



**STUDY
ABROAD**

PRE-DEPARTURE ORIENTATION PACKET

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IMPORTANT INFORMATION FOR STUDENTS STUDYING ABROAD

Pace University Contact Information

Study Abroad Office- *NYC*
Pace University
One Pace Plaza, Suite W-207
New York, NY 10038
U.S.A.

Tel: (212) 346-1368
Fax: (212) 346-1948
Email: studyabroad@pace.edu

Study Abroad Office- *Pleasantville*
Pace University
861 Bedford Road
Kessel Student Center, 213
Pleasantville, NY 10570
U.S.A.

Tel: (914) 773-3425
Fax: (914) 773-3399
Email: studyabroadPLV@pace.edu

Overseas Transcripts

Transcripts must be sent to
Pace University
Office of Student Assistance
Attn: Charissa Gonzalez
One Pace Plaza
New York, NY 10038 USA

Course Changes & New Approvals

It often happens that some courses listed in your study abroad program catalog are cancelled or changed prior to the start of the semester. This means that you may have to take courses that have not yet been pre-approved by Pace. Please be aware that **you must obtain new approvals for these courses if you add/drop them from abroad.** Please visit our [signature documents](#) page to complete the course approval process.

Study Abroad Registration

If you haven't already registered via [MyPace Portal](#), please contact studyabroad@pace.edu to request a Course Registration Number. If you have registered, high-five!

Requesting Refunds from Office of Financial Aid

For any students who are participating in 3rd party programs or need to pay housing and/or student service fees to their Pace Programs abroad, students must request a refund of their aid from the Office of Financial Aid. You can request that your aid be refunded to your Higher One Card or your bank account. Please visit the [Higher One Card](#) page or email OSAny@pace.edu to request a refund.

Study Abroad Credits & Grades

Semester students are expected to take a minimum of 12 credits and a maximum of 18 credits per semester. You must maintain full-time status (equivalent to 12 U.S. credits) in order to receive financial aid and loans. Pace cannot grant more than 18 study abroad credits per semester.

Summer credits generally range from 3-9 credits per session depending on length and contact hours. Students using financial aid must take a minimum of 6 credits per summer session to be considered full time.

Pace awards transfer credit for courses passed with a grade of C or above. All courses must be approved by an academic advisor or department chair on the transfer request form in order to receive credit. Grades of C- or below will not be accepted. If you fail to pass more than the minimum full time load Pace must notate that you attempted more credits than you passed (i.e. Attempted Credits: 12 Passed Credits: 6). This situation could affect your future financial aid and scholarship awards.

Grades will NOT be calculated into your Pace QPA (GPA). However, Graduate Schools and other institutions can request to see your overseas transcripts.

For any questions, please contact OSANY@pace.edu

Registration for Returning Students

If you are studying abroad during the Spring 2012 semester, you will be notified by email about registration while you are overseas. You can register on-line via [MyPace Portal](#).

Please bring with you a copy of your personal "Pace Degree Program Requirement Worksheet" and a copy of your "Major/Concentration Requirement Worksheet." You will need this information in order to choose courses for the following semester while you are abroad.

Contacting Pace Faculty & Staff While Overseas

Please make sure you know who your Academic Advisor is before you depart the U.S. If you need to contact a Pace faculty or staff member while you are overseas, you may find the contact information through the Pace White Pages at <http://whitepages.pace.edu>.

For International Students Only

Please make an appointment to see your International Student Advisor before leaving for abroad. Make sure you understand all the rules, regulations and requirements for you to re-enter the U.S. and continue your studies at Pace after your semester abroad.

Most Importantly: Enjoy Your Experience Overseas!

PACKING CHECKLIST FOR STUDYING ABROAD

Below is a list of items that other students have found useful while studying and/or traveling overseas. It is provided to make your packing easier and is neither a required nor an exhaustive list. Some items may only be necessary for longer study programs or those in certain locations. *Regardless of where you are going, the "Documents" section is critical!*

DOCUMENTS, ETC.

- U.S. Passport (plus foreign visa, if required)
or
- Foreign Passport & re-entry documents, such as "green card", I-20, valid visa, etc.
- Insurance card/information
- International Student Identity Card (ISIC)
- Plane ticket(s)
- Rail or bus pass (if relevant)
- ATM/debit card, credit card, plus U.S. & foreign cash
- Extra photos (3-4) for various IDs
- Textbook(s) & notebook

CLOTHING / ACCESSORIES

- Comfortable shoes & athletic shoes
- Sandals or flip-flops
- Leather shoes & boots
- Socks
- Underwear
- Bathing suit
- Hat
- Shirts
- Shorts & long pants
- Skirts & dresses
- Sweaters & sweatshirts
- Jacket(s) and/or rain coat
- Accessories (belts, handbags, etc.)
- Watch & jewelry (avoid valuables)

TOILETRIES / COSMETICS

- Comb or brush
- Deodorant
- Toothbrush, toothpaste & dental floss
- Soap, shampoo & conditioner
- Razor & shaving cream/gel
- Eyeglasses, contact lenses & solution
- Cosmetics
- Moisturizer/lotion
- Sunglasses & sunscreen
- Insect repellent
- Tampons/pads
- Contraceptives/condoms

MEDICINES / FIRST AID KIT

- Prescription medicines
- Decongestant/antihistamine tablets
- Pain reliever (aspirin, Tylenol, Advil, etc.)
- Band-Aids & moleskin
- Alcohol wipes, eye drops, etc.
- Tums, Mylanta, etc. (antacid)
- Imodium (anti-diarrhea medication)
- Neosporin ointment (antibacterial)
- Cortisone cream (anti-itch)
- Thermometer, tweezers, etc.

MISCELLANEOUS

- Daypack/backpack
- Pocket dictionary (foreign language)
- Guide book(s) & map(s)
- Camera w/ batteries/charger
- Battery-operated alarm clock
- Phone card and/or int'l. cellular phone
- Voltage converter & plug adaptor
- Umbrella
- Luggage tags & locks
- Travel journal
- Personal organizer and/or address book
- Calculator or currency converter
- I-Pod & charger
- Laptop computer (optional)

SMART TRAVELER ENROLLMENT PROGRAM (STEP)

The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are living in a foreign country.

STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency.

STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate.

Please register at:

<https://travelregistration.state.gov>

For other travel information:

<http://travel.state.gov/>

ALCOHOL AND DRINKING RESPONSIBLY

There are a number of problems associated with using alcohol including lower GPA, sexual assault, and accidents.

If you choose to drink alcohol while you are overseas, please drink responsibly!

Tips on How to Drink Responsibly:

- Eat before and while you drink
- Keep track of how much you are drinking; know how much alcohol is poured into every glass, and be aware of the alcohol percentage in your drink (in some countries, drinks have a higher alcohol content and may be served in larger portions)
- Pace your drinking. Don't drink any more than 1 alcoholic drink (One 12 oz. beer, One 5 oz. glass of wine, or One 1.5 oz. shot of 40% alcohol) per hour
- Don't accept drinks from strangers and if you set your drink down, don't finish it (you don't know what's in it)
- Avoid shots, hard alcohol, drinking games, funneling, keg stands, etc.
- Go out in a group and go home as a group
- If you are going to drink at all, don't drive
- Make sexual decisions when sober, not under the influence of alcohol and/or drugs
- Don't mix alcohol with any drug (illicit, prescribed, or over-the-counter)
- Stay hydrated – for every alcoholic drink you have, drink a non-alcoholic one, preferably water

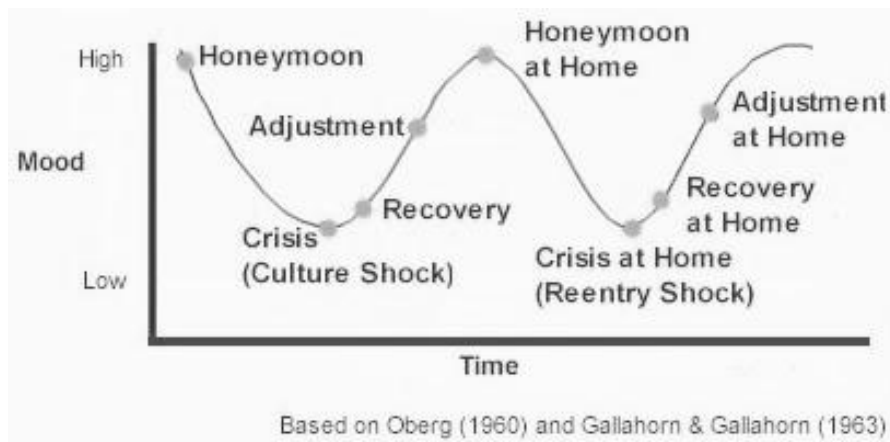
List of symptoms which may indicate an alcohol or other drug problem

- High tolerance or a notable change in tolerance, either higher or lower
- Blackouts - gaps in memory for what happened while under the influence
- Loss of control - an inability to control frequency and/or amount used
- Significant change in personality when under the influence
- Problems in school or at work because of use (e.g., failed exam after night of partying, poor class attendance)
- Concern expressed by family/friends regarding use
- Tension in relationships as a result of use (e.g., roommate difficulties)
- Continued use despite negative consequences (e.g., legal problems, doing things when under the influence that go against your values, physical problems exacerbated by use, etc.)

