

**STUDY ABROAD HANDBOOK – OFFICE OF  
INTERNATIONAL STUDENT SERVICES**

Hola

**Dia**

今日は

**Hallo**

**Goddag**

Bonjour  
**Bonjour**

**Ciao**

喂

**Xin Chao**

**Delaware State University**  
**Office of International Student Services, Grossley Hall 115A**

Congratulations on your decision to study abroad! The Office of International Student Services (OISS) is elated and certain your experience overseas will challenge and stimulate you. We also know that you will look back on your time abroad as one of the highlights of your academic career and personal life. You will return with an increased understanding of yourself, a different perspective on global affairs, and a host of new friends.

As is echoed throughout the international education community, keep these two things in mind as you prepare for your journey overseas:

1. **“If you want to feel at home, stay at home.”** Just about everything will be different from what you are accustomed to throughout your time overseas. From the way classes are taught to the way you are graded, to gender dynamics will not be similar to what you are used to in America. Try to embrace these differences and learn from them rather than resisting and complaining. Develop a sense of humor and an ability to laugh at your mistakes as you navigate through your host country.
2. **“You will get out of it what you put into it.”** If you want to meet new people in your host country, you must make a concerted effort to form relationships. Travel extensively within your host country. In doing this, you will learn your host country and culture extensively and appreciate it for all of its diversity and beauty.

This handbook is designed to answer many of the common questions that arise before, during, and after your time abroad. This guide will help you explore issues such as safety overseas, international travel, and culture shock and encourage you to do more in-depth research on related issues.

Again, congratulations on your decision to study abroad. Enjoy and treasure this experience!

Sincerely,

Dr. F Liu  
Assistant Vice President for  
International Affairs

Mrs. Candace Alphonso-Moore  
Director of International Student Services  
& Study Abroad

LaTasha Wilson Daniels  
Manager, Office of International Affairs

Vacant  
Secretary

**Delaware State University**  
Office of International Student Services  
1200 N. Dupont Highway \* Grossley Hall 115 \* Dover, DE 19901  
Tel: (302) 857-6474 \* Fax (302) 857-6567  
cmoore@desu.edu

## TERMS AND CONDITIONS OF PARTICIPATION

As part of the application process to study abroad, you must read and sign forms acknowledging the policies that govern DSU study abroad programs, which are listed below in this Study Abroad Handbook.

### **Fees and Payment**

Students on DSU abroad programs pay to Delaware State University program and applicable fees. Students on other non-DSU approved programs are responsible for paying the relevant program fees and other expenses directly to the service provider.

### **Financial Aid and Study Abroad**

Delaware State University: If you are enrolled in a Delaware State University program, you can utilize the same financial aid that you would qualify for on campus. Examples include federal financial aid, state financial aid, DSU scholarships, and most external scholarships. The Office of Financial Aid will “assess” your need and make appropriate awards.

Non-DSU programs: If you are enrolled in a **NON**-Delaware State University program, you can utilize the following financial aid: federal financial aid, state financial aid, and external scholarships.

For more information, please speak with:

Office of Financial Aid  
Administration Building  
(302)857-6250

### **Academic Credit**

All students (excluding students in DSU – OISS summer programs) must complete the *Student Request to Enroll in Courses at another Institution for Transfer Credit* form and have it signed by their Academic Advisor, Department Chairperson, and Dean. It must be submitted to the Record’s Office and the Office of International Student Services prior to a student’s departure. If this form is not completed, academic credit(s) will not be transferred back to Delaware State University.

### **Transcript and Grades**

Courses taken overseas during the semester for credit will be recorded on the DSU transcript. The transcript will indicate the institution or program attended; however, the letter grade will not be included. Instead of a letter grade appearing on the transcript, the designation “TR” (transfer credit) will appear. A grade of “C” must be earned in order for the credit to transfer. Prior to your return to the United States, request that your program send your official transcript to:

Delaware State University  
Records Office  
Attention: Registrar  
1200 N. Dupont Hwy  
Dover, DE 19901

## **Student Conduct**

All students are expected to conform to the Delaware State University Code of Conduct and the Statement of Student Rights and Responsibilities. These documents can be found in the Student Judicial Handbook. Students are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to the DSU community.

Students must understand and agree to abide by the laws of their host country and all academic and disciplinary regulations in effect on the program. If a student does not abide by the regulations as interpreted by the program or host institution, he/she will be subject to the appropriate disciplinary actions up to and including premature termination of participation in the program. In such cases, the student will return to the U.S. at his/her own cost.

## **Informed Consent**

Students are required to acknowledge the following regarding participation in any study abroad program:

1. There are inherent risks in travel and work in international settings, particularly in developing countries.
2. The political, environmental, and cultural situations in these countries differ from those in the United States.
3. Some situations are unpredictable and may become volatile and dangerous, often within a very short time-frame.
4. In such circumstances, evacuation may prove difficult or impossible.

Furthermore, students must understand that as foreigners, they should avoid situations that could become volatile and understand there are health and other risks associated with international travel. "Finally, all students must confirm that they have considered the dangers associated in foreign travel, the risks presented to their own well being, and their personal desire to further their education by traveling in foreign countries, and have concluded that the risks are acceptable and are outweighed by the desire to participate in study abroad<sup>1</sup>." Students concede that there may be additional factors that may not have been brought to their attention. They also acknowledge that they have had the opportunity to ask questions about the program and their participation is voluntary and not required as part of their education at Delaware State University.

## **INTERNATIONAL TRAVEL**

### **Passports**

All persons traveling outside the United States must have a passport. The passport is your official identification as a citizen of the United States. It is issued by the Department of State and is good for ten years. You must have a valid passport with you to show border and customs authorities when you enter or leave the U.S., when you enter other countries, and for identification purposes. Passport applications can be printed on-line

(<http://travel.state.gov/content/passports/english/passports/apply.html>) or picked up at your local

Post Office. Submit your passport application to the Dover Post Office at: 55 The Plaza, Dover, DE 19901-9998.

Your passport application must be accompanied with valid proof of citizenship (certified copy of your birth certificate or an expired passport), proof of identity (valid driver's license), and two passport size photos (2 x 2 inches) taken within six months of submitting your application. The cost to renew a passport is \$110 while the cost to obtain one for the first time is \$135. You can opt for expedited service or "two-week" delivery for an additional \$60.

Keep your passport in a very safe, but accessible place. Losing a passport while overseas is not the end of the world, but it may seem like it. The procedures for obtaining a new one are extremely complicated and time-consuming. Before leaving the U.S., make two copies of your passport. Keep one with you but separate from the actual document overseas and leave the other with your family.

### **Student Visas**

Most countries require students to have a "student visa" before allowing one to enter. Each country has its own regulations, so if your program provider does not supply the necessary information, check with the closest consulate (<http://embassy.org>) regarding visa requirements.

The application process can take up to several weeks to complete, so do not wait until the last minute. Delays in obtaining a visa may cause you to miss your flight or the entire program. Standard items usually required in the application are as follows: visa application form, current valid passport, one or more passport size photos, and an application fee. Check with your host country for specific requirements.

### **International Student Identity Card**

There are a number of privileges and discounts available to students throughout the world, including reduced priced or free admission to museums, theaters, concerts, and cultural sites. To qualify, you must prove your student status, which The International Student Identity Card provides. Other ISIC benefits include discounts on travel and in the event of serious injury or death, emergency evacuation and the repatriation of remains. Visit the ISIC web site ([www.isic.org](http://www.isic.org)) for details.

### **International Youth Hostel Card**

This card entitles the holder to stay at the International Youth Hostels globally. A Youth Hostel is an inexpensive form of lodging intended for the student traveler. In addition to being less expensive than hotels, they provide an excellent opportunity to meet other travelers. Applications can be downloaded at [www.eurotrip.com](http://www.eurotrip.com).

### **International Driving Permit**

Many countries recognize U.S. driver's license. Yet, some require an International Driving Permit. If you plan to drive while overseas, it is a good idea to get this permit to avoid any legal problems. To do so, contact the American Automobile Association (AAA) office for an application. The permit is valid for one year from the date of issue and you **MUST** carry your U.S. license.

## SAFETY, LEGAL CONCERNS AND CUSTOMS

### Legal Requirements

When you are in a foreign country, you are subject to the laws of that country. Remember to respect their laws, use common sense, and avoid areas of unrest or disturbance. Deal only with authorized brokers when you exchange money or buy airline tickets and travelers checks. Do not deliver packages for anyone unless you are certain they do not contain drugs or other contraband. Also, familiarize yourself with local laws before selling personal items such as clothing, cameras, etc. Follow the laws strictly. The penalties you risk may be severe.

### Drugs

Despite repeated warnings, drug arrests and convictions continue to rise. Many people have the impression that drug laws and their enforcement in foreign countries are more lenient than those of the United States. However, this is simply not true. **The penalties for both illegal drug use and trafficking are very real and severe.** Remember that you are subject to local laws and **not** U.S. laws. If you are arrested, contact the U.S. consulate at once. Be aware that the U.S. officials can only visit, advise, and contact family or friends for you. They cannot intercede in the legal process, represent you at the trial, or pay legal fees.

### United States Embassy or Consulate

The U.S. has embassies or consulates in most foreign countries. Their purpose is to advise and help you, especially in times of trouble. U.S. officials can:

1. Help you wire money from home.
2. Visit you in jail, suggest legal counsel, and provide explanations of local laws.
3. Recommend and help you receive medical care.
4. Replace lost or stolen passports.

The consulates work to be responsive to the needs of American travelers. Do not expect them to find work or lodging, act as travel agents, search for missing luggage, or settle disputes with hotel managers. They must first devote their time and attention to those Americans who are in serious legal, medical, or financial trouble.

### Customs

Customs declaration forms are distributed on all types of international public carriers and should be prepared in advance of arrival for presentation to the immigration and customs officials. Whether or not you have anything to declare, you must still complete the identification section of the form. Regulations and procedures vary from country to country. To be safe, you should check with the appropriate embassy before departure to find out exactly what items are prohibited from entry. For more information on U. S. and international Customs' regulations, please see [www.cbp.gov](http://www.cbp.gov).

### Re-entering the U.S.

“Declaring” is either an oral or a written declaration of all goods acquired abroad. Most students do not exceed the duty-free limitation and only need to fill out the identification portion of the

declaration form. This is usually done on the plane prior to landing in the U.S. If you have any questions, the airline staff can assist you.

### **Traveling Safely**

You will probably travel more than you normally would do at home. This means that you will be using a variety of public transportation such as buses, trains, metros, taxis, and planes.

Traveling Tips: What to be aware of while you are on the road, on the train, or in the air:

- Do not display money, wallet, or other valuable items.
- Use a money belt to carry your passport and money.
- Note the location of emergency equipment.
- Never leave any luggage or bags unattended.
- Buy a lock for your backpack or luggage.
- If someone is bothering you, inform the driver/operator of the vehicle/bus//train/boat/etc
- Avoid unwanted attention and confrontations.
- If traveling late at night, do not ride in a train/metro car alone. Move near the driver/conductor or operator's compartment or to where there are other passengers.

### **Safety Abroad**

- Be aware of your surroundings
- Stay away from dark alleys and or narrow streets
- Know you destination
- Keep a low profile
- Do not spend a lot of time in American high-visibility places
- Vary your personal travel schedule
- If your instincts tell you a situation is uncomfortable, trust them and move on.
- Avoid anything that looks like a demonstration or rally
- Watch out for surveillance (terrorist acts are usually well planned)
- Know you embassy number. You should "register" with them. This helps you keep in touch should an emergency arise.

## **HEALTH CARE ISSUES**

Adjusting to life in a new country means excitement, challenge, and the unexpected. No amount of preparation can guarantee a trouble-free experience. Since you are not a citizen of the host country, you are not entitled to the same medical care as its citizens. **ARRANGING AND PAYING FOR MEDICAL CARE IS YOUR RESPONSIBILITY** and you must have international travel insurance **BEFORE** you depart!! When selecting your coverage make sure it includes medical evacuation and repatriation. You should pay close attention to the international coverage of your insurance policy.

Before you travel overseas, you should to pay meticulous attention to the factors that contribute to your physical and emotional well-being. A trip abroad will certainly affect your health, "because so many factors of your daily health are related to your lifestyle and environment." On the other hand, the state of your health will have a significant impact on the success and enjoyment of your trip.

### **Assess your Health and Health-Related Practices**

“Going abroad is not a ‘magic geographic cure’ for concerns and problems at home<sup>2</sup>.” Both physical and emotional health issues will follow you wherever you go. In particular, if you are concerned about your use of alcohol and other controlled substances, or if you have an emotional health concern, you should address it before making plans to travel. Contrary to many people’s expectations, travel does not minimize these problems; in fact, it often exacerbates them to a crisis level while you are away from home.

