



Tulane
University

FREEMAN SCHOOL OF BUSINESS

Study Abroad Parent Guide

Study Abroad & Exchange

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Dear Parents/Guardians,

Studying abroad can be one of the most challenging, rewarding and transformative experiences in a student's college career. Study Abroad & Exchange is dedicated to helping students take advantage of the opportunities that study abroad affords. But deciding to study abroad can feel daunting, both for students and for their families. Study abroad is a big decision. However, for those parents and students who are willing to take on the challenge, the rewards are immense.

Families play an important role in supporting the international experiences of their student. We recognize that many of you provide financial, logistical, and emotional support in order to make study abroad possible. As a result, it is just as important for you to be informed as well. We invite you to utilize this handbook as a resource.

This guide is meant to provide you with information about the study abroad experience. Everything outlined in this guide is available to your student through our website, information sessions, one-on-one advising, pre-departure orientation meetings and re-entry sessions. One of the goals of Study Abroad & Exchange is to foster in our students the independence and responsibility necessary to be successful abroad. Therefore, we consider students to have the primary responsibility for keeping their families informed of their plans and for sharing information related to study abroad. With the exception of this guide, all communication is sent to students as the primary agents in their own experiences abroad. We kindly ask for your assistance in encouraging this independence by appointing your student as the primary contact with our staff, but we are also happy to answer your questions and address any concerns you have.

We look forward to working with you and your student before, during and after the time spent on study abroad. We hope you will reference this handbook to assist in your preparations and your adjustment to your student's journey through the study abroad experience.

Sincerely,

Tyler Young, Advisor for Latin America and Spain
Mary Hicks, Advisor for Asia, Australia and Europe (except Spain)
Mariette Thomas, Associate Director, Study Abroad & International Programs

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Section I: Benefits of Study Abroad, Program Selection, Application and Financial Matters

Benefits of Studying Abroad

Study abroad can be an important part of your student's Freeman education, one that complements and expands learning in the classroom, that helps your student develop as an individual and that imparts skills that will make your student more competitive in our increasingly global world.

1. **Academic Enrichment:** Studying abroad can help students acquire a new perspective on their field of study. Study abroad participants can experience different styles of education and enroll in courses that complement their studies at Freeman. For students studying a second language, spending a semester abroad interacting with native speakers cements what they have learned in the U.S. while expanding their vocabulary, improving their accent and leading to greater and faster gains in comprehension. But one of the greatest academic benefits to study abroad is that it increases a student's interest in and commitment to one's education. Study abroad participants exhibit improved academic performance in the semesters after going abroad, show greater gains in learning and experience greater levels of deep learning—that is, they are better able to understand the underlying meaning of information, to integrate and synthesize ideas, to discern patterns and to apply knowledge in different situations.

2. **Personal Growth:** Study abroad challenges students in ways that are difficult to achieve in the comforting and familiar confines of an American campus. At its core, studying abroad is about excelling in the unknown, figuring out how to connect with others and communicate effectively under any circumstances. Learning to navigate an unfamiliar country and its culture nurtures maturity and adaptability and encourages the kind of independent thinking and decisiveness that make young people stand out among their peers. Stepping away from what is comfortable and out into the world builds awareness and openness to new ideas and points of view, stoking the fires of curiosity. Study abroad broadens students' minds and teaches problem solving, self-confidence and adaptability.

3. **Professional Advantage:** In today's global marketplace, students need more than just a degree to succeed. They also need hands-on experience, career connections and skills that transcend the disciplines. Study abroad can help students acquire these. Surveys of U.S. businesses and international corporations reveal that employers recognize and value the skills students acquire through study abroad. Employers identify study abroad students' problem-solving abilities, their interpersonal and communication skills, their ability to adapt to changes and to tolerate ambiguity and their general self-reliance and confidence as desirable traits. The personal and professional skills secured through study abroad will serve students well across and throughout their working lives.

The Wrong Reasons to Study Abroad

If you think your student is looking for academic escape or a stress-free semester primarily spent traveling, studying abroad may not be a good option. If your student simply wants to travel abroad, then encourage him or her to do so—and dispense with the studying part. Not only will it be less expensive overall, your student will be able to do it at the time of year that best suits his or her schedule and destination preferences, as not every destination will offer a suitable program. However, students should not expect the same results. Studying abroad offers students

opportunities and experiences one cannot have simply from traveling internationally. Studying abroad offers the chance to combine studying a subject with real-life experiences. It enables students to study alongside students from the host country and a diverse group from around the world. Students abroad are in a learning environment, not just travel mode, which provides challenges—and rewards—on a completely different scale.

What Freeman's Programs are Like

Freeman's study abroad programs are one-to-one exchange programs. Participants are enrolled as regular students at a partner university abroad. Courses are taught by host university professors and include both local and international students. Most Freeman students take courses in English, but if your student is proficient in another language, he/she can also take courses in that language of instruction. Some host universities accept a large number of Freeman students while others only accept a small number of Freeman students, maximizing the student's immersion in the host country. Freeman programs are a good fit for independent and self-motivated students. They offer cultural immersion, the opportunity to take classes with local students and professors, and freedom to engage in extracurricular activities at the host university.

Program Selection

One size does not fit all and no one exchange program is the best fit for all students. One student's dream semester in Madrid or Shanghai might not be a good match for another student. It is up to each student, with the support of our advising staff, to decide what program is best for them. Study Abroad & Exchange offers opportunities at approximately 40 universities in 20 different countries. The full list of programs is available on the Study Abroad & Exchange website at <https://freemanabroad.tulane.edu>.

There are several criteria a student may consider when choosing a program that best suits their needs:

- Course Offerings - What types of courses does your student need to graduate and which programs abroad offer the classes your student needs? Are there special courses offered at a partner school abroad that would complement your student's studies at Tulane? Students can view sample courses offered on each program brochure page at <https://freemanabroad.tulane.edu>.
- Ranking and Academic Rigor - How important to your student is the ranking and reputation of the host university? What level of challenge does your student feel prepared to take on? Information about each university's rankings and level of academic rigor can be found online at <https://freemanabroad.tulane.edu>.
- Professional Goals - Would studying in a specific location benefit your student's degree? What are your student's future career goals and which university or location is the most suitable for helping him/her achieve these goals?
- Language(s) of Instruction – Would your student like to take your courses in English, a second language or both? Some programs have language pre-requisites or require students to take the language on-site. This information is available on each program brochure page at <https://freemanabroad.tulane.edu>.
- University Environment - Does the campus size or style matter? Does your student want to experience a campus similar to or different from Tulane? Does your student prefer a standalone business school, a business school embedded in a larger university, a private university, a public university, a centralized or decentralized campus? Students should

also consider the kind of environment offered geographically (large or small city, rural location, proximity to tourist sites, etc.) and experientially (student population, level of student independence, presence of a Tulane or American cohort, etc.).

- Housing Options – Universities around the world have different housing options. Some universities offer university housing while others contract with third party housing providers. Does your student wish to live in university housing, with a host family, or find his/her own apartment abroad? Housing options are listed on each program brochure page at <https://freemanabroad.tulane.edu>.
- Safety and Security Considerations - As your student considers his/her preferred study abroad location, we encourage him/her to think carefully about safety issues. For travel advisories from the U.S. State Department, visit <https://travel.state.gov/> . For the list of current travel health notices from the Centers for Disease Control (CDC), visit cdc.gov/travel.
- Financial Considerations - Will cost of living in a particular host country impact where your student decides to study? Budget sheets are available on program brochure pages at <https://freemanabroad.tulane.edu>.
- Academic Calendars - Programs around the world have different academic calendars. Will your student consider a program with an academic calendar that is different from the U.S. academic calendar? Or do they prefer a program with dates that match the U.S. academic calendar? Program dates are posted on program brochure pages at <https://freemanabroad.tulane.edu>.
- Support Services – Universities abroad may or may not offer these same services and/or accommodations as Tulane. If your student has accommodations at Tulane or special needs of any kind, we encourage him/her to disclose this information to see if similar accommodations can be made abroad. We will attempt to facilitate reasonable accommodations. However, we cannot guarantee that accommodations students request will be feasible or available at universities abroad.
- Program Reviews – We encourage your student to read program reviews online, reach out to past study abroad participants and connect with incoming exchange students. We link to program reviews and lists of past participants on the brochure pages at <https://freemanabroad.tulane.edu>.

Eligibility

At the time of application and in the semester prior to the start of the program, applicants must be in good academic and disciplinary standing and meet the minimum program requirements, including prior coursework and minimum grade point average (GPA).

Curriculum Requirements

Prior to studying abroad, students must complete the lower division business core requirements:

INFO 1010 Intro to Business Computing	MCOM 3010 Mgmt Communication
ACCN 2010 Financial Accounting	MGMT 3010 Organizational Behavior
ACCN 3010 Managerial Accounting	MGSC 3010 Intro to Business Analytics
FINE 3010 Financial Management	MKTG 3010 Marketing Fundamentals
LGST 3010 Legal, Ethical, and Regulatory Environment of Business	CDMA 1201 Career Development and Management

Minimum GPA

Students must have a 2.5 cumulative GPA in the lower division business core courses. Freeman reserves the right to deny or revoke approval for participation in study abroad if a student does not meet the GPA requirements.

Disciplinary, Academic and/or Honor Board Probation

Students who are on disciplinary probation, academic probation and/or honor board probation during the semester or term in which they intend to study abroad are not eligible to participate in a Tulane study abroad program. Approvals are revoked for students who are placed on probation after being approved to study abroad.

Students on disciplinary, academic and/or honor board probation during time of application are considered only if the probation period ends prior to departure for study abroad. Such applications are reviewed on a case-by-case basis by Study Abroad & Exchange in consultation with Tulane's Division of Student Affairs and/or Academic Affairs. If the application is approved, the host institution will be notified of the probationary status. It is within the discretion of the host institution and/or Tulane to place additional restrictions on a recently-disciplined student's participation in a study abroad program.

Program-Specific Requirements

Some programs have additional eligibility requirements, such as language-prerequisites or cumulative GPA requirements. Please see the program brochure pages on <https://freemanabroad.tulane.edu> for eligibility requirements.

When to Study Abroad

For semester programs, typically students should plan on going second semester sophomore year or first or second semester junior year. Students should have completed the following courses: INFO 1010, ACCN 2010, ACCN 3010, CDMA 1201, FINE 3010, LGST 3010, MCOM 3010, MGMT 3010, MGSC 3010, MKTG 3010.

Some students will study abroad on multiple programs, for example, a short-term summer program and a semester program or two semester programs.

