Going Global @ WPI

A handbook developed by the Interdisciplinary and Global Studies Division at Worcester Polytechnic Institute for students going to the residential project site:

Cape Town B 2009

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Section 1 – WPI and IGSD Procedures

INTRODUCTION

Congratulations! You are beginning to prepare for one of the most meaningful experiences that you will encounter while at WPI. In order to ensure that you have a successful experience, the Going Global at WPI Handbook has been compiled from a number of sources to provide as much practical information as possible that may be applicable to all project sites. The Handbook was prepared to inform the student who has been accepted to participate in the Global Perspective Program during the 2008/2009 academic year.

Worcester Polytechnic Institute has been practicing innovative, project-based technological education for over 30 years. WPI requires all undergraduates to complete a series of projects, including one in which they examine how science or technology interacts with societal structures and values - the Interactive Qualifying Project. Because of its commitment to a global perspective, the university offers its students opportunities to complete this unique degree requirement at locations around the world. WPI operates more than ten international project programs where students, with resident faculty advisors, live and work full time solving real-world problems for public and private agencies and organizations. WPI sends more engineering and science students overseas for experiential learning than any other U.S. college or university; during the 2008-2009 academic year, approximately 625 WPI students -- including over half of the junior class -- will travel to a global project site to complete one of these interdisciplinary projects.

A successful off-campus experience does not just occur; it requires careful consideration of things you will need to do before you leave, and while at your off-campus site. The Interdisciplinary and Global Studies Division (IGSD) has developed this document to outline these considerations.

For the mutual protection of WPI, the students, and their families, the obligation assumed by each must be carefully defined and understood. You should recognize the fact that you have entered into a contractual agreement with WPI that states the obligations and responsibilities of both the university and yourself. This Handbook was created as the document that should be read carefully and thoroughly to avoid misunderstandings.
The following text is taken from the NAFSA: Association of International Educators’ website. NAFSA is the predominant professional association in the world dealing with international education, and the section of the Association that deals specifically with study abroad currently known as the Education Abroad Knowledge Community. A committee of study abroad professionals (the Interorganizational Task Force on Safety and Responsibility in Study Abroad) developed the following document and is included here for your reference. Please keep in mind that while WPI's off campus program is unique in its structure, the University is committed to uphold the standards of the profession.

Responsible Study Abroad: Good Practices for Health and Safety

Statement of Purpose

Because the health and safety of study abroad participants are primary concerns, these statements of good practice have been developed to provide guidance to institutions, participants (including faculty and staff), and parents/guardians/families. These statements are intended to be aspirational in nature. They address issues that merit attention and thoughtful consideration by everyone involved with study abroad. They are intentionally general; they are not intended to account for all the many variations in study abroad programs and actual health, safety and security cases that will inevitably occur. In dealing with any specific situation, those responsible must also rely upon their collective experience and judgment while considering their specific circumstances.

I. Responsibilities of Program Sponsors

The term "sponsors" refers to all the entities that together develop, offer, and administer study abroad programs. Sponsors include sending institutions, host institutions, program administrators, and placement organizations. To the extent reasonably possible, program sponsors should consider how these statements of good practice may apply. At the same time, it must be noted that the structure of study abroad programs varies widely. Study abroad is usually a cooperative venture that can involve multiple sponsors. Because the role of an organization in a study abroad program may vary considerably from case to case, it is not possible to specify a division of efforts that will be applicable to all cases. Each entity should apply these statements in ways consistent with its respective role.

In general, practices that relate to obtaining health, safety and security information apply to all parties consistent with their role and involvement in the study abroad program. Much of the basic information is readily available and can be conveyed to participants by distributing it and/or by referring them to, or utilizing materials from, recognized central sources. Statements of good practice that refer to the provision of information and the preparation of participants are intended for parties that advise, refer, nominate, admit, enroll, or place students. Statements of good practice that suggest operating procedures on site apply to entities that are directly involved in the operation of the overseas program.

It is understood that program sponsors that rely heavily on the collaboration of overseas institutions may exercise less direct control over specific program components. In such cases, sponsors are urged to work with their overseas partners to develop plans and procedures for implementing good practices.

The use of letters is provided for ease of reference only and does not imply priority.

Program sponsors should:

A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.

B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation and behavior while on the program.

C. Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.
D. Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.

E. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.

F. Determining criteria for an individual's removal from an overseas program taking into account participant behavior, health, and safety factors.

G. Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants, or provide information about how to obtain such coverage.

H. Conduct inquiries regarding the potential health, safety and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed.

I. Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.

J. Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.

K. Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.

L. Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.

M. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.

N. In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.

O. Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.

In particular, program sponsors generally:

A. Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.

B. Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.

C. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
D. Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.

E. Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.

F. Cannot assure that home-country cultural values and norms will apply in the host country.

II. Responsibilities of Participants

In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors.

Participants should:

A. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.

B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).

C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.

D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.

E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.

F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.

G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.

H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.

I. Accept responsibility for their own decisions and actions.

J. Obey host-country laws.

K. Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.

L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.

M. Follow the program policies for keeping program staff informed of their whereabouts and well being.
N. Become familiar with the procedures for obtaining emergency health and legal system services in the host county.

III. Recommendations to Parents/Guardians/Families

In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

Parents/guardians/families should:

A. Be informed about and involved in the decision of the participant to enroll in a particular program.

B. Obtain and carefully evaluate participant program materials, as well as related health, safety and security information.

C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.

D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.

E. Be responsive to requests from the program sponsor for information regarding the participant.

F. Keep in touch with the participant.

G. Be aware that the participant rather than the program may most appropriately provide some information.

NAFSA: Association of International Education
Responsible Study Abroad: Good Practice for Health and Safety Guidelines, Revised November 8, 2002

http://www.nafsa.org/knowledge_community_network/sec/education_abroad_1/developing_and_managing/practice_resources_36/guidelines_for_health
**MANDATORY PAPERWORK**

The following documents must be submitted to the IGSD office by the stated deadline before you leave WPI for your off-campus project experience. If any forms are missing, you will be in jeopardy of not being allowed to participate at off-campus programs.

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**Paperwork Deadline -- All paperwork for Cape Town B09 must be in the IGSD Office by Tuesday, October 6, 2009 before 3:00 p.m.**

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**Participant Statement of Agreement**

Once accepted to the Global Perspective Program at WPI, every student is required to submit to the IGSD along with his or her housing deposit a signed and dated “Participant Statement of Agreement”. The text of that document is included below for your convenient referral. Of course, you may request a photocopy of your signed “Participant Statement of Agreement” at any time.

I understand that my participation in the WPI Global Perspective Program is subject to my agreement to accept and abide by the following conditions of participation:

**A. Financial Responsibility**

1) I understand that my deposit of $400 is used to secure my place in the program and will be credited toward my housing cost.

2) I understand that charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to my WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. I also realize that an official hold will be placed on my records until all payment responsibilities are satisfied.

3) I agree to pay all housing charges as requested. The accounting office normally bills housing costs at program sites at the time of the usual billing for Spring, Fall, and Summer terms.

**B. Withdrawal, Cancellation, or Dismissal**

1) I understand that the $400 acceptance deposit is fully refundable up to 120 business days before the beginning of the program. Notice of withdrawal must be made in writing to the Interdisciplinary and Global Studies Division. Withdrawals after this time are subject to forfeiture of the entire deposit, plus any unrecoverable portion of the housing costs or other program expenses advanced on my behalf.

2) WPI makes every effort to deliver every program offered. However, many circumstances beyond our control could affect the welfare and safety of our participants. WPI, therefore, reserves the right to cancel a program in the event of changes that adversely affect our ability to deliver a quality academic program in which we can reasonably safeguard the health, safety, and well-being of all participants. In the event of cancellation by WPI, all deposits, tuition, and housing costs will be fully refunded.

3) Students who are dismissed from a program for any reason will receive no refund of any costs involved and are subject to charges for any unrecoverable housing costs or program expenses advanced on their behalf.

**C. Behavioral Responsibilities**

1) I understand that all policies governing acceptable behavior as printed in The Policies section of The Campus Planner & Resource Guide apply to me during my participation at an off-campus program site. Failure to abide by these policies, either before or during my participation in an off-campus program, can result in disciplinary action, up to and including my immediate dismissal from the program. I recognize that the authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.

2) I further understand that as a WPI student at an off-campus program site, I represent my institution and my country and will behave as an ambassador for both. I understand that grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.

3) I understand that WPI must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs while WPI students and faculty are abroad. Accordingly, WPI reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes WPI concern for the safety and well-being of all participants.
of students or others. The Dean of Interdisciplinary and Global Studies shall have the authority to make the final decision on dismissal from the program.

D. **Academic Responsibilities**
1) I understand that my participation in this program is subject to successful completion of all required preparation classes. I agree to attend all required orientation and re-entry meetings.

2) I understand that if I am placed on academic probation, I am no longer eligible to participate. The withdrawal refund policy stated above will apply.

3) WPI reserves the right to withdraw acceptance to students who are subsequently placed on academic warning. The withdrawal refund policy stated above will apply.

E. **Medical Issues**
1) I understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for all of my activities or medical needs. I understand that it is my responsibility to carry medical insurance that is valid at the off-campus site for the length of my stay.

2) I accept all financial responsibility for any medical treatment I receive while at the program site and understand that to obtain medical care abroad it is usually necessary to pay when the care is administered and seek reimbursement from my insurance company when I return home.

F. **Legal Issues**
1) I understand that as a non-citizen in a foreign country, I will be subject to the laws of that country. The use or possession of illegal drugs or other substances in violation of the laws of the host country or The Policies section of The Campus Planner & Resource Guide, before or during my participation in the program, can result in disciplinary action, up to and including my immediate dismissal from the program and legal action under the laws of the Commonwealth of Massachusetts and / or the laws of the host country.

G. **Travel Issues**
1) I understand that I am responsible for making my own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date.

2) I understand that while WPI encourages students to travel during their free time, the university can take no responsibility for my safety during independent travel. I further understand that I must inform the faculty-in-residence of my travel plans.

H. **Federal Compliance Issues**
1) I understand there are Federal regulations regarding the export of information to foreign countries or foreign citizens, with which all of us at WPI must comply. WPI's emphasis on engineering programs makes us particularly sensitive to these regulations. If I take a laptop computer (or other type of computer digital storage device, I hereby assure WPI that I will not have any restricted information on that device as such action may be considered an export.

I have read, understand, and agree to abide by the above stated conditions of participation.

<table>
<thead>
<tr>
<th>Participant Signature</th>
<th>date</th>
<th>site</th>
<th>term</th>
</tr>
</thead>
</table>

Printed Name | student number | date of birth*

*If participant is under 18 years of age, both parents and/or legal guardian must also read and sign this form.

I am the parent or legal guardian of the above Participant, have read the foregoing Participant Statement of Agreement Form (including such parts as may subject me to personal financial responsibility), and will be legally responsible for the obligations and acts of the Participant as described in this Participant Statement of Agreement Form, and agree, for myself and for the participant, to be bound by its terms.

X

Signature of Parent / Guardian Date

X

Signature of Parent / Guardian Date
Travel Information Form (Appendix A)

The IGSD must have completed Travel Form from each student on file before the student leaves for their site. The office keeps a copy of this itinerary and we send a copy with the faculty advisor. By doing this, the IGSD staff, the advisor and the local coordinator knows when and where every student will arrive and will alert them if a problem arises.

