



The Frank J. Guarini Institute
for International Education
at Dartmouth

Student Handbook for Off-Campus Programs



Welcome to Off-Campus Programs!



Congratulations on your decision to study away!

The Frank J. Guarini Institute for International Education is here to help support you as you prepare for your term away. Off-campus programs are an important extension of Dartmouth's undergraduate curriculum, offering opportunities to study other cultures and disciplines in depth. More than half of all Dartmouth students spend a term off campus, domestically and abroad, which makes these programs a unique component to the undergraduate experience.

Faculty-Directed Programs

Our faculty directed programs are carefully designed and led by Dartmouth faculty and focus on a broad range of specialized areas of academic interests. Dartmouth study away programs are incredibly unique in the sense that they provide in residence credit and offer the same academic rigor you would expect from a term on campus. Programs have been designed to be financially accessible to all students.

Exchange Programs

Our exchange programs provide opportunities for students to focus on a broad range of specialized areas of academic interests. Dartmouth-sponsored exchange programs are incredibly unique in the sense that students can immerse themselves in new academic and social environments while earning credit and experiencing the same academic rigor you would expect from a term on campus.

Our office works closely with Financial Aid Office to offer guidance and support to meet the financial need of aided students just as we do when they are studying on campus. Regardless of whether you are in Santa Fe or Santander, Atlanta, or Paris the services and support available to you at Dartmouth follow you during off-campus programs so please don't hesitate to access the campus resources available to you as you prepare for a successful term away.

Best wishes for an enriching experience!

John Tansey, Executive Director, The Frank J. Guarini Institute for International Education

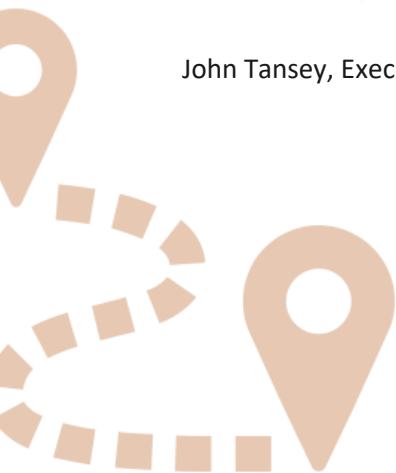


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Off-Campus Program Roles & Expectations



Important Information About this Handbook

The information in this handbook is applicable to all students going on Dartmouth-sponsored off-campus programs (exchange and faculty-directed programs). Please carefully review and familiarize yourself with the policies and resources in this handbook prior to your departure. Some of the information provided is intentionally redundant to illustrate its importance.

We recommend you save this handbook in physical and digital locations for ease of reference while you are traveling.

For faculty-directed programs, program-specific supplemental information (also known as the “**Pre-Departure Guide**”) will be added to your program application documents in TerraDotta ([the student application portal](#)) and sent via email **two months prior** to your program departure.

Phases of Off-Campus Study

This handbook focuses on the Preparing to Study Away and While Away phases of off-campus study. Information regarding the other phases (Exploring, Applying, and Returning are found primarily on [our website under Preparing to Go](#)).

The Frank J. Guarini Institute for International Education

The Guarini Institute provides leadership and direction for the College’s rich portfolio of credit-bearing off-campus programs. If you have questions, please email Guarini.Institute@Dartmouth.edu.

Faculty Director

Faculty directors provide the academic, intercultural, and administrative leadership that enable the program to succeed. While off-campus programs vary in format, faculty directors usually teach one course and supervise the overall program curriculum.

They work with local faculty and staff to ensure that the grades for all courses are recorded at the end of the term. In addition to their teaching role, they supervise and direct students in the academic and intercultural goals of the program both before departure and during the program. They are also responsible for the supervision and welfare of the participants in the program.

Each program’s faculty director is listed on the [website page for that program](#).

Program Partners

The Guarini Institute works with various partners to provide customized support for most faculty-directed off-campus programs. Partners are carefully selected and have well-trained staff that support study away programs year-round at the program location. In most instances, onsite partners are supported by experience staff at a headquarters that is U.S.-based. Guarini's program partners provide a variety of support services customized to meet the needs of individual programs which tend to include a comprehensive orientation, support for program logistics and program payments, and assistance with participant health, safety, and security matters.

The Guarini Institute retains control of program design and academic quality, although we welcome suggestions from our partners in this area as we strive to continually strengthen our offerings.

Student Expectations

Students are responsible for all the information shared with them related to the application (pre-decision) and preparing to go away (post-decision) process.

Students are the primary recipient of all program-related details, and it is expected that they complete all the necessary post decision materials and review all the conditions associated with maintaining eligibility to participate in a program.

Appendix A contains links and details about the materials and **deadlines**.



Budgeting Your Time Away



Financial Aid & Off-Campus Programs

To enable all qualified Dartmouth undergraduate students to have the opportunity to take part in off-campus programs, the College endeavors to adjust its normal financial aid awards for students already receiving aid. Tuition and expected family contribution for Dartmouth's off-campus programs are the same as for an on-campus term.

Determining Off-Campus Program Costs

All costs, including airfare and spending money, are considered when determining the cost of an off-campus program. Any costs in excess of a typical term in Hanover are met with additional Dartmouth **Scholarship Funds**. Loan assistance is offered to replace the employment that would normally be included in an on-campus term.

Students are responsible for purchasing their own plane ticket and, in many cases, meals (the “**program budget sheet**” details what is included in the costs). Often this means that part of the expected family contribution is used towards these costs rather than for tuition. For help sorting out who pays what and how, a visit to the **Financial Aid Office** is often advisable.

[See more about studying away on Financial Aid.](#)

Program Budget Sheets

About Program Budget Sheets

Each program is unique in terms of costs. We strongly encourage students to begin planning early on to have sufficient and supplemental funds for their term off-campus.

Where is the Program Budget Sheet?

Budget sheets for each program are available within your **program application** by clicking on the “Program Info” tab. They are also viewable within the program webpage under the “Program Budget Sheets” heading. These budget sheets are updated for each term the program runs and are available about 8 weeks before the program start date.

Program Budget Sheets Explained

Program budget sheets are categorized by billable and non-billable items.

Billable Items

Billable items are fixed. These costs will be billed to your student account at Dartmouth and usually only include tuition, fees, and room and board costs. For students receiving aid, these costs are covered the same as an on-campus term.

Accommodations and Food

Room and Board fees cover the cost of housing, provided meals, and sometimes includes a local

transportation pass. Each program is different and information about what is included is in the program's detailed budget sheet.

In most cases, housing is included and will be billed to your Dartmouth student account along with tuition as room and board costs. In rare cases you will pay your landlord directly for housing. Please check the program budget sheet and/or tuition and fees section for your program as listed on the [Guarini Institute website](#) for program-specific information.

Non-Billable Items

Non-Billable items are variable. These costs consider current prices on location, student feedback from program evaluations, and are our best estimates based on the average spending needs of a student (e.g., the amount you spend can increase or decrease according to your lifestyle and inflation). We provide these estimates so that you have an idea how much to budget for out-of-pocket expenses during the program.

We have broken these items into categories so you can properly budget your time away and these are reported to the Financial Aid Office. These categories include the costs of roundtrip airfare to/from Boston, food not already provided by the program, local transportation costs, miscellaneous spending money, course textbooks, and associated entry fees such as visa fees (if applicable). Further information about what each of these budget items includes is explained in more detail below.

Round-Trip Transportation to/from Program

Transportation cost estimates includes transportation from campus to Boston and back and a round-trip flight.

Meals Not Provided by Program

This category provides an average cost estimate for any meals not already included in the program. The included meals are explained in the program's budget sheet. Students will be

responsible for covering the costs of meals, board, and lodging not offered by the program. Plan and estimate your costs for meals that aren't included in the program fee (specified in the notes section below the budget values section of the budget sheet).

Visa Fees

Generally, most programs don't require students to get a visa. To learn more about visas and to check if your program location requires you to obtain one before departure, see our [webpage on Passports & Visas](#).

Miscellaneous

Miscellaneous expenses are for personal spending money, out-of-pocket expenses, extra food or snacks, and non-program related traveling/transportation.

Budgeting

Plan Ahead

Study away can come with new or different costs compared to a term on-campus at Dartmouth but studying away can still be affordable. There are many strategies students can use to help with money management while on program. This [currency converter](#) may help you to understand prices better.

Please note that you **cannot** borrow from Dartmouth College should you need more money--though the Financial Aid Office may be able to assist by offering a student loan. It is not appropriate to ask your hosts for money and please be considerate about any specific requests associated with making purchases on your behalf.

Start Saving Early

Something worth considering is comparing the [cost-of-living index](#) of your program's destination to your home location or other locations you may be familiar with. Also, as

soon as you decide to study away, start saving—it may be worth it to sacrifice some material things here and there for the incredible experience that awaits!

Onsite & Local Transportation Costs

Students may have access to local metros, trams, and buses depending on the location of their program. Budget for additional costs if you plan on traveling often. You can also research various methods of transportation before you leave for the program.

IMPORTANT NOTE:

Driving any sort of motorized vehicle while on program is absolutely forbidden.

Find Free Fun

There are several groups all over the world whether they are found via social media or some other community network that provide great insights into low- or no-cost entertainment. As a student you may also be eligible for discounts (and free entrances) at museums and other cultural activities so be sure to bring your Dartmouth ID with you to access these discounts!

For more tips how to [successfully manage money during travel please visit Diversity Abroad's website.](#)

Discounted Experiences Apps

There are mobile apps and websites that can help you save money on food and experiences. Below are some examples.

- **StudentBeans** and **UNiDAYS**: Two different apps that both offer student discounts on activities, tours, and at retail stores. See Check their websites for [countries covered by StudentBeans](#) and [countries covered by UNiDAYS](#).
- **TodayTix**: App and website that offers discounts to last-minute tickets to Broadway and West End shows. *Offers discounts for*

shows in London and major US cities.

- **Too Good to Go**: App that connects users to restaurants and bakeries with unsold surplus food, which can be purchased at a significant discount. *Covers North America and major European cities.*

Making Your Budget

Make a budget and determine a strategy for staying on track--you can use this [student OCP budget spreadsheet](#) created by a Student Alumni Mentor. Consider these tips as you build your plan:

- **Card Information**. Give your credit card contact information including phone number to a family or friend in case you lose your card. That way, it is easier to navigate getting a replacement card.

Contact your bank and credit card companies in advance of travel so that they do not freeze or cancel your accounts as soon as they see new patterns of use!

It may also help to be a signatory on a family member's credit card - this is a good source of emergency money if they will allow you to do it.

- **Cash**. Travel with enough cash for emergencies but plan to use ATM or credit cards so that you do not attract a lot of attention with cash.
- **Determine what amount you must spend daily**. Try creating a cost breakdown for a routine day and a free day. Items to include may be transportation, laundry, meals, treats, entrance fees, etc. Identify a set amount of money going into your term for out-of-pocket expenses then divide this budget by the number of months you will be studying away.
- **Make a sub-category in your food budget called "coffee with friends"** — and

remember it's okay to sometimes just meet up and not buy coffee!

- **Bring a refillable water bottle with you everywhere.** Water may not be free at restaurants and those bottles could add up.
- **Plan out your food for the day and/or week before you leave the house.** There may be a lot of tempting options “on the go” and they could add up if you don’t have a plan. This doesn’t mean you can’t be spontaneous so build in an “on the run” fund for eating out or treating yourself.
- **Cook for yourself.** It’s always more economical—and can teach you a lot!
- **Prioritize and Compromise.** If an out-of-town excursion or a night out on the town could impact your ability to stay on track with your budget consider going to dinner and find some free activities or spend your funds on visits and eat at home so you can still fun, but at half the cost. Decide what is most important to you and prioritize based on that.
- **Consider your lifestyle** (i.e., frequency of attending the theater and concerts, dining out, and travel plans on weekends and before and after the program). If you plan to travel and/or buy lots of expensive gifts, you should budget more money.

Budgeting Apps

There are a variety of apps that can help you effectively track and budget your expenses. Some examples include:

- **Mint:** App for creating and managing budgets. Also provides personalized insights, spend tracking, and subscription monitoring features. Can be connected to a bank account.
- **Tripcoin:** App for tracking spending on trips. Contains currency converter feature and allows one to set daily or total budgets for each trip. App can be used without Internet.
- **Wally:** App for tracking expense across credit cards, bank accounts, PayPal, etc.

Visualizes expenses through interactive charts and can be connected to a bank account.

Student Voices

Grace Lu, a '23 who studied abroad in London on the UCL Economics Exchange during Fall 2021 says:

Before going abroad, I was concerned about balancing spending with enjoyment. To keep myself on track, I decided what I wanted to prioritize. For me, this meant cultural experiences like museum visits, plays, and musicals. I also knew I was physically constrained by the number of suitcases I could bring free of charge with my plane ticket— one carry-on and a checked bag—so I chose to prioritize experiences.

