

# Internship and Career Center

## Pre-Departure Handbook Internships Abroad

The purpose of this document is to provide students with practical information to help them make the most of an overseas experience. Studies show students rate their experience abroad as more successful when they know more about what to expect. We hope this document provides you with resources that will make you feel well informed as you venture out of your familiar environment to an internship abroad! Please realize that an open mind and heart will be your best guide for a satisfying experience. The problems you discover and solve on your own while abroad will provide you with memories and knowledge you will cherish for a lifetime. Use this document to be an informed problem solver.

Most of these resources are from other sources\*\*, and it is our intention to direct students to this valuable, existing information and encourage you to find resources to suit your own needs. An excellent website loaded with information specific to students traveling, working and interning abroad is the **State Department's site Students Abroad**:

- <http://studentsabroad.state.gov>

This site has information on everything needed before and after your trip. So, check it out!

Please note these resource pages at the back of this handbook:

- **Before You Go Checklist**
- **Useful Web Addresses** (listing all URLs mentioned in the handbook)

The UC Davis campus has a **campus emergency contact number** which is available **24 hours a day, 7 days a week** (for emergencies only please). Calls are routed to UC Davis campus police. Please note: they will NOT accept collect calls, but will contact appropriate campus contacts for you. The number is **(530) 752-1230**.

\*\* Special thanks to UC Davis Study Abroad and the UC Davis School of Law, International Program.

# Table of Contents

<b>Know Where You Are Going .....</b>	<b>3-10</b>
• Maps, Geography, History, Economics, Political Environment, Religion	
• Time and Weather	
• Money	
• Work Authorization	
• Health Issues	
• Gender and Diversity Issues	
• Vegetarian Diets	
<b>Be Safe .....</b>	<b>10-19</b>
• Conduct Abroad	
• University of California’s Free Traveler’s Insurance for UC Students	
• Airport Security, Theft and Taking Precautions	
• Sexual Harassment	
• Alcohol and Drug Use	
• Emergency Procedures, What if Arrested Abroad?	
• Health and Wellness	
• Political Unrest and Natural Disasters	
• Ten Tips for Safe Travel Abroad	
<b>Preparing to Travel .....</b>	<b>19-23</b>
• Passports, Visas, Flight Information	
• International Student Identification Cards, Packing, Safety Tips, Voting	
<b>Academic Information.....</b>	<b>23-24</b>
• Minimum Qualifications, Registration, Absence, Grades	
• Transcript Notation (TN)	
<b>Returning Home.....</b>	<b>24-26</b>
• Tips for Returning Home, Packing, Duty and Customs	
<b>Resource Pages.....</b>	<b>27-30</b>
• Before You Go Checklist	
• Useful Web Addresses	

# Know Where You Are Going

---

An important step to ensure a positive experience abroad is to be well informed about your destination. Simple things like knowing about the weather patterns for the season you will be visiting will help you with obvious as well as subtle planning. You will know what to pack *and* can budget for transportation costs if weather conditions make walking to your internship site unfeasible. The following are valuable planning resources. This information will allow you to function more independently. We encourage you to share this with your loved ones. They can track anything from local political action, to weather and exchange rates while you are away.

## Maps, Geography, History, Economics, Politics, Religion

Regional information such as currency and customs regulations, entry requirements, dual nationality, import and export controls, vaccination requirements, restrictions on use of photography and warnings on the use of drugs are available through the U.S. Department of State website. Background notes listed by country provide information about the land, people, history, government, political conditions, economy and foreign relations of states.

- U.S. Embassies, Consulates, and Diplomatic Missions:  
<http://usembassy.gov>  
Most U.S. embassies abroad post information on their websites about local safety and health issues for U.S. citizens. Students can access the websites for all U.S. embassies abroad at this website. Once linked to the home page for the U.S. Embassy in a particular country, other links regarding local safety and security information usually can be accessed. Students can also follow links to “U.S. Citizen Services” from an embassy home page.
  - Country Specific Information Sheets:  
[http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)  
These sites contain information like the location of the U.S. embassy, entry and exit requirements for U.S. citizens, a brief country description, threats to safety and security, crime, medical and health overview, traffic safety and road conditions, as well as details about specific issues of concern.
  - Regional Information:  
<http://www.state.gov/countries/>
  - U.S. Department of State Travel Alerts, Travel Warnings and Public Announcements:  
*Travel Alert: Short-Term Conditions*
    - [http://travel.state.gov/travel/cis\\_pa\\_tw/pa/pa\\_1766.html](http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html)*Travel Warnings: Long-Term Conditions*
    - [http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)
- “Smart Traveler” App
- iTunes  
<https://itunes.apple.com/us/app/smart-traveler/id442693988?mt=8>
  - Google play  
<https://play.google.com/store/apps/details?id=gov.state.apps.smarttravel&hl=en>
- Twitter
- <https://twitter.com/travelgov>

## Facebook

- <https://www.facebook.com/travelgov>

The CIA World Factbook is also a great site for general information, such as transportation, economy, government, geography, military, religion and many other facts. It is also a good resource for maps.

- CIA:  
<https://www.cia.gov/>
- CIA World Factbook:  
<https://www.cia.gov/cia/publications/factbook/index.html>

## Religion

Knowing a nation's religious composition can give you important information on values and standards, even appropriate attire. The CIA World Factbook above is a good resource. Look up the country you wish to investigate. Religion is under "People."

## Time Zones

What time is it where you will be interning? Visit World Time Server to find out and share this site with loved ones.

- [http://www.worldtimeserver.com/current\\_time\\_in\\_US-CA.aspx](http://www.worldtimeserver.com/current_time_in_US-CA.aspx)

Need to call or video chat with someone back home? Use Meeting Planner to find the best time across time zones.

- <http://www.timeanddate.com/worldclock/meeting.html>

## Weather

The National Weather Service's website allows you to search specific regions of the country where you will be living:

- <http://weather.noaa.gov/international.html>

## Money

### Exchanging Money

You are encouraged to carry \$100-\$200 in U.S. Dollars while traveling. In addition, if you are going to a location where the official currency is not U.S. Dollars, convert about \$200 into the local currency before you leave for the airport. Cash in local currency will allow you to avoid the high price mark ups at the airport for currency exchanges and allow you to pay directly for transportation, meals and small items until you get acquainted with the area.

XE-The World's Favorite Currency Site has up-to-date exchange rate information:

*Website*

- <http://www.xe.com>

*Mobile Currency Site*

- [http://www.xe.com/m/?WT.mc\\_id=XMB-180x150-XHOM-ADL-XX-V01-130101](http://www.xe.com/m/?WT.mc_id=XMB-180x150-XHOM-ADL-XX-V01-130101)

*Apps*

- *iTunes*  
<https://itunes.apple.com/ca/app/xe-currency/id315241195?mt=8&ign-mpt=uo%3D4>
- *Google play*  
<https://play.google.com/store/apps/details?id=com.xe.currency>

- *Blackberry*  
<http://appworld.blackberry.com/webstore/content/6545/?countrycode=US&lang=en>
- *Windows Phone*  
<http://www.windowsphone.com/en-us/store/app/currency/dc5f12fa-b49d-e011-986b-78e7d1fa76f8>

Oanda.com The Currency Site is also a helpful currency converter website:

- <http://www.oanda.com/convert/classic>

### **Managing Your Money While Abroad**

It's important to think through your daily financial needs and plan ahead for being abroad. We encourage you to consider the following questions before you go abroad. How do you get money? Is it possible to have a checking account abroad or to use your home-based account overseas? Are checks accepted for rent and everyday expenses? Are there ATM machines? Who will pay your bills while you are away?

The important thing about establishing a system for taking and using money overseas is early planning. It will be necessary for a student to consult with his or her home bank regarding things like the ability to use an ATM card in the new host country. Remember, PIN digits are required for ATM machines; and be sure to check the expiration date of your ATM/CREDIT cards! It is also a good idea to write down the contact numbers of the various ATM/CREDIT cards you will be taking with you while abroad. Often these numbers vary if you are calling outside the U.S. so it is important to know which number to call. Most banks and credit card companies recommend you inform them about your pending international travels. The same is true if you want to use an international calling card.

