## Contact Numbers

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Student Life Office</td>
<td>1-401-863-3145</td>
</tr>
<tr>
<td>Office of International Programs</td>
<td>1-401-863-3555</td>
</tr>
<tr>
<td>Office of Insurance and Risk</td>
<td>1-401-863-9481</td>
</tr>
<tr>
<td>Health Services</td>
<td>1-401-863-3953</td>
</tr>
<tr>
<td>Dean of the College Office</td>
<td>1-401-863-9800</td>
</tr>
</tbody>
</table>
A Sojourn Abroad

Congratulations on your decision to complement your Brown studies with a sojourn abroad! It may be that you will be carrying out a research project; working as an intern or with a non-governmental organization; participating in a short-term study abroad program; or traveling with a Brown-sponsored club, team, or organization. Whatever your purpose in going abroad, we are certain that a challenging and worthwhile experience awaits you.

As with many of life’s adventures, the more you know about what lies ahead, the more you can take advantage of every opportunity that awaits you. The Office of International Programs (OIP) has compiled this handbook to help you begin planning for your trip. It contains useful information about travel requirements, cultural adjustment, and the logistics of living in another country. You cannot possibly prepare for every conceivable scenario before you go, but you can equip yourself to handle new situations and to enjoy a meaningful experience abroad.

Disclaimer

This handbook is being provided as a general resource for Brown students planning to travel abroad, including students engaging in activities abroad that do not involve Brown-sponsored academic study or research. Brown University and/or its representatives assume no liability based on the information contained herein in the event of accident or illness, or for damage or injury to person or property of any nature whatsoever.
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Before You Go

All students who are traveling abroad should be able to answer the questions listed below before embarking on their trip. This handbook will help you address these questions and will point you to valuable resources that will assist you in your planning.

What are my goals for embarking on the experience? What are my expectations and assumptions?

What sort of support will I have on site? If I am going abroad through a program, what sort of assistance will it provide me? What are the program’s safety and emergency policies and guidelines?

How do I obtain a passport and/or visa?

What special documents do I need to enter the country even if I will be there for only a short time?

What sort of medical facilities are available to me abroad and do I have insurance that will cover me while I am abroad?

What are the health and safety issues I will be facing abroad?

How will I access funds abroad? Do I have a back-up plan if my wallet/purse gets lost or stolen?

How will I stay in touch with family and friends, and how will they stay in touch with me?

What are the cultural issues I will be facing? Will I need to alter my dress or behavior?

What will the weather be like? How do I pack accordingly?

Whom should I contact locally and at Brown if I need emergency assistance?
Travel Documents

PASSPORTS

American citizens traveling abroad need a passport to enter another country and to re-enter the United States. A passport proves your citizenship and is thus the most important document you have when outside the United States.

You should know the location of your passport at all times. If your passport is lost or stolen, it will be much easier to replace if you take the following precautionary steps before traveling:

Make several copies of the front pages of your passport. Leave one copy of the pages at home with someone you can contact while you are abroad. Take another copy with you when you travel, along with extra passport-size photos. Carry copies of your passport separately from your actual passport. Once you enter another country, keep your copies in a safe place. You may also want to give a copy to someone you trust.

Non-US citizens should verify that their passports are valid for the amount of time they will be away from the United States.

APPLYING FOR A PASSPORT

If you do not currently have a passport, you should apply for one as soon as possible. It can take up to six weeks to obtain a passport, so don’t delay. Passport applications are available at most large post offices (such as the one in downtown Providence). Printable passport applications are available at http://travel.state.gov/passport/passport_1738.html.

The following documents are required when applying for a passport:

a) a completed passport application
b) proof of citizenship
c) two identical passport photos
d) the passport fee (Contact a United States Post Office for the current fee.)
VISAS

Unlike passports, which prove citizenship, visas are issued by a consulate or embassy of the country in which you will be staying. Visa requirements vary from country to country; a list of foreign entry requirements for U.S. citizens and consular contact numbers can be found on the U.S. State Department’s website at http://travel.state.gov/travel/tips/brochures/brochures_1229.html.

Be sure to verify that you have the necessary documents for the country you intend to visit. Students have been stopped from boarding aircraft because they did not have the appropriate visa to enter the country to which the plane was flying.

Non-US citizens: Please verify visa requirements with the consulate of the country to which you are applying.
Required Forms for Students on Brown-Funded Travel

Students receiving funds from Brown University to help defray costs associated with travel abroad are required to sign and return to their sponsoring department a Personal Travel Record/Emergency Contact Form, and a Release and Waiver Form for Brown-Funded Travel. The same is true for students in abroad programs who are earning academic credit, fulfilling a degree requirement, or participating in a Brown-sponsored research project or fellowship. Samples of each form are on pages 35-39 of this handbook. Students may download the forms from http://brown.edu/OIP/forms/short-term.html. Funds will not be disbursed until the required forms are on file with the sponsoring department.
Travel Arrangements

BOOKING FLIGHTS

As soon as you know where you will be traveling and when you need to arrive, you should book your travel. OIP strongly recommends that you book a round-trip, not just a one-way, reservation. 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. Check to see if changing a return flight date carries a penalty.

Once you have your tickets, make several copies of them. Leave one copy at home and carry another copy with you when you travel.

TRAVELING WHILE ABROAD

Europe
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. Eurail passes can only be purchased in the U.S.; most travel agencies sell them.

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 host country offers any special discount travel plans.

TRAVEL DISCOUNTS FOR STUDENTS

A number of agencies provide discount travel opportunities for students. The largest of these is STA Travel, which offers discounted airfares, rail passes, travel packages, and more. Visit their website at www.statravel.com for more information.

International Student Identity Card
The International Student Identity Card entitles students to discounts for museums, hotels, and travel while abroad. Some student fares for air or train travel can be up to 50% off, so it does pay to get this card. The card also provides basic accident and sickness insurance coverage outside the U.S. and access to a 24-hour toll-free Help Line. Students interested in purchasing a card may go to http://www.isic.org.
Health and Travel Insurance

Before traveling abroad, all students should know their insurer’s policies regarding routine medical care, medical emergency procedures, and requirements regarding payment for services or reimbursement 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 ready access to a minimum of $500 (either by credit card or traveler’s checks held in reserve for emergencies) in the event that medical treatment is required abroad. Typically, receipts for all medical care must be submitted with the insurance claim upon your return to the U.S. Be sure to bring contact information for your primary health-care provider with you on your trip. We suggest that you also carry a few blank claim forms in case you need them while you are abroad.

BROWN HEALTH INSURANCE POLICY

Most health insurance policies provide coverage for individuals over the age of 18 only if they are enrolled full-time in school. Students with Brown Health Insurance who wish to take a leave may continue with the plan for the following year. To exercise this option, students must complete an application form and provide a check to the insurance company for the full premium before August 1. Contact Brown’s Office of Insurance and Risk (Box 1848, ext. 3-9481) for more information. 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.

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 U.S.
QUESTIONS TO CONSIDER WHEN ACQUIRING HEALTH INSURANCE FOR TIME ABROAD

- When does the plan begin and end?
- Will the plan cover hospitalization for accidents and illnesses for the entire time I am abroad?
- Will the plan cover doctor visits and medication prescribed abroad?
- Does the plan cover pre-existing medical conditions?
- Are there treatments or types of treatment centers that will not be covered?
- Is there a deductible? If so, 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?
- What if I don’t have enough money to pay cash up front? Can money be wired/sent abroad? How do I do that?
- What do I use as proof of international medical coverage (if I need to use the insurance or if the host government requires documentation)?
- Does the plan cover non-U.S. citizens?
- Will this insurance cover me in the U.S. 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 U.S. for further care; it is therefore important that students obtain coverage that applies not only abroad, but also in the U.S. during the study abroad period.)
EMERGENCY ASSISTANCE WHILE ABROAD

All Brown students who are receiving funding from Brown for their time abroad or who will receive academic credit for their abroad experience will be covered by International SOS Global Medical and Security Assistance. International SOS provides information and emergency services ranging 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. Students going abroad without financial assistance from Brown may want to consider purchasing medical evacuation and emergency insurance from International SOS or a company like International SOS.

All students, whether or not they have insurance with International SOS, may access the company’s website to read up-to-date reports on health issues, medical care, and vaccination requirements in more than 170 countries. Visit http://www.internationalsos.com/private/Brownu and enter Brown’s group membership number—111BSGC000031—to access this information.

Although International SOS provides travel, medical, and security advice and services, as well as on-line access to information that 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.
INTERNATIONAL SOS EMERGENCY PHONE NUMBERS

<table>
<thead>
<tr>
<th>If Calling from:</th>
<th>Call Alarm Center in:</th>
<th>At this number:</th>
</tr>
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<tbody>
<tr>
<td>U.S. or Canada</td>
<td>Philadelphia, PA</td>
<td>1-800-523-6586</td>
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<tr>
<td></td>
<td></td>
<td>Call collect: 1-215-942-8226</td>
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<tr>
<td>Mexico</td>
<td>Philadelphia, PA</td>
<td>Call collect:</td>
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<tr>
<td></td>
<td></td>
<td>00-215-942-8226</td>
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<tr>
<td>South and Central America</td>
<td>Philadelphia, PA</td>
<td>Call collect:</td>
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<td>00-215-942-8226</td>
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<tr>
<td>Europe, CIS, Africa, or the Middle East</td>
<td>London</td>
<td>Call collect:</td>
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<td>44-208-762-8008</td>
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<tr>
<td>Asia, Australia or the Pacific Rim</td>
<td>Singapore</td>
<td>Call collect:</td>
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BROWN’S GROUP MEMBERSHIP NUMBER: 11BSGC000031

Some of International SOS’s services carry additional charges. If you request a service that carries 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 SOS. Such charges may not be billed until after you return from the trip abroad.

For more information about SOS coverage, contact Brown’s Office of Insurance and Risk at 401-863-9481 or visit the International SOS website at http://www.internationalsos.com/private/Brownu/. Again, for reference purposes, Brown’s group membership number is 11BSGC000031.

The U.S. State Department’s Overseas Citizens Emergency Center at (202) 647-5225 is a good source of information on medical problems while abroad.
Health Service Recommendations

Before traveling overseas, students should educate themselves about any public health service recommendations or advisories related to their host country, especially if they are traveling to remote areas. The Centers for Disease Control website at http://wwwn.cdc.gov/travel/contentStudyAbroad.aspx contains country-by-country information about current health conditions and required or recommended vaccinations. This website also identifies the countries that require an HIV antibody test before granting entry to travelers.

The U.S. State Department also maintains a website that houses extensive travel-related health and safety information. Students are encouraged to browse their website at http://travel.state.gov/travel/tips/tips_1232.html#health to learn more about how to reduce their risk of developing a serious illness while abroad.

Local resources for the same information may be obtained from Providence’s Miriam Hospital Travel Clinic (401-793-4075) or the Memorial Hospital Travel Clinic (401-729-3610). The FAQs section of the OIP website (www.brown.edu/OIP/faqs) contains additional information on health and medical care issues related to overseas travel.

IMMUNIZATIONS AND HIV ANTIBODY TESTING

After you have researched health and safety information related to your host country, call Brown’s Health Services at 401-863-3953 to schedule an appointment for receiving the necessary immunizations and/or testing. There is a fee for all immunizations except tetanus. Students needing the Yellow Fever vaccination will need to visit a local travel clinic.

A separate appointment is required for a physical exam or for a health certification by a medical provider (this is sometimes required for visa application or other purposes).

Wherever you receive your immunizations, be sure to obtain an “International Certificate of Vaccination.” The Certificate may also be ordered from the CDC Superintendent of Documents at 202-512-1800. Photocopy your vaccinations certificate and leave the copy at home. Keep your vaccinations certificate with your passport while overseas in the event you need to produce documentation of vaccinations.
HEALTH CONSIDERATIONS WHILE ABROAD

AIDS and Other STDs
If you choose to be sexually active overseas, it is best to bring a supply of contraceptives from the U.S. Although most countries sell condoms, they may not be manufactured and/or stored properly so as to provide maximum protection against STDs.

Overseas Blood Transfusions, Blood Products, and HIV Screening
Other countries’ screening for HIV-antibodies in donated blood is not always ideal. If you are injured or become 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.

Hepatitis
Risk of hepatitis A infections is high in the Caribbean, Mexico, Africa, and Central and South America. If you are traveling to any of these areas, ask your doctor about getting immune globulin injections, which provide increased protection against hepatitis A.

Prescription and Over-the-Counter Medicine
It’s a good idea to pack non-prescription drugs you are likely to use, such as antacids, aspirin and ibuprofen, and anti-diuretics. You might also want to include a modest first-aid kit. If you take prescribed medications, 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. If you wear corrective lenses, pack an extra pair of glasses and/or contact lens and extra bottles of saline solution.
Money Matters

Before you travel, talk with someone who has lived in your host country about the best way to use that country’s banks for an extended period of time. Never send cash or traveler’s checks through the mail, and avoid using personal checks. Checks from U.S. banks will be honored by foreign banks but it can take weeks or even months for the check to clear. Some countries will not honor personal checks at all.

Depending on where you’re going, travelers’ checks may be the best way to bring large amounts of money with you. Bear in mind that some small businesses will not accept traveler’s checks in U.S. Currency. In such cases, travelers are usually able to purchase traveler’s checks in the local currency.

It’s also a good idea to purchase 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 when the banks are closed.

- **Cable transfer**: US banks can telex money to foreign banks. This process can be completed in a matter of hours for a fee. Contact your bank for details.
- **Bank draft/cashier’s check**: You can request that your bank send a cashier’s check, or bank draft, to your account overseas. Remember that the check may take some time to clear.
- **American Express**: You don’t need an American Express card to take advantage of the company’s services. American Express can cable money from an American office to one of their overseas offices, where it can be picked up with appropriate identification. Call your local American Express office for a list of offices abroad that can provide these services.
- **ATM cards**: In many countries, you can use your ATM card or credit card to withdraw money from an ATM machine. Contact your bank for information about overseas ATM locations and fees charged for such services.
- **Credit cards**: Be sure to acquire a PIN number for your credit card before you leave the U.S. Credit cards make foreign currency transactions easy, and they are invaluable in a financial emergency. Remember that cash advances carry finance charges. Make a cash advance only if you have no other option for securing funds.
MAKING A SPENDING PLAN

Before you travel, think carefully about how much money you will need for necessities and how much money you have available for optional purchases. Once you arrive in your host country, practice the following behaviors, which will help you keep your spending within your means:

- Have a budget and know what you can spend. Track your daily expenses the first couple of weeks, and put together a spending plan for your entire stay based on what you learn.
- Start thinking in the local currency as soon as possible.
- You will spend more money on arrival than at any other point. Use caution when spending at this time. You don’t know where to find the best bargains yet, and you have yet to adjust to thinking about the exchange rate when making purchases.
- Be alert for special rates and discounts wherever you go. Educate yourself about the discounts your International Student Identification Card or local student I.D. card provides.

SAFETY TIPS

- Photocopy the front and back of all credit cards and bank cards you plan to take with you. Write down all of your account numbers and bank contact numbers on a separate piece of paper to be secured in a safe place for reference if needed.
- Consider purchasing a money belt, which will allow you to keep your passport, money, and credit cards on your person at all times. Money belts are available for purchase at most travel, luggage, and camping stores.
Registering with the Local Police and the U.S. Embassy

In many countries, you will be required to register with the local police station upon arrival. You should also notify the nearest U.S. Embassy or Consulate once you arrive at your destination. The embassy or consulate can provide information about new travel advisories and lists of English-speaking doctors in the area. To register online, visit: 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 an interpreter or courier.
- Provide bail or get you out of jail.
- Arrange for free medical or legal services.

The U.S. State Department’s Overseas Citizens Emergency Center at (202) 647-5225 is a good source of information on medical, financial, or legal problems while abroad.
Local Laws

Before you travel, learn about the local laws of your host country. Remember that you are responsible for obeying all host country laws and penalties, which are different and often more stringent than in the U.S. Do not assume you will be treated gently because you are an American. Sometimes, punishments for Americans are harsher than for the local population. 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. It is unlikely that Brown will be able to intervene on your behalf if you are arrested or prosecuted for any violation of the law.

About one third of the approximately 3,000 Americans who are arrested abroad each year are arrested on drug charges. Avoid all illegal drugs while you are abroad, and remove yourself from any situation involving illegal drug activity. You could be arrested on drug charges if you happen to be present while someone else is using or dealing drugs. In some countries, long trials, prison sentences, and even the death penalty can result from drug possession. If you are arrested for drugs, the U.S. consular officer cannot get you released from jail. See the U.S. State Department “Travel Warning on Drugs Abroad” at http://travel.state.gov/travel/livingabroad_drugs.html for more information on this topic.
Monitoring Safety Conditions Abroad

Before you leave for your host country, be sure to obtain current information on any safety or security concerns in that country. It is important to know of any safety concerns. The U.S. government monitors political conditions in every country around the world. For current information, advisories, or warnings regarding travel abroad, call the U.S. State Department at (202) 647-4000 or consult 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, consult the Association for Safe International Road Travel at http://www.asirt.org.

The Overseas Security Advisory Council provides global security news and daily reports at http://www.ds-osac.org/.
Safety Tips While Abroad

Many challenging experiences await students who have chosen to travel abroad. These will generally be exciting and positive character-building experiences. Sometimes, however, dangerous situations can develop. Students can reduce the likelihood of experiencing negative encounters by taking the same precautions they would take in any large U.S. city. Avoid walking in unfamiliar areas of a city alone or at night, and never accept rides from strangers. Monitor your surroundings and pay attention to your instincts; if you think that a situation may be dangerous, remove yourself from it quickly.

The less you stand out the safer you will be. Before you travel, educate yourself about cultural norms regarding attire and interpersonal behavior. Try to dress like the locals. If someone in your host country mistakes you for a local resident, consider it a compliment: you have succeeded in blending in to the background, and that makes you safer than the average tourist.

Never leave your bags unattended, and never allow a stranger to watch your luggage while you go to the bathroom or purchase a ticket. Be careful with money in public; 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.

Thieves often strike when people are distracted. When making a phone call, eating at a restaurant, or checking a train schedule, maintain awareness of where you are, and always keep your bags in your line of vision or in hand.

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 the following items:

- Travelers checks to the nearest issuing office
- Passport to both the local police and then to the nearest U.S. embassy or consulate to apply for a new one
- Airline tickets to the airline or travel agent
SEXUAL HARASSMENT

Cultural norms related to gender and sexuality vary widely, and misunderstandings in these areas often cause the most confusion. Behaviors that are considered perfectly acceptable in one culture might be very inappropriate in another. Sexual harassment is a particularly difficult area because of the variance in acceptable behavior among cultures. Combined with the different social and legal responses to such behavior, sexual harassment when abroad can be difficult to deal with; fortunately there are ways to prevent it or to lessen the negative consequences associated with it.

Students should educate themselves about gender norms in their host country and be mindful of the ways certain behaviors that would be unremarkable in the United States might be interpreted in a different cultural context. For example, most people in the United States believe that men and women can have non-sexual relationships with one another—they can be friends and companions without being physically intimate. In some other cultures, people believe it is difficult or impossible for non-sexual relationships to exist between men and women. Understanding your host country’s social mores will help you make informed choices about where you go, with whom you interact, and what behaviors you choose. Modifying your behavior when you are living in a cultural context different from your own is not capitulating to the values of that culture. Rather, it is a prudent course of action that demonstrates respect for cultural differences.

Rebuffing sexual or romantic advances is also a culturally-inflected process. In our society, it is not uncommon to discourage such advances by saying “I’m seeing someone,” or “I have a boyfriend/girlfriend.” While the contextual clues for such statements are generally understood in the U.S. to mean “Leave me alone” or “I’m not interested,” in another cultural context they might be understood as an encouraging response. 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.
Unfortunately, sexual harassment may occur regardless of how a student conducts him- or herself. Students who believe they are being sexually harassed are encouraged to contact the appropriate person in their host program to report such behaviors. They should be able to assist you in sorting out the situation in a culturally appropriate way.

Students who are sexually assaulted should seek immediate medical treatment. The nearest U.S. State Department Embassy or Consulate can help you find support to deal with the emotional, social, medical, and legal consequences of the assault.

Students are encouraged to contact Brown’s Office of Student Life (401-863-3145) if they are unable to access sufficient support in their host country or if they feel they would benefit from additional support in this area.
Staying in Touch with Family and Friends

Keeping in touch with people back home while you are abroad is very important. Trying to do so can be one of the more educational experiences you have during your time away. Internet cafes make communication much easier for today’s travelers, but most students will want to speak with and send postcards to their friends and family while they are away. Figuring out how to place international phone calls or send letters to the U.S. can be incredibly frustrating and expensive, but with patience and a sense of humor, you will learn how to navigate these systems.

POSTAL SERVICES

Depending on the country and the quality of the postal service, surface mail can take weeks (and in some cases, months) to arrive. Airmail can take up to a week to arrive in your host country; delivery to your local address will take several more days. Family and friends may want to send you care packages, and you may want to send packages to them. Bear in mind that such packages are not always delivered “untouched.” While you can’t change the postal system in your host country, you can be friendly with postal workers and use the opportunity to learn more about the cultural norms of your host country.

TELEPHONE

When making phone calls to or from the U.S., keep time-zone differences in mind. Be sure to inform friends and relatives of the time difference between their location and yours while abroad.

INTERNATIONAL CALLS FROM THE U.S.

Direct dial international calls are made by completing the following steps:

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

*Country and city codes are available from any long-distance telephone company or directory.
For operator-assisted calls (i.e. person-to-person, collect, credit card, or billed to a third number), follow the instructions above but use “01” instead of “011” for the International Access Code. An operator will 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 pricey. No matter who answers at the other end, you will be billed the minimum charge based on the first three minutes of conversation.

PHONING HOME

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), Rick Steve's “Graffiti Wall” (www.ricksteves.com) or the forum at Virtual Tourist (www.virtualtourist.com). If you need an answer to a specific questions such as, “What is the best place to rent a cell phone in Rio?”, post your question on one of these forums. You’ll receive ready answers from travelers in the know.

- **Calling Cards**: International phone cards are available from AT&T (best value at Sam's Club and Wal-Mart, though also available elsewhere and at www.att.com) and GlobalPhone cards from IDT (www.idt.net). IDT cards allow creation of mailboxes for voicemail.

- **Cell Phones**: Many newer cell phones operate on any of the three wireless frequencies in place worldwide. Global roaming rates range from $0.99 to $4.99 a minute. Contact your phone company for information on their rates for calls outside the U.S.

- **Phone Rentals**: Globally-enabled cell phones may be rented from TravelCell at www.travelcell.com or Cellhire at www.cellhire.com. Long-term call plans, 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 the rate of regular cell phone plans. Those traveling to areas with limited or no cell-phone service may rent satellite phones. Outgoing calls on satellite phones run around $2 a minute; incoming calls are usually free from anywhere in the world.

- **Avoid 800-number postings** 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.
Adjusting to Your Country’s Culture

Traveling abroad involves change—most significantly, change in the person who encounters a culture different from his or her own. Such experiences increase one’s ability to tolerate ambiguity, enhance one’s self understanding, and allow one to get some sense of what it is like to have a different world view. As the traveler begins to get a “feeling” for other world views, he or she is able to see his or her culture and cultural values from another perspective: the traveler begins to see things ethno-relatively.

Many people who travel abroad do experience some initial 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, occurs when one is immersed in a culture significantly different from one’s own. Differences in food and clothing, housing and recreation, and politics and religion are often readily apparent. Less obvious differences include the government’s role in one’s life, family relations, and attitudes toward elderly people and traditions.

Cultural adjustment comes in stages. Almost everyone arrives excited about the country and the adventures that lay ahead. This initial honeymoon period, which may last anywhere from one week to a few months, is often followed by a letdown. Little differences and problems that may have been interesting and novel before may now evoke irritability and hostility. This is the most difficult period of cultural adjustment. Some people will want to withdraw; others may act aggressively when faced with an uncomfortable situation. Fortunately, this crisis period eventually passes, and the host country begins to feel more familiar. Cultural cues that had seemed strange or that were invisible to the newcomer are seen with a new set of eyes. A sense of humor returns, and the traveler can function now in both cultures.

HELP FOR CULTURE SHOCK

Culture shock is inevitable, but there is much you can do to minimize the impact.

- Learn about your host culture’s values, customs, and popular culture prior to traveling abroad.
- While abroad, try to think of the host culture’s values and interests and conform to them when appropriate.
Try to look for logical reasons behind everything in your host culture that seems strange or confusing. Try to look at things from the local perspective. For every behavior you don’t understand, try to figure out its underlying value.

Write down all of the positive aspects of your host country. When you notice yourself falling into negative thought patterns, choose to focus instead on positive aspects of the culture.

Keep a journal. Writing about your experiences will help you measure your adjustment to the host culture and your progress in a foreign language. Your journal will be an invaluable record of your experiences for years to come.

Avoid Americans or other foreigners who habitually criticize the host culture. Foster friendships with people who will help you learn about the host culture, who will listen to your problems, and who will help you develop a positive attitude about your experiences.

Keep active and avoid feeling sorry for yourself. Some students find that taking a short trip to a neighboring area provides some relief and enables them to return refreshed and with a new perspective on their host culture.

Remember that most people in your situation have experienced and worked through culture shock.

COMMUNICATING ACROSS CULTURES

Effective intercultural communicators are open-minded, flexible, and curious. They tolerate differences and ambiguity, they maintain a sense of humor, and they allow themselves to fail. These are capabilities that can be cultivated and that will make cross-cultural experiences more satisfying and rewarding.

A number of mental habits may interfere with a person’s ability to communicate well with people from other cultures. Recognizing that one’s own cultural assumptions and experiences may obstruct effective cross-cultural communication is a first step toward finding ways to lessen the likelihood of miscommunication and to increase the likelihood of greater understanding.
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 similarly and speak the same language, it is easy to be lulled into believing that they share the same fundamental assumptions, beliefs, and values and therefore the same ways of thinking, feeling, and behaving.

2. Language
Language refers not only to vocabulary, syntax, idioms, slang, etc., but also to the intentions and implications behind verbal utterances. The unspoken context of verbal communications speaks volumes for those who are willing to learn how to listen.

3. Nonverbal misinterpretations
People from different cultures inhabit different sensory realities. They see, hear, feel, and smell what has meaning or importance within a given cultural context. 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 more difficult to note and discern.