Any students traveling outside the United States to a WPI project site must supply the IGSD with a scanned copy of the information pages of their passport. Electronic copies will be sent with the faculty advisor and kept on file in the IGSD. If a passport is stolen or lost while outside the U.S., having copies of this document will greatly facilitate having new travel documents issued.

Students should understand that they are responsible for making their own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date. If you are traveling by air, you must have confirmed reservations. Flying stand-by is not acceptable.

Students and their families should also understand that while WPI encourages students to travel during their free time, the university can take no responsibility for the student’s safety during independent travel. The student must inform the faculty-in-residence of any travel plans.

Students may not take vacation days off from their project work, even if they have the permission of their project mentor. If they have an urgent family or academic or job related need to travel away from the project site on a project work day, they should consult with the faculty member in residence before making any travel plans.

Health Update and Records Release Form (Appendix B)

The IGSD must have a completed Health Update and Records Release Form on file for each student before the student leaves for her site. The IGSD keeps a copy and sends a copy with the faculty advisor in case of an emergency. The student should list any medical conditions that could affect the student while off-campus (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, the student must list any changes in their health not noted on medical records on file with WPI Health Services. Medical allergies must be listed, as well as prescription medications.

The IGSD strongly recommends that every student who plans to travel outside of the United States should read closely all information put forward by the Center for Disease Control specific to the geographic area where they will be going. This information is included in this handbook.

When traveling abroad it is a good idea to take a supply of your prescription medications sufficient to last for the entire length of the trip. Prescription medicines should always be kept in the original containers with the prescription label intact to avoid problems with customs officials. It is also important to take along a copy of the prescription from your physician, clearly written, in generic terms, and with an indication of the condition being treated.

Two people need be listed as emergency contacts. These contacts should be people empowered to make a medical or legal decision on behalf of the participant (i.e., parent, guardian, living adult relative). Contact information for each must also be provided to the IGSD on this form: name, relationship, address, phone (home and work), and email.

Participants and their families should understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for every activity or medical need. It is the student’s responsibility to carry medical insurance that is valid at the off-campus site for the
length of the stay. Students must accept all financial responsibility for any medical treatment received while at the program site. Students should understand that to obtain medical care abroad, it is usually necessary to pay when the care is administered and they will have to seek reimbursement from their insurance company when they return home.

All students traveling off-campus to participate in a WPI program are required to carry medical insurance that is valid at the program site for the entire length of the program. The IGSD must have the name of your insurance provider and your subscription number. It is the responsibility of the student to make sure that they are covered for the entire length of the program while they are off-campus.
Voluntary Acknowledgement Form

All participants are required to sign a Voluntary Acknowledgement Form that is kept on file in the IGSD. The text of the form is below for your convenient referral. We hope that by asking participants to read and sign such a form that we remind them of the nature of their participation and the responsibilities which are assumed by the individuals.

ACKNOWLEDGEMENT and RELEASE

I acknowledge that I am voluntarily participating in the __________________________ (the “Program”), which is being offered by Worcester Polytechnic Institute (WPI). I further acknowledge that WPI has provided me with adequate information about the Program, both verbally and through written materials, and that I have read and understand such information. I agree to comply with any immunization or medical treatment necessary to participate in this program. I also acknowledge that any laptop computer (or other form of computer or digital storage device) that I may take abroad cannot contain any restricted information as such action may be considered an export subject to Federal control and regulation.

Assumption of Risk and Release of Claims. Knowing the risks described, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Program. To the maximum extent permitted by law, I release and indemnify Worcester Polytechnic Institute, and its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the Program (including periods in transit to or from any site in country where the Program is being conducted).

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS.

Participant Signature

Printed Name

I am the parent or legal guardian of the above Participant, have read the foregoing Acknowledgement and Release Form (including such parts as may subject me to personal financial responsibility), and will be legally responsible for the obligations and acts of the Participant as described in this Acknowledgement and Release Form, and agree, for myself and for the Participant, to be bound by its terms.

X
Signature of Parent / Guardian

Date

X
Signature of Parent / Guardian
Scan of Passport

You are required to bring your passport to the IGSD office so that staff can scan a copy of the face and information pages. IGSD keeps this on file.

International Student Identity Cards (ISIC)

All WPI students completing course requirements abroad are required to get the ISIC. As you have been charged the $24.00 cost of the card, it makes the most sense to get yours from the IGSD. If you choose to purchase a card elsewhere you will forfeit the $24.00. In some countries, the student discount network is highly developed, and an ISIC will entitle students to reduced entrance fees at museums and theaters, special rail or bus passes, and even discounts at hotels and shops. While it cannot be guaranteed that you'll get discounts wherever you go, the ISIC is the most accepted card for international access to all student discounts that are available.

With the ISIC, you gain access to a 24-hour, toll free help line that can provide aid in the case of a medical, financial or legal emergency while abroad. You can call the ISIC Help Line from the United States at (877-370-4742). Outside of the United States, call collect 715-342-4104. The call is free, but be prepared to provide your card number to the ISIC Help Line.

The most important reason for the ISIC requirement is the additional insurance coverage that you get. The ISIC provides a basic sickness and accident insurance policy to students while traveling outside the United States. ISICs also provide students with emergency evacuation insurance, if due to injury or sickness, a legally licensed physician certifies the severity of your condition is such that you must be evacuated for medical treatment. In addition, cardholders are eligible to have expenses covered for the repatriation of remains in the unlikely event of death while abroad. (For more specific coverage information, contact American Home Assurance Company 70 Pine St. New York, New York 10270).

Again, the cost of this card is built into the expenses associated with going off-campus and does not require additional fees to be charged to the student. However, students must supply the IGSD with two photos in order to process the card. These photos can be taken at the IGSD Office.

You are required to come to the IGSD, located in the Project Center, to fill out an application form for the ISIC and turn in your photos (extra passport photos will suffice as well, but please keep in mind the need to carry two other passport photos with you when traveling). IGSD staff will process your card, which will be given to you when all mandatory paperwork mentioned previously has been completed and turned in to the IGSD. If you need the number from your ISIC to book your flight, a photocopy of your card can be provided to you at your request. For more specific information about discounts, go to www.isic.org.

ATC Laptop Form (Appendix C)

WPI will provide one laptop per team if you request it. You do not have to use a WPI laptop – you are welcome to take your own. If you do, however choose to sign out a WPI laptop, you will need to complete the form and turn it in to the IGSD with the rest of your mandatory paperwork.
Informal Hearing Procedure at Off-Campus Residential Program Sites

Students at off-campus residential program sites accused of violating the WPI code of conduct or any other WPI policy as outlined in the annual Campus Planner shall be accorded an informal on-site hearing before a WPI representative designated by the dean of Interdisciplinary and Global Studies Division. The following guidelines will be applicable.

(a) Students will be informed of the complaint pending and the time, date and location of the informal hearing, in writing, at least two (2) days prior to the hearing. This notice should include a full description of the incident, names of witnesses, if any, and a reference to the section(s) of the campus code allegedly violated.

(b) The informal hearing shall be conversational in nature and non adversarial.

(c) Before the hearing, the student shall be given the opportunity to consult with an on-site advisor of their choice or a member of the WPI community.

(d) During the hearing, the WPI representative shall elaborate on the nature of the complaint and present any evidence or witnesses in support of that complaint.

(e) The accused student shall have an opportunity to respond to the complaint and present any evidence or witnesses in response to the complaint.

(f) The WPI representative will make a determination of the student's responsibility for the complaint based on the outcome of the informal hearing.

(g) If the student is found responsible, the WPI representative must contact the dean of students or her/his designee to review the student's past record, if any, before a sanction is determined. The WPI representative must then consult with the Dean of Students Office and the Director of global operations in Interdisciplinary and Global Studies Division to determine an appropriate sanction for the offense.

(h) All decisions shall be final and not subject to appeal on site. The decision may be appealed to the Dean of Interdisciplinary Studies Division once the student has returned to the WPI campus. Appeals may be submitted in writing to the Dean of Interdisciplinary Studies Division within five (5) days of the start of classes of the term following the off campus project experience. The appeal must be specific and contain a full description of the basis for the appeal. A given case may be appealed only once. Grounds for an appeal must be based on one or more of the following criteria:

   a. Failure to follow the procedures outlined in the Campus Planner and Resource Guide;
   b. Inappropriate gravity of the sanction in relationship to the offense;
   c. That no reasonable person could conclude, on the basis of the evidence presented, that the accused was responsible.

The appeal will not be reviewed until after the start of the term following the off campus project experience when all parties involved have returned to the WPI campus.

(i) If the on-site WPI representative determines that continued presence at the project center by the student would constitute a danger to the safety of persons or property on the premises of the project center, a recommendation for interim suspension may be made to the vice president for student affairs.

Note: WPI's Academic Honesty Policy and the procedures described therein also apply to the off campus residential programs. The WPI representative must communicate with the dean of Interdisciplinary and Global Studies Division and Student Life Office before taking action.
WPI Housing

If you live in a WPI residence hall, it is your responsibility to notify Residential Services of your intended absence.

Mail Services

All students going off-campus must go to Central Mail to fill out the appropriate card to have their mailboxes closed and their mail forwarded. Failure to do so will result in mail staying in the student’s mailbox for the entire term. All students must now be responsible for their own mailbox and mail by signing a forwarding card at Central Mail.

Protocol for PCs for Off-Campus Project Centers

Students who participate in the Global Perspective Program are offered the opportunity to borrow laptop personal computers from WPI. This is not an entitlement to students, but rather a privilege extended to students. It is expected that the following protocol will be followed and the proper responsibility will be assumed by the students taking advantage of this opportunity. WPI does not have an unlimited supply of laptop computers to loan to students. If student teams are unable or unwilling to comply with the dates specified by the Academic Technology Center (ATC), the ATC reserves the right to refuse to accommodate that request. One PC per project team for each site as available:

After you have turned in the completed ATC Team form to the IGSD, at least one member of your group (although we suggest the entire group so that everyone takes equal responsibility for the equipment) is required to go to the ATC and reserve a laptop BEFORE pick-up on the specified date.

Procedure

1. Each team will fill out an ATC Team Form (Appendix C). Kelly Donahue (from the IGSD) will send approved names to ATC. Every team member must meet all IGSD paperwork deadlines before names are sent to the ATC.
2. Person(s) responsible for PC will be required to register at the ATC and sign a statement accepting responsibility for the PC.
3. Person(s) responsible for PC should have the tightest travel schedule. Arrangements can be made for one person to pick up the PC and another member of the team to return the PC but, BOTH people must register when the reservation is made with the ATC.
4. It is strongly recommended that everyone in the group sign the ATC’s reservation form. The ATC will hold only signing parties financially responsible for damage beyond normal wear and tear and/or any fees incurred.