### **Credit Cards**

Students should take at least one major credit card abroad. The card should be in the student's name--not his or her parent's name. Credit cards are useful for medical or financial emergencies. Credit card applications may take some time to process, and students should apply early. Some credit cards may also work as ATM cards. Students should check with the issuing banks to see what and where services are available abroad. Most stores and restaurants honor major credit cards.

In some cases, a credit card can be used to obtain a cash advance at a bank. Although cash advances usually can be done for a favorable exchange rate, there is usually a charge for this service. It is possible however to avoid the fees generally charged for a cash advance by having someone at home in the U.S. deposit money into the account before the cash advance transaction is undertaken.

### *Foreign Transaction Fees*

Most credit and debit cards will charge a 1%-3% fee on every out-of-country transaction.

However, there are travel-friendly cards that do not charge foreign transaction fees. For a starting point, check out the BankAmericard Travel Rewards credit card, the Capital One Venture Rewards credit card, and the Chase Sapphire Preferred credit card, all of which do not charge foreign transaction fees.

### *Smart Card Technology*

American credit cards, with magnetic stripes, are not always accepted now that most of the world has shifted to cards that use a smart chip instead. While merchants are supposed to be able to swipe American cards, many automated kiosks (subway and train stations) are unable to do that.

Some American credit cards are addressing this situation by offering a “chip and signature” option. While this is not entirely a solution because the global standard is “chip and PIN”, it does provide a solution to automated kiosks. Even without a PIN, “chip and signature” credit cards will work at most automated kiosks for purchases less than \$50 because a signature is not required. At payment terminals used by stores and restaurants, this will not be a problem because the chip tells the machine that the card does not have a PIN and a receipt is automatically printed for the customer to sign.

### **ATM Cards**

Past students in many countries have reported that an excellent way to have money transferred is through an ATM. In some countries, it will be just as easy to use an ATM as it is at home. ATM cards provide a convenient way of getting cash, making deposits and transfers, and verifying account balances.

Students should check with the bank to make sure their ATM card can be used to access funds abroad and that their PIN has the correct number of digits to be used abroad. The requirements vary by country. Typically, it should only be 4 digits.

Once abroad, the ATM card and PIN can be used to withdraw money from the U.S. account. There is no waiting period; money deposited in the U.S. is immediately available for withdrawal abroad. There may be limitations on the amount of cash accessible per transaction, and there may be fees. The ATM system enables access only to money on deposit. Students should check with their home bank to see what options are available.

Make sure to have more than one checking card, in case one gets lost or stolen. Before departure, keep one in your wallet and one in your suitcase, and upon arrival place the “backup” card in a safe place in your room. If your card does get stolen, you can easily call your bank and have the lost card cancelled. Before departure, it is also a good idea to make copies of your cards, in case you need to contact your bank, and give them your credit card/checking card number.

### *Foreign Out-of-Network ATM Fees*

Many banks charge customers a foreign out-of-network ATM fee. This fee varies drastically depending on the bank, but is typically between \$3 and \$5 per transaction.

If your bank is a global bank, such as HSBC or Citibank, you likely do not have to worry about additional fees for ATM withdrawals. You will be able to perform your transactions at in-network ATMs and avoid foreign out-of-network fees.

Fortunately, most banks have international partners where you can make free ATM withdrawals. To avoid ATM fees, you should check to see if your bank has international partners. One of the largest partner systems is the Global ATM Alliance, which includes Bank of America, Barclay’s, Deutsche Bank and many others.

Online checking accounts, such as those offered by Capital One 360 and Charles Schwab, generally do not charge foreign out-of-network fees. Charles Schwab even refunds all ATM, including fees charged by a third party.

### Cash

While credit, debit, and ATM cards are useful when visiting a foreign country, it is beneficial to have some cash on hand. Carry a useful amount of cash in an easy-to-change currency. This will help cover your immediate expenses until you can find the nearest ATM. Additionally, in the event that your cards become lost or stolen, you will not be stranded without a means to support yourself.

Despite the global proliferation of ATMs, there are still some parts of the globe that have yet to plug into the global ATM network. Research to see if the location you will be interning in is a cash-based economy. This will affect your decision on how to take money with you overseas.

### **Exchanging Money After Arrival**

Money may be exchanged at banks, foreign exchange offices, airports, some tourist information centers and sometimes at travel agencies. Banks offer the best rates. Hotels, train stations and tourist shops often offer less favorable rates. A passport is usually required for exchanging money.

### *Exchange Rates*

Learn the exchange rate between dollars and the local currency before you depart. ATMs will ask you how much you want to withdraw in the local currency, not US dollars. You cannot tell the machine, "Give me the equivalent of \$200." If you do not know the exchange rate, this could cause confusion or anxiety.

### **Other Ideas**

Western Union can be used to have money sent from home in a very short amount of time (sometimes minutes). In most instances, Western Union will issue local currency at competitive foreign exchange rates.

- <http://www.westernunion.com>

### **Miscellaneous**

It would be wise to read the "money" section of a guidebook before you leave to see if the country you will be interning in has any financial quirks. For example, in Japan, most ATMs do not accept foreign bank cards and the ones that do are few and far between.

Do not wait until you are almost out of cash to look for an ATM.

### **Power of Attorney**

Students are encouraged to arrange for a relative or other responsible party to have Power of Attorney for the time they are abroad. This arrangement cannot be established once the student is abroad as it requires notarization. The person assigned the Power of Attorney can help with financial transactions as they will be empowered to:

1. Make deposits and withdrawals in the student's U.S. bank account

2. Write and sign the student's checks
3. Endorse and cash or deposit checks and drafts made out to the student
4. Pay credit card and other bills
5. Arrange for overseas money transfers
6. Receive and check the student's account statements
7. Open and close other accounts in the student's name
8. Access the student's safe deposit box

Arrangements must be made with the bank for a specific individual to have the Power of Attorney, and the accounts to be covered by the Power of Attorney must be specified. The designated individual will retain the Power of Attorney until written notification is provided or the accounts covered are closed.

## Work Authorization

**Plan ahead and know what is required to enter your host country.** If work authorization is required, **three months may be needed to complete and process your documents** before you can take them to the host country consulate or embassy. You may need to take various documents to a consulate office in order to obtain required work authorization. Google your host country's consulate to get country specific visa requirements; e.g. the French Consulate in San Francisco requires appointments be made at least three weeks in advance. When in doubt about your specific visa needs, contact the consulate office by phone or email. For some internship programs, especially those that do not pay a salary or stipend, you may only need a student visa or passport. **The ICC does not accept responsibility for visa requirements.**

Many countries require a work visa, with written authorization from the company or organization where you will be working or interning. These documents generally state the purpose of your trip. Many countries allow currently enrolled students to participate in non-paid internships without special work authorization. Be SURE to investigate this with your internship site and through U.S. State Department resources (link below). Immunizations or HIV testing prior to your entry may be required by some countries. See the Entry/Exit Requirements for U.S. Citizens section on the country specific information page.

- [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)

If you find that a visa is necessary, there are firms that offer assistance (for a fee of course!). Here is an example:

- <http://www.visanow.com/>

## Health Issues

### Inoculations/Vaccinations

Some countries have specific immunization requirements that need to **be fulfilled before departure**. You are strongly encouraged to meet with a nurse or doctor to get the necessary vaccinations. You can make an appointment either with your private physician or with the UC Davis Student Health and Wellness Center. Remember to inform your physician of the country in which you will be interning, as well as any countries to which you plan to travel and **ask not only which inoculations are required, but which are recommended by U.S. health care providers** for the countries you will be visiting. All vaccinations should be recorded on the International

Certificate of Vaccination card, issued through the World Health Organization (WHO), which is available from the physician administering your vaccinations. Remember to take this card with you when you travel. Do not forget to make a copy of the vaccination card and leave it at home with your loved ones.