### **Identify your Health Needs**

Be clear about your health needs when applying for a program. Thoroughly describe allergies, disabilities, psychological treatments, dietary requirements, and medical needs so that adequate arrangements can be made. In addition, resources and services for people with disabilities vary widely by country and region.

### **See your Health Practitioners**

A visit to your family physician, gynecologist, and dentist will insure you are in good health prior to your departure and might prevent emergencies overseas. Update your health records, including eyeglass prescriptions and regular medications and take a copy of your prescriptions. **ALL STUDENTS PARTICIPATING IN A DSU APPROVED STUDY ABROAD PROGRAM MUST COMPLETE THE MEDICAL INFORMATION FORM.**

### **Prescription and Non-Prescription Medication**

If you take prescription medication, carry a supply with you to last your entire time abroad. You will need a copy of your physician’s prescription for any medication and/or medical supplies you carry with you to pass through Customs. **ALWAYS KEEP PRESCRIPTION MEDICATION IN ITS ORIGINAL CONTAINER, IN YOUR CARRY-ON LUGGAGE.** Carry extra prescriptions for contacts and eyeglasses. Do not attempt to have medications sent through the mail.

Here is a list of few over-the-counter items you may want to take:

1. Aspirin and Tylenol for headaches, fever, etc.
2. Vitamins in case you are not eating a regular diet.
3. Medications for diarrhea and constipation
4. Antacid, antihistamine, motion-sickness tablets
5. Decongestant
6. Hydrocortisone cream
7. Water-purification tablets
8. Contact lens supplies (cleaner, saline, etc.)
9. Triple antibiotic ointment
10. Bottle of hand sanitizer

**Keep all drugs in original containers, so as not to cause problems when going through customs, and have them in your carry-on bag to avoid losing important medications.**

### **Immunizations**

---

<sup>2</sup> [www.jsu.edu](http://www.jsu.edu). “Center for International Education Study Abroad Handbook.” Jackson State University 2006.



The Center for Disease Control (CDC) has an International Traveler's Hotline (1-800-232-4636) where, by dialing the country code of your host country, you can get information on recommended vaccinations, food and water issues, and current health problems. The information can also be found at [www.cdc.gov/travel/](http://www.cdc.gov/travel/).

Recommended vaccinations no matter where you are traveling include: tetanus, hepatitis, and polio. Immunizations are available at the Bayhealth Medical Center or Christiania Medical Center and of course through your personal physician. Be sure to contact your doctor six-eight weeks before departure, because some vaccinations may take you up to four weeks to complete and may cause side effects. One vaccination recommended to travelers is Hepatitis A, which is a series of two vaccinations needing a six-month period between them.

### **Water and Food**

Water and food may be safe in large cities and hotels frequented by international travelers, but if it is at all questionable, stick to bottle water, canned/bottled carbonated drinks, tea, coffee, and beer or wine. Also, beware of ice cubes and dirty dishes. Changes in diet can cause stomach and other health problems. In areas with poor sanitation and hygiene, avoid street vendors, milk, milk products, raw fruits, raw vegetables, and raw fish and meat.

### **Other**

If you happen to pick up an infection while abroad, whether it is a virus, bacterium, or parasite, you may not get sick right away, but weeks after your return. Some diseases can take up to six months to show up. If you get sick, tell your physician what countries you have visited and when. This information might prove helpful in making a diagnosis. Students traveling to developing countries should be especially careful. There is a greater risk of contracting diphtheria, malaria, and typhoid fever. All students should be aware of sexually transmitted diseases and take the necessary contraceptives. Depression is also a problem that must be noticed. It is common for people in their twenties and for people adjusting to a new situation. Remember 911 is only available in the U.S. Become familiar with what types of help (emergency and non-emergency) are available.

### **Medical Record**

In the event of an accident or illness, it is wise to take a brief medical record with you in order to help a doctor give you the best possible care. A good medical record would include: all drugs you currently take (listed by generic name), instructions and dosage concerning the medication, any chronic ailments, allergies or hypersensitivity's, immunization history, blood type, eye glass prescription, name of your personal physician (with address and phone number), health insurance policy, and if pertinent, your religion. For purposes of recognition/translation by foreign medical personnel, all information should be listed in appropriate and accurate medical terminology rather than in the vernacular. Another excellent idea is to wear a bracelet or dog tag identifying any physical condition that may require emergency care.

### **International Medical Insurance**

All DSU students are REQUIRED to provide international medical insurance to participate in any STUDY ABROAD program. However, what type and to what extent of coverage you want is a matter of personal choice. There are a number of options available with various degrees of coverage. Thus, you are encouraged to look into several policies and then decide which one best suits your needs. If you become ill or have an accident while away, you will more than likely

have to cover the expenses and later file for reimbursement. You should take a couple of claim forms with you, in case the foreign doctors need to fill-in or sign anything. Also, be sure to save and bring back all hospital/doctor bills and reports to present to your insurance company.

### **Medical Care**

The International Association for Medical Assistance to Travelers (IAMAT) is a non-profit, worldwide organization that helps travelers find competent medical aid abroad. Members are given a pocket-size directory listing IAMAT center in 450 cities. For more information visit [www.iamat.org](http://www.iamat.org)

Medic Alert is an organization for those persons having a particular illness or life-threatening allergy. Membership is life-long and costs \$25. Among other things, members receive an identification bracelet describing medical problem(s) and a 24 hr. phone number that can be called from anywhere in the world to obtain up-to-date information about your medical history. To contact Medic Alert in Turlock, CA, call toll free 1-800-344-3226 or visit [www.medicalert.org](http://www.medicalert.org)

To summarize, guard your health and practice preventive medicine. Without your health, you are not going to experience anything—except maybe the medical facilities abroad that we are sure you would be willing to pass up.

## **EMERGENCIES ABROAD**

The OISS hopes that you will not have to use this information, but it is extremely critical that you read this and consider it carefully.

### **In case, you are faced with a life-threatening situation abroad:**

Make sure you find out immediately upon arrival how you can contact emergency services. This may mean finding phone numbers (for police, fire, rescue), as well as learning how to use the telephone. The 911 emergency number is an American phenomenon, so you must learn the different means of contacting the police and rescue services where you are.

### **Other Help Abroad**

If you find yourself in a situation that threatens your sense of well-being: Use your common sense to determine if you should seek help! Situations that merit you seeking help are any that you find too challenging or frustrating to handle yourself. **Do not wait until it is too late to seek help!** Contact someone who can truly assist you! On every program that Delaware State University study abroad program, there is a contact person on-site to whom students can go for help. Talk to these individuals. That is why they are there. You should also contact the Director about the problem so the director can prevent similar situations from occurring.