Reservations

1. Make your reservation early for your PC. You must go to the ATC to make your reservation with your WPI ID card. At the time of reservation you must be specific about the dates and times of pick-up and return of the equipment and about your hardware requirements. Be as specific as possible about what you will be using the PC for: (e.g. word processing, spreadsheets, data analysis, etc.) PCs are reserved on a first-come, first-served basis. Avoid last minute changes as they may not be able to be accommodated.
2. If two people are responsible (one for pick up, one for return) BOTH must go to the ATC to register before leaving campus. If arrangements have been made for a faculty member to return the PC, then the faculty member must send confirming email to Mary Beth Harrity (mharrity@wpi.edu) before the PC will be released.
3. Modems, ethernet cards and other miscellaneous hardware are in limited supply and must be requested at the time the reservation for the PC is made.
4. Upon request, the ATC can provide external drives that can be attached to the laptop.
5. Pick-up and return deadlines will be strictly enforced. If the laptop computer is not returned to the ATC on the agreed upon date, your group will be charged a $50 per business day late fee.

Software
1. All PCs will be loaded with Windows, MS Office, Explorer and communications software. The ATC does not provide or load software other than this.
2. If students load their own software it must be removed prior to returning the PC to the ATC.
3. If you significantly alter the original configuration of the laptop (e.g. install a different operating system), your group will be charged a $50 software re-installation fee.

Picking up the PC
1. You must have your WPI ID card in order to pick up the PC assigned to you.

Acceptable Use Policy Regarding Computers (WPI laptops, sponsor PC’s, internet use)

At a minimum, you must adhere to the WPI Acceptable Use Policy (http://www.WPI.EDU/Pubs/Policies/) whether using WPI computer resources or your housing provider or sponsor’s resources. Your housing provider or sponsor may have more restrictive computer and web use policies and those must be followed. It is your responsibility to determine what your housing provider or sponsor’s policy is and to comply with it. Using a housing provider or sponsor’s network(s) or computer(s) for recreational use (defined as non-project related use – on or off the web) is not permitted. Violators will be subject to disciplinary actions.
General Policies and Important Things to Remember

- There can be *no overnight guests* in any accommodations acquired and provided by WPI for use by the Project Center students.

- Charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to your WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. An official hold will be placed on all records until all payment responsibilities are satisfied.

- If you are dismissed from a program for any reason, you will not receive a refund of any costs involved and will be subject to charges for any unrecoverable housing costs or program expenses advanced on your behalf.

- All policies governing acceptable behavior as printed in The Policies section of *The Campus Planner & Resource Guide* apply to participants at an off-campus program site. The authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.

- You must always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor a written itinerary.

- The IGSD will notify your parents if you fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.

- As a WPI student at an off-campus program site, you represent your institution and your country and will behave as an ambassador for both. Grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive to the host culture: disruptive sexual behavior, or disruptive, violent, or destructive behavior in student housing.

- You may not take vacation days off from your project work, even if you have the permission of your project mentor. If you have an urgent family or academic or job related need to travel away from the project site on a project work day, consult with the faculty member in residence before making any travel plans.

Violations of any of these policies can result in disciplinary action up to and including immediate dismissal from the program.

What can you expect to pay “out of pocket” toward your IQP while off-campus?

Current WPI policy states that students are expected to contribute $50 per person per 1/3 unit of IQP work toward any out of pocket expenses encountered. This means that each student is expected to pay $150.00 towards the completion of the IQP before asking for reimbursement of any kind. If you have a project team of 4 students, then the total contribution before being reimbursed is $600. If you anticipate that your expenses will exceed this expectation, then you must submit a budget for your project. The on-site faculty advisor and Center Director must approve this budget prior to submission of any expenses to the IGSD. (Commuting costs are not reimbursable.)
Travel Documents and Competencies

Passports

Who needs a passport?
A U.S. citizen needs a passport to depart or enter the United States and to depart and enter most foreign countries. U.S. Immigration requires you to prove your U.S. citizenship and identity when you reenter the United States.

If you are not a U.S citizen, contact the embassy or consulate of the country you are planning to travel to, as well as the U.S. Embassy in order to receive specific entry instructions. International students should consult with Mr. Tom Thomsen, Director of the International Students and Scholars Office, about these issues. His contact information is listed under the heading WPI Offices.

Beware of a passport that is about to expire. Certain countries will not permit you to enter and will not place a visa in your passport if the passport is valid for less 6 months. If your passport is expiring in less than the 6 months, you will need to get a new one. If you return to the United States with an expired passport, you are subject to a passport waiver fee of $100, payable to U.S. Immigration at the port of entry.

It is your responsibility to acquire your passport. The IGSD does not administer this process for students.

**How to get your passport**

1. Go to Prime Color Photo located at 1094 Pleasant Street to have your passport photos taken. Show your WPI ID to get the special rate. You can also get passport photos taken at the U.S. Post Office, or other local stores such as CVS.
2. Pick up a passport application form from the U.S. Post Office, Prime Color Photo or download from: [http://travel.state.gov/passport/passport_1738.html](http://travel.state.gov/passport/passport_1738.html)
3. Turn in all required documentation to the nearest federal post office with the appropriate fee.
For Immediate Release
April 2, 2002
STATEMENT BY PHILIP T. REEKER, DEPUTY SPOKESMAN
U.S. Passports Will No Longer be Issued Abroad

All passports, except those required for urgent travel, will be issued in the United States using the new more secure photo-digitized imaging system.

Effective April 8, 2002, American citizens residing or traveling abroad, who require issuance of a U.S. passport, will be issued the latest, state-of-the-art passport. It incorporates a digitized image with other enhanced security features. Because this technology is not available at U.S. embassies and consulates, overseas passport issuance is being transferred to the National Passport Processing Center in Portsmouth, New Hampshire.

Travel documents in the post-September 11 world have become even more important. The new passport has many features that make it one of the most secure travel documents produced anywhere in the world. Getting these more secure passports into circulation will help minimize the misuse of American passports by criminals, terrorists, and others. This new procedure will increase processing time at U.S. embassies and consulates, but the Department is committed to ensuring that American citizens receive secure documents in a timely manner. American citizens overseas are encouraged to apply early for renewal of expiring passports.

U.S. embassies and consulates will continue to issue passports that are needed for urgent travel. However, such passports will be limited in validity, and cannot be extended. Bearers will be required to exchange, at no additional cost, their limited-validity passport for a full-validity digitized passport upon completion of their urgent travel.

Information on applying for a U.S. passport, passport application forms and requirements, and other travel-related information can be accessed through the Department of State’s web site at: http://travel.state.gov.

Visas
A visa is an endorsement or stamp placed in your passport by a foreign government that permits you to visit that country for a specified purpose and a limited time. You should obtain all necessary visas before you leave the United States, because you will not be able to obtain visas for some countries once you have departed. Apply directly to the embassy or nearest consulate of each country you plan to visit. Passport agencies cannot help you obtain visas.

If you are doing your project in Thailand or Namibia, your faculty advisors and the IGSD will help you obtain your non-immigrant visas. In order to take advantage of this, you must be prepared to give the IGSD your passport, a completed visa application (available in the IGSD office) and a passport picture, by the date that your advisors determine. The IGSD will send all documentation with one cover letter to the appropriate embassy to expedite the visa process for your group. The single entry visa fee of has been built into your housing charge.

If you are not a U.S. citizen, it is your responsibility to determine what other documentation you will need to file to obtain your visa.
How to Take Money

You should take a sufficient amount of living/spending money with you. The IGSD recommends the following modes of carrying money.

**Travelers Checks**
Rather than carrying large amounts of cash, it is always safer to take most of your money in travelers’ checks. Remember to record the serial number, denomination, and the date and location of the issuing bank or agency. Keep this information in a safe and separate place. In case your checks are lost or stolen, you can get replacements quickly with this information.

**Credit Cards**
Some credit cards can be used worldwide, even for cash advances. However, be sure to monitor your charges carefully, so as not to exceed your limit -- do not forget to account for the exchange rate! Leave all unnecessary cards at home. Record the numbers and expiration dates for the cards you take in a separate place. Always report the loss or theft of your credit cards immediately to the issuing companies and notify the local police.

**ATM info:**
Making withdrawals from an ATM is generally considered to be the easiest and least expensive way of accessing money while abroad. The biggest advantage is that regardless of the size of your withdrawal, you will receive the wholesale exchange rate which banks use. ATM networks like the Global ATM Alliance, Cirrus and PLUS are used widely around the globe, although you should be sure to verify that your network operates in the country to which you’re going. The following websites provide links to ATM locator services for each network:

- http://www.scotiabank.com/cda/content/0,1608,CID8040_LIDen,00.html

Before you leave, you should contact your bank to let them know where you will be and for how long. Many banks view activity such as withdrawals in another country as an alert to possible fraudulent activity on your account. Telling them ahead of time, may prevent your accounts from being frozen -- a massive inconvenience when you’re abroad.

**Things to consider when using ATMS abroad include the following:**
1. Be sure you know the numeric equivalent of your PIN if it contains letters as well as numbers. ATMs abroad may only provide numbers.
2. Some ATMs (especially in Europe) do not accept PINs longer than 4 numbers. You may wish to contact your bank to change your PIN if it is longer than four digits.

There are of course fees associated with using most ATMs, and some of these can be significantly higher than the fees you are used to paying in the U.S. You should check with your bank (be sure to ask if they assess extra fees for international ATM use), and plan for these extra expenses in your budget.
Finally, be sure to keep your ATM card and your money in a safe place. When withdrawing cash from an ATM be sure to do so in a well lighted, safe location so that you decrease your profile as a potential target for theft.

Source:  www.independenttraveler.com

Foreign Currency
Before departing, it is recommended that you purchase some foreign currency to use for buses, taxis, food, phones or tips when you first arrive. You can purchase several currencies at the airport, but be advised that they only carry major currencies and that exchange windows may be closed depending upon your time of departure. You may be able to purchase foreign currency at one of your local banks. Do not change all of the money you plan to take while still in the U.S. The exchange rate is always better in the host country.
Section 2 - Health & Safety

Safety Policies

When traveling to an off-campus project site, there are a number of precautions you should follow in order to travel safely:

- Do not leave your bags or belongings unattended at any time. Security in airports and train stations are instructed to remove or destroy any unattended baggage. Do not agree to carry or look after packages or suitcases for individuals you do not know well. If someone approaches you to make such a request, tell security immediately. Make sure that no one puts anything in your luggage without your knowledge. Take all questions from airport personnel seriously and do not make jokes in response to security questions.

- Safeguard your passport! Your passport is the most valuable document you will carry abroad. It is your best form of identification and confirms your citizenship. You must guard it carefully. Do not lend it to anyone or use it as collateral for a loan of any sort. You will need it when you check into hotels, embassies or consulates, or when cashing travelers’ checks. Some countries require that you carry it with you at all times as a means of identification. When you carry your passport, hide it securely on your person. Do not leave it in a handbag, book-bag, backpack or in an exposed pocket.

- Never keep all of your documents and money in one place or suitcase. You should make a list of all of your important numbers - your passport information as well as credit cards, travelers’ checks and airline ticket numbers. Leave a copy at home, and carry a copy with you, separate from your valuables.

- Always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor an itinerary in writing. All student need to be accounted for every weekend whether you are traveling or not, see Appendix D.

- The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.

- Have sufficient funds or a credit card on hand to purchase emergency items such as train or airline tickets.

- Always be careful about traveling alone.

- All WPI students who are participating in the Cape Town Project Center B 2009 Project are expected to behave in a manner so as to not put themselves at risk.