The World Health Organization (WHO) web site is an excellent resource for immunization requirements <http://www.who.int/en/>

Other useful health-related resources

- International Travel and Health  
<http://www.who.int/ith/en/>

U.S. Center for Disease Control:

- <http://wwwnc.cdc.gov/travel>

Medical information for Americans traveling abroad can also be located on the State Department website at:

- Medical Information for Americans Abroad  
[http://travel.state.gov/travel/tips/health/health\\_1215.html](http://travel.state.gov/travel/tips/health/health_1215.html)
- Travel Health Issues  
[http://travel.state.gov/travel/tips/travel\\_abroad/Health%20Issues/Health%20Issues\\_6114.html](http://travel.state.gov/travel/tips/travel_abroad/Health%20Issues/Health%20Issues_6114.html)
- Pandemic Influenza Fact Sheet  
[http://travel.state.gov/travel/cis\\_pa\\_tw/flu/flu\\_1181.html](http://travel.state.gov/travel/cis_pa_tw/flu/flu_1181.html)

The State Department's Students Abroad websites provides health information for students traveling or living abroad, covering topics such as staying healthy, medical insurance, prescriptions, vaccinations, mental health, and disabilities:

- <http://studentsabroad.state.gov/health.php>

## **Gender Issues**

Despite the fact that the rate of gendered violence, including rape, is higher in the U.S. than in many other countries, facing the unfamiliar can raise your anxiety level.

Language and cultural differences compound this. The U.S. State Department's Student Abroad website provides information that addresses gender issues:

- <http://studentsabroad.state.gov/smarttravel/forwomentravelers.php>

## **LGBTQI Resources**

Lesbian, gay, bisexual, queer, intersex and transgender identifying students need to become educated about what they can expect as far as attitudes in their host country. NAFSA (Association of International Educators) has a website developed for lesbian, gay, bisexual, queer, intersex and transgender identifying students:

- <http://www.indiana.edu/%7Eoverseas/lesbigay/student.htm>

The International Gay & Lesbian Human Rights Commission publishes an interactive world map detailing countries' stances on a variety of LGBT issues:

- <http://ilga.org/ilga/en/index.html>

The U.S. State Department's Student Abroad website provides information for LGBT travelers:

- <http://studentsabroad.state.gov/smarttravel/forlgbttravelers.php>

## **Vegetarian Diets**

If you are vegetarian or have to follow strict dietary regimes, you are advised to research your options in the country or countries you intend to visit, prior to your departure.

Some good resources are: International Vegetarian Union:

- <http://www.ivu.org/>

Vegetarians Abroad:

- <http://www.vegetariansabroad.com/>

VegGuide is an online database listing vegetarian restaurants around the world:

- <http://www.vegguide.org/>

## **Be Safe**

We want you to have a rewarding experience. Whether one travels abroad or domestically, there is always the possibility of experiencing a burglary, mugging, racial or sexual insult and, in rare cases, assault. After arrival, you will be on unfamiliar ground both physically and culturally. Take time to familiarize yourself with your new host country and city. It may help you to keep in mind that the only thing that is foreign in a foreign country is you!

In large cities and some small cities, students may experience the problems associated with dense urban living, including increased crime, pollution, the stresses of higher population density and its associated privacy or standards of living. Students should not underestimate the tension, disappointment, and adjustment that they may experience. Many issues are overcome with flexibility, anticipation of what to expect and perhaps, most importantly, perspective and a sense of humor. All students need to familiarize themselves with their new host country and city. Students should take it upon themselves to learn which areas of the city are safe and become familiar with the best means of transportation and which routes are most travelled.

## **Smart Traveler Enrollment Program (STEP)**

By registering with the U.S. State Department, you will ease the process of receiving assistance in the event that you encounter difficulties (e.g. a lost passport, a medical emergency, or a natural disaster). It also allows Americans abroad to receive regular information from the U.S. embassy or consulate nearest to them. Register with the U.S. Department of State through the STEP homepage:

- <https://step.state.gov/step/>

You will be asked for personal information, passport information, emergency contacts and general itinerary plans. Select "Short Term Traveler" if you will be gone less than six months. Once you have registered, the embassy or consulate staff can contact you at your destination in the event of an emergency at home or abroad.

## **Conduct Abroad**

While abroad, you are a representative of your country and of our university. You will not be judged solely as an individual person. What you would define as tolerable behavior in your familiar environment can often be viewed as misbehaving in a different cultural environment. It is better to err on the side of caution than to find yourself in compromising situation.

Ultimately the host government and police have control over matters of misconduct, although UC may consult with them.

Misconduct abroad can be defined as any action in which students jeopardize their own welfare, that of others or of their program. Misconduct can also be considered as the failure to comply with the norms of the host community; the violation of the laws of the country or policies of your internship sponsor. Students have been fired from internships abroad for inappropriate use of the internet at their internship.

If a student is arrested for involvement in an illegal activity, the U.S. government can seek to ensure only that the student is not discriminated against; that is, the student receives the same treatment as would a national of the country who is arrested and charged with the same offense.

If you abuse alcohol or drugs you may be dismissed from your internship or program and sent back to the U.S. at your own expense. The University of California Davis makes no exception to this rule. For more information visit the U.S. State Department's Travel Warnings on Drugs Abroad web page:

- [http://travel.state.gov/travel/living/drugs/drugs\\_1237.html](http://travel.state.gov/travel/living/drugs/drugs_1237.html)

and the U.S. State Department's Students Abroad web page

- <http://studentsabroad.state.gov/smarttravel/drinkingdrugs.php>

## **FREE UC Traveler's Insurance**

Take advantage of FREE traveler's insurance available to all UC students! Simply register via the internet and click on "Register Your Trip."

- <http://www.ucop.edu/risk-services/loss-prevention-control/travel-assistance/index.html>

It takes about five minutes and is FREE. Visit the link above for details of coverage – medical and travelers.

## **Safety Concerns Abroad**

You may need to broaden your view of what it means to be safe. In addition to normal concerns such as potable drinking water and safe sex, other dangers must be considered. Among these are alcohol-related injuries and assaults, accidents on public and private transportation, local infectious diseases and even common dangers such as dog bites. Surprisingly, the greatest cause of death abroad is from traffic accidents. The U.S. Department of State recently began to include warnings about highway travel in some of its country bulletins for travelers. You can overcome most problems with flexibility, anticipation of what to expect, perspective, tolerance and your sense of humor. You might like to review these additional U.S. Department of State warnings at the following sites:

Tips for Studying and Interning Abroad:

- <http://studentsabroad.state.gov/smarttravel.php>

Health Issues:

### *General Information*

- [http://www.travel.state.gov/travel/tips/health/health\\_4971.html](http://www.travel.state.gov/travel/tips/health/health_4971.html)

*For Students*

- <http://studentsabroad.state.gov/health.php>

Safety Abroad:

## General Information

- [http://www.travel.state.gov/travel/tips/safety/safety\\_1180.html](http://www.travel.state.gov/travel/tips/safety/safety_1180.html)

Furthermore, you should know that living away from your usual cultural environment can sometimes cause a degree of mental and emotional distress—which, in turn, could trigger physiological consequences. The impact of interning abroad on personal relationships, counseling sessions (if you are in therapy) and on your general health is something you need to consider as you prepare for your travels abroad.

## Mental Health Issues

Interning abroad can be a personally rewarding, culturally expanding, growth producing experience – as well as a somewhat stressful one. Since your physical and mental well-being are fundamental components of a successful and happy stay abroad, we encourage you to plan ahead. Existing mild physical or psychological issues can become serious under the stresses of travel and of living abroad in an unfamiliar setting. Students, with assistance from their parents/guardians and physicians, are responsible for assessing any physical or mental health conditions that may be adversely affected by studying or interning abroad. If physical or mental health conditions require continued therapy, monitoring or specific support mechanisms while abroad, UC strongly encourages students to consider that the condition may become exacerbated once abroad and to disclose the issue(s) before departure.

