

# William & Mary Faculty-Led Winter Programs *Student Handbook*



[Global Education Office](#)

Reves Center for International Studies  
William & Mary

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This handbook offers guidelines that we hope you will find useful in preparing for [William & Mary's Faculty-Led Winter Programs](#). *Read this entire handbook to make sure you are fully prepared for your study abroad experience.*

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# Application & Acceptance Materials

## ***Pre-Acceptance***

Applications for winter programs are submitted via [studyabroad.wm.edu](http://studyabroad.wm.edu). All application materials need to be completed and submitted by the deadline, including payment of the application fee.

## ***Post-Acceptance***

Accepted students are required to submit necessary information via [studyabroad.wm.edu](http://studyabroad.wm.edu), in order for arrangements to be made for their program participation. This includes, among other items:

- Payment and program agreements
- Health details
- Roommate preferences and requests
- Travel details
- Abroad contact information

**It is crucial that this information be submitted on time.**

## ***Payments***

Check your program's brochure page under "Program Costs & Funding" for payment deadlines, financing options and program costs. Payments must be submitted on time. Program payments include:

- Application fee
- Program deposit
- Remaining program balance

**Note:** Once your payment has been processed and is confirmed by the Global Education Office (regardless of how payment was made), this item will be manually "checked off" in your online application by GEO staff. This may happen closer to the deadline, or after it. You will receive an email notification when this occurs. Students will not be penalized should these items be checked off after the payment deadline provided the payment was submitted on time.

## Program Courses

Students do not need to register for these courses, the Global Education Office (GEO) will work directly with the Registrar to enroll all students in both the pre-course and abroad course(s). Students need to clear all registration holds and make sure all outstanding balances are paid by the deposit deadline in order to be enrolled. These courses will all appear as Fall courses as W&M does not have a January term. GEO will also work directly with the Committee on Academic Status (CAS) to determine which students, if any, are required to petition for an overload. Students must take both courses for a letter grade and audits are not available.

### Fall Pre-Course

There is a mandatory one-credit pre-course for participants of each program (times and days for each program will be announced at a later date) for all on-campus students. The Program Director will provide more information about the fall pre-course as it gets closer to the start date; often tentative dates are posted on the program's brochure page. Students must successfully complete the 1-credit pre-course in the fall semester to participate in the winter program.

Typically, the pre-course does not start until after fall break and meets once a week, usually in the evenings. Please keep abreast of your emails in the fall semester from the Global Education Office (GEO), who will send notice to make sure that you have no holds on your account. If you do have holds, our office will not be able to register you for the course until the hold is removed. It is your responsibility to get the hold removed and to contact the GEO when this has been done. **Students must pass the one-credit pre-course in order to participate in their study abroad program.** Non-degree seeking students are ineligible for study abroad.

*For winter program participants who are currently abroad or away from campus during the fall semester, you should be in touch with the GEO and the Program Director to learn what you will be able to do remotely for the pre-course and how you can receive credit for the pre-course.*

Most pre-courses are listed as INTR 299 Study Abroad in [Your location city], except for programs run through the Modern Languages & Literatures department.

# Before You Go

## Travel Documents

- **Passport**
  - You should apply as early as possible before departure to secure your passport through a Passport Agency (found in major cities), a local issuing office, a Federal or State Court House, or a Class I Post Office. You may also need to visit the US State Department's website for guidelines on applying or renewing your passport: <https://travel.state.gov/content/passports/en/passports.html>
  - Start the process early so that there will be plenty of time to resolve any problems that may arise. **If you will be using your current passport, make sure that it is good for six months after your return to the U.S.** (or longer if your location dictates that). If it is not, you will need to renew it.
  - If you do not have a passport, you will need to complete an application and submit it in person or by registered mail along with two 2" x 2" photographs (passport photos are available through the W&M ID office; inexpensive ones are also available at CVS/Walgreens), a certified copy of your birth certificate, and two checks, one for the application fee and one for the clerk's fee. (See link above)
  - If you do not have a current passport by the application deadline, then please provide the Global Education Office with the date for which you applied. Please also note that the GEO requires a copy of your passport before you depart on your program.
  
