



## **CSUEB Bilateral Exchange Programs** **Pre-Departure Information**

***The following information is for students participating on CSUEB Bilateral Programs  
- Finland - France - Germany - Japan - Philippines - Turkey - United Kingdom-***

Part of insuring that you have a successful study abroad experience is preparing yourself well. Preparation includes not only learning about your host country, it's politics, culture, language, but also preparing yourself for the unexpected. You will want to think about your health, safety, and your finances while abroad. Below is a checklist of items to do and to think about before departure.

**Turn into the Center for International Education (CIE) before departure:**

- Study Abroad Participant Consent & Release Agreement
- Medical/ Insurance Statement
- Academic Advising Agreement

### **PASSPORT & VISA**

A valid passport is required to study abroad. The application process for a U.S. passport can take time, so US citizens should apply well in advance of departure. Applications for U.S. passports can be found at [www.travel.state.gov/](http://www.travel.state.gov/) or your local post office.

### **ACADEMICS**

Remember to speak with your academic advisors (GE, major, minor) to see how courses abroad will apply to your CSUEB degree. Make sure you know how to get in touch with them while you are away.

You are required to be a full-time student while abroad and maintain good academic standing. Your grades abroad will be calculated into your CSUEB G.P.A. Undergraduates must take a minimum of 12 quarter units and graduates students must take a minimum of 8 units.

It is your responsibility to have an official transcript of your exchange sent to the Exchange Programs Advisor in the Center for International Education. It is also your responsibility to complete a new Academic Advising Agreement upon return if you took non-pre-approved classes. Note that receipt and posting of transcripts can take 2-5 months.

### **CSUEB FEES**

Bilateral exchange students must pay fees at Cal State East Bay before departure. The fees you pay are equivalent to what you would usually pay if you were studying at Cal State East Bay for the quarter. If you are gone for more than one quarter, it is your responsibility to ensure that payment reaches the University by the payment deadline for each quarter.

It can be useful if you authorize, in writing, a trusted friend/family member to contact the University on your behalf in case questions or problems arise (e.g. questions about fees, financial aid, registration). Otherwise, you are the only person with whom university employees will speak with regarding your records. Contact the Accounting office to complete a third party authorization form.

*\*Note: Students who are paying fees directly to the Chambéry Business Program (European Business Summer Session) will have to pay fees by the start of the program.*

### **FINANCIAL AID**

Speak with Financial Aid before departure to find out when and where aid will be dispersed. Typically, aid is dispersed the same way as if you were physically present and attending classes at CSUEB. As such, you may have to plan ahead with how you will pay for expenses, if your financial aid check is late. If you have any problems, contact Rhonda Johnson, Senior Associate Director, Financial Aid (510-885-3018).

**It is your responsibility to notify both Financial Aid and the Center for International Education of any change in plans or if you drop out during the study abroad program.**

## INSURANCE

You must have adequate health insurance while abroad. It is important for you to understand your insurance policy and what the billing procedures are while you are abroad (both in the case of emergency and routine appointments). In many cases, you will have to pay upfront and file a claim later with your insurance company.

Some of our bilateral programs may require you to purchase insurance in the host country. Some countries may require you to show proof of health insurance when applying for a visa.

Your health insurance should cover you while you are in country and in any countries to which you may travel.

## INTERNATIONAL STUDENT IDENTIFICATION CARD (ISIC)

The Center for International Education requires you to purchase the ISIC card. The ISIC card offers **basic coverage** (you should have other health insurance in addition) including emergency evacuation and repatriation at an affordable price- about \$22. The ISIC card can be bought at STA Travel Stores (located in Berkeley and San Francisco) or online at [www.myISIC.com](http://www.myISIC.com).

## HEALTH/MEDICAL MATTERS

Get a complete physical, eye exam and dental check up before going abroad.

You should bring copies of any prescription, such as eye glasses, etc. with you as well extra medications that you may need while abroad.

Think about what you will do if you get sick. There may be English-speaking doctors available, but you want to think about how you might communicate with non-English doctors.

Center for Disease Control (CDC): [www.cdc.gov/travel/](http://www.cdc.gov/travel/)

Department of State, Travel Warnings and Consular Information Sheets: [www.travel.state.gov](http://www.travel.state.gov)

## SAFETY & SECURITY MATTERS

It is always better to have a plan of action in case of emergencies or unexpected situations.

It is a good idea to make two copies of your travel documents (i.e. passport page, visa page, air ticket). Give one copy to a trusted family member/friend. Keep one copy with you in case you lose your passport or air ticket.

Check with your local US bank to see if you can access your bank account from an ATM abroad and what any additional charges, if any, there are. You should have with you a combination of traveler's checks, cash, credit cards, but take care not to put them all in the same place. You should have some local currency with you for the first few days.

Arrange how many can be sent to you in case you run out of money (e.g. wallet stolen, emergency funds needed, etc.)

*Note: Make sure you have emergency funds of two months in case your financial aid check is late.*

Purchase a cell phone and pre-paid phone cards. If you have a cell phone, you may want to check with your provider to see if you can use it abroad and what the costs are.

Keep a sheet of important contacts (including the CIE office and the contact information for the host university's international student office) with you in case of emergency.

If you decide to leave the study abroad site for a weekend/vacation, it is a wise idea to let the international student office know and to provide them with contact information in case of emergency.

Obey local and national laws.

Register with the US Embassy in your host country.

Study Abroad Safety Handbook: [www.studentsabroad.com](http://www.studentsabroad.com)

**WHILE YOU ARE AWAY**

If you have a credit card, you should figure out how payments should be made for credit card bills and other bills you may have. Is there someone who will receive mail for you while you are away?

Make arrangements with family and close friends so they know how to contact you. Give them your contact information and set up a weekly phone call or weekly email update.

Update CSUEB regarding your U.S. permanent address at <https://myinfo.csueastbay.edu>.

Remember to continue to check your **Horizon Email** for any communication from the university, including the Center for International Education. It is your responsibility to ensure that you register and pay for the returning quarter by the states deadlines.

Inform the Center for International Education of your overseas contact information and any changes in your plans.

**WITHDRAWAL POLICY**

If you withdraw from the bilateral program, you must notify the Center for International Education and, if applicable, the Financial Aid Office, **immediately in writing**.

**INFORM YOURSELF ABOUT YOUR HOST COUNTRY AND UNIVERSITY**

Read Travel Guides (Lonely Planet, Rough Guide). They are a great way to get a sense of the country and city that you will be living in.

If you do not already know some of the language of your host country, learn a few basic phrases so that you will know how to get around. This gesture can go a long way and shows respect of the host country to people that you are likely to encounter during your stay.

Department of State, Tips for Students Studying Abroad: [http://www.travel.state.gov/travel/living/studying/studying\\_1238.html](http://www.travel.state.gov/travel/living/studying/studying_1238.html)

Department of State, Travel Warning and Consular Information Sheets: [www.travel.state.gov](http://www.travel.state.gov)

Study Abroad Safety Handbook: [www.studentsabroad.com](http://www.studentsabroad.com)

STA Travel (for information about Rail Passes, Airfare, and the International student Identification Card- ISIC): [www.statravel.com](http://www.statravel.com)

**EVALUATIONS**

We are always looking for ways to promote study abroad at CSUEB. Upon your return, you will be asked to complete an evaluation of your exchange experience. This will be helpful in assisting prospective students interested in studying overseas.

**\*\*\*\*KEEP IN TOUCH WITH THE CENTER FOR INTERNATIONAL EDUCATION\*\*\*\***

**\*\*\*SEND US A POSTCARD WHEN YOU ARRIVE\*\*\***