If you are currently using professional help to deal with emotional or mental health concerns, carefully discuss your plans with your psychologist or psychiatrist. The challenges of adjusting to a new environment coupled with the absence of a familiar support system may exacerbate existing problems. With your authorization, a licensed psychologist abroad can request in writing any records that may be on file at UC Davis Student Health and Counseling Services (SHCS).

## Airport Security

With the current heightened security in airports in the U.S. and abroad, expect long delays at check-in and security stations. Get a luggage cart to facilitate movement through the line. Have reading or entertainment materials handy. **NEVER** joke with security personnel about weapons, etc.

## Theft: Take Precautions

All students are responsible for their own personal property. You can safeguard your items from damage or theft by locking your room and securing money, travelers' checks, jewelry, passport and other possessions. Students should use precautions such as avoiding carrying valuables, wearing expensive clothing or jewelry and going to questionable parts of the city, especially at night or when alone. Do not travel alone at night by choice. If circumstances require you to come home alone, consider a metropolitan taxi, and visibly/audibly use your cell phone to tell your roommates or home stay family (or their voice message system) where you are and when to expect you.

### **Using common sense is the best precaution! Please review the following points:**

- Learn as much as you can about the host country before you get on the plane
- Keep a low profile and try not to make yourself conspicuous by dress, speech or behavior
- Don't take expensive items with you abroad
- Avoid high risk activities like protest groups or volatile situations
- Be wary of suspicious persons loitering around your residence or persons following you
- Do not allow strangers into your room
- Be aware of your surroundings
- Carry only enough money for that day's purchases while keeping all other funds in a safe and secure location
- Do not put important information (passport, ID) in a backpack. Take a copy with you and store the important documents in a safe location
- Do not go out alone – always tell another of your travel plans
- Keep up with the local news
- Be aware of cultural differences
- Don't become involved in activities that are illegal or borderline on legality

### **Sexual Harassment**

Sexual harassment consists of any unwanted sexual advances and/or behaviors of a verbal, visual, written or physical nature in living arrangements and educational or work environments. Harassment can be between two students, between a professor or internship supervisor, co-worker or a student. Knowing how to identify harassment and where to report an incident can help to maintain a safe, harassment-free environment for all. Harassment issues may be difficult to identify abroad, where cultural norms are often different than those in the U.S. Trust your judgment and intuition. **If a situation makes you uncomfortable, it needs to be addressed. Contact the ICC for advice.**

### **Gender Issues**

Students are their own best resource in preparing to face a range of possible situations, from sexual comments or harassment to the extreme of a physically threatening situation. Take the time and initiative to learn as much as possible about your host country's language, religion, customs, behavioral norms and appropriate dress.

Knowledge increases confidence and independence, which are important to personal safety. Once you are abroad, follow examples of culturally appropriate dress and demeanor. However, cultural differences should not be an excuse to endure any verbal or physical abuse. You should leave a questionable situation as quickly as possible, and ask for support from others. Trust your intuition and obey instincts that send warning signals. Always err on the side of caution. Decline offers that trigger anxiety and leave situations that make you nervous. The following tips may help students when faced with an uncomfortable situation:

- Turn the conversation around by asking some questions. Be in control by initiating rather than reacting. Bring up other subjects such as local politics or history. Use a gracious sense of humor, so that saying no can allow the other person to save face.
- If this fails to deter, tell the other person very directly to stop (whatever is disturbing). Be specific. A calm and serious tone is usually the best. Body language should match what is said. A giggle, smile or apology will undermine the message.

- Develop the skills necessary for assertive behavior. Take a self-defense class. Firmly say no to any unwanted invitation, and give personal information only to people who can be trusted. Be cautious until familiar with local values and customs. Respecting the local social rules will facilitate relationships with host nationals.
- Don't go to a secluded area (or even be alone in a room) with a person you do not know.
- In an extreme situation appeal for help from others or local authorities. Only the individual can determine how best to handle a situation. However, preparation before departure will create more options for dealing with situations.

## Encountering Diversity Issues

Students often express concern on how they will be viewed and received in other societies. The range of their concerns encompasses ethnicity, gender, religion, nationality, sexual orientation and physical disabilities, as well as reactions abroad to U.S. government policies and widely held stereotypes about Americans. Encounters with prejudice can be painful for students who feel very strongly that their views are correct and that the prevailing views in the host society are wrong. These conflicts can sometimes be difficult. Be prepared for these types of issues by knowing about the history of the country and region you will visit. Again, the **CIA World Factbook** listed on page 4 and on the Useful Web Addresses page provides general information. It is important to give some thought to how you might respond to attitudes and behaviors abroad that may be considered unacceptable in the U.S. One strategy is to physically move away from the source of the offensive behavior and to discuss it later with other members of the host society whom you trust. Try to understand the explanations you are given. Societies are complex, dynamic and continuously evolving systems. Please report any serious or repeated verbal or physical aggression problems to your internship supervisor and the ICC staff person you worked with.

Kwintessential provides country guides that may help you understand the language, culture, etiquette, and taboos of the country you will be interning in. Country guides can be found on the Kwintessential website:

- <http://www.kwintessential.co.uk/resources/country-profiles.html>

Additionally, Kwintessential has two culture apps:

- Country Culture Guides  
<https://itunes.apple.com/us/app/international-business-etiquette/id356839492?ls=1&mt=8>
- Compare Cultures App  
<https://itunes.apple.com/gb/app/compare-cultures/id494835495?mt=8>

## Sexual Behavior

The most effective means of preventing sexually transmitted diseases (STDs) is being informed and responsible in your behavior. STDs such as gonorrhea, syphilis, herpes and hepatitis continue to pose serious health risks for travelers in virtually any country. The HIV virus, which is responsible for AIDS, is not only transmitted sexually but also through contaminated hypodermic needles and infected blood supplies. Since some forms of contraception may be more difficult to get abroad, take what you need with you. Both men and women should carry their own condoms. It is a good idea to bring latex condoms from the U.S. since brands in other countries may not be as reliable. If you need more information contact the Centers for Disease Control at:

- <http://www.cdc.gov/>

or the UC Davis Health Education And Promotion via phone at **(530) 752-9652**.

## **Alcohol**

**Do not let the abuse of alcohol ruin your time abroad!** If you choose to drink alcohol, do so responsibly. Know your limits and remember that drinking too much may put you in very dangerous situations. Be familiar with the drinking laws and cultural standards in the countries to which you are traveling. You should never feel pressured to drink more than you wish because you think you may offend someone in another culture. There is no culture on earth that compels you to drink. Be aware of your drinks when out in public and never leave your drink unattended. Predator drugs, such as GHB (Gamma-hydroxybutyric acid) and Rohypnol have increasingly been found to be contributing factors in sexual assaults. Both of these drugs are colorless, odorless and undetectable when slipped into drinks. GHB can lead to a loss of consciousness, amnesia, coma and death. Effects can occur within 15 minutes and last up to 4 hours. Rohypnol causes memory loss and blackouts. The sleep onset may last from six to eight hours, leaving you vulnerable to robbery and physical or sexual assault.

## **Drug Use**

Each year over 2,500 Americans are arrested overseas and one third of the arrests are on drug-related charges. From Asia to Africa, Europe to South America, U.S. citizens have found that drug possession or trafficking may result in arrest and imprisonment. In most countries, the use of inebriating or hallucinogenic drugs is illegal. Drug abuse carries not only immeasurable health risks, but also very serious cultural and legal consequences. Remember that you are a representative not only of UC Davis but also of the United States. Never accept drugs from anyone, including friends. Never agree to transport any packages for anyone while traveling abroad. Penalties for drug trafficking vary from country to country and may include prison and even the death penalty. The U.S. government may not be able to assist you once you are in the hands of the foreign authorities. Don't use illicit intravenous drugs. Don't share hypodermic needles, since this is a major source of HIV transmission and many other diseases. Don't use contaminated, unsterilized syringes or needles for any purpose. Be aware that in some countries, even disposable equipment may be reused. For more information visit the U.S. State Department's Travel Warnings on Drugs Abroad web page:

- [http://travel.state.gov/travel/living/drugs/drugs\\_1237.html](http://travel.state.gov/travel/living/drugs/drugs_1237.html)

and the U.S. State Department's Students Abroad web page

- <http://studentsabroad.state.gov/smarttravel/drinkingdrugs.php>

## **Arrests**

The University of California Davis will NOT be able to get you out of jail. Citizens of the U.S. can contact the nearest U.S. embassy or consulate for a list of lawyers who may be able to assist you. Please contact the Internship and Career Center or have someone else do so. Citizens of other countries should contact their embassy or consulate for possible assistance. The UC Davis campus now has a **campus emergency contact number which is available 24 hours a day 7 days a week** (for emergencies only). Calls are routed to the UC Davis campus police. Please note: they will NOT accept collect calls, but will contact appropriate campus contacts for you. The number is **530-752-1230**.