After getting to London, I sat down and made a simple spreadsheet on Excel with Date, Vendor, Cost, Payment Form, Description, and Running Total (in both pounds and USD). Once I had the spreadsheet set up, I would fill out a new row every time I made a purchase. At the end of the week, I would look at how much I had spent and reflect on how I was doing.

Knowing the experiences I wanted allowed me to found discounts. I used my UCL Student ID for discounts at Boots, a British drugstore chain, and signed up for the Pret subscription to get free coffee and tea. There are also great apps like **StudentBeans** and **UniDAYS** that offer discounts to students at major retailers and tourist attractions like the London Eye.

Lastly, I made a conscious effort to walk more, which not only saved me money but also allowed me to fully immerse myself in the city. I set a daily goal of walking 10,000 steps and only filled up my metro card (in £25 increments, which forced me to be more intentional with when I wanted to use public transportation.

Travel Preparations



Making Travel Arrangements

Preparing for Travel

All students must review the [Passports and Visas webpage](#) for important information on travel document requirements before departure.

*****International students on F-1 visa should carefully review the information at the bottom of the [Passports and Visas webpage](#) for specific and important information.**

Booking Flights

Students are responsible for arranging and paying for travel to and from the program site. The cost of a round-trip flight is included in the [Student Budget Sheet](#) for your program.

Students who require assistance paying for flights can contact the [Office of Financial Aid](#). See more on budgeting and aid for flights in the [Budgeting Your Time Away](#) sections.

Download Airline Apps

Once you've booked your flight(s), download your airline's app for updates and to access your boarding passes.

- [Nerd Wallet - How to Book a Flight](#)
- [Alternative Airlines – First Time Flyer Tips](#)
- [First-Time Flyer Tips \(Appendix B\)](#)

Flight Insurance

It is your personal decision to purchase flight insurance as it is not required for your participation in any program. Please note that budget sheet estimates for travel do not include the price of flight insurance (nor does Financial Aid cover this cost) so this purchase would be made out-of-pocket.

Travel Guidance

(Will be sent by the Guarini Institute)

We advise waiting to make any financial commitments by way of booking a flight and other travel until you have confirmation from the Guarini Institute via the **“Travel Guidance”** sent via email and provided in your application documents. This email will be sent early in the preceding term to your time off-campus. This information will include the program dates, information on flights and travel (i.e., which airport to arrive and windows of time), and whether travel from the airport to your housing has been arranged by the program partner, if applicable.

Exchange Programs

Host institutions will communicate with students directly about arrival information, housing, and other registration matters.

Faculty-Directed Programs

Program-specific arrival information along with location and meeting times will be sent from program partners and/or faculty directors 4-8 weeks prior to departure.

Onsite Travel & Local Transportation

Research your location using [EIU Viewpoint](#), available through Dartmouth Library.

Faculty-Directed Programs

For some faculty-directed programs, the program or university partner may provide public transportation passes for a portion or the full duration of the program so that students can commute to classes and attend mandatory excursions. More information for your program is provided in the program's "**Pre-Departure Guide**" and in the program's student **Budget Sheet**.

Exchange Programs

Students on exchange programs will be responsible for managing their own transportation costs. Generally, students on exchange programs live on or within a short distance of the host institution and can commute to class independent of a transportation service. On-site transportation estimates fall under the "miscellaneous expense" category in each program's budget sheet.

Personal Property Insurance (Gateway)

While students try to protect personal possessions while on program, sometimes items can be lost to theft, misplacement, or damage. In certain situations, personal property insurance can help to cover some losses like laptops, cellphones, and clothes (cash is not covered). Some personal property insurance can also protect against identity theft or unauthorized credit card or ATM use.

Faculty-Directed Programs

Students on faculty-directed programs have personal property and liability insurance coverage through Gateway included in their program. **Students who experience personal item loss should [contact the Guarini Institute](#) for instructions on how to make an insurance claim.** The student will then work directly with Gateway to determine what is covered and to receive coverage. There is currently a \$200 deductible and maximum coverage amount of \$5,000 (subject to change).

Exchange Programs

Students on exchange programs **do not** have personal property and liability insurance coverage as a part of their program. Therefore, we encourage students to check with their current insurance provider (or that of their parents) to see if they already have personal property and liability coverage. Some homeowners and renters/dorm insurance provides personal property protection that could be added to an existing policy if it is not already active.

If this is unavailable, students should explore the possibility of independently purchasing this type of insurance to best fit their needs. While the Guarini Institute does not endorse a plan, here are some resources:

→ [Student Renter's Insurance](#)

- Gateway Insurance Plans
- Cultural Insurance

Program Partner Insurance

In many instances, program partners provide supplemental travel insurance for students (if applicable). More details on what is included in these policies will be shared via email from our program partners.

Travel Safety



It is of the Guarini Institute's highest importance to optimize the health, safety and security of Dartmouth College students and faculty participating on off-campus programs. Although studying anywhere—including the US—presents risks, the hazard landscape may be different and unfamiliar in a foreign country and therefore requires more intentional awareness.

Register with International SOS

Dartmouth College has contracted with a company called **International SOS (ISOS)** to provide worldwide travel and medical assistance and evacuation services for all study away participants (abroad and domestic U.S. programs). [ISOS Brochure](#)

ISOS is not health insurance, but rather a support network that provides services.

Services

The [services provided by International SOS](#) range from over-the-phone advice and medical/dental referrals to full-scale evacuation by private air ambulance. The ISOS network of multilingual specialists operates 24 hours a day, 365 days a year from ISOS Alarm/Assistance Centers around the world. The ISOS membership, provided by the College, is a resource to assist you with a variety of difficulties that could arise while away. ISOS plan coverage is designed to supplement the policies, procedures, and support staff, which

Dartmouth College already has in place. Some services may include a fee.

ISOS can assist you in identifying and making appointments with vetted physicians, hospitals, pharmacies, and more worldwide. They can assist with questions and health planning even before departure. Medical assistance services while on program include:

- Health, dental and safety advice & referrals
- Help in a medical or security emergency
- Dispatch of medication and medical supplies (fees charged to traveler)
- Advancing payments for medical services (fees charged to traveler)
- Getting a medical second opinion
- Assistance with insurance claims processing
- Arranging for an interpreter
- Unlimited free counseling sessions with a referral

ISOS also provides Dartmouth travelers with medical, security, and travel information online to assist you in making informed decisions about your health and safety. Accessing this



Download the
ISOS App

Register your
travel itinerary,
contacts,
passport,
relevant legal
documents, and
medical details.

Assistance
Center:
(215) 942-8478

Dartmouth
membership
number:
11BSGC000018

information is easy through the [ISOS website](#). ISOS's travel information includes:

- **Email Alerts:** Automated medical and security information emailed to members when critical advice changes.
- **Country guides:** Medical and travel information on countries is available online
- **Travel Security Online:** Comprehensive travel and security information including risk ratings on countries and cities

Keeps your Passport Information

Additionally, a scanned copy of your passport or other important information can be stored at the Dartmouth College International SOS website. To access this service, login to the [ISOS website](#) with your Dartmouth membership number and "Activate your Emergency Record."

Initiating Service with ISOS

If you need immediate assistance that is not locally available while you are travelling or while you are attending the program, please contact the **International SOS Assistance Center in Philadelphia: +1-215-942-8226 (collect calls are accepted).**

ISOS benefits work alongside [STARR](#) International Travel and Insurance Assistance Program. These benefits are explained in more detail in this short video called [Need to Know Before You Go](#), in [Appendix E](#), and by [vising the ISOS website](#).

Enroll in the Smart Traveler Enrollment Program (STEP)

The [Smart Traveler Enrollment Program \(STEP\)](#) is a free service that allows U.S. citizens and nationals traveling and living abroad to enroll their trip with the [nearest U.S. Embassy or Consulate](#).

Benefits of Enrolling in STEP

- Receive important information from the Embassy about safety conditions in your destination country. This information can help you make informed decisions about your travel plans.
- Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- Help family and friends get in touch with you in an emergency.

Emergency Help for Americans Abroad

If you are a U.S. citizen abroad or if you're the relative of an American citizen needing help abroad, visit the [Department of State's "Get Help in an Emergency" webpage](#). They can help with lost or stolen passports, medical emergencies, victims of crime or arrest, missing persons, parental child abductions, death abroad, and natural disasters. If you are not a U.S. citizen, contact your country's Embassy or Consulate for comparable resources or support

Review the following pages on the DOS website:

- ☐ Check [travel alerts and warnings](#) from the Department of State (DOS).
- ☐ Review safety tips for Americans traveling overseas.
- ☐ Check [health information and vaccine requirements](#) for all the countries you will visit.
- ☐ Know where to [get help in an emergency](#).

Travel During COVID-19

Conduct and Contingencies

Check all COVID screening requirements for your airline in advance of travel and review the [Dartmouth information on campus testing resources](#).

To provide an in-person off-campus educational experience as safely as possible during the coronavirus pandemic, we must all adjust how we conduct ourselves in our community and abroad. Therefore, students participating in an off-campus program must follow the additional COVID-19 safety measures below.

Protocols

Students must abide by Dartmouth and host country destination protocols for risk reduction. This includes but is not limited to:

- any required pre-travel schedule of self-quarantine and/or testing.
- face covering/masking, social distancing, daily symptom monitoring, hygiene and ongoing quarantine or testing requirements, even where these protocols exceed local destination mandates.
- avoiding social gatherings, bars and nightclubs, even when such establishments are permitted to be open by law at the local destination.
- not having visitors or guests in accommodations.
- quarantine and contact tracing in the event of an exposure or suspected exposure to SARS-CoV-2.
- isolation in the event of development of symptoms consistent with COVID-19 or in the event of a positive test for COVID-19.

Restrictions

Additionally, there may be some restrictions imposed on activities that include but are not limited to:

- A prohibition against individual travel prior to the Program other than that necessary to get to the Program destination.
- A change of destination venue or a move to an online/remote Program delivery.
- A reduced schedule of excursions.

In-Country Travel

Students are required to limit any travel within the program country. Due to changing restrictions and quarantine requirements, international travel could increase a student's risk or necessity to self-isolate which could impact their ability to participate in the program fully for the duration of the term. We anticipate in-country independent travel will be permitted. However, there may be times when independent travel within the host country is restricted for safety purposes and/or to comply with host-country requirements.

Identify the Nearest US Embassy or Consulate

Know where the nearest [US Embassy or Consulate](#) is located and make note of this location and phone number in your emergency contact list in [Appendix D](#).

Onsite Arrival Planning

Personal Items

Remember when traveling to avoid carrying large amounts of cash or valuables such as jewelry or electronics. Keep money and valuables (passport, credit cards, cell phone, etc.) on your person (but *not* your back pocket) rather than leaving them on a seat or in your backpack.

Cooperate with the authorities in answering security-related questions by opening your bags for inspection. Be sure not to carry

packages for anyone without knowing what is inside.

Contingency Planning

Before you go, communicate with your at-home contact about the best way to notify them that you have arrived at your destination safely (by phone, text, or email). Check in upon landing and again upon arrival in your housing.

Create a contingency plan if your flight is delayed or interrupted. Research and document some alternative modes of travel and accommodations at each travel juncture, paying close attention to the listed times of operation of facilities and services. Consider the implications of delays that cause you to arrive in the middle of the night, on a holiday, and so forth.

Unexpected Delays

If your flight is minimally delayed (a few hours), you should remain calm, inform the appropriate parties, and wait for the delay to end. However, if your flight is cancelled or significantly delayed (12 hours or more), you should work with the airline to reschedule your flight closer to the time you were scheduled to arrive. You should still inform the following parties.

Faculty-directed program participants

Once you have your new flight information, contact your faculty director and homestay hosts if applicable.

Exchange program participants

Inform your primary contact at the host institution of the delay and provide any new relevant arrival details.

Lost or Damaged Luggage

Check your airline's policies on lost or damaged luggage as they may replace items. If either of these happens to you, go to the airline kiosk to report your lost or damaged luggage. If they don't have it available to you right away, contact your faculty director or see the Travel Preparations section above under Personal Property Insurance (Gateway). You may also contact program partners or the staff at the Guarini Institute to help you submit an insurance claim.

Stay Alert

Remember to exercise due caution since you may be tired or distracted by your new surroundings. Pickpockets and con artists are known to operate at the transportation centers and elsewhere. The first 24 to 48 hours in a new location is a vulnerable time – slow down, think carefully about the decisions you will make. Review [the basic safety tips](#) in the Personal Safety section on the next page.