## **MONEY AND BANKING**

Managing your finances is one of the most important and challenging aspects of a successful and pleasant academic experience abroad. Before you leave, pay attention to the exchange rate between the U.S. dollar and your host country's currency. Learn to think in that currency and do not forget "the value of a good pocket calculator."

## **Exchanging Money**

The best place to exchange money overseas is a bank. Airports and train stations are also acceptable places to convert your American dollars into foreign currency. However, be leery of hotels, restaurants, stores, and travel agencies because their rates will probably be less favorable and have a tendency to charge a high commission. Try to anticipate how much money you will need for a particular country and keep currency conversions to a minimum. Each time you convert money you pay a service charge. To help budget your funds, be aware of the fluctuation of the U.S. dollar and learn to convert prices into terms of dollars. A pocket calculator will come in handy.

Obtain approximately \$50 worth of before leaving, so you have some currency when you arrive abroad for a bus, taxi, phone calls, food, etc. Large local banks can exchange money for you. Do the rest of your exchanges abroad—you will get a much better exchange rate. Remember to budget your money. There is so much to see, experience, and do. You would hate to miss anything due to the mishandling of funds and overspending. Deal only with official agents to exchange money, buy travel tickets, or purchase souvenirs.

## **Ways to Carry Money**

It is wise to have some cash in the local currency before you enter your host country. You may purchase foreign currency in most banks in the U.S., although you may have to order it ahead of time. Upon arrival, you can often change money at the airport or nearby cash machine. Carrying cash is always risky, so you should avoid bringing cash bills to cover all your needs while overseas. If you do carry cash, particularly in a large city, do not put it all in one place and never leave your wallet in the outside pocket of your backpack or purse.

## **Debit Card/ATM Machines**

ATM machines are available in major cities across the globe and are a fast, commission free way to obtain foreign currency. An ATM, debit, or checking card is excellent for international travel because it allows you to withdraw money from your bank account in the United States in the currency of the host country. Debit cards with Visa, MasterCard, Cirrus, or Plus logos are the most widely accepted cards. The transaction will debit the money from your account in the United States at that day's exchange rate, with a small transaction fee charged. Check with your bank to configure your ATM card for the correct account. Also, be sure to call your bank and check on the fees charged for each transaction. It may be wise to carry travelers' checks as back-up cash in case your bankcard becomes demagnetized or damaged.

## **Traveler's Checks**

Traveler's checks are a convenient and safe way to carry money. However, while they are generally easy to cash, they may not be accepted for payment of goods and services at all establishments.

If the checks are lost or stolen, the company that issued them will replace their full value, as long as you have a record of the serial numbers. Keep the receipt of the check numbers separate from your checks. Traveler's checks can be purchased at any bank in the United States, "usually at the rate of one percent over the value of the checks you are buying." American Express offers the best service for traveler's checks and has offices in every major city around the globe. If you are a member of AAA, you can get American Express traveler's checks free. Traveler's checks in

dollars can be exchanged at banks overseas, but remember to bring your passport as identification.

### **Credit Cards**

Credit cards are valuable for big purchases, emergencies, and cash advances, although credit card companies charge higher interest rates for cash advances. Most major credit cards are honored abroad (i.e. MasterCard, Visa, and less commonly American Express), but there are exceptions! Credit cards are especially useful for hotels, restaurants, shops, airline tickets, and car rental agencies. When you use a credit card, the company makes the exchange rate purchase for you, reflecting the exchange rate on the day your credit card transaction is processed. This amount may be more or less than what you thought you were paying at the time of your purchase. You will be billed in dollars on your statement. A word of caution: it is easy to buy something with a credit card even if you do not have money available to pay. However, the interest charged on an outstanding balance adds up quickly, and it is very easy to get into debt. You need to leave someone you trust in charge of paying your monthly credit card purchases since most credit card companies will not send bills to non-U.S. addresses. Furthermore, keep a photocopy of your actual credit card in a safe place when abroad in case it is lost or stolen.

### **Advances/Check Cashing**

With the use of credit cards and computers, it is much easier to transfer money from a home account. Any bank that honors your type of credit card will help you draw funds in foreign currency as a cash advance. These advances are often considered a loan!!! When requesting an advance, remember that banks always require proper identification. If you are cash advancing a large sum of money, you should consider a wire transfer instead. American Express offers check-cashing privileges to its clients. Any American Express office will cash personal checks from a U.S. account at no charge.

### **Wire Transfers/Drafts**

If you think you might need to use bank transfers or have your initial funds sent to you in the form of a bank draft, visit your bank before you leave and ask them for a list of the corresponding banks in your host city. Let them know who is authorized to initiate cable transfers for you. Once abroad, you can contact your home bank by phone and receive the money, usually within 48 hours. Be advised that you will probably have to pay the cabling charges both ways, in addition to a commission charged by the host bank. Money can also be wired from the United States via American Express ([www.amex.com](http://www.amex.com)) and Western Union ([www.western.com](http://www.western.com)).

## **PACKING SUGGESTIONS**

The best advice is to travel light. For your emotional comfort, you may want to pack one or two items you feel are personal necessities, but you will find that large amounts of clothing, gadgets, and books can be an unnecessary burden. Among bulky clothing items, take only the essential coats and sweaters that are appropriate for the climate. You can acquire other inexpensive items in your host country. These will have the added advantage of fitting in with the local fashions, so that you stick out less as a foreigner.

Use the following basic list as a general guideline to select what is essential for you. You may wish to adapt these items to your own checklist. Be sure to consult the specific information provided for your program, as well as recommendations from former participants.

