

Study Abroad

2016-2017



A GUIDE FOR STUDENTS & FAMILIES



Global Education Office (GEO)
Reves Center for International Studies
The College of William & Mary
www.wm.edu/studyabroad

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Students from W&M's Summer Program in Florence, Italy, visiting the Verrazzano Vineyard

study abroad options

William & Mary Study Abroad Numbers (Approximate)

- 650+ W&M students participate in study abroad programs each year through the Global Education Office (GEO)
- ~300 students go on semester-long programs (fall, spring, or both semesters)
- ~350 students go on summer programs

How Can You Go Abroad?

W&M FACULTY-LED SUMMER PROGRAMS – GEO coordinates short-term study abroad programs led by W&M faculty each summer. Students pay the fixed program fee and a \$75 application fee. Courses are taught by W&M faculty and/or faculty from host institutions abroad. Credits and grades earned are posted on the W&M transcript. Anticipated 2017 programs are:

Adelaide, Australia	Cape Town, South Africa	Potsdam, Germany
Antigua	Classical Studies*	Prague (Area Studies), Czech Republic
Beijing, China	Florence, Italy	Prague (Performing Arts), Czech Republic
Bengaluru/Goa, India	Galway, Ireland	Santiago de Compostela, Spain
Cádiz, Spain	Montpellier, France	St. Petersburg, Russia
Cambridge, England		

*Classical studies study abroad programs run on alternate years: Athens/Nafplio, Greece (odd years), Rome/Pompeii, Italy (even years)

W&M TUITION EXCHANGE SEMESTER PROGRAMS – W&M currently has exchange agreements with universities abroad that receive William & Mary students and send their own students to our campus. Tuition exchange students pay their usual W&M tuition and fees, a \$75 application fee and a \$200 off-campus fee to W&M (\$300 beginning Fall 2017); room and board is paid to the host university. Students are required to purchase CISI insurance for \$170 per semester for semester programs.

Exchange programs are generally more financially desirable for in-state students. With a few exceptions, students can select courses from the entire course catalogue. Courses are taught by host university faculty and must be pre- or post-approved. Students earn transfer credit, and grades are not posted on the W&M transcript. *** Please note that exchange spots may be limited for certain programs. St Andrews also has the opportunity of enrolling directly into the institution.*

Australia: University of Adelaide	Japan: Akita International University
Austria: Vienna University of Economics and Business	Japan: Kanazawa University
Canada: McGill University, Montreal	Japan: Keio University, Tokyo
China: Tsinghua University, Beijing	Netherlands: Leiden University
England: University of Exeter	Scotland: St Andrews University
England: Manchester Business School	South Korea: Yonsei University, Seoul
England: University of Nottingham	Singapore: National University of Singapore
France: L'Institut d'Etudes Politiques de Lille	Wales: Cardiff University
France: Université Paul-Valéry, Montpellier	

study abroad options

W&M SPONSORED SEMESTER PROGRAMS –GEO has collaborative agreements with four institutions abroad. Students attending these programs in Argentina, England, France and Spain pay the program fee and a \$75 application fee. Depending on the program, students may choose courses from a pre-selected curriculum or from the entire course catalogue. Courses are taught by host institution faculty and the programs are coordinated by local institutions. The course approval process differs by program. For Argentina and Spain only, coursework receives William & Mary credit, and grades do appear on transcripts. For all other sponsored semester programs, coursework appears as transfer credit and grades are not posted on transcripts.

Argentina: Universidad Nacional de La Plata	France: Université Paul-Valéry, Montpellier
England: Hertford College, University of Oxford	Spain: Universidad Pablo de Olavide

RECOMMENDATIONS – Most W&M program applications require **1-2 recommendations**. At least one (preferably both) should be from a W&M professor. Before requesting a recommendation, ask the professor if he/she is willing to write a recommendation and what materials are needed from you. Request the recommendation early – do not wait until a few days before the deadline.

ENROLL DIRECTLY IN A FOREIGN UNIVERSITY – Student pays \$275 (\$375 beginning Summer 2017) registration and off-campus study fee in addition to paying host institution tuition, room, and board.

ENROLL IN A PROGRAM ABROAD THROUGH A US UNIVERSITY OTHER THAN W&M – Student pays \$275 (\$375 beginning Summer 2017) registration and off-campus study fee in addition to paying the program cost directly to the university.

ENROLL IN A PROGRAM OFFERED BY A US ORGANIZATION SPECIALIZING IN STUDY ABROAD – Student pays \$275 (\$375 beginning Summer 2017) registration and off-campus study fee in addition to paying the program cost directly to the provider.

What Should You Take Into Account as You Look for a Program?

- Current year of study
- Academic requirements
- Financial situation
- Language abilities
- Academic requirements
- Past experiences
- Level of independence/support
- Academic/professional goals
- Desired level of language proficiency, if applicable
- Personality
- Health

Why Do You Want to Go Abroad?

For example...

- To integrate a global perspective into any academic study
- To learn or improve fluency in another language
- To gain experience for a future career
- To have cross-cultural experience
- To challenge yourself
- To leave behind all cultural and personal “security blankets”
- To meet people from other cultural/ethnic backgrounds
- Enroll in classes not offered at W&M

Carnevale Opening Celebration in Venice

What Are Your Own Objectives and Goals?

Now think about how a study abroad experience can help you achieve these goals...

- Why would a study abroad experience help you achieve these goals?
- When and where can you study abroad to achieve these goals?
- What can you do once abroad to achieve these goals?

planning checklist

I want to study abroad. What should I do first?

2-3 semesters prior to study abroad experience:

- Attend a Study Abroad Workshop in the Global Education Office (GEO) at the Reves Center (2nd floor) or at Swem
- Review the GEO website at www.wm.edu/studyabroad
- Browse the materials in the Global Education Resource Center
- Follow the Reves Center on Facebook www.facebook.com/internationalwm and Twitter @InternationalWM
- Check out the Study Abroad Fair, held during Family Weekend each fall
- Read weekly "Reves Digest" emails from the Reves Center for important study abroad updates.
- Meet with a Study Abroad Peer Advisor
- Narrow down your study abroad program options by using the program comparison worksheet, available in the Global Education Office Resource Center. This is also handed out at every Study Abroad 101 workshop.
- Review this handbook and program-specific literature
- If you have a disability, make this known early so that you can work with the GEO staff and Office of Student Accessibility Services to find a program that will meet your needs
- Meet with a GEO Staff Advisor if you would like to talk more about study abroad in a specific region or have questions about courses, finances, scholarships, support, etc.
- Choose the program to which you wish to apply

I know which program I want to apply for. What should I do next?

1-2 semesters prior to study abroad experience:

- Complete the program application
 - Search for your program on <http://studyabroad.wm.edu> to begin your W&M registration or application process.
 - For non-W&M programs, register your study abroad online at <http://studyabroad.wm.edu> by the appropriate deadline. Check website for specific deadlines. Registration fees are refundable if you are not accepted, or if certain other unavoidable circumstances prevent you from going abroad. If the program for which you are applying is NOT listed by name in the registration/application portal at <http://studyabroad.wm.edu> contact Debi DeBacco (dvdeba) before seeking course approval. This is to ensure that your intended program is eligible for credit transfer.
 - Submit the program application or registration before the due date. A \$100 late fee will be required if you apply for a W&M program or register for a non W&M program AFTER the deadline. If you register after the deadline, you must petition the Committee on Exceptions. Contact Adam Ferguson (adferguson@wm.edu) for details. Check the deadline of your desired program – they vary!
- If you plan to use financial aid
 - Make sure that you have completed the FAFSA by the deadline.
 - Submit a completed (the student section) Consortium Agreement to GEO by the registration deadline. It will then be sent to the host institution/program to have the costs listed. The form is available online on your application page.
 - Sign up with Student Accounts for e-refund, as this will make your financial aid available to you sooner. If this is not an option for you, then you will need to submit a completed Refund Disbursement Form to GEO by the registration deadline. This form is available online.
- Check with the GEO staff, Financial Aid Office and GEO website for scholarships, travel grants, and financial aid opportunities.
- Other: Passport and Visa
 - Obtain or renew your passport at least 4-5 months before you plan to travel abroad; you may need to allow more time if applying for a visa. Your passport must also be valid for at least six months *after* you return to the U.S.
 - Ensure that at least one guardian/immediate family member has a valid passport, in case of an emergency abroad.
 - Inquire about visa requirements for your desired host country at <http://travel.state.gov> and the specific country's embassy website.
- Students with disabilities should set up an appointment with Student Accessibility Services, in the Dean of Students Office (757-221-2510)

planning checklist

I have been accepted to my program. What should I do next?

1 Semester prior to study abroad experience:

- Meet with your faculty advisor to discuss your course work abroad and how the courses may fit into your academic plan.
 - Be sure you know how the host institution credits will convert to W&M credits. Be mindful that the maximum number of transfer credits that can be awarded each semester is 18 and that you must enroll in (and complete) at least the equivalent of 12 W&M credits per semester.
- Obtain pre-approval transfer credit for as many of the courses you want to take abroad as possible. You will need to meet with the designated faculty member in each academic department for course approval. *Allow for several weeks to complete this task. See GEO website for specific instructions:*
<http://www.wm.edu/offices/revscenter/studyabroad/students/onceacceptedwhileabroad/coursecredit/index.php>
- Make an appointment to meet with your financial aid advisor if you have questions about how your aid will transfer
- Register for William & Mary classes for the following semester during the class registration period. You will be dropped from these classes once your participation in the study abroad program is confirmed, but until that time it is highly advisable for you to have the safety net of a full course load for the coming semester.
- Make an appointment with the W&M Student Health Center to make sure all of your immunizations are up-to-date and discuss strategies for staying healthy while abroad.
- Check my.wm.edu and Banner Web to see if you have outstanding bills, *as your account must be clear of any holds before you may study abroad.*
- Verify with the Dean of Students' Office that you may study abroad. If you are on academic or disciplinary probation, *you must receive approval from the Dean of Students' Office before you may study abroad.* Notify GEO of any potential difficulties as they arise.
- If you are currently in counseling, discuss with your counselor strategies for making your study abroad successful.
- Get a physical exam, including dental and vision. Check for legality and availability of prescriptions you will need abroad.
- Make sure you have personal property insurance coverage while abroad.
- If you plan to do a non-academic internship while abroad but would like to obtain credit you must get approval BEFORE you leave from the Dean of Undergraduate Studies. Also, make sure you apply for the correct visa to allow for an internship in the host country.
- Obtain an entry visa for your host country (<http://travel.state.gov> for entry requirements and visit the host country's embassy website in the consular/visa section). The program or school with which you will be studying abroad may also be able to give you visa advice.
- Forward your mail by leaving your permanent U.S. address with the William & Mary post office.
- Contact Residence Life. If you are going abroad Spring semester and plan to live on campus the following fall, remember to submit your housing deposit and assign a proxy before you leave campus. Students who will be abroad in the fall and returning in the spring are not required to submit a housing deposit before they leave.
<http://www.wm.edu/offices/residencelife/rsp/studyaway/index.php>
- Contact Parking Services. You may be eligible for a partial parking decal refund if you are abroad during the spring semester.
- If you plan to study abroad as a senior, you must submit a request for a Senior Residency Requirement Waiver to the Dean of Undergraduate Studies Office in Ewell Hall and receive approval prior to confirming study abroad plans. You may NOT study abroad immediately prior to graduation. Transfer credit processing typically takes 3 months or longer depending on the host institution and could delay graduation.
- Register your time abroad with the State Department; <https://travelregistration.state.gov> for U.S. citizens or your home country embassy.
- Attend all pre-departure meetings and read information provided. Keep this handbook with you while abroad. This handbook is also available on the GEO website.
- If you are on a W&M summer or sponsored program, read that specific handbook and take it with you. The handbooks are also posted in Blackboard.
- Learn about your host country. For example: <https://www.cia.gov/library/publications/the-world-factbook/index.html>
- Notify your bank and credit cards of your travel dates & locations, so that use of your cards during your travels will not be flagged or blocked as suspicious activity. Inquire about the daily limits for you to withdraw cash while overseas and familiarize yourself with your bank's fees. Leave unnecessary cards and ID's at home.

planning checklist

- Make copies of passport, visa, credit/debit cards, insurance cards, etc. Leave set of copies with family and pack one set separate from originals.
- If you will be receiving financial aid and expect a refund to cover study abroad costs, make arrangements for how to access these funds.

