?

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Are there any other special conditions to consider which are unique to your situation (i.e. weather conditions/hazards in your region of study/travel, a personal physical handicap, poor public transportation or phone service in your area...)?

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## Emergency Kit/Money

Which items do you still need to add to your emergency first aid kit before it is fully stocked and ready?

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Do you have emergency cash reserves, travelers' checks, credit cards, etc. on-hand, in case you can't count on banks/ATMs, or get to a bank/ATM?

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Using the emergency supplies and reserve money you have set aside, for how many days would you be able to sustain yourself, and what would you use each day?

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## Emergency Action Plan (EAP) Steps

Print out the EAP Steps. Attach the appropriate documents and bring necessary items with you. In case of an emergency, follow the EAP Steps.



Documents that should be attached to your EAP:

1. Copy of Passport and Visa (where applicable)
2. Copy of Emergency Assistance Hotline Information
3. Copy of Insurance Card/Information
4. Copy of Area Maps/Safe Routes
5. Copy of Emergency Card
6. Copy of Communication Sheets
7. Copy of Traveler's Check Receipts
8. Information Release and Approval for Medical Emergency Care Form (contacts & care approval)
9. Special Medical Needs Treatment Information
10. Power of Attorney
11. Copy of Home & International Drivers Licenses

Items that you should have with you at all times:

1. **Communication Device(s)**  
Cell phone, PDA, Phone, Calling Card (a program Satellite phone may help in remote locations)
2. **Funds**  
Local \$s, US\$, Travellers Checks, ATM/Credit Card
3. **Sample Emergency/First Aid Kit**  
Flashlight, water (or purification tablets), whistle, pocket knife (not on plane), adhesive bandages, elastic bandage (ace-type), antibiotic ointment, gauze pads, first aid tape, scissors, sun block, lip ointment, burn cream, passport, aspirin/pain reliever, am/fm radio, map, batteries, insect repellent, rain poncho, prescription/medication, thermal blanket, toilet paper, glasses, contacts/saline solution. *(varies by location and personal needs)*



Steps to help you stay calm and use your EAP more effectively in an emergency:

STEP ONE	<b>Remain calm.</b> Take a deep breath. You will need a clear head in order to focus on your next move.
STEP TWO	<b>Assess the situation/Get Advice from Program Staff.</b> Identify in what kind of emergency situation you find yourself. Contact program staff for advice. An emergency/crisis can be: <ol style="list-style-type: none"><li>1. Personal: Accident/Injury, Death, Illness, Family Problem, Sexual Assault, Kidnapping, Arrest, etc.</li><li>2. Regional: Natural/Environmental Disaster, Civil Unrest, Political Uprising, Terrorist Attack, War Outbreak, etc.</li></ol>
STEP THREE	<b>Take Action.</b> Exercise good judgment. Follow your evacuation plan/written instructions/maps you have developed as part of your EAP to help remove you from the emergency and get you to a safer location where you can get help. Remember the alternate transportation options you have available.
STEP FOUR	<b>Get in touch.</b> Now that you are in a safer and more stable location, update others about your situation. Using a method of communication at your disposal, get in touch with your emergency contacts so they can help you. Have them assist you in finding what you need (medical care, transport, a lawyer, etc.) <ol style="list-style-type: none"><li>1. Take care of yourself. While you are waiting for your contacts to assist you, or in case you cannot reach anyone to assist you, use your emergency kit. Take out the supplies you need to keep yourself healthy (bandages, food, jacket, radio, etc). You may need additional/continuing medical care and/or personal/psychological counseling.</li><li>2. Keep Trying. If you cannot get a hold of anyone to help you (because phone lines are down, you are trapped, etc) don't give up. Try alternate methods of communication and transportation until you are able to reach someone. If you need to move to another location, let others know and leave a written description of where you are going.</li></ol>
STEP FIVE	<b>Move to a more permanent location.</b> After you have removed yourself from any immediate threat, regrouped at a safer location, and gotten in touch with your emergency contacts, you may need to move to a more permanent location for treatment/assistance. Consider your transportation options and get yourself to the appropriate location (hospital, police station, embassy/consulate, contact's home, counseling center, etc.)
STEP SIX	<b>Stay in touch.</b> Maintain contact and update your emergency contacts on your condition. It would be useful to have a "communication tree" whereby your emergency contacts can collaborate to help you through the emergency situation (you may need to have privacy release forms in place for this to happen).
STEP SEVEN	<b>Evaluate and revise your EAP.</b> After the emergency is over, and once your condition has stabilized, evaluate your EAP and use what you've learned to revise it in case of future emergencies (Please provide feedback to the LMU Center for Global Education about how other students might learn from your experience).

## STUDY ABROAD TRANSFER CREDIT APPROVAL EVALUATORS

### ***To the Student:***

The faculty and academic advisors listed below are responsible for approving the transfer of credit for study abroad students. You should provide these individuals with descriptions of the course(s) that you wish to take overseas as well as with a list of the corresponding Rensselaer courses for which you would like to be granted credit. A completed and signed Transfer Credit Approval Form (available from the Registrar's Office or the OIP website) must accompany your study abroad application. Please note that the transfer of credit does not occur until an official transcript is received from the host institution. A grade of **C-** or better must be achieved in order to receive Rensselaer credit.