4. The presence of preconceptions and stereotypes
Stereotypes are based on preconceptions about another group of people that distort perception and block real dialogue. Once preconceptions and their accompanying stereotypes are formed, a person is less apt to search sensitively beyond them for cues that will help him or her understand another’s reality.

5. The tendency to evaluate
The tendency to approve or disapprove the statements and actions of other persons or groups impedes one’s ability to comprehend difference. Monitor your tendency to judge others’ behaviors, talk things through with people more experienced with the host culture, and to the extent that it is possible and safe to do so, adopt an attitude of curiosity and openness.
What to Pack

Packing for a trip abroad can be a challenge. Weather patterns, cultural differences regarding clothing, planned activities while abroad, and personal taste all factor in the equation of determining what to bring.

“Less is more” is the golden rule of packing for traveling abroad. Especially if you plan on traveling once you are in your host country, you want your bags to be as lightweight and portable as possible. The following suggestions will help you pack those items you need without being loaded down by things you don’t need or won’t use.

- Pack clothing that is versatile and hand washable. You’ll want at least one set of nicer clothing for evenings out. Good walking shoes or hiking boots are a must.
- Don’t pack your bags to their limit. It is very likely that you will buy items while you are abroad that you’ll need to carry home in your bags.
- Unless you are traveling to a truly remote location, don’t pack basic toiletries and school supplies. You don’t need to weigh down your suitcase with bottles of your favorite shampoo.
- Do pack non-prescription drugs you are likely to use (antacids, pain relievers, anti-diuretics), necessary prescription medicine, contraceptives, and tampons. Many of these items are not readily accessible overseas. If you take prescribed medications, 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.
- If you wear corrective lenses, pack an extra pair of glasses and/or contact lenses and extra bottles of saline solution.
- Pack a few small personal items that will remind you of friends and family. This will make a big difference if you get homesick.
- Bring small gifts to give to friends and neighbors (see suggestions in list below).
CLOTHING

Waterproof walking shoes
Flip-flops (for 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
Extra contact lenses and cleaning solutions
Tweezers, nail files
Linens (if not provided by program site)
Towel/washcloth

GIFT SUGGESTIONS

Clothing and small items with Brown logo
Cookbooks with American recipes (pancakes, chocolate chip-cookies, etc.)
Baseball caps
CDs of American music (jazz, folk, pop, rock, etc.)
Calendars with U.S. scenery
Items with logos from well-known American firms (Disney World, Warner Brothers, NBA, NFL, etc.)
Notepads with an American logo or scenery

MISCELLANEOUS

An inexpensive reliable watch
Camera and film, or battery and storage card
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 sleep sack (a folded coversheet that is hemmed up the side)
Umbrella
Luggage lock and tags
Pacsafe (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.

Small locks for backpacks, for locking luggage to overhead train racks, and for securing a locker in a youth hostel

Battery-operated alarm clock

Batteries

Music CDs

Adapter and voltage converter/appropriate plugs

**MONEY**

Money belt or neck wallet

Cash, travelers checks, credit cards, calling card, etc.

**DOCUMENTS**

This handbook and other OIP documents

Passport and visa(s) and photocopies

International certificate of vaccinations

Primary Healthcare member identification card

Tickets and rail passes

International Student Identity Card

Photocopies of credit and ATM cards
**Checklist**

<table>
<thead>
<tr>
<th>Category</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immunizations/HIV antibody test</td>
<td>As soon as you know that you will be traveling abroad, research current health conditions, recommended vaccinations, and required tests for your host country. Schedule appointments for vaccinations, tests and physical exams.</td>
</tr>
<tr>
<td>Passport/Visa</td>
<td>Apply at least six weeks before travel.</td>
</tr>
<tr>
<td>Travel Arrangements</td>
<td>Book air travel. Obtain Eurail ticket if traveling in Europe.</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>For Brown insurance, contact the office of Insurance and Risk (401 863-9481) for filing procedures and deadlines.</td>
</tr>
<tr>
<td>Emergency Assistance</td>
<td>Students traveling on Brown funds are covered by International SOS Global Medical and Security Assistance; other students should obtain the same or similar insurance.</td>
</tr>
<tr>
<td>File at Brown</td>
<td>Waiver and emergency contact forms (required for Brown-funded travel)</td>
</tr>
<tr>
<td>Money</td>
<td>ATM card</td>
</tr>
<tr>
<td></td>
<td>Traveler’s checks</td>
</tr>
<tr>
<td></td>
<td>$100 in local currency</td>
</tr>
<tr>
<td></td>
<td>International Student I.D. (for student discounts)</td>
</tr>
<tr>
<td>Make Copies</td>
<td>Passport</td>
</tr>
<tr>
<td></td>
<td>International Certification of Vaccination</td>
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<tr>
<td></td>
<td>Plane tickets</td>
</tr>
<tr>
<td></td>
<td>Credit cards</td>
</tr>
<tr>
<td></td>
<td>Primary Health-Care Provider card/contact numbers</td>
</tr>
<tr>
<td></td>
<td>Health Claim forms</td>
</tr>
<tr>
<td>Educate yourself</td>
<td>Local laws</td>
</tr>
<tr>
<td></td>
<td>Local customs (dress, interpersonal behavior)</td>
</tr>
</tbody>
</table>
Helpful Websites

Air and Rail Tickets
http://www.orbitz.com
http://www.cheaptickets.com
http://www.travelocity.com
http://www.statravel.com
http://www.studentuniverse.com

Cultural Adjustment
http://www.cie.uci.edu/world/shock.html
http://www.pacific.edu/sis/culture/
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/
Mobility International USA (MIUSA) works to ensure the inclusion of people with disabilities in international exchange and development programs.

Embassies and Consulates
U.S. Department of State, Bureau of Consular Affairs
http://travel.state.gov/
The Bureau of Consular Affairs administers laws, formulates regulations, and implements policies relating to consular services provided to American citizens abroad.

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

Foreign Consulates and Embassies in the U.S.
www.state.gov/s/cpr/rls/fco
Links to Foreign Consulates and Embassies in the U.S., by country.
Entry Requirements

Foreign Entry Requirements

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.

Health

The Centers for Disease Control
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 contains useful information on how to maintain health while abroad.

Health Check for Travel Abroad
http://www.ciee.org/health_safety/health/pre-departure_checklist.aspx
This CIEE webpage contains a helpful checklist about overall health and well-being prior, during, and after international travel.

CIEE AIDS and International Travel
This CIEE webpage contains important information regarding HIV transmission and HIV antibody testing requirements for various countries.

U.S. State Department Health Website
http://travel.state.gov/travel/tips/tips_1232.html#health
This website houses extensive travel-related health and safety information.

Lesbian, Gay, Bisexual, Trans, and Queer Travelers

Association of International Educators
http://www.indiana.edu/~overseas/lesbigay/
This website contains helpful information, links, and resources for LGBTQ students traveling abroad.

International Gay and Lesbian Human Rights Commission
http://www.iglhrc.org
An NGO that advocates for LGBTQ human rights around the world, the IGLHRC produces fact sheets and reports about LGBTQ conditions in various countries.

News & Viewpoints

Council on Foreign Relations
http://www.cfr.org/
This website provides a wealth of information about international affairs and U.S. foreign policy.
Glimpse Magazine
http://www.glimpseabroad.org
Glimpse Magazine is published by the Glimpse Foundation, which was created by Brown University students to promote cross-cultural dialogue.

Passports
Passport Information Center
http://travel.state.gov/passport/passport_1738.html
This website explains procedures for first-time application, passport renewal, and reporting a lost or stolen passport.

Road Travel Safety
Association for Safe International Road Travel (ASIRT)
http://www.asirt.org/
This website contains road travel reports, information about seasonal hazards, safety tips, and common driver behaviors for various countries.

Travel Warnings
U.S. State Department Travel Warnings and Consular Information Sheets
http://travel.state.gov/travel/warnings_current.html
This website contains travel warnings, public announcements, updates about terrorist activity and political disturbances, and entry requirements for every country in the world.

Travel Guides
International Student Travel Confederation (ISTC)
http://www.istc.org/
ISTC is a nonprofit student organization that sponsors the ISIC card. The site has an interactive search engine that locates discounts for card-carrying students around the world. The site features an ATM Locator, which might be helpful for those first few days when you don't know the location of your bank or where you can change currency.

Lonely Planet Online
http://www.lonelyplanet.com/index.cfm
The Lonely Planet website contains information about cultural norms in various countries, stories from travelers around the world, and other interesting features that tend to appeal to a youthful audience. Lonely Planet travel guides and newsletters may be purchased through this site.
Volunteer Abroad

**International Volunteer Programs Association**
http://www.volunteerinternational.org/
Use this site to search for international volunteer and internship opportunities.

Women Travelers

**Journeywoman**
http://www.journeywoman.com/
This site contains travel tips geared toward women, including personal stories from women travelers and guidance on what to wear in particular countries.

**Her Own Way: A Woman’s Guide to Safe and Successful Travel**
This website, published by the Canadian government, contains detailed information about traveling safely and with cultural sensitivity.
Personal Travel Record and Emergency Contact Information

Students receiving funds from Brown University to help defray costs associated with travel abroad are required to sign and return to their sponsoring department a Personal Travel Record/Emergency Contact Form, and a Release and Waiver Form for Brown-Funded Travel. The same is true for students in abroad programs who are earning academic credit, fulfilling a degree requirement, or participating in a Brown-sponsored research project or fellowship. Samples of each form are on pages 37-39 of this handbook. Students may download the forms from http://brown.edu/OIP/forms/short-term.html. Funds will not be disbursed until the required forms are on file with the sponsoring department.
SAMPLE

Personal Travel Record and Emergency Contact Information
(Please complete and return to your Brown sponsoring department)

Name ___________________________________ Banner ID __________________

Purpose of Sojourn Abroad ___________________________________________

Destination/s ________________________________________________________

Will you receive Brown funding for this activity? ___Yes ___No

If yes, please provide amount _______________________________________

Departmental Sponsor _______________________________________________

Name of Brown Faculty/

Departmental Supervisor _____________________________________________

Intended Dates of Travel: From ________________ to ________________

Anticipated Travel Itinerary: _______________________________________

In-Country Program Sponsor Contact:

Name __________________________________________________________

Address  ________________________________________________________

________________________________________________________________

Telephone (including country code) ________________________________

Email __________________________________________________________

Emergency U.S./Home Contact Information

Name __________________________________________________________

Address  ________________________________________________________

________________________________________________________________

Telephone ______________________________________________________

Email __________________________________________________________

Insurance Provider*

Policy Number __________________________________________________

Contact Telephone _______________________________________________

*It is important to verify with your insurance company that your policy pro-
vides coverage outside of the United States. Be sure to inquire about the pro-
cedures for filing a claim for medical expenses incurred while abroad.
SAMPLE

Release and Waiver Form
Short Term Travel Abroad

Release executed on __________________, 20 ______ for the benefit of Brown University.