For information about how a U.S. embassy or consulate can help you in the case you are arrested, please visit the U.S. State Department's Students Abroad web page on assistance to U.S. citizens arrested abroad:

- <http://studentsabroad.state.gov/emergencies/arrestedabroad.php>

## **Health Precautions/Medications**

The most important thing you can do to stay healthy is to use your common sense. The information below is not intended to make you anxious, but to give you knowledge, which is the best prevention. For more information about prescriptions while you are abroad, please refer to the link below:

<http://studentsabroad.state.gov/health/prescriptions.php>

- Make sure to bring enough prescription medicine for your whole trip and to keep the medicine in its original containers. This facilitates customs clearance in and out of the country. It is also a good idea to find out the generic drug name of a prescription as opposed to the brand name, because brands vary from country to country.
- We also advise that you get a prescription for the medicine from your doctor to ensure you won't have any trouble at Customs.
- While many prescription medicines can be purchased over the counter overseas, please be cautious. It cannot be guaranteed that the same pharmaceutical standards have been used in the preparation and storage of the prescription.
- If you wear eyeglasses or contacts, take an extra pair and the written prescription abroad. Take sufficient quantities of contact lens solution, since it is not always readily available overseas.
- Take a personal first aid kit including antiseptic and band-aids, Tylenol and Imodium for temporary diarrhea or whatever items you generally use.
- If you have a special medical condition, be sure to let your internship supervisor know, as well as with your host family, roommates and the people you are traveling with.
- Be familiar with dietary customs and availability of food in your host country. If you regularly take vitamins or feel vitamin supplements are necessary take a supply sufficient for your entire stay.

## **Jetlag**

Airline travel can be exhausting, especially when you factor in a multiple-hour time difference. You may feel less than refreshed when you arrive at your program location. This time is also the period where your usual decision making powers are likely to be diminished. We recommend that you go to bed according to local time to get on a normal schedule as soon as possible. Try to be outside in natural light conditions as much as possible. Avoid coffee and alcohol on the flight and drink water, it helps tremendously with jetlag.

## **Intestinal and Stomach Problems**

Many travelers will get some type of stomach bug when they travel to a different country and encounter a different climate, additional stress and different types of food. The best way to protect yourself is to bring along some medication and to be careful about what you eat. If you have diarrhea accompanied by severe abdominal cramps, blood in your stool or fever contact a doctor immediately.

## **Sunburn and Heat**

When in the sun protect yourself by wearing a hat, using sun block and wearing UV blocking sunglasses. If you are sunburned, cover up any affected areas when you go outside. Drink plenty of fluids if you are outside and walking a lot. If you feel dizziness, exhaustion, cramps and headaches you may be dehydrated. Excessive sweating, extreme headaches and disorientation leading to possible convulsions and delirium are the symptoms of heat stroke, which can be fatal. If you have any of these symptoms, **GET TO A HOSPITAL IMMEDIATELY!** While waiting for the ambulance, a heat stroke victim should be put in the shade, covered with a wet cloth and continually fanned.

## **Medical Emergencies**

Find out the number for the local emergency services/paramedics and keep it accessible. In cases that require immediate medical attention, have someone call the local emergency services/paramedics right away. Give the health care insurance information from your student health plan or personal coverage. Generally you will need to pay out of pocket at the time and follow up with your insurance to be reimbursed. The State Department's Students Abroad webpage has information about how a U.S. embassy or consulate can help you in the case of a health emergency, including locating medical services and contacting family or friends:

- <http://studentsabroad.state.gov/emergencies/health.php>

## **Culture Shock and Adjustment Issues**

It may surprise you that this is a real health issue while traveling abroad. Living in a new culture can be exhilarating, rewarding and stimulating. It can also be frustrating. It is one thing to tour a country, but it is quite another to live and function according to different norms. It is important to be open toward a new culture, learn about the culture before your departure, and discard stereotypes as much as possible.

Students who educate themselves about their host country will better understand and appreciate their new surroundings. Even with preparation it is likely that you will experience culture shock. Recent studies show that there are distinct stages of culture shock. Some of these stages include awareness of the host culture and preparation, initial euphoria and excitement, irritability during acclimation, gradual adjustment and adaptation to culture. One consideration might help you face the differences you experience: the people in your country of sojourn find the way of life they lead very normal.

Upon reentry, you may face challenges readjusting to being home. There are some things you can do to minimize your cultural adjustment time. Keep a sense of humor and stay healthy. Above all, don't be afraid to try new activities. **Stay involved back on campus.**

## **Political Unrest, Riots, Civil Unrest and Acts of Terrorism**

U.S. State Department Public Announcements and Travel Warnings provide valuable information. Should the political situation in your host country become volatile, we may ask you to return to the U.S. as quickly as possible.

If you are suddenly in or near a volatile situation (i.e. riot or violent protest) get to a safe location as quickly as possible. Follow instructions given by emergency personnel. If possible, treat any injuries. Count your party and take note of any missing members. The UC Davis campus now has a **campus emergency contact number which is**

**available 24 hours a day 7 days a week** (for emergencies only please). Calls are routed to UC Davis campus police. Please note: they will NOT accept collect calls, but will contact appropriate campus contacts for you. The number is **530-752-1230**.

## **Natural Disasters**

Should you get caught in severe environmental conditions (hurricane, earthquake, flood, etc.) first find a safe place and make sure that you and your companions are uninjured. Follow instructions given by emergency personnel. If possible, treat any injuries. Count your party and take note of any missing members. Contact your program coordinator, internship supervisor, host family or roommates and report your location, all parties accounted and unaccounted for and the health conditions of everyone in the party.

If you need to leave your host country because of political unrest or natural disaster, the State Department is able to advise and assist you during your departure. For more information, please refer to their web page:

*Students Abroad*

- <http://studentsabroad.state.gov/emergencies/disasters.php>

*U.S. State Department*

- [http://www.travel.state.gov/travel/tips/emergencies/emergencies\\_1212.html](http://www.travel.state.gov/travel/tips/emergencies/emergencies_1212.html)

**After a critical incident of any kind in your host country, please contact the Internship and Career Center and your loved ones as soon as possible.** The UC Davis campus now has a **campus emergency contact number which is available 24 hours a day 7 days a week** (for emergencies only). Calls are routed to UC Davis campus police. Please note: they will NOT accept collect calls, but will contact appropriate campus contacts for you. The number is **530-752-1230**.

## **Ten Tips for Safe Travel**

- 1. Local laws.** Laws and systems of justice are not universal. Do not assume that because something is legal in the United States it is legal abroad.
- 2. News updates.** Be familiar with local news by reading the local newspapers and speaking with local officials to learn about any potential civil unrest. In the event of disturbances, do not get involved. Before traveling, check with the U.S. State Department to see if any advisories have been issued pertaining to your destination.
- 3. Low profile.** Keep a low profile and try not to identify yourself by dress, speech, or behavior as a target. Do not draw attention to yourself through expensive dress, personal accessories (cameras, radios, jewelry, sunglasses, etc.) or careless behavior.
- 4. Awareness.** Dress according to what is accepted culturally. Be aware of where you are and your surroundings at all times. Avoid walking alone late at night or in questionable neighborhoods. Do not agree to meet a person whom you do not know in a secluded area. People from other countries may mistake the friendliness of Americans for romantic interest.
- 5. Valuables.** Do not carry valuables together in one place.