- All students have an obligation to look out for each other and themselves. This means that if one student observes another engaging in risky behavior, that student should report the behavior to either of the faculty advisors. The faculty advisor must then address the issue with the student at risk. Repeated behavior identified as risky will be cause to be sent home.

- Be as inconspicuous in dress and demeanor as possible. If the host country nationals do not wear baseball caps and sneakers, you will stand out as a foreigner if you do.

- Do not flash money or documents in public places. Be discreet in displaying your passport.
AVOIDING TRAVEL RISKS

Prepared By:
William L. Granahan CIC,LIA,CMC, Senior Consultant
J.H. Albert International Insurance Advisors, Inc.
Two Chestnut Place
72 River Park
Needham Heights, MA 02494-2631

Planning and Preparing:

Do not display provocative luggage tags, overly patriotic displays or any other indications that you are from the United States;

Do not pack anything that could be construed as a weapon, including knives, nail files, razors or other sharp instruments;

Arrive at the airport at least three hours in advance of your flight.

Air and Ground Travel:

Dress casual and look like a traveler; do not dress like a “flamboyant” US patriot;

Spend little time in foreign airports or public transportation areas that carry a high risk of or invite terrorist attacks;

Avoid air, rail and local ground carriers from countries where terrorist groups are based or have grievances;

Avoid flights or trains with intermediate stops, especially stops in hostile countries, which would allow terrorists to board;

In the Country:

Avoid countries, areas of countries and regions, even for leisure travel on weekends, that are hostile or likely to be hostile to Americans;

Study and understand the customs and political environment of the country(s) you are visiting;

Be prudent in your choice of eating and drinking establishments;

Avoid political discussions, confrontation and arguments;

Do not reveal personal information to casual acquaintances;

Beware of overly friendly or flirtatious persons;

Always travel in groups of two or more people;

Should you find yourself present during a coup, uprising or riot, remain in a safe harbor, such as your hotel or residence, that is not apt to be a military target;

Carry the phone number and address of the American Embassy and local police – and a cell phone if possible;

Return to your apartment or living quarters at a reasonable, early hour every night.
Safety Tips from the U.S. Department of State

Crime in many parts of the world seems to be increasing.

Visitors should take common sense precautions:

- Safety begins when you pack. Leave expensive jewelry behind. Dress conservatively; a flashy wardrobe or one that is too casual can mark you as a tourist. Use travelers’ checks, not cash. Leave photocopies of your passport personal information page and your airline tickets with someone at home and carry an extra set with you.

- Use a money belt or a concealed money pouch for passports, cash and other valuables.

- In a car, keep doors locked, windows rolled up and valuables out of sight. A common trick is for a thief to reach through a car window and grab a watch from a persons’ wrist or a purse or package from the seat while you are driving slowly or stopped in traffic.

- When you leave your car, try to find a guarded parking lot. Lock the car and keep valuables out of sight.

- When walking, avoid marginal areas of cities, dark alleys and crowds. Do not stop if you are approached on the street by strangers, including street vendors and beggars. Be aware that women and small children, as well as men, can be pickpockets or purse-snatchers. Keep your billfold in an inner front pocket, carry your purse tucked securely under your arm, and wear the shoulder-strap of your camera or bag across your chest. To guard against thieves on motorcycles, walk away from the curb, carrying your purse away from the street.

- Use official taxi stands rather than cruising taxis. Illegal taxis can be decoys for robbers.

- Whenever possible, do not travel alone. If you travel in isolated areas, go with a group or a reputable guide.

- Avoid travel at night.

- Money exchangers on the street pass off counterfeit U.S. dollars and local currency. Credit card fraud is growing.

- Do not take valuables to the mountains or on excursions.

Any U.S. citizen who is criminally assaulted should report the incident to the local police and to the nearest U.S. embassy or consulate.

The U.S. department of State has produced a website specifically for students going abroad. This site provides student specific travel tips and advice, and we strongly encourage you to visit it: [www.studentsabroad.state.gov](http://www.studentsabroad.state.gov).
Drugs and the Legal System

When you are in a foreign country, you are subject to its laws. Learn about local laws and regulations, preferably before you arrive on site, and obey them. Deal only with authorized outlets when exchanging money or buying items such as airline tickets and travelers checks. Adhere strictly to the local laws because the penalties you risk are severe.

About 3,000 Americans are arrested overseas each year. Of these, approximately one-third are held on drug-related charges. Despite repeated warnings, drug arrests and convictions are still a common occurrence. Many countries have stiff penalties for drug violations and strictly enforce drug laws. You are subject to foreign, not U.S. laws while overseas, and you will find, if arrested, that:

- because you are subject to local laws abroad, there is very little that a U.S. consul can do for you if you encounter legal difficulties
- few countries provide jury trial
- most countries do not accept bail
- prisons may lack even minimal comforts: bed, toilet, wash basin
- officials may not speak English
- nutrition is often inadequate
- physical abuse, confiscation of personal property and inhumane treatment are possible

In other words, it is not worth imprisonment or extradition to break local laws. Be mature. Remember that laws are established for reasons (and you don’t need to agree with those reasons), and that you are a guest, and should behave as such.
Health Issues: HIV and AIDS information

Acquired immunodeficiency syndrome (AIDS) is a severe, often life-threatening, illness caused by the human immunodeficiency virus (HIV). The incubation period for AIDS is very long and variable, ranging from a few months to many years. Some individuals infected with HIV have remained asymptomatic for more than a decade. Currently, there is no vaccine to protect against infection with HIV. Although there is no cure for AIDS, treatments for HIV infection and prophylaxis for many opportunistic diseases that characterize AIDS are available.

The universal precaution to prevent infection of either AIDS and/or HIV is to assume that everyone you meet has these diseases. While this may seem extreme, there is no way to judge from looking at someone whether or not they have been exposed to these illnesses or if, in fact, they are infected.

HIV infection and AIDS have been reported worldwide. The number of persons infected with HIV is estimated by WHO to be approaching the range of 18 million worldwide. Because HIV infection and AIDS are globally distributed, the risk to international travelers is determined less by their geographic destination than by their sexual and drug using behaviors.

Transmission and Prevention Information

The global epidemic of HIV infection and AIDS has raised several issues regarding HIV infection and international travel. The first is the need of information for international travelers regarding HIV transmission and how HIV infection can be prevented.

HIV infection is preventable. HIV is transmitted through sexual intercourse, needle or syringe sharing, by medical use of blood or blood components, and perinatally from an infected woman to her baby. HIV is not transmitted through casual contact; air, food, or water routes; contact with inanimate objects; or through mosquitoes or other arthropod vectors. The use of any public conveyance (e.g., airplane, automobile, boat, bus, train) by persons with AIDS or HIV infection does not pose a risk of infection for the crew or other passengers.

Increased risk for contracting AIDS and HIV

Travelers are at risk if they:

- have sexual intercourse (heterosexual or homosexual) with an infected person;
- use or allow the use of contaminated, unsterilized syringes or needles for any injections or other skin-piercing procedures including acupuncture, use of illicit drugs, steroid or vitamin injections, medical/dental procedures, ear or body piercing, or tattooing;
- use infected blood, blood components, or clotting factor concentrates. HIV infection by this route is a rare occurrence in those countries or cities where donated blood/plasma is screened for HIV antibody.

People should avoid sexual encounters with a person who is infected with HIV or whose HIV infection status is unknown. This includes avoiding sexual activity with intravenous drug users and persons with multiple sexual partners, such as male or female prostitutes. Condoms, when used consistently and correctly, prevent transmission of HIV. Persons who engage in vaginal, anal, or oral-genital intercourse with anyone who is infected with HIV or whose infection status is unknown should use a condom.
For the information made available by the Center for Disease Control, please go to the following web address

http://wwwn.cdc.gov/travel/yellowBookCh4-HIVAIDS.aspx
WPI Offices

Interdisciplinary and Global Studies Division
Project Center, 2nd Floor
T 508-831-5547
F 508-831-5485
• Prof. Rick Vaz, Dean
  x 5344, vaz@wpi.edu
• Natalie A. Mello
  Director of Global Operations
  x 5852, nmello@wpi.edu

Academic Advising & Disability Services
Daniels Hall
T 508-831-5381
F 508-831-5486
• Dale Snyder, Director
  X5281, dsnyder@wpi.edu

Accounting Office
Boynton Hall, 2nd Floor
T 508-831-5754
F 508-831-5064
• Constance LaBounty
  Accounting Clerk
  x 5203, labounty@wpi.edu

Central Mailing Services
Campus Center, 1st Floor
T 508-831-5523
F 508-831-5753
• Celia McLaren, Supervisor
  x 5683, cmclaren@wpi.edu

Financial Aid
Boynton Hall, Lower Level
T 508-831-5469
F 508-831-5039
• Monica Blondin, Director
  x 5469, mmlucey@wpi.edu

International Students and Scholars Office
28 Trowbridge Road
T 508-831-6030
F 508-831-6032
• Mr. Tom Thomsen, Director
  x6030, hartvig@wpi.edu

Academic Technology Center
Fuller Labs, 1st Floor
T 508-831-5220
F 508-831-5881
• Mary Beth Harrity, Director
  X5223, mharrity@wpi.edu

Registrar’s Office
Boynton Hall, 1st Floor
T 508-831-5211
F 508-831-5931
• Alaina Wiehn, Registrar
  x 5211, awiehn@wpi.edu
• Marjorie Roncone
  x 5457, mroncone@wpi.edu

Residential Services
Ellsworth Residence, Institute Road
T 508-831-5175
F 508-831-5870
• Naomi Carton, Director
  x 5175, letendre@wpi.edu

Student Development and Counseling Center
157 West Street
T 508-831-5540
F 508-831-5139
• Charles Morse, Director
  x 5540, cmorse@wpi.edu

Student Life Office
Campus Center, Main Level
T 508-831-5520
F 508-831-5581
• Philip Clay, Dean of Students
  X 5507, pclay@wpi.edu
**Internet Addresses**

The following are web addresses that you may find helpful, particularly before you leave for your site.

<table>
<thead>
<tr>
<th><strong>Health &amp; Safety Sites</strong></th>
<th><strong>Travel Sites</strong></th>
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| Center for Disease Control (CDC)  
http://www.state.gov/www/background_notes/index.html |
| American Society of Tropical Medicine and Hygiene (ASTMH)  
http://www.astmh.org | Travel Warnings and Consular Information Sheets  
http://travel.state.gov/travel/warnings.html |
| Council on International Educational Exchange (CIEE)  
http://www.ciee.org | Links to U.S. Embassies and Consulates Worldwide  
http://travel.state.gov/visa/questions_embassy.html |
| Travel Safe: AIDS and International Travel  
http://www.ciee.org/health_safety/health/AIDS_intl_travel.aspx | Services and Information for American Citizens Abroad  
http://travel.state.gov/travel/abroad.html |
| Lonely Planet  
http://www.lonelyplanet.com/travel_services/Flights/single_return.cfm | Travel Warning on Drugs Abroad  
http://travel.state.gov/travel/livingabroad_drugs.html |
| The Travel Clinic  
http://www.drwisetravel.com/index.html | Women's Sites  
Journeywoman  
http://www.journeywoman.com |
| Travel Health Online  
Access-Able  
http://www.access-able.com/tips/ |
| U.S. State Department  
http://travel.state.gov | Air Travel Tips and Resources  
http://www.miusa.org |
| Association for Safe International Road Travel (ASIRT)  
http://www.asirt.org/ | |
| StudyAbroad.com Handbook  
http://www.studyabroad.com/handbook/safety.html | |
| NAFFSA: Association of International Educators  
http://www.nafsa.org/ | |
Advice from the CDC: General Travel Precautions

The following web address should be accessed for health information specific to where you will be traveling: http://wwwn.cdc.gov/travel/default.aspx. We strongly encourage all students to review these guidelines, advice and suggestions carefully. If vaccines are recommended then you should consult with your own personal health care professional (who has knowledge of your medical history) to determine what the best course of action is for you. The IGSD cannot provide medical advice. Any opinions expressed by students, advisors, or center directors with regard to medical issues are only opinions and should not be taken as authoritative.