**Note to SoE Students:** Signatures for all engineering courses are required only from the Evaluator in your major department - a signature from your Academic Advisor is *not* necessary. In addition, you will need the signature of Associate Dean Linda Schadler.

<u>DEPARTMENT</u>	<u>EVALUATOR</u>	<u>CAMPUS LOCATION</u>	<u>CONTACT INFORMATION</u>
Architecture	Ms. Lecia O'Dell	103 Greene	<a href="mailto:odelll@rpi.edu">odelll@rpi.edu</a>
Biology	Professor Harry Roy	3C07 Science Center	<a href="mailto:royh@rpi.edu">royh@rpi.edu</a>
Biology (Accelerated Physician-Scientist Prog.)	Professor Harry Roy	3C07 Science Center	<a href="mailto:royh@rpi.edu">royh@rpi.edu</a>
Biochemistry/ Biophysics	Professor Harry Roy	3C07 Science Center	<a href="mailto:royh@rpi.edu">royh@rpi.edu</a>
Bioinformatics & Molecular Biology	Professor Harry Roy	3C07 Science Center	<a href="mailto:royh@rpi.edu">royh@rpi.edu</a>
Business & Management	Ms. Beth Ann Macey	3210 Pittsburgh	<a href="mailto:maceyb2@rpi.edu">maceyb2@rpi.edu</a>
Computer Science	Mr. David Goldschmidt	209 Lally	<a href="mailto:goldschmidt@gmail.com">goldschmidt@gmail.com</a>
Chemistry	Professor Ron Bailey	117 Cogswell	<a href="mailto:bailer@rpi.edu">bailer@rpi.edu</a>
Engineering			
BME	Prof. Uwe Kruger	JEC 7 <sup>th</sup> Floor	<a href="mailto:krugeu@rpi.edu">krugeu@rpi.edu</a>
CBE	Assoc. Prof. Pankaj Karande	3217 Biotech Bldg.	<a href="mailto:karanp@rpi.edu">karanp@rpi.edu</a>
CEE	Prof. Michael O'Rourke	JEC 4046	<a href="mailto:orourm@rpi.edu">orourm@rpi.edu</a>
ECSE	Mr. David Nichols	JEC 6046	<a href="mailto:Nichols@ecse.rpi.edu">Nichols@ecse.rpi.edu</a>
ISE (DSES)	Prof. Bill Foley	5211 LOW	<a href="mailto:foleyw@rpi.edu">foleyw@rpi.edu</a>
MANE	Ms. Marie Dieffenbach	JEC 2012	<a href="mailto:dieffm@rpi.edu">dieffm@rpi.edu</a>
	Prof. Catalin Picu	JEC 2048	<a href="mailto:picuc@rpi.edu">picuc@rpi.edu</a>
MSE	Prof. Daniel Gall	204 MATLS	<a href="mailto:galld@rpi.edu">galld@rpi.edu</a>
Earth & Environmental Sci.	Prof. Frank Spear	1W04 Science Ctr.	<a href="mailto:spearf@rpi.edu">spearf@rpi.edu</a>
Environmental Science	Prof. Richard Bopp	369 MATLS	<a href="mailto:boppr@rpi.edu">boppr@rpi.edu</a>
Humanities, Arts & Social Sciences	Prof. Michael Kalsher	301F Carnegie	<a href="mailto:kalshm@rpi.edu">kalshm@rpi.edu</a>
Information Technology & Web Sciences	Ms. Linda Kramarchyk	202 Lally	<a href="mailto:kramal@rpi.edu">kramal@rpi.edu</a>

**Math**  
**Physics**

Prof. Harry McLaughlin  
Prof. Peter Persans

333 Amos Eaton  
1C10 Science Center

[mclauh@rpi.edu](mailto:mclauh@rpi.edu)  
[persap@rpi.edu](mailto:persap@rpi.edu)

### **MUST DO CHECKLIST**

- Read Study Abroad Handbook and ask questions
- Obtain a passport. If you have a current passport, make sure that it is valid for at least 6 months beyond the end of your program.
- Register your Passport with the U.S. State Department
- Obtain all necessary visas
- Have all necessary immunizations
- Purchase airline tickets
- Complete and return all required forms to Rensselaer and your host institution, including:
  - Study Abroad Medical History Form (return to Student Health Center)
  - Conditions of Participation and Liability Waiver (return to OIP)
  - Rensselaer Accommodations form (optional)
- Register for classes at your host university (if program requires you to do so prior to arrival)
- Return all required forms to host university, including housing applications
- Make necessary arrangements concerning Rensselaer housing with the Office of Residence Life
- Check your financial aid status
- Update your address in SIS
- Discuss all plans with your parents and agree on method of communication that you will use once abroad
- Students going to DTU: Once you have registered for study abroad classes complete the [Study Abroad Course Enrollment Verification Form](#) and return to Office of International Programs.