6. **Money.** Never carry large amounts of cash. Keep a small amount of cash needed for immediate use in a neck pouch or money belt. Before departure, make photocopies of important documents, i.e. passport, credit cards and tickets, and give them to a responsible contact person.
7. **Medicines.** Take everything needed for the trip, along with copies of all prescriptions and the generic names of drugs. Keep medicines in original drugstore containers. Take extra eyeglasses and the lens prescription.
8. **Passport.** Carry two extra passport pictures and a clear photocopy of your passport separate from your passport. If your passport is lost, report it to the local police. Get written confirmation of the police report, and take the above documents to the nearest U.S. consulate and apply for a new passport.
9. **Airline tickets.** Make a photocopy of your ticket or list its number and all flights along with the name and address of the agency that issued it. Keep this information separate from ticket.
10. **Luggage.** Mark all luggage inside and out with your name and contact info/address in country. Put a copy of your itinerary inside each bag. Mark all bags in some distinctive way, so they are easily found. Pack only what you can carry.

## Preparing to Travel

### Documents for US Citizens

#### Passport

Passport information and application or renewal forms can be obtained via the internet at:

- [http://www.travel.state.gov/passport/passport\\_1738.html](http://www.travel.state.gov/passport/passport_1738.html)

Additional information is available from the National Passport Information Center (NPIC)

- [http://travel.state.gov/passport/npic/npic\\_898.html](http://travel.state.gov/passport/npic/npic_898.html)

**1-877-4USA-PPT (1-877-487-2778) or via TDD/TTY at 1-888-874-7793.**

Callers can listen to an automated message or speak with an operator. Operators are available from 8 a.m. to 10 p.m., Eastern Standard Time, Monday through Friday, excluding federal holidays. Students who do not already have a passport must apply for one as soon as possible. Although it may take as little as four weeks to obtain a passport, students may also need to apply for one or more **visas** – a lengthy process for which a valid passport is required. Students who already have a passport must make sure it will be valid for the duration of the internship and travel period. You can check with the nearest embassy or consulate of your host country about passport requirements. You should also check the passport requirements of all countries you plan to visit while abroad. **Sign your passport immediately upon receipt. Make two copies and leave one with your emergency contact at home. If you lose your passport, having a photocopy will make it much easier for the local embassy to quickly issue a new passport.**

**Visa --- Also Review Section on Work Authorization for Important Information**

A visa, or entry clearance or resident permit, is an endorsement, usually a stamp or sticker, placed in the passport by the authorities of the host country. The visa grants its bearer permission to enter and/or reside in the host country for the purpose stated and for a certain period of time (in your case, participation in an internship). Non-U.S. citizens are responsible for researching their own country's entry requirements for the host country. Each country has different student visa requirements. For countries that require a student visa prior to arrival, do not enter the host country without the student visa, even though you might be able to enter as a tourist. Once abroad, it becomes difficult, and sometimes impossible, to obtain the necessary student visa. Some countries require a work visa for even non-paid internships. It is imperative that you verify the regulations of the country where you will intern.

### **Documents for Non-U.S. Citizens**

In general, non-U.S. citizens applying for visas to study in another country must have a valid passport from their country of citizenship plus proof of the ability to re-enter the U.S. such as a green card, an INS Authorization form or a re-admittance stamp in the passport. Students who have only a U.S. Re-entry Permit but not a valid passport from their country of citizenship are likely to be denied a visa. Students who do not have a U.S. Re-entry Permit can apply for one at the local Immigration office. Students who already have the permit must make sure it will remain valid throughout their entire stay abroad.

### **International Student Identification Cards (ISIC)**

Various organizations offer international student identification cards that entitle their holders to discounts abroad at certain theaters, concert halls, shops and museums. Some cards entitle the bearer to discounts on student charter trains and buses, low-cost tours and holidays and meals in student restaurants, while others provide reduced rates on airfare. Students are encouraged to check with their travel agent about the availability of international student's identification cards and the services they provide. An **ISIC** student card could be worthwhile if you plan on traveling extensively before or after your internship – it will get you free or reduced entry to many museums and sites, as well as occasional other discounts. The ISIC card is also available through **STA Travel** on campus and may be included in your airline ticket price.

The ISIC now comes as a MasterCard ® prepaid card. It can be used in stores, online, or anywhere MasterCard is accepted. It also gives you access to over 1 million ATM's worldwide.

- <http://www.statravel.com/student-discount-card.htm#mastercard>

With the free ISIC Benefits app, you can easily search for ISIC benefits and discounts worldwide from the convenience of your phone.

*iTunes*

- <https://itunes.apple.com/nl/app/isicbenefits/id417705974?mt=8>

*Google play*

- <https://play.google.com/store/apps/details?id=nl.jool.isic&hl=en>

*Windows*

- <http://www.windowsphone.com/en-gb/store/app/isic-benefits/3845b225-1e27-46fb-b858-dc80fd3e8359>

## Packing

Plan to bring as little as possible. The general guideline is you must be able to carry your entire luggage, unassisted, for 15 minutes. At a maximum we recommend one carry-on and one checked bag. Odds are very high that you will deeply regret any attempts to bring more. Do not bring anything of great value. You should contact the host country consulate about taking specific items (cameras, computers, iPods, etc.) into the country if you have concerns. Find out what type of voltage the country uses and what type of electrical adaptor or plug you will need, as you may not be able to use your chargers without a converter (most converters are available for \$20-\$30 at drugstores). When packing make sure you do not forget some of these listed items, which are essential for all programs.

Plan to bring a secure, concealed travel pouch or money belt in which to keep important documents, identification, cards and money. It is better to keep a photocopy of your passport with you and leave the real passport in a safe location. You can purchase undercover pouches and belts at REI on-line, on the Wallets & Money Belts section on the Travel webpage:

- <http://www.rei.com/search?cat=4500349&jxBest+use=Travel&hist=cat%2C4500349%3AWallets^jxBest+use%2CTravel&version=V9>

You can also purchase luggage locks at **REI** on-line, on the Luggage Locks section of the Travel webpage. Styles include sleek wire backpack covers that can lock your bag to a train seat or table (by Pacsafe).

- <http://www.rei.com/category/4501756>

Be sure to read about Customs regulations for the countries you plan to travel. Some countries such as Australia (no wood) are very specific about what can and cannot be brought into the country. Returning to the United States, you will not be allowed to import any unprocessed agricultural goods.

## Sample Packing List

### *For Your Flight*

- Your student ID
- Your driver's license
- ATM/Credit Card
- Your passport
- Health insurance card & information
- Earplugs
- Water
- At least \$200 converted to local currency
- Address of where you are staying to fill out customs sheet

### *Toiletries/Traveler's Medicine Cabinet*

- Basic medicine kit (pain killers, Imodium, antihistamine, anti-fungal cream or powder, antiseptic lotion or cream, water purification tablets)
- Contraceptives (if needed)
- Prescription medication (clearly labeled and in original containers)
- Sun protection (hat, sun-block, sunburn medicine, aloe lotion)
- Contact lens solution
- Towel, bathrobe

### *Clothing*

- Casual, comfortable, easily washable clothes
- Comfortable lightweight walking shoes
- Rain gear (raincoat, umbrella, etc.)
- Sunglasses
- Flip Flops for the shower

### *Just in Case*

- List of emergency numbers (including credit card, ATM card, phone card)
- Photocopy of your passport
- Photocopy of credit cards
- Photocopy of prescriptions & health insurance card/information
- Photocopy of traveler's checks
- Photocopy of your vaccination card
- Your wallet emergency numbers

### *Miscellaneous*

- Basic survival, program-specific travel guides
- Camera with film or spare data card
- Travel alarm clock, with extra batteries
- Passport photos
- Backpack for overnight fieldtrips
- Open mind

## Voting Abroad

Notes for California Residents: Students who will be abroad during a California election can request an absentee ballot. California counties differ in the length of time given for voter registration and absentee ballot requests. Some counties allow registration as late as 7 days prior to an election, while others end registration 30 days prior to an election. Additionally, the length of time required if an absentee ballot must be mailed overseas varies. For example, some counties require 60 days prior to an election for an overseas mailing. Students who have not yet registered or requested an absentee ballot and wish to do so, should reference the State of California Secretary of State website:

- [http://www.ss.ca.gov/elections/elections\\_d.htm](http://www.ss.ca.gov/elections/elections_d.htm)

Choose your county, and complete all steps online.