I am currently studying abroad for a semester or year. What do I need to do?

- Check your William & Mary email often for information from GEO, Registrar's Office, Residence Life, and other on-campus offices, or have it forwarded to an address you will check regularly.
- Maintain full time enrollment in an official program for semester study abroad, which is equivalent of **12 W&M credits**. If you are receiving financial aid, you must be enrolled in at least 6 credits for a summer program.
- If studying abroad during the fall, spring, or academic year, have your full-time enrollment verified by your host institution or program and send a completed and signed Confirmation of Classes Abroad form to the GEO **two weeks after your arrival in country**. This form is available on your online W&M application/registration. If you do not return the form, a hold will be placed on your student account.
- Register for William & Mary classes for the semester you plan to return to campus during your assigned registration period. If you will NOT have internet access during your registration time block, the GEO can register for you. Instructions will be sent to your W&M email about 2 weeks before the start of registration.
- Be mindful that the maximum number of transfer credits that can be awarded each semester is 18. Be sure you know how the host institution credits will transfer back to W&M.
- Save syllabi and coursework samples for any courses for which you will need post approval.
- Request that your host institution or program provider send a transcript to the GEO, NOT to the Registrar.
- Obtain additional transcripts from your host institution for your future use, such as graduate school applications. Have them sent to your home address, not the GEO and leave them sealed.
- Check the GEO website for reminders, detailed information, contact numbers, and events.
- Keep a journal or blog. This will help you remember events that you can talk about later in interviews with future employers or graduate school admission officers.
- Take photos and submit to the yearly photo contest.
- If participating in a W&M summer or sponsored program, check Blackboard on a regular basis for announcements, assignments, syllabi, reading lists, etc.

I am back at William & Mary. What do I do?

When you return to campus:

- Obtain post-approval for courses as soon as you have been notified by the GEO that it is necessary.
- Allow enough time for these to be processed well before your graduation.
- Attend the Re-Entry Celebration and other returnee events! You will receive an email early in the semester when you return to campus.
- Volunteer at the Study Abroad Fair, held Family Weekend in the fall.
- Volunteer at pre-departure orientation or as an international orientation peer leader.
- If a Reves Scholarship recipient, look out for ways that you can volunteer by submitting photos or video's for a program, attending info sessions, the Study Abroad Fair, and other events hosted by the Global Education Office.
- Share your study abroad experience, stories, and pictures with the Global Education Office. They may be posted on the website or in printed materials. Future students want to hear firsthand about your experiences.
- Integrate your study abroad experience into your on-campus activities and academic studies. Look for ways to share your experiences in classes and through pursuing research projects related to your study abroad destination.
- Remain in contact with friends you made during study abroad.
- Become involved in student organization focused on international or regional activities.
- Attend career workshops offered by the Global Education Office and Career Center.

financial aid



Remember that you need to be enrolled **full-time** while abroad to receive financial aid (**the equivalent of 12 credits for fall or spring study, and 6 credits for summer**). If you fail to maintain full-time status, your aid may be adjusted or canceled. Your financial aid advisor will determine the amount of aid you are eligible for during the time you are abroad. (Grant eligibility may decrease if the total cost of attendance is less than the standard cost of W&M attendance for the year; likewise, eligibility for loans may increase if your study abroad costs are significantly higher than your on-campus costs.)

Your financial aid advisor will explain financing options for your time abroad and your specific program of study. ***It takes time to work out the details, so please arrange to meet early in the semester before your departure, once you have completed the steps below.***

Step 1: Complete a FAFSA if you have not done so for the academic year

The Free Application for Federal Student Aid (FAFSA) should be filed online by March 15th for each upcoming school year. An academic year begins with the fall semester and ends with the last summer session. It takes approximately one month for aid to be processed after a FAFSA has been filed. If you haven't filed a FAFSA but want to apply for financial aid for a summer program, contact the Office of Financial Aid in Blow Hall.

Step 2: Sign up for e-refunds: <http://www.wm.edu/offices/financialoperations/sa/refunds/index.php> if you haven't done so already. This will ensure that any financial aid that you may qualify for will be direct deposited into your (or your parents') checking or saving account. You will need the account number, the routing number, and other information common to direct deposit initiation.

If for some reason you are unable to sign up for e-refunds, complete and submit a paper "refund disbursement form", which you can either download from the link on your registration/application portal or pick up a hard copy in the Global Education Office at the Reves Center.

Step 3: Complete and submit a Study Abroad Consortium Agreement

The Consortium Agreement is required of students who receive money awarded or directly processed by the Financial Aid Office. The form provides information on tuition, fees, and anticipated expenses, including airfare. This form should be submitted to the Global Education Office once you have complete the section identifying the program you wish to attend. It is faxed to the institution/program and, once completed with estimated costs, returned to us by the host program, forwarded to W&M Financial Aid. This form is available through your application/registration page at <http://studyabroad.wm.edu>.

Disbursement Process

For *W&M faculty-led summer and sponsored semester programs* financial aid is disbursed and transferred to the Global Education Office program accounts via student account charges.

For *all other programs*: financial aid is "refunded" to the student – W&M does not pay universities and third-party providers directly. For example; if the student is eligible to receive \$2,000 in financial aid that amount is deposited into the designated checking or saving account (through e-refunds) and the party responsible for paying tuition and program fees, pays the host university or program provider directly.

PLEASE NOTE: Disbursements are made on the start of classes for the regular W&M semester calendar or on the first day of the study abroad program, whichever date is LATER. Also note that loans and grants may be disbursed on different days. Students should be prepared to pay deposits, fees, airfare, etc. before receiving their financial aid disbursements. Many study abroad providers will accept payment of program fees after the published deadline if you contact them and submit the appropriate paperwork confirming your financial aid package.

Since tuition and program fees must be paid in lump sums by specific dates, **the Tuition Management Systems (TMS) can only be used to pay tuition for W&M exchange programs.** If you are a resident of the District of Columbia and receive **DCTAG funding**, please note that DCTAG **will not** award funds for any semester you choose to study abroad.

financial aid & pre-paid tuition (vpep)

Refer to the chart below to determine if you need to submit Financial Aid forms for non-W&M and exchange programs.

METHOD OF PAYMENT	Consortium Agreement	Refund Disbursement OR sign up for e-refunds	Payment Agreement
Loans, Grants, Scholarships	YES	YES	N/A
Pending or unsure about Loans, Grants, Scholarships	YES	YES	N/A
VPEP, VEST	NO	YES	N/A
Personal or Family Funds	NO	YES	N/A
All W&M Summer & Semester Programs (La Plata, Sevilla, Montpellier, and Oxford)	Pre-filled YES	YES	Yes

Types of funding can be used for the following study abroad programs:

	Grants FAFSA required	Loans FAFSA required	TMS	VPEP/529	DC TAG
W&M Summer Programs	Typically not available	Yes	No	Not advised	No
W&M Semester Programs	Yes	Yes	No	Yes	No
Tuition Exchange Programs	Yes	Yes	Yes	Yes	No
Third Party Providers	Semester: Yes Summer: Not available	Yes	No	Semester: Please contact your provider/W&M Bursars office. Summer: Not advised	No

Virginia Prepaid – Virginia Prepaid 529 – You can likely use your Virginia 529 plan for semester study abroad programs if you are enrolled in an academically-approved institution, registered for study abroad through the Reves Center, and coded as “Study Abroad” in banner. Contact the W&M Bursar’s Office for more information on this process.

If you are participating in an exchange program or a W&M sponsored semester program (LaPlata, Oxford, Montpellier or Sevilla), you will owe the difference between your 529 benefit and your program fee, if applicable. If you are participating in an assisted enrollment program with an exchange university, directly enrolling into a foreign university or going on a third party provider program, such as CIEE, API, etc., the 529 funds will be refunded to you (refund check or direct deposit through eServices) and you in turn will pay your study abroad institution. Neither W&M nor the Virginia 529 office will pay the third party institution directly, and you may have to pay your tuition before you receive your refund.

Refunds are usually processed within the first week of the beginning of class at W&M. If you are not signed up for direct deposit through eServices, you must submit a Refund Disbursement Form to the Global Education Office.

scholarships

Scholarship applications are available through the Global Education Office website at:
www.wm.edu/studyabroad/funding

Global Education Office -administered Scholarships

Reves Center Scholarships

Need-based awards for students participating in W&M-sponsored summer and semester programs (\$750-4,500)

Critchfield Scholarship

Merit- and need-based awards for study in Middle East (Egypt and eastward) and Indian Ocean. Awarded for semester & summer programs

Meyers Stern Scholarship

Merit based award to a student studying Judaic Studies in Israel or other location with approval from Judaic Studies

Robert M. and Rebecca W. Gates Scholarships

Merit-based awards for outstanding students majoring in International Relations, Global Studies., or Africana studies

Tepper Scholarship

Merit-based award for up to \$2000 for students participating in the Bosnia, W&M Prague, or W&M St. Petersburg programs

Timothy J. Sullivan Scholarship

Merit-based award for study at particular institutions in the U.K., with a preference for year-long study (\$3000 USD & 3000 GBP)

Zachary James Vaughan Memorial Scholarship

Need-based award for a student committed to public service and cross-cultural understanding (varies). Semester –only
Global Opportunities (GO!) W&M Summer Faculty-Led Scholarship

Two scholarships will be awarded to students demonstrating high financial need for the program fee and \$1000 towards a W&M summer faculty-led program

Other William & Mary Scholarships

Charles Center Summer Scholarships

The Charles Center offers a number of funding opportunities to support research during the summer. Unless otherwise noted, all awards are \$3000 and projects must be for seven full-time weeks of undergraduate research.

Guthrie Scholarship*

Scholarship available for summer or semester research in German Studies.

Harriet Mayor Fulbright Summer Fellowship in Peace Studies

Support for summer research in international peace studies and conflict resolution.

McCormack-Reboussin Scholarship*

Awarded to current French major juniors with the intent of supporting research to be conducted in a French-speaking country or region.

Tyler Summer Research Grant *

\$500-\$1000 grant to a junior or senior history major to fund related research over the summer.

Todd Weaver Study Abroad Scholarship*

\$2500 scholarship for Government and International Relations majors.

***Please contact specific department for details.**

Other Scholarship Opportunities

Benjamin A. Gilman International Scholarship

Available only to Pell Grant recipients. See the Gilman website for more details at <http://www.iae.org/en/Programs/Gilman-Scholarship-Program>

British Universities Transatlantic Exchange Association (BUTEX) Scholarships

For semester or year-long study at BUTEX affiliated universities in the UK

Critical Language Scholarships for Intensive Summer Institutes

Critical Language Scholarships funded by the State Department for Summer Programs all over the world

DAAD (Deutsche Akademische Austauschdienst)

For study in Germany

Japan Student Services Organization (JASSO) Scholarships

For study in Japan

David L. Boren Scholarship

For non-western study abroad destinations

The Peer Scholarship Advisors in the Charles Center (located in Blow Hall) are available to help students complete applications and write essays for the following scholarships: Gilman, Boren, Critical Languages, Fulbright.