The preventive measures you need to take while traveling depend on the areas you visit and the length of time you stay. All travelers should take the following precautions, no matter the destination:

- Wash hands often with soap and water.
- Because motor vehicle crashes are a leading cause of injury among travelers, walk and drive defensively.
- Avoid travel at night if possible and always use seat belts.
- Always use latex condoms to reduce the risk of HIV and other sexually transmitted diseases.
- Don’t eat or drink dairy products unless you know they have been pasteurized.
- Don’t share needles with anyone.
- Never eat undercooked ground beef and poultry, raw eggs, and un-pasteurized dairy products. Raw shellfish is particularly dangerous to persons who have liver disease or compromised immune systems.
- Drink only bottled or boiled water, or carbonated (bubbly) drinks in cans or bottles. Avoid tap water, fountain drinks, and ice cubes. If this is not possible, make water safer by BOTH filtering through an “absolute 1-micron or less” filter AND adding iodine tablets to the filtered water. “Absolute 1-micron filters” are found in camping/outdoor supply stores.
- Eat only thoroughly cooked food or fruits and vegetables you have peeled yourself. Remember: boil it, cook it, peel it, or forget it.
- If you visit an area where there is risk for malaria, take your malaria prevention medication before, during, and after travel, as directed. (See your doctor for a prescription.)
- Protect yourself from insects by remaining in well-screened areas, using repellents (applied sparingly at 4-hour intervals), and wearing long-sleeved shirts and long pants from dusk through dawn.
- To prevent fungal and parasitic infections, keep feet clean and dry, and do not go barefoot.

To Avoid Getting Sick
- Don’t eat food purchased from street vendors.
- Don’t drink beverages with ice.
- Don’t eat dairy products unless you know they have been pasteurized.
- Don’t share needles with anyone.
- Don’t handle animals (especially monkeys, dogs, and cats), to avoid bites and serious diseases (including rabies and plague).
- Don’t swim in fresh water. Salt water is usually safer.

What You Need To Bring with You
- Long-sleeved shirt and long pants to wear while outside whenever possible, to prevent illnesses carried by insects (e.g., malaria, dengue, filariasis, and Japanese encephalitis).
• Insect repellent containing DEET (diethylmethyltoluamide), in 30%–35% strength for adults and 6%–10% for children.
• Over-the-counter antidiarrheal medicine to take if you have diarrhea.
• Iodine tablets and water filters to purify water if bottled water is not available. See Do’s above for more detailed information about water filters.
• Sunblock, sunglasses, hat.
• Prescription medications: make sure you have enough to last during your trip, as well as a copy of the prescription(s).

**After You Return Home**
• If you have visited an area where there is risk for malaria, continue taking your malaria medication weekly for 4 weeks after you leave the area.
• If you become ill after travel—even as long as a year after your trip—tell your doctor the areas you have visited.

Section 3 – Cape Town Site Specific Information

Paperwork Deadline

All paperwork for Cape Town B09 must be in the IGSD office by Thursday, October 1, 2009, by 3:00 p.m.

This guide is to help you prepare for your project in South Africa by letting you know what to expect and what is expected of you to have an enjoyable, productive IQP experience.

Dates

Please adhere strictly to the following dates:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Arrive at WPI housing</td>
<td>Friday, October 23, 2009</td>
</tr>
<tr>
<td>Orientation meeting</td>
<td>Saturday, October 24, 2009</td>
</tr>
<tr>
<td>Depart WPI housing</td>
<td>Saturday, December 19, 2009 – vacate housing</td>
</tr>
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</table>

If you wish to arrive early, you must find your own accommodations. You cannot expect to get into the WPI housing early, but may contact the lodge (see below) or other hotels to inquire about making reservations. On arrival day, your advisors will meet with you briefly to facilitate moving in. All students must attend the orientation meeting.

Getting From Airport to Lodging

WPI will arrange for students to be picked up at the Cape Town airport by taxi on “arrival day” and taken to our lodging (look for the taxi driver holding a “WPI” sign). If you have arranged to arrive early at the WPI lodging, we will help you arrange through the lodge to have a taxi pick you up. Your program fee will pay for taxis provided through the WPI lodging. Alternatively, the taxi ride from the airport to Cape Town lodging takes about 30 minutes, is easy to arrange at the airport, and should cost about R180 plus 10% tip (which can be split among passengers). If you have any problems, call the lodge and/or your advisors.

Lodging

St. John’s Waterfront Lodge
6 Braemer Rd
Green Point
Cape Town, South Africa, 8005
Tel: dial 021-439-1424 from within South Africa, dial 011 27 (21) 439-1424 from US
Email: bookings@stjohns.co.za, Web: www.stjohns.co.za
Located one block off Sommerset Rd (or “Main Rd”) between Wessels and Vesperdene

About St. John’s Waterfront Lodge

The lodge is a casual, comfortable backpacker inn located in the Green Point neighborhood, a very attractive and entertaining part of Cape Town. It is a 10 minute walk from the Victoria and Alfred Waterfront, a principal shopping and tourist venue in Cape Town and all of Africa. St. John’s Lodge is just off Sommerset Road, a lively stretch of cafes, restaurants, shops, and residential buildings. Other Cape Town destinations, such as Long Street and Green Market Square, are also nearby. See the lodging website for additional information and photos. Previous students have been very happy with these accommodations.
**Lodging Protocols**

Other guests will also be staying at the lodge and it is vital that we be perceived as responsible, valued guests. Important information on housing protocols will be discussed at our initial orientation meeting. Non-compliance with housing protocols can result in your removal from lodging and the Cape Town Project Centre. Some important points:

- **No overnight guests** are allowed in our housing. Any breaches of this rule will result in all occupants of the room being held equally responsible and liable for disciplinary action. If you are romantically involved with any other student at the Centre, please be considerate of your roommates and don’t embarrass yourself or others.
- Keep things clean: Your rooms, and especially all public spaces.
- Report any damage or safety issues immediately to lodging staff and WPI advisors.
- Consistent with WPI’s Residence Hall policy, students are not allowed to have pets in project center housing. The lodge is home to two dogs and a cat.
- Quiet time must be respected.

**Rooming**

Student rooms are generally doubles or singles with shared bathroom facilities, though some students may be housed 3 or 4 to a room (in suitably large rooms). The rooms are very basic rooms with beds, closet, lights, and little else. They are perfectly adequate and you may “accessorize” as you wish. All rooms lock and you may store passports and valuables in a safe in the main office.

**Eating**

The lodge has shared kitchen facilities for guests, including refrigerator, stoves, cooking equipment, dishes, silverware, and even an outdoor BBQ. The kitchen is always open so you can prepare meals and snacks whenever you like, but everyone needs to clean up after themselves. Breakfast may be purchased for a small fee.

There are small grocery and “convenience” stores very close by and a major supermarket with an abundance of familiar groceries and prepared meals located 10 minutes walk away (“Pick n’ Pay” at the Waterfront). Grocery prices are somewhat less expensive than in Worcester. There are also many interesting, reasonably priced restaurants in the area. The public water supply is considered safe to drink.

**Lounging**

The ground floor and outdoor patio areas contain a variety of cozy spaces for eating, socializing, working, watching TV/videos, soaking in one of two pools, etc.

**Exercising**

The Virgin Active Gym located at the V&A Waterfront has memberships at about R525 monthly or R95/visit and offers a full line of equipment, plus squash and tennis courts, soccer field, sauna, steam room, etc.

**Cleaning**

Please keep your room reasonably clean and orderly, and all public places **scrupulously** clean. Lodging staff will clean your room upon request, assuming it is orderly.

**Linens and bath supplies**

Bed linens, blanket, and towels (but not wash clothes) are provided. Linens are cleaned weekly or as needed. You will need to supply shampoo, soap, etc.
**Internet & Computing**
The lodge offers wireless Internet connectivity that is suitable for all basic needs – web browsing, email, project research and phone over internet service (e.g., Skype for calling home). The available bandwidth is very limited, however, and all students must refrain from intensive activities like video transfer, video Skyping, etc. There is an Internet café nearby for such uses. Every effort will be made to maintain Internet service, but service is less reliable than in the US.

It is hoped most project-related printing will be done at the sponsor’s office, but WPI will provide one color printer/scanner/copier at the lodge for small work-related printing, with students responsible for supplying toner, paper, etc. Copy shop services are available at the V&A Waterfront. While working in South Africa, it is essential that all students maintain sound anti-virus procedures. No one, especially sponsors, wants to deal with imported viruses.

**Laundry**
Laundry facilities are available on-site and a weekly laundry service option will also be offered at about R45 per bag, with morning drop off at the front desk and pick-up in the afternoon. There are also 2 laundry services located within a 5 minute walk. Irons donated by previous students are available for your use.

**Electricity**
Electricity in southern Africa runs on 220/230V, 50Hz AC, and sockets take round or flat-pinned plugs, so converter/adaptors are necessary. At arrival day check-in, the CTPC will provide adaptors for initial student use. Adaptors can also be purchased locally. Computers and cell phones should work fine, but hairdryers and other appliances need transformers, so it is best to purchase these locally.

**Telephones**
Cell phones: All students are required to obtain and carry with them at all times during the 2 month onsite portion of the IQP a working cell phone. You may bring your own cell phone, if you verify with your provider that it will work in South Africa. Cell phones may also be purchased on your first weekend near your lodging easily and inexpensively (under R300). Calling in South Africa, however, is expensive – often R1-R2 (or 10-20¢) per minute, whether by cell phone, landline, or prepaid calling card. Please plan ahead with friends and relatives you wish to stay in touch with, as IQP students elsewhere have been known to run up very large telephone bills, which makes for a nasty surprise for all concerned.

Landlines: There are no telephones in your rooms. To make calls you can use the public phone located in the lobby and an international calling card for long distance (readily available everywhere in Cape Town). The lodge will take messages for you at the desk, but will not seek you out (except for true emergencies), so you have to check with them about messages.

To call South Africa from the US: **Dial 011-27-(Area Code)-Phone Number.** 011 is the code used to place most international calls from the US and 27 is the South Africa country code. Note that South Africa telephone numbers are typically written as follows: +27 (021) 439-0807. When calling to South Africa, **omit the leading 0** in the area code. When calling within South Africa, omit the 27 country code, but include the leading 0.