See [Appendix B for First-time Flyer Tips](#) and print out [Appendix D Emergency Contacts](#) to keep with you in case your phone is lost, stolen, or has a dead battery.

Personal Safety



Basic Safety Tips

Most of the places to which you will travel are relatively safe and most of the people you will meet will be fine. However, there are dangerous places and people, and one must be careful, especially at night. Being situationally aware and being relaxed at the same time is a skill that requires practice. Do not assume that you can handle every situation just because you have never had trouble taking care of yourself at home or in Hanover. Keep your wits about you, pay attention and take care of your friends and fellow students.

Here are some basic safety tips to keep in mind:

Communication

- Indicate your emergency contacts on your phone (on iPhones, emergency contacts are indicated by big red asterisk to the right of the contact's name).
- Share your location with a trusted source when you're going somewhere new—iPhone users can use [Find My Friends](#).
- Keep identification on you (i.e., a photocopy of your passport).
- Always be able to communicate. Make sure you have your charged cellphone with you with all emergency numbers. Keep your cellphone in a safe place.
- Know [local emergency info](#) and how to use a pay telephone and have the proper change (local currency) on hand.
- Use smart digital habits; avoid using public wi-fi (as you would in the US).

Travel

- When you travel, to the extent possible, you should avoid drawing attention to yourself as a foreigner.
- Don't leave a friend behind, even if they say it's okay.
- Do not travel alone at night unless it is unavoidable.
- Do not discuss travel plans or other personal matters with strangers.
- Make and stick to your plans.
- Wear helmets and seatbelts when applicable (driving a motorized vehicle while on program is forbidden).

Behavior & Attire

- Keep a low profile. Don't dress or act in a way that makes you stand out as a foreign student.
- Be mindful of espousing strong opinions in situations where offense could result in violence.
- Cooperate with local authorities.
- Be cautious with how you display valuables, including jewelry or electronics.
- Avoid using your back pocket as it becomes easier for pickpockets

Money

- Make sure to have some cash (local currency) in case you need to take a taxi home.
- Keep money in two or more places so you have a backup in case you lose your wallet or it is stolen.

Stay Alert

- Stay alert, don't let your guard down,

and trust your instincts. If something feels off, unsafe, or wrong, listen to that and find an alternative.

- Be aware of travel scams and research common scams in your destination country beforehand.
- If being robbed, don't fight back, give up your valuables; they can likely be replaced but you can't.
- Be aware of your surroundings. Know your exits so you can get out in an emergency.
- Look for unfamiliar individuals "hanging around" your building or for any other strange activity nearby.
- Avoid public demonstrations and other disturbances.

Alcohol and Drugs

Impairment

- Think about how the use of alcohol can impair your judgment.
- If you choose to drink alcohol, please note that alcohol concentrations may be stronger in some countries than one may be used to in the US.
- A good rule is never to exceed a quarter of a liter (about two normal glasses). Learn your own limits and avoid any behavior that could be seen as rowdy or disruptive.
- If you drink, set limits (know when to stop) & designate a friend in charge of making sure everyone comes home safely. It's okay to choose not to drink.
- For your safety, buy your own drinks and never leave your drink unattended. Spiking drinks to incapacitate victims for sexual assault or robbery is a not uncommon practice in some locales.
- Also, know how alcohol use may have an adverse effect with any prescribed medications that you take.
- Of course, it's okay to choose not to drink, too.

Illicit Drugs and Alcohol Policy

The [Alcohol and Drugs policy](#) applies to all Guarini-sponsored off-campus program participants.

Dartmouth College prohibits the illegal possession or transfer of any illicit drug so defined under state or federal law, and views the use, possession, or sale of any illicit drug as contradictory to the welfare of both the individual and the College community.

Additionally, drunkenness is grounds for removal from a program as per the [Principles of Community and Norms of Conduct for Off-Campus Programs](#) so please set limits for personal safety, health, and program participation reasons.

Know Local Laws

In addition to Dartmouth policy, students are subject to the laws of the country of travel which will vary and may be more severe than in the United States. See the [US Department of State website](#) to learn about local laws and policies in the program location.

AA & NA Resources Abroad

Students who struggle with alcohol and drug dependency should speak with support resources before departure to develop strategies to avoid potential triggers for relapse. Also, [Alcoholics Anonymous](#) and [Narcotics Anonymous](#) are available worldwide. Check out their websites for meeting locations in other countries.

Animals, Pets, & Insects

In many countries, rabies is a very common disease carried by domesticated animals, household pets, strays, and wild animals alike. Research health issues in country; the CDC provides a useful resource about [safety](#)

around animals while abroad.

It is especially important that students bring and use bug spray with DEET when applicable. Mosquitos all over the world can carry deadly illnesses so it's also important to be vaccinated against these mosquito-borne illnesses before you leave.

You may want to record exposure should you begin to have signs of infection or disease.

Fire Safety

Becoming aware of issues relating to fire and understanding the preventive measures can prove beneficial to one and all. Please visit the following websites to learn more:

- [Hotel Fire Safety](#)
- [Residential Checklists](#)

Check for a smoke detector and at least two fire escape options anywhere you stay. The [Jasmine Jahanshahi Fire Safety Foundation](#) offers free orientation materials and subsidized fire safety equipment such as: smoke detectors, fire extinguishers, and escape ladders.

Emergency Phone Numbers

Know the [emergency number wherever you travel](#). The phone number for emergency responders varies in different countries. Make sure you know the local emergency number.

Food & Water Safety

Street Food

Different locations often have different standards and issues in sanitation and your digestive system might not be used to the contents or local flora within the food or water of a different country. In general, street food is not recommended since the environment of production is unknown (sanitation, source of

water, allergens, content). No matter the location of your food or water intake, be sure to take appropriate precautions. The CDC has useful resources on [Water disinfection](#) and an [Infographic on What to know about Food and Water](#) while traveling abroad.

Recreational Water Safety

Traveling can provide the opportunity to enjoy many water-related activities, but according to the CDC, there is also a risk of injury or illness. Unfortunately, drowning accounts for 14% of deaths of U.S. citizens while traveling. Various resources relating to [Water Safety & Travel](#) can be found on the CDC website.

Street Safety

Public Transit

Taxis. Take only official taxis that have a taxi light on the roof and an official number on the door—never “private” ones.

Buses, Trains, and Trams. Close contact is normal on the buses and trams. However, do not feel like you must accept unwanted touching. Know that you can always react in some way. Some options are asking the person to stop, showing your emotions, walking away, or asking for help. Leave the area if you can or move to the area where the driver is. Let them know someone is bothering you. Don't feel shy about speaking or shouting out. Find more information on how to approach these situations in the section on [Street Harassment](#) and reach out to the [Office of Title IX](#) with any questions.

Pedestrian Safety

Be extremely cautious as a pedestrian and only cross the street in designated areas (where there are pedestrian crosswalk stripes and)

when the pedestrian light is on. Streets may be narrow with heavy traffic, and thus, transportation may be slow.

Street Harassment

Street harassment affects at least 65% of women and 25% of men in the USA, and it starts at a young age. Street harassment can also be common overseas. It can range from catcalls, sexually explicit comments, sexist remarks, homophobic slurs, groping, leering, stalking, flashing, and assault. Street harassment limits people's mobility and access to public spaces. It is a form of gender violence and it's a human rights violation.

Stop Street Harassment (SSH) is a global nonprofit organization dedicated to documenting and ending gender-based street harassment worldwide. SSH shares tips and strategies for **dealing with harassers**. They further explain four ways to respond to harassers:

- **assertive responses**;
- **reporting options**;
- **bystander responses**, and
- **creative responses**

Don't suffer alone. If street harassment is limiting your mobility and affecting your sense of safety and well-being, reach out. You can contact the **Title IX Office at Dartmouth**, speak to your faculty director or host institution advisor, ask your homestay host(s) how they respond, share your stories, and brainstorm and roleplay your responses with friends.

Sun Safety

It may seem trivial but be sure to pack and wear sunscreen/sunblock and clothing items that offer sun protection for your eyes and skin (including your scalp). Depending on where you're traveling, the sun can be a lot stronger than you're used to. Additionally, the sunblock/sunscreen available might not be available or could have different regulations rendering it less effective.



Planning for Your Health



Disclosing Health Information

We encourage you to share health information in the Confidential Health Disclosure Form (CHF) as part of your post-decision materials. If your health information or accommodations status changes after you submit the form, it is essential that these updates to your health history be communicated to the Guarini Institute, specifically to Bill Frederick, the Director of Program Safety, at

William.Frederick@Dartmouth.edu

Housing Adjustments & Academic Accommodations

If you qualify for approved academic and/or housing accommodations on campus and want to request accommodations while you are away, it is your responsibility to contact **Student Accessibility Services**. Although the Guarini Institute cannot guarantee that any or all its program sites can accommodate your specific needs, we will work with SAS and program partners (if applicable) to determine what support may be available.

Student Accessibility Services (SAS) & Study Away

SAS works with students, faculty, staff, and the campus administration to ensure that the programs, services, and activities of Dartmouth College are accessible to, and usable by,

students with disabilities. SAS provides direct services to undergraduate students. They arrange, coordinate, or facilitate appropriate academic adjustments, program modifications and auxiliary services to support students' curricular and co-curricular pursuits. SAS also serves as a resource to Dartmouth instructors, departments, faculty members, and other staff members as they strive to make their classes, programs, services, and activities accessible to students with disabilities.

In addition to SAS, The Guarini Institute can help you liaise by:

- Working closely with you to identify program options that match your interests and are best suited to accommodate your needs.
- Coordinating with you, Student Accessibility Services, and your host institution to arrange reasonable accommodations to meet your personal needs.

Some resources that may assist in planning your term off campus include:

- **The National Clearinghouse on Disability & Exchange**, the website includes a database of organizations worldwide, tips for traveling with accessibility issues, free one-on-one consultations, and informational videos.
- **Access Abroad**, the University of Minnesota provides information on how accommodations might differ abroad, medical and prescription needs, coping strategies, and tips from students who studied abroad with disabilities.
- **The Centers for Disease Control and Prevention** website offers advice for

travelers with disabilities including your rights when traveling by air, assistance and accommodations, service animals, and other useful links.

- **MIUSA** (Mobility International USA) provides free resources and administers the National Clearinghouse on Disability and Exchange, a project to increase the participation of people with disabilities in all types of travel with a purpose.

Exchange Student

Accommodations Registration

Students studying away on exchange programs directly enroll in the host institution, and therefore it is the host institution that will ultimately be responsible for approving and implementing student accommodations. If you are approved for accommodations at Dartmouth, submitting documentation verification of your accommodations may be sufficient at your host institution. Dartmouth's SAS office can help you with acquiring this verification.

Please note that all **Exchange program participants** (with DSGHP or any other insurance) will be responsible for handling medical bills, claim forms, etc. while on their off-campus program. Neither the host institution nor Dartmouth College will assume any financial responsibility. In an emergency, International SOS will provide as much assistance as possible.

Disclosing Accommodations to the Guarini Institute

We encourage you to disclose any accommodation you may currently qualify for to the Guarini Institute via email.

It is your responsibility to ensure that you connect with SAS about how your accommodations will be communicated to your program and/or exchange institution.

Making a Health Plan

Determine Health Needs

We encourage you, along with your family, to carefully think about the implications of studying in another country, or at an off-campus location in the US, not only regarding academic concerns, but also in terms of your emotional and physical health. **The CDC has a helpful [checklist](#)** to review before travel which includes vaccines and tests to conduct before travel. Health and safety precautions should be researched and discussed. Plan ahead but be flexible within a new context and when faced with new challenges.

Health Insurance

If you have waived the DSGHP enrollment because you have other health insurance, please be certain to check your policy to see that coverage is extended to accidents and illnesses sustained outside the U.S. If you do not have a copy of your policy, contact your insurance company or insurance agent.

Prior to departure, you are urged to discuss personal health plan coverage with your family, medical provider, and your insurance carrier. Be certain to have proper health insurance identification with you, along with any instructions needed should you have to file a claim. Students are advised that insurance cards may not be accepted in some countries and that cash may be required to pay for some services, care and/or prescriptions. Be sure to check your plan document for deductibles, co-payments, prescription coverage, etc.

Get a Travel Consult

It is important to review your physical and mental health needs prior to traveling. You may want to create, for your benefit, a health and well-being plan with your physician, counselor, coach, dean, or other wellness professional. It is highly recommended to schedule a free (for

enrolled students) **individual travel consultation** with Dartmouth College Health Service (DCHS). At your consultation, you will receive information specific to your program and your health profile and have an opportunity to obtain any necessary immunizations, diagnostic tests, and prescriptions for medications.