TIPS TO EASE CULTURAL ADJUSTMENT

Here are some general tips for traveling and interacting with foreign cultures, which, if kept in mind, may help ease cultural adjustment:

- Travel in a spirit of humility and with a genuine desire to meet and talk with local people.
- Do not expect to find things as you have them at home . . . for you have left your home to find things different.
- Do not take anything too seriously . . . for an open mind is the beginning of a fine international experience.
- Do not let others get on your nerves . . . for you have come a long way to learn as much as you can, to enjoy the experience, and to be a good ambassador for your country.
- Do not worry . . . for one who worries has no pleasure.
- Remember your passport so that you know where it is at all times . . . a person without a passport is a person without a country.
- Do not judge the people of a country by the one person with whom you have had trouble . . . for this is unfair to the people as a whole.
- You shall remember that you are a guest in every land . . . for one who treats a host with respect will be treated as an honored guest.
- Cultivate the habit of listening and observing, rather than merely seeing or hearing.
- Realize that other people may have thought patterns and concepts of time which are very different than yours -- not inferior, just different.
- Be aware of the feelings of local people to prevent what might be offensive behavior. For example, photography must be particularly respectful of persons.
- Make no promises to local, new friends that you cannot implement or carry through.
- Spend time reflecting on your daily experiences in order to deepen your understanding of your experiences.



USEFUL LINKS

Below we have provided an extensive listing of web sites that will make researching your study abroad options easier and more interesting. Also included are resources that will help you in preparing for your journey once you have chosen your specific study abroad location.

Passports and Visa Information

U.S. State Department Passport Services Division
Information on applying for or renewing a U.S. passport—
http://travel.state.gov/passport/passport_1738.html

U.S. State Department Bureau of Consular Affairs
Information on visa requirements of foreign countries—
http://travel.state.gov/visa/visa_1750.html

Health and Medical Information

U.S. State Department—
<http://studentsabroad.state.gov/health.php>

Safety and Security

U.S. State Department--Current Travel Alerts—
http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html

U.S. State Department--Current Travel Warnings
Information on travel, crime, safety, etc. on countries worldwide
([subscribe](#) to receive regular email updates) —
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

U.S. State Department--Travel Warning on Drugs Abroad—
http://travel.state.gov/travel/tips/tips_1232.html#drug_offenses

Center for Disease Control (CDC)
Traveler's Health Information
Vaccine and health recommendations for various countries,
special reports on outbreaks, natural disasters, etc. —
<http://www.cdc.gov/index.htm>

International Health Insurance
Information on pharmacies, hospitals, and travel health clinics
worldwide,
plus emergency phone numbers
<http://www.highwaytohealth.com>

Managing Your Money Overseas

Handy Currency Converter—
<http://www.oanda.com/currency/converter/>

MasterCard ATM locations around the world—
<http://www.mastercard.com/cardholderservices/atm/>

Researching Your Destination

Central Intelligence Agency's World Fact Book—
<https://www.cia.gov/library/publications/the-world-factbook/>

Frommer's Guides—<http://www.frommers.com/>

Fodor's Guides—<http://www.fodors.com/>

Let's Go Guidebooks—<http://www.letsgo.com/>

Lonely Planet Guides—<http://www.lonelyplanet.com/>

Rick Steve's Europe—<http://www.ricksteves.com/>

Rough Guide Travel—<http://travel.roughguides.com/>

Making Your Travel Arrangements

Hostels.com
Hostelling information, membership and worldwide hostel
database—
<http://www.hostels.com/>

STA Travel - Student Travel
Travel resources for student travelers around the world—
<http://www.sta-travel.com/>

Disabilities Resources

Travel Tips—<http://www.access-able.com/tips/>

Emerging Horizons - Accessible Travel News—
<http://emerginghorizons.com/>

**Mobility International USA - National Clearinghouse on
Disability and Exchange—**
<http://www.miusa.org/>

Gay/Lesbian/Bisexual/Transgender Resources

Lesbigay Organizations and Links—
<http://www.indiana.edu/~overseas/lesbigay/>