**Mail**
You may have mail sent to you care of the lodge at the address above. Allow 1 to 3 weeks for mail to arrive in Cape Town, and be sure to ask people not to send mail in the final 3 weeks of your stay, as you may miss it (late mail will NOT be forwarded or saved). There is also a post office very near the lodge.
**Banking**

The easiest way to get Rands is at an ATM, which are ubiquitous in Cape Town and other cities, less so in rural areas. Avoid exceeding your ATM cash limit in the day immediately preceding your arrival in South Africa so that you can access your funds right away. Budget more than you think is necessary so you don’t get short on cash. You can receive wire transfers from the states through a bank in emergencies. Travelers checks have proven inconvenient for some, who found they needed to be cashed at specific banks (identification required). **In addition to an ATM bank card, be certain to have a credit card for emergencies. Be sure to notify your credit card and ATM card companies that you will be traveling in South Africa** and ask them to verify that your card will work (you may want to inquire also about costs of overseas transactions). As of May 2009, $1.00 = ~8.3 rand, though the exchange rate has varied from about 6.5 to 11 rand to the dollar over the past 2 years.

**Transportation**

Mass transit in Cape Town is by “minivan taxis” that travel along main routes operating like buses for a fee of about R5. Most student travel is by private “radio” taxis that are easily arranged by calling ahead and inexpensive when costs are shared. One recommended company is Sea Point Radio Taxis (084) 218-7932. To get to other parts of South Africa you are advised to make arrangements through a travel agent or to use one of the travel services suggested by the Lodge.

**Medical/Dental Service**

There is excellent medical care available in Cape Town. The following private medical care and emergency facilities are recommended for travelers over public hospitals. Routine illnesses are managed through a local physicians’ practice that offers excellent and convenient care. Project advisors will help students access the care they need.

Check with your stateside medical insurance company to see if it will cover you in South Africa and to find out how you would make a claim. Be sure to tell your carrier the dates of your stay in South Africa. In addition, you will have access to the emergency coverage through your international ISIC ID card, but make sure you understand the terms of that coverage and how it would work in regards to your primary medical insurance.

You must pay on the spot for service, but you may be able to use a credit card. Care is much cheaper than in the U.S. Usually, you can claim payments after the fact from your insurance company, so make sure you **BRING A CREDIT CARD FOR EMERGENCIES** and make sure you get a full written account of both diagnosis and treatment from the medical personnel involved in any treatment that you receive. You can’t assume you won’t get sick. Do not assume that advisors can front the money for you.
Cape Town Medical and Emergency Contacts

<table>
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<tr>
<th>Service Description</th>
<th>Contact Details</th>
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<tbody>
<tr>
<td>National Police emergency number from a mobile phone (Free on all mobile networks)</td>
<td>112</td>
</tr>
<tr>
<td>Cape Town all emergency services (Free on all mobile networks)</td>
<td>107</td>
</tr>
<tr>
<td>National Police emergency number (Toll-free from landlines/ payphones)</td>
<td>10111</td>
</tr>
<tr>
<td>Poison Information (Toll-free from landlines/ payphones)</td>
<td>0800 333 444</td>
</tr>
<tr>
<td>Netcare Christiaan Barnard Hospital 181 Longmarket Street, Cape Town Ambulance service to above hospital ER 21</td>
<td>021 480 6111</td>
</tr>
<tr>
<td>Netcare Christiaan Barnard Hospital 181 Longmarket Street, Cape Town</td>
<td>084 124</td>
</tr>
<tr>
<td>Local Pharmacy - &quot;Adalfi&quot;- Main Rd, Sea Point 15 min walk from Big Blue (left on Main Rd)</td>
<td>021 434 5888</td>
</tr>
<tr>
<td>Local GP (Medical Doctor) Dr. Julie Etellin, Dr. Nicholas, Dr. Melanie 144 Main Rd, Sea Point (office in white house next to church on right just past Marais St.)</td>
<td>021 434-9741 (afterhours) 082-926-8442</td>
</tr>
<tr>
<td>Local Dentist - Dr Nico Botha 3 Ashstead Road Green Point</td>
<td>021 434 4521</td>
</tr>
<tr>
<td>Mental Health Facility: Groote Schuur Hospital Health Park, Observatory, Cape Town</td>
<td>021 404 9111</td>
</tr>
<tr>
<td>Basil Tommy, CTPC local coordinator</td>
<td>084 628 2320 cell 021 552 4465 home</td>
</tr>
<tr>
<td>US Consulate in Cape Town</td>
<td>021 702 7300 day 084 950-0784 evenings</td>
</tr>
</tbody>
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Faculty Accommodations

Advisor lodging is located 1 block from student lodging at:
Cascades Holiday Apartment
Apartments 402 and 501
8 Vesperdene Rd.
Green Point, Cape Town 8001, South Africa
Office phone: +27 (021) 434-0480
Manager: Andre Rose Tupper

Mailing address:
c/o Andre-Rose Tupper
Cascades Holiday Apartment
Box 883
Green Point
Cape Town 8051, South Africa

Dress Standards

Cape Town in October is in early summer. For around town, bring summer clothes and a sweater or windbreaker for the evenings, which can get cool. For office work and when interacting with professionals, please dress in accordance with your sponsoring agency’s custom. In most cases this will mean business casual, meaning casual but professional, modest clothing (e.g., not khakis, tank tops, or shorts). For work in informal settlements, jeans and shirt or tee-shirt is best.
Ask former students and/or your liaison about appropriate dress. Bring one set of somewhat more formal attire for public presentations.

For safety and cultural reasons, avoid calling undue attention to yourself. Dress modestly and always **avoid displaying jewelry or valuables**. Local people do not wear shorts in the city, so neither should you. Long pants, skirts and long sleeved shirts also protect you from the sun. If you go on a safari, you will need hiking boots or sturdy sneakers with big, slip-resistant tread. Bring a backpack and water bottle for weekend travel. Bring #15 or higher sun block for both rural areas and the city; the tropical sun is dangerous. You will have a great tan after a few short days even if you wear sun block every day.

**Safety Planning**

Please review carefully all health and safety information included elsewhere in this handbook. In addition, important safety information will be discussed during preparation in Worcester and during orientation in Cape Town. We will discuss safety precautions in both the “developed areas” of Cape Town (including the main business and tourist areas around the lodge where you are likely to spend time visiting, shopping, eating, and having fun) and in the less developed settlements where some of our project work will occur.

- **Around downtown and other developed areas, strict adherence to basic safety precautions** will be essential -- travel in groups, take private taxis at night, avoid displaying jewelry or valuables, don’t go home with strangers, use good judgment in the clubs you visit, etc.
- **Travel to or within settlements and less developed areas is prohibited, except as arranged by WPI and your sponsors.** You must be accompanied by a guide identified by WPI and your sponsors as someone familiar with the area and knowledgeable about safety precautions appropriate to your activities there.
- **Travel beyond Cape Town** for hiking, safari, day visits or overnights should be arranged through one of the many licensed tour operators readily available on-line and through arrangement with the St. John’s Lodge.
Consular Information

April 24, 2009

COUNTRY DESCRIPTION: South Africa is a parliamentary democracy and is in many respects a developed country, although much of its population lives in poverty. All major urban areas have modern, world-class hotels and tourist facilities. Game parks and areas most often visited by tourists have a wide range of facilities. Food and water are generally safe, and a wide variety of consumer goods and pharmaceuticals are readily available. The capital is Pretoria, while the seat of parliament is located in Cape Town. Johannesburg is the financial capital and largest city in South Africa. Durban is home to Africa’s busiest port and is the number one tourist destination for South Africans. Read the Department of State Background Notes on South Africa for additional information.

ENTRY/EXIT REQUIREMENTS: PLEASE NOTE: We recommend that the passports of all travelers to South Africa contain at least two completely blank (unstamped) visa pages each time entry is sought. These pages are in addition to the endorsement/amendment pages (as many as four) at the back of the passport. While South African statutes require only one completely blank visa page, this rule has been applied inconsistently by South African immigration officials. In addition, any trip to a neighboring country would necessitate another blank page upon return. Travelers lacking adequate blank pages in the passport may be refused entry into South Africa, fined, and returned to their point of origin at the traveler’s expense. South African authorities have denied diplomatic missions access to assist in these cases. As a general precaution, all travelers are advised to carry a photocopy of the photo/bio information page of their passport and keep it in a location separate from the passport.

Visitors to South Africa for tourism, short business meetings, or those in transit do not require visas for stays of up to 90 days. In the event a traveler overstays that period without a permit issued by the South African Department of Home Affairs, he or she may be subject to a fine of up to 3,000 rand (approximately 300 US dollars). All others, including academics, students on educational trips, and volunteers, may need visas. Americans who intend to work in South Africa must apply for work permits before arrival; otherwise they risk being refused admission and returned to their point of origin. It is strongly suggested that all travelers check the latest requirements with the nearest South African Embassy or Consulate before traveling.

Travelers entering South Africa from countries where yellow fever is endemic are often required to present their yellow World Health Organization (WHO) vaccination record or other proof of inoculation. If they are unable to do so, they must be inoculated at the airport in order to be permitted entry.

Visit the Embassy of South Africa website for the most current visa information.

Information about dual nationality or the prevention of international child abduction can be found on our web site. For further information about customs regulations, please read our Customs Information sheet.
SAFETY AND SECURITY: Travelers are encouraged to be vigilant and avoid any large gathering, particularly protests and demonstrations. The possibility of violence, including threats against American interests, should not be discounted, particularly in times of heightened world tension.

South Africa has seen a number of attacks directed at foreigners – particularly refugees or immigrants from other African nations. Many of the attacks were centered in Johannesburg and the province of Gauteng in low income neighborhoods and informal settlements, but incidents of mob violence have taken place throughout the country. Many individuals have been killed in these incidents and many more, both targeted victims and bystanders, have been injured. While there have been no reports of Americans or other non-African visitors being targeted, these incidents of mob violence have sprung up quickly and proven difficult for local authorities to control. American residents and visitors are advised to listen to local media for reports of such incidents and to avoid areas (including but not limited to townships) where they may be likely to occur.

For the latest security information, Americans traveling abroad should regularly monitor the Department of State, Bureau of Consular Affairs’ website, where the current Travel Warnings and Travel Alerts, as well as the Worldwide Caution, can be found.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll-free in the U.S. and Canada, or for callers outside the U.S. and Canada, a regular toll-line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect themselves in an overseas environment, see the Department of State’s information on A Safe Trip Abroad.

CRIME: Although the vast majority of visitors complete their travels in South Africa without incident, visitors should be aware that criminal activity, often violent, occurs routinely. Notwithstanding government anti-crime efforts, violent crimes such as armed robbery, carjacking, mugging, "smash and grab" attacks on vehicles, and other incidents are regularly reported by visitors and resident Americans.

Visitors and residents are advised of ongoing criminal activity involving organized crime gangs targeting individuals at shopping centers and other public places. Once a victim has been identified, he/she is followed back to his/her residence and robbed, usually at gunpoint, although the use of force is generally reserved for those offering some form of resistance. These gangs tend to target people appearing to be affluent, including those driving expensive cars, wearing eye-catching jewelry, flashing large amounts of cash, and/or making high-value purchases. Criminals also gravitate towards “soft” targets – people who appear preoccupied and do not pay attention to their immediate surroundings. Visitors who believe they are being followed should travel directly to a police station or other public location.