Scheduling a Travel Consult

Travel consults are free for all enrolled students. If you are on a leave term or not enrolled the term preceding your off-campus program, please plan accordingly. Schedule your free, confidential Travel Consult today via your **Banner page/Health Portal**. There are limited spots available. Please make your appointment no earlier than 100 days in advance. It is also recommended you bring your travel itinerary so the staff can properly advise you on vaccinations. Travel health visits will be provided via telehealth with subsequent in-office scheduling for vaccines. Please call the appointment office at 603-646-9401 for questions.

Travel Consult Vaccinations

Please note although the travel consult is free, certain vaccines may have an associated fee, especially to those not enrolled in the Dartmouth Student Group Health Plan (DSGHP), so please check with the staff if this is a concern. It is important that you bring a record of your vaccinations and in some instances a vaccination certificate when you travel to your host country.

Recommended Immunizations for all Travelers:

- Hepatitis A- Recommended for men who have sex with men
- Hepatitis B- Recommended for: all health care workers; travelers with possible contact with contaminated needles (e.g., from acupuncture, tattooing, or injection-drug use) or possible sexual contact with a new partner during the stay.
- Influenza

- Polio
- TDAP
- Measles, Mumps, Rubella (MMR)
- Varicella (if not immune by history of chicken pox illness)
- COVID-19 vaccine and booster

Wellness Check-ins

You can also consider scheduling a **wellness check-in** with a staff member at the Student Wellness Center (SWC) for a one-on-one conversation that can be very helpful for gaining some clarity and confidence about your ability to navigate transitions and make decisions that fit well with the life you want to create for yourself. Talk with a SWC staff about things like:

- adjusting to changes or challenges in your life
- academic stressors,
- exploring aspects of what makes you uniquely you,
- relationships,
- making tough decisions,
- identifying sources of meaning and purpose,
- developing a sense of belonging,
- creating balance or positive self-care practices,
- AND literally many, many other topics – anything that matters to you!

Health Support Off-Campus

Should you have questions about how to support your academic, emotional, and physical health on an off-campus program please speak to your dean, the Guarini Institute, or other members of your care team on or off campus.

Pre-Existing Conditions

If you have pre-existing medical or mental health conditions, consider how you will manage them when traveling in another country.

- You may wish to line up regular counseling with **ISOS's Workplace Options** a month prior to travel.
- You may wish to make up language cards or

practice with an app for navigating your allergies at a restaurant.

- If travel exacerbates your condition, do you know what the options are for response?

[Check in with Dick's House for more information.](#)

- Review the info sheets on [Managing Diabetes Abroad](#) and [Managing Food Allergies Abroad](#), if applicable to you and please ensure that you disclose this health information on your “**Confidential Health Disclosure Form**”

Health & Wellbeing Research

Watch the short video [Need to Know Before You Go](#) for information on what resources are available while you're away.

Includifi

Before finalizing your plan, we recommend you complete the required Includifi modules as part of the [pre-arrival orientation requirements](#).

This requirement includes the [Staying Healthy During Your Global Experience](#) module and one other of your choice (some of the most popular for Dartmouth students include):

- [Health, Safety & Security: LGBTQIA+ Travelers](#)
- [Health, Safety, & Security: Travelers of Color](#)
- [Practicing Allyship While Abroad](#)
- [Staying Safe During Your Global Experience](#)
- [Strategies for Surviving Loneliness Abroad](#)

Review the Contact List

Print out the [contact list in Appendix D](#) and enter the information specific to your program.

Health Care Supplies

Over-the-Counter Supplies

Since some health products you use regularly

or need in an emergency may be difficult to find in the foreign country and can be of varying quality and effectiveness, you may consider including them in your supplies. These necessities may include sunblock, contact solution, extra eyeglasses, lotions, insect repellent, tampons, condoms, and Plan B.

Medical ID

Consider [purchasing a Medical ID](#) bracelet and/or [Medical ID SmartCard](#) through MedicAlert to help during emergencies by relaying important health information to your provider.

Prescription Medications

Research Your Prescription

Some medications available in the United States may be considered a controlled substance abroad. Please consult with Dick's house, your host institution's health services, or your Faculty Director or host institution if you have concerns about taking your medications abroad. Disclosing this information in your “**Confidential Health Disclosure Form (CHF)**” is helpful to allow the Guarini Institute to help identify these substances before you travel.

Carrying Prescriptions

Your prescriptions must be carried in the original containers. Some countries do not permit entry of certain prescription or over the counter medications. Please check with your travel health provider if you have questions.

Asthma Inhalers

If you use an asthma inhaler, it is advised that you keep it with you everywhere while on program.

Epi-Pens

If you have ever been prescribed an epi-pen or have ever had a severe allergic reaction it is strongly recommended that you bring a couple of auto-injectors and always have them available, including during day trips. Ask your travel health provider if you need an update on your prescription and have a plan to inform and train someone on your program cohort when and how to administer your epi-pen.

Supply

If you take prescription medications, please make sure you travel with an adequate supply of your medication for your time off campus. Your travel health provider may be able to assist with additional medication supply, but this typically requires advanced notice for the insurance company so be sure to schedule your appointment early.

Doctor's Note

It may be helpful to have a note from your prescriber (however, DCHS doesn't provide notes) stating why you need the medication should a customs official object to it. Please give a copy of this information to a family member or friend in case you find yourself traveling and need their assistance.

Mental Health

**Download the
UWill App**

Available to all Dartmouth
students globally!



Disclosing Mental Health

Every individual has their own specific needs, challenges, and strengths when it comes to well-being. It is, however, important to consider how you may adjust emotionally and mentally when

you visit a new environment off campus. If you do have a history of accessing mental health services at home or at Dartmouth, we highly recommend you disclose this information on your [Confidential Health Disclosure Form](#) prior to departure. Sharing this information does not mean you will be ineligible for a program but rather it will help prepare the Dartmouth community better to support your needs off campus.

If necessary, we can help come up with a health plan for your well-being on program which can include finding counselors, accessing prescription medication, and creating an environment where you can thrive and stay engaged. Part of the services offered by our provider, International SOS, include free counseling sessions with a referral, but students also have access to UWill counseling and crisis services and [so many other apps for mental health, provided by Dick's House](#).

Ask for Help

Many of the problems that you could experience will seem minor compared to the good experiences that you will have. **However, if you feel that your health or safety is deteriorating, give yourself an outlet and permission to ask for help.**

Anyone can feel fear or trepidation before traveling to a new location, but self-knowledge about what strategies work at home can also help while you're away. For more recommendations on how to plan for your off-campus term inquire with Dartmouth Health Services and the Guarini Institute. See [Mental Health Crisis Services under Illness and Emergencies](#) for additional information.

Dartmouth Bystander Initiative

If you see something, don't be afraid to say

something. If you notice changes in a fellow program participant's behavior that concern you (including harmful behavior to self-and/or others), trust your gut. Inform the faculty director and/or onsite program staff so that they may help the student. More information about bystander interventions is available on the [Dartmouth Bystander Initiative \(DBI\) website.](#)

Sexual Health

Sexual Safety Abroad

If you are sexually active while you are away, please be aware that laws, cultural norms, and risks related to sexual activity vary widely. It is important, therefore, to consider the context of your individual situation and assume a greater degree of caution.

Contraception

Please exercise all precautions, including using condoms, to prevent contraction of sexually transmitted diseases. Participants who are planning to be sexually active should carry protection. Prophylaxis such as condoms are not always as easily available in many countries as they are in the U.S. - some countries may not have them available at all or the storing of such items may be questionable. If you do choose to be sexually active, always use protection.

Please also note that some means of contraception may be more difficult to obtain abroad, or the quality may vary. As in the case of condoms and Plan B, you may want to take an adequate supply with you. Access to reproductive health services can vary widely as well. If you have reproductive questions, [contact ISOS.](#)

Sexually Transmitted Infections (STIs)

Sexually transmitted infections (STIs), such as chlamydia, gonorrhea, hepatitis B, herpes, human papillomavirus (HPV), human

immunodeficiency virus (HIV) and syphilis continue to pose serious health risks in virtually every country. Remember that many STIs do not exhibit obvious symptoms or only do so at certain stages, which means they can be transmitted without either partner's knowledge.

Also remember that information related to sexual activities, transmitted diseases, diagnosis and means of transmission varies widely. Individuals may not fully understand how transmission of diseases occurs, may be unfamiliar with signs of infection or may not even know that such diseases exist. Again, always consider the context of your situation and assume an appropriate degree of caution.

For information on sexually transmitted infections and prevention, visit the [Centers for Disease Control \(CDC\)](#) sites on STIs and HIV/AIDs.

Sexual Health Resources

If you have any questions or need information about these matters before or during your program, please do not hesitate to ask your host institution's health services or your Faculty Director, health professionals, health insurance providers and consult the [Dartmouth College Health Services](#) or [Equaldex.](#)

Sexual Assault

At Dartmouth, we value integrity, responsibility, and respect for the rights and interests of others, all central to the [College's Principles of Community.](#) We strive to promote an environment of sexual respect, safety, and well-being. In its policies and standards, the College demonstrates unequivocally that sexual assault, gender-based harassment, domestic violence, intimate partner violence, and stalking are not tolerated in our community.

If you or someone you know has been

affected by sexual assault, domestic violence, dating violence or stalking:

- **Know that what happened was not your fault.** You are not responsible for the actions of others. No one has the right to hurt you or touch you against your will or without consent.
- **Reach out for support.** Call a friend, family member, host institution's contacts, your Faculty Director, someone you trust who can be with you and give you support, or any of the other resources referenced throughout this guide. Someone is available 24/7 regardless of your time zone. You can call the **WISE 24-hour crisis line (866-348-9473)**.
- **Safety and Security (603-646-4000) is also available 24/7** and can connect with on-call resources, including the Dean-on-call and Counselor-on-call.
- **International SOS (215-942- 8478)** can provide support when accessing free counseling no matter your location.
- **Seek medical care.** You have the right, and are encouraged, to seek medical care and assistance. International SOS can provide support in accessing medical care at your off-campus location.
- **Talk with the Title IX Coordinator about options.** Dartmouth's Title IX Coordinator will share information with you about your rights, resources, and support services.

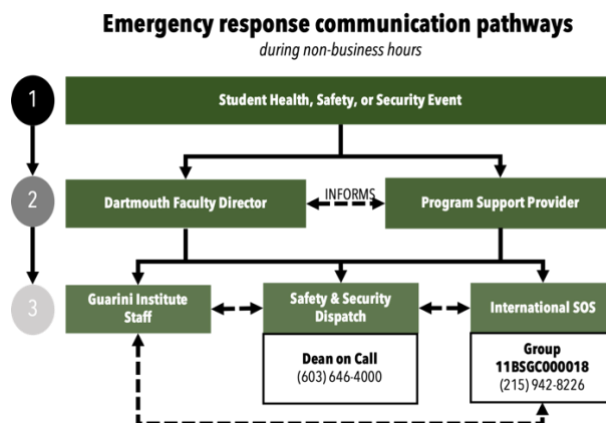
Illnesses & Emergencies

If you or someone on your program are in an immediate medical or physical emergency, call the country's emergency phone number listed in [Appendix D](#) then follow up with your faculty director.

In case of illness, inform your **faculty director or the dean or counselor on call**. You may then want to call **ISOS** (you may call collect toll-free) at **(215) 942-8226** for help finding services. When you **call**, give the group ID number **(11BSGC000018)** and state that you're a

Dartmouth student.

If an incident occurs, the parties listed in the Emergency response communication pathways flow chart will be informed to provide you with instructions on how to get the services you need. You can also find more information about [what to do in an emergency](#) on our website or through [STEP](#) (if you registered).



Mental Health Crisis Services

UWill is a free, confidential, and available 24/7/365 teletherapy service for all Dartmouth students. A student does not have to be registered on the UWill platform to use this crisis line service **(833-646-1526)** and can talk directly with a crisis counselor who can provide support to a student located anywhere in the world (US or international). Students have been using UHelp and report that calls have been answered quickly, and the crisis counselors were helpful.

Students may also call the Dartmouth Counseling Center **(603-646-9442)** anytime. During business hours, ask for the counselor-on-call. If after hours, students will get a voicemail directing them to speak with a mental health crisis service provider **(option 1)** OR the counselor on-call **(option 2)**.

Students on domestic programs can also call or text **(988)** for the National Suicide Prevention Lifeline.

Legal Issues



Research Local Laws

To best prepare yourself, research and be aware of local laws and customs and understand that you will not only have to conform to the legal system, but also obey the [Dartmouth Norms of Conduct](#).

