



**The *Take It With You*  
Study Abroad  
Handbook**

**Office of International Programs  
10/22/2008**

# TABLE OF CONTENTS

<b>Section I</b>	<b>Brown Policies</b> Required Pre-Departure Information, Extension of Absence, Early Return, Refund Policy, Dismissal from a Brown Program	<b>2</b>
<b>Section II</b>	<b>Fees &amp; Financial Matters</b> Brown Programs, Alternative Programs, Bursar's Office, Financial Aid, Fellowship Information	<b>5</b>
<b>Section III</b>	<b>Academic Matters &amp; Transfer of Credit</b> Brown Programs, Alternative Programs, Number of Graduation Credits, Obtaining a Brown Transcript	<b>8</b>
<b>Section IV</b>	<b>Services at Brown and Abroad</b> Email, Residential Life, Dining Services, Parking Office, Physical Education, Post Office, BOCA, BDH, Updating Computer Accounts, Staying in touch while abroad	<b>12</b>
<b>Section V</b>	<b>Health &amp; Travel Insurance</b> Brown Insurance Policy, Questions to consider, SOS International	<b>17</b>
<b>Section VI</b>	<b>Health Services &amp; Concerns</b> Immunizations, AIDS and other STDs, Overseas Blood Transfusions, Stomach Problems, Hepatitis, Prescription Medicine	<b>21</b>
<b>Section VII</b>	<b>Career Development &amp; Study Abroad</b> Before you go and while abroad	<b>24</b>
<b>Section VIII</b>	<b>Travel Documents</b> Passports and Visas	<b>27</b>
<b>Section IX</b>	<b>Travel and Safety</b> Travel Arrangements, Safety Concerns, ISIC, Hostelling, Money, US Embassy Registration, Local Laws, Sexual Harassment	<b>28</b>
<b>Section X</b>	<b>What to Pack</b>	<b>34</b>
<b>Section XI</b>	<b>Culture Shock, Communication &amp; Adjustment</b> Intercultural Hypothesis, Intercultural Communication, Cultural Adjustment, Help for Culture Shock	<b>36</b>
<b>Section XII</b>	<b>Returning to Brown</b> Re-admittance, Preregistration, Obtaining Transcript/Credit, Re-entry shock	<b>41</b>
<b>Section XIII</b>	<b>Websites &amp; Resources</b>	<b>44</b>
<b>Section XIV</b>	<b>Brown University Department Directory</b>	<b>47</b>

## Section I: Brown Policies

### Required Pre-Departure Information

Before leaving Brown and the United States, be sure the following forms are complete and submitted to the OIP:

For all programs:

- Signed Study Abroad Leave Form (Student Status Form)

For Brown Programs only:

- Health Information Form
- Program-specific forms

### Extension of Absence from Brown: Study Abroad Leave / Personal Leave

If you wish to extend your study abroad leave or request a personal leave to spend an additional semester abroad, please contact the Office of International Programs by email. Please include your Banner ID#.

It is important that you contact your concentration advisor to verify that you will receive concentration credit if needed for any course work completed during the extended period.

### Retroactive Credit Policy for Semester/Academic Year Programs

#### Can I take a personal or medical leave, go abroad and then apply for retroactive credit?

No. Brown pre-approval of a student's intention to study abroad on a semester-length or academic year program **must** be obtained **prior** to the student's participation on the program. Students who do not obtain Brown pre-approval of semester or academic year programs before studying abroad **will not be eligible** for transfer of study abroad credit.

### Early Return: Withdrawal or Dismissal from the Program

If you decide to withdraw from a program or return to the States before the completion of scheduled instruction and exams due to personal, medical or safety issues, contact the Office of International Programs **as soon as possible**. The OIP will discuss with you the policies and procedures for doing so.

There is no guarantee that you will receive passing grades or credit for your course work abroad if you withdraw early. If a program is officially closed by Brown, faculty will evaluate work completed and a determination of credit transfer will be made. In the case of premature departure from a study abroad program, documentation of work completed abroad will be required. Course syllabi, papers, examinations, evaluations from instructors and a recommendation from the Director of the program are appropriate forms.

## **Refund Policy**

### **Withdrawal Prior to the Start of the Program**

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Any expenses that have been incurred by Brown on behalf of the student once the student has made a commitment to the program (in writing and/or by submitting the program deposit), will be the responsibility of the student (i.e., host institution fees, pre-payment of orientation housing, etc.) and charged to the student account.

### **Withdrawal After the Start of the Program**

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If a student withdraws from a study abroad program during the first five weeks of the program, he or she is eligible for a refund of Brown tuition payments based on the schedule below. Brown is not responsible for indirect costs paid directly by the student, including, but not limited to, passport fees, vaccinations, and transportation costs.

<b>Withdrawal</b>	<b>Refund</b>
prior to program start	100%
in the first 14 days	80%
in days 15-21	60%
in days 22-28	40%
in days 29-35	20%
after day 35>	no refund

For students who leave because of a medical or family emergency, the same refund policy applies. A student who is suspended, dismissed, or withdraws while under investigation for misconduct, will not have tuition payments refunded.

### **For Brown Programs:**

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Students who choose to withdraw from a program abroad and, subsequently, enroll at Brown during the semester that corresponds to their semester abroad will be responsible for all costs incurred by Brown up to the time they withdrew from the program.

If a student withdraws from a program, the deposit paid to confirm his or her place on the program is not refundable.

For housing or fees paid directly to the host institution abroad, the refund policy of that institution will be in effect.

**For Alternative Programs:**

Please visit our [cost website](#) for the most up to date information.

**Brown Program Deposit**

At the time of acceptance into a Brown Program, each student is required to pay a \$500 deposit to secure his/her place in the program. The deposit will be credited to the student's account, unless he/she withdraws from the program before it begins. If the student is not accepted by the host institution, the deposit will be also be credited to the student's account.

**Dismissal from a Brown program**

Brown's OIP reserves the right to dismiss any student from a Brown program when such action is deemed appropriate by OIP for the good of the program.

## Section II: Fees & Financial Matters

Although costs vary by site, the basic costs of studying abroad are often about the same as spending a similar period of time at Brown. For current cost information visit the OIP website at <http://www.brown.edu/OIP/costs>.

**NOTE CONCERNING THE RECEIPT OF A REGULAR BROWN UNIVERSITY BILL:** If you have received an incorrect bill from Brown University for the regular tuition, room and board for the semester you should be abroad, it could mean a) that you have not signed your study abroad leave with the OIP – if this is the case, contact OIP as soon as possible; or b) you have recently signed your study abroad leave but it has not gone through the computer Banner system yet. It usually takes 2-3 weeks before your status will be changed. If “b,” then contact the Bursar’s Office and tell them that you just signed your study abroad leave.

### **Bursar’s Office**

Brown Office Building, Box 1839, ext. 2484. Review your current student account to be sure your balance is paid.

### **Financial Aid**

All students eligible for financial aid (with few exceptions) may use their aid for an approved program of study abroad. If your son or daughter receives financial aid, it is important to start the application process as early as possible. It is critical that all details related to the disbursement of funds are settled *before* departure.

Students who are not eligible to receive financial aid, but use a Brown payment plan such as the Installment Payment Plan (IPP), will be able to continue to use the plan to cover the costs of participation. In addition, scholarships from sources other than Brown may be available to undergraduates for study abroad on specific programs. For more information, please contact the OIP.

If you receive financial aid, the award will be based on the program's budget, including airfare and living costs. Students will be eligible for grants and loans as if they were on campus, with the exception of Federal Work Study (FWS). The normal FWS component of an aid package will be covered with additional loan funds, upon request. Please note that the amount of scholarship awarded for study abroad can vary depending on the program's cost.

Students should download the “Financial Aid for Study Away” form and be sure to speak with a Financial Aid Officer.

Any questions regarding financial aid can be directed to the Office of Financial Aid at 401.863.2721.

**If studying abroad during spring semester**, remember to get a Renewal Financial Aid Application (available in January) and submit it by the April 15 deadline, so as not to jeopardize your chances for aid when you return.

### **Fellowship Information**

If you are planning or thinking of applying for any fellowships while you are abroad, it would be wise for you to view the Dean of the College website for deadline and application information before you leave campus.

[http://www.brown.edu/Administration/Dean\\_of\\_the\\_College/index.php](http://www.brown.edu/Administration/Dean_of_the_College/index.php)

### **Money Matters While Abroad**

#### **Budgeting**

Learning how to budget your money while abroad will take some time and careful observation.

- Have a budget and know what you can spend. Keep a daily expense account the first couple of weeks to be able to plan a budget for your entire stay.
- You will spend more money on arrival than at any other point. Be prepared. You don't know where to find the best bargains yet and the exchange rate will take some getting used to.
- Some small businesses will not want traveler's checks in US Currency. Depending on the country, you should be able to purchase traveler's checks in the local currency if possible.
- Be alert for special rates and discounts wherever you go and know what is available through the use of your International Student Identification Card or local student id card.
- When you travel, stay in Youth or Student Hostels as opposed to hotels which cater to tourists and business travelers.

#### **Transferring Money from Home**

Before you leave talk with someone who has lived in your country and find out what is the best way of banking for an extended period of time. Never send cash or traveler's checks through the mail.

- **Cable transfer:** US banks can telex money to foreign banks. This process can be complete in a matter of hours/days and there is a fee.
- **Bank draft/cashier's check:** You can request a bank to send a cashier's check, or bank draft, to your account overseas. Be warned, however, that clearing the check can take some time.

- **Personal checks:** Personal checks from a US bank will be honored by foreign banks but only after it has cleared the US Bank. This process can take weeks, or months. In some countries personal checks are not honored at all! *OIP suggests that you avoid using personal checks.*
- **American Express:** You don't need an American Express card to take advantage of their services. American Express can cable money from their American office to one of their overseas offices, where it can be picked up with appropriate identification. Since not all American Express offices can prepare money orders or cable money, you should call your local American Express office for a list of offices abroad that can provide these services.
- **ATM cards:** You may be able to use your ATM card to withdraw money from your bank account in the US. This is a quick and painless way to access your money while abroad. Check with your bank to find out where your ATM card can be used and what fees are involved.
- **Credit Cards:** Be sure to acquire a PIN number for your credit card before you leave the US. Credit cards make foreign currency transactions easy and they are invaluable in a financial emergency. Use them wisely! With credit cards it is easy to overspend. Also remember that you will be hit with finance charges for cash advances on your credit card. Make a cash advance only if you have no other option for getting money.