Automated Teller Machines (ATMs) have increasingly been targeted by criminals. The use of commercial explosives to blow up ATMs is a relatively new phenomenon in South Africa. In 2006, 54 such attacks were recorded. In 2007, the number of ATM bombings jumped to 387. While statistically affecting only a small percentage of machines, in 2008, the number of attacks rose to nearly 500. ATM bombings have usually taken place in the early hours of the morning in remote or isolated areas although recent attacks have taken place at gas stations and shopping complexes. Criminals also loiter near ATM machines and target persons withdrawing cash.
Based on these threats, the following security precautions are recommended: Avoid using ATMs in dark, remote, or isolated areas. ATMs located inside shopping malls, hotels, and banks are preferred since they are normally high-traffic areas, and monitored by security guards and cameras. Avoid using an ATM with a cord or other foreign object attached to it. Should you notice a suspicious device on an ATM, immediately leave the area; take cover, and notify the police. Shrapnel and debris from an explosion can travel long distances and cause serious injury or death. Before withdrawing money, scan the area for any suspicious persons or activity. Should anyone approach you while you are withdrawing money, immediately cancel the transaction and leave the area. Should you be confronted by an armed individual - immediately comply, avoid making sudden movements, and do not offer any form of resistance. Any hesitation on your part could be perceived as a threat and may result in unnecessary violence. Criminals do not discriminate. Members of the international diplomatic community have recently been included as targets of crime.

Motorists are urged to be extremely cautious when approaching intersections and to hide bags, cell phones, and other valuables from view. Criminals are on the lookout for valuable items they can see through car windows (see mention of “smash and grab” under traffic safety). Doors should be kept locked and windows rolled up at all times.

Crimes against property, such as carjacking, have often been accompanied by violent acts, including murder, when victims resist or are slow to respond to attackers’ demands. South Africa also has the highest incidence of reported rape in the world. Foreigners are not specifically targeted, but several have been the victims of rape. Victims of violent crime, especially rape, are strongly encouraged to seek immediate medical attention, including antiretroviral therapy against HIV/AIDS. Questions about how to receive such treatment should be directed to the nearest U.S. Embassy or Consulate.

Criminal activity, such as assault, armed robbery, and theft is particularly high in areas surrounding certain hotels and public transportation centers, especially in major cities. Theft of passports and other valuables is most likely to occur at airports, bus terminals, and train stations. A number of Americans have been mugged or violently attacked on commuter and metro trains, especially between Johannesburg and Pretoria. Several American travelers also reported theft of personal belongings after strangers whom they invited into their hotel drugged them. In at least one instance, an American died after being drugged and robbed in this manner.

There is a serious baggage pilferage problem at OR Tambo (Johannesburg) and Cape Town International airports, particularly affecting travelers changing airlines and those flying on smaller airlines—passengers flying on major international carriers may not be affected to the same degree. Travelers are encouraged to secure their luggage with Transportation Security Administration (TSA) approved locks, use an airport plastic wrapping service, and avoid placing electronics, jewelry, cameras or other valuables in checked luggage. Make an inventory of items in checked baggage to aid in claims processing if theft does occur.

In the Western Cape, police resources have been strained by continuing gang conflicts and vigilante violence in the low income areas and informal settlements in Cape Town. The Cape Flats area, surrounding townships, and squatter camps adjacent to the city center, should be avoided by people unfamiliar with the area. Additionally, travelers should be aware that muggings have become common along many popular routes on Table Mountain, a prime tourist destination in Cape Town. Visitors to Table Mountain should be vigilant, hike in groups, and not carry valuables.

Armed robbery of cash-in-transit vehicles and personnel occurs throughout South Africa and peaks during December and January due to the increase in cash flow from commercial stores to
banks. These attacks have also included incidents at major malls and in large grocery stores. Individuals should raise their level of situational awareness while in the vicinity of cash-in-transit vehicles and personnel and should avoid areas where they are located to the maximum extent possible.

Credit card fraud, counterfeit U.S. currency, and various check-cashing scams are frequently reported. Do not accept "assistance" from anyone, or agree to assist others with ATM transactions. Travelers should try to avoid using ATMs after bank business hours or in remote locations. When giving your credit card to a store or restaurant employee for processing, do not let the card out of your sight.

Visitors should also beware of telephone or email schemes, which attempt to win the confidence of an unsuspecting American who is persuaded either to provide privileged financial information or travel to South Africa to assist in a supposedly lucrative business venture. In 2008, there were several cases of Americans losing thousands of dollars and putting themselves in danger by responding to email financial scams (also known as "419 scams"). Some have traveled to South Africa only to lose more money and sometimes be physically attacked. See the State Department's financial scam web page. If you have lost money in a financial scam, please file a report with your local police and with the Internet Crime Complaint Center. Victims can also report Internet fraud to the FTC online or by phone, toll-free, at 1-877-FTC-HELP (1-877-382-4357).

To check on a business’s legitimacy while in the U.S., contact the International Trade Administration, Room 3317, Department of Commerce, Washington, DC 20230, telephone: 1-800-USA-TRADE or 202-482-5149, fax: 202-482-5198. If you are abroad, contact the nearest U.S. Embassy or Consulate.

INFORMATION FOR VICTIMS OF CRIME: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

The local equivalent to the “911” emergency line in South Africa is 10111.

See our information on Victims of Crime.

CRIMINAL PENALTIES: While in a foreign country, a U.S. citizen is subject to that country’s laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating South Africa’s laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in South Africa are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. Please see our information on Criminal Penalties.

SPECIAL CIRCUMSTANCES: Approximately one-quarter of the population of South Africa is infected with HIV, the virus that causes AIDS. Public awareness in the country as to how to protect against infection is increasing. However, travelers are advised to exercise appropriate
precautions if engaging in sexual activity, or if they become exposed to a blood source other than that supplied by a hospital for transfusion purposes.

While visiting game parks and reserves, it is dangerous to leave one’s vehicle or otherwise be on foot, even in the presence of a guide. Several incidents of wild animal attacks on tourists in the region have resulted in death or serious injury. If visiting South Africa’s expansive coastline, be mindful of the possible presence of sharks when swimming or engaging in water sports. In 2005 and 2006, in the False Bay area of the Western Cape, several people were attacked by sharks; some of the attacks were fatal. When a shark is spotted close to the shore, local authorities will sound a warning siren to notify swimmers.

Tragic accidents can occur when swimming in the ocean or walking/climbing on shore areas that are not designated beaches. Tourists have drowned when swimming in coastal waters, where tides and wave patterns can change unexpectedly and overwhelm even excellent swimmers. Do not swim alone in isolated beach areas. Do not dive into unknown bodies of water, because hidden rocks or shallow depths can cause serious injury or death.

Eskom, the major supplier of electricity in South Africa, has reported that the demand for electricity may exceed the available supply from time to time. In order to manage the situation Eskom periodically interrupts the supply to certain areas in rolling blackouts termed “load shedding.” Although information about possible outages is available on Eskom’s website, Eskom does not always adhere to the published schedule.

Unexpected power outages may strand individuals in extremely difficult or vulnerable circumstances such as in elevators or, in recent instances, on board the Table Mountain aerial cable car in Cape Town. Power failures may result in considerable inconvenience as most tourist sites are not equipped with generators and may be closed without prior notification. Blackouts may also contribute to traffic congestion, traffic signal failures and hazardous intersections. Please be mindful of any situation in which a sudden break in power could result in potential harm.

Please see our Customs Information.

MEDICAL FACILITIES AND HEALTH INFORMATION: Private medical facilities are good in urban areas and in the vicinity of game parks, but they may be limited elsewhere. Pharmacies are well stocked and equivalents to most American medicines are available.

While most of South Africa is malaria-free, malaria risk exists throughout the year in rural low-altitude areas of Limpopo and Mpumalanga provinces, including Kruger National Park and neighboring game reserves. Risk also exists in the coastal lowlands of KwaZulu-Natal north of the Tugela River (including in Zululand, but excluding urban areas of Richards Bay). In all risk areas, risk is much lower from June to September. Visitors should prepare accordingly and use malaria prophylaxis. For information on malaria, its prevention, protection from insect bites, and anti-malarial drugs, please visit the CDC malaria web page.

Tuberculosis is an increasingly serious health concern in South Africa. For further information, please consult the CDC’s Travel Notice on TB.

Since November 2008, cholera outbreaks have been reported across Zimbabwe and have affected South Africa’s Limpopo Province near the Zimbabwe border. Cholera is a potentially fatal bacterial infection of the intestine which causes severe diarrhea and dehydration. The disease is spread through untreated sewage and contaminated drinking water. Travelers to Limpopo Province are advised to drink boiled or bottled water and also use boiled or bottled water.
In food preparation. American citizens may consult local media and the United Nations Office for the Coordination of Humanitarian Affairs for updates on cholera cases in South Africa. The Consulate General recommends that any American citizen experiencing symptoms of severe diarrhea should seek immediate medical attention.

The U.S. Department of State is unaware of any HIV/AIDS entry restrictions for visitors to or foreign residents of South Africa. For more information about HIV/AIDS in South Africa, please see the “Special Circumstances” section below.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s (CDC) hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s website. For information about outbreaks of infectious diseases abroad, consult the World Health Organization’s (WHO) website. Further general health information for travelers is available from the WHO.

**MEDICAL INSURANCE:** The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Please see our information on medical insurance overseas.

**TRAFFIC SAFETY AND ROAD CONDITIONS:** While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning South Africa is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

Visitors intending to drive in South Africa are strongly encouraged to obtain an international driver’s license prior to their departure from the U.S. You may wish to contact the nearest South African Embassy or Consulate for up-to-date information about driver’s license requirements. While South African law does not normally require international driver’s licenses for stays of less than six months, insurance companies for both long-term residents and rental car customers often require proof of a South African or international drivers’ license in order to honor an insurance claim, even when such proof was not requested at the time the policy was secured.

Unlike the United States, where traffic moves on the right hand side of the road, traffic in South Africa moves on the left. Care must also be taken when crossing streets as a pedestrian. Travelers should use caution at all times when driving, and especially avoid nighttime travel outside major cities. Road conditions are generally good in South Africa. However, excessive speed, poor lighting on rural roads, and insufficient regulatory control of vehicle maintenance and operator licensing have resulted in a high and rapidly increasing number of traffic fatalities. Drivers should also take care to avoid pedestrians crossing roads, which occur frequently on major highways.

‘Smash and grab’ robberies are common throughout South Africa, particularly in urban areas, at traffic lights, and on highway off-ramps. In these cases an individual, often appearing to be a vendor or beggar, will walk down between lines of vehicles waiting at an intersection, surveying the contents of vehicles, especially on the passenger seat, for targets of opportunity. Once a promising candidate is located, the perpetrator will quickly smash the window and grab the item off the seat, departing at a run, often before the driver can even decipher what has happened. In another scenario an individual (or two working in tandem) may indicate to a driver an apparent flat tire or other problem and wait for the driver to pull over or exit the car before grabbing exposed valuables. Drivers should be particularly careful of this problem and avoid carrying anything of
value (e.g., briefcases, purses, cell phones, etc.) inside the car that could attract potential assailants.