- **Visa and ETAs (Electronic Transit Authorizations)**
  - For US passport holders, many winter program destinations require an ETA and some require a visa. Entry requirements around the world change frequently; please check your program's brochure page for more information under "Application & Eligibility."
  - Students who are not US citizens should check the embassy website of the program's host country for any visa regulations that may apply to them.

## Students with Accessibility Needs

Are you a student with a disability who may need accommodations for study abroad? The first step is to ensure you are registered with Student Accessibility Services. To ensure timely preparation for a study abroad program, it can be helpful for students with disabilities who may need accommodations to reach out to us during the application process. We are happy to discuss any questions you have and provide

additional information about the program. We work closely with Student Accessibility Services to assist you in making accommodation determinations. Once accepted into the program, we will continue to work with you, Student Accessibility Services and our overseas partner to ensure a successful and safe study abroad trip. Visit the Student Accessibility Services website for more information:

<http://www.wm.edu/offices/deanofstudents/services/studentaccessibilityservices/>



Winter Program in La Plata, Argentina

# Health Abroad

## Immunizations

You are encouraged to consult the Center for Disease Control to verify which vaccinations are recommended for prolonged stay abroad:

<http://wwwnc.cdc.gov/travel/destinations/list.htm>. If you prefer to talk to someone in person about the currently recommended immunizations, you can visit the Student Health Center on campus, or call Travel Health of Williamsburg, or consult with a physician in your area who has some expertise concerning immunizations for international travel.

## Insurance

Included in the program cost is an overseas health insurance plan designed for William & Mary students. You will be covered through [Cultural Insurance Services International \(CISI\)](#). This coverage includes medical, emergency medical reunion, emergency evacuation/repatriation and more. You will receive an email from CISI with information on plans and claim procedures once you are enrolled.

You will receive a small card with emergency numbers and insurance information – please carry this information with you at all times while overseas. It is also a great idea to share the insurance information with your family. Continue any coverage you have currently under a school or family plan. It is often possible for your parents to add a rider to your family plan in order to provide full coverage for you while you are overseas. Any costs incurred due to health-related issues are solely the responsibility of the student. Be aware that with insurance coverage, you will likely be required to pay for services when they are rendered and apply for reimbursement.

TimelyCare (a virtual mental health and well-being platform) is also available to you while you are abroad. You can access it in the same way you do when in Virginia. Link: <https://www.wm.edu/offices/wellness/counselingcenter/timelycare-content-page/>

## Medications

Please remember that, while abroad, it is advisable to consistently follow your doctor's specific medication instructions and continue taking any medications you are prescribed. Any changes to medication levels should only be undertaken in direct consultation with the prescribing doctor. While travel abroad always has the potential to effect changes, good or bad, in your physical and mental health, do not assume that temporary variations in your condition are indicative of longer-lasting changes. If you feel that an alteration in any prescribed medication levels may be warranted, consult a medical professional prior

to doing so.

## **Sexual Health**

There are different attitudes and expectations concerning dating and sexuality in other countries. Words and actions that mean one thing to you may mean something completely different to another person. It is important to discuss your expectations regarding interpersonal and sexual involvement with your partner so that you can reduce physical, emotional, and other risks. Become aware of the particular attitudes and customs concerning sexuality in your host culture, and make responsible decisions about sexual relationships while overseas. Not only will your decisions affect you, but also your partner, possibly their family, and your host family as well. HIV and other sexually transmitted diseases exist in every country. Cultural factors often determine whether you can negotiate condom use with your partner. Please use good judgment and communication skills with your partner concerning this issue. If you consider sexual activity to be a possibility while you are abroad, please take proper precautions. It is advisable that you purchase condoms prior to your departure overseas, take extra supply of birth control and a prescription (any/all of the prior if appropriate).

## **Staying Well**

Common illnesses abroad include upset stomachs; it is advisable to take Pepto Bismol and any other medicines that you may find useful while overseas.

If you become ill, please alert the Program Director for assistance in finding you medical care. Please remember to pay for any medical care at the time it is received and to keep your receipts to submit to CISI when you return to the United States.

Useful information on preparing for medical emergencies before you go abroad is provided at <https://travel.state.gov/content/passports/en/go/health.html>.

# Packing List

## Allowed Items

Be sure to check the following websites for information on what is (and is not) allowed to be carried on an airplane: <https://www.tsa.gov/travel/security-screening/whatcanibring/all>

## Packing Tips

In general, many items you need can be purchased once you have arrived at your destination. For example, bring travel-sized toiletries to keep your bags light, and purchase full-sized items once you have arrived. Do not bring any items of sentimental value that you could not bear to lose.

## Luggage

- ✓ **Pack only what you can carry by yourself up 2-3 flights of stairs or walk with for relatively long distances.** A wheeled duffle bag or suitcase plus a generous tote or backpack for weekend travel should suffice. Returning students recommend that your carryon be a backpack rather than a handheld bag if you plan to do any extra travel.
- ✓ Do not pack valuables in your checked luggage.
- ✓ Put address labels and contact information inside and outside each piece of luggage.
- ✓ Pack medications in your carryon luggage.
- ✓ Pack all sharp objects securely in your checked baggage
- ✓ Pack all liquids in plastic bags to avoid leakage during travel.
- ✓ Place your camera in your carryon luggage.
- ✓ Put TSA-approved locks on all of your luggage so that it can be opened without the lock or bag being destroyed.

## Clothing

- ✓ Bring easy-care clothing items that are lightweight, drip dry, and wrinkle-proof such as knits, permanent press and cotton clothes.
- ✓ Dark colors are more practical than light, as they do not show dirt as easily.
- ✓ Pack clothes you can mix and match so as to give your wardrobe as much variety without having to pack as much.
- ✓ Only bring clothes you can imagine wearing often.
- ✓ Bring clothes that you can layer for various temperatures.
- ✓ Roll clothes instead of folding them; you will fit more in the bag and have fewer wrinkles upon arrival.

## Traveling to Your Destination

You are responsible for your own travel arrangements, arrival and departure, to your program destination.

### Purchasing Flights

- **Do not book your tickets prior to the deposit deadline.** Once you are given the 'go ahead' from the Global Education Office or your Program Director, please arrange to purchase your flight, as costs will increase the closer to the date of departure.
- The Global Education Office highly suggests you consider purchasing travel insurance when you book your flights for studying abroad. **It will be your responsibility to find alternative flights or accommodations if flights are cancelled or delayed due to weather or natural disasters.** W&M does not accept any financial responsibility for such occurrences. Remember that the first date of the program is when you should be arriving. The last day is when you should be departing. **If you arrive or leave outside of those dates, you are responsible for your own expenses, including lodging and meals.**
- Shop around for airfare – you can use Google Flights to look at various options. Be aware of the pros and cons of purchasing flights from a third-party site vs. directly from the airline.

### At the Airport

Please check with your Program Director for more information regarding what to do once you have arrived at your destination. Your Program Director will provide more details in pre-course meetings or on Blackboard. If you have any questions, please do not hesitate to contact your Program Director or the GEO.

### Don't Forget to Call, Text or Email Home!

As soon as possible following your arrival, remember to call, text, or email your family to let them know you have arrived safely. This will not only save them from worry but also help prevent the GEO and your host university from receiving panicked phone calls regarding your whereabouts. Students also have the option to include their families on our winter listserv to receive periodic updates from the GEO and Program Directors while you are abroad.

# Communication & Swem Resources Abroad

## Cell Phones

In your one-credit pre-course, you will talk about communication as a group. Most programs will recommend that you have an international calling plan for the duration of the program so that you are able to make and receive calls. All encourage having data plans for internet usage overseas. The Program Director and students are encouraged to develop a communication plan during the one-credit pre-course.

## Using Swem Library Resources While Abroad

Swem Library resources can be accessed from abroad if you need to do research:

<https://guides.libraries.wm.edu/StudyAbroad>

- ✓ All of the library's electronic resources, including databases, library catalog, subject guides, and so on, are available on any computer with an internet connection, no matter where in the world you are. Just go to <http://swem.wm.edu>, and be sure to have your WM user ID and password.
- ✓ Swem owns a substantial collection of e-books, current and older electronic books that can be read in their entirety online. These books can be found and accessed through the library's online catalog.