## Section III: Academic Matters & Transfer of Credit

### The Mandatory Pre-Approval Process

For Brown and Alternative Approved Programs:

To transfer credit from study abroad toward a Brown degree, you must:

- Get pre-approval for your proposed academic study abroad plan. As part of the application process, you must work with your concentration advisor and the OIP to have the courses you will take abroad pre-approved. It is important that you understand what requirements a course must meet to count as concentration credit and what documentation you will need to bring back to Brown for post-approval.
- Register for a full load of courses as required by the foreign institution. For Brown Programs, course load requirements are outlined in the online application. For Alternative Programs, please consult with the program to determine the full course load.
- Bear in mind that you'll need to pass each course with the equivalent of a C- or better in order to receive 4 Brown credits per semester. You cannot take courses abroad S/NC nor can you audit any courses. Your formal transcript must show a grade for each course.
- **Save all records from abroad. Keep all syllabi, exams, papers, notes, projects, and portfolios, and bring them back with you to Brown.**

For Petition Alternative Programs:

You must have all courses you plan to take abroad approved by both your Concentration Advisor and the Faculty Advisors in the relevant departments in which the courses will be taken. Please refer to our Faculty Advisor List to determine who to contact if you have not done so already.

Enrollment Changes on Site

- If you make changes in your course enrollment while abroad, especially in the courses you plan to take for concentration credit, you should email your concentration advisor with information about the new course.

Obtaining a Transcript (For Approved Programs & Petition Programs)

- In order to receive credit, you must have the overseas institution send a transcript to :
- Study Abroad Coordinator  
Registrar's Office  
Box K  
Providence, RI 02912

- If the institution does not issue transcripts, you must have them send a certificate of attendance or diploma indicating the courses you took and a written evaluation of your work. Example: German universities issue *Scheine* or course-by-course evaluations upon request. In this case, you would ask for a *Schein* from each of your professors, and this would serve as your “transcript.” It is the **student's responsibility** to verify with the Registrar's Office that the transcript has been received and that the exact number of course and tuition credits are transferred to Brown.

## The Mandatory Post-Approval Process

For Brown and Alternative Approved Programs:

Once your official transcript from your study abroad institution has been sent to the OIP (Brown Programs) or the Registrar's Office (Approved & Petition Programs), you can start the post-approval process. For this you may need departmental Faculty Advisor and may need Concentration Advisor signatures. Please refer to our Faculty Advisor List to determine whom to contact.

For Petition Programs:

- In certain cases, you will need to seek post-approval for courses taken on a Petition Program. This applies if you have:
  - Taken courses for which you had no prior approval.
  - Taken courses in departments that request to examine completed coursework before granting credit.
  - Taken courses that you want to apply as concentration credit that were not previously approved.

## Graduation Credit from Study Abroad

- Due to the difference in credit-counting systems, the number of credits you take in your program abroad may not be equal to the number of credits you will receive for your work at Brown.
- In a **semester credit hour** system, one Brown credit = four semester credit hours, so to receive four Brown credits, you must take a total of 15-16 semester credit hours.
- In a **quarter hour credit** system, one Brown credit = 6 quarter hour credits per course, so you must take at least 24 quarter hour credits for four Brown credits.
- In systems which do not use a comparable credit hour method, you need to demonstrate that you took the **full-time course load** at the host institution to receive a full load of credit at Brown.
- If you take more than a full load abroad, you will still receive **only 4** credits per semester on your Brown transcript as mandated under the **Brown Guidelines for Foreign Study**. Please visit the following website for information:

[http://www.brown.edu/Administration/OIP/resources/articles/foreign\\_study\\_guidelines.php](http://www.brown.edu/Administration/OIP/resources/articles/foreign_study_guidelines.php)

- **You will not receive letter grades on your Brown transcript.** Graduate schools may wish to see your grades from abroad, in which case you must request an official transcript from the foreign institution and then include it with your graduate application. Transcripts for Brown programs can be obtained from the OIP.

#### **Tuition Credit for Study Abroad**

- In order to earn a Brown degree, students must accumulate eight semesters of tuition credit, signifying the completion of eight semesters of full-time study.
- A minimum of three course credits per semester from study abroad will grant a student one semester of tuition credit. A minimum of seven course credits per year will grant a student two semesters of tuition credit.
- Students who fall below these numbers, and hence do not earn the anticipated number of semesters of tuition credit from their study abroad, should consult with an Academic Dean to determine how this shortage will affect their graduation date and discuss options for completing their degree requirements. (For further information, see Tuition Regulations from the Registrar)

## **Obtaining a Brown transcript while abroad**

If you need to order a copy of your Brown University transcript while abroad for graduate school or other reasons, you will need to order it from the Office of the Registrar.

Requests for Brown University Transcripts will not be released until all financial requirements to the university have been met. Requests for transcripts generally require 3-5 business days for processing. Please allow additional time (5-10 days) if the request is being sent at the end of an academic semester. All transcript requests must be accompanied by an authorized signature of the requestor in accordance with the Federal Educational Records Privacy Act of 1974.

To order a transcript, please go to the Office of the Registrar's website at [www.brown.edu/Administration/Registrar/](http://www.brown.edu/Administration/Registrar/). From there you will obtain information regarding transcript fees and select one of two options for ordering a transcript, either on-line or by printing and mailing a request form.

## Section IV: Services at Brown and Abroad

### Email

At most sites, you should have access to email, although you may find it to be more sporadic than in the US. At remote sites, email access may not be readily available.

If you want to use email while abroad it is strongly suggested that before you leave you review the appropriate CIS document that will assist you with connecting to Brown while away. You may find this documentation at <https://wiki.brown.edu/confluence/display/CISDOC/Emailing+from+Off-Campus>. Select the link appropriate for your circumstances, under: "Emailing from Off-Campus." Since getting mail away from campus won't be as easy accessing your email within your dorm or a cluster, this document will help simplify the experience.

You will be able to continue using your Net-ID and password while you are studying abroad. When you're on a leave of absence, access is granted into the projected semester of your return; when you become an active student again then usage becomes open-ended. It is important, therefore, that you let the Registrar's Office know when you expect to be back at Brown to ensure unbroken communication.

You will also need to open an account with your own ISP (Internet Service Provider) to be able to connect to the web. Once connected, however, you can use Brown's web-based e-mail reader to check for anything sent to your Brown email address. Access it using a web browser at any location, and log in at **<http://email.brown.edu>** (the email access website put into use across campus during 2003-2004) using your Net-ID and password. You should be able to read any mail sitting in your Brown account and delete it, if no longer needed. Due to the recently implemented quotas on how much mail you can save in your mailbox, it is recommended that you keep your box cleaned out. If this does not work, you can try the older version at **<http://webmail.brown.edu/>**.

If you are not able to access your email account via these websites, students find it helpful to establish a free email account and have their Brown email forwarded to it while abroad. Reliable providers include Hotmail at [www.hotmail.com](http://www.hotmail.com) or Yahoo! at [www.yahoo.com](http://www.yahoo.com). Read more about email forwarding by visiting <https://wiki.brown.edu/confluence/display/CISDOC/Emailing+from+Off-Campus>. If you need any assistance while away, you may write to the CIS at: [Help@brown.edu](mailto:Help@brown.edu).

## **Procedures to Ensure Housing upon Your Return Residential Life**

Office of Residential Life, Box 1864

Telephone 401) 863-3500

Fax: (401) 863-1331

E-mails may be directed to: Res\_Life@Brown.EDU

For Up-to-date housing information please visit the Residential Life website at <http://reslife.brown.edu/>. Here you will find detailed information about the housing lottery, proxy forms, and general information concerning housing procedures for when you return to campus. Be sure to secure your housing plans before leaving for your semester abroad!

## **Dining Services & Meal Plan Cancellations**

When students sign a study abroad leave their meal plan is automatically canceled. Students are not automatically reenrolled in the plan unless they make a request through Dining Services. Students who wish to change or cancel their meal plan contract should indicate their preference on the Meal Plan Contract Response Card received in the summer and return it to Dining Services. The Bursar's Office will not process meal plan contract changes or cancellations. Questions concerning the terms of Meal Plan Contracts may be directed to the Dining Services office, 144 Thayer St. You can also call (401) 863-3876.

## **Parking Office**

75 Charlesfield Street, ext. 3-3157. If you will need a parking space when you return select another student to serve as a proxy in the parking lottery. The parking lottery is held only once a year, in the spring semester. If you will be away during the fall and need a parking space for the spring, be sure to participate in the parking lottery before you leave. You can then choose to use the space only for the spring semester.

## **Physical Education Department**

Be sure you return all University athletic equipment, empty your locker and return your keys.

## **Post Office**

You should file a change of address card at the Student Services Window in J. Walter Wilson so your mail can be forwarded. If you don't do this your mail will be returned to the sender.

Policy for students on Study Abroad Leaves: Mailboxes are assigned to new and readmitted students during the summer and winter recess. However, due to time constraints, some students may not be assigned a mailbox until they arrive on

campus. Students will retain the same assigned mailbox for the duration of their undergraduate studies, provided they do not separate from the University. An effort will be made to reserve mailboxes for students who are on leave of absence from the University.