Legal Situations

If a Dartmouth student becomes involved in legal difficulties (such as an arrest), it is that student's responsibility to handle the situation and cover any related legal costs ([Principle of Community and Norms of Conduct for Off-Campus Programs](#)).

Political Demonstrations

Whether you are passionate about the cause or a curious observer, **do not attend any political demonstrations while on program**. Not only do these events have the potential to escalate from peaceful gatherings to violent clashes with police and government forces, but your participation as a foreigner may also be illegal and can carry severe consequences. U.S. students have been arrested, detained, subjected to fines and jail sentences, and forcefully deported due to their real or perceived involvement in demonstrations. If you know of a scheduled rally or demonstration, avoid the affected area of the city. If you encounter a demonstration by chance, adjust your route and leave the area.

Voting While Abroad

United States citizens who are legally eligible to vote in the US and at least 18 years old on election day have the right to vote from abroad.

The best way to vote from abroad is via votefromabroad.org. This non-partisan organization provides the most straightforward way to fill out and submit your Federal Post Card Application (FPCA). Submitting an FPCA enables you to vote from abroad, protects your ballot, and allows you to receive your ballot electronically.

Obtaining a Federal Post Card Application (FPCA)

1. Go to votefromabroad.org
2. Select the state you last resided before going abroad and click "Get started"
3. Complete the five-step process and submit your Federal Post Card Application (FPCA) following the guided prompts.
4. Follow-up with your local election office to make sure you had a successful submission.
 - a. [Find your local election office](#) by first selecting your state and then scroll down to the "Find Your Election Office" search function
5. You will receive your ballot 45 days before election day.

Adjusting to Life Off-Campus



Preparing for Cultural Immersion

Study away offers you the unique and exciting opportunity to learn about and interact with people of different cultures, backgrounds, and perspectives. In most cases, your interaction with locals will be among the most rewarding aspects of your study away experience.

We encourage you to learn as much as possible about the cultural, social, and political landscape in your destination before you depart and to take advantage of the resources available to you at Dartmouth and at your program site. Read through these resources, [talk with past program participants \(Student Alumni Mentors\)](#), students at your host institution, [Guarini Institute staff](#), or your Faculty Director to discuss any questions or concerns you may have.

Cultural Activities

Places around the world offer an extraordinary variety of cultural activities. Take advantage of this variety and bring to the attention of the group anything you find noteworthy. Explore the city you are in and become familiar with it; go beyond visiting just the most famous tourist attractions. Plan to spend some weekends in the city and the surrounding area. Use time to investigate museums, temples, markets, parks, and neighborhoods; attend plays, concerts, films,

and public lectures. Pursue a range of activities. Simply walking around the city is a great (free!) way to explore and find things you might have not ever encountered otherwise! Check out the [Budgeting section on finding free fun](#).

Skills Learned Beyond the Comfort Zone

Choosing to pursue an off-campus program is a wonderful complement to your undergraduate experience. It may be your first time traveling overseas but it is also an opportunity to explore an unfamiliar environment. Students often discover a lot of unknowns and acquire skills that aren't necessarily developed in a traditional college campus setting. Some of the most common benefits noted by Dartmouth students are confidence, increased language acquisition, ability to navigate new environments, and an enhanced sense of self-confidence in their academic discipline.

Culture Shift

What is Culture Shift?

Despite all the wonderful opportunities off-campus programs facilitate it doesn't mean they come without challenge. For those students studying away or exploring an entirely new culture there will likely be a roller coaster of emotions. People often refer to this period of adjustment as culture shift.

Psychologist Janice Abarbanel uses the term "culture shift" to describe how people process

and integrate new information when traveling or studying on off-campus programs, and the stress that can come with that experience. Learning to shift cultures successfully means practicing the ability to transition into another culture with healthy expectations and skills to foster resiliency when experiencing change and adaptation.

Signs of Culture Shift

Students who study away, whether in a domestic or international setting, may find themselves adjusting and shifting into the new culture that they are immersed in. Sometimes this shift can come with periods of stress, insecurity, or even elation. By being aware of potential stressors unique to shifting cultures, students can be better prepared to support themselves and others while on program. Noticing signs that you have shifted cultures can help you identify when to employ strategies to help manage this transition.

Common signs that you have shifted cultures (including but not limited to):

- Homesickness
- Irritability and hostility
- Boredom
- Withdrawal
- Need for excessive amounts of sleep
- Compulsive eating or drinking
- Stereotyping of host culture
- Loss of ability to work effectively
- Physical ailments

Effective culture shift strategies:

- Consult with mentors and peers
- Develop a support network
- Stay alert to the signals as signs of change
- Eat well, exercise, keep a mood journal
- Breathe! Slow down. Walk in the park.

- Build in quiet time
- Minimize catastrophic thinking by turning “What if’s” into “What else...”

Takeaways

1. Reach out to your support network: this could be peers on your program, program staff, mentors, friends, or family
2. Practice self-care: eat well, go for a walk, journal
3. Be patient with yourself, it can be normal to feel stress when shifting cultures

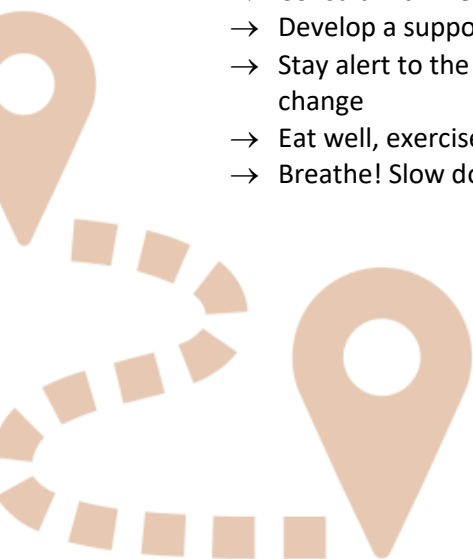
Culture Shift Resources

If you’re experiencing culture shift, know that there are several resources at Dartmouth that can help, including counselors, ISOS, your Faculty Director, the Guarini Institute, and more (referenced throughout this guide).

If you would like to learn more about navigating a new culture and better understand your own cultural values before embarking on your off-campus journey, check out What’s Up with Culture? Our website also provides information on Reverse Culture Shift upon return home.

Evaluating the Effectiveness of Your Health Plan

While you are off campus, periodically evaluate the effectiveness of your health plan. If you are having difficulties that you cannot handle alone, please communicate these so your resources can help you reach a resolution. Your dean, host institution, faculty director, and Guarini Staff are all resources available should you need help.



Identity



Personal & Social Identity

For most students, study abroad is positively life changing. But just like life at home, you may encounter some discrimination on your travels. For some students, study abroad it will be the first time they will be in the position of being a minority.

As such, you may receive additional attention, judgment, or misinterpretation depending on your background and ethnicity, religion, gender, gender identity, disability status, body type, sexuality, etc. which can sometimes be discrimination. Remember, there is nowhere in the world 100% free of ignorant people. Whatever happens, don't let the possibility of discrimination prevent you from experiencing the life-changing benefits of living abroad.

[Diversity & Inclusion Abroad Guide](#)

Research Culture & Social Roles

All participants should be aware of the cultural, legal, and social issues regarding sexual and gender identity abroad and how they could affect interactions with people in your program country. It can be difficult to think about potential issues you may encounter while away but preparing yourself for a new culture and anticipating these potential adjustments can offer travelers peace of mind.

Student Stories

In addition to the helpful resources at Diversity Abroad, students can explore Dartmouth study away alumni [Student Stories](#) about their experiences. Our website also provides

[Dartmouth resources](#) and [support for diverse identities](#).

Racial & Ethnic Identity

You may find that your racial or ethnic identity is seen in a new way, or experience minority or majority status for the first time. Understanding how cultural differences can impact perceptions of race, ethnicity, and identity in an international context is an important component of your preparation to study away.

For additional resources check out [ALLABROAD.us](#) which is a comprehensive site for students interested in diversity issues abroad. The site also provides specific advice for BIPOC (black, indigenous, people of color) students. Additionally, [the Office of Pluralism and Leadership](#) (OPAL) at Dartmouth has more resources to help you prepare for your off-campus program.

Gender Identity

Before you leave, research how cultural dynamics, gender roles, and dress norms are approached in your program location.

Adjusting to a new culture and potentially unfamiliar gender roles and norms can present travelers with a variety of reactions and feelings. Some locations may be more challenging to adjust to than others due to the gender norms and mores of its given culture.

Interactions between people of different genders differ in every culture. Some cultures have a more marked segregation between genders than we may be used to in the U.S. Additionally, in some countries, locals may openly initiate behavior that travelers may find offensive such as catcalls, staring, or unwanted attention. But just because something is a normal occurrence in one country doesn't mean it's okay. Check out the section on [Street Harassment](#) for tips on how to approach these situations.

Sexuality & LGBTQ+ Students

Researching the LGBTQ+ climate of the country you will be visiting is another helpful exercise. Even if you do not plan to have a sexual relationship while away, it is important that you educate yourself about specific laws pertaining to sexual behavior, orientation and/or gender expression.

When doing your research, try to find:

- The age of consent in the country and legality of same-sex sexual behavior
- Restrictions on freedom of association or expression for LGBTQ people
- Anti-discrimination and/or sodomy laws (national and/or local)

A few places to start your research:

- [ILGA](#) – The International Lesbian, Gay, Bisexual, Trans, and Intersex Association has information on over 110 countries and offers a country-by-country survey of the legal position of GLBTQ individuals

- The [State Department](#)
- [Equaldex](#), a collaborative LGBT knowledge base

Disability Status

The Guarini Institute encourages all students who meet program eligibility requirements to participate in an off-campus program. If you want to study on an off-campus program but anticipate barriers to participation due to accessibility or health concerns, you should discuss your personal needs and concerns with the [Student Accessibility Services](#) office and a Guarini Institute staff member early on. Some other resources for students with disabilities can be found in the [Accommodations and Adjustments](#) section.

Undocumented Students

Most academic departments and programs at Dartmouth, in addition to various institutes and centers, oversee student engagement in international study away and internship opportunities. For those students who are on DACA, international travel requires additional planning and consideration.

Fortunately, DACA recipients can once again apply for permission to travel outside the U.S. using a process called [Advance Parole](#). If an undocumented student has plans to travel outside of the US, they should consult the Guarini Institute staff immediately, in addition to an immigration attorney prior to making any plans to depart the U.S

Religious Identities & The Tucker Center



Attend Virtual Services

The Center offers opportunities for attendance at worship or spiritual observances on campus that may or may not be represented in-country.



Consider Religious Needs in-country

The Center provides resources to build awareness of religious and spiritual considerations for the country where living/traveling (including calendar, food, fasting, dress, observances) as well as resources for individual or personal faith observances while living/traveling on program.



Reintegration & Debriefing Sessions

The Center offers opportunities for reflection and debriefing on religious, spiritual, cultural (re)adjustment issues while away and on return.



Virtual Pastoral Counseling

Scheduling virtual Pastoral counseling while away that is inclusive, non-judgmental, and available to all students to discuss all topics.

Office of Pluralism & Leadership (OPAL)

The Office of Pluralism and Leadership's mission is to foster a Dartmouth environment where all students can thrive, value difference, and contribute to the socially just world. OPAL Deans provide 1:1 advising in addition to a variety of community and leadership development offered through OPAL programs. Workshops touch on topics such as social identities, intersectionality, and responding to bias. OPAL can also support and advise students on off-campus programs: prior to travel, on-site, and upon return.

The OPAL can assist you before and during your off-campus program.



Advising & Engagement

In partnership with student organizations and campus partners, we create supportive systems for students to ensure a smooth transition to Dartmouth, facilitate student's identity development, and increase their awareness of and access to resources throughout their time on campus



Community & Leadership Development

We work to create a respectful and inclusive Dartmouth by coordinating and facilitating programs that center the values, needs, strengths, and practices of marginalized communities and by approaching leadership development through the lens of social justice.



Education & Training

We conduct workshops and trainings for students to increase their knowledge and awareness of identity, power, and privilege and the impact these have on themselves, others, and communities. We equip students with tools for communicating across difference, recognizing bias, and intervening in moments of harm.



Advocacy

We work across the institution to remove barriers and address needs related to ethnicity, gender identity or expression, nationality, race, sexuality, first gen identity, and socioeconomic status. We empower students to self-advocate by helping them identify needs and develop strategies to achieve their goals.



Technology



International & Long-Distance Calling Options

Wi-Fi Linked Apps

There are many free or affordable apps that also allow you to communicate using the internet and/or Wi-Fi connections. [WhatsApp](#) is popular among Faculty Directors. Other exist as well, so be sure to have one or more alternate methods of Wi-Fi communications on your phone and let family members know to use these apps to communicate with you.

