2019 SUMMER STUDY ABROAD

Student Handbook

international.richmond.edu/summer
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SUMMER STUDY ABROAD IMPORTANT RESOURCES

International Education Staff Contact
During business hours (8:30 am – 5:00 pm Eastern Standard Time)
- Call the Office of International Education (OIE): 804-287-6316
- If no answer at OIE, contact the UR Police: 804-289-8715 (24/7)
At night, on weekends, or when the university is closed
- Ellen Sayles, Associate Dean: (cell) 440-935-4007; esayles@richmond.edu
- Michele Cox, Director of Study Abroad: (home) 804-261-7207 or (cell) 804-519-4909; mcox@richmond.edu
- Patrick Schweiger, Study Abroad Manager: (cell) 316-371-4776; pschweig@richmond.edu

UR Police
Available 24/7 for emergencies: 804-289-8715

International Health Insurance Contact
To contact Chubb/AXA insurance: In the US, call 1-855-327-1458; outside the US call collect 1-312-935-1755. The policy number is GLM N1 1230337

U.S. Embassy and Consulate Contact
France
- Consular Section of the US Embassy in Paris
  Office of American Services
  2 Avenue Gabriel
  75382 Paris Cedex 08 (mailing)
  75008 Paris (physical) France
  Tel 33-1-43-12-22-22
  General Emergency #: 122
  Ambulance: 15
  Fire Department: 18
  Police: 17

- U.S. Embassy in Berlin
  Tel (49)(30) 238-5174 or 8305-0
  Clayallee 170
  14195 Berlin
  US Consulate General – Munich
  Königinstraße 5
  80539 München
  Tel (089) 2888-0

- American Citizen Services
  Federal Republic of Germany
  Tel (030) 832-9233
  Police: 110
  Fire and Ambulance: 112

Italy
- US Embassy in Rome
  Via Veneto, 121
  00187 Roma, Italia
  Tel (+39) 06.4674.1
  uscitizensrome@state.gov
- US Consulate General – Milan
  Via Principe Amedeo, 2/10 – 20121 Milano
  Tel +39 02-290-351

Emergency # 113 (police and ambulance)
Medical Emergency (ambulance) 118
Fire Department 115

Japan
- US Embassy in Tokyo
  1-10-5 Akasaka, Minato-ku, Tokyo
  107-8420, Japan
  Tel 03-3224-5000
  Emergency # Police 110
  Emergency # Ambulance 119

Spain
- American Embassy, Madrid, Spain – Consular Affairs
  Calle de Serrano, 75
  28006 Madrid
  Tel 91-587-2200 and 91-587-2240
  Fax 91-587-2303
  Emergency Assistance after hours (91) 587-2200
- Consular Agency in Seville
  Tel# (34)(954) 218-751
  Emergency #: 112
  Police: 091; Local Police: 092
  Fire: 080 or 085

Russia
- U.S. Embassy Moscow
  Bolshoy Deviatinsky Pereulok No. 8
  Moscow 121099
  Russian Federation
  Phone: +7 (495) 728-500
  General Emergency: 112
  Police: 102
  Ambulance: 103
HOW TO USE RICHMOND INSURANCE WHILE ABROAD

Prior to leaving for abroad you will receive an insurance card, insurance verification letter, policy wording with explanation of benefits, and a claim form with instructions. You may download additional claim forms, instructions, and copies of the policy wording from [http://studyabroad.richmond.edu/?go=AbroadInsurance](http://studyabroad.richmond.edu/?go=AbroadInsurance). This plan offers medical as well as travel insurance coverage so be sure to review the policy and its benefits prior to going abroad. If you are unsure of coverage, ask your UR study abroad advisor for assistance.

It is not necessary to contact **AXA Assistance USA** prior to seeing a physician or going to the hospital, but it is advised. If you are unable to contact AXA prior to seeking medical attention, please contact them as soon as possible following treatment so they are able open a case for you and ensure that you are receiving the best care available. You also can contact AXA if you need assistance locating a physician, hospital or clinic. The number for AXA is on the insurance card provided by the Office of International Education. AXA has access to providers worldwide that are available to you.

In the event of an emergency, contact AXA as soon as possible in order to obtain a case number and assistance, then proceed as follows:

**Steps to Getting Help Abroad**

1. **Call AXA for emergency assistance. See the reverse side for contact numbers and services.** The multilingual staff will answer your questions and help you with the following services:

   **1-855-327-1458 (Toll-Free from inside U.S.)**  
   **1-312-935-1755 (Call Collect from outside U.S.)**

   • referral to nearest, most appropriate medical facility and/or provider
   • medical monitoring by board-certified emergency physicians in the United States
   • assisting in the replacement of prescription medication that is lost or unexpectedly needed
   • urgent message relay between family, personal physician, school, and insured
   • arranging an emergency reunion so a family member can be involved according to the benefits of the insurance
   • arranging transportation needs for a trip interruption (e.g., death of a family member in the U.S.)
   • guaranteeing payment to provider and assistance in coordinating insurance benefits (if necessary)
   • arranging and coordinating emergency medical evacuation, emergency reunion and repatriation of remains
   • emergency travel arrangements for disrupted travel as the consequence of a medical emergency
   • referral to legal assistance
   • advice for passport replacement in case of loss or theft
   • providing telephonic interpretation services in all major languages in cases of emergency

2. When calling, tell the AXA staff the following:

   • Your insurance policy number as shown on your ID card (**GLM N1 123 0337**)
   • Your name, date of birth, overseas contact information (address and telephone number)
   • You are a University of Richmond student
   • The nature of your problem

3. **You will then be assigned a case number** by the AXA travel assistance coordinator who responds to your call. Keep this case number handy for future follow-up calls. Make a note of the name of the person who helped you.

4. Unless you are hospitalized, you usually will have to pay medical expenses upfront then file a claim for reimbursement. Keep copies of all doctor’s notes, bills and receipts for submission with your claim form.

5. Download, complete and sign a claim form from [http://studyabroad.richmond.edu/?go=AbroadInsurance](http://studyabroad.richmond.edu/?go=AbroadInsurance). (ACE is listed as the insurance carrier on the claim form. Chubb acquired ACE, so these names are used interchangeably.)

6. Follow all directions on the claim form. You will need to submit the following with your claim form:

   • original medical bills *It is ok if your medical bills and/or receipts are in a foreign currency and/or not in English*
   • completed claim form
   • original receipt for prescriptions* (if applicable)
   • it is also helpful to have a doctor's note with the diagnosis and treatment

The claim form with documentation should be submitted within **90 days** of treatment for each illness/accident to **Administrative Concepts, Inc. (ACI)**:  
**MAIL:** 994 Old Eagle School Road, Suite 1005; Wayne, PA 19087-1802.  
**FAX:** (610) 293-7618.  
**EMAIL:** claims@visit-aci.com

**Please be sure to keep a copy of your claim submission, and note the date it was sent to the insurance company.**

If you have any questions regarding coverage or this procedure, or if you lose your insurance card, please contact the Office of International Education at [studyabroad@richmond.edu](mailto:studyabroad@richmond.edu) (1-804-287-1849).

**Glossary:**  
**ACI**-Claim processor  
**AXA**-Travel assistance provider  
**Chubb**-Insurance company
SEXUAL MISCONDUCT ABROAD
A step-by-step guide if you, or someone you know, has experienced sexual misconduct.

HOW TO REPORT

Contact Your Host Institution & the Office of International Education (OIE)
- Refer to the host institution information provided on your emergency contact card
- Contact the OIE at 804-287-6316 during weekdays
- Contact URPD after hours at 804-289-8715

Contact a Title IX Coordinator
Tracy Cassalia
804-289-8464
tcassali@richmond.edu

Online Reporting Form
prevent.richmond.edu/report

RESOURCES

Country Resources
U.S. Consulate
Ask to speak to the emergency officer on call (available 24/7)
ACE Travel Assistance
Will help you identify counseling and medical services where you are located
312-935-1755

Overseas Citizen Services
202-501-4444

Handbook of International Centers for Survivors of Sexual Assault
global.umn.edu/travel/assault/#/

On-Campus Resources
Counseling and Psychological Services (CAPS)
804-289-8119

UR Police Department
804-289-8911

Chaplaincy
804-289-8500

Student Health Center
804-289-8700

Westhampton College Dean's Office
804-289-8468

Richmond College Dean's Office
804-289-8061

CARE & SUPPORT

Help Yourself
- Get to a safe place as soon as you can
- Try to preserve all physical evidence
- Contact someone you trust
- Get medical attention as soon as possible (contact the U.S. Consulate for assistance)

Help a Friend
- Believe them
- Ensure they are safe
- Listen
- Provide non-judgmental support
- Remind them that it was not their fault

prevent.richmond.edu
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DEAR WORLD TRAVELERS

Congratulations on your decision to study abroad! As you know, there is much to be gained from spending time in another culture, learning or furthering your language, and gaining insights into the meaning of being a global citizen.

Study abroad presents great reward and can also present challenges, both academic and personal. You may find the new culture startling, your ability to communicate might feel limited at first, and being outside of your normal comfort zone can sometimes be difficult. Be prepared to embrace these challenges by being flexible and adventurous, while continuing to exercise the same caution you would in a US urban or rural environment. We celebrate your willingness to adapt to new situations and to expect differences in many things. And we know you will also have fun in the process!

This handbook has been designed to help you prepare for your travel and to achieve a smooth transition to your time abroad. Please take the time to read this and related online resources, and refer to it often.

With warm good wishes and bon voyage,

Sincerely,

Dr. Martha L. Merritt
Dean and the Carole M. Weinstein
Chair of International Education
GENERAL INFORMATION

Orientation
Orientations are an important component to being well-prepared for your time abroad. You will learn important and practical information about the country you will be in, health and safety, expectations, policy information, and other items to make your time more enjoyable.

There is a required general orientation program for all summer study abroad participants. Each program will also have a mandatory orientation prior to departure. There are many details involved in preparing for a course off campus, and the orientation program gives students an opportunity to have their questions answered.

Attendance
It is essential for students to be in attendance in all classes and other scheduled activities while on an off-campus program. Summer programs are intensive in nature, and require full attention and attendance. Our programs depend upon the goodwill of our overseas coordinators, professors, and staff. In order to reap all the educational and personal benefits, it is important that students be present at every scheduled class and activity unless excused by the program’s faculty leader.

Good standing policy
All students are required to maintain good academic, financial, and social standing after a program accepts them. Students who violate the University of Richmond conduct code after they are accepted may be withdrawn from the program. You are responsible for paying all fees related to your program. If you owe monies to UR and do not settle your account in a timely manner, you may be withdrawn from the program abroad. In such cases, UR will not be responsible for any lost monies already paid for the study abroad experience, such as plane tickets, travel arrangements, and deposits.

Visitors
We understand that sometimes family or friends will want to visit you while you are abroad. Participants on the programs are reminded that the faculty leader must first approve visits by family members or friends. All visitors must make their own arrangements for travel, housing and food. University of Richmond students cannot offer housing accommodations, meals or allow participation in classes and/or field trips to non-participants.

Withdrawal and Refund Policy
You have already read and signed the withdrawal and refund policy. If you haven’t already done so, please share this policy with your family or others who may be assisting in payment for your summer abroad program. We apply these rules because the success of each program, and the price we set, depends on the number of students who sign up. Depending on the date of withdrawal you may become responsible for payment of the full cost of the program.

1. The deposit is not refundable under any circumstances.
2. If I withdraw from the Program by notifying the University in writing on or before March 15, the University will refund all fees paid, except the deposit.
3. If I withdraw from the Program for medical reasons before April 15, and provide evidence of medical necessity from a physician, the University will refund all fees paid, except $300.
4. If I withdraw from the Program for nonmedical reasons after March 15, but before April 15, the University will refund 30% of the total program costs, taking into consideration any non-refundable or non-recoverable fees that have been pre-paid on my behalf.
5. If a Program is cancelled, or if in the sole judgment of the University, a Program has been so radically changed in itinerary or curriculum that it would be unfair to require students to participate and a student elects in writing to withdraw from the Program, the University will refund all fees paid. Under these circumstances, the University will have no additional responsibility or liability to the student or his parents or guardian.

Responsibility for Damages
Students who live with a host family as part of a “homestay” are personally responsible for any reasonable damages, breakages or losses that are incurred by the host family and for which student(s) are directly responsible. Examples are beds that are broken, floors that are stained and locks that need replaced due to lost keys.
MONEY MATTERS WHILE ABROAD

Spending money
The amount of money a student spends per week varies greatly according to lifestyle and spending habits. During your program-specific orientation, your faculty leader can provide you with suggestions as to how much spending money you may need.

There are different options available for accessing and using money abroad: credit cards, debit cards, ATM cards and wire transfers. Some options are better and/or more expensive than others. Please click here for a list of these options.

Your ATM card as well as credit cards should work in most places, given that you first alert your bank or credit card company that you will be travelling overseas, so you will be able to access your U.S. account and withdraw the local currency. You could also arrange for your family to deposit money to your U.S. account on an agreed-upon basis. Generally speaking, your ATM card withdrawals while abroad should get you the best exchange rate however, make sure to check with your bank regarding withdrawal fees. You can easily look up current currency exchange rates at XE.com and OANDA.com. It is also a good idea to exchange a small amount of U.S. dollars for foreign currency at your bank prior to your abroad departure in case you are not able to access an atm or exchange money upon your arrival abroad. Some U.S. banks can, for a fee, obtain foreign currency for you with several days’ notice. Another option is to exchange money at the airport or at a money exchange bank abroad. Be aware that the exchange banks in the airport do not always have the best exchange rates and they will charge a commission.

Pay in the local currency, not in U.S. dollars
In some parts of the world, particularly in Europe, some merchants will give you the option of charging your credit card in U.S. dollars rather than in the local currency. It is most commonly recommended that you decline the offer because a conversion fee, typically at least 3%, may be applied.

INTERNATIONAL TRAVEL

Booking Flights
Each summer program has its own requirements for participants in purchasing flights. Please check with your faculty leader to make sure you understand the specific travel requirements, recommendations and specific dates prior to purchasing tickets. Students should carefully research their flight options and investigate the various possible airline fees when trying to book their transportation to/from their abroad destination. Budget airlines in particular have created many additional ways to collect money from travelers, so don’t be fooled by a seemingly low ticket price. Additional fees may be charged for things such as checking a bag, exceeding the (often low) baggage weight limit, selecting a seat (particularly if the seat is in a location that has extra legroom), and even for checking in at the airport. Be sure to calculate the total possible cost before clicking the “purchase” button.

When making your travel reservations, be sure to use your name exactly as it appears on your passport. If names do not match, you may have problems at check-in.

Lost Luggage
If your luggage doesn’t show up, do not leave the Baggage Claim area until you report it to the airline. Once you leave that area, you cannot return! The insurance policy provided by the University of Richmond also includes the option to file a claim of up to $500 for lost luggage. Further details about the insurance policy are explained in a later section of this handbook.

Packing
The airline will limit your checked luggage and the weight and size of your carry-on bags. Check with the airline before departure as to what their regulations are.

The best advice about packing is to take only what you will need. Another comment we hear over and over from past participants: “I took too many clothes!” No matter how much clothing you take, you will be tired of it after the first few weeks, so pack basic wardrobe items that can be mixed and matched, layered, and worn again and again. Casual clothes are appropriate for classes, but you will need at least one outfit for special occasions.

It is a good idea to take a complete supply of any prescription medication as well as a note from your doctor giving the generic name of the drug that is prescribed. Keep the medication in its regular container in case custom officials have any questions about the type of drugs that you are carrying. If you wear glasses or contact lenses, it is a good idea to have a copy of that prescription as well.
Please do not take extremely valuable jewelry or watches with you when you travel. It is difficult to keep track of them while you are away, and you’ll have less to worry about if you leave them home.

Do not pack your passport or your plane ticket in a bag that you intend to check!

Here is some advice on packing by a former program participant:

"Pack your bags, than take out half of the stuff and put it away. You can live very comfortably with very little".

Consult the TSA’s website to find out about restrictions on luggage and items that may be carried onto the aircraft. You will be asked to show a government-issued photo identification card or passport. Also, you are encouraged to read the U.S. Customs and Border Protection’s "Inspection of Electronic Devices" information sheet prior to flying to/from abroad.

Electrical appliances: Bring only appliances with dual voltage. You will also need a plug adapter, which may be purchased at most hardware stores. Your electrical appliances will not work well abroad, even with an adapter, and there is always the risk that they will burn out. It’s easier to buy small appliances abroad.

Gift for your hosts: It is courteous to take along a small gift, perhaps something typical of the region in which you live, for your hosts. Keep in mind, however, that customs officials will confiscate organic materials such as fruits, cheese, or even wicker baskets. Take along photographs of your family, friends and home since your hosts will be curious about your life in the States. One former participant suggests taking a map of the U.S. because questions about geography often come up. Another student said that he met people from all over the world while traveling after the program ended, and the pocket world atlas he carried was very useful when he and his new friends talked about their homelands.
Traveler’s Checklist

Pack lightly and comfortably. Take into consideration the climate and the type of program you are going on. For example, if you will be doing a lot of outdoor activities, bring fewer dress clothes. Also keep in mind the local culture – in many countries it is not acceptable to wear shorts or short skirts. Many students purchase some clothing, and most of their toiletries, while abroad.

**Before You Go:**
- Passport
- Visa (if required)
- Appointment with doctor/dentist
- Credit cards with PIN numbers
- Currency of host country (about $100)
- Traveler’s checks
- U.S. cash (dollar bills come in handy)
- Plane tickets
- Health documentation
- Extra ID
- Emergency info (medical, itinerary, contacts)

**Health Care Needs:**
- Prescriptions
- Extra pair of prescription eyeglasses; enough contact lenses and solution for entire semester/year
- Condoms/birth control pills
- First Aid Kit
- Band Aids
- Antiseptic cream
- Sunscreen
- Tweezers
- Aspirin, Tylenol etc.
- Antacid
- Diarrhea Medicine
- Malaria Pills (where needed)
- Toiletries and grooming supplies

**Clothing:**
- Drip-dry, no-iron, minimum care
- Layerable clothes for weather changes
- Gloves/scarf
- Dressy outfit (shirt/tie, dress, suit, etc)
- Hat
- Shirts/T-shirts (4-7 long- and short-sleeved)
- Shoes (casual, dress, hiking, athletic)
- Socks (one week’s worth)
- Sweaters (1-2)
- Swimsuit
- Trousers (1-2)
- Underwear (one week’s worth)
- Waterproof jacket

**Important Basics:**
- Adapter plugs
- Alarm clock (battery operated)
- Batteries
- Camera and accessories
- Cell phone (if not purchasing abroad)
- Dictionary of the host language
- Good padlock/keys
- Laptop and/or tablet
- Luggage
- Money belt or neck pouch
- Small gifts for host family
- Travel pack or daypack
- Watch

**Essential Documents:**
- Passport
- Visa (if required)
- Extra passport photos (4-6)
- Extra ID (driver’s license, etc)
- Insurance/Emergency Cards & Letters (IECL)
- Your program checklist and other program materials
- Photocopies of important documents (passport, visa, birth certificate, etc)

**Miscellaneous:**
- MP3 player, e-book reader, etc
- Cards, games
- Sewing kit, super glue
- Towel & washcloth
- International phone card
- Umbrella
- Sunglasses
- Ear plugs
- Plastic zip-lock bags
- Insect repellant
- Travel guides
- Maps
- Journal
- Small flashlight
- Small calculator
- Lots of patience
- A good attitude and a sense of humor
Jetlag
To avoid some of the problems of jet lag (adjusting to the difference in time at the new location), there are a few simple rules to follow:

**Drink liquids to avoid dehydration:** Water and fruit juices are the best to drink. Alcohol will further dehydrate you during your flight and hits you stronger and faster on a plane. It can also cause joint swelling and make it harder to adjust to time changes.

**Exercise:** Stretch during your flight. If possible, sit in a bulkhead or aisle seat to stretch your legs. Some planes have extra legroom in the emergency exit seat over the wing.

**Sleep:** If at all possible, sleep on the flight. If you can find an empty row, lift the armrests and stretch out. This will help you to be awake when you arrive at your destination.

**Set your watch:** Change your watch to the new time when your flight departs. Attempt to eat meals on the "new" time. This will help your body’s adjustment to the new time zone.

**Don’t sleep on arrival:** When you arrive at your destination, it is important to adjust to the local time. If you arrive in the morning, attempt to stay awake until a usual bedtime (or at least until 8:00 or 9:00 p.m.). If you arrive later in the evening, force yourself to go to sleep early. Usually, if you get a regular night's sleep, you will wake at the normal time the next morning, and be able to function normally. Try to establish a regular sleeping pattern as soon as possible.

**IMPORTANT DOCUMENTS TO TAKE ABROAD**

**Passports**
You will need a passport that is valid at least six months after your program officially ends. Be sure to make two copies of the ID page of your passport, one that you leave at home with family and the other to take with you. It is recommended you also have an electronic copy with you. These copies will prove useful in case your passport is lost or stolen and you need to apply for an emergency passport at the local consulate.

**Applying for a passport**
You must obtain a passport to travel outside of the United States. You may also be required by the host country to apply for and obtain a student visa prior to departure. If you already have a passport, be sure it is valid for at least 6-12 months beyond your program’s end date. It is your responsibility to obtain these documents. Visit the U.S. Department of State's Passports website to find out how to apply for a U.S. passport or to check on the status of a pending U.S. passport application.

Passport processing can take up to eight weeks (2 months), so students are encouraged to apply immediately. Passport applications may be submitted at the main U.S. Post Office on Brook Rd., ph. 1-804-775-6304, or at the branch at Patterson and Glenburnie. A 24-hour information recording can be heard by calling 1-877-487-2778.

**Lost or stolen passports**
Report lost or stolen passports immediately to local police and go to the nearest U.S. embassy or consulate the next business day for a replacement. By presenting a police report, photos, and proof of identification such as a photocopy of the “picture page” or details page of your passport a new passport can be issued more quickly.

**Student Visas**
A visa is a stamp in a passport which officially grants permission for the holder to enter a country for a specified period of time for a particular purpose (e.g., study). Student visa requirements vary from country to country and from consulate to consulate.

NOTE: Obtaining a visa involves an individual interacting directly with the government of the country he or she wishes to visit. Staff in the Office of International Education can provide basic instruction and information, but cannot apply for visas on behalf of students or intervene in the visa application process. It is recommended that students who need a visa review the instructions provided by the consulate in the U.S. for the country they are travelling to and apply as soon as possible after acceptance as it may take several weeks for a visa to be approved.
COMMUNICATION FROM ABROAD

Your first phone call home

Don’t promise your family that you will call home immediately upon arrival at your destination. Sometimes flights are delayed or you may need to rush from one point to another, or you may be too tired to figure out a new phone system during the first few hours. It may be better to promise to call within a day or two instead.

Finding the most economical service

Telephone services, phone cards, and long distance rates change rapidly. For some countries, the most economical option is to purchase a mobile phone or SIM card in-country. It’s also a good idea to check with your U.S. plan to see what rates they have for international roaming services. Of course, Skype and WhatsApp are also great ways to keep in touch, and they’re free if you have wifi!

Interpreter on Call

Language Line (1-800-528-5888) is a fee-per-minute service allowing travelers to speak via an interpreter to non-English speakers. This service provides access to 170 languages and is available 24 hours, 7 days a week.

TRANSPORTATION WHILE ABROAD

U.S. Department of State’s Travel Information

The U.S. Department of State (DOS) maintains a consular website designed to provide comprehensive information to U.S. citizens traveling abroad. The site offers U.S. citizens information on foreign entry requirements and tips for traveling and living abroad.

Transportation Safety

- Many countries drive on the opposite side of the road than the U.S. Be aware of our natural reaction to look to the left and then right. This is reversed in the countries, which drive on the other side. This is a common cause of serious injury.
- Take only taxis clearly identified with official markings. Beware of unmarked cabs. Agree on a fare before departing. Lock taxi doors if possible, especially at night in strange cities. Don’t share personal information. Pay for the ride while in the car. Do not sit up front with the driver.
- There is risk involved in operating any motor vehicle abroad. Students are not allowed to operate a motor vehicle in another country.
- Well-organized, systematic robbery of passengers on trains along popular tourist routes is a serious problem. It is most common at night and especially on overnight trains. If you see your way being blocked by a stranger and another person is very close, move away.
- Where possible, lock your train compartment, especially at night. If it cannot be locked securely, take turns sleeping. If you must sleep unprotected, tie down your luggage, put your valuables in your hidden money belt and sleep on top of your belongings.
- Do not accept food or drink from strangers. Criminals have been known to drug food or drink offered to passengers.

Students do not have permission to operate a motorized vehicle while enrolled on a program off-campus. Traffic congestion and different traffic laws and regulations can make driving motor vehicles in a foreign country extremely hazardous. Insurance requirements and other responsibilities vary by country. UR assumes no financial responsibility for legal aid, medical care, and other direct or indirect expenses incurred as a result of a student’s decision to operate a motor vehicle while abroad.

HEALTH AND SAFETY WHILE ABROAD

As you prepare for your upcoming study abroad experience, we encourage you to review the travel abroad information on the UR Student Health Center’s (SHC) Travel Abroad website. The SHC does not offer specific travel consultation services; however, students may receive some basic vaccinations as well as TB skin testing (PPD tests) at the SHC for a small fee. The SHC strongly recommends follow-up TB testing after travel abroad to areas with a high incidence of TB. Call UR Dial-A-Nurse at 289-8700 for information or to schedule an appointment.

Visit the UR Student Health Center’s Travel Abroad website for full details and information on the following:

- Immunizations
- Pre-existing conditions
- International Certificate of Vaccination
- HIV Testing
- Physical Exam, Medical Forms, and Housing Forms
- Medical Records
- Illnesses after Travel
- Tuberculosis (TB) Testing
- Legality and Availability of Medications Abroad - Not all drugs are legal or available abroad. It is strongly recommended that you contact AXA Assistance USA to check specific prescription medications before leaving.
**Students with disabilities**
The University of Richmond is committed to assist students with physical disabilities so that they are able to study abroad. The University will make every effort to develop reasonable accommodations in cooperation with the host institution so that students with physical disabilities may achieve the intended goals of the study abroad experience. For more information and resources about traveling abroad with disabilities, please visit Mobility International USA's website.

**International Health Insurance**
The University of Richmond provides all summer study abroad students with access to a comprehensive international health insurance policy at no extra cost to the students. Unless a student is studying in his/her home country of citizenship, students on UR summer study abroad programs are automatically enrolled in the Chubb/AXA Insurance plan. Students will find their insurance card and related insurance information in the Materials section of your Gateway Abroad application. Students can also contact the insurance company for referrals on clinics, medical facilities, counselling services, and English speaking doctors.

The policy also includes traveler’s assistance that covers lost luggage, emergency prescriptions, emergency passport replacement, travel delays and trip cancellation. For emergencies while abroad, the insurance can coordinate sending a family member to your location as well as sending you back to the U.S. if there was an emergency back at home with a family member. Please see the IE’s insurance webpage for more information, including coverage details, instructions on how to use your insurance while abroad, to download the insurance claim form, etc.

For major medical services that would require a high out of pocket expense, Chubb/AXA can issue a Guarantee of Payment letter to the hospital/clinic, which allows the provider to send medical bills directly to Chubb/AXA. Chubb/AXA then will coordinate and pay for eligible/covered medical expenses directly. This prevents the traveler from having to use his/her funds to pay and then claim reimbursement.

Payment by Chubb/AXA on behalf of the traveler is only possible if Chubb/AXA is notified prior to or immediately at the point of service. Certain restrictions may apply that could prohibit Chubb/AXA from paying expenses directly, and these are based upon the location and the requirements of the medical provider. Keep in mind, it is sometimes easier to pay upfront and claim reimbursement, especially when the costs are very low.

NOTE: Medical expenses and medication not covered by the insurance are the responsibility of the student. If a student plans to travel extensively prior to or after the summer study abroad program, additional coverage can be purchased; click here for details.

**Student Health**
It is important to know how to find medical assistance, whether routine or emergency, before the need arises. Is there a 911-style emergency number and, if so, what services does it access? Who will provide routine medical care and how can you reach that provider? Students will be provided with information on how to access resources specific to their abroad location.

If you need any special resources such as special dietary or medical needs, it’s important that you have a discussion with your faculty leader prior to departure so that these needs can be addressed.

**Assess your health**
Going abroad is not a magic “geographic cure” for concerns and problems at home. Both physical and emotional health issues will follow you wherever you go. In particular, if you are concerned about the use of alcohol and other controlled drugs, or if you have an emotional health concern, you should address it honestly before making plans to travel. Contrary to many people’s expectations, travel does not minimize these problems.

Be clear about your health needs when applying for a program and when making housing arrangements. Describe allergies, disabilities, psychological treatments, dietary requirements and medical needs so that adequate arrangements can be made. Resources and services for people with disabilities vary widely by country and region; if you have a disability or special need, identify it and understand ahead of time exactly what accommodations can and will be made.

**Diet and routine**
Food overseas may be quite different from what you are used to at home. It may be "healthier" in some instance (more vegetables and fruits) or "less healthy" in others (more fried foods than you may usually eat), but most often it will just be different from what you are used to. Eat nutritiously, which may mean trying some foods you are not accustomed to. Make sure to take special dietary needs into account and make arrangements in advance.
Despite the change in your environment, you can still keep some of your daily routines from home. Get enough rest, especially the first few days. Get plenty of exercise to keep your mind and body working. Don’t isolate yourself. You will probably have to make the first move in developing friendships, but they are an essential part of any overseas experience and, more importantly, your emotional well being.

**Antidepressants or anti-anxiety medications**

If a student is taking antidepressant or anti-anxiety medications, physicians often recommend that they stay on them through the duration of your program, even if it would otherwise be time for them to taper. Please consult with your physician on this matter.

If a student chooses to go off their medications, please be aware that physicians typically advise taking a supply of medication and/or a carefully written prescription, with drug names listed generically, along with a physician’s instructions. With these, they are prepared to go back on the medications should that become necessary.

**Immunizations**

The CDC provides important country specific information and recommendation for traveler’s health. It is important to review this information with your physician prior to departure to ensure all of your necessary immunizations are up to date. Specific guidelines from the Center for Disease Control can be found at [https://wwwnc.cdc.gov/travel/destinations/list/](https://wwwnc.cdc.gov/travel/destinations/list/)

**Prescriptions**

It is a good time to update your health records, eyeglass and contact lens prescriptions and prescriptions for any medications you routinely take. Carry your prescription medications in their original containers and carry written prescriptions using generic names to facilitate getting them filled overseas, should this be necessary.

Prescriptions should be accompanied by a letter from your physician. This letter should include a description of the problem, the dosage of prescribed medications to assist medical authorities during an emergency and the generic name of any medicine listed.

If you are allergic to anything, it is important to wear a medical alert bracelet or necklace and carry an identification card to inform overseas health care personnel in the event of an accident or injury.

It is advisable to make up your own medical kit. This could contain such items as: Band-Aids, ace bandages, thermometer, adhesive tape, gauze, sterile cleansers, antibacterial ointment and antiseptic cream, sunscreen, sunburn ointment, aspirin or other painkillers, and anti-diarrhea medicine. Depending on the region, take antihistamines for allergy relief, salt tablets, skin moisturizers and insect repellents.

**Hospitalization or emergency care**

It is to your advantage to provide information about current or past medical problems of which the University should be aware. In cases of illness of a group member, the faculty leader, or program assistant will contact the insurance provider and consult with local medical authorities regarding hospitalization and treatment. In emergency situations the faculty leader or program assistant will authorize required surgery, but in non-emergency situations will only order surgery upon receipt of parental authority.

If, in the judgment of local medical staff, serious illness warrants return to the student's home, the International Education staff will coordinate with the insurance provider to facilitate the necessary arrangements for such return.

In the case of medical withdrawal, the student will receive a refund of recoverable room and board charges. The student must submit a physician's statement to IE along with a request for the return of funds.

**HIV/AIDS/Hepatitis B and C**

Everything you already know about AIDS and Hepatitis concerning how it is contracted is as true overseas as it is at home. Taking the advised precautions is the only way to protect yourself.

The World Health Organization states: “AIDS and Hepatitis are not spread by daily and routine activities such a sitting next to someone or shaking hands, or working with people. Nor is it spread by insects or insect bites. AIDS and Hepatitis are not spread by swimming pools, public transportation, food, cups, glasses, plates, toilets, water, air, touch or hugging, coughing or sneezing.”
Many developing nations do not have resources for mandatory blood screening. Thus, it is important to avoid or postpone any blood transfusion unless absolutely necessary. If you do need blood, try to ensure that screened blood is used.

If you are sexually active, it is very important to ALWAYS use a latex condom. Take them with you, as condition, manufacturing and storage in other countries may be poor.

Many foreign countries reuse syringes, even disposable ones. It is best to avoid injections unless absolutely necessary. If an injection is required, verify that the needles and syringes come directly from the package or are properly sterilized. If the situation arises that you need extensive treatment or surgery, medical evacuation should be carefully considered.

If you are HIV or Hepatitis B/C positive, contact the consulate or the embassy of the country(ies) you plan to visit. Each country may have specific entry requirements, or requirements regarding carrying medicines, that you should know about before leaving.

Illness upon return
If you become sick when you return from your study abroad experience, it is important to contact your doctor. Sometimes illnesses first appear weeks after your initial exposure. Also inform medical personnel what countries you have been in. There are many diseases which are indigenous to foreign countries which U.S. trained doctors may not be familiar with.

Alcohol and Drug Use
Code of behavior
You are expected to adhere to the same code of behavior as if you were on campus at UR. The use, possession, transport, selling, or purchase of illegal drugs harms the reputation of the individual, the University of Richmond, and the United States.

The University of Richmond and its agents have the right to enforce appropriate standards of conduct and may at any time terminate your participation in the program for failure to maintain these standards or for any conduct which the UR or its agents consider to be incompatible with the interest, harmony, comfort, and welfare of other students or the host institution. If you are expelled from the program, you will be sent home at your own expense and there will be no refund.

Dangers of alcohol and drug abuse
Many students fall victim to crime and other hazards while under the influence of alcohol and drugs. Students under the influence of alcohol can find themselves in compromising situations. Alcoholic content is often much higher outside the U.S. Students should be aware of the cultural norms in the host country and abide by all local laws and customs. Students should review the U.S. Department of State’s warning about this issue.

Alcohol Policy
The consumption of alcoholic beverages is prohibited at all University-sponsored functions that include students. The faculty member accompanying groups of students on summer study abroad programs will discuss the guidelines for responsible use of alcohol with the students in their group prior to departing on the program. The faculty member is responsible for establishing and implementing the consequences of not following the policy governing the responsible use of alcohol prior to departure.

Responsible use of alcohol occurs when:

- A student abides by the laws of the country or state in which they are living.
- A student does not miss any scheduled event because of the effects of alcohol consumption
- A student does not become ill due to the effects of alcohol consumption.
- A student does not engage in inappropriate behavior toward other individuals that is the result of alcohol consumption.
- A student does not engage in destructive behavior toward property that is the result of alcohol consumption.
- A student does not engage in behavior that causes embarrassment to the other members of the group, the faculty member(s) or the in-country host(s) as a result of alcohol consumption.
- Students in a group do not facilitate or encourage or ignore a fellow student who is abusing alcohol. Providing alcohol to persons under the legal drinking age is illegal and against the University of Richmond policy.
• Transporting quantities of alcohol to program sites with the intent of sharing the alcohol with members of the group is considered to be an irresponsible use of alcohol and a violation of the substance abuse policy.

Students are encouraged to use good judgment if consuming alcohol at private homes or other accommodations during non-program hours. Students living in accommodation organized through the University of Richmond will be considered the same as residence halls on the University of Richmond campus. Therefore, they will be under the same alcohol policy. Student groups are encouraged to discuss issues related to alcohol abuse by other members of their group with the faculty leader or program assistant.

If a student becomes incapacitated due to alcohol overuse, or if they are in need of medical attention, students are encouraged to contact the faculty leader or the program assistant immediately, in order to protect the health and well being of the affected student. The individual needing medical attention will not receive disciplinary sanction in these circumstances, but rather will be referred for assistance to address issues of chemical use/abuse. Students are encouraged to make the responsible choice to notify faculty or emergency personnel quickly.

Possible Penalties
In many countries, local laws make no distinction between soft and hard drugs. U.S. laws do not protect U.S. citizens abroad who violate foreign laws. U.S. citizens are subject to the same penalties for drug violations as the nationals of the country they are visiting.

Penalties for violating the law of another country may be severe. For example, penalties for possession or trafficking in any kind of drug ranges from two to twenty-five years and include a heavy fine in many countries. In some countries, the penalty may be death. Foreign governments are not more tolerant of drug use, nor are they more permissive in their drug laws. The use, purchase, or sale of illegal drugs (hallucinogens, narcotics, stimulants, or depressants) is a critical issue.

Any student who uses, buys, or sells illegal drugs will be expelled from the program and immediately returned to the United States at his/her own expense. One violation will be cause for removal from the program. Separation from the program may result in loss of academic credit. The costs of legal advice, fines, and return travel must be borne by the violator. The University of Richmond prohibits the unlawful possession, distribution, or use of illicit drugs and/or controlled substances on any property owned or rented by the University or in any program or activity sponsored by the University in any location.

Anyone violating policy regarding illicit drugs, and/or controlled substances will be subject to disciplinary action and they may face additional actions by the courts.

What U.S. consular officers can do
U.S. consular officers can insure, insofar as possible, that the detainee’s rights under local law are fully observed and humane treatment is accorded under internationally accepted standards; visit the detainee and provide him/her with a list of local attorneys; contact family and/or friends for financial or other aid, if asked to by the detainee. See the U.S. Department of State’s website about arrest abroad for more information.

What U.S. consular officers cannot do
U.S. consular officers cannot contact the detainee’s family or friends, or lodge a formal protest about mistreatment of the detainee unless asked to do so by the detainee. In addition, they cannot prevent delays by law enforcement officials or prevent unseemly delays in bringing U.S. citizens to trial. The U.S. government cannot free U.S. citizens charged or convicted of crimes while abroad.

Sexual Harassment and Assault Issues
The prevention of sexual misconduct, particularly sexual violence, is an institutional priority at the University of Richmond. The University is unwavering in its commitment to support survivors of sexual assault, to respond promptly to reports of any type of sexual misconduct, and to investigate and adjudicate reports in a manner that is fair and equitable to all parties involved.

Due to differences in gender relations and attitudes in other cultures, situations may arise in which you find yourself in an uncomfortable or unsafe situation while abroad. Laws in other countries vary, so it is important to consult with the international office and the U.S. consulate regarding the local legal system in the event that you are sexually assaulted or harassed. Resources for victims of sexual assault and harassment will likely be different from those in the United States also.
More detailed information on sexual misconduct definitions and resources are listed in the Appendix at the back of this handbook.

You may have questions as to whether certain situations may be defined as sexual assault and/or harassment. Any questions you have can be directed to Tracy Cassalia, Deputy Title IX Coordinator for Students, 804-289-8464 or tcassali@richmond.edu. It is strongly encouraged that you also discuss any incidents that make you feel uncomfortable or harassed with your faculty leader, program assistant or IE staff member. Please be aware that if you do report an incident of sexual misconduct, including sexual violence to a faculty leader, program assistant, or IE staff member, that individual has a duty to report the incident to the University of Richmond Title IX Coordinator.

Sexual Orientation
In order to maximize the study abroad experience, all students should research the intended host country before departure. As an LGBT student there are some additional things you may want to consider as you prepare to go abroad. Please visit studyabroad.richmond.edu/?go=LGBT for a list of things to consider as you prepare to go abroad.

Women’s Health
“Women may experience some particular difficulties while abroad and facing the unfamiliar can raise the anxiety level. U.S. women have a reputation for enjoying a lifestyle which contrasts with more traditional behavior in many countries. This image is reinforced by distorted stereotypes used in TV, movies, and advertising. Cultural differences extend to body language. U.S. students may encounter people who do not understand that their familiar way with strangers is a gesture of friendship. A smile, a hairstyle, posture, clothing, eye contact, the distance between people talking can all have profoundly different interpretations from culture to culture. Even a smile to a stranger may be misunderstood.”

For more information about women’s health and safety issues abroad, please visit the University of California’s Study Abroad Center website.

Sharing Concerns
If you have concerns about yourself or a fellow UR student abroad related to health issues or safety (which may or may not be connected to a particular “incident”), please complete this online form. Your concerns will be routed to the appropriate office(s) that are in the best position to provide help and advice. More information, including a list of health and safety risk indicators to take note of, is available on Student Development’s website.

Safety Precautions
In planning summer study abroad programs, the concern for the safety of our students and faculty is given careful attention. We know that there are risks involved in travel. It is therefore important to prepare for both known and unknown circumstances. The goal is to “manage risk” to the greatest extent possible and to communicate this to students in all materials given to them.

The excitement of travel and the newness of an environment make it easy to become careless or distracted. The following common sense suggestions are designed to help you prepare and remain as safe as possible. The idea is to be aware of where you are and what is going on around you at all times.

Enroll in STEP
The U.S. Department of State’s Smart Traveler Enrollment Program provides travelers with the option to enroll their international travel online with the local consulate. It is strongly recommended that all students enroll their travel through STEP. Once enrolled, important alerts and updates will be sent to you regarding any health or safety concerns in the country. This registration also allows for emergency response coordination in the event of evacuation.

Check travel advisories
The U.S. Department of State lists detailed travel information for all countries around the world. We encourage you to check the Department of State website to learn about the countries in which you will be living and traveling. Also, check your email while traveling and carry along a list of phone numbers of the U.S. consulates/embassies in all countries you will be visiting.

Prepare an “In Case of Emergency” form
Emergencies and accidents can happen to anyone, at anytime, anywhere in the world. Even the most high-tech devices can be rendered useless and prevent access to important emergency contact information. To minimize potential problems you are strongly encouraged to complete the “In Case of Emergency” fillable form and keep printed copies of it in your luggage and wallet. Put a list of important passwords in a sealed envelope and give it to your family before you go abroad. This envelope should only be opened in case of a serious life emergency, such as incapacitation.
Leave your travel itinerary with someone
Whenever you travel within or outside your host country, you should leave an itinerary with your family, the international office abroad, and with the IE (studyabroad@richmond.edu). You should also tell your roommate or host family about your travel plans—at least give them a list of cities you will be visiting as well as contact information, when available.

Check your Richmond email account regularly
You are ultimately responsible for taking the necessary precautions to ensure your personal safety while abroad. To help you do this, the IE will email relevant notices to you when there is a particular safety issue or crisis abroad. It is therefore very important to check your Richmond email account regularly.

Travel light
This enables you to move quickly. You will be less tired and less likely to set your bags down. Never leave your baggage unattended.

Protect your valuable documents. Carry these in a money belt or neck wallet at all times. Wear them under your clothing. Photocopy important documents such as passport, tickets and even credit cards, and keep them in a safe place apart from the original documents. If there is good Internet service in the countr you are visiting, you can store pictures/scans of important documents for online recovery.

Do not agree to meet a person whom you do not know in a secluded place. Be aware that sometimes people from other cultures tend to mistake the friendliness of Americans for romantic interest.

Avoid demonstrations, especially in politically volatile countries. Read the local newspaper and learn about potential civil unrest. What appears peaceful can suddenly become a dangerous situation, and you could be caught in the middle.

Use the buddy system while traveling. Use common sense if confronted with a dangerous situation. At times, it may be best to attract attention by screaming or running. In some countries, it will be important to have a male companion in the group.

Plan where you are going in advance and be aware of your surroundings. This is not paranoia—it's just good common sense. You know what feels comfortable and what doesn't. If your instincts tell you a situation is uncomfortable, trust them and move along. If you become lost, ask directions if possible from individuals in authority.

Use banks and authorized money exchanges. Do not exchange on the black market or on the streets. Learn currency prior to your arrival in a country. This will keep you from being a target as you use money.

Stay healthy by eating well and getting sufficient rest. If you become ill, take care of yourself by getting the proper care. Don't be afraid to visit a doctor or hospital because you don't speak the local language. Usually there is someone who speaks English and the insurance company can often provide translation services if required.

Residence Safety
1. Keep your hotel/residence doors locked when you are there and when you leave.
2. Always locate the emergency exit, or if in a house or apartment, check windows and other alternate means of escape in a fire or emergency.
3. Do not open your door to people you don’t know and don't give your room number to persons you don't know well. Meet visitors in the lobby. Let someone know when you expect to return, especially if you will be out late at night.
4. Keep valuables in a safe place - this may be different for each place you stay. When in doubt, carry money and valuables with you.
5. Close curtains after dark and lock ground floor windows.
6. Know the exit routes, especially in hotels, and remember how to get to safety- even in the dark!
7. Please ALWAYS walk with a friend or take a taxi if coming home late at night.

Water Safety
In some locations, tap water may be undrinkable unless it has been boiled or treated with iodine. When in doubt, drink bottled water and check with your program director abroad. Also, be extremely careful when swimming while abroad, particularly in the ocean, as hazards may not be marked and the water current/undertow may be more severe than you perceive. Swimming carries a high level of risk unless you are in a well-chlorinated pool. Drowning is one of the major causes of death on study abroad programs. Walking barefoot should be avoided in all circumstances.
Fire Hazards
Fire regulations differ from country to country. Smoke alarms, sprinklers, and fire exits do not exist in many places. It is the student’s responsibility to be aware of the safety conditions in their housing arrangement. The student should make an emergency exit plan. Questions should be directed to the program assistant.

Carbon Monoxide Poisoning
Be aware of the heating situation provided by your host institution and host residence. When carbon monoxide-producing appliances are present, such as any appliance that burns fuel (such as gas, oil, kerosene, wood, or charcoal), be sure to ask how to use these appliances safely in order to prevent carbon monoxide poisoning. Consider taking a carbon monoxide and smoke detector with you abroad. Further information is available on the Environmental Protection Agency (EPA) website. Additionally, this pamphlet is very informative on the subject.

Tick Bites
Hiking happens worldwide, and so do tick bites! Tick bites can lead to infection or even diseases. While there is minimal risk of being bitten by ticks, it is not zero risk. When hiking, wear long pants and shirts and use insect repellent effective against ticks; the CDC has a good list of preventative measures. Also, this map shows the prevalence of tick bites worldwide.

What to Do in an Emergency
If there is an emergency where you are studying or traveling, whether the emergency is caused by nature or humankind, please follow these steps immediately:

1) If you are hurt, go to the nearest medical facility immediately.
   a. Once you are stable, contact the faculty leader or program assistant abroad to let them know you are safe and how you can be reached. The faculty leader or program assistant will assist you in contacting the appropriate insurance to begin getting insurance assistance.
2) Call or text your family.
3) Contact your program friends if you are able.
4) If you are uninjured during an emergency, stay calm and go home, if it is safe to do so. Do not go to the scene of the incident because the emergency personnel need space to do their work properly and to secure the area. Await further instructions from your faculty leader or program assistant.
5) Stay abreast of the news for security and safety updates.
6) Check your Richmond email for updates.

In case of a crisis, re-arrangements of travel plans may be necessary and steps would be taken to act accordingly. Informed on-campus personnel, State Department personnel and course faculty would be included in the decision-making.

ADDITIONAL RESOURCES
Intercultural Learning
One of the most rewarding aspects of study abroad is the experience of being immersed in another culture. Students often return from abroad with an understanding of new foods, art, sports or models of business, science, or government; this expanded knowledge helps former participants to be more effective and innovative in their working lives and more satisfied on a personal level.

Please visit studyabroad.richmond.edu/?go=InterculturalIssues to learn about culture shock, stereotypes, the rewards and challenges of being immersed in another culture, and for tips on how to check your progress adjusting to intercultural issues you encounter abroad.

Additional Preparatory Reading
There are many travel guides out there, such as:

- Lonely Planet
- Rough Guides
- Let’s Go
- Fodors
Helpful Study Abroad Apps and Services
studyabroad.richmond.edu/?go=HelpfulAppsAndServices

Tips to make your life abroad a bit easier
Abroad Money Options
Always Pay for Foreign Purchases in the Local Currency & Not in U.S. Dollars
Avoiding Huge Cell Phone Bills When Traveling
Credit cards may work differently abroad
List of List of Foreign ATM and Debit Card Fees by Bank
Tips for Packing Everything Into One Bag
Tips on Using Cell Phones Abroad
Using ATMs abroad

Health & Safety articles
Carbon Monoxide Safety
CDC’s Travel Health Kits
Hotel Safety Tips
I Lost My Wallet, Now What?
Identity Theft: What to Know, What to Do
Sexual Assault: Reducing the Risk and Coping with an Attack
Sexual Misconduct Abroad: What to do if you or someone you know has experienced sexual misconduct
Worldwide Fire Safety

Articles about being a global citizen
An Amazing Letter of Thanks from an American Student Studying Abroad [a UR student!]
The prettier ugly Americans
Tourists have to try to combat the 'ugly American'
WatchingAmerica: Discover What the World Thinks of U.S.

Articles about the benefits of foreign language proficiency
Proficiency in Foreign Language Important to Future Career
U.S. Public Diplomacy & Languages

The University of Richmond and the Office of International Education are not responsible for any external content or products linked to in this publication.
What is Sexual Misconduct?

What is Non-Consensual Sexual Contact?
Any sexual contact that occurs without consent constitutes non-consensual sexual contact. Sexual contact means physical contact committed with the intent to sexually molest, arouse or gratify any person, where one person intentionally touches another’s intimate parts or clothing directly covering such intimate parts or causes a person to touch their own intimate parts or clothing directly covering such intimate parts. Examples of sexual contact include, but are not limited to, the intentional touching of a person’s genitalia, groin, breast, or buttocks or the clothing covering any of those areas, or using force to cause the person to touch their own genitalia, groin, breast, or buttocks. Non-consensual sexual contact is sexual misconduct prohibited by the University.

What is Non-Consensual Sexual Intercourse?
The act of sexual intercourse that occurs without consent constitutes non-consensual sexual intercourse. Sexual intercourse is defined by penetration (anal, oral, or vaginal), however slight, by a penis, tongue, finger, or inanimate object. Non-consensual sexual intercourse is sexual misconduct prohibited by the University.

What is Sexual Exploitation?
Taking sexual advantage of another person without effective consent constitutes sexual exploitation. Sexual exploitation is distinct from non-consensual sexual contact or intercourse, which constitute separate violations of this Policy. Examples of sexual exploitation include but are not limited to causing the incapacitation of another person for a sexual purpose; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images of another person, including images of someone undressed or partially undressed; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and knowingly transmitting a sexually transmitted infection to another person. Sexual exploitation is sexual misconduct prohibited by the University.

What is Stalking?
Stalking is engaging in a course of unwanted conduct toward a specific person (including surveillance, repeated phone calls, emails, text messages, social media messages or in-person contact) that would cause a reasonable person to fear for their own safety or the safety of others or to suffer substantial emotional distress. A course of conduct means two or more acts, including, but not limited to, acts in which the person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, another person, or interferes with another person’s property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any act that constitutes stalking under Virginia law is also prohibited under this policy. Stalking is sexual misconduct prohibited by the University.
**What is Dating/Relationship Violence?**
Dating or relationship violence is any type of violence, including sexual or physical assault or abuse, or the threat of such assault or abuse, between adults who are in a social relationship of a romantic or intimate nature. The existence of such a relationship will be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating/relationship violence is sexual misconduct prohibited by the University.

**What is Domestic Violence?**
Domestic violence is an act of violence committed: (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under Virginia law; or (e) by any other person against an adult or youth victim who is protected from that person’s acts under Virginia law. Domestic violence is sexual misconduct prohibited by the University.

**What is Sexual Violence?**
Sexual violence is any physical sexual act or acts perpetrated against a person’s will or against a person incapable of giving consent. Examples of sexual violence include non-consensual sexual contact and non-consensual sexual intercourse. Depending upon the circumstances, sexual violence may also include dating/relationship violence or domestic violence. Sexual violence is sexual misconduct prohibited by the University.

**What is Hazing?**
The University's policy against hazing is separate from this Policy. In some cases, conduct may violate both policies. Hazing is an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group organization, could be seen by a reasonable person as conduct that: endangers the physical health of an individual or causes mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the University of Richmond. Hazing that involves sexual misconduct will be investigated by the Title IX Coordinators in addition to other campus officials. Hazing is prohibited by the University.

**What is Sexual Harassment?**
Sexual harassment is unwanted conduct of a sexual nature that creates Hostile Environment or constitutes Quid Pro Quo Harassment.

A Hostile Environment is unwelcome conduct of a sexual nature that is sufficiently serious, persistent, or pervasive such that it limits or denies an individual’s employment, academic performance, or ability to participate in or benefit from University programs or activities.

Quid Pro Quo Harassment occurs if submission to unwanted sexual conduct is an implicit or explicit term or condition of an individual's employment, academic standing, or participation in any University programs and/or activities, or is used as the basis for University decisions regarding the individual who is the subject of the unwanted sexual conduct.
Preventing and Responding to Discrimination

The University of Richmond prohibits discrimination against and harassment of applicants, students, faculty, or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran or any classification protected by local, state, or federal law.

As a recipient of federal funds, the University complies with federal laws prohibiting discrimination, including Title IX of the Education Amendments of 1972. Title IX provides that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The University of Richmond is committed to preventing and responding to conduct that violates its non-discrimination policy, including sexual misconduct. The University shall make reasonable efforts to investigate and appropriately address reports of discrimination and harassment (as defined in this policy). Upon receipt of a complaint, report, or information about possible discrimination or harassment, the University will respond in an effort to stop such conduct, eliminate any hostile environment, take reasonable steps to prevent a recurrence of such conduct, and address any effect that such conduct may have on the larger University community.

The University prohibits retaliation or retribution, in any form, against an individual who reports, in good faith, an actual, potential or suspected violation of this policy. Anyone who engages in or attempts to engage in retaliation or retribution against an individual who reports, in good faith, an actual, potential or suspected violation of this policy shall be subject to discipline in accordance with the policies and procedures of the University.

What is Sexual Misconduct?

Sexual misconduct is a broad range of behavior that includes, but is not limited to non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual harassment, dating/relationship violence, domestic violence, and stalking.

Sometimes students and employees are unsure if what they or their friends or colleagues experienced was sexual misconduct. If you are unsure, please contact the University's Title IX Coordinators:

- Kristine Henderson, Director of Compliance & Title IX Coordinator, (804) 289-8186
- Tracy Cassalia, Deputy Title IX Coordinator for Students, (804) 289-8464
- Carl Sorensen, Associate Vice President, Human Resources and Deputy Title IX Coordinator, (804) 289-8166

Members of the University community may also contact:

- Beth Simonds, Assistant Chief of Police, University of Richmond Police Department, (804) 289-8722

The University of Richmond strongly encourages reporting of potential sexual misconduct. Reports of possible sexual misconduct may be made to the Title IX Coordinators and to the University of Richmond Police Department. Please call the Police Department Emergency Number (804) 289-8911 if you witness a possible crime or if you or someone else needs immediate assistance.
The following University employees are Responsible Employees because they have the authority to take action to redress alleged sexual misconduct, including sexual violence:

The Title IX Coordinators;

The Vice President for Student Development;

The Deans of Westhampton College and Richmond College, the Law School’s Associate Dean Student Services & Administration, Law School Dean's Office, the Program Coordinator for Graduate Studies in Business, and Associate Dean, School of Professional and Continuing Studies;

The University’s conduct officers;

The Associate Vice President for Human Resources; and

The sworn officers of the University of Richmond Police Department.

Other than confidential resources, the following University employees are Responsible Employees because they have a duty to report acts of sexual misconduct, including sexual violence, to the appropriate Title IX Coordinator.

All faculty members.

All University employees with the title of assistant director, associate dean or above;

Residence Life staff including Resident Advisors and Area Coordinators.

All employees engaged in academic advising.

University staff accompanying students on off-campus programs or other University-related trips, within and outside the United States.

All employees in the following divisions, departments, or offices:

- Academic Deans;
- Academic Skills Center;
- Admissions;
- Athletics;
- Bursar;
- Camps and Conferences;
- Career Services;
- Chaplaincy (non-ordained personnel);
- Financial Aid;
- Human Resources;
- International Education;
- President’s Office;
- Provost’s Office;
- Registrar;
- Student Development; and
- University of Richmond Police Department.

All employees identified as Campus Security Authorities.

Reporting Form: report.richmond.edu
If you or someone you know has had an unwanted sexual experience, here are some resources that can provide crisis support, advocacy & referrals

**On Campus:**

- **Director of Compliance & Title IX Coordinator**
  Kris Henderson: (804) 289-8186, khender3@richmond.edu, Puryear Hall, Suite 101

- **Deputy Title IX Coordinator for Students:**
  Tracy Cassalia: (804) 289-8464, tcassali@richmond.edu, Puryear Hall Suite 101

- **Deputy Title IX Coordinator for Faculty/Staff:**
  Carl Sorenson: (804)289-8747, csorense@richmond.edu, Human Resources

- **UR Police Department:** 8911 (campus phone) or (804)289-8911

- **Dean’s Office:**
  - Richmond College Dean’s Office: (804) 289-8061
  - Westhampton College Dean’s Office: (804) 289-8468
  - Law School Dean’s Office: (804) 289-8740

- **Counseling & Psychological Services (CAPS):** (804)289-8119, CAPS@richmond.edu (confidential)

- **Student Health Center:** (804)289-8700, (confidential)

- **Chaplaincy:** (804)289-8500, chaplaincy@richmond.edu, (confidential ordained personnel only)

- **Peer Sexual Misconduct Advisors (PSMA):** psma@richmond.edu (confidential)

- **Safe Harbor Advocate:** (804) 801-6251, advocate@richmond.edu, Sarah Burnette Hall Room 136 (confidential)

- **Sexual Misconduct and Education and Prevention Coordinator:** (804) 289-8581 (confidential)

**Off Campus:** (all off-campus resources are confidential)

- **Greater Richmond Regional Hotline:** (804) 612-6126

- **Safe Harbor:** (804) 249-9470 (Monday - Friday 9:00 am – 5:00 pm)
  24-hour helpline: 804-612-6126  www.safeharborshelter.com

- **LGBTQ Partner Abuse Sexual Assault Helpline:** 1-866-356-6998
  Monday-Friday 8:00 am – 8:00 pm

- **YMCA:** 804-643-0888

- **Forensic Medical Exams**
  - St. Mary’s Hospital: 5801 Bremo Rd., (804) 281-8184, Forensic Nurse Examiner on call 24/7
  - VCU Medical Center (forensic nurse examiner): (804) 628-0623 or (804) 663-0975

**Reporting Sexual Misconduct:**  report.richmond.edu

For additional information, please visit the Center for Sexual Assault Prevention & Response website: https://prevent.richmond.edu
Resources While Abroad:

Country Resources

- **US Consulate**: Ask to speak to emergency officer on call (available 24/7)
- **AXA Travel Assistance**: Assist with connection to medical and counseling services
  
  medassist-usa@axa-assistance.us
  Policy Number is GLM N1 1230 337
- **Oversees Citizen Services (202) 501-4444**
- **US Passport and International Travel** - Information about emergency assistance while abroad

Additional Resources for Help If Outside the U.S.

- **Sexual Assault Support and Help for Americans Abroad (SASHAA)** - Free and confidential services for all genders and sexualities available 24 hours a day, 7 days a week. Support services include an international toll free hotline, 1-866-USWOMEN, a live chat feature, and a crisis email: crisis@866uswomen.org
- **U.S. Department of Justice Violence Against Women Office** – Information about local sexual assault survivor assistance

Get Help Abroad: [https://prevent.richmond.edu/get-help/abroad.html](https://prevent.richmond.edu/get-help/abroad.html)