Important factors to consider:

- Academics should be a student's first determinant of when to study abroad. Has your student taken the pre-requisites for the courses he/she wishes to take abroad? Which classes does your student wish to take abroad and which semester are these courses offered at the host university?
- Semester dates vary by program and by country. Which dates work best for your student? Because of semester dates, there are typically more programs and more courses offered in Spring than in Fall.
- Will your student be interviewing for internships? Does your student need to be on-campus for the interviews or can they arrange Skype interviews if they are abroad?
- Spring semester study abroad offers students the opportunity to prolong their stay and travel or intern abroad after the semester ends.

- For those students with a foreign language goal in mind, they may want to take a certain number of language classes before they depart.
- Exchange programs are highly independent. When is your student mature enough to succeed abroad?
- Last, but not least, students should always, always, study abroad with a serious purpose.

Application Process



Application Cycles and Deadlines

There are two application cycles per year. For students interested in studying abroad in the summer or fall, applications are due in mid-February. For students interested in studying abroad in the spring, applications are due in early September.

The deadline for Summer and Fall study abroad is February 5. The deadline for Spring study abroad is September 5.*

*Altman students must submit their applications for Spring by the February 5 deadline.

Program Fees

Students that participate in a Freeman exchange program are enrolled as full time Tulane students, thus they pay Tulane tuition and academic support fees as usual. Students are not responsible for the Reily Center, Health Center or Student Activities Fees during their semester abroad, but will be charged a \$1200.00 study abroad fee. Housing is not charged by Tulane University but rather paid directly to the housing provider abroad. Students are responsible for additional expenses, including international airfare, passport, visa, meals, local transportation, books and supplies, and personal expenses. Meal plans are not common abroad.

Students must confirm their place in the program within one week of placement by submitting a \$500 non-refundable deposit. The deposit is part of the overall program fee and goes toward the final cost.

The cost of GeoBlue travel medical insurance is included in the study abroad fee. Please note, however, that some countries (e.g., Australia, France, Hong Kong, Switzerland) require that students participating in study abroad programs purchase local health insurance in that country. Students are responsible for purchasing this insurance if it is a requirement for the country where they will be studying. See the program budget sheets on <https://freemanabroad.tulane.edu> for more information.

It is Tulane University's policy that all study abroad participants maintain domestic medical insurance in the U.S. even when abroad and provided with international coverage through GeoBlue Worldwide. Students can use their domestic policy for pre-departure check-ups as well as any medical needs should they return to the U.S. prior to the end of the term. Insurance coverage needed may be obtained through the Tulane student health insurance program as they are considered matriculated students, or they can obtain other insurance as long as it meets the

guidelines by the University for necessary coverage. If your student purchases other insurance, they will need to waive the Tulane-sponsored Student Health Insurance Plan (T-SHIP) by the waiver deadline. For more information please see <https://campushealth.tulane.edu/insurance-fees>.

For billable and estimated additional expenses, please see the budget sheets on the <https://freemanabroad.tulane.edu> program brochure page.

Sample Program Budget

Fall Budget	
Budget item	Outgoing Exchange
Tulane Tuition	\$27383
Tulane Academic Fee	\$1400
Study Abroad Fee	\$1200
Billable subtotal:	\$29,983.00
Trip Airfare	\$1,500.00
Local Transportation	\$278.00
Housing Cost	\$3,919.00
Food Cost	\$1,600.00
Text Book Cost	\$110.00
Visa Cost	\$160.00
Passport Cost	\$135
Required On-Site Insurance	\$0.00
Personal Expenses	\$1,000.00
Non-billable subtotal:	\$8,702.00
Total:	\$38,685.00
Notes:	
The costs listed are estimates based on the best available information provided by the host institution. Program related expenses will vary based on factors including but not limited to the current exchange rate, length of stay, choice of housing and meals, and individual spending habits.	

Tulane Academic Fee

The Academic Support Services Fee is a universal fee that is charged regardless of whether or not a Tulane student is on campus. The Academic Support Services Fee covers the cost of providing academic resources to all Tulane students. The fee enables students to have access to Tulane email, Gibson, online registration, the Tulane online library resources, University's computer services, including those services provided by all outside vendors. In addition, this fee covers the cost of students' academic advising (support of the academic advisor in the advising center) and BSM advising.

Study Abroad Fee

The Study Abroad Fee is charged each semester a student is abroad on a Freeman exchange program. The Study Abroad Fee covers the cost of providing resources to Freeman students going abroad. The fee covers such services and resources as pre-application advising, pre-departure advising and orientation, visa advising, visa application courier services (Spain only),

scholarship advising, pre-departure survival language classes (Spanish, German and French), GeoBlue comprehensive travel medical insurance, services of Global Rescue medical and travel security services, pre-approval of courses, academic transcript, transfer of credits and grades, and study abroad returnee programming.

Payments

Students and parents may access their bill for study abroad as they would access the bill for a regular semester at Tulane. Payments are billed on the same schedule as a regular semester. Please contact Tulane's Accounts Receivable office for additional payment information.

Accounts Receivable

T: 504.865.5368

acctrec@tulane.edu

<https://pandora.tcs.tulane.edu/acctrec/>

Additional Expenses

Housing is not charged by Tulane University but rather paid directly to the housing provider abroad. Students are responsible for additional expenses, including international airfare, passport, visa, meals, local transportation, books and supplies, and personal expenses. Meal plans are not available at most host universities abroad. See the budget sheet on the program page at <http://freemanabroad.tulane.edu/> for more information.

Some countries (e.g., Australia, France, Hong Kong, Singapore, Switzerland) require that students participating in study abroad programs purchase local health insurance in that country. Students are responsible for purchasing this insurance if it is a requirement for the country where they will be studying. The estimated cost is included in the budget sheet on the <https://freemanabroad.tulane.edu> program brochure page.

Financial Aid and Scholarships

Financial aid awards – including Dean's Honor Scholarships, Presidential Scholarships, etc. – are applicable toward tuition while abroad. Students that wish to apply for additional financial aid should meet with their financial aid counselor prior to departure for study abroad. The list of financial aid counselors is available on Tulane's Office of Financial Aid website at <https://www2.tulane.edu/financialaid/contact/counselors.cfm>.

Students planning to study abroad are encouraged to apply for scholarships early. For information on outside scholarships, students meet with an advisor in the Study Abroad & Exchange office. Students may also inquire about scholarship opportunities with Tulane's Office of Financial Aid.

General Study Abroad Scholarships

- Freeman Travel Abroad Award (FTAA) - Need- and merit-based award amounts for students studying abroad on Freeman-approved semester or summer study abroad programs. Deadlines: September 5 for Spring; February 5 for Summer and Fall. <http://freemanabroad.tulane.edu/?go=ftaa>
- Benjamin Gilman Scholarship – Award amounts of up to \$5,000 for students receiving Pell Grant. Nearly 3,000 scholarships are awarded annually. Study abroad program must

be a minimum of three weeks (21 days). Must be a U.S. citizen to apply. Deadlines are in March for Summer and Fall programs; October for Spring programs.

<http://www.iie.org/Programs/Gilman-Scholarship-Program>

- Fund for Education Abroad – Award amounts of up to \$10,000 for an academic year, \$5,000 for a semester, and \$1,250 for summer. Study abroad program must be a minimum of four weeks (30 days). Must be U.S. citizen or permanent resident to apply. January deadline for all Summer, Fall and Spring programs.

<http://fundforeducationabroad.org/>

- Hostelling International USA Explore the World – \$2000 scholarship for Pell Grant recipients/low income students. Minimum program length: 7 days. Must be a U.S. citizen or permanent resident. Deadline: March. <https://www.hiusa.org/programs/travel-scholarships/explore-the-world>
- LowerMark Make Your Mark Scholarship: \$1000 for first place and \$750 for second place. Open to all U.S. students currently enrolled in a Study Abroad program in an institution of higher education. Deadline: June. <https://www.lewermark.com/make-your-mark-scholarship-study-abroad/>

Country- and Region-Specific Scholarships

- ZHAW Scholarship for Semester Exchange Students – Award amounts of CHF 2,000 (approx. USD \$2,000) for Freeman students studying abroad at ZHAW School of Management and Law. Deadline is September 5 for Spring and February 5 for Fall. <http://freemanabroad.tulane.edu/?go=zhawscholarship>
- Freeman-Asia Scholarship – Award amounts of up to \$5,000 for students studying abroad in Asia. Must be U.S. citizen or permanent resident to apply. <http://www.iie.org/programs/freeman-asia>
- Chinese Government Scholarship – Bilateral Program – Partial and full scholarships for exchange in mainland China. Deadline: April 1. <http://houston.china-consulate.org/eng/sgxw/t1533275.htm>

Language Scholarships

- Boren Scholarships – Scholarship awards for study language study in non-traditional destinations (e.g., outside Western Europe). <https://www.borenawards.org/>

Additional Scholarship Opportunities

- Hispanic Scholarship Fund – Scholarship available to students of Hispanic heritage. Must be U.S. citizens or permanent residents or DACA students to apply. <https://www.hsf.net/>
- Asia Pacific Fund – Offers a variety of scholarships to students of Asian heritage. Requirements, award amounts and deadlines vary. <http://asianpacificfund.org/>
- Asia and Pacific Islander American Scholarships – Offers a variety of scholarships with award amounts of up to \$5,000. Requirements, award amounts and deadlines vary. <http://www.apiasf.org/>
- NAACP/UNCF Scholarships – Offers a variety of scholarships of various award amounts. Requirements, award amounts and deadlines vary. <http://www.naacp.org/naacp-scholarships/> and <https://scholarships.uncf.org/>
- National Italian American Foundation – Scholarship awards of up to \$12,000 to students of Italian heritage. Must be a U.S. citizen or permanent resident. March deadline. <http://www.niaf.org/>

- Point Foundation – Scholarship awards of various amounts designated for members of the LGBTQ community. No citizenship status requirements.
<https://www.pointfoundation.org/>

Scholarship Search Sites

www.studyabroadfunding.org

www.iefaf.org/public/search.html

<https://www.goabroad.com/scholarships-abroad>

www.outsidescholarships.org

www.scholarshipamerica.org

Other Funding Opportunities

- National Chapters of Honor Societies or fraternities/sororities
- Church or other religious organizations
- Organizations related to student's heritage
- Professional or organizational affiliations
- Government website for the country in which a student will be traveling
- Host university scholarships

Section II: Preparing Your Student to Go Abroad

When helping your student prepare for his or her time abroad, it can be tough to balance between over-involvement and under-involvement. The information in this section is shared with all study abroad participants in pre-departure orientation, emails, one-on-one advising sessions, and in a student's FreemanAbroad account. At pre-departure orientation, each student receives a study abroad handbook with detailed information about what he or she needs to do in preparation for his or her time abroad. We include this information for you as parents/guardians so you understand what has been communicated to students and can help guide them in pre-departure preparations.