### **Pre-Registration**

Using Banner, you will use the online system to pre-register for courses at the same time as the students who are on campus. You may direct any questions regarding the Banner system to the Registrar's Office at <http://www.brown.edu/Administration/Registrar/>

### **Accessing BOCA, the Brown Online Course Announcement**

In order to access BOCA, please visit the BOCA URL at: <http://boca.brown.edu/>

### **Accessing the Brown Daily Herald**

The BDH can be found on-line at: <http://www.browndailyherald.com/>

### **Updating Computer Accounts**

The Computer Access and Accounts office (the CAA) is responsible for maintaining and updating your Electronic Address Book entry (the page that allows you to forward you Brown e-mail to a different account and list information about yourself such as your concentration or birth date). Should you check your EAB entry and discover errors or if you experience any other computing account problems, please send an e-mail to [CAA@brown.edu](mailto:CAA@brown.edu)

### **Staying in Touch While Abroad**

While you are abroad, keeping in touch with people back home will be very important. Trying to place international phone calls, or send letters to the US may be some of your most frustrating and expensive moments abroad. With patience, and a sense of humor, you will be able to communicate with home.

- **POSTAL SERVICES:** Depending on where you are and the quality of the postal service, surface mail can take weeks (in some cases, months) to arrive; Airmail can take up to a week just to arrive in the country, getting it to your local address will add additional days. Sending packages can be expensive, and there is no guarantee you will receive your package "untouched." There is little you can do to change the postal system in your country. If you live in a city that has a small post office try to get to know your postal workers and make them your friends.

**TELEPHONE:** Should you or your parents wish to make a direct-dial international call from the US the usual procedure is:

1. Dial the International Access Code: 011
  2. Dial the country code (normally a 2- or 3-digit number)
  3. Dial the city code (normally a 1- to 5-digit number)
  4. Dial the local number abroad
- For an operator-assisted call (i.e. person to person, collect, credit card, or billed to a third number), follow the foregoing instructions but use “01” instead of “011” for the International Access Code. The operator will then come on the line to ask for the information needed (e.g. the name of the person you are calling or your credit card number). Direct-dial calls made with the “011” International Access Code are the equivalent of station-to-station calls. Unless you expect your party to be immediately available, this can be a bit risky. No matter who answers at the other end, you will be billed the minimum charge based on the first three minutes of conversation.
  - You can get the country and city codes you need from any long-distance telephone company or directory. You can also google “Country Codes”.
  - The subject of finding the cheapest and best ways to phone home while abroad generates a lively exchange on such posting boards as Lonely Planet’s “Thorntree” forum ([thorntree.lonelyplanet.com](http://thorntree.lonelyplanet.com)), Rick Steve’s “Graffiti Wall” ([www.ricksteves.com](http://www.ricksteves.com)) or the forum at Virtual Tourist ([www.virtualtourist.com](http://www.virtualtourist.com)). For someone with a specific question—say, “What is the best place to rent a cell phone in Rio?”—these forums are a good place to find up-to-the-minute information.
  - Another option to investigate for cheaper phone calls is [www.skype.com](http://www.skype.com).
  - **Cards for Calls:** One convenient option is to use an international phone card. AT&T cards (best value at Sam’s Club and Wal-Mart, though also available elsewhere and at [www.att.com](http://www.att.com)) and GlobalPhone cards from IDT ([www.idt.net](http://www.idt.net)), another phone card company. With the IDT cards you can also create mailboxes for voicemail.
  - **Mobile Phones:** Newer mobile phones that can operate on any of the three wireless frequencies in place worldwide are becoming more common in the US. Global roaming rates still remain high, between 99 cents and \$4.99 a minute, so be sure to check with your phone company to learn all of the rules before you go abroad.

- **Phone Rentals:** You can rent globally enabled cell phones from a company like TravelCell at [www.travelcell.com](http://www.travelcell.com) or Cellhire at [www.cellhire.com](http://www.cellhire.com). Their long-term plan, for rentals of over three months, generally cost \$20 a month, plus optional insurance of around \$8 a month; the country-to-country rates are usually half of say T-Mobile's. For those traveling where there is no cell phone service, the companies offer satellite phone rentals. The cost is significantly more than a regular cell phone but incoming calls are usually free from anywhere in the world and outgoing calls run around \$2 a minute.
- **Whatever you do, do not use** the 800 number posted on public and hotel telephones, whether calling collect or with an ATM credit-card number. Charges can be \$30 to \$50 for calls under five minutes.

**Note:** Many host families will not allow their exchange student to make long distance calls from their family phone because of billing systems that do not itemize each call. If this is the case, in order to make an international call you should go to the post office, or to a hotel which has this service or special telephone offices.

**TIME ZONES:** When making phone calls to or from the US, keep in mind that there is a time difference between here and abroad. Be sure to remind friends and relatives; should your boyfriend or girlfriend, for example, call you in France at 9:00 p.m. EST, he or she should be aware that you and your host family have probably long since gone to bed because it is 3:00 a.m. in Lyon. Most people know this sort of thing, but then again you would be surprised. It's better not to have the surprise arrive at 4:30 in the morning and wake your host family.

## Section V: Health & Travel Insurance

### **Brown Health Insurance Policy**

Office of Insurance and Risk, Brown Office Building, Box 1848, ext. 3-9481

[www.brown.edu/insurance](http://www.brown.edu/insurance)

Most health insurance policies provide coverage for individuals over the age of 18 only if they are enrolled full-time in school. Students taking a leave at the end of a school year may continue with the Brown Health Insurance Plan for the following year by contacting the Office of Insurance and Risk (Box 1848, ext. 3-9481). To enroll in the plan you will need to complete an application form and provide a check to the insurance company for the full premium before August 1. Students taking a leave at the end of the fall semester may retain their coverage for the remainder of the school year if they are already enrolled in the Brown plan. Students not enrolled in the Brown insurance plan prior to their leave may not enroll in the plan during their leave, and they should discuss with their parents how they will obtain insurance while away.

- Students will be automatically billed for Brown Health Insurance **unless you submit an online waiver to the Office of Insurance and Risk**. For more information, contact the Office of Insurance and Risk at: 401-863-9481 or visit their website.
- Students attending **Brown Programs** must supply the Office of International Programs with information regarding their insurance policy.
- **Whether on a Brown or Alternative Program**, it is recommended that you contact your health insurance company to verify that you are covered overseas.

**Keep in mind that should medical attention be required abroad, it may be necessary for you to have sufficient cash on hand to make payment at the time of treatment since the foreign physician and/or hospital may not be able to process medical bills through an American insurance company. In such cases, be sure to obtain a receipt to submit with your insurance claim for reimbursement upon return to the USA. It might also be helpful to carry a few blank claim forms with you in case they should be needed while you are abroad.**

**Questions to consider when acquiring health insurance for study abroad:**

- Will the plan cover hospitalization for accidents and illnesses for the entire period while I'm abroad? (Some policies provided by a parent's employer may cover medical expenses for brief stays abroad but not for the full term of a study abroad program.)
- Will the plan cover doctor visits and medication prescribed abroad?
- Is there a deductible? If yes, how much?
- Is there a dollar limit to the amount of coverage provided?
- What are the procedures for filing a claim for medical expenses abroad? Do I need to pay expenses up front and then submit receipts to the insurance company for reimbursement? Make sure that you get full information from your policy about how to arrange for routine treatment, medical emergency procedures, and what is required to pay for or be reimbursed for a claim. Many overseas health providers will not process American insurance claims and will expect payment at the time of treatment so students should have access to a minimum of \$400 (either by credit card or traveler's checks held in reserve for emergencies) in the event that medical treatment is required abroad. Be sure to obtain a receipt to submit with your insurance claim for reimbursement upon your return to the US.
- What if I don't have enough money to pay cash up front? Can money be wired/sent abroad? How do I do that?
- When does the plan begin and end?
- What do I use as proof of international medical coverage (if I need to use the insurance or if the host government requires documentation)?
- If I am not a US citizen, will I be covered by your plan? (It has been our experience that international students must arrange for coverage with a company in their home country. Most of the policies we have looked at do not cover international students traveling in a country other than the US.)
- Will this insurance cover me in the US for the insured semester if I decide, for medical or other reasons, to return before the end of the program? (If students have a serious accident or illness abroad, they may need to return to the US for further care; it is therefore important that the student carry coverage that applies not only abroad, but in the US during the study abroad period as well.)
- Does the plan cover pre-existing medical conditions?

## Worldwide Assistance & Emergency Evacuation Services

All Brown students on Brown and Approved Programs and non-Brown students on Brown programs will be covered by International SOS Worldwide Assistance & Emergency Evacuation Services. Brown's group membership number is 11BSGC000031.

The services provided by International SOS range from telephone advice and referrals to full-scale evacuation by private air ambulance. The SOS network of multilingual specialists operates 24 hours a day, 365 days a year from SOS Alarm Centers around the world.

Contact numbers in case of emergency are:

If calling from:	Call Alarm Center in:	At this number:
U.S. or Canada	Philadelphia, PA	1-800-523-6586 Call collect: 1-215-942-8226
Mexico	Philadelphia, PA	Call collect: 00-215-942-8226
South and Central America	Philadelphia, PA	Call collect: 00-215-942-8226
Europe, CIS, Africa or the Middle East	London	Call collect: 44-208-762-8008
Asia, Australia or the Pacific Rim	Singapore	Call collect: 65-6338-7800

When you contact them you must reference:  
Group membership #: 11BSGC000031

You can access up-to-date reports on more than 170 countries worldwide on health issues, medical care and vaccination requirements via the International SOS website—your home page for travel health and safety information.

It is important to understand that, although International SOS will offer you travel, medical and security advice and services, as well as on-line access to information which many insurance companies do not offer, **International SOS is NOT health insurance**. Requests for reimbursement for medical care received while abroad should be submitted to your health insurance provider.

For students studying abroad, your first contact should always be with your sponsoring program. If you are traveling, and/or in a situation where you are not able to reach your contact for your sponsoring program, you should contact the Brown University Public Safety Office at 401-863-3322 or International SOS who

will work to meet your needs immediately and will contact the University's on-call staff in the United States while coordinating services with Brown University.

*Please be aware that some of International SOS's services carry additional charges. Should you request a service which has an additional charge, International SOS will inform you in advance and will require a credit card number in order to activate the service. If, in the event of an emergency, Brown University provides the financial guarantee to International SOS on your behalf, the University will bill you for this charge upon receipt of the actual amount by ISOS. Please know that such charges may not be billed until after you return from the trip abroad.*

Should you have any questions about the coverage, please call the Office of Insurance and Risk at 401-863-9481 or visit the International SOS website: <http://www.internationalsos.com/private/Brownu/>. For reference purposes, Brown's group membership number is 11BSGC000031.

## **Section VI: Health Services & Concerns**

### **Health Services**

Andrews House, 13 Brown St., Box 1928, ext. 33953.

If you are planning to travel abroad it may take a minimum of two months to complete all immunizations and a physical for your travel. So plan ahead!

1) First make an appointment at a local travel clinic to ask about immunizations and specific malaria medication if necessary (you need to know the exact name of the malaria medication) for the places you plan to travel. In Providence, contact the Miriam Hospital Travel Clinic #401-793-4075 or the Memorial Hospital Travel Clinic #401- 729-3610. There are others available. If necessary, numbers can be obtained at Health Services. If you need the Yellow Fever vaccination, you must obtain it at a travel clinic since it is not available at Brown. All other immunizations are available at Health Services. There is a fee for all immunizations except tetanus. You may wish to contact Health Services for a fee list to compare with local travel clinics.

2) After you have the information you need, call Health Services at 401- 863-3475 or 401- 863-1304 to schedule an appointment with a provider to order and receive your immunizations. You need to make a separate appointment to schedule a Physical exam if one is required for your travel or if a certification by a medical person is required for visa application or other purposes.

3) Whether at a Travel Clinic or Health Services, you should ask for "International Certificates of Vaccination" (yellow pamphlet). They may also be ordered by calling the Superintendent of Documents at the CDC at 202-512-1800. Keep this with your passport while overseas to show what vaccinations you have had. Make a copy to leave with your family at home.

For information on current health conditions in foreign countries and other foreign travel-related information, please consult the Center for Disease Control at <http://www.cdc.gov>

### **Immunizations**

If you are traveling to remote areas, be aware of local health conditions abroad. You should be especially aware of any public health service recommendations or advisories. For current health conditions and recommended vaccinations contact local officials (such as a Travel Clinic at a local hospital), or contact the country desk at the State Department (202-647-4000), or the Centers for Disease Control at <http://www.cdc.gov/>. For more information on Health and Medical Care issues related to study abroad, see the FAQs section of the OIP website.

**It is the student's responsibility to obtain the proper vaccinations!**

### **AIDS and other STDs**

AIDS is a serious problem and still spreading throughout the world, but especially in developing countries. If you choose to be sexually active overseas, please be careful. Although most countries sell condoms, they may not be manufactured and/or stored properly so as to provide maximum protection against STDs.

**Always use a latex condom** preferably treated with a potent spermicide.

Women as well as men should bring their own supply of condoms and store them in a dry place away from heat.

### **Overseas Blood Transfusions and Blood Products and HIV Screening**

If you require surgery overseas and need a blood transfusion, remember that not all countries require the same standards for screening HIV-antibodies in donated blood.

- If you are injured or ill while abroad, avoid or postpone any blood transfusion unless it is absolutely necessary. If you do need blood, try to ensure that screened blood is used.
- If you need a doctor's attention overseas, ask for a "western style" hospital in order to receive proper care.

### **HIV Antibody testing overseas**

Some countries may require an AIDS test before letting you enter. Please check into this before you arrive at the airport because they will turn you away.

### **Stomach Problems**

Probably the most common ailment for all travelers is diarrhea caused by contaminated food or drink. If you have diarrhea and no fever then the best plan of action is to let it run its course and make sure that you drink plenty of Gatorade to keep yourself hydrated. The best foods for diarrhea are bananas, rice, apples, and decaffeinated teas. If your diarrhea is accompanied with a fever, or if your diarrhea lasts longer than a couple of days then it is necessary to see a doctor. If you must travel to see a doctor then take some Immodium for the trip.

Otherwise, it is recommended not to take Immodium; your body is trying to get rid of something, stopping yourself up is not going to remedy your problem.

### **Hepatitis**

A recent survey noted that 20 million Americans risk **hepatitis A** infections when traveling to areas such as the Caribbean, Mexico, Africa, Central and South America. "It's a serious and debilitating disease that can take up to two months or longer for recovery, but it can be prevented with short-term protection of three to five months with immune globulin," said Dr. Raymond Koff, chairman of the Department of Medicine, Metro West Medical Center in Massachusetts. Ask your doctor about getting Immune globulin injections.

The **US State Department's Overseas Citizens Emergency Center** at (202) 647-5225 is also handy for information on medical, financial or legal problems while abroad.

**Prescription or Over-the-Counter Medicine, glasses and contacts**

Take enough with you to last for your time abroad, along with a doctor's note or the original prescription to avoid problems with customs. You may also want to bring an extra pair of glasses, contacts and extra bottles of saline solution with you.

Bring a downscaled version of your medicine cabinet in addition to a first-aid kit. Stock up on non-prescription drugs you are likely to use, such as antacids, pain relief, anti-diuretics, etc.

*Note for Women:* Be prepared to fighting off urinary track and yeast infections. Talk to your doctor about getting medications or filling prescriptions before you go abroad.

## Section VII: Career Development & Study Abroad

### **Career Development Center**

Pembroke Hall, 172 Meeting St., Box 1907, 401-863-3326

**Careerdevelopment@brown.edu**

The time spent studying abroad can also be time spent thinking about what you will do after Brown. In order to start or continue to do career exploration, some students arrange an internship while studying abroad to complement their studies. If you are thinking about pursuing an international career, you'll want to plan ahead to best take advantage of opportunities. Counselors at the Career Development Center are available to talk with you before you leave, or to email with you while you are away.

**Log on to the website to connect to many resources:**

<http://careerdevelopment.brown.edu>

**Find out about internship opportunities in the U.S. and abroad at:**

<http://careerdevelopment.brown.edu/resources/internships>

**Get information on job listings at:**

<http://careerdevelopment.brown.edu/resources/generalsites>

### **Going Global**

[http://careerdevelopment.brown.edu/access/going\\_global](http://careerdevelopment.brown.edu/access/going_global)

Going Global is the leading provider of country-specific employment and career information. The online, unlimited access database contains country career guides, corporate profiles and more than 100,000 international internship and job openings updated daily!

**Brown JobLink:** Brown JobLink (eRecruiting) is Brown's ONLY PRIMARY resource for the on-campus recruiting program and job/internship application process. Currently there are thousands of national and international job and internship opportunities open for application!!! Students need to activate their FREE membership in order to access the system, apply for positions, and see the opportunities available. Once registered, they should check back daily for new postings, sign-up for the on-campus recruiting schedule, and apply for jobs and internships that interest them most!

**ACCess Alumni Network:** Live! 24/7! You can connect with 8,000 Brown alumni who are available to answer career-related questions. Search by career fields and geographic areas.

**Career Resources:** You'll find all of our handouts on our website. In addition, click on "Career Resources" to link to other websites packed with information. We have done a lot of work for you!

## **Ideas for Students who might want to work abroad while you are studying, or in the future**

### **Before you go...**

- **Use the Alumni Relations home page** to find alums who are living in the city/country where you'll be. There are Brown clubs in over 60 cities around the world. You can also find alums through ACCess.
- **Talk with current students who are back from your study site.**  
Did any of them work or have an internship while there?  
If yes, did they do it during the semester or after? How did they arrange it?
- **Prepare a resume.** You never know when you will need it.
- **Meet with a counselor** at the Career Development Center for other ideas and resources.

### **While abroad...**

- **Maintain a "contacts" notebook** of every interesting professional you meet. Don't forget to get an email address.
- **Contact alumni.** Meet them at their place of business or socially. If you are in a city with a Brown Club, try to attend their events.
- **Interested in teaching English in the future?** Look for schools which teach English. Go check them out. What qualifications do the teachers have?
- **If in a homestay,** talk often with adults in the family about the local economy. Take every opportunity to meet the family's friends and extended family to network.
- **Practice, practice, practice the local language,** if not English. Speak with "natives" in all walks of life. Read newspapers and magazines to learn about opportunities.
- **When you encounter other Americans, of any age,** living in your city, introduce yourself. Make note of where they are employed, and ask for tips that might help you obtain a position.
- **Pay attention to the cost of living abroad.** Figure out how much money you would need to live there, or other places you might consider.

### **When you return...**

- **Make the most of the Career Development Center!** Scheduling an appointment with a counselor will help to get going.
- **Check out the calendar** and other important information on our website.

- If you are thinking about going back to the country where you studied, **keep in touch with all the contacts** you made. Let them know what you are thinking about for after graduation.

## Section VIII: Travel Documents

### Passport

If you do not currently have a passport you should start this process **as soon as possible**. The process can take 3 months depending on which procedure you follow. You may apply for a passport at most large post offices (such as the one in downtown Providence). You are now able to download printable passport applications from the internet as well as consult general Passport Services information at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

To get your passport you'll need:

- a) a passport application
- b) proof of citizenship, e.g. a birth certificate
- c) two identical passport photos
- d) the passport fee \$60 (please verify with the post office)

**Remember:** Your passport is the most important document you have when outside the United States. Know where it is at all times. When you receive your passport, make several copies of the front pages and keep the copies separate from your baggage. You should leave a copy of your passport with your parents at home. Once in a foreign country, keep your copies in a safe place, and ask your program to keep a copy on hand. This will facilitate replacement if your passport is lost or stolen.

**For non-US citizens:** Please verify that your passport is valid for the amount of time you will be away.

### Visas

Unlike a passport, which proves your citizenship, a visa is your key to enter another country. Visas are issued by a Consulate or Embassy of that country, and must be obtained before you cross the country's border. Visa requirements vary from country to country, so check with your program if on a Alternative program or the OIP if on a Brown-sponsored program about specific requirements and documentation. Consulates and embassies are located in most large US cities. For a list of foreign entry requirements for US citizens and consular contact numbers, visit the following State Department website: [http://travel.state.gov/travel/tips/brochures/brochures\\_1229.html](http://travel.state.gov/travel/tips/brochures/brochures_1229.html)

**Please note:** Students have been stopped from entering the plane if they did not have the appropriate visa to enter a country. Please verify that you have the necessary documents for the country you intend to visit.

**For non-US citizens:** Please verify visa requirements with the consulate of the country to which you are applying.

## Section IX: Travel and Safety

### Travel Arrangements

#### **Brown Programs**

You are responsible for making your own flight arrangements. Some Brown Programs have a specified arrival time and place, so that all program participants can be met as a group by program staff. If this is the case, it is essential that you make your flight or other travel arrangements so that you can rendezvous at this designated time and place.

#### **Alternative Programs**

Some Alternative Programs will arrange group transportation (and in some cases require it). Verify your program's policy.

Do not leave this to the last minute. Book your travel as soon as you know when and where you have to arrive and when you have a good estimate of your return date. OIP strongly recommends that you book a round-trip, not just a one-way, reservation. Also, having a round-trip ticket will help you with immigration and visas. Immigration officials may require to see some evidence that you are leaving the country at the end of your stay. Check to see if changing a return flight date carries a penalty. One-way return flights are usually very expensive and you may not be able to get a return reservation that suits your needs. Flying Stand-By can also be risky.

You should certainly explore discount travel opportunities (e.g. via STA Travel and other agencies) for which student discounts may be available.

### Special Travel Plans

#### **Europe**

Many travel agencies sell Eurail passes. Traveling by train is the easiest way to get around Europe, and the Eurail pass is the cheapest way to go. Eurail passes allow unlimited travel in 17 European countries. Remember, *Eurail passes can only be purchased in the US!* You also will want to pick up a travel guidebook for the country you are going to, and for the countries you plan to visit.

#### **Non-European countries**

Some countries have their own travel discount plans for foreigners such as the Explore Australia Airpass or the Japan Rail Pass. Check with a travel agent to see if your country offers any special discount travel plans.

## **Safety Concerns**

It is important to know of any safety concerns before you leave for your host country. Please consult the following government agency for further information:

- The US government monitors the political conditions in every country around the world. For current information, advisories, or warnings contact the State Department in Washington, DC. Call (202) 647-4000 or consult [http://travel.state.gov/travel/warnings\\_current.html](http://travel.state.gov/travel/warnings_current.html)
- For information on traffic-related safety conditions in countries abroad, including bus safety information in your host country, please consult the Association for Safe International Road Travel at <http://www.asirt.org/>

## **International Student Identity Card**

This card is recognized all over Europe and will give you student discounts for museums, hotels, and travel, although some countries offer more student discounts than others. Some student fares for air or train travel can be up to 50% off, so it does pay to get this card. It also gives you basic accident and sickness insurance coverage when traveling outside the US and access to a 24-hour toll-free Help Line. Students interested in purchasing a card may go to <http://www.isic.org/>

## **Hostelling International Membership Card**

This card is honored at most International Youth Hostels. Youth Hostels are cheap, usually dorm-style hotels for young people found in many countries of the world. They are great places to meet people and learn about the best sights and things to do in the area. Be warned, some hostels still require you to leave during the day and also rent your sheets. Call ahead for more information. You should also carry a lock for the lockers found at most hostels. Contact the Hostel International Office in Boston at: (617)735-1800 or <http://www.ihhf.org>

## **Thinking about Money**

Depending on where you're going, travelers' checks may be the best way to bring large amounts of money over with you. Also, buy about \$100 in local currency before you leave the US. You want to be prepared for taxi rides and a night in a hotel in case you arrive and the banks are closed.

Be sure you bring all the credit cards, ATM bank cards, telephone cards, etc. which you plan to use while abroad. In many places around the world now, you can use your ATM card or credit card to withdraw money from an ATM machine. Know your PIN number for this type of transaction. Also contact your bank to find-out locations of overseas ATMS and any fees that may be charged. For any credit card, write down all of your account numbers and contact numbers on a separate piece of paper to be secured in a safe place for reference if needed.

While traveling, a **money belt** worn under your shirt or pants will allow you to keep your passport, money and credit cards on your person at all times.

## **Safety Tips**

While you are abroad take the same precautions you would take in any large US city you are not familiar with. Do not walk in unfamiliar areas of the city at night or accept rides from strangers. Be careful with money in public just as you would be in this country. Become a professional people watcher. **Watching the local residents and their habits is your best guide to safe behavior.** The less you stand out the safer you will be.

- Learn about the customs and local laws of your country. Remember that you are subject to their laws and are not protected by US laws.
- Learn to walk the way the locals do. People are able to spot an American immediately by their posture and walk. And, stop carrying your American backpack around the city with you. Wearing a backpack is almost as bad as wearing a red bull's-eye.
- Never leave your bags unattended. Never let a stranger watch your luggage while you go to the bathroom or purchase a ticket.
- Xerox 2 copies of your passport ID page, airlines tickets, and credit cards. Leave one copy at home. Bring the second copy with you in case something gets lost or stolen abroad. Bring extra passport size photos for student ID's abroad, a replacement passport if needed or for obtaining a visa abroad.
- Beware of pickpockets and con artists. The most common sites for purse or camera snatchings are central train stations or crowded shopping areas. Thieves often strike when people are distracted: making a phone call or checking a train schedule, with a bag casually left at one's feet.
- If anything is lost or stolen report it to the local police. Keep a copy of the police report for insurance purposes or in case you need to replace your passport or student visa. It is also necessary to report the loss of:
  - \* Travelers check to the nearest issuing office
  - \* Passport to both the local police and then to the nearest US embassy or consulate to apply for a new one
  - \* Airline tickets to airline or travel agent
- Before going to another country to travel, check the travel advisories at the nearest embassy. Also, be sure your program director knows where you will be traveling and when, in case you must be contacted.

## **Personal Conduct**

All participants in study abroad are expected to abide by the "Tenets of Community Behavior" as stated in the Brown University Student Handbook.

## **Registration with Local Police and US Embassy**

In many countries, you will be required to register with the local police station upon arrival. Your program contact abroad will inform you of local requirements. Also, you should notify the nearest U.S. Embassy or Consulate once you arrive at your destination. The Embassy or Consulate will provide you with information such as new travel advisories and lists of English-speaking doctors in the area. To register online, visit: [http://travel.state.gov/travel/abroad\\_registration.html](http://travel.state.gov/travel/abroad_registration.html)

### *The Embassy or Consulate WILL:*

- Issue you a new passport or replace one that is lost/stolen.
- Contact the State Department at their expense for further instructions if you cannot verify your citizenship.
- Help you find medical or legal services in the case of an emergency and help notify friends or family members.
- Tell you what to do if something is stolen and have funds wired on your behalf, if necessary.

### *The Embassy or Consulate WILL NOT:*

- Give or lend money or cash checks.
- Serve as a travel agent or information bureau.
- Act as interpreters or couriers.
- Provide bail or get you out of jail.
- Arrange for free medical or legal services.

Be aware that when you are in a foreign country you are subject to its laws and not protected by U.S. laws. Ignorance of the law is not an excuse. It is important that you learn about local laws and regulations and obey them. Approximately 3,000 Americans are arrested abroad each year. One-third are arrested on drug charges. Many countries do not provide a jury trial or accept bail, which could mean a lengthy pre-trial detention. In addition, prison conditions in many countries can be extremely harsh and officials may not speak English. You could face very stiff fines or sentences if found guilty of a crime.

## **Local Laws**

Outside the US, you are responsible *for obeying all host country laws and penalties*, which can be different, and more stringent, than here. Do not assume you will be treated gently because you are an American. Sometimes, punishments for Americans are harsher than for the local population.

It is unlikely that Brown or a study abroad program will be able to intervene on your behalf if you are arrested or prosecuted for any illegal violation. If you become involved in a legal problem, please contact your study abroad program staff or international student office and Brown's OIP immediately!

**DRUGS** - Avoid illegal drugs while you are abroad! **Even if you are at a party and not using drugs but others around you are, you could be in big trouble. Leave that place at once!!!! Most countries have very strict drug laws. Long trials, prison sentences and even the death penalty can result from drug possession.** If you are arrested for drugs the US consular officer cannot get you released from jail. See the US State Department "Travel Warning on Drugs Abroad" at [http://travel.state.gov/travel/livingabroad\\_drugs.html](http://travel.state.gov/travel/livingabroad_drugs.html)

## **Sexual Harassment and Study Abroad**

Many challenging experiences await students who have chosen to study abroad. These will generally be exciting and positive character-building experiences that will educate and enlighten. However, there can be potential problems related to cross-cultural interaction that all students should be aware of. Cultural difference in interactions on romantic or sexual levels can be a problem area: some behaviors might be very inappropriate in the US, but considered perfectly acceptable in the culture in which you are living, and vice-versa. Some of the new behaviors will be relatively easy to adjust to, but others pose more of a problem. Sexual harassment is a particularly difficult area because of the extreme variance in acceptable behavior between cultures. Combined with the different social and legal responses to such behavior, sexual harassment when abroad can be a difficult scenario to deal with; fortunately there are ways to prevent or lessen the negative consequences.

In the United States many people believe that it is possible for a non-sexual relationship (i.e. friendship, companionship) to exist between men and women. However in many other cultures this belief can be just the *opposite*; stated simply it is difficult or impossible for non-sexual relationships to exist between men and women. Until one is fully aware of the cultural norms combined with the verbal and non-verbal clues that he or she is sending, one must be very mindful of the emotions and expectations that are evolving. In our society it is not uncommon to rebuff an unwanted sexual encounter by saying "I'm seeing someone," or "I have a boyfriend/girlfriend." While the contextual clues for that type of statement are generally understood in the US to mean "Leave me alone" or "I'm not interested," in another cultural context it might actually be understood as an encouraging response rather than a signal of discouragement. Clear, direct and unambiguous responses may be difficult for many Americans to deliver, but these strong responses are crucial for clear understanding in a cross-cultural situation. "I do not want to go out with you, please do not ask me again" is a much more direct and stronger way of expressing your true thoughts about the situation.

Informal resolution of your sexual harassment problem may be possible. You are encouraged to contact the appropriate person on your host campus/program to report any behaviors that you feel are sexually harassing. They should be able to assist you in sorting out the situation in a culturally appropriate way. If these campus/program representatives are unable or unwilling to assist you, please contact the OIP and we will assist you in this matter.

### **Dealing with Personal/Family Tragedy while abroad**

Fortunately, it is unlikely that your family will experience a tragedy while you are away. However, if such an event occurs, you may feel helpless and alone being so far away from home. That is not the case however. Here are some ideas to help you during such a difficult time.

- Report the tragedy to your Resident Director or head of the International Office as soon as possible. They may be able to intercede on your behalf with faculty members or other administrative offices if necessary. They must know if you plan to return home for a short or extended stay.
- Contact the Office of International Programs at Brown (specifically if you are on an Alternative program) so that we know about the tragedy and your plans. We may also be able to assist you if necessary.
- Ask your Resident Director or International Office about counseling services that are available in your host community.
- Share with friends or your host family for support.

As a precautionary measure, it may be good to have emergency contact numbers of various family members in one place (such as at the end of the Study Abroad Handbook) so that you can access them quickly.

## Section X: What to Pack

Plan your wardrobe carefully so that you take as few clothes as possible. Remember the golden rule of packing: **Lay out everything you want to bring, get rid of half of those things, and bring twice as much money.**

- Don't pack things that you can buy in your host country. You will be able to buy toiletries and school supplies almost anywhere. You don't need to weigh down your suitcase with bottles of your favorite shampoo.
- Don't pack a lot of clothes. In most countries people wear clothing several times before washing it. You'll also probably buy clothes while you are abroad so you'll need to save room in your suitcase.
- Pack clothing that is versatile and sturdy. You'll want at least one set of nicer clothing for evenings out, but otherwise make sure your clothing can take a good hand washing. Good walking shoes, or hiking boots are a must.
- Pack necessary prescription medicine, contraceptives, tampons, etc. Many of these items are not readily accessible overseas. Bring a copy of your prescription with the generic name of the drug in case you need to buy more.
- Pack some things from home. You'll want to have pictures of your home, family and friends. This will make a big difference when you get homesick. Also, bring some small gifts to give to friends and neighbors, such as key chains, pens, and postcards.

### **CLOTHING**

Rainproof walking shoes  
Flip-flops for the showers in hostels  
Poncho/rain jacket  
Bathing suit  
Hat for protection against the sun, or the cold

### **MEDICINE AND TOILETRIES**

Prescription medicine (carry copy of prescription)  
Sunscreen  
Deodorant  
First aid kit  
Contraceptives and condoms  
Aspirin  
Tissues  
Tampons/pads  
Razors/blades  
Extra eyeglasses and sunglasses  
Extra contact lenses and cleaning solutions

Tweezers, nail files/polish, etc.  
Linens (if not provided by program site)  
Towel/washcloth

### **GIFT SUGGESTIONS**

Clothing and items(pens or pencils) with Brown logo.  
Cookbooks with American recipes (pancakes, chocolate chip-cookies, etc.)  
Non-perishable foods (maple syrup, peanut butter, etc.)  
Baseball caps  
CDs of American music (jazz, folk, pop, rock, etc.)  
Calendars with US scenery  
US-style paraphernalia (things from Disney World, Warner Brothers, NBA, NFL, etc.)  
Notepads with an American logo, or scenery

### **MISCELLANEOUS**

Watch (cheap, reliable)  
Camera and film  
Flashlight  
Address book  
Journal  
Books, guides, maps, train schedules, handbooks  
English-language paperbacks (to read and swap  
Day Pack/small compressible  
knapsack  
Stuff bags/plastic storage bags  
Laundry soap and line  
Hostel sleepsack (a folded oversheet that is hemmed up the side)  
Umbrella  
Luggage lock and tags  
Pacsafe ([www.pac-safe.com](http://www.pac-safe.com)) – an expandable, lightweight pouch of steel mesh you wrap around your luggage then lock to something secure like a radiator, sink fitting, bed frame or train compartment luggage rack.  
Battery-operated alarm clock  
Batteries  
Music-CDs  
Adapter and voltage converter/  
appropriate plugs (Note: most other countries use different electric current and plugs)  
Small locks for backpacks or locking luggage to overhead train racks

### **DOCUMENTS**

This handbook and other OIP documents  
Passport and visa(s) and photocopies  
Tickets and rail passes  
International Student Identity Card  
Hostel membership card (can be purchased from STA Travel)  
Moneybelt or neck wallet  
Cash, travelers checks, credit cards, calling card, etc.  
Copies of the above for reporting lost or stolen cards and travelers checks.

## Section XI: Culture Shock, Communication & Adjustment

### Intercultural Hypothesis

- Human beings are creators of culture.
- Each group developed its own culture, beginning thousands of years ago, in isolation. Today, cultures such as our own are still evolving.
- Each group found its own ways to solve mankind's ten basic problems:
  - Food            -Clothing       - Shelter       -Government
  - Arts/Crafts   -Family Organization       -War/Protection
  - Social Organization       -Knowledge/Science       -Religion
- It is inevitable that different groups would develop different solutions to these ten problems.
- There are no absolutely "right" responses – only "right" or "wrong" responses within any given culture. One culture is not "better" or "worse" – only different from another.
- However, each culture thinks its own ways are superior or unique (=ethnocentricity).
- All children raised into a particular culture are enculturated into that culture's "right" ways.
- There is no problem of a cross-cultural nature when a person stays in his/her own culture.
- Problems of an intercultural nature occur when a person who has been enculturated into one culture is suddenly transferred into another culture, or when a person of one culture tries to communicate with a person of another culture.

"Adapted from Developing Intercultural Awareness by L. Robert Kohls.

## **Intercultural Communication**

In order to communicate effectively interculturally, we all need to know something about the following points:

1. We each have our own individual set of values with which we view the world.
2. Our individual value systems have been influenced by our cultural orientation. We need to know something about our culture's world view and where we fit in it and where we don't.
3. We need to have some idea of other cultures so that we can compare interculturally. One way is to look at value systems. (Other ways are to look at economies, political systems, educational systems, religions, etc.)

These three points give us a way to look at communication and culture comparatively. They allow us to enlarge our tolerance of ambiguity, to enhance our understanding of ourselves and our culture(s) and they can allow us to get some sense of what it is like to have a different world view. As we begin to get a "feeling" for other world views, we are able to see our own world view from another perspective: we begin to see things ethnorelatively.

## **Stumbling Blocks in Intercultural Communication**

### **1. Assumption of similarity rather than difference**

Both foreigner and host can easily fall into this trap. Especially when people dress appropriately and speak a similar language, it is easy to be lulled into believing that fundamentally they share the same assumptions, beliefs and values and therefore the same ways of thinking, feeling and behaving.

### **2. Language**

This seems obvious but language refers not only to vocabulary, syntax, idioms, slang, etc., but to the comprehension of the intentions and implications behind the verbal utterances.

### **3. Nonverbal misinterpretations**

People from different cultures inhabit different sensory realities. They see, hear, feel and smell only that which has meaning or is important to them. Some non-verbal signs and symbols – gestures, postures, and body movements – are relatively easy to observe and, with effort, to comprehend. The less apparent cultural codes embedded in, for example, how time and space are handled, are far harder to note and discern.

#### 4. The presence of preconceptions and stereotypes

That stereotypes interfere with objective viewing of stimuli is a rather technical way of saying that once stereotypes and preconceptions are formed, we are less apt to search sensitively beyond them for cues that help us understand another's reality.

#### 5. The tendency to evaluate

The tendency to approve or disapprove the statements and actions of other persons or groups is common and impedes one's capability to try to comprehend the feelings and thought that are being expressed and to search for ways to look at the world from another perspective.

#### 6. High anxiety

Anxiety underlies and compounds all the other stumbling blocks. Tension is common in cross-cultural experiences because they are full of uncertainties which require that a high level of alertness be maintained.

\*\*\*\*\*

Recognizing the stumbling blocks is a first step toward finding ways to lessen the miscommunication and search for greater understanding. There are capabilities that can be cultivated in the effort to make cross-cultural experiences more satisfying and rewarding. An initial step is in the recognition that such obstacles exist and will require some effort to overcome.

The skills that are usually listed for those who wish to be effective intercultural communicators include: Open-mindedness, non-judgment, flexibility, curiosity, tolerance for differences and ambiguity, a sense of humor, low goal/task orientation and the ability to fail. Kohls, in Survival Kit for Overseas Living selects the last three as the most important. Clearly, the most important for you depends on your situation and the kind of encounters you face.

\*Adapted from the article of the same title by LaRay Barna published in Intercultural Communication: A Reader, in Fifth Edition by Larry Samovar and Richard E. Porter (Wadsworth Publishing Co., 1988)

## **2 Rules for Successful Cross-cultural Adjustment**

### **1. Assume differences**

If you go abroad thinking that the host culture is the same with only some quaint customs that are different, you will not be open to any differences. The differences that do exist but are not as apparent, such as attitudes toward the government's role in one's life, family relations, attitude towards elderly people and traditions, etc. are not as easy to encounter as differences in food or clothing. Don't assume you know it all until you become an expert in the history, politics, economics, religion, TV programming, language, etc. "Culture learning"

begins from day one as a baby. It is a “passive” learning process which until one is confronted by a different culture, may not be readily apparent.

## **2. Do unto others as they would have done unto themselves.**

In other words, don't expect to carry on a conversation about baseball with an Australian who is interested in cricket or walk into a Japanese home with your shoes on. Instead of the “Golden Rule,” where one refers to one's own values, try to think of the host culture's values and interests and concur as much as possible with them. Of course you don't have to “go native,” but you should try to learn about your host culture's values, customs, popular culture, etc. as much as possible.

## **Cultural Adjustment (Culture Shock)**

Most people will experience some difficulties adjusting to their new country and culture. This is totally normal, and should be expected. Cultural adjustment or “culture shock” as it is commonly called comes from being cut off from things you are familiar with. Culture shock doesn't result from just one event, and it doesn't strike suddenly, or with any cause. It builds slowly from a series of small events. It also comes from living and working in an ambiguous situation. Living abroad will make you question your values, which you may have taken as absolutes before. You won't be able to identify culture shock while you're struggling through it. But with patience, you'll be able to overcome it and grow in the process. Cultural adjustment comes in stages. While people react differently to the changes, studies have shown that there are distinct phases that almost everyone will experience. These stages are:

### **1. Initial Euphoria**

Everyone arrives excited about their new country and the adventures that lay ahead. This is often called the “honeymoon period”. This period may last anywhere from one week to a few months, but it does fade away and a let down is inevitable.

### **2. Irritability and Hostility**

After you've been in a country for a while you'll be taking a more active role in your community. Little differences and problems will seem like huge catastrophes. This is the most difficult part of being abroad. Some people will want to withdraw; others will act aggressively when faced with a situation.

### **3. Gradual Adjustment**

The crisis period will eventually fade too. You'll be feeling more at home in your surroundings. You'll begin to interpret some of the cultural cues you hadn't noticed before. With this sense of familiarity your sense of humor will also return.

#### **4. Adaptation**

You now feel at home in your new country and can function in both cultures. You have learned new behaviors and manners, and have shed some of your old ones. You've done such a good job of adjusting to your new country that now you can anticipate experiencing "reverse culture shock" once you return to the US.

#### **Help for Culture Shock**

Since culture shock is inevitable there is not much you can do to avoid it. But there are things you can do to minimize the impact:

- Remember that culture shock happens to everyone who lives abroad. You're not the only one who has gone through this.
- Write a journal to keep a record of your first impressions
- Try to look for logical reasons behind everything in your new culture that seems strange, or confusing. Try to look at things from their perspective. For every behavior you don't understand, try to figure out what its underlying value is.
- Write up a list of all the positive aspects of your new culture and try concentrating on the positive, and not the negative for a change.
- Avoid making negative comments about the local people ("Well, they're a simple folk. What else would you expect from them?") These ideas only reinforce your feelings of superiority, and will prevent you from ever adapting to your host country.
- Avoid Americans or other foreigners who are having a rough time adjusting to the country. Do not join in on rag sessions on your host culture. Instead, find an American who has been there for a while, and has successfully gone through culture shock, and has a positive attitude. This person will help you get perspective on the host culture.
- Make close friends with host nationals. Having close intimate friends will help you learn about your new culture, and give you someone to listen to your problems.
- Keep active, don't sit at home and feel sorry for yourself. Try taking a weekend trip to get away, you may return refreshed and with a new perspective.
- Have faith in yourself that you will get over culture shock. You will feel better over time.

#### **Journal**

Keep a journal to record your experiences while abroad. This will not only be a way of remembering your experiences when you return, but will also be a manner in which you can measure your adjustment to the host culture or progress in a foreign language. Your journal will be invaluable when you return and for years to come!

## Section XII: Returning to Brown

### Re-admittance to Brown

Your re-admittance to Brown is automatic based on the time of return you designated on your study abroad leave form.

If you change your plans about the time you plan to re-admit to Brown, you must notify the OIP in writing. You can e-mail the office at OIP@Brown.edu and you must include the following information:

- 1) your name
- 2) Banner ID #
- 3) name of the program
- 4) The new date of return to Brown and the reason for the change from the original date stated.

### Check-list for Returning to Brown

\_\_\_ **Residential Life Office**, Wayland House, Box 1864, x3-3500. Students are urged to make arrangements for housing before taking a leave of absence. (For further information, see information on Residential Life in the "Before Leaving Brown" section of this handbook.)

\_\_\_ **Bursar's Office**, Brown Office Building, Box 1839, x3-2484

Students should be aware that any debt owed to the University will prevent readmission. \*\*Note: Readmitted students, i.e. students not enrolled at the end of the previous semester, will be charged a \$70.00 Readmission Fee. Students returning from Study Abroad do not have to pay the *Re-admit Fee*. If charged, please call the Office of International Programs x3-3555.

\_\_\_ **Financial Aid Office**, J. Walter Wilson, Box 1827, x3-2721. If you are requesting financial aid, you should write to the Director of Financial Aid, Box 1827, at the earliest possible date, to make your need known and to request complete application materials.

\_\_\_ **Registrar's Office**, J. Walter Wilson, Box K, x3-2500. While you are abroad you Register for classes online with the new online Banner system. You will be notified by email from the Registrar when important details about pre-registration.

### Obtaining a Transcript/Credit

In order to obtain credit for your study abroad experience, you must have some sort of official document, usually a transcript sent to Brown University that lists the courses you have taken and the grade received. **Transcripts from foreign institutions: Request several copies as you will need them for graduate**

school. If on a Brown program, please consult the OIP concerning the procedure.

### **Brown Programs**

Check with the International Programs Office at your host institution to verify that a transcript or some official document of evaluation will be sent to the Office of International Programs at Brown University, Box 1973. For students on the Brown in Germany program, *Scheine* must be obtained from each professor and brought back the OIP. *If you have any questions concerning credit transfer, contact the OIP.*

### **Alternative Programs**

*In order to receive credit, you must have the overseas institution send a transcript to the Brown Registrar, attention: Study Abroad Coordinator, Box K, Registrar's Office, Brown University, Providence, RI 02912. If the institution does not issue transcripts, you may have them send a certificate of attendance or diploma indicating the courses you took and a written evaluation of your work. Example: German universities issue *Scheine* or course-by-course evaluations upon request. In this case, you would ask for a *Schein* from each of your professors and this would act as your "transcript."*

***In all cases you must complete a full load of courses as required by the foreign institution with the equivalent of a C- or better in order to receive 4 credits per semester or 8 per year. You cannot take courses abroad S/NC. Your formal transcript must show a grade for each course.***

Because there may be further questions about your credit, **YOU SHOULD KEEP ALL OF YOUR RECORDS FROM ABROAD.** Keep all syllabi, exams, papers, notes, projects, and portfolios and bring them back with you.

Once your transcript arrives from abroad, you will need to pick-up a post-approval form in the Registrar's Office (J. Walter Wilson, 319). You must then get appropriate signatures to secure approvals from academic departments.

**REMEMBER: It is your responsibility to verify that the Registrar's Office has received a copy of your transcript and all of your courses have been approved!**

### **Re-entry Shock**

One of the greatest challenges of studying abroad is coming back home. Many people expect to have difficulty adjusting when they go abroad, but no one expects to have problems when they get back home. This is what's called "re-entry shock". You've just had an amazing experience abroad and you want to

talk about it. Unfortunately, it seems like your parents and your friends are not that interested. You've learned about a new culture and, chances are, you've changed some of your old values and ideas. You may have trouble re-assimilating into American culture, and on top of that, "Brown culture".

Brown University will look completely new to you after spending a year or semester abroad. Many students have difficulties readjusting to the hectic schedule and the stress on campus. Again, re-entry shock is inevitable and even the best prepared will have some problems getting back into the swing of things. The following ideas might help you during your first few months back:

- Remember what you did when you were abroad and adjusting to your new country. Use those same techniques that helped you cope then to assist you with your readjustment now.
- Play the role of the observer, not a judge. It's easy to criticize, much more difficult to understand. You're looking at American culture from a very unique standpoint now. Take your time and think about what you see.
- Expect to feel frustration and depression. Knowing this will happen will not prevent these feelings, but it will keep you from feeling overwhelmed.
- Take your time. Don't rush into big decisions when you're depressed.
- Become active with the OIP. OIP sponsors several activities for returned students. Examples include:
  - \* **Returned Students Reception** is held each semester to welcome you back to Brown's campus.
  - \* **Peer Advisors** are hired to help staff the OIP Resource Library and serve as primary contacts for students interested in study abroad and to support the OIP staff through administrative work in the main office.
  - \* **OIP Photo Contest** occurs in February. (Be sure to take lots of photos while abroad.)

Re-entry can be tough, but with time your re-entry shock will fade. Remember, you're a veteran of culture shock. You've faced more difficult and trying situations and came out on top. You will readjust to life in the US, and to Brown, too.

## Section XIII: Websites & Resources

### Air and Rail Tickets

<http://www.orbitz.com>  
<http://www.cheaptickets.com>  
<http://www.travelocity.com>  
<http://www.statravel.com>  
<http://www.studentuniverse.com>

### Culture Shock

<http://www.pacific.edu/sis/culture/>  
[http://www.glimpseabroad.org/abroad\\_1\\_Culture%20Shock.html](http://www.glimpseabroad.org/abroad_1_Culture%20Shock.html)

### Currency

#### Interactive Currency Table

<http://www.xe.com/ict/>  
Instantly and easily determine the conversion value of currencies in over 50 countries.

### Disabilities

#### Mobility International USA

<http://www.miusa.org/>  
As a US-based national non-profit organization, the mission of Mobility International USA (MIUSA) is to empower people with disabilities around the world through international exchange, information, technical assistance and training, and to ensure the inclusion of people with disabilities in international exchange and development programs.

### Embassies and Consulates

#### US Department of State, Bureau of Consular Affairs

<http://travel.state.gov/>  
The Mission of the Bureau of Consular Affairs is to administer laws, formulate regulations and implement policies relating to the broad range of consular services provided to American citizens abroad.

#### US Embassies & Consulates Abroad

<http://usembassy.state.gov/>  
Links to U.S. Embassies and Consulates abroad, listed by country.

#### Foreign Consulates and Embassies in the US

[www.state.gov/s/cpr/rls/fco](http://www.state.gov/s/cpr/rls/fco)  
Links to Foreign Consulars and Embassies in the U.S., by country.

### Entry Requirements

#### Foreign Entry Requirements

[travel.state.gov/travel/tips/brochures/brochures\\_1229.html](http://travel.state.gov/travel/tips/brochures/brochures_1229.html)

The U.S. Department of State Bureau of Consular Affairs lists (by country) foreign entry requirements and contact information for foreign embassies in the United States.

## **Gay, Lesbian, Bisexual, and Transgendered Travelers**

### **Lesbigay Student Resources**

<http://www.indiana.edu/~overseas/lesbigay/>

Web based information, links, and resources for the gay, lesbian, bisexual, and transgendered study abroad students.

### **Amnesty International Lesbian, Gay, Bisexual, and Transgender Website**

<http://www.iglhrc.org>

## **Health**

### **The Centers for Disease Control-"Travelers' Health"**

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

This is a comprehensive, government run resource that lists all current outbreaks, diseases, and available vaccinations. It can be searched by region and also offers pointers on how to best maintain health and what practices to avoid or embrace while abroad.

### **CIEE, Health Check for Travel Abroad**

[http://www.ciee.org/health\\_safety/health/pre-departure\\_checklist.aspx](http://www.ciee.org/health_safety/health/pre-departure_checklist.aspx)

Before you travel abroad, it is worthwhile to take a close look at the many factors that contribute to your physical and emotional well-being.

### **CIEE, AIDS and International Travel**

[http://www.ciee.org/health\\_safety/health/AIDS\\_intl\\_travel.aspx](http://www.ciee.org/health_safety/health/AIDS_intl_travel.aspx)

Facts and precautions regarding HIV transmission. This page also includes a discussion of foreign entry requirements that can include AIDS testing.

## **News & Viewpoints**

### **Council on Foreign Relations**

<http://www.cfr.org/>

A center for the study and practice of international affairs and US foreign policy.

### **Glimpse Magazine**

<http://www.glimpseabroad.org>

The Glimpse Foundation was founded by a small group of creative and driven Brown University students. Born as a product of an increasingly globalizing world, the Glimpse Foundation and its mission to promote greater cross-cultural dialogue.

## **Passports**

### **Passport Information Center**

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

Covers first time application procedures, passport renewal, and lost or stolen passport information.

## **Road Travel Safety**

### **Association for Safe International Road Travel (ASIRT)**

<http://www.asirt.org/>

Offers road travel reports, seasonal hazards, safety tips and common driver behaviors for various countries.

## **Storage**

### **Shipping and Storage**

<http://www.collegeboxes.com>

## **Travel Warnings**

### **U.S. State Department Travel Warnings and Consular Information Sheets**

[http://travel.state.gov/travel/warnings\\_current.html](http://travel.state.gov/travel/warnings_current.html)

US State Department Travel Warnings and Consular Information Sheets - Lots of information about every country in the world including travel warnings, public announcements, terrorist activity, political disturbances, and country entry requirements.

## **Travel Guides**

### **International Student Travel Confederation (ISTC)**

<http://www.istc.org/>

ISTC is a not-for-profit student organization that sponsors the ISIC card. The site has an interactive search engine to figure out just where your card gets you discounts. Features an "ATM Locator" which might be helpful for those first few days when you don't know where your bank is or where you can change currency.

### **Lonely Planet Online**

<http://www.lonelyplanet.com/index.cfm>

Lonely Planet travel guides are designed to kickstart your travels and help you on your way. Just a click away is the latest travel information sourced from our authors, researchers and fellow travellers.

## **Volunteer Abroad**

### **International Volunteer Programs Association**

<http://www.volunteerinternational.org/>

An up-to-date search site for international volunteer and internship opportunities.

## **Women Travelers**

### **JourneyWoman**

<http://www.journeywoman.com/>

Travel tips geared toward women, including everything from personal travel stories to what to wear.

### **Her Own Way**

[http://www.voyage.gc.ca/main/pubs/her\\_own\\_way-en.asp](http://www.voyage.gc.ca/main/pubs/her_own_way-en.asp)

## Section XIV: Brown University Department Directory

**Please note:** This is a list of general information. To contact specific faculty regarding the approval of Alternative Program courses, please consult the Faculty Advisors List on the Applications page of our website: [www.brown.edu/OIP](http://www.brown.edu/OIP).

### **Africana Studies**

Department x3-3137  
Fax x3-3559  
Box 1904

### **American Civilization**

Department x3-2896  
Fax x3-1385  
Box 1892

### **Ancient Studies**

Department x3-1994  
Box 1905

### **Anthropology**

Department x3-3251  
Fax x3-7588  
Box 1921

### **Applied Mathematics**

Department x3-2115  
Fax x3-1355  
Box F

### **Biology and Medicine**

Department x3-3971  
X3-3133  
Box G

### **Chemistry**

Department x3-2256  
Fax x3-2594  
Box H

### **Classics**

Department x3-2123  
Fax x3-7484  
Box 1856

### **Cognitive & Linguistic Sciences**

Department x3-2616  
Fax x3-2255  
Box 1978

### **Community Health**

Department x3-3172  
Box G

### **Comparative Literature**

Department x3-2818  
Fax x3-7337  
Box E

### **Computer Science**

Department x3-7600  
Fax x3-7657  
Box 1910

### **Development Studies**

Department x3-3318  
Box 1970

### **East Asian Studies**

Department x3-2778  
Fax x3-2659  
Box 1850

### **Economics**

Department x3-3836  
Fax x3-1970  
Box B

### **Education**

Department x3-2407  
Fax x3-1276  
Box 1938

### **Egyptology**

Department x3-3132  
Fax x3-1216  
Box 1899

### **Engineering**

Department x3-2677  
Fax x3-1157  
Box D

### **English & American Literature**

Department x3-2393  
Fax x3-7412  
Box 1852

### **Environmental Studies**

Department x3-3449  
Fax x3-3503  
Box 1943

### **Ethnic Studies**

Department x3-3080  
Box 1886

### **French Studies**

Department x3-3517  
Fax x3-7344  
Box 1961

### **Geological Sciences**

Department x3-3339  
Fax x3-2058  
Box 1846

### **Gender Studies**

Department x3-2643  
Fax x3-1298  
Box 1958

### **German Studies**

Department x3-2596  
Fax x3-9345  
Box 1979

### **Hispanic Studies**

Department x3-2569  
Fax x3-2834  
Box 1961

### **History**

Department x3-2131  
Fax x3-1040  
Box N

**History of Art & Architecture**

Department x3-1174  
Fax x3-7790  
Box 1855

**History of Mathematics**

Department x3-2101  
Box 1900

**International Relations**

Department x3-3318  
Fax x3-3808  
Box 1970

**Italian Studies**

Department x3-1561  
Fax x3-3304  
Box 1942  
[Italian\\_Studies@brown.edu](mailto:Italian_Studies@brown.edu)

**Judaic Studies**

Department x3-3912  
Fax x3-3938  
Box 1826

**Language Study, Center for**

Department x3-3043  
Fax x3-2551  
Box 1982

**Latin American Studies**

Department x3-2106  
Fax x3-2121  
Box 1866

**Mathematics**

Department x3-2708  
Fax x3-9013  
Box 1917

**Medieval Studies**

Department x3-1994  
Box 1905

**Modern Culture & Media**

Department x3-2853  
Fax x3-2158  
Box 1957

**Music**

Department x3-3234  
Fax x3-1256  
Box 1924

**Neuroscience**

Department x3-1054  
Fax x3-1074  
Box G-LN

**Archaeology & the Ancient World**

Department x3-3188  
Box 1837

**Philosophy**

Department x3-2718  
Fax x3-2719  
Box 1918

**Physics**

Department x3-2641  
Fax x3-2024  
Box 1843

**Political Science**

Department x3-2825  
Fax x3-7018  
Box 1844

**Portuguese & Brazilian Studies**

Department x3-3042  
Fax x3-7261  
Box O

**Psychology**

Department x3-2727  
Fax x3-1300  
Box 1853

**Public Policy**

Department x3-2201  
Fax x3-2452  
Box 1977

**Religious Studies**

Department x3-3104  
Fax x3-3109  
Box 1927

**Renaissance & Early Modern Studies**

Department x3-1994  
Box 1905

**Sex and Society**

[Lewis\\_Seifert@brown.edu](mailto:Lewis_Seifert@brown.edu)  
Box 1852

**Slavic Languages**

Department x3-2689  
Fax x3-7330  
Box E

**Sociology**

Department x3-2367  
Fax x3-3213  
Box 1916

**Theatre, Speech & Dance**

Department x3-3283  
Fax x3-7529  
Box 1897

**Urban Studies**

Department x3-2090  
Fax x3-9288  
Box 1833

**Visual Arts**

Department x3-2423  
Fax x3-1680  
Box 1861

## Important Numbers at Brown University

### Alumni Relations

Office x3-3307  
Fax x3-7070  
Alumni\_Relations@brown.edu

### Brown Police and Security Services

Routine calls x3-3322  
**EMERGENCY:** x3-4111  
Fax x3-7522  
Box 1842

### Bursar's Office

Student Accounts x3-2484  
Fax x3-7518  
Box 1839

### Career Development Center

Office x3-3326  
Career Library x3-1871  
Fax x3-7077  
Box 1839  
Career\_Services@brown.edu

### Chaplains

Office x3- 2344  
Box 1931

### Dean of the College

Dean x3-2573  
Fax x3-1961  
Box 1828

### Dean of Student Life

Office x3-3145  
Fax x3-1999  
Box P

### Mail Services

Office x3-2900  
Fax x3-3700  
Box 1822

### Office of Financial Aid

Office x3-2721  
Fax x3-7575  
Box 1835  
Financial\_Aid@brown.edu

### Office of International Programs

Office x3-3555  
Fax x3-3311  
Box 1973  
OIP@brown.edu

### Psychological Services

Office x3-3476

### Registrar

Office x3-2500  
Fax x3-7542  
Box K  
Registrar@brown.edu

### Residential Life

Office x3-3500  
Fax x3-1331  
Box 1864  
Res\_Life@Brown.EDU

### Swearer Center for Public Service

Office x3-2338  
Fax x3-3094  
Box 1974