### *Federal Elections*

It is easy for U.S. citizens abroad to vote in federal elections. You just have to complete a Federal Post Card Application on the [Federal Voting Assistance Program's website](http://www.fvap.gov/) (<http://www.fvap.gov/>) and you will receive your blank ballot electronically. For detailed

information on each step of the overseas voting process, please refer to the State Department's websites:

- [http://travel.state.gov/travel/living/overseas\\_voting/overseas\\_voting\\_4754.html](http://travel.state.gov/travel/living/overseas_voting/overseas_voting_4754.html)
- <http://studentsabroad.state.gov/voting.php>

## Academic Information

---

### Minimum Academic Qualifications

UC Davis students are in good academic standing with a cumulative GPA of 2.0 and no academic probation status. You will want to be in good standing with the university to participate in an international internship and additional qualifications vary by internship program.

### Registration for Academic Units

You will need a faculty sponsor from the appropriate department to submit an internship proposal before you leave. Consult your major advisor now to make sure you have the paperwork complete for units. UC Davis students who wish to earn units for their international internship **MUST** register via SISWEB at:

- <http://sisweb.ucdavis.edu/>

There are some considerations when deciding whether or not to pursue units while participating in an internship. You may wish to think about how important it is to you to receive units for your internship and review your schedule with a major advisor to be clear about your graduation plan.

### Receiving Academic Units for an International Internship

#### Considerations:

- If you sign up for six units during **both** summer sessions (a total of 12 units over the summer), you might qualify for full financial aid from the university while you are interning abroad. That means you must intern a minimum of 360 hours, which is the equivalent to working 30 hours per week for twelve weeks, or full time (40 hours/week) for nine to ten weeks.
- Financial aid may not cover all costs of the trip even if you are taking units to qualify as a full time student. Check with Financial Aid for your specific circumstances.
- You can earn credit toward a Global Studies Minor (or other minors), offered through the Global Studies Department. For requirements see the UCD catalogue on-line at: <http://registrar.ucdavis.edu/UCDWebCatalog/programs/glob/globreqt.html>
- You will need to commit to a certain number of hours to receive units. For example, even if you only sign up for one summer school class via SISWEB, you will need to pay the cost of the class as if you were attending summer session at Davis.
- Grades for 92/192, your internship, are recorded as P/NP, so be sure that you want/need the units and they will count toward graduation before you commit.

## Absence from UC

You may need to PELP (Planned Educational Leave Program) if your internship is longer than the summer or if you are interning during the fall, winter and/or spring quarter. Contact the UC Davis Registrar's Office immediately if you plan to PELP or to take a leave of absence the quarter prior to your departure. In order to maintain your status as a UC Davis student you will need to become familiar with the campus leave of absence policy and PELP forms. Explore your options PRIOR to departure from campus. You are eligible for Transcript Notation while on PELP.

## Transcript Notation (TN)

One of the great things about participating in an internship is getting a notation on your official transcript. To earn this notation, all students participating in an approved international internship will need to complete the required forms, which include a proposal form, student evaluation of the internship, a supervisor's evaluation and a signed time sheet. TN information can be found at:

- <https://iccweb.ucdavis.edu/students/aggiejoblink/whatisTN.htm>

Please contact Lisa Sanders via email at [lsanders@ucdavis.edu](mailto:lsanders@ucdavis.edu) or by phone at 530-752-6673 if you will not have computer access or if your supervisor is unable to complete the Supervisor's Evaluation (language issues, computer issues, etc.) and we will make accommodations for you.

The notation on your transcript includes the internship title, name of the organization, country in which the internship took place and the quarter(s) of participation. Transcript Notation does not provide units or a grade.

Transcript Notation is the way to receive official recognition if you choose not to pursue units. This is important whether you plan to attend graduate/professional school or seek additional internships or jobs. Notations generally appear approximately one quarter after you have completed the internship.

---

## Returning Home

---

Adapted from Dr. Bruce La Brack, School on International Studies, University of the Pacific

There are many reasons to look forward to going home, but there are also a number of psychological, social and cultural aspects which can prove difficult, often because they are unanticipated. In fact, any unfamiliar feelings upon your return are a good gauge that something of importance has occurred in your life. The following list of possible reactions was generated by students like you who have been through the experience.

- **No One Wants to Hear**

One thing you may experience upon your return is that no one will be as interested in hearing about your adventures as you will be in sharing those experiences. This is not a rejection of you or your achievements, but simply the fact that once they have heard the highlights, any further interest may be unlikely. Be brief.

- **You Can't Explain**

Even when given the chance to explain all the sights and feelings you had, it is likely to be at least a bit frustrating to relay them coherently. It's okay.

- **Reverse Homesickness**

Just as you probably missed home for a time after arriving overseas, it is natural to experience some reverse homesickness for people, places and things you grew accustomed to as a student overseas. To an extent it can be reduced by writing letters, telephoning and generally keeping in contact with your home stay, roommates and coworkers at your internship.

- **Relationships Have Changed**

You may notice that some relationships with friends and family will have changed after returning from your international internship. Just as you have altered some of your ideas and attitudes while abroad, the people at home are likely to have experienced some changes. These changes may be positive or negative, but expecting that no change will have occurred is unrealistic. The best preparation is flexibility, openness, minimal preconceptions and tempered optimism.

- **People Misunderstand**

A few people will misinterpret your words or actions. For example, what you may have come to think of as humor may not be seen as wit but as showing off. Conversely, a silence that was seen as polite overseas might be interpreted as signaling agreement. New clothing or mannerisms may be viewed as inappropriate. Be aware of how you may look to others.

- **Boredom**

After all the newness and stimulation of your time abroad, a return to family, friends, and old routines can seem dull. It is natural to miss the excitement, but it is up to you to find ways to overcome negative reactions.

- **Feelings of Alienation**

When daily life is less enjoyable or more demanding than you remembered, it is natural to feel some alienation. Many returnees develop "critical eyes," a tendency to see faults in society you never noticed before. Mental comparisons are fine, but keep them to yourself until you regain a balanced perspective.

- **Inability to Apply New Knowledge and Skills**

Some returnees feel frustrated by the lack of opportunities to apply newly gained social, technical, linguistic and practical coping skills that appear to be unnecessary at home. To avoid ongoing annoyance, adjust to reality as necessary, change what is possible, be creative, and overall use the cross-cultural adjustment skills you acquired to assist in your own reentry.

## **Packing to Come Home**

You may find that you have acquired quite a few items during your stay overseas and that all of your items may not fit into your luggage. If so, you may decide to send some items home through the post or purchase an inexpensive piece of luggage that will hold all of your items. Keep in mind that many airlines now charge by-the-bag for baggage.

When packing for your return home, make sure that you do not bring items that are considered prohibited or illegal by the United States. Review any Travel Alerts posted by U.S. Customs.

## **Duty and Customs**

You need to be concerned with U.S. Customs if you return to the U.S. with newly purchased goods from abroad of great value or if you bought anything "duty free." If you have been out of the U.S. for more than six months, U.S. Customs may impose a tax on gifts acquired abroad and for any items purchased within the three months prior to

returning to the United States. Customs considers items with obvious wear as personal belongings. Upon entry into the U.S. you may be subject to a random search, even if you have nothing to declare. Useful information about Customs restrictions is available on the web at:

U.S. Customs and Border Patrol --- Know Before You Go!

- [http://www.cbp.gov/xp/cgov/travel/id\\_visa/kbyg/](http://www.cbp.gov/xp/cgov/travel/id_visa/kbyg/)

Travel Alerts and Restricted/Prohibited Goods: Medications and Drugs

- [http://www.cbp.gov/xp/cgov/travel/id\\_visa/kbyg/prohibited\\_restricted.xml#Medication](http://www.cbp.gov/xp/cgov/travel/id_visa/kbyg/prohibited_restricted.xml#Medication)

### **Sending Items via Post**

As with packing for your flight back to the United States, you will need to take precautions that you are not sending restricted or illegal items.

- [http://www.cbp.gov/xp/cgov/travel/id\\_visa/kbyg/send\\_to\\_us.xml](http://www.cbp.gov/xp/cgov/travel/id_visa/kbyg/send_to_us.xml)

# RESOURCES

## Before You Go Checklist

- ❑ **Register with the U.S. Department of State** for your program dates and any travel you plan to do before or after the program
  
- ❑ **Make copies of your passport, credit card numbers, ATM numbers, vaccination records and health insurance providers** to take with you. Be sure to copy your passport's photo, signature and visa pages and keep the copies separate from the actual passport. Include the phone numbers for each company so you can call in the event they are lost or stolen. Leave additional copies of these documents along with an official copy of your birth certificate with your parent(s), the person assigned power of attorney and/or your emergency contact.
  
- ❑ **Bring or ensure you have access to emergency funds** to cover any out-of-pocket expenses for medical service received abroad.
  
- ❑ **Make sure you have enough prescription medications and vitamins** to last the entire time you will be gone. Bring a copy of your prescriptions should you need it for customs.
  
- ❑ **Notify your credit card company** that you are traveling overseas so your company does not put a hold on your account due to suspicious charges.
  
- ❑ **Notify your bank** that you will be traveling and make sure your ATM card will work overseas. Note that some overseas banks require a 4-digit pin.
  
- ❑ **Make sure you have everything in place to pay your bills at home** while you are away either by setting up online payments, assigning power of attorney to a family member or friend or having a friend or family member make the payments for you.

# Useful Web Addresses

## U.S. Department of State Websites:

Travel Warnings and Public Announcements:

*Travel Alert: Short-Term Conditions*

- [http://travel.state.gov/travel/cis\\_pa\\_tw/pa/pa\\_1766.html](http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html)

*Travel Warnings: Long-Term Conditions*

- [http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

*“Smart Traveler” App*

- iTunes

<https://itunes.apple.com/us/app/smart-traveler/id442693988?mt=8>

- Google play

<https://play.google.com/store/apps/details?id=gov.state.apps.smarttravel&hl=en>

*Twitter*

- <https://twitter.com/travelgov>

*Facebook*

- <https://www.facebook.com/travelgov>

U.S. Embassies, Consulates and Diplomatic Missions:

- <http://usembassy.gov>

Country Specific Information Sheets

[http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)

Regional Information:

- <http://www.state.gov/countries/>

Students Abroad --- specific for students traveling or studying abroad:

- <http://studentsabroad.state.gov>

Health Issues:

*Medical Information for Americans Abroad*

- [http://travel.state.gov/travel/tips/health/health\\_1215.html](http://travel.state.gov/travel/tips/health/health_1215.html)

*Travel Health Issues*

- [http://travel.state.gov/travel/tips/travel\\_abroad/Health%20Issues/Health%20Issues\\_6114.html](http://travel.state.gov/travel/tips/travel_abroad/Health%20Issues/Health%20Issues_6114.html)

*Pandemic Influenza Fact Sheet*

- [http://travel.state.gov/travel/cis\\_pa\\_tw/flu/flu\\_1181.html](http://travel.state.gov/travel/cis_pa_tw/flu/flu_1181.html)

*Student Travel Health Issues*

<http://studentsabroad.state.gov/health.php>

Safety Abroad:

[http://www.travel.state.gov/travel/tips/safety/safety\\_1180.html](http://www.travel.state.gov/travel/tips/safety/safety_1180.html)

Smart Traveler Enrollment Program

- <https://step.state.gov/step/>

Travel Warnings on Drugs Abroad:

- [http://travel.state.gov/travel/living/drugs/drugs\\_1237.html](http://travel.state.gov/travel/living/drugs/drugs_1237.html)

- <http://studentsabroad.state.gov/smarttravel/drinkingdrugs.php>

Passport/Visa Information, Applications and Renewal Forms:

[http://www.travel.state.gov/passport/passport\\_1738.html](http://www.travel.state.gov/passport/passport_1738.html)

National Passport Information Center (NPIC):

- [http://travel.state.gov/passport/npic/npic\\_898.html](http://travel.state.gov/passport/npic/npic_898.html)

**CIA:**

- <https://www.cia.gov/>

CIA World Factbook:

- <https://www.cia.gov/cia/publications/factbook/index.html>

**Currency Exchange Rate Information:**

- <http://www.xe.com>  
*Mobile Currency Site*
  - [http://www.xe.com/m/?WT.mc\\_id=XMB-180x150-XHOM-ADL-XX-V01-130101](http://www.xe.com/m/?WT.mc_id=XMB-180x150-XHOM-ADL-XX-V01-130101)*Apps*
  - *iTunes*  
<https://itunes.apple.com/ca/app/xe-currency/id315241195?mt=8&ign-mpt=uo%3D4>
  - *Google play*  
<https://play.google.com/store/apps/details?id=com.xe.currency>
  - *Blackberry*  
<http://appworld.blackberry.com/webstore/content/6545/?countrycode=US&lang=en>
  - *Windows Phone*  
<http://www.windowsphone.com/en-us/store/app/currency/dc5f12fa-b49d-e011-986b-78e7d1fa76f8>
- <http://www.oanda.com/convert/classic>

**The International Gay & Lesbian Human Rights Commission:**

- <http://ilga.org/ilga/en/index.html>

**NAFSA (Association of International Educators) Rainbow Special Interest Group (SIG):**

- <http://www.indiana.edu/%7Eoverseas/lesbigay/student.htm>

**National Weather Service:**

- <http://weather.noaa.gov/international.html>

**State of California Secretary of State:**

- [http://www.ss.ca.gov/elections/elections\\_d.htm](http://www.ss.ca.gov/elections/elections_d.htm)

**Travel Health Online:**

- <http://www.tripprep.com>

**UC Davis Catalogue, Global and International Studies Requirements:**

- <http://registrar.ucdavis.edu/UCDWebCatalog/programs/glob/globreqt.html>

**UC Davis Internship & Career Center Transcript Notation:**

- <https://iccweb.ucdavis.edu/students/aggiejoblink/whatisTN.htm>

**University of California Traveler's Insurance:**

- <http://www.uctravel.org/>

**U.S. Center for Disease Control:**

- <http://www.cdc.gov/>

### **U.S. Customs and Border Patrol --- Know Before You Go!**

- [http://www.cbp.gov/xp/cgov/travel/id\\_visa/kbyg/](http://www.cbp.gov/xp/cgov/travel/id_visa/kbyg/)

### **U.S. Customs and Border Patrol Travel Alerts and Restricted/Prohibited Goods Medications and Drugs:**

- [http://www.cbp.gov/xp/cgov/travel/id\\_visa/kbyg/prohibited\\_restricted.xml#Medication](http://www.cbp.gov/xp/cgov/travel/id_visa/kbyg/prohibited_restricted.xml#Medication)

### **International Vegetarian Union:**

- <http://www.ivu.org/>

### **VegGuide:**

- <http://www.vegguide.org/>

### **Vegetarians Abroad:**

- <http://www.vegetariansabroad.com/>

### **Visa Now:**

- <http://www.visanow.com/>

### **Western Union:**

- <http://www.westernunion.com>

### **World Clock Meeting Planner:**

- <http://www.timeanddate.com/worldclock/meeting.html>

### **World Health Organization:**

- <http://www.who.int/en/>

### **World Time Server:**

- [http://www.worldtimeserver.com/current\\_time\\_in\\_US-CA.aspx](http://www.worldtimeserver.com/current_time_in_US-CA.aspx)