I, _______________________________, plan on participating in a trip

to ____________________________ from _______________, 20 _____ to
_________________, 20 _____, to engage in a project to ____________________________
____________________________________________________ (the “trip”).

I, ______________________________________________________, represent and
acknowledge that this trip is being undertaken by me individually, as part of a group of
other individuals, and that although Brown University has provided gratuitous funding
to the group (at our request) to help defray a portion of the costs incident to the trip, I
understand and acknowledge that the trip is not sponsored by, arranged on behalf of, or
planned by Brown University and that this is not a Brown University activity or enterprise.
All arrangements for the trip have been made by me or other non-Brown University enti-

ties, and I acknowledge that my participation in this trip is a personal choice and com-
pletely voluntary. In consideration of the gratuitous funding provided to the group which
plans to participate in this trip, of which I am a part, I do hereby agree to release, indemni-
fy, and forever discharge Brown University, including the Corporation, its Trustees, faculty,
employees, staff, and other agents of against any and all liability and responsibility for any
claim or cause of action on account of any personal injury, accident, damage, expenses, or
other loss caused, suffered, or incurred by myself or any other person(s) or entity during,

arising out of, or in any way associated, directly or indirectly, with my participation in the
activities associated with trip (including but not limited to travel incident to my participa-
tion), or for contribution or indemnification in respect to any claim made against me by
any participant in trip or any other person or entity in connection therewith.

I further understand and appreciate that there are inherent risks involved with travel
abroad which include risks involved in traveling to and within, and returning from, one or
more foreign countries; foreign political, legal, social, and economic conditions; different
standards of design, safety, and maintenance of buildings, public places, and conveyances;
local medical and weather conditions and the possibility of emergency evacuation as a
result of these various conditions.

I agree to assume all such risks, thereby releasing and forever discharging BROWN UNI-
VERSITY, including the Corporation, its Trustees, faculty, employees, staff, and other
agents, of and against any and all liability and responsibility for any claim or cause of ac-
tion on account of any personal injury, accident, damage, expenses, or other loss caused,
suffered, or incurred by or to myself, arising out of or in any way associated, directly or
indirectly, with my participation in the trip. I further acknowledge and represent that I
have taken into account, and assume all the risk of health, safety, and travel abroad consid-

erations, including but not limited to those as set forth by the United States Department

Centers for Disease Control and Prevention at http://www.cdc.gov/travel/index.htm, as
they apply to me and the trip. I further acknowledge and represent that these conditions
are dynamic and may change and worsen, that I assume full and complete responsibility
for any decision of mine to continue participation in the trip despite increased risks to my
health, safety, and security, including but not limited to risks that result in the issuance of
the Travel Warning by the United States Department of State.
Further, I acknowledge that I have read and understand the above statements and that if I am unable to do so, for whatever reason, I have had them read to me and am confident that the individual doing so has read and/or translated the statements truthfully and in their entirety. I also acknowledge that I am of legal age in my state of residence to bind myself to this release and waiver, but if I am not at least 18 years of age, I have also secured the signature of my parent(s) or legal guardian(s) on this release and waiver, who, by signing, agree to be bound by all of its terms and conditions.

This release and waiver has been executed on behalf of myself, my heirs, and my assigns, and has been made with full knowledge of possible risks and hazards involved. This instrument has been executed in and shall be interpreted according to the laws of the State of Rhode Island.

__________________________________________  __________________________________________
Signature of Student                             Witness

__________________________________________  __________________________________________
Printed Name                                     Printed Name

__________________________________________  __________________________________________
Date                                             Date

**SIGNATURE OF PARENT(S) OR GUARDIAN(S)**
**REQUIRED IF UNDER THE AGE OF 18.**

__________________________________________
Signature(s) of Parent(s)/Guardian(s)           Witness

__________________________________________  __________________________________________
Date                                             Date

Release and Waiver Form Gratuitous Funding Travel Abroad 12.06
Important Telephone Numbers at Brown

U.S. country code: 00

24 HOUR EMERGENCY CONTACT NUMBER: 401-863-4111

Office of Student Life
Office 1-401-863-3145
TDD 1-401-863-9588
Fax 1-401-863-1999
Box P

Office of International Programs
Office 1-401-863-3555
Fax 1-401-863-3311
Box 1973
OIP@brown.edu

Office of the Dean of the College
Office 1-401-863-9800
Fax 1-401-863-1961

Brown Police and Security Services
EMERGENCY: 1-401-863-4111 (24 hours)
Routine calls 1-401-863-3322
Fax 1-401-863-7522
Box 1842

Office of Insurance and Risk
(Brown Health Insurance)
Office 1-401-863-9481
Fax 1-401-863-1566
Box 1848

Health Services
Office 1-401-863-3953
Fax 1-401-863-7953
Box 1928

Psychological Services
Office 1-401-863-3476

Chaplain’s Office
Janet Cooper Nelson 1-401-863-2344
Box 1931
The Sojourn Abroad Guide

A General Travel Abroad Resource for Brown Students
Office of the Dean of the College
Brown University

Contact Numbers

Student Life Office 1-401-863-3145
Office of International Programs 1-401-863-3555
Office of Insurance and Risk 1-401-863-9481
Health Services 1-401-863-3953
Dean of the College Office 1-401-863-9800