Many other scholarships exist for Study Abroad. Please plan ahead and visit our website for more information.

For more information, go to: <http://www.wm.edu/sites/scholarships/peerscholarshipadvisors/index.php>

financial tips for study abroad

The cost of living abroad will inevitably vary from student to student and country to country, based upon individual living styles, budgetary habits, personal resources, and the fluctuating currency exchange rates. Consequently, it is difficult to estimate expenditures in preparation for a program. Students should be prepared to adapt their standards of living to their surroundings, and approach the experience with financial responsibility.

Here are some financial tips to remember, in preparation for your time abroad.

Before You Go Abroad

Credit/Debit Cards

Contact your bank and credit/debit card companies to let them know when and where you will be abroad, so that your withdrawals are not denied or your credit card canceled. The credit card and/or debit card you plan to use while abroad must be in your name, not your parents'. (Most major lenders will, at the request of the cardholder, provide an additional card in the name of a dependent authorized to use the account.)

ATM Fees

Check with your bank for information about daily/weekly limits on withdrawals, and about fees charged for the use of foreign ATMs. When withdrawing money from an ATM abroad, you will likely be charged a fee at the foreign bank, in addition to your own bank's fee. Ask your bank before you go if they have a partnership bank in the country where you will be living; if so, you might be able to avoid ATM fees.

Foreign Currency

Buy some currency to have when you arrive. You may need money to get from the airport to your accommodation or school, and changing money in airports is often more expensive than at a bank. If you are unable to have local currency before you arrive, consider withdrawing money from the ATM at the airport rather than exchanging USD at an exchange counter.

Traveler's Checks

Be aware that traveler's checks are becoming increasingly difficult to cash, especially in Europe & the Middle East. They may only be useful as a last resort.

While Abroad

Security

Do not make a habit of carrying extra money and credit cards with you. If you are not planning on using them, leave them in the U.S. or in a secure place. The same holds true for your personal documents: IDs, driver's license, passport, etc. Always have a copy of your passport with you, but the original documents should stay at your residence unless your host country's laws require you to carry the actual passport or you anticipate needing it (to change traveler's checks or check into a hotel, for instance). Choose carefully which documents you bring with you. Some, such as your Social Security card, should be left at home.

Budget

Always carry your local student ID or International Student Identity Card (ISIC) with you, as many places offer students discounts or even free admission. Keep an eye out for student rates, and remember that it never hurts to ask! Youth rates are available to anyone under the age of 26 in many countries. Try to avoid eating out during the week; cooking for yourself and/or eating with your host family will save a lot of money for weekends, travel, souvenirs, etc. Avoid American restaurant franchises – they are more expensive. Local food is usually better and part of the experience!

Travel

When you arrive, consider buying a long-term bus, metro or train pass; monthly or multiple trip passes are likely a better value than daily passes. Make a budget for travel in addition to your weekly expense budget. Be aware of the current exchange rates in the countries you plan to travel to – this can greatly affect your travel budget.



Students from W&M's 2013 Summer Program in Athens, Greece

study abroad registration

The Global Education Office at the Reves Center is the primary source of information to help you select, apply to, and enroll in a study abroad program. You are encouraged to make an appointment with a Global Education Office staff member to discuss your options before submitting a program deposit or registration materials.

All students MUST register with the Global Education Office at the Reves Center prior to going abroad, no matter the semester/term, or you will not receive credit for your courses! Registration also ensures that the Global Education Office will communicate your study abroad status to all appropriate departments in order to maintain your status as an active student. Even if you have studied abroad before, a separate registration is required for each program you attend. If you have applied to a W&M summer or semester program, you are automatically registered when you apply.

To search for program and complete the study abroad registration, visit <http://studyabroad.wm.edu>

The fees below are for 2016-17. Check the Reves Center website at <http://www.wm.edu/offices/revescenter/studyabroad/index.php> for the most up-to-date information.

Students applying to a **W&M summer and sponsored semester** program pay a \$75 application fee and are automatically registered with the GEO **once** they submit an application to <http://studyabroad.wm.edu> and been accepted to the program.

Students applying to a **W&M exchange partner universities**, pay a \$75 application fee and are automatically registered with the Global Education Office **once** they submit an application to <http://studyabroad.wm.edu> and are accepted into the program; accepted students must also pay a \$200 (\$300 beginning in Summer 2017) off-campus fee.

Students studying on **non-W&M programs** must apply directly with their study abroad provider or host institution AND register through <http://studyabroad.wm.edu>. They must pay a \$75 registration and \$200 (\$300 beginning in Summer 2017) off-campus fee, submit financial aid paperwork and a passport photo by the deadlines below (again, these are for NON-W&M program):

- Summer study: April 14
- Fall/Academic Year study: April 14
- Spring study: November 4

The registration fee is refundable for students who apply to **non-W&M** programs but are not accepted, and in other special cases. For more information, please visit the Study Abroad Registration FAQs page at <http://www.wm.edu/offices/revescenter/studyabroad/students/applyregister/faqs/index.php>

If the program for which you are applying is NOT listed by name in the registration/application portal at <http://studyabroad.wm.edu> and you have to select the "Other Program" or "Other Program Travel Warning" category, you must complete the Petition to Study Abroad in a Non-Approved Program before seeking pre-approval or paying any fees. Click on the online link for access to the Qualtrics form. It is highly recommended to make an appointment with the Global Education Advisor for the country of your desired program BEFORE completing the form. Email peeradvisors@wm.edu to make an appointment. Please note that it may take 2-3 weeks for the Registrar's Office and the Global Education Office to determine eligibility after you complete the form. Allow sufficient time before the registration deadline.

A \$100 late fee will be required if you register **AFTER** the listed deadline

IMPORTANT: If you do not register BEFORE going abroad, coursework will NOT be eligible for credit transfer.

Plan early!!

department of state travel warning policy

The university strongly supports internationalization initiatives including international travel by students. The university also recognizes the risks to safety and security of students engaging in such travel, particularly the risks outlined by the U.S. Department of State when it issues a Travel Warning. The Travel Warning policy applies to all undergraduate student travel sponsored, organized, supported or recognized by the College of William & Mary, including the Virginia Institute of Marine Sciences (the university). This policy establishes the circumstances under which student travel to countries subject to a U.S. State Department Travel Warning is permitted. Details can be found at:

www.wm.edu/offices/compliance/policies/student_travel_to_travel_warning_countries/index.php

Students wishing to petition for approval to study abroad in a country under a DOS Travel Warning must meet with their regional Global Education Office advisor or the Director of Global Education **Sylvia Mitterdorfer** smmitt@wm.edu to discuss the course eligibility and support structures of specific programs. Students must also contact the University's Travel and Security Manager, **Nick Vasquez** snvasquez@wm.edu, regarding risk and risk mitigation measures in your proposed destination.

As part of the application process, you will need to provide a valid explanation for your reasons for traveling to a DOS travel warning country, a detailed summary of your plans while abroad including length of study, housing arrangements and whether you have family or local contacts. Apply online at: <http://studyabroad.wm.edu/?go=otherstudyabroadtravelwarning> Decisions are made on a rolling basis so we recommend submitting petitions several weeks before the deadline to allow sufficient time for review and registration.

All petitions for **study abroad in a country under a DOS Travel Warning** must be completed online by:

- Winter break activities: November 4
- Spring semester activities: November 4
- Spring break activities: December 2
- Summer activities: April 14
- Fall semester activities: April 14

(right)

National University of Singapore



Leiden, Netherlands (left)

travel documents & information

Before your departure, be sure to leave copies of all of your travel documents (passport, visa, ISIC card, credit/debit cards, student ID, driver's license, and immunization record) at home with your family. Make additional hard copies of each for yourself to carry separate from the original documents. Also, scan and make electronic copies available to yourself safely. While traveling, keep your passport in a secure place with you at all times, not in a dangling purse or the back pocket of a backpack. Once settled in your host country, you can leave your passport in a secure place, and simply carry a copy with you. (**Note:** some countries require you to carry your passport with you at all times – research the policies of your host country before leaving home.)

Passport

Your passport is the most important document you will have while traveling abroad. Any person who travels outside of his/her native country needs a passport; it serves as proof of citizenship, and is necessary to enter and return from almost every country in the world.

If you have a current passport, make sure it will not expire while you are away on your program; your passport must be valid for **at least 6 months after** your scheduled return to the U.S. At least one other adult member of your immediate family should have a valid passport as well, in case an emergency arises.

Apply for a Passport

With new requirements implemented by the federal government, passport agencies may experience significant backlogs and long delays in processing passport requests (especially during the summer). You should therefore apply for your passport at least four months before your scheduled departure or even earlier if you need to apply for a visa. You can apply through a Passport Agency (in all major cities), a local issuing office, a Federal or State Court House, or a Class 1 Post Office. (**Note:** if you will also need a visa, you should apply for your passport and your visa at least six months before your departure.) Passport applications and instructions can be found on the Department of State website

(http://www.travel.state.gov/passport/get/first/first_830.html) or the U.S. Postal Service Website (<https://www.usps.com/shop/apply-for-a-passport.htm>).

Renew Your Passport

If you have a current, or soon expiring, passport, you may be able to renew by mail, provided your most recent passport meets certain conditions; if it does not, you will have to apply in person. Passport renewal applications and guidelines can be obtained from any Post Office or the Circuit Court Clerk's office in the Williamsburg-James City Courthouse. Start the renewal process early, especially if you will also need a visa, so as to allow enough time to resolve any problems that may arise.

Non US Citizens:

Note: The information regarding passports above is specific to U.S. citizens. Students who are not U.S. citizens and wish to travel abroad should check with their embassies and with the International Students, Scholars, and Programs Office to make sure their current visa allows them to leave and return to the U.S.

Visa

A student visa or residency permit may be necessary for you to enter and study in your host country. A visa is an official stamp or document issued by the foreign government and affixed within your passport. Typically, students planning to study 90 days or more are required to obtain a visa. However, some countries require **all students** to apply for a visa, regardless of the length of the program. Check the host country's Embassy website for the country you plan to study in for visa requirements. (**Note:** visa requirements vary by country of citizenship.)

Applying for a Visa

If your host country requires that you have a visa for the time you are planning to reside there, you will need to apply to your host country's regional consulate with jurisdiction over your home state. Information on which consulate serves your home state can usually be found on the country's embassy website. Depending on the consulate, you will need to apply either in person, or by mail. Each consulate sets its own timeline for accepting and processing student visa applications. Depending on your host country, you may not be **allowed** to apply more than 60 or 90 days before your program begins. (For example, if your program starts on January 15, the earliest you could apply for your visa in some cases could be November 15, or possibly

travel documents & information

October 15.) If the consulate says to apply “at least” 60 days before your program departure, this means **no less** than 60 days. For some consulates, this window can extend even to 120 days before departure. You should also know the latest date for submission. Check the website of your host country’s consulate for timelines and submit your visa application at the earliest possible acceptance date to avoid delays! The host university website may also have visa information for incoming international students. The GEO can provide basic “guidelines” but the Consulate website is the best source of information.

Be aware that many consulates observe both U.S. and their own country’s holidays. Keep holiday schedules in mind when applying for your visa.

Consider applying for a year-long visa if you are going abroad for the fall semester and there is a chance that you might decide to remain for the spring semester. Some countries will not allow you to renew or extend your visa while abroad, which means you would have to come back to the U.S. to renew for the second semester.

You will need a valid passport in order to apply for a visa. Visas are usually stamped or attached to the inside of your passport, so be prepared to surrender your passport to the consulate, temporarily. You will NOT be able to travel outside of the United States until your passport is returned.

Traveling and Visa Requirements

If you plan to travel while you are abroad, you should find out whether tourist or student visas are required for the countries you intend to visit. If so, they may be obtained from each country’s embassy or consular office. It is wise to investigate visa regulations before you depart the U.S., so that you are aware of how much time to allow for the process. GEO does not advise on visa regulations for students studying abroad, but your host institution or program abroad will often have more information about the visa application process and requirements.



Hertford College, Oxford University

course credit policies

Receiving Course Credit

Students participating in **W&M faculty-led summer programs and W&M sponsored semester programs in Seville, Spain, and La Plata, Argentina**, will receive W&M credit for courses taken abroad; grades will be posted on transcripts, and calculated into the GPA. Students on **all other programs** are eligible to receive transfer credit for their courses; grades will appear as a "T" on transcripts, and will not be calculated into the GPA.

In order to receive credit for courses taken abroad, students must:

- Register with the Global Education Office at <http://studyabroad.wm.edu> by the appropriate deadline. If the program you wish to attend is not listed in the online application/registration portal, you must contact Debi DeBacco (dvdeba@wm.edu) to inquire if courses taken on your chosen program are eligible for transfer credit.
- Submit required fees, online documents and questionnaires, and material submissions
- Obtain course approval from the appropriate academic departments
- Submit a confirmation of courses form once you are onsite and have finalized your course enrollments
- Earn the U.S. equivalent of a grade of "C" or better in the course (courses cannot be taken Pass/Fail)
- Arrange to have an official **final transcript** sent by the host university to:

*Debi DeBacco
Reves Center for International Studies
College of William & Mary
PO Box 8795
Williamsburg, VA 23187-8795
UNITED STATES*

- You cannot transfer more than 18 credits per semester from study abroad. If you earn more than 18 credits while abroad, you will be asked to indicate which credits you wish to forfeit. The one exception to this limitation is the full spring term (two 8-week trimesters) at Hertford College; students completing this program are automatically approved to receive 20 credits.

Note: *If for any reason your institution sends the transcript to you instead of to the Global Education Office do **not** open the envelope. Bring the transcript in the sealed envelope to the Global Education Office; **we cannot accept opened transcripts**. If the transcript has been opened, you will need to request that a new transcript be sent directly to the Global Education Office at the Reves Center.*

All transfer credit is processed after the transcript is received from the host university and the Global Education Office has signed the course approval form for each class. Credits will not be posted to your permanent record until approvals for all classes taken abroad have been submitted or you have expressed your intention not to seek credit for unapproved classes.

How foreign credits convert to W&M credits

The number of credits issued by foreign universities varies considerably from country to country. The Global Education Office will determine the number of credits upon complete of the program, receipt of the official transcript, and completed course approval form. If you are unclear about how credits will transfer, contact your advisor at the Global Education Office.

W&M (and all U.S. universities and providers) base credits on the number of contact hours in each course. **The charts below are subject to change, but a general rule is:**

- 24-36 contact hours = 2 W&M credits
- 40-45 contact hours = 3 W&M credits
- 50-60 contact hours = 4 W&M credits

For universities (mostly in Europe) who issue **ECTS credits**, the conversion is as follows:

- 3 ECTS = 1.5 W&M credits
 - 4 ECTS = 2 W&M credits
 - 5-6 ECTS = 2.5 or 3 W&M credits
 - 8 ECTS = 4 W&M credits
- (1 ECTS = ½ W&M credit. For example, 6 ECTS credits = 3 W&M credits)

course credit policies

Many UK universities use a point system for credits, which converts as follows (this does NOT apply to St. Andrews):

- 10 points = 3 W&M credits
- 15 points = 4 W&M credits
- 20 points = 5 W&M credits
- 30 points = 7.5 or 8 W&M credits, depending on the university

St. Andrews credits transfer as follows:

- 10 St. Andrews points = 2.5 W&M credits
- 15 St. Andrews points = 3.75 W&M credits
- 20 St. Andrews points = 5 W&M credits
- 30 St. Andrews points = 7.5 W&M credits

Pre-Approval of Course

In preparation for study abroad, students need to seek pre-approval of their intended courses from the chair or designee of the department(s) from which they wish to receive credit. (The only exceptions are W&M faculty-led summer, LaPlata and Sevilla programs for which students do not need course pre-approval as the courses will have already been approved.)

To obtain department pre-approval, fill out a Course Approval Form found online and take it to the appropriate department chairs or designees for their signatures. It is recommended that you also provide them with detailed descriptions of your intended courses and a copy of your recent degree evaluation (printed from myWM). Return the completed Course Approval Form to the Global Education Office. It is highly recommended that you keep a copy of all Course Approval Forms for your own records. The Course Approval Form is **not due by the registration deadline** (November 4 or April 15) but must be submitted to the Global Education Office **BEFORE you leave campus for the semester** (mid-December or mid-May). **Plan ahead and allow at least two weeks for faculty to complete approval forms.**

Once all courses have been approved and the Global Education Office has received your official transcript, your credits will be evaluated and sent to the Registrar's Office for posting to your record. (Global Education Office staff members cannot approve courses, but will calculate and convert the number of credits earned while abroad. Neither faculty members nor the Registrar's Office calculates or converts foreign credits.) If there are courses for which you do not wish to seek approval, notify Debi DeBacco (dvdeba@wm.edu).

Be aware that certain departments have special requirements and regulations for credit approval, and some may only issue post-approval of course credit. Refer to the instructions below for specific departmental instructions. This information is also on the Global Education website.

Post-Approval of Courses

In the event that you take a course abroad which has not been pre-approved (either because the academic department will not pre-approve or because you took a course you had not anticipated taking), you will have to apply for post-approval in order to receive course credit. It is important to save all materials from your course(s) abroad (course description, syllabi, papers, reading lists, exams, and other course-related information), as you may need to present some or all of this information when requesting approval. Other materials you will need to submit for post-approval are: Course Approval Form, a copy of your current degree evaluation (printed from myWM) and photocopy of the host institution transcript. Department chairs/designees have the right to refuse credit if you do not provide the information they require.

Once the appropriate faculty member has completed the Course Approval Form, please return it to the Global Education Office.

If you are seeking major or minor credit for courses that have been post-approved, you must mention this to your post-approver and then petition the Committee on Degrees through the Office of the Dean of Undergraduate Studies.

Before submitting course approval forms to the Global Education Office, be sure to make a copy for your own records.

department-specific regulations

The following general policies apply to coursework in all disciplines:

- Do not wait until the last minute; faculty and academic departments may need at least two weeks to approve courses.
- To be awarded credit for courses taken abroad, students must earn the equivalent of a “C” or higher. Courses taken pass/fail will not be awarded credit or count toward a full course load. You may NOT audit classes abroad!
- The maximum number of credits that can be awarded for a semester is 18. The one exception to this limitation is the full spring term (two 8-week trimesters) at Hertford College; students completing this program are automatically approved to receive 20 credits. Minimum course load is 12 W&M credits per semester.
- Courses taken abroad may count toward major, minor, or elective requirements, but you may need to petition the Committee on Degrees after you return to campus and obtain post-approval.
- GERs 4 & 5 are the only GERs that can be fulfilled with study abroad courses. The only exceptions are specific courses in the W&M summer programs that have been previously approved. To receive GER credit, you must submit a copy of the Course Approval Form, a syllabus, course materials, etc., and petition to the Committee on Degrees in the office of the Dean of Undergraduate Studies in Ewell Hall upon your return. A petition is not necessary if the course was GER approved for a W&M summer program.
- COLL 300 is the only COLL level that can be fulfilled with study abroad courses and experiences. Students can satisfy COLL 300 requirements by earning at least three credits in one course taken abroad and approved by both the Global Education Office and designated faculty. Transfer students may apply for COLL 300 “credit” if they completed a significant study-abroad or study-away experience that earned at least three transferrable (graded with “C” 2.0 or higher grade) credits at another higher education institution subsequent to high school graduation. This application will require documentation including, but not limited to, the college transcript and the course syllabus.
- If you have 54 credits or more, you should declare your major BEFORE going abroad.
- W&M does not automatically grant credit for internships; however, credit may be granted for a course or project associated with the internship. If you plan to do an internship that is not part of a course, you must seek approval from the Dean of Undergraduate Studies BEFORE departure.

Certain academic departments have special requirements and regulations for credit approval, and some may only issue post-approval of course credit. Students should be aware of department-specific policies so that they can make necessary arrangements before departure and bring back the materials (course description, syllabi, papers, exams, etc.) required for credit evaluation. Check the Global Education website for the most up-to-date information at:

<http://www.wm.edu/offices/revescenter/studyabroad/students/onceacceptedwhileabroad/coursecredit/requirements/index.php>

Departments with special regulations:

Africana Studies

The Program in Africana Studies requires, in addition to the Transfer Credit Approval Form, course syllabi for each, the number of contact hours per week and the number of weeks the class meets. For foreign language requirement courses, students are required to submit either a writing sample in the foreign language or a letter from the course instructor elaborating on the level of proficiency required in the course.

American Studies

AMST majors and minors intending to count a course toward their major or minor must submit a course syllabus for pre- (or post-) approval. Non-majors seeking elective credit only should submit course descriptions to the Program Director of Undergraduate Studies for pre-approval.

Art & Art History

The Art & Art History Department will only issue post-approval of credit for courses taken abroad. However, students will need to meet with the department designee(s) to discuss proposed courses **before** going abroad. Students are also required to bring back all courses materials, including syllabi, lecture notes, papers, exams, and, if applicable, a portfolio (must be digital, slides, or actual work – do not send as email attachments or webpage URL) for post-approval.

Please note:

- *Photography and Graphic Design: Photography courses are rarely granted W&M transfer credit; photography courses taken abroad must emphasize aesthetics, rather than the technical side of photography. No credit will be awarded for courses in graphic design.*

department-specific regulations

Before You Go

Prepare a tentative list of courses you intend to take, along with some alternate choices in case last-minute changes occur in the course offerings. Make an appointment to meet with the appropriate Art & Art History department designee to discuss your course choices. Be sure to bring a completed Course Approval Form to your meeting; it will not be signed as no pre-approval is issued for courses in this department.

Soon After Return

Make another appointment with the appropriate Art/Art History Department designee to discuss the courses you took abroad. Complete a Course Approval Form and bring it to your meeting, along with all relevant materials from your course. Once your coursework has been approved, bring your signed form to the Global Education Office at the Reves Center for processing.

Classical Studies

The Classical Studies Department requires, in addition to the Course Approval Form, a description of the program in which you are enrolling and detailed course descriptions for each course you intend to take, as well as syllabi for the courses, if available.

Economics

Request for transfer credit for study abroad courses may take two forms: pre-approval and post-approval. To obtain course approval for Economics study abroad courses, you must meet with the designated coordinator in the Department of Economics who will forward his or her recommendation to the Chair of Economics. Bring a course syllabus for any course you wish the department to consider. A simple catalog statement is not enough. The syllabus needs to include a list of all prerequisite courses, a complete description of the structure and requirements of the class, and a thorough description of the readings. To qualify for economics credit, study abroad courses must have strictly comparable prerequisites as the corresponding economics course at W&M. Be sure to bring along a completed Course Approval form to the meeting. Tentative pre-approvals are flagged on the form as "will only post-approve: since post-completion documentation has been deemed necessary for a fully informed consideration.