## Diversity Abroad

Every student will have a different experience abroad. GEO is devoted to making sure all students have a positive experience abroad. Please explore the resource below to learn more about how your identity may be impacted during your experience abroad.

- Things to Consider Before You Go Abroad:  
<https://www.wm.edu/offices/revescenter/geo/studyabroad/resources/things-to-consider-before-you-go/>



Winter Program in Geneva, Switzerland

# Safety

## Theft

Petty theft can be a concern in many places (more frequently in urban areas) around the world, but there are common sense precautions that you can take to minimize your risk of becoming a target.

- *Try to blend in.* Foreigners are favorite targets of pickpockets and the less conspicuous you are, the less attractive they will find you. In particular, t-shirts, baseball caps, shorts, sneakers and loud English can act as markers that you are a student from the U.S. Even in English-speaking countries, speaking loudly could mark you as an American student.
- *Do not make a habit of carrying extra money and cards with you.* If you aren't planning to use them, leave them at home. The same holds true for your personal documents: IDs, driver's license, passport, and so on. Always have a copy of your passport with you when traveling, but the passport itself should stay safe at your home overseas unless you anticipate needing it or the laws of the host country require you to carry it at all times.
- *Never keep all your funds together in one place.* Spreading your fund sources – such as cash, credit cards, and bank cards– will assure that if one form is lost or stolen, you still have other options.
- *Carry your valuables inside your clothes.* Particularly when you are in a crowd, purse and camera straps are easily cut, backpacks can be slit and emptied without you even noticing, open or buttoned purses & wallets can be emptied while you are being distracted by accomplices.
- *Do not leave your 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 an easy grab. If using a restroom at a restaurant, library, or other university building where it will not be watched by a trusted individual, take all belongings with you. This includes places of worship, where some of our students have experienced theft.
- *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 even children.
- *Do not walk around alone late at night.* Always walk with a friend or take a taxi or Uber after dark. Let someone always know where you are, and when you expect to be home.
- When residing in a hotel, *always keep your door locked.* When residing in a hostel, keep your valuables under your pillow when sleeping or in secure lockers/safes, if provided.
- *Don't let your guard down toward the end of your stay.* Try to remember these

precautions throughout your time in your host city, as well as while traveling, even after you have learned your way around and feel at home.

- *Be aware that loss of property, whether through negligence or theft, is your own responsibility.* William & Mary and your host university cannot be held accountable for lost or stolen money or goods, nor is our staff authorized to make loans of any size of program money to students.

More health and safety resources can be found on our website here:

<https://www.wm.edu/offices/revescenter/geo/studyabroad/resources/healthsafety/>

## **Sexual Assault**

Sexual assault can happen to anyone of all ages and backgrounds. Most often, sexual assault is committed by someone a person knows and trusts. While you or someone you know may never experience sexual assault, it is important to know the options and resources available, what steps to take, and where to report an incident if it occurs. It is also important to be aware of the laws pertaining to sexual assault in the country you are visiting. The response from local authorities and the options for reporting assault may be different in another country.

Sexual assault encompasses acts that range from unwanted touching to rape. Sexual assault occurs when a person does not, or is not able to, consent to sexual activity. A person is unable to consent when they are forced, threatened, intimidated or are mentally or physically incapacitated.

## **Knowing Yourself & Defining Your Boundaries**

Most people who travel to different countries have the desire to be culturally sensitive. They wish to get along, to be respectful, to fit in, and not to offend the people they meet. However, this never requires that a person submits to behaviors that invade personal boundaries or that feel uncomfortable or unsafe. No matter where you are, you always have the right to leave if a situation feels inappropriate or makes you uneasy.

Physical boundaries are the personal spaces around us, physically, emotionally, and sexually, that help protect us, while still allowing us to experience new relationships and situations. Boundaries are defined through our own personal values and desires. Boundaries can be as simple as setting a limit of how much to drink, or as complex as deciding to form an intimate relationship with a new partner. Knowing our boundaries can help us recognize signs that an individual or situation may be unsafe. An example of this is if a situation or person makes us uncomfortable by testing or disregarding our boundaries.

Defining your boundaries for yourself and communicating those boundaries to others is the first step. It is also important for others to respect your boundaries and for you to respect theirs. Never assume that someone has the same understanding or awareness

of boundaries as you. The issue of boundaries and personal space is highly influenced by cultural norms and may be very different from what you are accustomed to.

When interacting with others, it may be a good idea to:

- Learn about cultural norms.
- Learn from your local hosts about appropriate social interactions.
- Learn how to communicate effectively using the local language. Communication in a different language might change or alter your meaning and could increase the chances for miscommunication or misinterpretation.
- Trust your instincts: Pay attention to any inner signal about an individual or situation.
- Have an exit strategy: Develop a plan on how to safely leave an uncomfortable situation.
- Use the buddy system at all times. Travel in groups if possible.

## Helping a Friend

One of the best ways that you can stay safe while abroad is to always use the buddy system. By traveling in pairs or groups, you can help each other by being on the lookout for potentially unsafe situations.

Watch out for other students and step in if a situation seems unsafe or uncomfortable. You can help by making a plan with others before you go out. This plan might include:

- Having a signal code or word that can be used to indicate someone in your group needs help.
- Talking with your friends about how they would want you to intervene, should one of you need help.
- Deciding beforehand how you will safely leave an unsafe or uncomfortable situation.
- Talking to each other about your boundaries.

To learn more about how you can intervene to help a friend, visit the “Community of Trust” section of the William & Mary Sexual Assault Resources and Education website: [www.wm.edu/sexualassault](http://www.wm.edu/sexualassault).

Sometimes helping a friend means supporting someone who has experienced sexual

assault. If someone comes to you for help, the most important thing you can do is to believe them. Also be sure to:

- Listen without judgment.
- Assure your friend that it is not their fault and they are not to blame for what happened.
- Assure them that they are not alone. There are people and resources to assist them, even while abroad.
- Empower your friend to make their own choices about steps they want to take. You can provide resources and options and let them take control from there.
- For more information visit [www.wm.edu/sexualassault](http://www.wm.edu/sexualassault).

## Low-Risk Drinking

For many people, traveling to a different country means being able to experience new things and situations. Sometimes, this means being able to legally consume alcohol for the first time. In making decisions about if and when to drink, be sure to **know the local drinking laws and customs**.

Consumption of alcohol impairs our inhibitions as well as our judgment and ability to communicate. In addition, people often have different expectations about what will happen when drinking. Alcohol can also be used as a method to coerce others into sexual activity, by pressuring someone to drink more or by taking advantage of a person's impairment.

There are many useful strategies for protecting yourself from any unwanted outcomes while drinking. You can:

- Choose not to drink
- Eat before and during drinking
- Drink only with trusted friends or use the buddy system
- Ask a close friend to intervene if they think you've had enough
- Set a limit for yourself and stick to that limit
- Try to maintain a BAC at around 0.05 or lower
- Pace drinks over time (one per hour)
- Avoid drinking games
- Alternate between alcoholic and nonalcoholic drinks
- Always keep track of how much you are drinking
- Use a designated driver who is completely sober
- Always have an exit plan

- Never leave your drink unattended and do not accept drinks from others

## Resources

If you or someone you know experiences sexual assault while abroad, please remember that you are not alone. Many of the same resources are available to assist you while you are at William & Mary and are also available to assist you while abroad. You should contact the Program Director or an administrator at your host school before anyone else. You can also contact:

- Assistant Director & Sexual Violence Prevention Specialist: Candice Fox, email: [clfox@wm.edu](mailto:clfox@wm.edu)
- W&M Counseling Center Resources: [https://www.wm.edu/offices/ce/equity/title\\_ix/resources/](https://www.wm.edu/offices/ce/equity/title_ix/resources/)
  - On-line form to report incident: <http://www.wm.edu/offices/wellness/counselingcenter/resources/selfhelpmaterials/sexualassault/index.php>
- W&M Office of Student Affairs: +001 (757) 221-1236
- W&M Campus Police: +001 (757) 221-4596

You can also contact the nearest United States Embassy, Consulate, or Consular Agency. If you are not a U.S. Citizen, you can contact your country's embassy. Personnel are available for emergency assistance 24 hours a day, 7 days a week. Remember to request a copy of your police report. If you need to contact the Office of Overseas Citizens Service, call 001 (202) 501-4444.

Consular personnel know the local government agencies and resources in the country. They can help you:

- Obtain medical care
- Address emergency needs that arise as a result of crime
- Obtain general information about local criminal justice process and your case
- Obtain information about local resources who can assist you
- Obtain a list of local English-speaking attorneys

For more information, visit the U.S. Department of State's Students abroad site: <http://studentsabroad.state.gov/>

## Problems and Emergency Situations

***True emergencies are rare, but it is important to be prepared for any issue, from minor to major.***

There are a variety of academic and personal concerns that can surface and need attention while you are living and studying overseas, but most are relatively minor. Occasionally there are instances of petty theft, minor illnesses, miscommunications with host families, and so forth.

Such problems are inconvenient, but usually they are quickly resolved, and true emergencies are very rare. Whatever the nature and magnitude of your problem, **the first step you take should be to contact the host institution or your Program Director;** they are in the best position to help you immediately (unless, of course, there is an immediate need to obtain medical or police assistance - in such cases, dial the appropriate emergency number of the country you are in.) The sooner you communicate your concerns, the more easily they can be resolved. It is very important that you contact program staff *before* you contact your parents in order to avoid worrying them needlessly; they would much rather hear that you have a problem and it is in the Program Director's or the host institution's hands than that you have a problem and nothing is being done about it.

## Conduct

While participating in a study abroad program, you are bound by the same rules of conduct that apply on William & Mary's campus. The current code can be viewed in full on the Dean of Students website, located here:

<https://www.wm.edu/offices/deanofstudents/services/communityvalues/>

You will also be expected to abide by the rules of conduct at your host institution. As is stated in the behavior agreement which you signed for this program, serious misconduct will result in disciplinary action by the Office of the Dean of Students and possible removal from the program. Any expenses incurred as a result of such expulsion, including return travel expenses, are exclusively your responsibility.

## Refund and Cancellation Policy

William & Mary makes financial commitments on behalf of program participants and faculty well in advance of the start of each study abroad program. The application fee and deposit are non-refundable except when the program is canceled by William & Mary. Exceptions to this policy involving severe illness will be considered on a case-by-case basis by the Reves Center's Global Education Office, provided supporting documents are submitted for review. Please realize that canceling your participation in a program may impact your financial aid status as well. Contact a GEO Advisor for more information.

William & Mary reserves the right at its discretion to dismiss any participant from the program at any time between the student's acceptance and the final day of the program for reasons of unacceptable behavior, including but not limited to behavior indicating a lack of responsibility or maturity. Such dismissal will be without refund and may result in the participant earning no academic credit for the program; any expenses incurred for return transportation will be the responsibility of the student.

Please review our Refund/Cancellation Schedule for W&M Faculty-Led Winter Programs on any of the Winter Program Brochure pages under the Budget Sheet section.

Students who wish to withdraw from their program after the deposit deadline need to notify their program advisor **in writing**.

As a reminder, W&M application and program fees are refundable in the event that W&M cancels a program prior to the start of the program.

# Checklists

## Pre-departure Checklist

### *Cultural & Social:*

- Know the time difference between your hometown and your destination.
- Read about the history, economy, and culture of your destination.
- Learn a few key phrases of the local language if it is unknown to you.
- Familiarize yourself with current events, both in your home country and in your destination.

### *Finances:*

- If you are using financial aid, grants or loans through W&M to cover the program cost, make sure you have all the necessary documentation on file with the Financial Aid Office so there are no delays in receiving your funds. Check in with your Financial Aid Office with any questions:  
<https://www.wm.edu/admission/financialaid/contact/counselors/>
- Plan a budget and an emergency fund of at least \$300-\$500. Take a look the “Program Costs & Funding” tab on your program’s brochure page for anticipate, non-billable costs.
- Alert your financial institution when and where you are traveling abroad to minimize potential issues withdrawing money from the ATM and file a travel notification with your credit card provider(s) to prevent your transactions being blocked as suspicious activity while you are abroad.

### *Documents & Important Information:*

- Back up all computer files such as documents, photos, and music, and keep copies separate in case of loss, theft, or malfunction.
- Make sure that you have all the contact information for any William & Mary faculty and staff you might need to contact while abroad.
- Make copies of your passport, visa, and insurance cards and leave one copy with your family at home. It is recommended to have a copy with you during the program in multiple places (i.e. a physical copy in your carryon and an electronic copy on your phone). We encourage students to use password protection when possible and to not email passport information.
- Make sure you and your parents/guardians understand the coverage provided by your [CISI health insurance plan](#), included in the program cost. Once in country, be sure to **carry your CISI information** and emergency contact information with you **at all times**.
- Purchase travel insurance to cover any unforeseen events like flight cancellations or personal events that would delay travel dates. **Please note that this is not covered by W&M** but can often be purchased in conjunction with your plane tickets.

## Health Checklist

- You should have both dental and physical check-ups before you leave.
- Medications and Prescriptions:
  - Check if your destination country restricts usage of any drugs that you can obtain by prescription here in the United States. It is your responsibility to make sure any medications are legal to bring to your destination country.
  - If you know you will require medication while traveling abroad, obtain a full supply before you leave. Take frequently used over-the-counter meds with you and sufficient quantities of any prescription medications you are taking to last through the entire program and any additional time abroad.
    - If you suffer from motion sickness, bring medication with you to avoid problems on bus trips and airplane excursions you might take.
  - You should carry up-to-date prescriptions and/or a statement from your doctor, especially if you will be carrying insulin, a syringe, or any narcotic drug.
  - Be sure all medicines are clearly labeled to avoid potential problems going through customs. Keep all vital medicines in your carry-on to ensure a constant supply if your luggage is lost or delayed.
- If you wear glasses or contact lenses, take extras and have your prescription with you. Also take supplies of contact lens solutions, cleaners, and enzymes which are sometimes hard to find abroad.
- Bring documentation from your doctor, translated into your destination's language, of what medicines and foods you are and are not allergic to, in case you need an antibiotic, penicillin shot, and so forth. Please ask your language professor to check this documentation for accuracy.
  - Make flashcards or purchase one from a provider such as [Equal Eats](#) or [Select Wisely](#) with dietary restrictions on them if needed in English and in the host language you are visiting.

## Global Education Office Contact Information

You may call the Global Education Office and the advisors at the numbers below between 8am and 5pm (EST), Monday through Friday. **In case of an emergency that falls outside of these times, please call William & Mary Campus Police at +001 (757) 221-4596.** Campus police will then forward your call to the correct person or office.

### Global Education Office

[wmabroad@wm.edu](mailto:wmabroad@wm.edu)

(757) 221-3594

*Mailing Address:*

Reves Center for International Studies

200 South Boundary Street – 2<sup>nd</sup> Floor

P.O Box 8795

Williamsburg, VA 23185

Winter Programs:	Global Education Advisor:
Auckland, Cusco, Geneva, Heidelberg, Incheon, La Plata, Osaka	Madeline Gregory <a href="mailto:mpgregory@wm.edu">mpgregory@wm.edu</a> (757) 221-3967
Edinburgh, London, SE Asia, Salvador	Marina LaMastro <a href="mailto:mklamastro@wm.edu">mklamastro@wm.edu</a> (757) 221-7657  <i>Back-up contact for Marina LaMastro while on leave June – October 2026:</i>  Senior Associate Director/Deputy Director of Global Education Molly DeStafney <a href="mailto:mldestafney@wm.edu">mldestafney@wm.edu</a> (757) 221-3425

\*To call the U.S. from abroad: 001 (area code) (phone number)