Passport

All travel outside of the U.S. requires a passport. If a student does not have a passport, they will need to apply for one as soon as possible.

If your student already has a passport, he or she needs to check the expiration date. Many countries have passport validity rules or visa specifications that require a passport to be valid for up to six months after the date of one's return to the United States.

The processing time for a passport application can take four to six weeks, so students are encouraged to plan ahead.

For U.S. citizens: To obtain a passport application and for more detailed information on how to apply or renew a passport, students are encouraged to visit the U.S. State Department website: <http://travel.state.gov/passport>.

For non-U.S. citizens: To obtain or renew a passport, students should check with their local embassy or consulate.

At pre-departure orientation, Study Abroad & Exchange reminds students that their passport is the most important document they have when outside of the United States. They should know where it is at all times. Students are advised to make several copies of the photo and signature pages of their passport and keep the copies separate from their baggage. In most countries it is not necessary that students carry their passports with them at all times. In fact, students are strongly advised to leave it in a locked and secure place at their domicile, e.g., apartment, dorm, hotel room, or hostel.

Visa

Students will need a visa to study abroad in most countries if their stay is more than 90 days. In most cases, student visas need to be obtained in the U.S. prior to a student's departure.

Visas are issued by a consulate or embassy of one's host country. Each country has its own immigration and visa policies. Study Abroad & Exchange provides information about the visa application process on the program brochure pages at <https://freemanabroad.tulane.edu> and in pre-departure orientation. The information is prepared by Study Abroad & Exchange based on the most recent information provided by the relevant immigration authority. Visas are granted by foreign governments only. Study Abroad & Exchange does not play a role in visa issuance, nor can we influence immigration policy. Students should contact the consulate or embassy of the

country to which they are traveling or visit the embassy or consulate's website for more information.

Student should plan early, as some visa applications can take up to three or four months to process! It is important that students research visa processing times at the consulate or embassy at which they are applying and schedule the visa appointment accordingly. If an appointment is required, we advise students to schedule it as soon as they have been accepted to a program. Sometimes the student will need to submit a letter of acceptance from his or her host university and/or proof of accommodations when applying for a visa, but this does not necessarily mean they should wait to receive these documents before scheduling an appointment. Appointments often book several weeks or even months in advance.

Visa requirements vary depending on a student's nationality, host country, length of stay, and the embassy or consulate that processes their application.

A valid passport with a sufficient number of blank pages is needed prior to applying for a visa.

Please note: Many consulates and embassies require that applicants apply **in person** for their student visas. Each consulate or embassy covers a specific jurisdiction, and students may be required to travel to the consulate or embassy that corresponds with a student's permanent address. For example, residents of New York may be required to travel to New York City or Washington D.C. to apply for their student visas. Residents of Louisiana typically must travel to Houston. In some cases, Tulane students with a permanent address outside of Louisiana that are unable to travel to a consulate or embassy in another region may apply for a student visa at the consulate in Houston. Students should contact their host country's consulate in Houston for more information.

Proof of Financial Support for Visa

Some embassies or consulates may ask parents/guardians for proof of financial support if you will be supporting your student financially while he or she is abroad. Your student will tell you what he or she needs. Some countries, such as Denmark, Italy, and Switzerland, will **not** accept proof of financial support from parents (i.e., funds must be in student's name only).

If the consulates will accept proof of financial support from a parent, you will typically need to submit three months of bank statements, a copy of your ID and a notarized letter of financial support. An original notarized letter is typically required – not a copy. Below is a sample letter you can modify and use in support of your student's visa application, if needed:

Your Name

Your Address

Date

Consulate General of (Country Name)

Address

To Whom It May Concern:

I hereby certify that I am the (father/mother/legal guardian/other) of (student name) and I will support (him/her) with a monthly allowance of at least (amount) while (he/she) is in (country name) and that I am financially responsible for any emergency that may arise.

If you have any questions concerning this matter, please call me at (home/cell phone) or e-mail me at (email address).

Sincerely,

Your Name

Many countries require proof that students will have a monthly allowance of at least \$1,000 while abroad. Some countries (e.g., Australia, Switzerland) may require a greater amount. This may or may not match your student's level of need while abroad.

Health and Travel Insurance Policy: GeoBlue Worldwide

As participants in a Tulane-approved program abroad for credit, students are enrolled in a student health and travel insurance plan through GeoBlue Worldwide for the duration of their program abroad. Some of the key benefits and services included in the GeoBlue insurance plan are:

- Physician office visits
- Mental health benefits
- Referrals for legal assistance
- Medical, political/security, and natural disaster evacuation
- Lost luggage reimbursement

For more information on GeoBlue Worldwide, including an overview of benefits, limitations, and exclusions, you and/or your student can visit www.GeoBluestudents.com. Students should be sure they can login to GeoBlue Worldwide and print their insurance card before they leave.

Parents/guardians can create a parent/guardian account on www.GeoBluestudents.com. Parents/guardians will need their student's certificate number to create an account on the GeoBlue website. After registering for an account, a parent/guardian can access the following tools and information:

- Destination information
 - News alerts
 - Security profile for the country of destination
 - Health atlas
 - Lists of doctors, hospitals and clinics
 - Vaccination and health risks
 - Contact information for GeoBlue customer service
 - Search for drug equivalents in country of destination
 - Translate medical terms and phrases in language spoken in country of destination
- Search for doctors, hospitals and mental health professionals

- Learn more about direct pay to avoid claims

Note: If your student is currently receiving medical care or mental health services or treatment, they should contact GeoBlue Worldwide **prior to departure for study abroad** to make arrangements to continue treatment abroad.

Students' GeoBlue coverage begins one week prior to the date they are expected to be at school (e.g., first day of orientation) and ends one week after the last day of their term abroad. If students plan to arrive early or remain abroad after insurance coverage ends, it is their responsibility to enroll and pay for additional coverage dates if desired. To extend coverage, students should contact GeoBlue.

GeoBlue Worldwide

T (inside the U.S.): 800.257.4823

T (outside the U.S.) +1.610.254.8771

<https://geobluestudents.com/>

Domestic Health Insurance Requirement

It is Tulane University's policy that all study abroad participants maintain domestic medical insurance in the U.S. even when abroad and provided with international coverage through GeoBlue Worldwide. Students can use their domestic policy for pre-departure check-ups as well as any medical needs should they return to the U.S. prior to the end of the term.

Insurance coverage needed may be obtained through the Tulane student health insurance program as they are considered matriculated students, or they can obtain other insurance as long as it meets the guidelines by the University for necessary coverage. If your student purchases other insurance, they will need to waive the Tulane-sponsored Student Health Insurance Plan (T-SHIP) by the waiver deadline. For more information please see <https://campushealth.tulane.edu/insurance-fees>.

Health

Once your student has been accepted into a program, he or she should make an appointment for a medical examination to ensure that he or she is in good health before leaving. The student should request required and/or recommended immunizations and ask for copies of important records and prescriptions in generic form that they can take with them abroad. Students should update their health records, including vision correction prescriptions and regular medications. We recommend that students take an extra pair of eyeglasses and/or contact lenses with them abroad.

It is Tulane's policy that all study abroad participants maintain domestic medical insurance in the U.S., even when abroad. Students can use their domestic policy for pre-departure check-ups as well as any medical needs should they return to the U.S. prior to the end of the term.

Living and learning in a different physical and social environment places additional demands on one's mind and body. The emotional effects of confronting a new lifestyle can arouse anxiousness, bewilderment and discouragement. As a result, students may experience stress while traveling abroad. If students take proper care of themselves through rest, relaxation and activities such as reading and exercise, they may be more capable of making a healthy

adjustment to their surroundings. If a student needs additional mental health care while abroad, they should contact GeoBlue.

Immunizations

It may take a minimum of two months for a student to complete all immunizations and a physical for their travel, so we advise students to plan ahead. First the student should make an appointment to see a doctor for a medical exam and for a record of what vaccinations he or she may have already received. Your student may be able to receive additional immunizations through the regular doctor's office, however sometimes students have to go to a travel clinic for additional vaccinations. Local clinics include:

Tulane University Travel Clinic:

1440 Canal St, Suite 1501

New Orleans LA 70112

T: 504.988.1947

<http://www2.tulane.edu/som/departments/medicine/tmcid/travelClinic/travel-index.cfm>

Metairie Travel Clinic

3621 Ridgelake Dr, Suite 206

Metairie LA 70002

T: 504.456.8515

<https://www.passporthealthusa.com/locations/la/metairie/366/>

It is the student's responsibility to obtain the proper vaccinations. For current health conditions and recommended vaccinations for one's host country, students should visit the Center for Disease Control's website: <http://wwwnc.cdc.gov/travel/page/vaccinations.htm>.

Prescriptions, Non-prescription Medications, Vitamins, Herbs, and Health Supplements

Students should plan to take enough of these items in original bottles for their full program. Loose pills or unmarked bottles may be confiscated by the host country's Customs Services. Students are advised to bring copies of their prescriptions with them in case they need to refill or replace them if lost. In most cases, it is not legal or feasible to mail prescriptions from the U.S. overseas.

Some drugs available by prescription in the U.S. are illegal in other countries. Students can check the U.S. Department of State Consular Information Sheets at <http://travel.state.gov> for the country or countries they intend to visit. If their medication is legal but simply not available in the country they will be visiting, they can ask their healthcare provider to write a letter on official stationery stating the medication has been prescribed for them. For additional information, we encourage students to review the Overseas Security Advisory Council's Traveling with Medication information online at:

<https://www.osac.gov/pages/ContentReportDetails.aspx?cid=17386>. We recommend that students carefully read the case studies and pre-departure and in-country guidance.

Mental Health

Study abroad is both enormously fulfilling and challenging for students and can present some additional challenges for students with mental health conditions. The challenges of adjusting to a

new environment coupled with the absence of a familiar support system may exacerbate existing conditions. Students going abroad are encouraged to work with a professional before they leave to discuss their mental health and/or other concerns they have about traveling abroad. Students can make an appointment through the Student Health Center at Tulane to meet with a therapist/counselor prior to departure.

Tulane Campus Health Services
CAPS for Counseling Services
Building #14, Science and Engineering Lab (in the Academic Quad)
T: 504.314.2277
<https://www2.tulane.edu/health/caps/>

Note: If your student is currently receiving mental health services or treatment, they should contact GeoBlue Worldwide **prior to departure for study abroad** to make arrangements to continue treatment abroad.