Environmental Science/Policy

ENSP majors and minors intending to count a course for a specific degree requirement must submit a course syllabus for post-approval. Majors, minors, and non-majors seeking elective credit only may submit course descriptions to the director for pre-approval.

Film and Media Studies

Film and Media Studies majors and minors intending to count a course toward their major or minor must submit a course syllabus for pre- or post-approval. Non-majors seeking elective credit only should submit course descriptions to the department designee for pre-approval.

Government

Students may not receive pre-approval for any Internship courses completed while studying abroad. Any transfer credit will be determined through post-approval, and only after a full-time faculty member in the Government department has evaluated the written work associated with the Internship.

History

HIST 299: **Courses taken at the following universities do not require pre- or post-approval from the Department of History. However, you MUST submit a course syllabus or detailed description to the Global Education Office.** The list below is constantly being updated, check the Global Education Office website for the most revised list:

<http://www.wm.edu/offices/revescenter/studyabroad/students/onceacceptedwhileabroad/coursecredit/requirements/index.php>

- Argentina: National University of La Plata
- Australia: Universities of Adelaide, Melbourne, and Sydney
- Belgium: Vesalius College
- Botswana: University of Botswana (CIEE)
- Canada: McGill University
- China: Tsinghua University
- Czech Republic: Charles University
- Denmark: DIS (Danish Institute for Study Abroad)
- England: Universities of Bath, Cambridge, Exeter, Kings College London, Manchester, Nottingham, Oxford, University College London, and Advanced Studies in England (ASE) in Bath
- France: L'Institut d'Études Politiques de Lille, Lille; Université Lumière, Lyon; Université Paul-Valéry Montpellier III;
- Germany: Universität Münster
- Ghana: University of Ghana (CIEE)
- Hong Kong: Chinese University of Hong Kong
- Ireland: National University of Ireland, Galway; Maynooth University; University College Dublin
- Italy: Florence University of the Arts
- Japan: Akita International University; Keio University; Kanazawa University
- Netherlands: University of Leiden
- New Zealand: University of Auckland and University of Otago
- Poland: Jagiellonian University of Krakow
- Scotland: Universities of Edinburgh, Glasgow and St Andrews
- Singapore: National University of Singapore
- South Africa: Universities of Cape Town, Stellenbosch and Western Cape
- South Korea: Yonsei University
- Spain: University of Barcelona
- Spain: William & Mary Sevilla Semester Program
- Wales: Cardiff University

All other courses must be pre- and post-approved by the Director of Undergraduate Studies in the Department of History

department-specific regulations

Before You Go

If you plan to attend a university NOT on the above list, prepare a list of courses you intend to take, along with some alternate choices should last-minute changes occur in the course offerings. Make an appointment to meet with the Director of Undergraduate Studies in History to discuss your course choices. Be sure to bring a completed Course Approval Form, current W&M degree evaluation report, description of the program and institution (including the full name and the names of any US programs with which it is affiliated, syllabi or descriptions (including any pre-requisites). The Transfer Credit Approval Form will not be signed, as History does not pre-approve courses except from the universities listed above.

Soon After Return

If you attended a university on the above list, bring a copy of the course syllabus or detailed course description for each history course to the Global Education Office. If you attended a university NOT on the list, make an appointment with the Director of Undergraduate Studies in History to discuss the courses you took abroad. Complete a Course Approval Form. You must also bring a copy of the host university transcript, current W&M degree evaluation report, syllabus and course materials, such as papers, exams, journals, projects, etc. Once your coursework has been approved, bring your signed form to the Global Education Office for processing.

Interdisciplinary Studies Interdisciplinary Studies is not a general source of credit for all courses that are not approved by specific departments. For courses to be transferred with interdisciplinary credit it must be demonstrated that they have significant content drawn from at least two academic disciplines.

International Relations

Students majoring in International Relations who wish to have Government courses taken abroad count towards a major must submit a Course Approval Form to Director of International Relations. The IR Director can approve **both** International Relations and Government courses. However, if the courses appear as Economics, History, Sociology, or any other designation appropriate for IR major, students must seek approval from these departments.

Math

The Mathematics Department requires, in addition to the Study Abroad Transfer Approval Form, a description of the program in which you are enrolling and detailed course descriptions for each course you intend to take, as well as syllabi if available. The description of the program and other materials should be sent to the Mathematics Department contact for study abroad PRIOR to the student leaving to study abroad.

Modern Languages: Arabic, Chinese, French, German, Hispanic Studies, Italian, Japanese, Russian

***For courses in non-W&M taught languages, refer to the Global Education Office website for approval instructions**

All students, whether they have received pre-approval or not, are expected to keep course materials (syllabi, reading lists, sample handouts, assignments, tests) since these must be submitted upon their return. Credit will be assigned on the basis of these materials. Forms and materials should be submitted to **the Department of Modern Languages and Literature in Washington 210**. Students should allow a minimum of two weeks for processing.

Please note important information about language courses:

- If you have already received credit for a course, either from W&M or high school, you cannot take an equivalent course abroad and receive transfer credit.
- In some study abroad programs, you will be required to take a placement test after you arrive. In such cases, the designated faculty member may decide to wait until your return to award credit (post-approval rather than pre-approval).
- If you are unsure which courses you will be placed in before you arrive at your host university, it is OK to list several courses on the Study Abroad Transfer Credit Approval Form.
- After going abroad, if you want to continue taking courses at W&M in the target language, you will be asked to take an exam to test your proficiency in order to register for higher level courses. This is to ensure that you gained the necessary skills to prepare for the course level you are seeking to enroll in.
- If a course taken abroad does not match the content of an equivalent W&M course, you may be given 'elective credit.' The designated faculty member will make this determination after reviewing the course content.
- If you wish to count Italian language classes abroad - in any W&M faculty led or non W&M affiliated program - toward satisfying the College's foreign language requirement, you must pass a placement test with a grade of 75 or above upon your return (post approval). Pre-approved study abroad credits will transfer as elective credit at the 100, 200 or 300 level. If you are pursuing a minor in Italian and would like to complete some of these credits abroad, see the Program Director for information on classes and programs.

department-specific regulations

Before You Go

In addition to submitting the Course Approval Form, students should bring the following items to the Administrative staff in Washington 210 before departure:

- Current **Degree Evaluation (printed from myWM)**; highlight your major and the credits you have already received in the language/culture that you intend to study while abroad.
- **Descriptions of the program and institution** where you intend to study; this should include the full name of the school and that names of any U.S. programs with which it is affiliated.
- **Descriptions of intended courses** (including any prerequisites). Descriptions may be copied directly from a catalogue, pamphlet, or website. The MLL department will need to know the number of contact hours for each course in order to approve credit.
- **Course Approval Form**

Soon After Return

All students, whether they have received pre-approval or not, are expected to submit the following materials to **the Department of Modern Languages and Literature in Washington 210** for review:

- **Transcript (unofficial) from the study abroad program and/or university**, showing grade in each course taken. (Students can obtain a copy of their host institution transcript from the Global Education Office.)
- **Syllabi** for every course taken, including the number of contact hours, as well as relevant materials such as papers and exams.
- Current (unofficial) **W&M transcript** of classes taken to date; highlight major and credits already received in the language/culture studied.
- Study Abroad Transfer Credit Approval Form

Credit will be assigned on the basis of these materials. Students should allow a minimum of two weeks for processing.

Music

The Music Department requires, in addition to the credit pre-/post-approval forms, a detailed course description for each course, including the number of contact hours per week and the number of weeks the class meets. Please note that credit granted for study abroad is almost exclusively elective credit. It is highly recommended you seek course approval BEFORE studying abroad. If that is not possible, music courses will only be evaluated for post approval the semester AFTER returning from study abroad.

Neuroscience

Students majoring in Neuroscience who are seeking transfer credit must complete a Study Abroad Transfer Credit Form. For courses that are similar to specific courses within the Neuroscience curriculum, contact the appropriate department (BIOL, PSYC, KINE, CHEM, APSC) to seek transfer credit approval. For courses that do not have an obvious equivalent to courses within the curriculum but are clearly Neuroscience courses, contact Neuroscience Director, Robin Looft-Wilson (rlooft@wm.edu) for possible credit towards the Neuroscience major.

Psychology

For pre-approval, email syllabi and the Study Abroad Transfer Credit Approval Form to the designated professor. For post approval, either email the designated professor to set up an appointment to meet or leave the materials in her/his mailbox in the Psychology department office in ISC room 1137.

Physics

The Physics Department requests that students drop off the Course Approval Form and course descriptions to the department coordinator; students will be notified via email when the paperwork has been completed and is ready for pickup. Please either type or handwrite the approval form VERY clearly to ensure a timely return.

Religious Studies

The Religious Studies Department will issue only post-approval for courses taken abroad. Students must bring back all course materials, such as syllabi, lecture notes, papers, exams, etc., and submit them to the department chair along with the Course Approval Form.

Sociology

The Sociology Department requests that you drop off your Course Approval Form and course materials to Office Manager, Debra Eck daeckx@wm.edu; students will be notified via email when the paperwork has been completed and is ready for pick-up. Please give the department 2-3 weeks to complete the form.

Theater, Speech, and Dance

The Theater, Speech, and Dance Department requires, in addition to the Course Approval Form, a description of the program in which you are enrolling and detailed course descriptions for each course. It is important that you provide the number of contact hours per week and the number of weeks the class meets.

academic policies

Academic Policies

When studying abroad, students are responsible for attendance at all classes and scheduled activities. Students must be enrolled in a full academic course load in a program that issues transcripts from an accredited institution. All William & Mary academic regulations apply while students are enrolled in a study abroad.

Probation, Suspension, Medical Withdrawal, or Underload

You must be in good academic and disciplinary standing to study abroad. If you are on academic or disciplinary probation or suspension or involved in any pending judicial cases, if you are currently or have been on a medical withdrawal or underload, within the last 12 months you must receive approval from the Dean of Students in order to go abroad. Students are required to report to the Global Education Office any changes in academic or judicial status, even after acceptance into a program, which may affect their eligibility to participate in a study abroad program.

Credits & Grades

While abroad during the semester, you must enroll in the **equivalent of at least 12 credit hours** in order to maintain full-time status. With the exception of those who complete the two-term spring semester at Hertford College, you cannot transfer more than 18 credit hours per semester from a study abroad program. Of the 120 credits required to graduate from W&M, at least 60 must be credits earned as W&M credit, not transfer credit. Transfer and other students with large amounts of transfer credit should discuss their options with a Global Education staff advisor.

Courses taken on W&M faculty-led summer programs earn both grades and credit that will appear on your William & Mary transcript and be calculated into your GPA. The same is true for W&M's sponsored semester programs in Seville (Spain) and La Plata (Argentina). Academic work completed on all other programs, whether through William & Mary or not, will count as **transfer credit only**, will not carry a grade, and will not be factored into your GPA. In order to receive transfer credit, you must earn a grade of (or equivalent to) at least a C. There is no pass/fail option for these courses.

Pass/Fail

You may exercise your pass/fail option only on W&M sponsored La Plata and Seville semester programs, and then in accordance with the restrictions outlined in the W&M course catalogue under "System of Grading: Pass/Fail." No other overseas courses, including those taken on W&M summer programs, may be taken pass/fail.

Allowable Use of Transfer Credit

Approved study abroad transfer credit counts towards the graduation requirements of up to 120 academic credits. Keep in mind, especially if you are a transfer student, that 60 of the 120 required credits must be W&M credits and not transfer or AP/IB credits. Courses taken abroad may count towards a major, minor, and any electives.

Major Requirements

Prior to departure, discuss your course options thoroughly with the department chair in your intended field or with your academic advisor to understand how the approved courses will fit into your intended degree program. The concentration advisor should review your degree plan with you to make sure everything is in order.

When course credit is posted to your record in Banner, any courses that fulfill major requirements will automatically appear on your degree evaluation. If a course does not appear on the degree evaluation, send an email to DegreeEval@wm.edu with your name, ID number, and the error or omission you found.

GER Requirements

Excluding W&M faculty-led summer programs, the Committee on Degrees will consider a course taken abroad for **GER requirements 4 or 5** if it meets the criteria for that GER and it deals substantially with the country or region where you studied abroad. GER eligibility cannot be approved prior to your study abroad but must be requested upon your return and no requests will be considered without a detailed course syllabus and copy of Course Approval Form. To submit a request, complete and submit a Petition to the Committee on Degrees: Request for Exceptions to Degree Requirements at www.wm.edu/as/undergraduate/forms/ExceptionsDegreeReqs.pdf

COLL 300

William & Mary sponsored, international programs carry COLL 300 credit, irrespective of the courses taken while studying abroad. Students must successfully complete at least 3-credits, receive pre- or post-approval for the credits, and be registered through the GEO.

academic policies

Host Institution Transcripts

Remember that even though you may only receive transfer credit at W&M for your courses, your grades will nonetheless be recorded on the transcript of your host institution abroad. While in some cases the W&M transcript showing your transfer credits from abroad may suffice, many graduate/professional schools require original transcripts from study abroad host institutions in addition to other application materials. If original transcripts from your study abroad experience are required, you will have to request them directly from the institution abroad or the program through which you studied. It's a good idea to obtain multiple copies of your transcript from your host institution while you are abroad, as it is often difficult and costly to obtain transcripts once you return to the U.S. Some graduate schools will recalculate students' GPA with courses taken abroad. So even though you only need a C to obtain W&M transfer credit, grades earned abroad will be very important when applying to graduate or professional schools in the future.

Internships

If you plan to do an internship while abroad which is not part of a course, it must be approved **before you leave** by the Dean of Undergraduate Studies. W&M does not automatically grant credit for internships; however, credit may be granted for an academic assignment or project associated with the internship. If your program abroad does not include such an academic component, it may be possible to work with a W&M faculty member to design one. Arrange a time before your departure to discuss any internship plans you have with the Dean, and submit an Internship for Academic Credit form

www.wm.edu/as/undergraduate/forms/InternshipAcademicCredit.pdf

Independent Study

Arrangements for earning independent study credit through William & Mary must be made in advance, in consultation with a faculty member. Credit for the independent study project must be awarded in the term following your return to campus by the faculty member who is grading your work. Receiving credit from William and Mary and another program simultaneously would constitute dual enrollment, which is not allowed by the College.

Seniors /Graduating Students

All students planning to study abroad during their second to last semester will need to get their Senior Residency Requirement waived by the Dean of Undergraduate Studies. To do so, **complete and submit a Petition to the Committee on Degrees** (www.wm.edu/as/undergraduate/forms/ExceptionsDegreeReqs.pdf) to the Dean of Undergraduate Studies Office **before** applying to study abroad.

If credits are needed from study abroad in order to graduate, students will not be approved to study abroad during their final semester, as transcripts are never received in time for May graduation. Depending on the country or host institution, it can also be problematic studying abroad the second-to-last semester. Obtaining the official transcript and then seeking post-approval for courses that were not pre-approved in order to graduate after the following semester can be challenging. *For these reasons, it is best to study abroad prior to your last two semesters.*

residence life

Students Studying Abroad During Spring Semester/Academic Year

Students who plan to live on campus when they return for the fall semester must pay a Room Reservation Deposit to be eligible for a space during the Spring Room Selection Process. The deposit is non-refundable, and must be paid by the established February deadline. Deposits are accepted starting December and must be paid by check at the Cashier's Window in the Bursar's Office at Blow Hall. Students are highly encouraged to pay before they leave campus for the semester break.

Students who are unable to attend the Room Selection Lottery must also arrange for Residence Life or another designee to serve as their proxy. Proxy forms must be on file in the Residence Life office before the day of room selection.

More details on the Room Reservation Deposit, the Room Selection Process, and Proxies can be found on the Office of Residence Life's website, under Housing Options for Students Studying Away for the Spring Semester or for the Academic Year www.wm.edu/offices/residencelife/rsp/studyaway/index.php

Students Studying Abroad During Fall Semester

Students who are studying away during the fall semester should contact the Residence Life Office in early November to discuss housing arrangements for the spring semester. Room Reservation deposits are not required for the spring semester. For details, please refer to the Residence Life website, under Housing for Students Studying Away for the Fall Semester. www.wm.edu/offices/residencelife/rsp/studyaway/#fall

Housing for Students with Special Needs

Students with a documented medical need will have to present appropriate medical documentation; if approved, students are guaranteed a space in the residence halls. More details on this process can be found on the Office of Residence Life's website www.wm.edu/offices/residencelife/rsp/specialneeds/index.php

Special Interest Housing

Living in international-themed housing allows you to extend your cultural immersion once back on campus, provides the opportunity to live with other international students and other students interested in the same culture, and secures your on-campus housing before the lottery process.

If you are interested in living in special interest housing, such as one of the eight Language Houses (Arabic, Chinese, French, German, Japanese, Italian, Russian, and Spanish), the Africana House, the Mosaic House, etc. when you return to campus, applications are due the end of January. See Special Interest Housing at www.wm.edu/offices/residencelife/oncampus/residencehalls/specialinterest/index.php

Storage

Students studying abroad may store their belongings on campus, subject to certain restrictions. Please read more on the Office of Residence Life website www.wm.edu/offices/residencelife/oncampus/open/close/storage/index.php



Piazzale Michelangelo, Florence, Italy

student conduct code

Personal & Academic Responsibility

While you are abroad, you will be viewed as an unofficial ambassador of the College of William & Mary, the United States, and/or your country of citizenship; you should therefore conduct yourself in a manner that befits that position, and reflects well upon William & Mary and upon yourself. In registering to study abroad, you agree to abide by the behavior expectations outlined below. If you are currently on academic or disciplinary probation, please arrange to meet with the Dean of Students before you make any plans for study abroad, as it is very likely that you will not be allowed to earn credit through study abroad under the terms of your probation. If you are placed on probation or suspension at any point before or during your program, support for your study abroad may be withdrawn.

As a visiting student in a foreign country, you are subject to the laws of that country, and to the academic and disciplinary rules and regulations of the institution and/or residential program with which you are engaged. You should act in a manner that is respectful of your host culture.

As a participant of study abroad, understand that you are still considered a William & Mary student. As such, you are required to abide by:

- The rules and regulations set forth in the *William & Mary Student Handbook*, including the Student Conduct Code and Honor Code;
(www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/student_code_of_conduct/iii_student_code_of_conduct/)
- All instructions presented by program faculty or staff members, whether written or oral;
- All ground rules as covered in the trip participant orientation sessions;
- The Study Abroad Behavior Expectation Agreement signed online.

Failure to comply with the conduct restrictions enumerated may result in disciplinary action. The College reserves the right to dismiss any participant from its W&M programs for reasons of unacceptable behavior. Such dismissal will be without refund, and any expenses incurred for return transportation will be the responsibility of the student. Dismissal from a non W&M program may also result in academic or financial consequences, which are solely the student's responsibility.

We cannot stress strongly enough that while you are abroad, you simply are not an isolated individual. Whether you would wish it or not, you are responsible for the reputation of your country and your school, and you should strive to be the best citizen diplomat possible.

Alcohol & Drugs

Prior to your departure, familiarize yourself with both the laws in your host country regarding alcohol and drug use **and** the rules of your study abroad program. While you may be allowed to consume alcohol under the laws of your host country, be aware that any alcohol-related incident abroad will be treated by W&M just as it would be here on campus. If you have any questions about alcohol use in the host country, please consult with your global education advisor, program director and/or local program staff.

W&M students are expressly forbidden from using drugs, regardless of whether drugs are legal in your host country. In addition, many countries have more severe punishments regarding drugs than those in the United States, and while abroad, you are subject to the punitive measures of your host country. **Should you be arrested on drug charges, there is nothing that the U.S. government or W&M can do to exempt you from your host country's legal process.** Keep in mind that while U.S. law dictates "innocent until proven guilty," many other countries do not adhere to the same standard and may have **harsher penalties.**



W&M summer program in Galway, Ireland

preparing to go abroad

Students with Special Needs

If you are a student with special needs, make sure to prepare in advance, as countries have varying standards of accessibility and the capacity to accommodate disabilities varies. Students should register with Student Accessibility Services and meet with the Director of Global Education prior to choosing a program to ensure a successful study abroad experience. Students seeking accommodations for a disability must provide Student Accessibility Services with recent documentation of the disability ideally 9 months prior to the intended term abroad to ensure the needed support is available.

Health and Travel Insurance

It is important to ensure that you have adequate health insurance coverage that is valid abroad and in the U.S. while you study overseas.

Students enrolled in William & Mary's student health can continue this coverage while abroad if they wish. Students covered by their family's insurance policy should check with the provider to see if they still have coverage while abroad; it is often possible for your parents to add a rider to the family plan in order to give you full overseas coverage. The Global Education Office at the Reves Center strongly recommends that you continue any coverage you currently have under your W&M or family plan to ensure that you will still be covered upon your return to the U.S. and avoid the possibility that current coverage of pre-existing conditions will lapse. Contact the Health Center to discuss your insurance options.

All students are automatically enrolled under the W&M study abroad health and emergency evacuation insurance through Cultural Insurance Services International (CISI). CISI offers insurance that is specially designed for the needs of students abroad, and includes coverage for emergency medical and security evacuation, repatriation, and emergency medical family reunion. CISI Insurance is \$170 per semester and \$65 per summer. For more information, visit the GEO website at www.wm.edu/offices/revescenter/studyabroad/healthsafety/healthinsurance/index.php

In almost all cases you will have to pay for minor medical services when they are rendered abroad and file a claim with your insurance provider upon your return to the U.S. For this reason, it is important that you **save all receipts and documents pertinent to your medical expenses and record the names, addresses, and phone numbers of any doctors or medical centers visited**. More information on medical needs and emergency assistance abroad can be found on the Department of State website (travel.state.gov).

Travel insurance is also highly recommended. Here are a few things to remember:

- Most travel insurances include basic medical and accident coverage, baggage loss or delay, and trip cancellation, interruption or delay. Specialized insurance policies can vary from country to country, so remember to always make sure you know exactly what your policy covers.
- Make sure that your travel insurance is valid for the entire duration of your stay abroad.
- Bear in mind that if you need to make a claim, most travel insurance companies require you to have purchased the insurance policy **before** you leave on your program.
- If you need insurance to cover you for high-risk activities such as winter sports, scuba-diving, or mountain climbing, please ensure that you mention this at the time of purchase and take out extra insurance coverage if necessary. Many insurance policies exclude such activities.

Personal property insurance is also strongly recommended to cover such items as your laptop, iPad, cell phones, camera, etc.

- Home Owners insurance may cover loss of such items while abroad; if not, insurance can be purchased separately
- Leave valuables at home; bring only what you really need!

preparing to go abroad

Department of State Travel Information

The Department of State website has useful information and resources on health and safety abroad, as well as up-to-date travel warnings and precautions. Please take the time to look over the information before your departure at travel.state.gov and www.osac.gov. Select “travel information” from the “travel” drop down menu.

Health Tips & Resources

Before you leave to study abroad, it is wise to have dental, vision, and physical check-ups. If you wear glasses or contact lenses, be sure to take an extra pair, along with your prescription. People with medical problems which are not easily recognized (e.g. diabetes, allergic reactions to antibiotics or bee stings, heart conditions, epilepsy, etc.) should consider obtaining a medic alert identification tag from a doctor or pharmacy as they are more likely to be internationally recognized.

If you need medical help while abroad, contact your host university health center, program provider, insurance company, or the U.S. Consulate for a list of local doctors who speak English. If you have a chronic health problem, create a treatment and emergency plan with your physician before going abroad.

Food

Everyone reacts differently to new foods, eating habits, and new environments. Remember it may take a few weeks for your body to adjust to the new cuisine you will be eating. Tasting new foods is half the fun of learning more about the culture, though you may want to carry a few over-the-counter medications from home such as aspirin, Tums, Pepto Bismol, Lactaid if you are Lactose intolerant etc. Read the food section of any travel guide for recommendations of national dishes to try, but be aware of standards of cleanliness and water quality. Especially in developing countries, eat where others are eating, avoid street food, drink sealed bottle water, avoid drinks with ice cubes, eat only cooked vegetables, and fruits that you can peel.

Immunizations

Foreign countries often require certain immunizations that you would not normally have during a physical examination in the U.S. For information about which immunizations are needed for specific regions of the world, please contact the Center for Disease Control National Immunization hotline at (800) CDC-INFO (232-4636) or online at www.cdc.gov. Travel Health of Williamsburg (757) 220-9008 is also qualified to give up-to-date, expert advice on recommended immunizations for all parts of the world. You may also wish to check the World Health Organization for detailed listing of problems in specific countries.

It is a good idea and sometimes necessary to make sure that your childhood vaccines for measles, mumps, rubella, and diphtheria are current before going abroad. It is advisable to carry a copy of your immunizations at all times in case of emergency. Please schedule a meeting with the W&M Health Center prior to study abroad to review your immunization records and discuss health and wellness while on study abroad.

Medications

If you know you will require medication while traveling abroad, speak with your doctor about your travel plans and obtain a full supply before you leave. Make sure you have enough to last for the duration of your stay because you may not be able to find the same medication overseas. You should carry up-to-date prescriptions and a statement from your doctor, especially if you will be carrying insulin, a syringe, or any narcotic drug. In addition, it is useful to know the generic names or compositions of your medicine as they may be sold under a different name in your destination country. Check with the embassy of your destination country about the legality of bringing medicines with you. **Keep all vital medicines in original packaging and documentation in your carry-on luggage.** This will ensure a constant supply if your luggage is lost or delayed. You may want to buy a medical alert bracelet if you have a specific medical condition that requires regular injections or allergies to certain medications.

Quick Reference Resources

Center for Disease Control and Prevention: www.cdc.gov

World Health Organization: www.who.int

International Association for Medical Assistance for Travelers (IAMAT): www.iamat.org/doctors_clinics.cfm. This website will direct you to English speaking physicians around the world.

safety while abroad

Studying abroad will expose you to all kinds of new and exciting experiences. Though this is a time of broadening your horizons, we ask that you exercise caution in order to be as safe as possible while overseas. Please ask the Global Education Office staff before your departure if you have questions concerning safety abroad.

Travel Warnings

- Please see page 14.

Before Departing the U.S.

Before you leave home, you should make copies of your passport, driver's license, CISI card, traveler's checks, health insurance cards, and credit cards, making note especially of their customer service numbers, including the number to call from the country you will be in. Keep the copies and information separate from your wallet. Also, be sure to leave copies of all documents at home with family. Bring only those documents which you will need abroad, and leave unnecessary ones at home. Leave a detailed itinerary with family or friends in the U.S., so they can contact you if necessary. Remember to back up your laptop before going abroad. If you work with sensitive research or if you will be traveling to a country where internet security is a cause for concern, consider taking your laptop to the IT department to have it "scrubbed" before and after your travel.

The Global Education Office strongly recommends purchasing insurance for laptops and other valuables. Try not to bring unnecessary valuables with you abroad; however, if you do, be sure to pack them in your carry-on bag.

While Traveling

When traveling to, around, or outside your host country, please remember the following tips:

- Do not leave luggage unattended.
- Do not accept packages from strangers.
- Airline regulations require that checked luggage remain unlocked, or be locked with a universal lock that can be opened by airport security. Before checking and after picking up your luggage, keep it locked and have your name and address clearly labeled on each piece. Place labels on the interior and exterior of your bag.
- Be aware of weight limitations on checked bags for all flights.
- Know at least key phrases in the local language, so that you can ask for help or assistance when you need it.
- Carry a bank/debit card in addition to a small amount of cash in the local currency.
- Always be aware of your surroundings and avoid areas that may be particularly unsafe.
- Pay attention to the safety advice given to you in your host program or university's orientation.
- Speak to your on-site program coordinator or resident director about which areas to avoid.
- Always leave detailed itineraries at home and with host families, friends, and program organizers when traveling outside of your host city, even for a day or weekend trip.

Petty Theft

Petty theft is always a problem in urban locations around the world, but there are common sense precautions that you can take to minimize your risk of being targeted.

- Try to blend in. Foreigners are favorite targets of pickpockets; the less conspicuous you make yourself, the less attractive they will find you. In particular, t-shirts, shorts, baseball caps, and speaking loudly in English in public can act as markers that you are a student from the U.S.
- Do not make a habit of carrying extra money and cards with you. If you are not planning to use them, leave them in a secure place. The same holds true for your personal documents: IDs, driver's license, passport, etc. Always have a copy of your passport with you, but the passport itself should stay at home unless required by local law or you anticipate needing it (to check into a hotel, for instance).
- Never keep all your funds and/or valuables together in one place.

safety while abroad

- Carry your valuables inside your clothes, never in your back pockets. Particularly when you are in a crowd or public transit, purses can be snatched by thieves on mopeds, purse and camera straps can be easily cut, and backpacks can be slit and emptied without you even noticing.
- Do not leave bags unattended. When you are seated at outdoor tables, keep purse or pack straps looped around an arm or an ankle to keep them from being easily snatched.
- Be on guard if groups of people act strangely around you. Thieves often work together and try to confuse or distract their target. Don't be fooled by appearances. Some professional thieves look quite respectable, and some are children!
- Keep in mind that thieves often wait near night clubs and bars popular with foreigners, particularly Americans, and target individuals who've had too much to drink.
- When residing in a hotel, always keep your door locked. When staying in a hostel, keep your valuables under your pillow or in a money belt around your waist while sleeping – not in a bag on the floor. Carry a lock with you, as many hostels provide lockers for their residents.
- Be aware of your surroundings at all times, especially when talking on your cell phone; alcohol use also increases your risk.

Be aware that loss of property, whether through negligence, theft, or fire, is your own responsibility. The College of William & Mary cannot replace lost or stolen money or goods. Purchasing personal property insurance prior to your study abroad trip is therefore very important.

Being Abroad as a Woman: Avoiding Harassment

Know that other countries have varying cultural, social, and legal issues concerning gender roles, social relationships, and dating rituals. Women traveling abroad, in particular, may receive unsolicited attention in certain countries, such as being followed and heckled by strangers. There is a negative stereotype that American women particularly are promiscuous. These encounters are usually more uncomfortable than unsafe, but it's best to be aware as to be prepared. Here are some general safety tips to keep these annoyances to a minimum.

- Dress conservatively, in a less obviously American fashion. Take note of how local women dress and interact with strangers, and copy their dress and demeanor.
- Move briskly and avoid eye contact or smiles with men you do not know. This may seem rude, but being friendly with strangers can result in unwanted attention.
- Be firm and assertive in your language. Do not try to be polite, as this may encourage unwanted advances.
- Respect your instincts; if you have a bad feeling about a place or situation, avoid it, even at the risk of seeming rude.
- Travel in groups with male students, especially in unfamiliar parts of town. When meeting friends, arrange to meet at a public place (e.g. a café or a store) in order to avoid having to stand idle and alone. If you find yourself in such a situation, such as at a train station, stand near groups or families.
- Never go out at night alone (or even in small, all-female groups). Make your arrangements for getting home safely ahead of time.
- Ask a female who you trust in your host family or host institution for advice on social norms, etc.
- Speak with your onsite program coordinator or contact the Global Education Office if you have questions or concerns.

safety while abroad

Emergency Contact Information

We hope that you have a rewarding and safe experience while studying abroad, but know that sometimes emergency situations do occur. In the event of an emergency, call the equivalent number of 911 for your host country (unless otherwise instructed by your program), then contact:

- Your resident director or host university
- W&M International Travel & Security Manager (M-F, 8am-5pm) +011 (757) 221-1146
- The Global Education Office (M-F, 8am – 5pm EST) +001 (757) 221-3594
- W&M Campus Police (24/7) +001 (757) 221-4596

Keep these numbers in your wallet or with you at all times so you will have them when needed. W&M numbers are on the emergency card given to you at pre-departure orientation. If you are studying in a non-English speaking country, please translate “I wish to call the US Embassy” in the host country language on the front of the card.

The College of William and Mary Emergency Contact Card



William and Mary Police Department (24 Hrs)
Emergency calls directed to appropriate contact
757-221-4596

Global Education Office (8am to 5pm, weekdays) 757-221-3594

I wish to call the US Embassy (translation) _____

Confirmation of Courses Form (Semester or Year Students Only)

Soon after you have registered for your courses, you must complete a Confirmation of Courses and Address Verification form from the post-acceptance portion of your study abroad registration, at <http://studyabroad.wm.edu>. The form not only indicates the courses for which you are registered and confirms your status as a full-time enrolled student, but also provides us with your contact information at your study abroad location. It is important for you to complete the form, obtain your Program Director's signature, and email/fax/take a photo with your cell phone/mail the form as soon as possible, so that we are able to contact you in the event of an emergency. **If you do not return this form promptly, a hold will be placed on your W&M account, and you will be unable to register for the following semester's courses.**

Full-Time Course Load Requirement (Semester or Year Students Only)

Undergraduate students studying abroad are required to take and complete an equivalent full-time course load unless they have been approved by the Dean of Students for an under load. A full course load is the equivalent of 12 W&M credits per semester and it is your responsibility to understand how the credits at your host institution convert to W&M credits.

Registering with the U.S. Embassy (or home country embassy)

If you are a U.S. citizen, it is recommended that you register with the U.S. Embassy or Consulate prior to arrival in your host country. Registration makes your presence known and enables a consular official to contact you in case of an emergency. Registration is especially important for those who will be traveling to a country that is experiencing civil unrest, has an unstable political climate, or may experience a natural disaster such as an earthquake or a hurricane. Your whereabouts will not be released to inquirers without your written authorization. Register at <http://travelregistration.state.gov>. If you are not a U.S. citizen, please register with your home country's embassy. If you plan to travel to other countries, be sure to register online, even for short trips.

Cultural Adjustment & Coping Strategies

Culture shock affects different individuals in different ways and with varying degrees of severity. Its manifestations may include some or all of the following symptoms: homesickness, boredom, withdrawal, loneliness, irritability, excessive sleep or inability to sleep, compulsive eating or drinking, not eating, stereotyping of host nationals, hostility towards host nationals, unexplained fits of weeping, and an inability to work effectively.

Know that what you are feeling is a normal part of cultural adjustment. Varying degrees of these reactions are common, and will pass with time. Meanwhile, here are some strategies to help you cope with the symptoms of culture shock:

- Research customs and traditions of your host country. The more you understand your host culture, the smoother your transition will be.
- Accept that daily life will be different. Daily experiences like navigating public transportation and grocery shopping may seem uncomfortable and frustrating, but try to go with the flow and appreciate the differences.
- Embrace the difficult moments as learning experiences. This can be difficult, but we grow most in our moments of discomfort, so take time to reflect on what's bothering you.
- Try not to reinforce negative stereotypes of Americans. Many cultures consider Americans to be loud, obnoxious, presumptuous, and unable to drink sensibly. Observe how the locals interact with one another, etiquette, rules, and dress codes. Blending in will make you feel more comfortable and less like an outsider.
- Talk to other students, your resident director, or the local staff at the host university about your feelings, but not to the extent of dwelling on them.
- Bring some of "home" with you, such as your favorite books, movies, and music, pictures of loved ones, your favorite recipe and non-perishable items you may need to create it. Be aware of custom regulations in your host country for bringing food.
- Maintain a healthy "social media" balance. Limit the amount of time checking social media and on friends and family at home.
- Make new friends! Try not to insulate yourself only with Americans.
- Be open to new experiences.
- Keep track of how you are feeling and what you are learning. You can do this by maintaining a journal or blog, corresponding with friends from home, using other media such as photography, drawing, or painting to express your feelings. Try to make this activity a regular part of your daily routine.
- Try to maintain important elements of your daily routine from home; if you exercise regularly, try to find a place where you can continue that regimen, etc.
- If you continue to struggle with adjusting to your host country and culture, talk with your resident director, program provider or international office staff member at your host university to find out what resources are available for you.

while abroad

Living with a Host Family

Life with a host family in a foreign country can be one of the most elucidating and immersive components of a study abroad experience, as long as you keep an open mind and remember that you are a guest in someone's home. Try always to be polite, respectful, and helpful. Here are some tips to keep in mind:

- Take note and be respectful of your family's customs, meal times, and hours.
- Greet your host family upon arriving home; ask about their day, etc.
- Do not walk around in your bare feet if others do not. Wear shoes (if your host country's customs allow), slippers, or flip-flops.
- Some cultures have specific customs about using certain rooms in the home, particularly in the kitchen. Make sure you understand and follow their rules.
- Electricity and hot water can be very expensive and unreliable. Do not leave the lights on if you are not in the room and try not to take long showers. In many areas, using multiple electric items at once (hair dryer, laptop, etc.) will blow a fuse. In many countries, laundry is also expensive and done less frequently. Be sure to understand your options and family's customs.
- In some cultures, it is not common to have guests over; people tend to socialize in cafes, bars, and restaurants. Make sure you ask permission to bring guests over to your host family's home, or simply agree to meet friends elsewhere.
- Make the most of your time with your host family to practice the language, learn more about the culture, etc.
- Be respectful of your family by letting them know where you are going and when you plan to return, especially if it is overnight, a weekend, or several days, or simply if you'll miss a meal.
- Always leave your space in good order; it is considered a sign of great disrespect to leave beds unmade, clothes on the floor, the bathroom in disarray, etc.

Registering for Next Semester Courses (Semester or Year Abroad Students Only)

Registration for W&M courses while you are abroad (for the semester you return) operates the same way it does when you are on campus. Using Banner Web, you will be able to register during your registration block just as if you were on campus, but be sure to calculate the time difference.

Check Your Registration Status

Check your registration status in Banner prior to registration. Ideally, you will have taken care of any holds on your record prior to departure. In the event that holds still exist, contact the office that placed the hold, and meet the conditions of the hold as soon as possible so that it does not prevent you from registering for classes. Banner will also show you how many institutional and transfer hours you currently have, as well as your current curriculum.

Procedures for Registration

Provided you have an internet connection, you can register via myWM from anywhere in the world. Registration information will be sent to students' W&M email accounts approximately two weeks prior to the beginning of registration, but you can read about the process ahead of time on the University Registrar's website. Registration for fall semester takes place in late March or early April; registration for spring semester will happen in late October or early November.

Registration Windows

Undergraduate students register during the registration window according to social class. These windows are defined on the University Registrar's website. Once a window opens, it stays open for only 23 ½ hours. Additional registration dates open after the final exam period. Keep in mind the time differences and **calculate your registration time in your host country**. NOTE: Please follow the Registrar's Office directions very carefully, as they are subject to change.

Course Schedule

The course schedule (www.wm.edu/offices/registrar/coursecatalogschedules/courseschedules) is a live course listing, meaning you will be able to see course changes as they are made by academic departments. Changes include, but are not limited to, instructor, capacity, location, and/or course cancellation.

Prerequisites

Banner automatically checks for prerequisites during registration; if a student tries to register for a class and does not have the prerequisite course(s) on his/her record, an error will result and prevent registration into that course by the student. Ultimately, the student is responsible for making sure he/she has credit for all course prerequisites before registering. See the Course Schedule (above) for specific course prerequisites.

Registration Overrides

For courses that require instructor or department approval, you will need an override before you can add them to your schedule. An override is an electronic approval that the course instructor attaches to your record. To obtain an instructor override, you need to contact the instructor of the course. Once you have the override, the registration system requires you to add the course. If you need to add a course that has closed, you should contact the instructor for a maximum capacity override.

Problems with Registration

If you know ahead of time that you will not have access to a computer during your registration window, or if you have trouble completing registration online, contact your advisor too at the Global Education Office at the Reves Center.

You will need to provide us with the list of courses for which you wish to register. You will need to provide your name, student ID number, the day and time your window opens, course titles, course numbers, and 5-digit CRNs. Please indicate if your desired course requires instructor permission and be sure that, if so, you have obtained this permission in advance. Have a few alternate courses in mind, listed in order of preference. The Global Education Office cannot register you if you have holds on your student account; in addition, they do not have priority access to Banner, and must complete registration during the students' assigned registration windows. Students will be registered in the order in which the Global Education Office receives course preferences.



Celebrating July 4th with ice cream in the W&M 2013 Cape Town program

returning to W&M

Post-Approval of Course Credit

In the event that you take a course abroad which has not been pre-approved (either because the academic department will not pre-approve or because you took a course you had not anticipated taking), you will have to apply for post-approval in order to receive course credit. It is important to save all materials from your course(s) abroad (course description, syllabi, papers, reading lists, exams, and other course-related information), as you may need to present some or all of this information when requesting approval. Other materials you will need to submit for post-approval are: Course Approval Form, a copy of your current degree evaluation (printed from myWM) and photocopy of the host institution transcript. Department chairs/designees have the right to refuse credit if you do not provide the information they require.

Once the appropriate faculty member has completed the Course Approval Form, please return it to the GEO.

If you are seeking major or minor credit for courses that have been post-approved, you must mention this to your post-approver and then petition the Committee on Degrees through the Office of the Dean of Undergraduate Studies.

Final Transcripts

Final transcripts must be received from the host institution before credits can be evaluated. Please arrange to have your final transcript sent to:

*Debi DeBacco
Reves Center for International Studies
College of William & Mary
PO Box 8795
Williamsburg, VA 23187-8795
UNITED STATES*

If for any reason your host institution sends your transcript to your home address, do not open the envelope. Bring the transcript in the sealed envelope to the Global Education Office; we cannot accept opened transcripts. If the transcript has been opened, you will need to request a new transcript to be sent directly to the Global Education Office at the address above.

When the Global Education Office receives your official transcript, it will be checked off on your registration portal at <http://studyabroad.wm.edu>.

If a department chair or designee requests a copy of your official host institution transcript for credit evaluation purposes, you may obtain a copy by bringing your student ID to the Global Education Office during regular walk-in hours, which are Monday through Friday, 11:00 a.m. to 5:00 p.m.

Get Involved

Whether you have just returned to campus from time overseas or are looking forward to the day you study abroad, you can promote your own international education right here at William & Mary. We encourage you to get involved in some of the many international opportunities offered at the College and meet others who share your passion for international education.

There are several volunteer and paid opportunities in the Global Education Office, including but not limited to; study abroad peer advisor, study abroad student advisory board (SASAB), peer orientation leader for international students, assistance with the Study Abroad Fair during Family Weekend, mentoring future study abroad students by helping with pre-departure orientation and participating in information sessions for the country or program where you studied.

In addition, the GEO always welcomes photographs, and videos. Contact kjhoving@wm.edu for more information. Blog posts can be submitted to <http://blogs.wm.edu>.

returning to W&M

Reverse Culture Shock

Be aware that you may also experience culture shock upon your return home; indeed, for many students this transition is more difficult than the adjustment to life abroad. For some students, this process begins even before leaving their host country. Feelings of loss are common, as you prepare to leave your friends and life abroad. Readjusting to life at home may be difficult, and you may feel isolated since people at home may not be able to relate to or express much interest in your experience. You may also struggle with an idealized view of home, expecting everything to be exactly the same as when you left, which may not be a reality. It is also common to feel a loss of independence and to miss life abroad intensely.

If you experience reverse culture shock, it is important to remember that, in time, things will slowly fall back into place and you will feel more at home in your home country and at W&M. To ease your transition, look for ways to pursue your international interests and meet people who have had experiences similar to your own. Get involved in some of the many internationally focused clubs, organizations, and programs William & Mary has to offer.

Contact the GEO to learn about re-entry programming and the opportunities we have to offer for you to put your international experience to good use! Consider applying for a Study Abroad Peer Advisor position or Study Abroad Student Advisory Board. Typically applications are available in late February or early March for work during the following academic year. Contact Deborah Debacco (dvdeba@wm.edu) for information.

Nevertheless, you may still find that you see things differently after studying abroad... which, in fact, is the purpose of the experience. Time you spend abroad – and the people you meet while there – have the power to change and challenge your attitudes, beliefs, and perspectives; embrace these changes and find ways to integrate them into your life.

Keeping Up With the Reves Center for International Studies

Like us on Facebook and follow us on Twitter!

Facebook: www.facebook.com/internationalwm

Twitter: @InternationalWM

Instagram.com/internationalwm

Youtbe.com/RevesCenterWM

Pinterest.com/wmreves

What in the World?! Weekly Email Digest: <https://lists.wm.edu/wws/info/reveslistserv>



university contacts

The College of William & Mary
Global Education Office
Reves Center for International Studies
P.O. Box 8795
Williamsburg, VA 23187-8795
OR
200 S. Boundary Street
Williamsburg, VA 23185
Phone: 001 (757) 221-3594
Fax: 001 (757) 221-3597

Campus Police: (24/7): 001 (757) 221-4596
Campus Police will always know how to reach the
on-call staff member from the Global Education Office or Reves Center at any time.

www.wm.edu/studyabroad/

General questions email: wmabroad@wm.edu
Program selection questions email: peeradvisors@wm.edu

Global Education/Study Abroad Staff

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Debi Debacco
Global Education Advisor
001 (757) 221-7768
dvdeba@wm.edu

Other Important Contacts

Campus Operator	(757) 221-4000	www.wm.edu
Career Services	(757) 221-3231	www.wm.edu/offices/career/
Counseling Center	(757) 221-3620	www.wm.edu/offices/counselingcenter/
Financial Aid	(757) 221-2420	www.wm.edu/admission/financialaid/
Registrar's Office	(757) 221-2800	www.wm.edu/offices/registrar/
Residence Life	(757) 221-4314	www.wm.edu/offices/residencelife/
Student Accounts	(757) 221-1220	www.wm.edu/offices/financialoperations/sa/
Dean of Students	(757) 221-2510	www.wm.edu/offices/deanofstudents/