Travelers are advised to carry mobile phones. U.S. mobile phones may not work in South Africa, but rental mobile phones are widely available and may be rented from kiosks at major airports. The nationwide emergency number for the police is 10111, and the nationwide number for ambulance service is 10177. It is not necessary to dial an area code for these numbers. Callers from mobile phones may not necessarily be connected immediately to the nearest emergency service. The rate of response varies from area to area, but is generally slower than response to 911 calls in the United States.

Please refer to our Road Safety page for more information. Visit the web site of the South Africa’s national tourist office and national authority responsible for road safety. You may also contact South Africa’s national tourist office at 1-800-593-1318.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the government of South Africa’s Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of South Africa’s air carrier operations. Further information may be found on the FAA’s website.

REGISTRATION / EMBASSY LOCATION: Americans living or traveling in South Africa are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department’s travel registration web site so they can obtain updated information on travel and security within South Africa. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency.

The U.S. Embassy is located at 877 Pretorius Street, Arcadia in Pretoria, telephone (27-12) 431-4000 (from South Africa 012-431-4000), fax (27-12) 431-5504 (from South Africa 012-431-5504). Visit the U.S. Embassy web site.

The U.S. Consulate General in Johannesburg is located at 1 Sandton Drive (opposite Sandton City Mall just west of the intersection of Sandton Drive and Rivonia Road), Johannesburg. Telephone: (27-11) 290-8000 (from South Africa 011-290-3000), fax: (27-11) 884-0396 (from South Africa 011-884-0396). Its consular jurisdiction includes the Pretoria area and the Gauteng, Mpumalanga, Limpopo, North West, and Free State provinces.

The Consulate General in Cape Town is located at 2 Reddam Avenue, West Lake 7945, telephone (27-21) 702-7300 (from South Africa 021-702-7300), fax (27-21) 702-7493 (from South Africa 021-702-7493). Its consular jurisdiction includes Western Cape, Eastern Cape, and Northern Cape provinces.

The Consulate General in Durban is located at the Old Mutual Building, 31st floor, 303 West Street, telephone (27-31) 305-7600 (from South Africa 031-305-7600), fax (27-31) 305-7691 (from South Africa 031-305-7691). Its consular jurisdiction is KwaZulu-Natal Province.

*   *   *

This replaces the Country Specific Information for South Africa dated January 9, 2009, to update the section on Registration/Embassy Location.
South Africa 2008 Crime & Safety Report

Crime & Safety

Sub-Saharan Africa - South Africa
19 Mar 2008

Overall Crime and Safety Situation

The State Department identifies Pretoria, Johannesburg, Durban and Cape Town as “Critical” for crime. Americans are not targeted for criminal activity due to their nationality; rather they are considered targets of opportunity because they appear wealthy, are at the wrong place at the wrong time, or inadvertently stray into dangerous areas. Crime in South Africa affects people from all walks of life, and is not limited by socio-economic status.

Crime and the extreme levels of unnecessary violence affect all South Africans including the local and greater business community. The South African Police Service (SAPS) recently released their semi-annual national crime statistics for the April to September 2007 reporting period, which indicates a 29% increase of business robbery. The Institute for Security Studies (ISS) recently reported that as many as fifty South Africans are murdered every day. SAPS statistics indicate South Africa averages 150 rapes a day (a number which is most likely under reported). As an aggravating factor, the HIV/AIDS infection rate of the local population is estimated to be twenty-five to thirty percent. Though crime is not unique to this country, what sets South Africa apart from other nations is the level of violence associated with these crimes.

Additional crime concerns facing the populace and visitors include car-jacking (often violent), and street mugging (frequently with knives, but increasingly with handguns). Smash and grab robberies are a common occurrence and it is recommended that no valuables be left in plain sight of any vehicle while traveling in South Africa. Pick pocketing is also a common occurrence and travelers should safeguard their passport, wallet and other valuables at all times.

Motorists should be on the lookout for suspicious vehicles and activity especially when approaching their destination. Recent statistics reveal that over 80 percent of car-jackings occur at the home. Another emerging trend entails the targeting of passengers after their arrival at O.R. Tambo International Airport. Victims are followed and robbed as they arrive at their final destination, whether it is a residence or hotel. The robbers relieve the victims of luggage, cash and other valuables, usually at gunpoint.

Travelers should also be aware of cash in-transit heists. Armored cars are targeted by several armed bandits who employ overwhelming firepower. These bandits fire their weapons if they feel threatened and their use of weapons is indiscriminate. Armored cars should be avoided, especially when they are making deposits or picking-up cash receipts.

Given the high rate of burglaries and violent crime, a primary concern for most Americans is residential security. Police response to calls for assistance is slow (and sometimes nonexistent). Reliance upon private security firms is the norm, as are security lighting, burglar bars, non-electric and electric fencing and alarm systems. Historically, burglars tend to prefer empty dwellings and will not attempt to enter a house when it is occupied. However, home invasion robberies are on the increase. SAPS latest statistics indicate there has been 7% increase in home robbery nationwide. These criminals can turn violent and cause traumatic injury or murder their victims unexpectedly and without provocation.
ATM scams and credit card fraud are prevalent throughout South Africa. Do not accept “assistance” from anyone, or agree to assist others with ATM transactions. Travelers should try to avoid using ATM machines after bank business hours. Police report an increase in ATM bombings where criminals plant explosives on ATM machines to extract cash boxes. There have been reports of ATM machines retaining the card, the cardholder leaving the scene since they cannot remove the card, and criminals later returning to retrieve the card from the machine. When giving your credit card to a store or restaurant employee for processing, do not let them take the card out of your sight. Also beware of fraudulent schemes in which a caller from South Africa (who usually is not South African) attempts to win the confidence of an unsuspecting American, who is then persuaded either to provide privileged financial information or travel to South Africa to assist in a supposedly lucrative business venture. Anyone receiving such a solicitation is urged to visit the U.S. Secret Service website at http://www.secretservice.gov/alert4I9.shtml before providing personal financial information or making any financial commitments.

South Africa’s highway system and toll roads are generally in good condition. However, once off the main highways, the quality of secondary roads becomes very poor. Roadway policing is virtually non-existent outside of the major cities and towns. Toll roads do have call boxes for emergencies as in the US; however, many of them are inoperable due to poor maintenance. Street lighting is also limited outside of cities and towns. Traffic fatalities are commonplace. Many of these incidents involve pedestrians that are struck by motorists. Traffic accidents are attributed to unsafe driving, excessive speeding, unlicensed drivers and alcohol and drugs. Motorists should always travel with a cell phone and be aware of their general, geographic location. Motorists should have numbers for the South African Automobile Association which recognizes US AAA membership or other roadside assistance service phone numbers. In some cases, roadside assistance companies provide armed response units that will wait with you until your vehicle is repaired or towed to a service center.

Political Violence

South Africa has a relatively stable, democratic Government under the leadership of the African National Congress (ANC). The threat of political violence is relatively low. Regional terrorism is virtually non-existent and there have been no acts of terrorism against American Citizens or American business interests in the recent past. Political violence is not considered to be a serious threat in South Africa. There have been sporadic peaceful demonstrations against U.S. policies in the Middle East.

Post-Specific Concerns

South Africa possesses a well-developed infrastructure that insulates it from widespread power outages or similar industrial concerns. However, rolling brown outs and power load shedding are becoming more commonplace, especially during periods of peak demand. Likewise, dramatic weather problems are rare in the country. Thunderstorms occur frequently during the rainy season and can disrupt power to security systems, infrastructure such as traffic lights, and other electronic equipment. Adequate surge protectors should be used to protect office and other electrical equipment.

Public transportation should be avoided, as accidents involving multiple fatalities on urban and rural roadways are common. Avoid use of unlicensed mini-bus “taxis”. They are dangerous due to a lack of inspection and unlicensed drivers. Taxi recommendations should be obtained from your hotel.

Historically there has been no kidnapping or known threat of kidnapping of American citizens in
South Africa. American business personnel have not been the target of kidnapping whether for economic or political gain.

**Police Response**

The South African Police Service (SAPS) has lost many of its experienced officers and personnel due to attrition and reorganization of its command and administrative structures. Manpower and equipment shortages constrict them. Shortages (especially vehicles) preclude their ability to respond in order to deter crime or answer calls for help in a timely manner. While corruption exists within the SAPS, complaints of street level shakedowns for money or similar forms of harassment are very rare among the American community. The national police emergency number is: 10-111.

**Medical Emergencies**

The Private Health Care sector ranks amongst the best in the world and is the country to where American Government employees working in Africa are evacuated to for medical treatment. The Embassies and Consulates in the area where individuals will be traveling can provide information regarding medical services specific to that location. Unitas Trauma Hospital in Pretoria is one of the best medical care facilities in South Africa and is designated as a regional evacuation point for trauma patients. The nationwide emergency number to call for an ambulance is: 10-177. The police emergency number (10-111) may also be used. Due to South Africa’s high HIV infection rate, the embassy medical unit advises all personnel and visitors to seek immediate medical assistance in the event of a sexual assault or blood-borne injury.

**How To Avoid Becoming A Victim**

Remain alert and aware of your surroundings at all times. Be cautious of people who appear to be paying undue attention to you or who seem to be overly friendly or helpful for no apparent reason. Road signs and road markers can be confusing; ensure you confirm your route before you travel to any destination in South Africa. Do not carry more cash and valuables than is necessary for the need at hand. Statistically, people have not been harmed during street thefts when they did not offer resistance. However, consider resistance or flight if you feel you are in jeopardy or serious personal injury. Exercise caution at cash machines, both in terms of strong-arm robbery and stealthy ploys to obtain your ATM card and pin. Refuse unsolicited offers of assistance at ATMs. When traveling by car, keep all windows up and doors locked. Do not leave any valuables in public view, especially when the car is parked. Avoid the central business districts of major cities at night and on weekends.

**For Further Information**

**American Embassy, Pretoria** - 12-431-4000  
Regional Security Officer: Donald Schenck - 012-431-4099  
Marine Security Guard Post: 1 - 012-431-4159/4620 (AFTER HOURS)  
Regional Medical Officer: 012-431-4015  
Email: rsopretoria@state.gov

**Consulates**  
Cape Town - 021-421-4280 through 4290, Regional Security Officer: Thomas Murray  
Durban - 031-305-7600, PSO Simon Guerrero  
Johannesburg - 011-644-8172, Regional Security Officer: Stephan Rice  
Consular information sheet for South Africa: [http://travel.state.gov/safrica.html](http://travel.state.gov/safrica.html)
OSAC Country Council Information

Johannesburg has an active Overseas Security Advisory Council (OSAC). For more information regarding the Johannesburg Country Council, contact the American Chamber of Commerce in South Africa at 011-788-0265 or visit http://johannesburg.osac.gov/.

This is a U.S. Government inter-agency Web site managed by the Bureau of Diplomatic Security, U.S. Department of State

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Overseas Security Advisory Council • Bureau of Diplomatic Security
U.S. Department of State • Washington, D.C. 20522-2008
Telephone: 571-345-2223 • Facsimile: 571-345-2238
Contact OSAC Webmaster
Section 4 – