

Rider University Policy and Documents:
Faculty and Staff-led International Travel Projects
(revised 11-19-09)

Rider University Policy
Faculty and Staff-led International Travel Projects
Revised 11-19-09

Rider University requires that faculty and staff who lead international travel projects adhere to the following policies and require of all travel project participants completion and submission of related documents. No international travel project will be allowed under the auspices of Rider University without such compliance. All of the documentation enumerated below should be submitted to the Center for International Education at least two (2) weeks prior to the departure of the travel project except for informational items 5,6,12 and 13. Please alphabetize documentation and submit in a packet for easy filing and access. Please also fill out the

1. Travel Project Itinerary

Faculty and staff who lead international travel projects must submit to the Center for International Education a copy of the final itinerary for the travel project at least 2 weeks prior to departure. Any subsequent changes in the itinerary must also be submitted to the Center.

2. Travel Project Participants List

Faculty and staff who lead international travel projects must submit to the Center for International Education a complete list of travel project participants. Please alphabetize by last name. Attached document.

3. Copy of Passport Information Pages (and Visa if required)

Faculty and staff who lead international travel projects must submit to the Center for International Education a copy of the information pages (and the visa page if a visa is required) for each participant and for project leaders.

4. Emergency Contact Information

All participants must submit this document to the travel project instructor(s). Copies must be forwarded to the Center for International Education. Attached document.

5. Rider University Contact Information: Off-hours and Emergencies

All participants should receive this form with contact information for use in case of off-hours non-emergency problems and for 24-hour emergency contact with Rider University by parents and instructors. **Attached document.**

6. Safety and Security Precautions for Study Abroad

Instructors should provide each participant with a copy of this document and review the document with them. **Attached document.**

7. Non-liability of Rider University (Waiver and Release)

All participants must sign (and have witnessed) this form. Copies must be forwarded to the Center for International Education. **Attached document.**

8. Code of Conduct

Instructors should distribute, explain and have participants sign (and have witnessed) this Code of Conduct. Instructors who wish to modify the policy should consult either with Jim Castagnera or Mike Spicer for legal advice. **Attached document.**

9. and 10. Health Disclosure Form & Physician Release for Education Abroad and International Travel Projects

Participants must fill out these forms in which they are asked to provide information about their health and to visit a physician of choice to secure her/his release for participation in education abroad or an international travel project. These forms should be submitted to the instructor(s) and a copy of each should be provided to the Center for International Education. **Attached documents.**

11. Travel Abroad Insurance

Rider University requires that all participants in University education abroad and international travel projects acquire medical and hospitalization insurance that is valid internationally. Participants in education abroad and international travel projects also must have insurance for medical evacuation and repatriation, and they are encouraged to purchase, but not required to do so, medical and travel assistance services to cover such items as worldwide hospital and physician referral, emergency prescription replacement, twenty-four hour helpline, lost document service, trip cancellation and lost luggage. All participants must submit the Travel Abroad Insurance Form, on which they indicate insurance policy information. Instructors must submit copies to the Center for International Education.

**If travel projects are organized by providers from whom such insurance is part of the tour package, a copy of the plan with coverage information must be submitted to the Center for International Education as evidence of group coverage. Please HIGHLIGHT the COVERAGE AMOUNTS section to aid us in verifying that the minima (below) have been met.*

Required coverage amount minima include:

1. Eligible medical expenses at or close to 100% of \$100,000 (minimum) with no or minimal deductible
2. Medical evacuation insurance to \$50,000
3. Repatriation insurance covering all costs with minimum coverage of \$25,000

Medical reunion coverage is recommended.

Attached document.

12. Travel Essentials Before You Go

This document is provided as a resource for travel project leaders to assist students in preparing for the trip.

13. International Cellular Phone for Travel Project Leader(s)

It is recommended that at least one of the travel project leaders carry an international cell phone for emergencies. Contact Carol Kondrach in OIT for information regarding acquisition and cost.

14. Study Abroad Statistics. Open Doors Annual Survey (IIE). The Center for International Education must submit to OPEN DOORS of the Institute for International Education (IIE) and on behalf of the University statistics for the annual Open Door's survey of study abroad. This information is critical in assisting the University track its enrollments in study abroad and is used by IIE and other organizations and individuals to analyze participation patterns and trends for a number of purposes. Please submit this document with your other materials. We appreciate your assistance.

Travel Project Documents

Document	Page(s)
1. Travel Project Participants List	5-6
2. Participant Emergency Contact Information	7
3. Rider University Contact Information: off-hours and emergencies	8
4. Safety and Security Precautions for Education Abroad	9-11
5. Non-liability of Rider University (Waiver and Release)	12
6. Code of Conduct	13-14
7. Health Disclosure Form	15-16
8. Physician's Release for Education Abroad and International Travel Projects	17
9. Travel Abroad Insurance	18
10. Study Abroad Statistics. Open Doors Annual Survey (IIE)	19-20
11. "Travel Essentials Before You Go"	21-24

Travel Project Participants List

Faculty/Staff Travel Project Instructor(s) Name(s):

- 1.
- 2.
- 3.

Travel Project Course Number and Title (please indicate if not a course):

Travel Project Dates:

Email Address(es) of Instructor(s):

- 1.
- 2.
- 3.

Instructor Emergency Contact Information (please provide information for each instructor):

1. Instructor's Name:
Mobile Telephone:
Home or Other Telephone:
Emergency Contact:
Relationship:
Home Phone: Work Phone:
Cell Phone: Fax:
Address (not P.O. Box):
Email address
2. Instructor's Name:
Mobile Telephone:
Home or Other Telephone:
Emergency Contact:
Relationship:
Home Phone: Work Phone:
Cell Phone: Fax:
Address (not P.O. Box):
Email address
3. Instructor's Name:
Mobile Telephone:
Home or Other Telephone:
Emergency Contact:
Relationship:
Home Phone: Work Phone:
Cell Phone: Fax:
Address (not P.O. Box):
Email address

PARTICIPANTS

Key:

Participation Level: for credit; not for credit

Rider Status: student, faculty, staff, alum, friend of Rider

<u>Name (alphabetical)</u>	<u>Email</u>	<u>Participation Level</u>	<u>Status</u>	<u>Undergrad/Grad</u>
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- 1.
- 2.
- 3.
- 4.
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- 6.
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- 12.
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- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.

Participant Emergency Contact Information

I understand that in the case of an emergency, Rider University officials or appropriate program personnel may notify my emergency contact.

Signature

Date

Please provide your information.

Name: _____ Period abroad (dates) _____

Travel Project Title: _____

Permanent Address: _____

Summer/Winter Break Address: _____

Campus Phone/Fax: _____ Home Phone/Fax: _____

Email Address: _____

Please provide complete & accurate information for all emergency contacts listed. If this information changes at any point before or during the program, please notify the Center for International Education or Program Director immediately.

1st Emergency Contact:

Relationship: _____ Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax: _____

Address (please provide physical address, *not* PO Box): _____

Email Address: _____

A second contact is not required, but suggested if your first contact is often away or difficult to reach.

2nd Emergency Contact:

Relationship: _____ Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax: _____

Address (please provide physical address, *not* PO Box): _____

Email Address: _____

Rider University Contact Information: Off-hours and Emergencies

1. Off-hours contact for non-emergency issues:

INSTRUCTOR(S) NAME(S)
MOBILE TELEPHONE(S)
HOME TELEPHONE(S)

2. 24-hour emergency contact:

****Please give this information to your parent(s) or guardian(s)**

CALL RIDER PUBLIC SAFETY: 609-896-5029

They have been instructed to take down the caller's name, location, phone number and message (word for word). They will then tell the caller that they will pass this information on immediately, and that either Dr. James Castagnera (Associate Provost) or Dean Tony Campbell (Dean of Students) will return his/her call. They will then verify the return telephone number.

SAFETY AND SECURITY PRECAUTIONS FOR EDUCATION ABROAD

Rider University is concerned about your safety and security while you are studying abroad. The Center for International Education therefore is providing you with this list of precautionary behaviors distilled from information provided by the United States State Department, NAFSA International Educators Association and Rider University Public Safety personnel. Whether the United States, the country in which you are studying and/or the countries to which you travel while abroad are at peace, or whether there is local, national, regional or global unrest or dangerous natural occurrence, it is important that you read and follow these recommendations.

The Center for International Education expects you to read this list, to share the information with your parents or guardians as appropriate, to take the list with you when you go abroad, and, most importantly, to follow the precautionary advice it contains.

For more information go to www.travel.state.gov

I. WHAT TO LEARN ABOUT BEFORE YOU GO

1. **Stay current with developing news.** Read daily the local papers, U.S. papers available abroad such as *The International Herald Tribune* and online services. In addition visit the U.S. State Department Website for both general public announcements and those particular to the country in which you are studying and any countries you are planning on visiting while abroad. The U.S. State Department Website address is: <http://www.travel.state.gov>
2. **If you wear glasses or contacts,** pack an extra pair. Bring them and any medicines you need in your carry-on luggage.
3. **To avoid problems when passing through customs, keep medicines in their original, labeled containers.** Bring copies of your prescriptions and the generic names for the drugs. If a medication is unusual or contains narcotics, carry a letter from your doctor attesting to your need to take the drug. If you have any doubt about the legality of carrying a certain drug into a country, consult the embassy or consulate of that country before you travel.
4. **Leave a copy of your itinerary** with family or friends at home in case they need to contact you in an emergency.
5. **You should consider taking travelers' checks in addition to your ATM card.** Leave a copy of the serial numbers of your travelers' checks with a friend or relative at home. Carry your copy with you in a separate place and, as you cash the checks, cross them off the list.
6. **When you leave the United States, you are subject to the laws of the country you are visiting.** Therefore, before you go, learn as much as you can about the local laws and customs of the places you plan to visit. Consult your library and the embassy, consulate or tourist bureau of the country you will visit. In addition, keep track of what is being reported in the media about recent developments in those countries.

II. WHAT TO DO WHILE YOU ARE ABROAD:

1. **Before you leave to study abroad you should make three copies of the information pages and visa page of the passport.** Give one copy to the Travel Project Director (or other Study Abroad personnel as appropriate), another to your parents or guardian, and take another copy with you to keep separate from the passport itself. Also make multiple copies of your **Drivers License, credit cards, ATM card,** and any other documents (i.e. ISIC) you may need to replace. Leave copy set at home, and take 2 with you in separate suitcases.

2. **Stay current with developing news.** Read daily the local papers, U.S. papers available abroad such as *The International Herald Tribune* and online services. In addition visit the U.S. State Department Website for both general public announcements and those particular to the country in which you are studying and any countries you are planning on visiting while abroad. The U.S. State Department Website address is: <http://travel.state.gov>><http://travel.state.gov>

3. **If you go away overnight or on a local excursion during free time,** leave contact information with your travel project leaders.

4. **Safety on the Street**
 Use the same common sense traveling overseas that you would at home. Be especially cautious in (or avoid) areas where you may be more easily victimized. These include crowded subways, train stations, elevators, tourist sites, market places, festivals and crime-ridden neighborhoods.
 - Don't use short cuts, narrow alleys or poorly lit streets.
 - Try not to travel alone at night.
 - Avoid public demonstrations and other civil disturbances.
 - Keep a low profile and avoid loud conversations or arguments.
 - Do not discuss travel plans or other personal matters with strangers.
 - Avoid scam artists by being wary of strangers who approach you and offer to be your guide or sell you something at bargain prices.
 - Beware of pickpockets. They often have an accomplice who will:
 - jostle you,
 - ask you for directions or the time,
 - point to something spilled on your clothing,
 - distract you by creating a disturbance.
 - Beware of groups of vagrant children who create a distraction while picking your pocket.
 - Wear the shoulder strap of your bag across your chest and walk with the bag away from the curb to avoid drive-by purse-snatchers.
 - Try to seem purposeful when you move about. Even if you are lost, act as if you know where you are going. Try to ask for directions only from individuals in authority.
 - Learn a few phrases in the local language or have them handy in written form so that you can signal your need for police or medical help.
 - If you are confronted, don't fight back – give up your valuables.

5. **Safety on Public Transportation.**
 - **Taxis.** Only take taxis clearly identified with official markings. Beware of unmarked cabs.
 - **Trains.** Well-organized, systematic robbery of passengers on trains along popular tourists' routes is a problem. If you decide to travel on your own on a free day follow this advice.
 If you see your way being blocked by a stranger and another person is very close to you from behind, move away. This can happen in the corridor of the train or on the platform or station.
 Do not accept food or drink from strangers.
 Do not be afraid to alert authorities if you feel threatened in any way.
 - **Buses.** The same type of criminal activity found on trains can be found on public buses on popular tourist routes.

6. **Drug Violations.** More than 1/3 of U.S. citizens incarcerated abroad are held on drug charges. Some countries do not distinguish between possession and trafficking, and many have mandatory sentences - even for possession of a small amount of marijuana or cocaine. A number of Americans have been arrested for possessing prescription drugs, particularly tranquilizers and amphetamines that they purchased legally elsewhere. Other U.S. citizens have been arrested for purchasing prescription drugs abroad in quantities that local authorities suspected were for commercial use. If in doubt about foreign drug laws, ask local authorities or the nearest U.S. embassy or consulate.

III. WHAT TO DO UNDER CIRCUMSTANCES OF HEIGHTENED SAFETY AND SECURITY: While we do not expect emergencies requiring heightened safety and security practices, Rider University wants you to be prepared should a political emergency, disaster or like emergency arise while the group is abroad.

1. **Under such circumstances you should abide by the following three general rules:**

**KEEP A LOW PROFILE
BE UNPREDICTABLE
BE VERY ALERT**

2. **Seek advice** from the authorities in charge (your travel project leader(s)), if you have any questions.
3. **Report** to these authorities any suspicious individuals, events, vehicles or objects that you have observed. **Treat packages from unfamiliar sources with suspicion.**
4. **Keep on you an emergency card with key phone numbers**—of the hotels or other places you are staying, your travel project leader (if she/he has a phone), your host family, and Rider University Public Safety Office (609-896-5029).
5. **Maintain a low profile.** Don't stand out. Don't walk or go out in large groups of Americans. Avoid speaking loudly in English and otherwise drawing attention to yourself when walking with groups of other Americans. Avoid dressing in ways that identify you readily as American (e.g. baseball caps, baseball caps on backwards, American college sweat and T-Shirts). Stay away from civil disturbances and demonstrations.
6. **Learn and practice key phrases in the native language such as "I need a policeman, doctor, etc."**
7. **Vary your daily routines:** travel times and routes if possible. Your travel project leader will give you specific instructions.
8. **Avoid congregating at** American businesses, bars etc. that might be targets for terrorists or other anti-American individuals and/or where foreigners of other nationalities tend to go.
9. **Exercise care with strangers.** Be cautious about whom you invite to your apartment or family's apartment and in whom you talk to. Don't open doors to strangers. When in a hotel don't go down to the desk to meet someone whom you don't know. Do not give information to strangers about who you are, where you live, your program or its location.
10. **Stay in touch with your family** so that they know you are safe and where they can reach you in case of an emergency or should an incident cause them to worry about your safety.

**NONLIABILITY OF RIDER UNIVERSITY
(WAIVER AND RELEASE)**

1. The Director and Assistant Director of the Center for International Education have the authority to establish rules and guidelines necessary for the operation of the overseas programs. Because foreign study participants are guests in a host country, and sometimes in host families, it is essential that all participants understand and respect norms of conduct and patterns of behavior that may be different from standards at home. The rules of conduct for Rider University students are outlined in the "Code of Social Conduct" in The Source, and elaborated on in verbal and written form during the orientation sessions. I understand that I also will be required to sign a "Code of Conduct" form for Study Abroad. I agree to abide by these rules and understand that the University has the right to withdraw me from the program at any time because of violation of such rules, disruptive behavior, academic reasons, or conduct which could bring the program into disrepute. I understand further that a decision to withdraw me from the program will be final and no refund will be made.
2. I understand and agree that withdrawal, departure or dismissal from a program prior to its formal completion will result in forfeiting the deposit and will require me to pay all costs incurred on my behalf. I understand and agree that if I withdraw, depart or am dismissed from a program after the program begins, I will not be eligible for any academic credits I would have earned.
3. By applying for participation in the Rider University Education Abroad Program or International Travel Projects, the undersigned student and student's parent/guardian specifically agree that Rider University is not responsible for any loss or damage to property or for any claim for personal injury or death arising out of travel to or from the foreign destination or arising out of any situation or event taking place outside of the United States.

I, on behalf of myself, my heirs and personal representatives, hereby release Rider University and any cooperating institutions and their officers, employees, successors and agents from any and all claims and causes of action for inconvenience, damage to or loss of property, medical or hospital care, personal illness or injury or death arising out of my participation in the foreign study program and/or travel or activity conducted by or under control of Rider University or any cooperating institution.

4. We also understand that protection of persons and property while traveling in, living in and attending school in a foreign country is the responsibility of the government of that foreign country and is not in any way the responsibility of Rider University.

Rider University is not responsible for any claims made by others arising from the conduct or actions of participants in the program, and by signing the application form, each participant agrees to indemnify Rider University for any losses or costs arising from any such claim. The participant has determined the applicability of his or her own liability, property and medical insurance in the particular country or countries in which he or she will be studying or traveling.

This waiver and release is executed knowingly and voluntarily in partial consideration for the opportunity to study abroad and with the intent that it be legally binding.

Signature of Student

Signature of Parent/Guardian

Name of Student (printed)

Name of Parent/Guardian (printed)

Date

Date

CODE OF CONDUCT RIDER UNIVERSITY TRAVEL PROJECTS

As a student enrolled in a Rider University international travel project course, the Participant understands that he/she is bound by Rider University's Student Code of Conduct just as he/she would be while taking classes at Rider. Participant also accepts accountability for the following:

1. A duty to travel to and from the host country only with the tour
2. A duty to respect cultural differences
3. A duty to respect the privacy rights of other study tour participants by avoiding all forms of intimidation, including sexual and physical harassment.
4. A duty to refrain from causing physical injury to persons:
Participant understands that he/she will be financially and legally responsible for any and all damage inflicted upon another person.
5. A duty to refrain from causing damage to real or personal property of others
6. A duty to preserve the quality of facilities that Participant may visit or reside in during the study tour
7. A duty to refrain from disruptive, rude, or threatening conduct, gestures, or actions
8. A duty to refrain from reckless or irresponsible behavior
9. A duty to not leave the study tour group or to travel unless approved by the tour leader
10. A duty to refrain from all criminal and/or illegal behavior
11. A duty to respect and abide by all laws and ordinances of the host country: Participant will, to the best of his/her ability, become informed of and will abide by all such laws and standards for any country visited.
12. A duty to be punctual, and adhere to daily check-ins and curfews
13. A duty to inform a trip chaperone of his/her whereabouts during optional activity periods and inform a trip chaperone as soon as possible if a situation may be putting another student at risk of injury or legal or disciplinary action.

Code of Conduct Regarding Alcohol and Drug Policies

While the drinking of alcoholic beverages is allowed from the age of 18 up in our country of destination, students are expected to behave responsibly when drinking. This includes any disruptive, rude or threatening conduct, gestures or actions, and a duty to refrain from reckless or irresponsible behavior. Violation of this rule makes the student subject to immediate disciplinary action and may result in dismissal from the program.

Students are prohibited from selling, using, or possessing any drugs that are considered by their host country law to be illicit or illegal. Students are cautioned that the possession of drugs is often dealt with harshly by host country law enforcement. NOTE: Any drug infraction will be considered a grave violation of policy and will result in immediate disciplinary action, including possible dismissal from the program and being sent home at Participant's expense. Violations may also be subject to applicable sanctions in the Rider Codes of Academic and/or Social Conduct.

Consequences for Violation of Code of Conduct, including Alcohol and Drug Policies:

Any behavior that Rider University's representatives or officials deem to be a minor violation of this Code of Conduct which is disruptive to the Program, the participants, and/or to the professors of the Program, or behavior that has a detrimental effect on the local facilities and social relations of the group, will be addressed immediately with a first warning. A second occurrence of a similar violation may be punished by sending the student home at his/her expense. Any behavior that Rider University's representatives or officials deem to be a major violation of this Code of Conduct or other applicable rule may result in immediate expulsion from the Program at Participant's own expense. Violations may also be subject to the sanctions included in the Rider Code of Social Conduct.

If expelled from the Program, Participant will be sent home at his/her own expense with no refund of any costs incurred. Procedural hearing and appeals will be available upon return to the University.

Insurance:

Participants are expected to ensure that their medical insurance covers them abroad; if not they should purchase additional insurance. *See page 17 for information about travel abroad insurance requirements.*

Health and Medical:

Participant represents that he or she is not aware of any health or medical conditions or disability that will prevent Participant from engaging fully in any part of the Program. Participant agrees to promptly report any health or medical problem to the tour chaperone. Participant hereby grants a medical power of attorney to the tour leaders, effective during the tour, to permit the tour leaders to arrange for and consent to the performance of medical or surgical treatment or procedure, including the administration of medicine and drugs, in an emergency and where the participant is unable to consent and an adult member of participant's family can not be contacted in a timely manner. The cost of any medical treatment is the responsibility of the Participant.

I have read and understand this Consent, including the waiver and release of claims. I agree to all terms and conditions stated herein.

Signature of Participant

Date

Participant Name (Print)

I have witnessed the signing of this Consent form.

Signature of Witness

Date

Witness (Print)

I understand that, under the Family Educational Rights and Privacy Act, the information I set forth on this form may be disclosed to Rider University personnel who have a legitimate educational interest in the information, and in the event of a health or safety emergency. The University believes that this may include, but is not necessarily limited to, Rider University Center for International Education administrators and staff at home and abroad, and personnel of the Rider University Office of Public Safety, the Rider University Student Health Center and the Rider University Student Success Center.

I certify that the information above is true and correct to the very best of my knowledge. I acknowledge that, ultimately, I am responsible for my wellbeing and that accurate information here is an important part of fulfilling my responsibilities. In addition, I am aware that in a medical emergency my parent(s)/guardian(s) and/or emergency contact(s) will be notified.

Parent/Guardian Signature

Relationship

Date

Participant Signature

Date

**PARENTAL CONSENT FOR MEDICAL CARE OF PARTICIPANT
UNDER THE AGE OF 18**

TRAVEL ABROAD INSURANCE FORM
RIDER UNIVERSITY

Rider University Policy

*In some instances your travel project will include adequate insurance; talk to your instructor.

- 1. To study abroad you MUST have medical and hospitalization insurance valid internationally. \$100,000 is required.
2. You also MUST have insurance for medical evacuation and repatriation. \$50,000 of medical evacuation insurance and complete coverage of repatriation costs are required.
3. You may want to consider medical and travel assistance insurance.

Purchasing Insurance:

It is highly recommended that you purchase health insurance specifically designed for study abroad. Consider the following questions in your decision:

- What is the cost? Can you buy only what you need for the time abroad? Some policies are available by the month and even by the day.
• Can you access translation services with the provider?
• Is there 24-hour access to authorization of funds if you need after hours or weekend care? Or must you pay out of pocket for later reimbursement?
• If you are hospitalized does the insurance company cover the cost of a family member traveling to be with you?
• What is the maximum coverage for medical benefits?
• What coverage amounts are there for medical evacuation and repatriation? (\$50,000 is advised for medical evacuation)

Some companies that provide health insurance specifically for study abroad, including medical evacuation and repatriation, are:

CMI (www.cmi.insurance.com)

Cultural Insurance Services International (www.aifs.com/cisi/)

HTH Worldwide (www.hthstudents.com)

iNext (www.inext.com) *Platinum Policy meets Rider minimum requirements.

On call International (www.oncallinternational.com)

Wallach & Company, Inc. (www.wallach.com)

Medex Insurance Services (http://www.medexassist.com)

Travel Insured International (http://www.travelinsured.com)

Your study abroad provider may recommend (a) company(ies) to you or even require that you acquire the provider's insurance.

See your provider's information packet.

+++++

Required Insurance Policy Information

Please provide all the insurance information requested below:

Student Name (please print) _____

Medical Insurance Policy Number(s) _____

Medical Insurance Carrier (Name of Insurer) _____

Medical Evaluation and Repatriation

Insurance Policy Number(s) _____

Issued by (Name of Insurer) _____

I understand and hereby acknowledge that Rider University has no insurance plan that will pay for, or reimburse me for, any expenses of any kind that I may incur for treatment of illness or injuries or for medical evacuation and repatriation required while participating in the Study Abroad Program. I hereby assume all responsibility for any such expenses and expressly warrant and represent to Rider University that I have obtained and paid all applicable premiums for, and will be covered at all times during my participation in the Education Abroad Program by the medical insurance, medical evacuation and repatriation policy(ies) indicated above. I understand the coverages, exclusions, and limitations of the foregoing medical insurance policy(ies) and have determined that such coverages, exclusions, and limitations provide me with the appropriate coverage in light of the risks I am assuming and are acceptable to me.

(A parent or legal guardian must execute this agreement on behalf of any student who has not attained the age of 18 as of the date of execution of this Student Waiver and Release.)

Student's signature: _____ Date _____

Print Parent/Legal Guardian's full name (if required): _____

Parent/Legal Guardian's signature (if required): _____ Date _____

**STUDY ABROAD STATISTICS
FACULTY/STAFF-LED INTERNATIONAL TRAVEL PROJECTS
OPEN DOORS ANNUAL SURVEY (IIE)**

Dear Faculty and Staff Colleagues,

The Center for International Education must submit to the OPEN DOORS Survey of the Institute for International Education (IIE) statistics for its annual survey regarding Study Abroad. This information is used by IIE and other organizations and individuals in the field of education abroad and higher education in general to analyze participation patterns and trends for the purposes, among others, of program development, policy, funding and governmental lobbying for support for study abroad.

Please assist us in gathering this information for your faculty-led international travel projects by providing the information requested below. Please base your reported numbers upon the total number of students (graduate and undergraduate) who participate in your travel project FOR ACADEMIC CREDIT.

Please return the document to me at the Center for International Education (LUE124) via campus mail, fax (609-896-7748) or email (materna@rider.edu). You can return the form when you submit your Rider University faculty-led travel project documents two weeks prior to your departure.

Otherwise, we ask that you return this form to us within 2 weeks of submission of final grades for the travel course.

Thank you very much for your assistance
Linda Materna

Faculty/Staff Instructor(s)	_____

Course Title and Number	_____

Number of credits for course	_____
Country(ies) of destination	_____
If more than 1, please indicate percentage of travel at each	_____

Program Dates	_____

Total number of undergraduates	_____

Number of undergraduates enrolled for credit	_____

Total number of graduate students	_____

Number of graduate students enrolled for credit	_____

--continued on next page--

Duration of Study Abroad (number of students who received academic credit)

- A. Summer: Two Weeks or More _____
- B. Summer: Less Than Two Weeks _____
- C. Two to Eight Weeks during the Academic Year (including January) _____
- D. Less than Two Weeks during the Academic Year (including January and Spring Break) _____

Academic Level (number of students at each level):

- A. Associate's _____
- B. Bachelor's _____
 - a. Freshman _____
 - b. Sophomore _____
 - c. Junior _____
 - d. Senior _____
- C. Master's _____
- D. Do not know _____

Major Field of Study (number of students in the following majors—list students with more than one major in multiple categories):

- A. Business and Management _____
- B. Education _____
- C. Fine or Applied Arts _____
- D. Foreign Languages _____
- E. Humanities _____
- F. Social Sciences (includes psychology) _____
- G. Mathematics or Computer Sciences _____
- H. Physical or Life Sciences _____
- I. Undeclared _____
- J. Other (please specify major field and total below) _____
- K. Do not know _____

Gender:

- A. Male _____
- B. Female _____

Disability:

- A. No Disability _____
- B. Disability (*includes physical, hearing, vision, mental, chronic health-related, learning, multiple and other disabilities*) _____
- C. Do not know _____

TRAVEL ESSENTIALS BEFORE YOU GO

1. **Get your passport as soon as possible.** Visas are required for some countries; your project leader will advise you regarding visa requirements.
2. **Expected Behavior:** You are a “cultural ambassador” of the United States, Rider University and your family. Be respectful of the people you meet abroad and of their country. Practice non-judgment, discretion and politeness (formality). Remember that you are a guest and a foreigner, and you will be viewed in those terms. The viewer’s knowledge and expectations (even prejudices) will initially affect their perception of you as might be expected; if those expectations are negative, your behavior can prove the viewer wrong.
3. **Cultural Issues, Expectations and Preparation:** Prepare yourself with information about the countries of destination to enhance your experience, minimize a sense of cultural strangeness and personal alienation, and improve your ability to interact with locals.
4. **Travel Guide and Other Information Sources:** The best way to succeed in a foreign country is to know something about it and be able to express yourself—even if only with a few words—in the language(s) spoken there. Avail yourself of online newspapers (translators provided), literature, music, films, cultural and historical books and websites.

Use **RosettaStone** to learn the language. Visit www.rider.edu/rosettastone. Buy a bilingual dictionary for use abroad.

The Newsletter **goabroad.com** sends weekly bulletins on education abroad opportunities and community building. You may want to return to your country of destination or somewhere else and do a semester or even a year abroad studying, doing an internship or service learning.

Council Travel (counciltravel.com) and **STA Travel** (statravel.org) are excellent sources of travel information, discounts and tips.

Free travel information—brochures, maps, even posters—are usually available from the tourist bureau of your country of destination.

5. **Money:** Traveling with large amounts of cash is not recommended. You should consider using several different forms of payment for your expenses. Credit cards, ATM cards and cash can all be used effectively depending on the country. In a few countries like Costa Rica, travelers checks can get you discounted rates, and they may be useful as a form of back up “currency.”

Credit and Bank Cards (ATM Cards)

Credit cards are widely accepted in most places in most countries, although some countries will only allow cash for financial transactions or will offer significant discounts on items if you use cash. The two main cards are Visa and Master Card, while American Express and Discover are less common. A debit/check card (ATM) is highly recommended. ATM machines are numerous in many countries. Check before you leave to be sure that your PIN can be used overseas, and make sure that your financial agency knows about your travel abroad (otherwise your account might be frozen as a measure of anti-fraud protection. Be aware that every time you use a credit or ATM card you will be charged interest, and it can be substantial. Therefore when you withdraw cash, withdraw a significant rather than small sum. You are charged the fee every time you withdraw, regardless of the amount withdrawn.

In some countries, the use of credit cards, ATM and sometimes even travelers' checks may become more problematic if you travel far from major cities. Your travel project leaders will be able to give you the best local advice.

It is always good to have some local currency when you arrive on site. It is not recommended to exchange a significant amount of money at the airports / train stations, as the commission fee is sometimes steep. If you need immediate cash, get some money at the airport and then the rest in town, where rates are better.

6. Document Security: Make multiple copies of your passport, visa and both sides of your ATM and credit cards, so that you can quickly call the companies for cancellation and replacement if you lose them. Leave copies at home and carry 2 sets of copies in different suitcases/carry-ons. **Pick pocketing:** Carrying with you your passport can be dangerous as there are pickpockets. If you carry it with you, do not take it out except for purchases and keep it hidden. An option is to carry a copy of the information pages with you and your driver's license, which can often serve as a substitute ID for identification if you are purchasing items at places that ask for such identification.

7. Carrying Medicines and Medical Conditions. Be sure to carry your medicines in your carry-on luggage, along with extra pairs of contact lenses, glasses and the like. If you need refills or if not having them could produce an emergency abroad, carry a copy of a prescription form for refilling abroad. For certain conditions such as diabetes, asthma, mild epilepsy, or allergy to penicillin, it would be wise to wear a tag or a bracelet or carry a card to identify the condition so that the student can be treated properly.

8. Voltage converters and outlet plugs:

Other countries often have different voltage and/or plug designs for outlets. If you plan to take electronics with you, you should buy the appropriate packet of outlet plugs AND the appropriate voltage converters. Check the converters for the electronic and other appliances they apply to. There are different converters for different electronics so read carefully.

9. Making International Calls:

a. **Phone Cards**

Phone cards are an inexpensive way to call home. Do not purchase the cards here; buy them abroad. They are available at certain types of stores and other facilities, for example, newspaper kiosks, tobacco stores, grocery stores, gas stations. Make certain that you buy "international" phone cards.

b. **Skype**

Skype is a free online service that allows you to talk to anyone around the world through your computer—either by voice only or also with video. You can also buy "Skype dollars" and use your computer to call a landline. Visit skype.com for information on how to install Skype on your computer. For short-term travel you may want to leave your computer at home.

c. **Taking your Cell Phone With You**

Taking your phone with you is not advised because normally this is an expensive proposition. Some US carriers do not offer this service except through a secondary provider. Others do so, but be sure to investigate costs before you sign on for this service. Remember too, that you will need a charger and adapter plug for your country or you will not be able to recharge the phone.

10. Contact Information: Be sure your parents, guardians or a friend have a copy of the itinerary, your passport information pages and your credit card/ATM card/travelers check information.

11. **Rules for Excursions:** While you are on any tours and excursions, it is important that you stay with the group. At the end of the tour, the leaders expect to find you on the bus, and they cannot wait until you are done shopping or touring. This is very important.

12. **Traveling on Your Own:** Some of you plan to take side trips on days or parts of days when no course activities are taking place. You are required to tell the travel project leaders know where you are going. They expect you back for the rest of the trip. Again, this is very important. See "Code of Conduct" for consequences of violation.

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IF YOU STAY ABROAD AFTER THE TRAVEL PROJECT ENDS

1. **International Student Identification Card (ISIC).** For short-term travel projects, this card is probably not necessary but do carry your Rider ID as you may get discounted entries into some venues. However, if you plan to stay abroad at the end of the travel project, the ISIC is useful for discounts for travel, site entry fees and the like. **Contact:**

Council Travel
1-888-COUNCIL

STA Travel
www.statravel.org

2. **Local Travel abroad if you extend your stay:**

Rail Travel: In many countries, rail travel is probably the most widely used mode of transportation. Buying a rail-pass in the United States prior to your departure can greatly reduce your costs. Rail passes, such as the Britrail Pass or Eurail Pass, can be obtained from most travel agents. These passes usually offer unlimited travel for a specific amount of time. Just as there are special airfares for students, there are also special rail passes for students.

Website: www.raileurope.com

Bus Travel: Don't discount bus travel. It can be very inexpensive and is quite luxurious by American standards

Air Travel: In Europe in particular air travel between countries is quite inexpensive, and an alternative to rail travel. Check for example the website of Ryan Air.

Car Travel:

If you are planning to travel by car, be aware that renting a car abroad and filling it with gasoline can be quite expensive. Just as in the United States, each country requires you to have a valid driver's license. Some countries will recognize your current U.S. driver's license. Others may require you to obtain an International Driver's Permit. Some rental agencies have age restrictions. Contact your local AAA (American Automobile Association) Office or check www.AAA.com.

Remember also that other countries have different "rules of the road." Prior to departure, you may also wish to get some information on international road travel. One source is:

The Association for Safe International Road Travel
5413 West Cedar Lane, Suite 103C
Bethesda, MD 20814
301-983-5252
Email: asisrt@erols.com
Website: www.asirt.org

Make sure that you also check to see if your U.S. automobile insurance covers you and rental cars overseas.

3. Staying in Youth Hostels. If you extend your study abroad project and decide to travel, you may want to consider staying in a youth hostel. Hostels are much cheaper than hotels and can range from dormitory-style room to private rooms. They may have restrictions. For example, they may impose curfews, require you to bring your own bedding or limit your stay to a certain number of nights.

In order to stay in hostels, you may be required to have an International Youth Hostel Pass, another form to obtain before your departure. The pass and a handbook with locations and contact information are available from:

Hosteling International/American Youth Hostels
National Office
P.O. Box 37613
Room 804
Washington, DC 20013-7613

Many countries also have student hostels, which are restricted to use by university students. These usually offer more conveniences than youth hostels, such as food service, and are a great way to meet other international students. You may need to have a valid International Student Identity Card to prove your student status. Lastly, some independent hostels exist, open to students as well as to other travelers.