### **Clothing**

- 1 pair of rainproof walking shoes
- 1 pair of flip-flops (showers may be less than scrupulously clean)
- Socks
- Underwear
- Shorts (may not be appropriate in certain cultures or climates)
- Skirts/trousers
- Sweater/sweatshirt
- Pajamas and slippers
- Poncho/rain jacket
- 1 light jacket
- 1 bathing suit
- 1 hat
- 1-2 nice outfits
- Winter coat, gloves, scarf, and hat (depending on location and season)

### **Medicine and toiletries:**

- Prescription medicine (carry copy of prescription)
- Toothbrush and toothpaste
- Soap and shampoo
- Comb and brush
- Sunscreen, moisturizers, and cosmetics
- Deodorant
- First aid kit
- Contraceptives and condoms
- Aspirin
- Tissues
- Tampons/pads
- Razors/blades
- Extra eyeglasses and sunglasses
- Extra contact lenses and cleaning solutions
- Tweezers, nail files/polish, etc.
- Towel/washcloth

### **Documents:**

- Passport and visa(s) and photocopies
- Tickets and rail passes
- International Student Identity Card (ISIC)
- Hostel membership card
- Money belt or neck wallet

- Cash, traveler's checks, credit cards, ATM cards, calling card, etc.
- Copies of the above for reporting lost or stolen cards and traveler's checks
- Acceptance letter from program
- Extra passport sized photographs

**Miscellaneous:**

- Watch (cheap, reliable)
- Camera and film
- Flashlight
- Address book, light weight stationery and envelopes
- Books, guides, maps, handbooks
- English language paperbacks (to read and swap)
- Day pack
- Stuff bags/plastic storage bags
- Umbrella
- Luggage lock and togs
- Battery operated alarm clock
- Moist towelettes
- Batteries
- Adapter and voltage converter/appropriate plugs
- Small locks for backpacks or locking luggage to overhead train racks

Do not take expensive jewelry, luxury items, etc. which would mark you as a target for theft or which you might lose.

If you are someone who simply cannot function without a computer or needs ready access to one for your use, you should consider taking your laptop computer. You should realize, however, that there are risks in transporting and storing the computer. Theft of laptop computers is becoming increasingly common. When traveling, keep your laptop with you at all times; never put it on the seat in front of you or underneath your seat. Make sure the computer is insured.

**Flight and Baggage**

You should consider purchasing flight and luggage insurance. For more details, contact your insurance agent.

Another option is to purchase your airline ticket with a major credit card. A few offer some degree of flight insurance. For this, you will need to check with the company or bank where you are a card-carrying member. An ISIC card offers a minimal amount of insurance for your luggage as well. A great website to visit is [insuremytrip.com](http://insuremytrip.com). It offers comparisons of many types of insurance options.

## INTERNATIONAL COMMUNICATIONS

### **E-mail**

E-mail is the favorite and easiest way to communicate with friends and family in the United States. Internet cafes are everywhere overseas and charge minimal fees.

### **Postal mail**

Postal mail or “snail mail” can be quite slow. If you need to send and/or receive packages, make sure you know where the nearest post office is and how it operates. You may also want to inquire about carrier services such as FedEx, DHL, and UPS. They will be more expensive for small items, but competitive for larger packages.

### **Telephone**

Should you or your parents wish to make a 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 and city codes you need from any overseas operator or from the following web site (<http://www.countrycallingcodes.com/>). For an operator-assisted call (i.e. person to person, collect, credit card, or billed to a third number), follow the instructions listed above, but use “01” instead of “011” for the International Access Code. The operator will then come on the line to ask for the information needed. It is also possible to dial direct from many locations overseas to the U.S. Should you wish to make a direct dial call to America from your study abroad location, simply dial the access code for the country from which you are calling plus the U.S. country code (always “1”) followed by the appropriate U.S. Area Code and number.

The Office of International Student Services recommends purchasing an international telephone card, which is available through most long distance phone companies. The benefit of using an international telephone card is that charges are based on American rates, making calls more economical for your family.

Furthermore, you may want to consider purchasing a cell phone. There are a wide array of prices and plans, including prepaid phones.

In essence, keep open as many lines of communication as possible. You will enjoy your experience abroad more if you are in touch with your family and friends.

## EXPLORING CULTURAL DIFFERENCES

“It is easy to believe one fully understands a foreign culture even without having directly experienced it<sup>3</sup>.” Images in the popular media, information from books, or encounters with natives can provide the illusion of real knowledge. Living in a culture and experiencing its customs both good and bad is an entirely different matter. Every culture has distinct

---

<sup>3</sup> [www.usc.edu](http://www.usc.edu)

characteristics that make it different from every other culture. Some differences are quite evident (i.e. language, religion, political organization, etc.) while others are subtle.

According to L. Robert Kohls, Director of Training and Development for the International Communication Agency and author of Survival Kit for Overseas Living, culture is:

An integrated system of learned behavior patterns that is characteristic of the members of any given society. Culture refers to the total way of life of particular groups of people. It includes everything that a group of people thinks, says, does, and makes, -- its systems of attitudes and feelings. Culture is learned and transmitted from generation to generation<sup>4</sup>.

Living in a foreign environment for an extended period will prompt you to confront and develop a better understanding of the differences and an appreciation of your own culture.

### **Cultural Stereotypes**

A number of studies conducted identify specific characteristics that distinguish one culture from another. Unfortunately, attempts to categorize cultural characteristics often lead to cultural stereotypes that are inaccurate. In adjusting to your study abroad environment, you will not only deal with real cultural differences, but also with perceived cultural variations. Remember, individuals of other cultures are just as skilled at stereotyping Americans as we are at stereotyping them. While a stereotype might possess a molecule of truth, not every individual in a particular culture fits the typical description. You should remember this when you pass judgment on your hosts and maintain a healthy skepticism about all preconceptions.

### **Culture Shock**

It is quite possible that your initial reaction to life abroad will be joy and excitement, sparked by a sense of adventure. Then this euphoria may erode to less pleasant emotions as you try to navigate through unfamiliar territory. You may realize that your old habits do not fit your new circumstances and you are unable to follow normal routines. Minor difficulties may seem like major catastrophes, and you may become depressed. You may feel anxious because the signs and symbols of social intercourse that you are used to are non-existent<sup>5</sup>. All these are symptoms of culture shock. There is no “normal” or easy way of coping with culture shock, although recognizing its existence is an important first step. It helps to prepare for the possibility you will experience culture shock to some degree by reading information about the country’s culture, history, language, economy, government system, etc. It also helps to meet new friends with whom you can discuss your reactions and feelings.

### **Fitting In**

Social customs differ greatly from one country to the next. It is impossible to give guidelines that are applicable everywhere. Nonetheless, you should act naturally and remain friendly, courteous, and dignified. Keep in mind that you are a guest in “someone else’s country” and act accordingly. If your mishaps are well intentioned, you are likely to be given the benefit of the doubt as a foreigner who is doing his/her best to fit in.

---

<sup>4</sup> (Kohls, 1984, p. 17).

<sup>5</sup> [www.osu.edu](http://www.osu.edu) *Study Abroad Handbook: OSU Education Programs Abroad*. 2006. p. 38.



## **Politeness**

In many countries, social encounters are governed by a code of conduct that requires greater formality than we are accustomed to in America. Be prepared to offer a formal greeting to whomever you meet in your day-to-day activities.

## **Humor**

While each country has its own particular brand of humor, very few cultures appreciate the kind of “kidding” to which Americans are accustomed. Kidding comments, even when well intentioned, can be interpreted as unfriendly and inappropriate.

## **Speaking the language**

Most people will be extremely flattered by your efforts to communicate in their native language. Do not be intimidated if your language ability is limited. A note of caution: do your best to avoid slang expressions, “the sense of which may be difficult for a foreigner to master<sup>6</sup>.”

## **Physical Contact**

Physical contact may not be understood by someone unfamiliar with the American idea of friendship. All cultures have different notions about social space, how to shake hands or wave farewell. Restraint is advisable until you learn the local customs.

## **A Special Note to Women**

Despite our personal beliefs about what women should have the right to do around the world, we need to reach a balance of maintaining our identity and respecting the culture we are visiting. Women face unique challenges as we travel abroad. While we are excited to meet new people, we also have to think about our personal safety. Understanding cultural differences in the areas of sex roles, verbal and non-verbal communication and the reputation of foreign women can empower us as we go abroad<sup>7</sup>.

Some women have difficulty adjusting to attitudes they encounter overseas, in both public and private interactions between men and women. In some countries, it is not uncommon for women to be honked at, stared at, and aggressively addressed in other ways. American women are likely to receive this treatment, merely because they look differently and common misperceptions of them as loose. Simply follow the model of local women and ignore it. Avoid eye contact and friendly smiles with strangers. This may lead to unexpected invitations. You must learn the unwritten rules about what you can and cannot do overseas. Watch how the native women interact in their country.

## **Gay, Lesbian, or Bisexual Abroad**

It is important to be mindful of the laws and customs pertaining to homosexuality abroad. In some countries some individuals report feeling more accepted than in America; however, others report intense discrimination and harassment. To cope with this, you should talk with students who have previously traveled to the country you are planning to pursue your studies and consult the International Gay and Lesbian Human Rights Commission at <http://iglhrc.org/>.

## **Discrimination and Harassment**

---

<sup>6</sup> IBID

<sup>7</sup> IBID

“Two individuals studying abroad in the same country on the same program will not have quite the same experience.” This holds true for students from American minority ethnic backgrounds. Some minority students report feeling exhilarated by being outside the American context of race relations while others experience innocent curiosity about their ethnic background. Still others experience familiar or “new types” of ostracism. Although this is not fair, this should not keep you from studying abroad. It is important to be aware and prepared to adjust accordingly. To cope with this, find other students who studied in your host country who can provide invaluable advice.

## **CONCLUSION**

In conclusion, there are no rules of behavior that apply to every culture. The best way to learn about local social customs is to inquire politely. Expect things to be different overseas. One of the basic reasons for your participation in a study abroad program should be to develop an appreciation for the people and customs of a very different culture. Anyone who goes overseas demanding that everything be the same as what he/she is accustomed to in America will be disappointed. In fact, if you are this person, you would be better suited staying home. Be flexible and open in dealing with these differences, and you will find your own life greatly enriched.

Office of International Affairs  
Grossley Hall, Room 115  
302-857-6474/302-857-6567 (fax)

## STUDY ABROAD CHECKLIST

Once you have decided to study abroad with an organization affiliated with Delaware State University (DSU) (**non-DSU Program**), please complete each step listed below in the order it is written. If you by-pass any step or fail to submit the required copies to our office, a “hold” will be placed on your student account and your study abroad file is considered incomplete. Your academic advisor and Dean will be notified and you will not be permitted to continue the process to study abroad.

- \_\_\_\_\_ Meet with Academic Advisor to discuss study abroad opportunity regarding transfer of credits and courses to take while abroad
- \_\_\_\_\_ Meet with Financial Aid Advisor to discuss financial aid.
- \_\_\_\_\_ Meet with Records Office to discuss procedures required to study abroad
- \_\_\_\_\_ Complete and submit a copy of the study abroad application to the OIA for your proposed study abroad program
- \_\_\_\_\_ Apply for a passport
- \_\_\_\_\_ Submit a copy of the acceptance letter to the program abroad to the OIA
- \_\_\_\_\_ Complete and submit the *Student Permission to Take Courses at another Institution for Transfer Credit and FERPA* forms to the Records Office and the Office of International Student Services
- \_\_\_\_\_ Complete and submit to the OIA the *Verification of Award* and the Consortium form from the Financial Aid Office  
**If you will not use financial aid, a financial aid advisor must sign below:**  
 Student will not use Financial Aid for (list semester) \_\_\_\_\_  
Financial Aid Advisor's name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_\_\_ Has student completed all documentation pertaining to your office to study abroad?  Yes  No If No, please list the forms he/she must sign BEFORE departing for his/her trip abroad. \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ Met with the Records Office to discuss/complete any documents required to study abroad

Has student completed all documentation pertaining to your office to study abroad?  Yes  No If No, please list the forms, etc he/she must sign BEFORE departing for his/her trip abroad. \_\_\_\_\_

Registrar/Assistant Registrar's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Submit the **Release of Funding and Release Forms** to the Office of Student Accounts

\_\_\_\_\_ Enroll in Direct Deposit, the Nelnet QuickPay Website (non DSU program)

\_\_\_\_\_ Acquire a visa if one is required for your host country

\_\_\_\_\_ Acquire International Medical Insurance

\_\_\_\_\_ Submit a copy of your visa (if applicable), flight itinerary, Medical Evaluation, Judicial, Travel & Release, Photo Release, Handbook, Passport, and Drug Policy Forms to the OIA

\_\_\_\_\_ Submit a copy of your course schedule to the OISS, your Academic Advisor, Department Chair, and Dean (if applicable)

\_\_\_\_\_ Make travel arrangements to and from your host country and submit a copy of the flight itinerary to the OISS

\_\_\_\_\_ Purchase an International Student Identification Card (Optional)

\_\_\_\_\_ Attend ALL mandatory pre-departure meetings

\_\_\_\_\_ Sign up for the Smart Traveler Enrollment Program (<https://step.state.gov/step/>)

\_\_\_\_\_ Notify your bank/credit card companies that you will be abroad

Student's Name (printed): \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Office of International Affairs**  
**Grossley Hall, Room 115**  
**302-857-6474/302-857-6567 (fax)**

## **STUDY ABROAD CHECKLIST**

Once you have decided to a study abroad with Delaware State University (DSU) (**DSU Program**), please complete each step listed below in the order it is written. If you by-pass any step or fail to submit the required copies to our office, a “hold” will be placed on your student account and your study abroad file is considered incomplete. Your academic advisor and Dean will be notified and you will not be permitted to continue the process to study abroad.

- \_\_\_\_\_ Complete and submit a copy of the study abroad application to the OIA for your proposed study abroad program
  
- \_\_\_\_\_ Apply for a passport
  
- \_\_\_\_\_ Submit a copy of the acceptance letter to the program abroad to the OIA
  
- \_\_\_\_\_ Student will/will not use Financial Aid for (list semester)\_\_\_\_\_
- Financial Aid Advisor’s name: \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_
  
- Has student completed all documentation pertaining to your office to study abroad? Yes No If No, please list the forms he/she must sign BEFORE departing for his/her trip abroad. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
  
- \_\_\_\_\_ Records Office - Has student completed all documentation pertaining to your office to study abroad? Yes No If No, please list the forms, etc he/she must sign BEFORE departing for his/her trip abroad
- \_\_\_\_\_
- \_\_\_\_\_
  
- \_\_\_\_\_ Registrar/Assistant Registrar’s name: \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_
  
- \_\_\_\_\_ Acquire a visa if one is required for your host country
  
- \_\_\_\_\_ Acquire International Medical Insurance
  
- \_\_\_\_\_ Submit a copy of your visa (if applicable), flight itinerary, Medical Evaluation, Judicial, Travel & Release, Photo Release, Handbook, Passport, and Drug Policy Forms to the OIA

\_\_\_\_\_

Attend ALL mandatory pre-departure meetings

\_\_\_\_\_

Sign up for the Smart Traveler Enrollment Program  
(<https://step.state.gov/step/>)

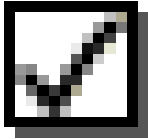
\_\_\_\_\_

Notify your bank/credit card companies that you will be abroad

Student's Name (printed): \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_



**PRE-DEPARTURE SELF CHECK LIST  
REQUIRED TO PARTICIPATE IN THE PROGRAM:**

**Once you have committed to your program abroad, you must provide the Office of International Student Services with the below documents no later than two weeks PRIOR to your departure in the below order and the Study Abroad Checklist Form should precede the below documents.**

**NON-DSU Program:**

- Copy of your application and acceptance letter
- Copy of your Photo Release and Handbook Forms
- Copy of your ground (if applicable) and flight itinerary
- Copy of your Travel Release, Medical Information, Study/Travel Abroad Health/Immunization, Judicial, and Drug Policy Forms
- Copy of your Student Permission to Take Courses at another Institution for Transfer Credit Form
- Copy of your Verification of Award Form
- Copy of your Release of Funding and Release Forms
- Copy of your FERPA form
- Proof of your international medical insurance
- Pre-Departure Survey Form

**DSU Program:**

- Copy of your ground (if applicable) and flight itinerary (obtain a copy from your program director)
- Copy of your application, Travel Release, Medical Information, Judicial, Passport, visa (if applicable), study abroad check list, and Drug Policy Forms
- Proof of your international medical insurance
- Handbook Form
- Pre-Departure Survey Form

**STRONGLY RECOMMENDED**

- International Student ID card – provides discounts and benefits for its card members overseas
- Guides & Maps – Just in case you want to travel within your host country
- Language, Culture, & History – Study your host country

**RECOMMENDED**

- Passport Photos – Carry extras to obtain identity cards, bus passes, replacement of passport, etc. while overseas

- Copies of your passport – Make two copies (leave one with your family and take one with you) of your passport. This will help speed up the replacement time if your passport is lost or stolen.
- Foreign Currency – It is wise to have local currency with you upon arrival overseas for eating and catching taxis to your destination. Check with your bank about ordering your host country's currency prior to your departure.
- Safe Sack/Fannie Pack – Used to carry and conceal passport and money
- List of pre-approved courses for your semester abroad (*Student Request to Take Courses at another Institution for Transfer Credit*)



## DO YOU KNOW WHERE YOU ARE GOING?

The OISS created the following list to encourage its students to do in-depth research about the country they are visiting. Here are fifty basic questions about your host country and culture. They are not intended to be an inclusive list. Nevertheless, when you have the answers to the following fifty, you may consider yourself well beyond the beginning stage.

1. Who are the prominent people in the affairs (politics, athletics, religion, the arts, etc.) of your host country?
2. Who are the country's national heroes and heroines?
3. Can you recognize the national anthem?
4. Are other languages spoken besides the dominant language?
5. What are the social and political implications of language usage?
6. What is the predominant religion? Is it a state religion? Have you read any of its sacred writings?
7. What are the most important religious observances and ceremonies? How regularly do people participate in them?
8. How do members of the predominant religion feel about other religions?
9. What are the most common forms of marriage ceremonies and celebrations?
10. What is the attitude toward divorce? Extra-marital relations? Plural marriage?
11. What is the attitude toward gambling?
12. What is the attitude toward drinking?
13. Is the price asked for merchandise fixed or customers expected to bargain?
14. Is bargaining allowed, if yes, how is the bargaining conducted?
15. If, as a customer, you touch or handle merchandise for sale, will the storekeeper think you are knowledgeable, inconsiderate, within your rights, completely outside your rights, other?
16. How do people organize their daily activities? What is the normal meal schedule? Is there a daytime rest period? What is the customary time for visiting friends?
17. What foods are most popular and how are they prepared? What things are taboos in this society?
18. What is the usual dress for women? For men? Are slacks or shorts worn? If so, on what occasions? Do teenagers wear jeans?
19. Do hairdressers use techniques similar to those used by stylists in the United States? How much time do you need to allow for an appointment at the hairdresser?
20. What are the special privileges of age and/or sex?
21. If you are invited to dinner, should you arrive early? On time? Late? If late, how late?
22. What occasions would you present (or accept) gifts from people in the country?
23. What kind of gifts would you exchange?
24. What are the dating and/or courtship customs of the host culture?
25. How do people greet one another? Shake hands? Embrace or kiss? How do they leave one another? What does any variation from the usual greeting or leave taking signify?
26. If you were invited to a cocktail party, would you expect to find among the guests: foreign business people? Men only? Men and women? Local business people? Local politicians? National Politicians? Politicians' spouses? Teachers or professors? Bankers? Etc.
27. What are the important holidays and how are they observed?
28. What are the favorite leisure and recreational activities of adults? Teenagers? What sports are popular?

29. What kinds of television programs are shown? What social purposes do they serve?
30. What is the normal work schedule? How does it accommodate environmental or other conditions?
31. How will your financial position and living conditions compare with those of the majority of people living in this country?
32. What games do children play?
33. How are children disciplined at home? Are children usually present at social occasions or ceremonial occasions?
34. How does this society observe children's coming of age?
35. What kind of local public transportation is available? Do all classes of people use it?
36. Who has the right of way in traffic: vehicles, animals, pedestrians?
37. Is military training compulsory?
38. Are the largest circulation newspapers generally friendly in their attitude toward the United States?
39. What is the history of the relationships between this country and the United States?
40. How many people have emigrated from this country to the United States or other countries?
41. Are there many American expatriates living in this country?
42. What kinds of options do foreigners have in choosing a place to live?
43. What kinds of health services are available? Where are they located?
44. What are the common home remedies for minor ailments? Where are medicines purchased?
45. Is education free? Is it compulsory?
46. In schools, are children segregated by race, caste, class, or sex? What kinds of schools are considered best: public, private, parochial?
47. In schools, how important is learning by rote?
48. How are children disciplined in school?
49. Where are the important universities of the country?
50. Are bathroom facilities different than in the U.S.?

**INFORMATIONAL SHEET - STUDENT REQUEST TO ENROLL IN COURSES  
AT ANOTHER INSTIUTION FOR TRANSFER CREDIT**

1. Neatly print all information requested.
2. Submit four (4) copies of the completed form.
3. Attach to the form the course description (college catalog description) from the school where you will be taking the course. (Exception: University of Delaware and Delaware Technical & Community College)
4. If the course is not in your major, take the form to the appropriate Department Chair for approval and signature (i.e., if the course is English Comp. II, then the course has to be approved by the English Department Chair).
5. Total credit hours in which you intend to enroll in during the semester you are requesting. Include courses at Delaware State University and any other institution.
6. Be sure to indicate if you are in your last thirty (30) hours at DSU.
7. If you are in your last thirty (30) hours, indicate how many hours you have taken at any other institution during those last 30 hours. NOTE: Only 6-8 credit hours may be taken at another institution during the last 30 hours.
8. Please check over the form to make sure all items are properly filled out.
9. After you have completed the form, obtain your Academic Advisor's, Chairperson's, and Dean's Signatures.

**NOTE:**

Students pursuing courses for transfer credit at institutions on the quarter system will receive quarter hours, which are converted to semester hours. The scale is as follows: 1 quarter hour = .7 semester hours; 2 quarter hours = 1.5 hours; 3 quarter hours = 2.2 semester hours; 4 quarter hours = 2.9 semester hours; 5 quarter hours = 3.7 semester hours. This policy will require that you take enough courses on the quarter system to guarantee that you have achieved a minimum of 3.0 semester hours in transfer credit to Delaware State University.

Transfer Credit Policy: Grades received in courses taken at other institutions are not calculated in the Delaware State University cumulative GPA. The credits will only be transferred.



## DELAWARE STATE UNIVERSITY

OFFICE OF FINANCIAL AID

### RELEASE OF FUNDING

I, \_\_\_\_\_, give representatives of Delaware State University's Student Account Office permission to apply monies from my Financial Aid funds and apply them to tuition, room & board and other required educational expenditures I will incur as part of my participation in the Delaware State University sponsored foreign exchange program with

\_\_\_\_\_.

1200 N. DUPONT HIGHWAY • DOVER, DELAWARE 19901-2277 • (302) 857-6250 • FAX (302) 857-6251

Cc: Make three (3) copies and submit them to the Office of International Student Services, Office of Financial Aid, and one for your records.

Delaware State University is an equal opportunity employer and does not discriminate because of race, creed, national or ethnic origin, sex or disability.



## How To Enroll in Direct Deposit through NelNet QuikPAY

- Go to: [www.desu.edu](http://www.desu.edu)
- Click: "Nelnet QuikPay"
- Click: "Enroll For Direct Deposit"
  - Enter: Student ID
  - Enter: Pin Number
  - Enter: Email Address
    - Click: Login
- Click: "Yes, connect to the NelNet Website"
  - Click: Direct Deposit
- Enter your banking information
  - Click: Add



## RELEASE FORM

All students account information is confidential. This **release form** must be on file in our office in order to release your account information.

This office is hereby authorized to release information concerning my account to those listed below.

Name or Company Name

Relationship to Student

---

---

---

---

---

---

---

---

---

---

Date

Printed Name of Student

Signature of Student

ID Number of Student

Cc: Please make three (3) copies and submit them to the Office of International Student Services, Student Accounts, and one for your records.



**Notification of Rights under FERPA for Delaware State University Students**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records: They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the students of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA Authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Delaware State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

**D Number** \_\_\_\_\_

**Birth date** \_\_\_\_\_

I, \_\_\_\_\_, give Delaware State University permission to disclose my educational records to (**Print Name**) \_\_\_\_\_ the following persons:

1) \_\_\_\_\_

3) \_\_\_\_\_

2) \_\_\_\_\_

4) \_\_\_\_\_

I will hold Delaware State University harmless and indemnify them from any legal action based on the release(s) I have authorized in this document.

\_\_\_\_\_  
**Student’s Signature**

\_\_\_\_\_  
**Date**

Cc: Make three (3) copies and submit to the Record’s Office, Office of International Student Services, and one for your records.



**Request for Withdrawal or Early Termination of My Exchange/ Study Abroad Program**

Dear Administrator:

I, \_\_\_\_\_ wish to withdraw from the \_\_\_\_\_ Exchange/ Study  
(*print name*)  
Abroad Program for (  )fall, (  )spring or (  )summer term of the academic year  
\_\_\_\_\_.(yyyy)

---

Date

---

Printed Name of Student

---

Signature of Student

---

ID Number of Student

---

Program Dates

---

Reason(s) For Withdrawal







**OFFICE OF INTERNATIONAL STUDENT SERVICES STUDY ABROAD HANDBOOK**

I, \_\_\_\_\_, fully acknowledge that I have read the Delaware State University Study Abroad Handbook and agree to its terms and conditions. Should I, \_\_\_\_\_, choose not to abide by the rules set forth, I will forfeit my participation in the program and be subject to early termination, including early return back to the United States. If I must return back to the United States prematurely, it will be at my own expense. Additionally, if I, \_\_\_\_\_, choose not to abide by the terms and conditions of the Delaware State University study abroad program, Delaware State University is not liable or held responsible for my activities.

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date