Students are advised NOT to make changes to medications prior to or during travel!

If a student abroad is experiencing a mental health issues on-site, we encourage them to let their family, friends, the on-site international office, Tulane therapist or our office know so that someone can help them. Should students need professional services abroad, they should contact GeoBlue for a referral to a counselor, clinic or hospital where they are staying. Tulane is unable to offer phone counseling or videoconferencing to students abroad except in the case of emergency.

Students with Disabilities

Many of the disability accommodations or services that are provided at U.S. universities may be different or unavailable overseas. Being in a new environment can also be stressful, and accommodations that a student may not have needed at home may become necessary in an unfamiliar setting. Participants with a documented disability, whether learning or physical, should contact Study Abroad & Exchange upon acceptance into a program to discuss their needs while studying away.

A good resource for students with disabilities is Mobility International USA (MIUSA). MIUSA is a nonprofit organization serving study abroad students with cognitive, hearing, learning, mental health, physical, systemic, vision and other disabilities. To learn more, visit their website: <http://www.miusa.org/>.

Students are encouraged to work with Tulane's Goldman Center for Student Accessibility for assistance:

Goldman Center for Student Accessibility
T: 504.862.8433
goldman@tulane.edu
<https://www2.tulane.edu/studentaffairs/support/accessibility/>

Program Policies

Tulane and Freeman study abroad policies exist primarily for the protection and safety of study abroad participants. We expect all participants to read, understand and adhere to Tulane and Freeman policies, guidelines and contractual documents whether on campus or away. Tulane and the A. B. Freeman School of Business reserve the right to add, modify or remove a policy at any time.

Participation Agreements and Travel Warning Policy

As a study abroad program participant, students are required to sign the Agreement for Participation in Study Abroad and Release and Waiver of Liability for Participation. Students participating in a Tulane study abroad program with a Travel Warning are required to complete and submit the Acknowledgement of Risk and Release for Travel Warning Countries Waiver in addition to the Freeman Agreement for Participation in Study Abroad.

Study Abroad Registration

At a student's normally scheduled registration time the semester prior to study abroad, they will register for a 12-unit study abroad placeholder course that maintains their enrollment at Tulane University during their semester abroad. They must clear any holds on their account before they can register. The number of placeholder units (12) may or may not reflect the actual number of units students earn abroad. Once Tulane receives a student's transcript from the exchange partner school the appropriate course credit will be applied.

Course Approvals

It is important that students complete the Learning Agreement form and obtain the signature of their BSM Academic Counselor before they depart so that they have confirmation of the credit they will be receiving. Only those courses listed and approved on the Learning Agreement form will transfer. Any student that submits an incomplete Learning Agreement form, takes courses different from those listed or does not seek prior approval for courses will not receive transfer credit. It is the student's responsibility to contact Study Abroad & Exchange and their BSM Academic Counselor, for approval, before adding/dropping or changing a course.

Enrollment in Courses Abroad

For all semester abroad programs, students must enroll in the equivalent of a full-time course load (minimum of 12 Tulane credit hours) while abroad. Sample courses and links to course catalogs are posted on program brochure pages at <http://freemanabroad.tulane.edu/>.

For some programs, "course schedules" are not part of the culture and not commonly available for student use, and students should expect to officially choose and enroll in courses after arriving in their host country. If a student changes their classes abroad, they should contact the Study Abroad & Exchange and their BSM Academic Counselor to update their learning agreement.

Grading Policies

For coursework completed on a Freeman-approved program, the Tulane transcript will automatically show all courses, grades, and credits. Effective Fall 2019, business courses taken abroad in a student's major will automatically count as major elective credit and business courses taken outside a student's major will automatically count as business elective credit.

Grades earned abroad in the Fall semester of 2019 and thereafter will appear on the official transcript but will not be calculated into the cumulative GPA. Many international universities do not use the same grading systems as Tulane. Tulane grade equivalents are determined by Tulane's international credential evaluator, World Education Services (WES). Study Abroad & Exchange posts international grade conversion guides on the program brochure pages online at <http://freemanabroad.tulane.edu/>.

Academic Expectations and Attendance

The academic expectations for students participating in a semester abroad program are equal to—and sometimes more demanding than—those students experience on campus. These expectations include, but are not limited to, quality of work, attendance and participation. Students should enter into the program understanding that time management, dedicated study and discipline will be required to fulfill the academic expectations of their program. Attendance is required at all classes, lecture and exams. Students are not excused from program activities for independent travel. Before making travel arrangements, students should contact their host university instructors to ensure that there are no conflicts between their program obligations and personal activities.

Host university exam dates cannot be changed. Before your student plans his or her return from their study abroad program, they should check with their host university to confirm the final exam schedule. In some cases, the exam schedule is not determined until late in the semester. It is the student's responsibility to schedule (and reschedule, if necessary) their travel plans in accordance with their host university's exam schedule. Any student who fails to be present at an exam may receive a failing grade on the exam.

Navigating Academic Cultures

The American model of higher education is a unique one, and teaching methods in other countries tend to be quite different. These differences do not indicate a lesser quality education, but rather an emphasis on independent learning and student responsibility. While abroad, students may be surprised by one or all of the following differences:

- Different class schedules – classes might not meet the same time every week
- Teaching styles may vary – often more lectures and less classroom discussion
- Classes might be taught in quarter system or semester system
- Reliance on students to check pre-requisites – host universities do not always check this for a student
- Students may or may not receive syllabi
- Classroom norms and expectations may differ, along with grading standards
- There may be less frequent assessment – course grades may be based on one final exam only
- Students may encounter different kinds of assessments, e.g., oral exams, exams with single question
- Final exams may not be scheduled until partway through the term and students will be expected to schedule (and reschedule, if necessary) their travel plans in accordance with the host university's exam schedule
- Some universities may grade on a curve

- Some grading systems are less generous than the U.S. grading system – few high grades may be awarded
- Many universities abroad assign less homework than we do at Freeman, giving students a false impression of having to study less
- Courses abroad may be easier or more difficult than classes at Freeman
- The accessibility of professors may be notably less than at Freeman
- There may be fewer support services and office hours
- Students may struggle with difficulties due to a language barrier, even when a class is in English

We encourage students to research academic differences prior to departure and invite past study abroad participants and current exchange students to pre-departure orientation to talk about the differences between the U.S. academic system and the systems at host institutions abroad.

Program Withdrawal

Should a student decide to cancel enrollment in any study abroad program for which he or she applied and was accepted to, the student must immediately notify Study Abroad & Exchange in writing. Students that withdraw from a Freeman program after making a commitment to participate (by paying the commitment deposit or confirming participation in their Freeman Abroad account) will be financially responsible for any non-recoverable costs associated with participation at the time of withdrawal, including the \$500 commitment deposit.

Students are subject to the withdrawal deadlines and policies established by the Office of the Registrar and Accounts Receivable. For more information students can visit <http://registrar.tulane.edu/> or <https://studentaccounts.tulane.edu/>.

Tulane is not responsible for indirect costs paid directly by the student, including, but not limited to, passport and visa fees, vaccinations, insurance, housing and transportation costs.

Program Dismissal

A student who is suspended, dismissed or withdraws while under investigation for violation of the Student Code of Conduct will not have their commitment deposit or tuition payment refunded.

Program Cancellation

Student safety is of critical importance. The University reserves the right to cancel any exchange program in a location that is considered unsafe. Study Abroad & Exchange and the Tulane Office of Insurance and Risk Management regularly review information provided by the U.S. Department of State and Center for Disease Control (CDC) and monitors other sources, such as announcements from the Overseas Security Advisory Council (OSAC), for information about the countries where Tulane students are or will be studying.

International Travel is restricted by Tulane for those countries and/or locations where the following travel advice is in effect for health, safety or security reasons by:

- The U.S. Department of State (USDOS) of:

[Level 3 - Reconsider Travel](#): Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

[Level 4 – Do Not Travel](#): This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

- The U.S. Centers for Disease Control ([CDC](#)) of [Level 3 \(“Avoid Non-Essential Travel”\)](#);
- Tulane’s insurer restricts insurance coverage for a particular country (see [countries with foreign exclusion](#)); or
- Tulane officials determine that there are other safety, security or health concerns that warrant restriction or curtailment of Tulane-Related International Travel.

Should a program cancellation become necessary for safety reasons, an emergency, or for reasons beyond the University’s control, Study Abroad & Exchange and A. B. Freeman School of Business will make every effort to help students complete the academic work from the program and, depending on the circumstances, possibly earn the intended academic credit from the program. Whether or not this is possible depends largely on the particular program, the circumstances of the academic work of the program, and the length of time remaining in the program after the official cancellation date.

Unrecoverable program expenses including, but not limited to, passport and visa fees, vaccinations, housing fees, or airline costs, paid for directly by the student cannot be refunded.

Because it’s not possible to anticipate everything that may happen abroad, students should consider purchasing trip cancellation insurance that can be obtained through many travel agents or insurance companies. Policies vary on what triggers trip cancellation, so students should check with travel insurance providers for more details.

The Financial Aid office will review program cancellations on a case-by-case basis for students who are receiving financial aid.

Student Code of Conduct

The A. B. Freeman School of Business regards all students as responsible citizens who have the same obligations as other citizens to observe the laws of the United States and the local and national laws of the host country. The school does not regard itself or its members as above the law in any way. In addition, students are subject to the provisions of the Tulane Code of Student Conduct and the host university’s code of conduct.

Transportation Policy

Traffic-related accidents are the leading cause of student injuries and deaths while abroad. Students are prohibited from driving motor vehicles while participating in an Freeman study abroad program outside of the U.S. unless they possess a valid driver’s license and driver’s insurance in the host country. Students should obey all local vehicle and pedestrian laws and use public transit wherever that option exists and is safe.

Creating a Budget for Study Abroad

The range of expenses can vary depending on the length of a student's study abroad program, lifestyle and individual choices. For each program, Study Abroad & Exchange posts a budget sheet on the host university's brochure page at <http://freemanabroad.tulane.edu/>. Host universities also typically share an estimate of expenses on their websites and/or factsheets. We recommend that students talk with past students who have studied in the country they are traveling to and create a realistic budget.

Expense	Cost Estimate
Passport	
Visa Fees	
Immunizations (if needed)	
Airfare	
Housing	
Meals	
Special course or textbook fees	
Local transportation	
Personal expenses (laundry, toiletries, etc.)	
Banking fees (foreign transaction fees)	
Personal travel	
Entertainment (eating out, museums, concerts)	
Gifts, souvenirs, postage	
Other	

A student may wish to obtain a small quantity of foreign currency prior to arrival to their host country. Otherwise, they should be prepared to find an ATM or exchange house in the airport upon arrival.

ATM Cards and Credit Cards

Before departure, students should contact their bank and credit card companies to inform them they will be using their card abroad to make purchases. This ensures the bank is aware the student will be using his or her credit/ATM card out of the country so that they do not mistakenly freeze the account due to suspicions of fraudulent use.

ATM cards are typically the most convenient way to acquire funds while abroad. The student will need to have a four-digit PIN in order to access funds from foreign ATMs. Students can check with their bank to find out where their ATM card can be used, what fees are involved, and to ensure their PIN has the appropriate number of digits for ATMs in the country or countries of destination.

U.S. credit cards are generally accepted abroad and can make foreign currency transactions easy. Students are advised to acquire a PIN for their credit card before they leave. Students should remember that they may be charged service fees for international transactions and for any cash advances on their card. They should request a cash advance only if they have no other option for getting money.

We recommend that students make copies of the front and back of each card they plan to take with them and keep one copy at home with friends or family and a copy with them, separate from the other cards.

Backup Plans for Accessing Money Abroad

Your student should be prepared with a backup plan in case their wallet is lost or stolen or they are having problems withdrawing money with their ATM card. Some options to consider include the following:

- Backup cash in USD or local currency
- Backup traveler's checks, pre-paid travel card, ATM card or credit card with PIN
- Local bank account / secondary bank account with an ATM card attached to it

Note: If your student is bringing a credit card as his/her backup, keep in mind that some credit cards are not accepted in other countries. Your student should make sure the credit card has a PIN number so they can use it to withdraw money from a foreign ATM. Better yet, have backup cash, traveler's checks, a pre-paid travel card or a local bank account.

Students should always keep their secondary card, cash, traveler's checks, etc. in a safe place, separate from where they keep your primary ATM and credit cards.

Packing

Students should pack lightly and bring no more than they can carry.

- Students should pack carefully and balance how much they take with them with how inconvenient it is to lug it around.
- Students do not need to pack a lot of clothes. They may wish to buy some clothes while abroad so they should save some room in their suitcases.
- Students should pack clothing that is versatile and sturdy. They may want at least one set of nicer clothing for evenings out, meetings or presentations, but otherwise they should make sure their clothing can take a good hand washing. Good walking shoes are a must.
- Students should not expect to have large items mailed to them. Shipping is expensive and can take a long time to get through customs.
- Students do not need to pack things that they can buy in their host country. They will be able to buy many personal care items and basic school supplies almost anywhere. Different countries also use different voltages and frequencies of electricity. It may best to purchase small electronics in one's host country instead of bringing these items from home.
- Students should pack necessary prescription medicine, contraceptives, etc. in their carry-on. Students packing prescription medication should remember to bring a copy of the prescription with the generic name of the drug in case they need to buy more abroad.
- Airline carriers restrict luggage size and weight. Students are advised to contact their airline directly for more information.

Clothing to Consider

- Short- and long-sleeved shirts

- Comfortable, rainproof walking shoes
- Jeans/pants
- At least one nice outfit for formal occasions
- Belt
- Socks
- Underwear
- Pajamas
- Workout clothes
- Rain jacket
- Bathing suit
- Hat for protection against the sun
- Cold weather gear for cold weather destinations

Medicine and Toiletries to Consider

- Prescription medicine and the original prescriptions signed by doctor
- Sunscreen
- Deodorant
- First aid kit
- Contraceptives and condoms
- Aspirin or ibuprofen
- Tissues
- Tampons/pads
- Razors/blades
- Eyeglasses and sunglasses
- Extra contact lenses and cleaning solutions
- Tweezers, nail files/polish, etc.
- Bed linens (if not provided by the housing)
- Towel/washcloth (if not provided by the housing)
- Moist towelettes/hand sanitizer

Miscellaneous

- Watch (cheap, reliable)
- Cell phone and charger (verify with carrier that phone will work abroad)
- Headphones
- Camera and charger or film
- Flashlight
- Guidebook (such as Lonely Planet or Rough Guide), phrasebook, maps, train schedules, handbooks
- Day pack
- Umbrella
- Luggage lock and tags
- Battery-operated alarm clock
- Batteries
- Adapter and voltage converter/appropriate plugs

- Small locks for backpacks or locking luggage
- Small sewing kit
- Earplugs

Documents

- Passport and visa(s)
- Copies of prescription medicine
- Tickets and rail passes
- Health and travel insurance policy card
- Cash, credit cards, etc.
- Copies of the above for reporting lost or stolen passports or cards
- Backup cash, pre-paid travel card, traveler's checks, ATM or credit cards in case your primary cards are lost or stolen

What to Leave at Home

- All unnecessary credit cards
- A copy of itinerary and contact information abroad with family or friends
- Valuable or expensive jewelry
- Electronics that will not work with the different voltage levels abroad
- Irreplaceable family objects
- Copies of passport, credit card numbers, and itineraries

Equipment and Personal Property Insurance

If your student is bringing his or her laptop, computer accessories, photo/video equipment, and/or cell phone abroad, they may wish to consider purchasing equipment insurance or personal property insurance. They will need to make sure the equipment insurance or personal property insurance plan covers international travel.

Travel Arrangements

For all Freeman study abroad programs, students are responsible for making their own flight arrangements. There are a number of travel sites available to assist with travel planning, some of these include:

STA Travel: <https://www.statravel.com>

Student Universe: <https://www.studentuniverse.com/>

Kayak: <https://www.kayak.com/>

Skyscanner: <https://www.skyscanner.com/>

Expedia: <https://www.expedia.com/>

Travelocity: <https://www.travelocity.com/>

Cheap Flights: <http://www.cheapflights.com/>

Cheap Tickets: <https://www.cheaptickets.com/>

STA Travel offers an airfare deposit program for students that allows students to book a flight with a non-refundable deposit and pay the remaining balance of the flight price one week before departure. For more information students can visit <http://www.statravel.com/airfare-deposit-program.htm>.

Independent Travel

If your student is planning travel aside from the course itinerary, such as during free time or before or after the class program, they should notify Study Abroad & Exchange and the host university international office where they will be traveling, when they will be traveling, and when they will be returning. It is highly recommended that students travel with others rather than alone. Travel should not interfere with regular attendance of classes or exams. It is recommended that students focus travel on nearby locations and save more distant travel for before or after the program or during break periods.

Housing

Housing options vary from program to program and are listed on each program brochure page at <https://freemanabroad.tulane.edu>. Your student may be living with a host family, in a university residence hall or in an apartment with other study abroad students. Your student may eat some or all meals with a host family, outside of their housing or may be required to cook for him or herself.

Many of Freeman's partners in Asia and Australia offer university housing in dormitories or residential colleges. Alternatively, students studying in these regions may opt instead for independent housing.

Freeman's partners in Latin America and Europe typically have limited university housing. If on-campus housing is available, we recommend students apply **as soon as possible** to secure a housing assignment. This is especially important in countries like Austria where it can be difficult for students to find an off-campus apartment with a lease shorter than a full year.

Note: If a student applies for housing for a full semester, they may have to pay for the full semester – even if they are departing early. This means that if a student is studying in Austria in the fall, for example, they will be responsible for paying for housing through the end of the fall semester (January) even if they are planning to depart early (in December).

If on-campus housing is unavailable or your student would prefer his or her own apartment, we recommend the student work with the host university housing office or host university housing provider when possible. Signing a lease or contract in a foreign country or foreign language can be risky. When possible, we recommend that the student choose from the housing options that have been vetted by the host institution.

Given that standards of living vary from country to country—and even within a country—your student should expect some basic differences from what he is used to at home or at Tulane. In large metropolitan locations space is limited, so rooms are generally smaller and storage space may be restricted. Electrical systems, heating/cooling systems and even plumbing can be very different, with limits on usage. In many countries, some households may have limited internet access and cellular networks are less reliable. Your student may need time to adjust to these differences and may at first complain to you about them. Listen to him, be supportive and remind your student that he chose to study abroad because he wanted to experience something different and challenging. If there is a serious problem, encourage your student to bring the matter to the attention of the international office on-site, who can help him resolve the problem.

For more information about the housing options available at each of Freeman’s international partners, consult <https://freemanabroad.tulane.edu> and/or the host university’s housing website. The host university can help students arrange housing in their host country. In most cases they offer student residences or contract with a housing provider. If a student opts for independent housing, he/she will be responsible for making arrangements. The host university can provide the student with resources for independent housing.

If your student is having difficulties finding housing, please ask them to contact Study Abroad & Exchange so we can reach out to the host university for assistance.

Note: Meal plans are not common at universities outside of the U.S. Dormitories and apartments are often equipped with kitchens. Cafeterias may be available on the campus of the host university.

Subletting

If your student needs to sublet his or her room or apartment in New Orleans while abroad, he/she might consider posting to the following websites:

- Tulane Classifieds Facebook group:
<https://www.facebook.com/groups/Tulane.Classifieds/>
- Tulane’s Off-Campus Resident Association Facebook group:
<https://www.facebook.com/groups/227725533953554/>

If they would like to advertise their sublet to incoming exchange students in the Freeman school, they can create a housing ad and send it by email to freemanabroad@tulane.edu.

Mobile Phones

In the U.S., newer mobile phones that can operate on any of the three wireless frequencies worldwide are becoming more common. Global roaming rates still remain high, so students should check with their cell provider to learn all of the rules before going abroad.

Students may want to consider purchasing a cell phone and/or pay-as-you-go cell phone plan once they arrive in their host country. Prices of phones and coverage are often significantly lower than in the U.S. This option also gives students a local number for calling and texting.

Calling a Student Abroad

Should parents/guardians wish to make a direct-dial international call from the U.S., the usual procedure is:

1. Dial the International Access Code: 011
2. Dial the country code (normally a 2- or 3-digit number)
3. Dial the city code (normally a 1- to 5-digit number)
4. Dial the local number abroad

You can get the country code needed by searching the internet for “country codes.”

Consider using Skype, Viber and/or other VoIP services for good rates on phone calls.

Apps for Free Calls and Texts

There are several free apps for unlimited international talk and texts. Data charges may apply. If your student does not have an international data plan, they may use these apps when connected to WiFi. Some apps popular with study abroad participants and their families are:

- Skype: Can be used on computers and smartphones. When connected to WiFi, facilitates video and voice calls between users for free.
- Viber: Smartphone or desktop app that facilitates voice calls between Viber users when connected to WiFi.
- FaceTime: Free and accessible for iPhone and Mac users when connected to WiFi.
- Whatsapp: Smartphone app that allows users to text each other using data or WiFi.
- WeChat: Similar to WhatsApp. Popular in Asia and in particular in China, where other apps may not be allowed.

Internet Access

In most locations, students will have access to the internet at the host university and/or residence. Students can also connect online at various internet cafes in their host city. Students should not expect to have the same access or speed of access when they are abroad. They may wish to consider whether they will need a USB dongle to access the internet connection.

While abroad, students should be sure to stay connected with Tulane by checking their Tulane email account for regular announcements, notices and deadlines.

Voting While Abroad

If your student will be abroad on Election Day, he or she can request an absentee ballot. They may do so online or by mail. If your student does not make these provisions before leaving the U.S., they may still vote under the Overseas Voting Rights Act of 1974, which requires states to establish a means for persons residing overseas to apply for voter registration.

Residents of all U.S. states and territories may register to vote and request an absentee ballot online at www.overseasvotefoundation.org.

If students request an absentee ballot but do not receive it, they can still vote by using the Federal Write-In Absentee Ballot (FWAB), which can be downloaded from <https://www.fvap.gov/uploads/FVAP/Forms/fwab2013.pdf>.

While abroad students may also inquire about voting at a U.S. embassy or consular office.

Safety Abroad

Study Abroad & Exchange and the partners with which we work take student health and safety very seriously. While we cannot guarantee a risk-free environment when a student studies abroad (or when a student studies on campus), we take great care to ensure that students are not placed in dangerous or potentially dangerous situations, that students receive adequate pre-departure and on-site orientations to prepare them for life in their new home and that support mechanisms are in place to help students in case there is an emergency.

However, it is each student's duty as a study abroad participant to take responsibility for his or her own health and safety. While we all have fears about violent crime, unforeseeable disasters, and acts of terrorism, the reality is that students' safety abroad depends most on their own actions and decisions—just as it does in the U.S.

As such, we encourage students to do the following:

- Become familiar with the U.S. State Department's website (www.travel.state.gov)
- Read the Consular Information Sheet for their host country
- Register with the appropriate U.S. Embassy using the State Department's STEP (Smart Traveler Enrollment Program) program.
- Review State Department Travel Advisories concerning the countries or region to which they travel
- Be alert to their surroundings and the people with whom they have contact
- Be prepared for an emergency. Have phone numbers of program contacts handy at all times and memorize the country's 911 equivalent.
- Have sufficient funds or a credit card on hand for emergencies—especially for purchasing a train or airline ticket, or for medical care
- Keep a low profile and try not to be conspicuous by dress, speech, or behavior. Do not draw attention either through expensive dress, personal accessories (cameras, radios, sunglasses, etc.) or careless behavior.
- Integrate as fully as possible into the local community
- Keep informed through radio, TV, newspapers, and the Internet
- Make sure foreign university officials know about travel plans and have contact information
- Keep valuable items in a safe place—lock up valuables in dorm/apartment/hostel/hotel when touring a city
- Do not take nonessential items such as expensive jewelry abroad
- Do not keep documents and money in one suitcase or location; make copies and leave one set at home
- Do not flash large amounts of money: carry small bills or credit/debit cards whenever possible
- Carry a purse or wallet so that it cannot be easily taken, especially in public transportation and other crowded public places
- Avoid situations and locations popularly identified with tourists/Americans
- Avoid traveling or going out alone
- Do not leave bags unattended (even briefly!) in an airport, bus, or train station
- Avoid crowds, protest rallies, or other potentially volatile situations
- Consume alcohol in a responsible and culturally appropriate fashion
- Do not use illegal drugs

Global Rescue

Global Rescue provides emergency medical assistance and security services for Tulane students abroad. Study Abroad & Exchange registers all students with Global Rescue before they go

abroad. In the event of an emergency, Global Rescue may be called upon to provide assistance and/or evacuation services.

Students are provided with detailed instructions for creating a Global Rescue profile and downloading the Global Rescue-GRID app in case of an emergency abroad.

Smart Traveler Enrollment Program (STEP)

Students should register their trip with the U.S. Department of State Smart Traveler Enrollment Program and stay informed on the latest travel updates and information. This will also enable the State Department to better assist them in the case of an emergency. STEP registration instructions are provided in the student's pre-departure handbook. Students should register online at <https://step.state.gov/step/>. All Freeman study abroad participants are required to submit proof of STEP enrollment prior to departure.

Emergencies

In an emergency, students should immediately contact their local campus exchange program administrator, campus police, local authorities and/or the nearest U.S. embassy or consulate. If they cannot reach emergency personnel on site, they should call the Tulane Campus Police Department (available 24 hours a day, 365 days a year) at +1.877.862.8080.

If a student requires medical attention, emergency evacuation or other services provided by GeoBlue or Global Rescue, they can contact GeoBlue directly for assistance, 24 hours a day, 365 days a year, at +1.610.254.8771 (collect outside the U.S.).

During a crisis, students are advised to consult the State Department website for emergency information and resources: <https://travel.state.gov/content/passports/en/emergencies.html>.

Lost or Stolen Items

If a student has anything stolen, they should file a report with their local campus exchange program administrator and local police authorities. Sometimes items can be retrieved if proper steps for reporting have been taken. Also, a police report is often required by insurance companies before they will process a claim.

Lost or Stolen Passport

For information on how to replace a lost or stolen U.S. passport, students can visit: <http://travel.state.gov/content/passports/english/passports/lost-stolen.html>.

Non-U.S. citizens should contact their country's local embassy. For a list of local country embassies, students can visit <http://embassy.goabroad.com/>. If an international student abroad needs to replace his or her U.S. student visa, they should contact the Tulane Office of International Students and Scholars for assistance, including the issuance of a new I-20 if necessary. They should also make an appointment at the U.S. Embassy for a replacement visa.

Local Laws and Legal Matters

Students abroad are subject to the laws of the country in which they study and the policies of the institution in which they are enrolled, as well as those of Tulane University. Students who violate the law may have to face legal proceedings in the local judicial system, which may not provide

the same safeguards for those accused of crime in the U.S. system. If convicted of a crime, a student will face punishment according to local practices. Many countries have laws regarding sexuality, dress, political assembly and the use and distribution of illegal drugs, which are more severe than in the U.S. For their own protection, all students are cautioned to obey the laws of the country in which they study. In particular, any student who expects to use illegal drugs should seriously reconsider the decision to study abroad.

Freeman study abroad participants are subject to the disciplinary regulations of their host university and bear responsibility, as well, to Tulane's Code of Student Conduct. Records of any disciplinary actions abroad become a part of a student's file at Tulane.

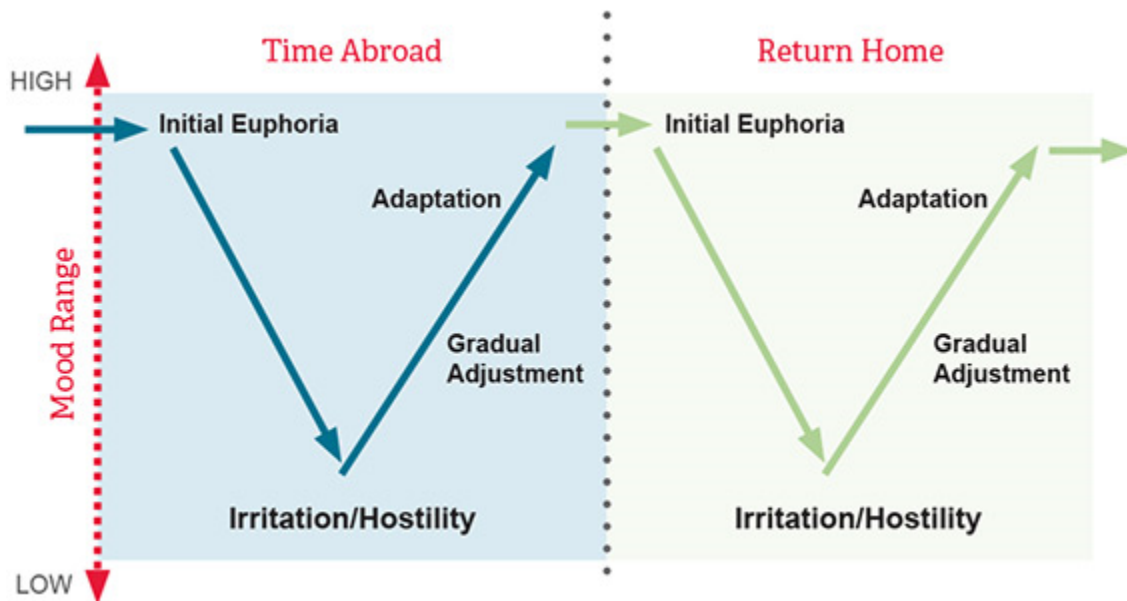
All students are expected to respect national and local ordinances, even though these may sometimes be very different from those in the U.S. The program does not tolerate abuse of alcohol, use of illegal drugs or other behaviors disruptive to the wellbeing of others. Students who do not adhere to appropriate standards of conduct are subject to dismissal from the program.

Students studying abroad are guests of a foreign government. They can be (and some have been) expelled from the country as undesirable, even when no legal proof exists that they have broken a law. Student should avoid illegal activity at all times.

Section III: Cultural Adjustment

It is normal to experience some form of "culture shock" and adjustment while abroad. "Culture shock", or the cultural adaptation process, is the challenge of adapting to new social, economic, and educational systems, as well as unfamiliar foods, climate, and language. While this adjustment can be challenging, it ultimately builds problem-solving and communication skills, flexibility, and initiative in your student.

Stages of Cultural Adjustment



1. Initial Euphoria: Many students begin their sojourn abroad with great expectations and a positive mindset. At this point, anything new is intriguing and exciting and the similarities stand out most. Your student may be impressed with how people everywhere are really very much alike. This period of euphoria may last only a few days or a few weeks, but may not last for long.

2. Irritation and Hostility (a.k.a. culture shock): Gradually, your student's focus will turn from the similarities to the differences, which suddenly seem to be everywhere, are troubling. Culture shock happens when the differences are narrowed down to a few of the most troubling and are then blown out of proportion. (For Americans, standards of cleanliness, attitudes toward punctuality, and the value of human life tend to loom especially large.)

Symptoms of culture shock:

- Persistent homesickness
- Psychosomatic illnesses
- Persistent boredom
- Unprovoked fits of weeping
- Withdrawal
- Loss of the ability to work effectively
- Need for excessive sleep

- Hostility towards host nationals
- Compulsive eating
- Stereotyping of host nationals
- Compulsive drinking
- Family tension and conflict
- Irritability

During this stage, your student may experience acute distress and blame the host culture for the natural difficulties inherent in any cross-cultural encounter. Not everyone will experience a severe case of culture shock, nor will all the symptoms be observed. Many people ride through culture shock relatively easily, only now and again experiencing the more serious reactions. On the other hand, if your student never finds himself feeling uncomfortable, he may be insulating himself too much from his host culture.

3. Gradual Adjustment: This adjustment may unfold so gradually that, at first, your student is unaware it is happening. Once she begins to orient herself and is able to interpret some of the subtle cultural clues, the culture will seem more familiar. She will become more comfortable in it and feel less isolated from it.

4. Adaptation: Cultural adaptation will result in an ability to function in two cultures with confidence. Indeed, when your student returns home, you will likely see many of the customs, ways of doing and saying things, and personal attitudes to which he adapted while abroad.

How to Help Your Student Abroad

One of the hardest things for parents/guardians to do, when their student decides to study abroad, is to step back and let the student make the decisions and take responsibility for all of the things that need to be done before departure and while abroad. As parents/guardians, you should be available and ready to lend your student help, advice, and support, but the primary responsibility for the experience will ultimately fall to the student.

There are ways for you to remain involved in the process without making decisions for your student, however. There are so many resources online about studying abroad, and about individual countries. You can do some reading and research about the location to which your student will be going. You can look up information on the culture, current events, and health and safety in the specific country. The more you and your student know, the less you will feel the need to worry.

While your student is abroad, they will almost certainly feel culture shock and/or homesickness shortly after they arrive in the host country. It's more likely for them to inform you of the bad times than the good, so it's important for you to keep in mind that not every day will be a good day. The same is true of life in the United States; it just seems like a bigger deal in a foreign country. Most of the time students just need time to integrate into the host culture, and you may have to be patient until they do. Students have a support system of international program staff in country that can usually help them out more than you can too, since they know the customs of the country and have probably assisted students feeling the same way before. In most cases, everything will sort itself out, but if you are concerned about your student, urge them to talk to

their international office at their host university about the problem. If the problem persists, the student may wish to contact Study Abroad & Exchange for guidance and/or support.

Common Scenarios

The following situations and suggested parent responses are taken from NAFSA's guide *What Parents Need to Know: A Parents' Guide to Education Abroad*.

How can parents recognize, and best help their children deal with, the symptoms of culture shock?

Culture shock is rarely identified as such by a student who is experiencing it: he is much more likely to *perceive* the problem as something wrong with the country he is in, the program he is participating in, the teachers at his host institution, his program advisers, his roommates, the food, the "peculiar/disgusting/annoying" habits and ways of the local population, and so on.

Culture shock can be especially intense in situations where the child is dealing with a foreign language in addition to all the other cultural differences. He may have the irrational feeling that he wishes he never had to hear another word of the language he went there to learn! This too is a very natural part of the process of immersing oneself in a foreign culture and language. Listen sympathetically, and let him know that he is not alone in feeling this way at least occasionally. Many times a good night's sleep, or simply a more satisfactory day the next day, will make all the difference in the world.

Your child may express the feeling that he made a big mistake in deciding to study abroad. Or he may express regret at leaving behind loved ones, activities, or opportunities he passed up in favor of this experience, all of which look much more attractive now than they did at the time he made his decision to study abroad. In fact, **very often what the student is experiencing when he describes these problems and his unhappiness in the new environment is the discomfort and orientation that accompanies living in a place that has different values, expectations, standards, and practices than those that exist at home: in short, many of the cultural differences that students going abroad are seeking to explore.** That he is having to deal with this adjustment without his customary support system of family, friends, and teachers makes the challenge more difficult, but certainly not impossible. Meeting this challenge helps him develop more independence, self-confidence, and maturity—all hallmarks of a good study abroad experience.

How should parents respond to a student's complaints while she is abroad? How can you tell from across the ocean, whether she is being overly demanding; whether she is experiencing culture shock; or if there is something truly unacceptable, or even dangerous, in the situation she is describing to you? Of course there is no one answer that can apply to all situations in which parents are in the worrisome position of receiving unhappy reports from their children who are abroad. But the following may help in sorting out the normal ups and downs in the process of cultural adjustment from a situation that is more serious and should be referred to the on-site support staff.

Wait and see. Remember the popular song back in the 1960s, about a homesick kid at summer camp who writes home, listing all the reasons he hates where he is and begging his parents to

come and bring him home immediately? By the end of the song, the sun has come out, ("guys are swimmin', guys are sailin'"), and the parents are being urged to "disregard this letter."

Parents of students abroad are much more likely to hear about what's going wrong than what's going right. The instant nature of e-mail and cell phone communications make it very easy for students to turn to parents with petty concerns and problems that, in an earlier day, they would have worked out on their own in short order. Avoid the temptation to immediately step into your child's problem-solving process. (This is one good reason for avoiding a 24/7 pattern of communication in the first place.) Many routine problems will have resolved themselves, or students will have found a resolution on their own, within 24 hours.

Urge your child to be the one to find a solution to the problem, and to consult with the resident or on-site director for advice and assistance if necessary. Be responsive and sympathetic to your child's remarks without becoming overly involved in the details. Try not to instantly leap to negative conclusions, express regret that the student chose to study abroad, or otherwise emphasize the difficult aspects of this process. *Do* follow up in a day or two, and ask whether the issue was resolved. Often it will have ceased to be an issue.

Remind your child that he went abroad to experience something different: and that sometimes "different" is uncomfortable. Part of what he's there for is to learn to deal with a new and different place on his own—let him/her have a successful experience, and the growing confidence that can come from such success.

What if my son calls home and says he hates where he is and he wants to come home?

When those "I hate X-country" days hit (and they will!), remind him that "something different" was what he signed up for when he signed up for study abroad. Urge him to exercise patience and to keep his sense of humor and perspective.

Here are a few things students abroad *should not* expect:

Every day will be a good day. Is every day at home a good day? Of course not. Why should it be any different in a foreign country where your child doesn't speak the language, doesn't understand many of the most basic customs, doesn't know how to complete the simplest errands, and has to make all new friends? Tell her to remember that sometimes volatile ups and downs are a natural and normal fact of life, especially on study abroad, and especially in the beginning. (It can become a bigger factor again later in the stay, as the end approaches and the prospect of returning home, where life is "reasonable," nears.) Urge her to hang in there and get the most of every day until she is home again.

Accommodations/food/academic expectations will be similar to what is available on the home campus. Some students are shocked to find out just how different life in another country can be. They may be distressed when they find that certain comforts and facilities—television in every room, and ubiquitous, cheap (or free) computer and Internet access, etc., are less available than what they are accustomed to. They may find themselves in a place where people find the notion of vegetarianism (especially veganism) to be puzzling to say the least. Female students may be appalled at sexist attitudes they encounter or aggressive and unwelcome attention in the streets. Students may be disoriented to find that professors in foreign universities expect much more of

them and are far less available to them than professors on their home campuses. All of these things may be part of the reality of life abroad: they may also be part of the reason your child will come to appreciate life in the U.S. more when she has returned. Urge her not to be constantly comparing conditions in the host country to life at home, and judging the host culture as lacking. There are benefits and drawbacks to nearly every difference she will experience: encourage him/her to make the most of the benefits and minimize the drawbacks.

My child seems to be spending all her time with the other Americans in her program. How do I encourage her to make new international friends while she is away?

Some programs may offer very little possibility for students to have meaningful interactions with foreign students. In that case, there might not be much that can be done, although in these circumstances, occasionally separating from the group (during the day, in a safe area) for some alone time in a café, museum, or park is a good idea and a way for students to at least be better able to observe the foreign culture. Encourage your child to remember that she should make the most of the foreign experience, without minimizing the importance of friendships she may be developing with other American students, or dismissing the importance of her moving about with the group if that is what makes her feel more comfortable and safe.

Students who are away for a longer time will quite naturally have more opportunity to get to know foreign students. This is obviously a good thing, but it's also important for students to take cultural differences into account and exercise even more caution in planning social activities with people they don't know very well in a foreign country.

Encouraging your child to be cautious and prudent without encouraging prejudice or undue fear on the one hand, or making her think you are overly protective on the other, can be a delicate matter. But remember that just as when she is at home, rather than a lecture, she needs the benefit of your advice, your greater life experience, and your perspective. Recognize that she probably knows more about the specifics of the situation she's in than you do; but don't be too hesitant to share your concerns and your wisdom with her either. She still needs your advice!

My daughter hasn't even come home yet, and she's already talking about going back. Is this just pie-in-the sky fantasizing? Or have we lost her forever? How should I respond to this kind of talk?

If your son or daughter begins talking about wanting to spend more time where he/she is studying, rather than dismiss it as idle talk or fantasy, or become worried about if and when you will ever see her again, appreciate the fact that he/she is thoroughly engaged in the experience and enjoying it. Encourage her to look into what possibilities are available for additional study, work, or internship possibilities while he/she is still there. While much information is now available on the Internet, there is no substitute for on-the-ground research and face-to-face interaction. It would be better for him/her to look into these plans while he/she is there and learn how best to prepare for them, or realize they're not such a good idea after all, than to find out later the hard way.

Many students go through a period of thinking they want to stay in the study abroad location, or return to it. Most of them don't follow through, at least not while they're still in school. But for those who do, additional study or work abroad can be a very positive outcome of an international experience, and good preparation for a future career. Don't nip his/her plans in the bud:

encourage him/her to find out where they may lead. Whether his/her plans come to fruition or not, he/she is learning how to explore his/her options and maximize his/her possibilities. This is a good thing!

Section IV: Returning Home

Re-Entry Shock

As parents, your first reaction when your student returns to the United States is likely to be relief and happiness. It's important to remember that students don't always feel the same way. When they come back home, they may feel a mixture of excitement to be home and sadness to have left another country where they had also begun to feel at home. Many students go through a period of "reverse culture shock" upon returning to the United States and readjusting to their old lives. The difficulty and length of time of the readjustment process, just like adjusting to the foreign culture, can vary greatly from student to student, and there is no way of predicting just how much their experience will affect them. It's important for you to keep in mind that studying abroad would not benefit students as much as it does if it did not change them. For some students, this change is simply maturity and confidence, but some may come back with a different set of values. Your student will likely come back a different person than the one you sent away. "Reverse culture shock" is typically marked by four stages:

1. **Disengagement:** This stage usually begins before a student leaves his or her host country. He or she realizes it is time to say good-bye to overseas friends and to the place he or she has called home. The hustle and bustle of finals, good-bye parties and packing can intensify your feelings of sadness and frustration. Your student may already miss the friends they made and may be reluctant to leave.
2. **Initial Euphoria:** Usually begins shortly before departure with feelings of excitement and anticipation. Students may be very happy to see their family and friends again, and they are happy to see you. It ends with the realization that people are not as interested in their experiences abroad as they had hoped and they soon grown tired of hearing stories and seeing photos.
3. **Irritability and Hostility:** This may occur sooner than it did when your student first went overseas. They may experience feelings of frustration, anger, alienation, loneliness and disorientation, and not understand exactly why. They might quickly become irritated and critical of others and American culture. They may also feel less independent than they were before. They may feel like a "stranger" in their own country.
4. **Readjustment and Adaptation:** This is a gradual readjustment to life at home. Things will start to look more normal again, but they won't be exactly the same as how your student left them. Your student will have developed new attitudes, beliefs and habits, as well as personal and professional goals. The important thing is to try to incorporate the positive aspects of their international experience with their life at home.

Here are just a few areas to which your student may experience difficulties in readjusting:

- Relationships with family and friends, including boyfriends or girlfriends
- Returning to Tulane and their regular "routine"
- Readjusting to the U.S. lifestyle
- Incorporating personal growth and changes into life in the U.S.
- Keeping alive their friendships and other connections made while studying abroad.

Many parents report that the most difficult part of their student's study abroad experience is the re-entry. The School for International Training has prepared a very useful guide for families about what to expect when their student returns from studying abroad. Visit http://www.worldlearning.org/SSA_other_documents/parent_reentry_handbook.pdf to download a copy of their publication, *Surviving Re-Entry: A Readjustment Manual*. Here are a few tips for helping your student with the re-entry phase of study abroad:

- Expect your student to have a period of transition upon return, sometimes as long as the period he or she was abroad.
- Consult Study Abroad & Exchange's information for students on reverse culture shock. Copies of the student re-entry handbook can be sent to parents/guardians upon request.
- Continue your enthusiasm for your student's experience in the months after he or she returns home. Students often report that they find it difficult when their friends and family lose interest in their experience!
- Support them with their desire to continue their involvement with the international education community at Tulane. It is not uncommon for returnees to go abroad again, as part of an internship, a full-time job, or with assistance of a major scholarship.
- Contact Study Abroad & Exchange if you have additional concerns about your child's readjustment from studying abroad.

Program Evaluation

We want to hear about your student's experience abroad! All study abroad participants are asked to complete a program evaluation shortly after their return. We encourage students to be thorough and honest in evaluating their study abroad program. Their voice helps us maintain the highest possible standards when looking at study abroad programs and helps future study abroad participants prepare for their own semester abroad.

Credit Transfer and Grades

Before your student departed for your program, he or she should have turned in a completed learning agreement. The learning agreement that was completed prior to departure is not final. If students made any changes to their class schedule, their new courses should have been reviewed by Study Abroad & Exchange and their BSM Academic Counselor at the student's request. It is up to students to contact Study Abroad & Exchange and their BSM Academic Counselor, for approval, before adding/dropping or changing a course.

Once the transcript has been received, we will contact the registrar's office to request credit for the classes that were approved on the learning agreement. Letter grades will be awarded for all classes taken abroad. Grades will not count toward the Tulane GPA.

Tulane works with World Education Services (WES) for credit evaluation and grade conversion. To access WES grade conversion tables, please visit the host university brochure page online at <http://freemanabroad.tulane.edu/>.

Students should retain all notes, exams, syllabi, handouts and materials from courses taken abroad. Students may be asked to provide these materials to determine course equivalencies, course credit or time spent in courses.

Students are held to the academic policies of their host institutions. Grading policies, exam dates and academic performance expectations are determined by the partner school. Students are responsible for meeting the host university's performance expectations and for following the institution's processes and policies regarding grades and credit. Tulane cannot overrule another instructor's evaluation or another institution's policies. Any questions or issues students have concerning a grade earned abroad should be directed to the host university.

It normally takes three-quarters of the semester following the exchange semester to transfer grades, classes and credit earned abroad. It may take even more time for students with unique and individual situations.

If your student has any questions about the course approval and credit transfer process, please encourage them to contact us.

Career Development and Study Abroad

There are many routes students can take to put to use the cross-cultural adaptation skills and language proficiency that they have acquired abroad. Through study abroad, students will have further developed qualities such as responsibility, sensitivity, flexibility, independence, and openness to new ideas—valuable characteristics to future employers. Students returning from study abroad are encouraged to meet with a career counselor in the Career Management Center (CMC) to discuss how to incorporate study abroad into one's resume and cover letter and how to speak about one's international experience in a job interview. For information about services provided by the CMC, students can visit the CMC website at <http://www.freeman.tulane.edu/career-center>.

Appendix A: Parent Checklist

Whether you're a hands-on or hands-off parent, here's a quick checklist of scripted questions to ask your student to make sure they are well on-track with program preparations and other general duties.

Pre-Departure

Check	Student Action Item	Questions for Student
	Apply for or renew passport	Do you need to apply for a new passport or renew your passport? Is your passport valid for six months beyond your program end date? Do you have two blank pages in your passport for your student visa? Have you submitted a copy of your passport to Study Abroad & Exchange?
	Commit to program	Have you confirmed your participation in the program with Study Abroad & Exchange? Did you pay the \$500 non-refundable program deposit?
	Complete secondary application requirements	Does your host university require you to complete a secondary application? Have you completed your host university's requirements?
	Apply for visa, if required	Do you need a visa to study abroad in your host country? Each embassy or consulate has a jurisdiction; at which embassy or consulate will you apply? What are the requirements? Do you need to go in person? Do you need an appointment? How long does it take to process a visa application? When will you apply? Do you need anything from me, such as a letter of financial support, to apply for your student visa?
	Make an appointment for a physical examination	Have you made an appointment for your pre-departure physical examination?
	Get immunizations, if necessary	Are any immunizations required for travel to your host country? (A list of vaccinations required and/or recommended for each country can be found on the CDC website at: www.cdc.gov/vaccines .)
	Pack prescriptions, medications, and photocopies	Have you packed prescriptions for your entire length of stay abroad? Did you pack your prescriptions in their original bottles in your carry-on bag? Do you have a letter from your doctor that explains why you are traveling with this quantity of prescription medication? Have you verified that it is legal to bring your medications with you abroad? (Check CDC website, ask doctor or call GeoBlue if you're uncertain which medications are legal in your host country.)
	Complete Freeman post-acceptance paperwork	Have you submitted the participation agreement, release and waiver of liability for participation, proof of STEP Enrollment and Learning Agreement to Study Abroad & Exchange?
	Create Global Rescue profile and download Global Rescue-GRID app?	Have you created your Global Rescue profile and downloaded the Global Rescue-GRID app in case of emergency abroad?

Submit Travel Warning Waiver form, if applicable	Does your host country have a travel warning? (Check U.S. Department of State website travel.state.gov). Have you submitted the Travel Warning Waiver form?
Clear any holds on your student account	Have you cleared any holds on your student account?
Register for 12-unit study abroad placement class	Have you registered for the 12-unit study abroad placement course?
Meet with Office of Financial Aid and/or Study Abroad & Exchange to discuss program funding or apply for additional aid.	Have you met with your financial aid counselor to discuss your plans to study abroad and opportunities for funding? Have you met with Study Abroad & Exchange staff to discuss study abroad scholarship opportunities?
Secure housing abroad	Have you applied for housing in your host country? (Students should visit their program page online at https://freemanabroad.tulane.edu for housing information and recommendations.)
Make travel arrangements	Have you purchased your roundtrip flight to/from your country of study?
Review country-specific safety information	Have you reviewed country-specific safety information at http://travel.state.gov/ ?
Consider purchasing equipment or personal property insurance to protect your personal belongings while you are abroad	Will you be traveling with your laptop, personal production gear, smart phone, or other expensive items? Did you wish to explore the idea of purchasing equipment or personal property insurance?
Call banks and credit card companies	Did you call the bank/credit card company to notify them of your travels?
Make other financial arrangements	If you need money while you're abroad, how will I get it to you? Are you budgeting enough in case of emergency while you're abroad? What is the backup plan for accessing money abroad if your wallet is lost or stolen or you're having problems with your ATM card?
Login to https://geobluestudent.com/ , review plan information and print insurance card	Have you created updated your health insurance profile at https://geobluestudents.com/ ? Have you reviewed the plan information? Do you understand how to use the travel medical insurance? Have you printed a copy of your ID card? Are you

		traveling outside the coverage dates? Do you need to extend coverage?
	Make arrangements for medical or mental health treatment abroad	Are you currently receiving medical treatment of any kind? Are you meeting regularly with a therapist or counselor? Have you contacted GeoBlue to make similar arrangements abroad?
	Enroll in/waive domestic health insurance coverage	Is a domestic health insurance plan in place in case you need to return to the U.S. for medical care? Have you purchased or waived T-SHIP? Students can find more information about T-SHIP online at https://campushealth.tulane.edu/insurance-fees .
	Disclose accommodation needs	Are you receiving any accommodations at Tulane? Have you communicated your needs to Study Abroad & Exchange and the host university abroad? Do you understand what accommodations your university can or cannot provide?
	Review emergency protocol and note important numbers	Have you reviewed emergency information in your pre-departure handbook? Have you made note of local contact information for the international office, police, fire, ambulance, local clinics/hospitals and the nearest consulate or embassy?
	Change address, if necessary	Have you submitted a change of address form to USPS? (Students can change their address online at https://www.usps.com/umove/ .)
	Renew driver's license, if necessary	Will your driver's license expire while you are away? Do you need to renew it prior to departure?
	Register to vote absentee, if necessary	Will you be abroad on election day? Have you requested an absentee ballot? (Residents of all U.S. states and territories may register to vote and request an absentee ballot online at www.overseasvotefoundation.org .)

While Abroad

Check	Student Action Item	Questions for Student
	Update contact information	Have you provided Study Abroad & Exchange with your contact information abroad?
	Update learning agreement, if necessary	Have you changed any of the classes you pre-approved on your learning agreement? Have you approved these changes with your BSM Academic Counselor and updated Study Abroad & Exchange?

Upon Return

Check	Student Action Item	Questions for Student
	Submit program evaluation	Have you submitted the program evaluation to Study Abroad & Exchange?

	Check Gibson to make sure courses and grades post	Have you checked your transcript in Gibson to make sure courses and grades have posted? (It normally takes three-quarters of the semester following the exchange semester to transfer grades, classes and credit earned abroad. It may take even more time for students with unique and individual situations.)
	Meet with CMC	Have you met with CMC to discuss incorporating study abroad into your cover letter and resume? Have you prepared answers to questions about your study abroad experience in future job interviews?