Cell Phones

It may also be helpful to research some [alternate methods of communication](#) prior to your departure. Students are responsible for covering all costs associated with the use of cell phones/telephones unless specified otherwise, [so plan and budget accordingly](#).

Not all U.S. mobile phones work internationally, and those that do may charge very high rates for calls and data. Consider researching about cell phone usage, availability, and options in your program location. In some cases, you may be able to carry your phone if it is unlocked and buy a local SIM card upon arrival.

Sometimes investing in an international phone plan for the first few weeks of your program may also be feasible. Should the program have any new options for you regarding cell phone access and cost options in the host country, a separate email will be sent to you.

Calling Abroad

Go to the ["How to Call Abroad" website](#) to learn about international and long-distance calling. The website has useful information relating to country entry and exit codes, search services, dialing instructions, and time zone conversions.

Homestay Host Landlines

Be aware that students staying with homestay hosts should avoid using their hosts' phone services. If it is an emergency, please ask and be considerate when using their phone for making long distance and international phone calls as they are expensive.

Internet

Internet access will differ depending on the program and the location. In many cases Wi-Fi connections will be available in your housing. Students may also be able to use Internet cafés or Wi-Fi hotspots if internet is not as easily accessible.

Cybersecurity

Travel to a foreign country presents unique security challenges. Electronic devices such as laptops, tablets, and smart phones have exposure to potential theft or damage by malicious actors in unfamiliar places like airports, train stations, hotels, or conference halls. Academic and business travelers are high risk targets for identity fraud and theft of

intellectual property. Traveling to a foreign country requires extra safeguards to protect your data and comply with regulations. Review [the IT Security Guidelines While Traveling Internationally](#) for further information on protecting your digital identity.

Virtual Private Networks (VPNs)

Consider using a Virtual Private Network (VPN) to protect yourself and your personal data. One option is to download and use [Dartmouth's VPN](#).

Dartmouth Libraries are also available to you during your time away. See the infographic on the next page for more.

IMPORTANT:

Please be careful about your laptop's security while accessing the internet at non-secure locations. Be aware that different countries may have different restrictions and laws on file-sharing, acceptable content, and censorship. [Research this before you depart for your destination.](#)

Electronic Appliances

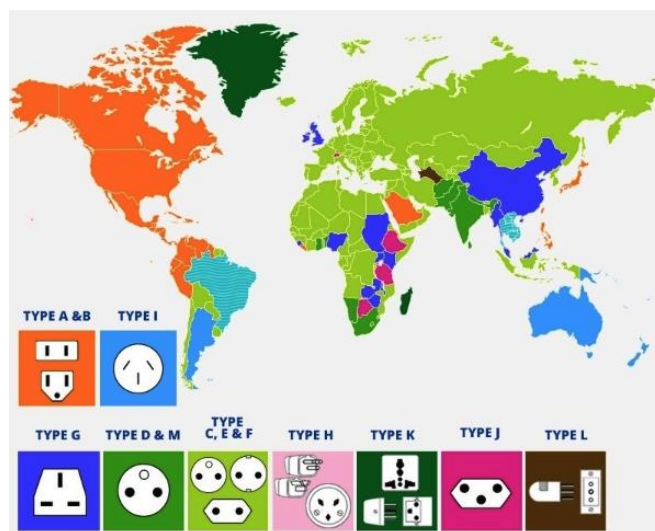
Voltage Adapters

Foreign countries and locations may operate at different electric voltages from the US. Electricity in most countries runs on 220/240 volts, while U.S. runs on 110/120 volts. Therefore, you will want to research your country's electric situation prior to your

departure so that you can buy at least one of the required adaptors/transformers (see image on the right).

Consider Purchasing Appliances Locally

Past students have thought it is wiser to buy inexpensive appliances locally in host country or keep them to a minimum (i.e., dual-voltage hairdryer, etc.). You will want to buy plug adapters/ for your laptop and cell phone charger which may be available at Dartmouth's computer store. Click here for [information about adapters, converters, and transformers](#). Be sure you have checked the power requirements for your computer. It is advisable to take the specifications with you from your computer instruction booklet. Most Apple products, smart phones, and many newer electronic devices are dual voltage.



1 Various types of electrical outlets and where they're used.

Energy Use & Conservation

Energy use and utilities may be used differently according to resources and norms. Therefore, it is respectable to turn air conditioners (ACs) and other appliances off when leaving your residence.

Dartmouth Libraries

The library and its staff are still available to you during your off-campus program.



Destination Research

Learn more about your destination including politics and the economy by checking out [EIU's Country Data](#).



Access from Anywhere

Access [Library](#) resources including articles, newspapers, and e-books from wherever you are in the world. Be sure to connect to the Dartmouth VPN for full access.



Get Help from a Librarian

[Get help](#) from a librarian by submitting a question to askus@dartmouth.edu, making a Zoom appointment, or using our Live Chat service (Monday-Friday, 9-5 EST).



Housing & Guest Etiquette



Study Away Housing

To ensure a smooth term in your study away housing, follow these guidelines and policies. In some cases, there may be additional guidelines that are applicable to your housing arrangement so please inquire with your Faculty Director or host institution for further information.

Courtesy in all Living Situations

As a representative of Dartmouth, you are expected to treat others with respect, courtesy, and consideration to maintain a comfortable and safe living environment. Clean up after yourself in shared spaces (especially kitchens and bathrooms). No matter where you're living, being a good flatmate, dormmate, housemate, homestay guest, and neighbor helps our programs to continue within these locations and housing spaces by leaving good impressions on locals and homestay hosts.

Building Maintenance

It is likely you will encounter maintenance workers at times in the building's public spaces. Please always be courteous and wear appropriate attire when in common areas.

Room Repairs

At the end of your stay, you are expected to leave your residence in the same or better condition in which you found it on arrival. During your stay, please report any damages or problems as soon as possible. Please keep your residence clean and remove trash daily, or as appropriate to the building and/or facility so that Dartmouth students

continue to be able to use a space, location, or homestay service for years to come.

Off-Campus Housing Policies

Policies on Visitors & Guests

- Check with your homestay host before inviting guest to ensure it is okay.
- You may be expected to meet your guest at the entrance of the building and accompany your guest to the exit upon their departure. If you are not present, you should not allow guests into your accommodations.
- Overnight guests may not be permitted and/or there may be a curfew for having guests in your residence. Frequent overnight guests are not allowed.
- You are responsible for any damage to your housing caused by a guest.
- Please check with the Faculty Director for your program to learn about travel policies.
- Academic obligations on off-campus programs are just as substantial as on campus.
- Any guests you have are not allowed to come on academic excursions or site visits nor to stay with homestay hosts.

Visitors on Exchanges

In some cases, students may not be allowed to have visitors while they are on the program. If you are living in program-provided housing, check with your host institution for any visitor policy they may have regarding overnight guests or curfews.

Student Housing Policies

- Homestay students may not, nor should stay in your homestay host's home before or after the program.
- Students studying away are expected to abide by [Dartmouth Residential Life Policies](#) as well as all policies of the property owner. If applicable, a list of property owner policies will be provided to you in advance of the program start date or while on location. Dartmouth policy trumps property owner policy if the latter is more lenient (i.e., visitor policy).
- As a condition of participating on the program, you are required to comply with [Dartmouth College's Standards of Conduct](#) and the [Guarini Institute's Norms of Conduct for Off-Campus Programs](#).
- Additionally, all Dartmouth students are expected to adhere to requests made by any staff member performing their duties (including custodial staff, program partner staff, the Dartmouth Faculty Director, host institution contacts etc.).

Dartmouth's policy on hard alcohol applies to off-campus programs. Students are not permitted to possess hard alcohol at residential facilities provided by the College. And remember, drunkenness and/or disruptive behavior can also result in expulsion from the program.

Exchange Program Housing

Housing for exchange programs varies. Generally, students going on domestic exchange programs are required to live in on-campus housing. Students going on international exchanges, however, may have more flexibility about where they live.

Generally, we recommend that students apply to live in on-campus housing when it is available. However, off-campus options can be a great, and sometimes necessary, alternative.

Securing Off-Campus Housing

For most international **exchange** programs, students can apply to live on-campus. However, housing may not be fully guaranteed so there is the possibility that students will need to secure private, off-campus housing instead. If a student is interested in or needs to secure off-campus housing, the host institution will be able to offer some suggestions and guidance, but the student will need to see this process through independently. Please notify [the Program and Exchange Manager](#) if you must secure off-campus housing to gain appropriate approval.

Faculty-Directed Program Housing

Housing Types

The type of housing available varies by program. Students are required to live in housing assigned by the program. Accommodations that have been approved via Student Accessibility Services (SAS) will be considered when making placements for students on case-by-case basis. It is the student's responsibility to request services for consideration via SAS.

Apartments/Flats & University Housing

Sometimes there are long-term residents, families, and corporate clients living in your building. Upon building entry and in communal areas, stairs, hallways, and lifts, **please be respectful and considerate** by keeping the noise to a minimum. Additionally, as in any location, keep shared spaces clean.

Homestays

Living with a homestay host to understand how

locals live is a truly unique opportunity! The potential benefits of a homestay experience include enhanced language acquisition, valuable cultural insights, connections to the local community, learning to live like a local, and relationships that can last a lifetime.

We understand that living with a homestay host comes with a variety of different expectations and potential fears. Not all homestay hosts are families, and not all families are going to be “traditional” or have children your age but each of them has a unique perspective to share. A homestay experience is a two-way street, and it is important you bring an attitude that fosters mutual exchange. Some important things to keep in mind are courtesy, respect and doing your part as a guest in someone’s home. Below are a few tips to make your homestay experience as beneficial as possible:

- **Be a good guest.** Please make your bed and keep your room neat.
- **Visitors.** Ask your homestay host’s permission before inviting your friends over—even when the hosts are away. You are the only person the hosts have agreed to house; do not ask or expect them to welcome your family or friends. Introduce visitors to your hosts and please leave the door open if you take a guest into your room.
- **Technology.** Be mindful of using the internet service and respect the host’s rules and requests.
- **Air Conditioning.** Be sure to ask your homestay host about the use of air conditioners or electrical devices as electricity can be more expensive
- **Lights.** Do not leave lights on in your room or in the house. If you are studying, use only as much light as you need to work.
- **Keys.** Some hosts may provide a set of keys to the residence. You may choose to coordinate schedules and avoid taking responsibility for keys. By coordinating your schedule with your homestay host, you can ensure that there is someone present at

home when you arrive at the end of each day. Please learn to respect the host’s practices concerning locks and security of their home.

- **Food.** Never take anything out of the refrigerator that you did not purchase and/or put there unless instructed otherwise. If you cannot wait until the next mealtime, you can go to a nearby café to buy a snack. Ask if you may keep your purchased snacks in your host’s refrigerator or cupboards. Do not keep or consume food in your bedroom.

Shared Spaces

- **Hygiene.** Ask your hosts when the best time of day is for you to take a brief shower/bathe. Be considerate, leave the bathroom clean, and do not use water excessively.
- **Laundry.** Each homestay host’s laundry routine will be unique, so be sure to discuss the laundry routine with them so you will know when the best time will be for you to use the facilities. You should always plan to do your own laundry unless you have been advised alternatively. In some cases, students maybe living in a residential setting which may offer laundry facilities.

Shared Meals

One of the best parts of a homestay is the authentic food and meals experiences!

Clear Communication

In all cases, communication is crucial. Even if you think you clearly understood the agreement you reached with your host, it’s a good idea to repeat it to be sure. For instance, if you tell your homestay host you will be home for dinner, you must be home for dinner; your host will be expecting you and will prepare to feed you. Similarly, if you announced you do not intend to be home for a meal, you must respect that agreement too. Last-minute changes are inconsiderate and will not be well-received.

Meal Etiquette

Try to eat everything on your plate. Do not ask for what is not served. You are unlikely to be offered American foods for breakfast. Keep in mind this is one of the cultural differences you came to experience! Do not ask your hosts to purchase expensive items they themselves do not consume. Try to adjust by eating what your hosts eat and when they eat. If you try and cannot adjust and are unable to express it successfully to your host, please talk to the Faculty Director.

Your hosts may be too polite to say anything if you eat more than the pre-arranged number of meals as specified in the Program's Budget Sheet. Please remember that your homestay hosts are not reimbursed for any additional meals. We ask you to refrain from eating extra meals with your host unless you are invited to do so. If you are invited for an additional meal, it would be thoughtful to offer flowers or a contribution to the meal to show your appreciation.



Remembering Your Experience



Sharing Your Experience

Whether you want to share your experience with your family and friends at home, remember exactly how you felt at a specific moment while away, or enter a photo contest, there are several ways to document your time off-campus.

no exception, rather the alternative...a unique opportunity to distinguish yourself and help you reach your goals.

Consider reviewing your self-concordant goals from the [Pre-Arrival Orientation session workbook](#) or meeting with a [Student Alumni Mentor to](#) help you identify the aspects of study away you deem most important to you.

Identifying Your Off-Campus Program Goals

Do you remember why you decided to study away? The process to get to your off-campus destination can be long and winding. Throughout the journey sometimes students lose sight of why they chose to pursue the experience in the first place. It is important to reconnect with your goals for studying in another location for a term to ensure you maximize your experience and take full advantage of the location where you will be studying.

Did you hope to become proficient in a language, visit a significant cultural landmark, make connections with a local organization or business network? Regardless of your initial motivation it is helpful to reevaluate what you hope the outcomes will be so that upon return to Dartmouth you feel that you accomplished what you set out to do. Every term is an opportunity to build on your strengths, develop skills, narrow your academic focus, and carve out a path for your future; off-campus study is

Self-Reflection Frameworks

Self-reflection (or reflective practice), simply put, is the “examination, contemplation, and analysis of one’s thoughts, feelings, and actions” (apa.org) in specific places, spaces, and contexts. Requiring us to slow down, self-reflection is a *discipline and a practice*. When we self-reflect, we make the time to look back, to look inward, and, often, to look forward. With *critical self-reflection*, we not only learn who we are and what makes us tick, but also the positions we occupy and why we might experience the world—and others—in the way that we do. *Reflective practice* helps reveal our underlying assumptions, notice our blind spots, and learn how to modify our behaviors. It guides us to recognize hidden strengths as well as identify areas for growth. Reflective practice fosters *mindfulness*, promotes greater *self-awareness*, and is associated with overall *wellness*. For study away, reflective practice is also the cornerstone of *cultural adaptation*, *cultural humility*, and *intercultural competence development (ICD)*.

What? So What? Now What?

1. **What?** – describe the experience or activity. Be detailed. State the obvious.
2. **So What?** – what is important or significant about this experience or activity? What are you learning (about self, other, space, place)?
3. **Now What?** – what are your takeaways? How might you apply what you are learning moving forward? How might you modify your actions or goals because of what you've learned?

4 Questions

- What did you **notice**? (Pay attention to detail)
- What did you **feel**? (Pay attention to sensations and emotions)
- What **surprised** you? (Pay attention to underlying assumptions)
- What did you **learn**? (What are your takeaways from this experience or activity?)

The DIE(P)

- **D – Describe** – describe the event or activity in detail. Use descriptive adjectives and pay special attention to emotions and sensations.
- **I – Interpret** – read through what you have written. Notice the words you've chosen to use. Pay attention to what aspects of the experience or activity you have highlighted. Then, generate a series of questions for yourself and try to answer them. For example, "I say I felt uncomfortable in that space, why?" "I think my discomfort had to do with feeling particularly visible..."
- **E -Evaluate** – after answering your questions, what insights do you now have about yourself, about others, about the place and the culture you are immersed in, etc.?
- **P – Plan** – knowing what you now know, how might you apply this learning moving forward? How might you modify

your behavior? How might you do things differently (or not)?

Blogging or Vlogging

Blogs are an easy way to keep in contact with lots of people while still being able to focus on your experience in the moment. Link your blog to social media to distribute it widely.

Benefits of blogs and video blogs:

- Communicate with several hundred people (or your closest friends and relatives) with minimal effort and time expenditure
- Share your experiences from program candidly.
- Let loved ones know that you are safe
- Share photos and videos
- Take your family and friends on your trip with you through thorough descriptions of sights, smells, food, and emotions

Taking Photos

I'm sure you don't need us to tell you that photos help you communicate your experiences to friends and family, but they also provide you with memories for years to come. Some tips to keep in mind:

People

- Always ask permission to take photos of strangers and always ask before posting someone's photo or video on the internet; it's common courtesy.
- Candid photos capture what you were doing when you were on program and what kind of mood you were in, which in turn will make your memories more vibrant.

Places

- Always ask permission to take photos in sacred or religious sites. Also, many

countries have laws against taking photos of government and other buildings. Be respectful of the culture and feelings of those around you. When in doubt – ask. Do remember to respect historical and cultural aspects as well as local laws.

- Take photos that capture your learning.
- Capture the moment and your emotional memories by taking picture of how you see the world and how it makes you feel. Document what you experience internally.

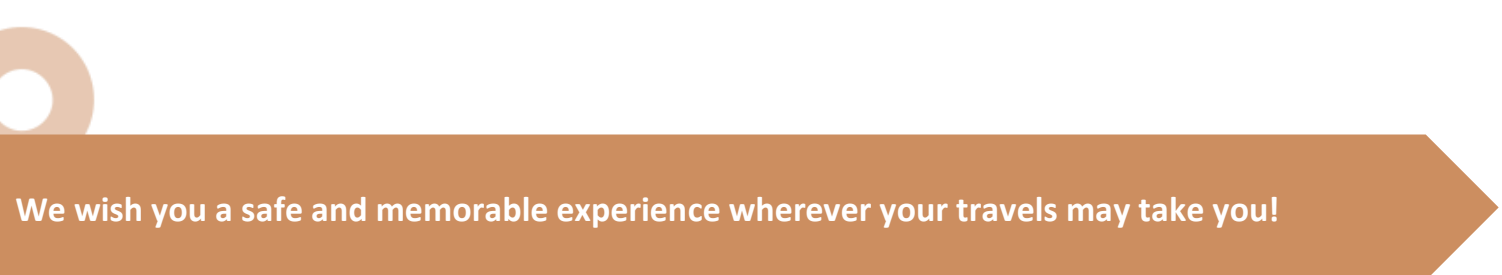
Leave Room for the Undocumented

- Consider NOT taking a photograph. Sometimes having your phone and camera so easily available can feel like a burden, making you anxious about whether you've captured the perfect memory, but ironically, making you miss the actual moment. Take some time to explore without it occasionally.

Journaling

We strongly suggest that you consider keeping a journal while you are away to document your experience. Even if you have never kept one before, you may find that while you are on program you feel more inspired to write down how you are feeling and things you want to remember. You may also find it relieves some of the stress and homesickness that often comes with being far away from home. If you think you may have trouble figuring out what to write in a journal, there are several books with prompts that you can bring along, search for online, or use the list below.

- Be descriptive to create a sensory memory
- Record first impressions and lingering images
- Give narratives of what you did and said about yourself and others
- Provide names of people you met or places you went with snippets of information
- Have a solo adventure and write about it
- Record your reflections. What inspires you or surprised you? What's exciting or frustrating? Different or similar? How is this experience influencing your world perspective?



We wish you a safe and memorable experience wherever your travels may take you!

Appendix A: Post-Decision Materials



Post-Decision Materials

Post-Decision forms are available once a student commits to a program. These forms, found within your program application, are **vital for program safety and planning** so it is essential that they be completed fully and on time to maintain your program eligibility.

Materials for All Programs

The list below contains samples of the materials that are required for programs (keep in mind that these are samples and not what you may necessarily see in your application. Different circumstances in program planning may elicit different requirements).

Program-Specific Materials

Each program is different and may contain additional unique information. You will be informed early in the post-decision process if your program works with a partner to help with program planning and travel needs. In addition, you may be required to apply to the host university. Any additional materials required for submission will be included in your program application materials once you have committed. For more information on if your program works with any providers, [review your program's webpage on the Guarini Institute website.](#)

Post-Decision Materials Checklist

* Indicates the document is required for ALL programs. Any other document is program-specific where specified.

Program Eligibility Forms

- ☐ Review the [Program Dates and Deadlines page](#) and mark your calendar with important dates
- ☐ *Sign the [Notice of Conditional Acceptance](#)
- ☐ *Sign the [Participant Agreement](#)
- ☐ *Sign the [Principles of Community and Norms of Conduct for Academic Off-Campus Programs](#)
- ☐ *Sign the [Acknowledgement: Student Visa](#)
 - [See our website for more information on visas.](#)
- *Complete the [Post-Decision Passport Upload](#)
 - [See our website for more information on passports](#)

Program-Specific Materials

Exchanges

- ☐ Sign the [Exchange Process & Expectations Acknowledgement](#)
- ☐ Sign the [Application Procedures Acknowledgement](#)
- ☐ Complete and submit the [Transfer Credit Form](#)
 - [Please see the Registrar's webpage on study away for more information about](#)

the steps of this process.

Health Planning Materials

- ☐ *Sign the [Travel Consult Acknowledgement](#)
- ☐ *Sign the [Disclosure of Immunization Records](#)
- ☐ *Sign the [Informed Consent Form: SARS CoV-2/COVID-19](#)
- ☐ *Complete the [Confidential Health Form \(CHF\)](#)
- ☐ *Complete the [Pre-Arrival Orientation Preparations](#)
- ☐ Meet with [Residence Life](#) and/or [Student Accessibility Services](#) for accommodations/adjustments while on program and indicate adjustments on the accommodations question within your Confidential Health Disclosure Form (CHF)
- ☐ Communicate often with your [Student Alumni Mentor](#), your Faculty Director and/or Exchange coordinator

Program Planning & Safety Materials

- ☐ *Complete the [Emergency Contact Information](#)
- ☐ *Submit your [Travel Itinerary](#)
- ☐ Review the [Program Budget](#) sheet in the Program Info tab of your application
- ☐ Read the [Pre-Departure Guide](#) in the Documents tab of your application
- ☐ Download and review the [Letters of Support/Entry Letters](#) (for Visa applications) in the Documents tab of your application
- ☐ Read the [Travel Guidance](#) – sent via email/ in your Documents tab of your application
 - Book your flight(s) and travel arrangements
- ☐ Travel and safety-related resources
 - [Download the International SOS App](#)
 - Register with the [Safe Traveler Enrollment Program \(STEP\)](#)
 - Print the [Important Contacts page from the Guarini Guide](#) and save important numbers in your phone contacts



Appendix B: First-Time Flyer Tips



Booking Air Travel

Booking a flight and navigating all the airport, customs, and arrival processes can be a lot to manage – even for experienced travelers. That said if you haven’t booked a flight or travelled independently before this trip, there are many helpful tips and resources you can use to make this experience easier.

- When looking for flights, a good place to get started is a simple Google search for the city you are flying out of and into. For example, searching for “Flights from Boston to Madrid” will yield many results from [Google Flights](#), as well as flight options directly from airlines and online travel agencies.
- Consider when you will need to depart and when you will need to arrive by. Think about how you will get to the airport, and what you will do after arriving at your destination. Keep in mind any time zone changes.

Airport Information

- The TSA recommends arriving at the airport two hours before domestic flights, and three hours before international flights.
- Airport websites typically have sections dedicated to transportation

options to/from the airport. This is a great place to check out what options will work for you.

- Travelers with disabilities can [request assistance from the airline](#) in order to navigate the airport.

→ Most airlines now use online/text, and [self-service kiosks](#) to facilitate the check-in process. You can use these kiosks to check-in, print your boarding pass, and indicate if you have any luggage to check. After this process you will normally head to the counter where an airline representative will help you finish checking your bags.

Baggage

- Make sure to bring a carry-on with your essentials. Important paperwork like your passport and/or entry letter, a change of clothes, glasses, medicine (and a doctor’s note), etc. are all things you would want to have on you and not in checked luggage. Please see Health Planning and Appendix C for more packing tips.
- Look up your airline’s baggage requirements. Usually, passengers can bring two carry-on items and one checked bag for no extra fee. However, each airline is different. There will also be restrictions on how large and heavy bags should be. Extra checked bags, or bags that are heavier or larger than requested may incur a fee. To avoid paying an extra fee when you get to the airport, research these requirements ahead of time and pack accordingly.

- Carry-on: Usually a backpack, purse, and/ or small suitcase that you bring with you on the plane.
- Checked luggage: A larger suitcase or item that you leave with the airline when you first check-in at the airport. The luggage will be stored in the body of the plane and can be picked up from a luggage carousel after arrival.

Airport Security & TSA

- Wear comfortable clothes. You might be travelling for a long period of time and being dressed in something you are comfortable in can help you feel at ease.
- **Be prepared for airport security.** After checking in, you will go through a security check before entering the “airside” part of the terminal. The TSA agents will instruct you to take off your shoes and any outerwear, and to put those and your personal possessions (laptops, phones, carry-on items) in bins to be scanned. If you have any liquids you will need to be sure they are in containers that are 3.4 oz or smaller, otherwise you may need to discard them or check them for a fee. After getting your items ready to be scanned, you will be asked to walk through a scanner.
 - Some passengers may be asked for more information or pulled for more inspection. Generally, this is resolved simply. However, if you feel that you are treated disrespectfully know that **TSA screening must comply with all applicable civil liberties and rights.** It may be helpful to ask for a supervisor or to later submit a **Traveler Redress Inquiry.**
 - **Travelers with disabilities, medical conditions, or cultural or religious needs should review information on**

Special Procedures to help accommodate their needs and prepare for screening.

- After the security screening, you will be in the “airside” portion of the terminal. We recommend that you travel from security to your boarding gate, where you will eventually board your plane. You can then wait there for boarding to begin, or you may want to get something to eat or shop near the gate area.

- Some large airports will have their own rail and/or bus systems to get passengers to their boarding area. Others will have walkways. Smaller airports might have just one terminal that you can walk through.
- Be aware that sometimes boarding gates change. It is good to keep an eye on your boarding gate or to sign up for text alerts and updates in case you need to go to a different gate.

Boarding the Plane

- Airline staff will make an announcement when it is time to board the plane. This normally begins between 30-45 minutes before the scheduled departure time. Boarding typically ends 15 minutes prior to departure.
- When you get on the plane, go to your seat. You can place your carry-on items in the overhead bin. You can keep a small item with you if you wish to access it easily during the flight (a purse, small backpack, etc.) This item will need to fit underneath the seat in front of you.

Flight Safety

- Flight attendants will provide some instructions and safety guidance before takeoff. During this period, you will be asked to stay in your seat. After the plane achieves

its desired elevation after takeoff, the airline will indicate when you do not need to be confined to your seat and can get up to walk or use the restroom freely.

- **Experiencing turbulence is normal.** If you experience turbulence on your flight, try to remain seated, buckle up, and stay calm. If you are feeling nervous about turbulence, it might help to watch **this short viral video about air pressure (and Jell-o!).**

Landing and Deboarding

- When you land, the airline staff will let you know when it is time to get off the airplane. If you are arriving in a new country, you will now go through Customs & Immigration. Afterwards, you can head over to the luggage carousel to pick up your other

baggage. From there, you can exit the airport using your preferred method of transportation to your destination.

- **Have a back-up plan** in case your flight is delayed, or cancelled, or you miss a connecting flight. If this happens, talk to the airline and they can put you on the next available flight for no extra charge. Contact your faculty-director, or host institution contact, so that they know you will be delayed. Stay calm – this happens sometimes, but you will still get to where you are going.
- **Alternative Airlines – First Time Flyer Tips**
- **Nerd Wallet - How To Book A Flight**



Appendix C: Packing Checklist



Guidelines

This is by no means an exhaustive list and in some cases may be too much for the location where you will be studying. These are general guidelines and suggestions. Make your own personalized list that best suits your term away. We highly recommend speaking with a previous participant to get guidance on necessities and things that you can live without for a term.

Most airlines restrict passengers to 2 bags, max weight of 50 pounds per bag, and charge high fees for bags that exceed the allowance. Check with your airline to find out their baggage policies so you are prepared financially and logistically.

General Advice

Try to prepare for a variety of weather conditions and be sure you can comfortably carry everything you pack. If you cannot,

unpack and start again. There will be little storage for suitcases in your bedroom so keep that in mind as you choose your luggage.

Consider packing darker solids because you can mix, and match and they hide stains. Lightweight, drip-dry, wrinkle-proof clothing will save you time. A nice pair of jeans is very fashionable in most countries, but denim takes a long time to air dry. Buildings are often colder than we are accustomed to - layering helps keep you warm, Pack lightly and smartly.

Consider packing a little "overnight kit" including a toothbrush, clean underwear, and a T-shirt to take with you on the airplane.

Additionally, **pack a few extra outfits with you in your carryon.** If your luggage is delayed, you will be more prepared. **Carry all necessary medications, in their original packaging, in your carry-on bag,** ideally with a doctor's note.

Study Away Packing Checklist

Clothing

- ☐ 6 pairs of pants
- ☐ 1 nice outfit (women, know cultural norms of your host country to help you decide proper dress attire)
- ☐ 6 tops/shirts
- ☐ 1 raincoat/outerwear - layer if you have the gear
- ☐ Headgear, warmth/sun protection
- ☐ Sunglasses
- ☐ 1 sweater
- ☐ 10 pair of socks/underwear
- ☐ 1 pair sandals/athletic shoes/walking shoes
- ☐ 1 pair comfortable dress shoes
- ☐ 1 swimsuit & beach towel
- ☐ 1 pair shower shoes/flip-flops
- ☐ 1 sleepwear

First Aid

- ☐ Adhesive bandages (Band-Aids) and dressings
- ☐ Blister pads
- ☐ Scissors (in checked luggage)
- ☐ Tweezers (in checked luggage)
- ☐ Fingernail clippers
- ☐ Antibiotic cream
- ☐ Alcohol wipes
- ☐ Latex gloves
- ☐ Wound closures for minor lacerations not requiring stitches (butterfly stitches and steri-strips)
- ☐ 50 Tensor bandages, triangular bandages, and a splint (if you intend to go hiking, climbing, skiing, etc.)
- ☐ Safety pins (also great for securing zippers and pants pockets against theft)
- ☐ Oral thermometer
- ☐ Hand sanitizer
- ☐ Masks including medical grade masks such as single-use filtering facepiece respirator (FFP) surgical masks or FFP-2 masks such as N-95

Medication

- ☐ Pain relievers like acetaminophen and anti-inflammatories like ibuprofen
- ☐ Antihistamine/allergy medication
- ☐ Anti-diarrheal medication (HIGHLY RECOMMENDED)
- ☐ Antacid
- ☐ Anti-itch cream, sunburn lotion, medicated first aid spray or aloe vera gel for sunburns and bug bites
- ☐ Decongestant/cold medication and lozenges
- ☐ Motion sickness medication to prevent nausea and vomiting
- ☐ Prescription medications in original bottles with a letter from your doctor
- ☐ COVID-19 rapid antigen tests

Safety

- ☐ Hand sanitizer
- ☐ Insect repellent (repellents with DEET are the most effective against mosquitoes)
- ☐ Rubber door-wedge (very handy at night for doors that do not lock)
- ☐ Small flashlight (some even come with a built-in personal safety alarm)

Travel Documents

Scan and email these to yourself:

- ☐ Passport
- ☐ Visa Support Letter or Visa Entry Letter (printed) and Instructions, if applicable (from the Documents tab of your program application)
- ☐ Medical Insurance Card
- ☐ Credit cards, ATM cards, money belt
- ☐ Prescription medications
- ☐ Note from your doctor about prescription medications, if applicable
- ☐ Vaccination certificates especially for those required for entry
- ☐ Important contact/phone numbers

- ☐ COVID-19 vaccination card, both digital and paper
- ☐ Extra documentation of any prior positive COVID tests, if applicable for entry

Other

- ☐ Smaller backpack for short trips
- ☐ Umbrella (if appropriate)
- ☐ Swiss Army knife/good utility knife, pack this in your checked luggage!
- ☐ Sewing kit
- ☐ Duct tape for fixing luggage and making waterproof patches
- ☐ Toilet paper or tissue
- ☐ Sealable plastic bags (such as Ziploc bags) for bottles with liquids and dirty or soggy clothes
- ☐ Wall socket adapter if you are bringing any electronic devices or appliances
- ☐ Laptop and charger
- ☐ Cell phone and charger
- ☐ Power bank and batteries
- ☐ Extra glasses/contacts & prescription copies
- ☐ Gifts for homestay hosts - Picture books of home, locally made products (please be sure the products are made in the US!)
- ☐ Guidebooks - Guide Books like "Lonely Planet" are excellent ways to not only help you get around but also provide social, historical, political information in an entertaining, easy to read format
- ☐ Journal
- ☐ School supplies such as notebooks, writing utensils, etc.



Appendix D: Important Contacts

Save these contacts in your phone & keep a printed copy with you always in case of lost/stolen phone or dead battery.

Emergency Procedures

1. Call the **emergency phone number** for your country (if in immediate danger).
2. Call your **faculty director** or the **Dean on Call** for next steps.
3. Call **ISOS** for in-country resources.

Faculty Director/Exchange Contact

Mobile

WhatsApp

Email

Address

Dartmouth Safety and Security -24/7 (*ask for dean/counselor on call*) | 1 (603) 646-4000

International SOS | 1 (215) 942-8226 (collect calls accepted 24 hours/7 days a week) Group
Membership ID: 11BSGC000018

Title IX Coordinator/Clery Act Compliance Officer | 1 (603)-646-0922

Guarini Institute for International Education
1 (603) 646-1202 (M-F 9am-12pm & 1-4pm EST)
Guarini.Institute@dartmouth.edu
(978) 304-2715 (non-business hours)

Homestay Host Address & Phone

U.S. Emergency Contacts

Country	Emergency Phone Number
Argentina	100
Austria	112
Bahamas	919
Canada	911
Cayman Islands	911
China	119
China (Hong Kong)	999
Cook Islands	998
Costa Rica	911
Cuba	2611
Czech Republic	112
Denmark	112
Estonia	6000 112
France	112
Germany	112
Ghana	112
Greece	112
Israel	112
Italy	112
Japan	119
Kuwait	112
Latvia	112
Lithuania	112
Mexico	060
Morocco	15
New Zealand	111
South Africa	112
South Korea	119
Spain	112
Taiwan	110
Thailand	191
United Kingdom	999
United States	911
Vietnam	113

US Embassy/Consulate Address & Phone

Program Partner Emergency Phone

Appendix E: ISOS Brochure

International SOS

YOUR MEDICAL AND SECURITY ASSISTANCE SERVICE

PROTECTING YOU IS OUR PRIORITY

When you are away from home and in unfamiliar or remote locations, there are some events that you cannot predict. If you feel unwell, unsafe or have lost something important to you, simply contact us. Your membership gives you access to 24/7 worldwide medical, security, travel and emergency assistance. Rest assured, we will do everything possible to make your trip memorable for all the right reasons.

YOU ARE IN SAFE HANDS

Contact our multilingual nurses, doctors, logistics and security experts whatever your problem, wherever you are. Our advice is unlimited and it is free to call and speak to us. Collect calls are accepted.



Starr Insurance and International SOS work together to facilitate a seamless experience for international travelers. All assistance services and insurance benefits are initiated by calling International SOS at +1 215-942-8478.

STARR
INSURANCE COMPANIES

The Dartmouth College International SOS Membership Number is 11BSGC000018

Starr Insurance Benefits Include:

- Urgent and Emergent Medical Expenses (no coverage for preventative or routine care)
- Medical Evacuation and Repatriation
- Security Evacuation





**WORLDWIDE REACH.
HUMAN TOUCH.**

internationalsos.com

FROM FRANKFURT
TO HO CHI MINH CITY,
WHEREVER YOU ARE,
WE ARE THERE TOO.



WHEN DO I USE INTERNATIONAL SOS?

PREPARE

before you leave home:

- Keep your membership card safe and with you at all times
- Call an Assistance Centre for free pre-travel information (i.e. vaccination, required medication and travel security concerns)
- Download the Assistance App, log in using your membership number to help you make more informed travel decisions based on our online medical and security reports and country travel risk guides
- Sign up for health and security email alerts
- Inform friends and family that you are with International SOS, so they can get in touch with us should they have any concerns for your welfare while you are away.

WHILE ABROAD

all medical and security enquiries, be they of a routine or emergency nature:

- Free and unlimited health, safety, and security advice
- Find a local nurse, internationally-trained doctor or security specialist near you
- Find medication or medical equipment
- Travel advice on loss of travel documents or legal assistance
- Assistance paying your medical fees.

IN AN EMERGENCY

we provide all necessary emergency services, including:

- Arranging medical transportation and care
- Monitoring your condition and provide advice along the way
- Evacuating you when necessary
- Contacting your family, so they know you are in good hands.

DOWNLOAD

the free Assistance App* from app.internationalsos.com to contact us and help you make more informed travel decisions based on our online medical and security reports and country travel risk guides.



*available on Android®, BlackBerry®, Windows® & iPhone®.

A GLOBAL INFRASTRUCTURE YOU CAN DEPEND ON:



ASSISTANCE CENTRES

With our local experts available globally, you can speak to us in any language, anytime 24/7.



MEDICAL PROFESSIONALS

Immediate access to experts with extensive experience in all fields of medicine coupled with a thorough knowledge of the local environment and healthcare system.



SECURITY SPECIALISTS

24/7 access to security reporting, analysis and expert advice from our security consultants, analysts and tracking experts around the world.



CLINICS

An integrated network of clinics around the world, practising international standards of medicine – mostly in emerging countries.



ACCREDITED PROVIDERS

A network of accredited healthcare, aviation and security providers ensuring we provide you with the best logistics in the air, on the ground and at sea.

WORLDWIDE REACH.
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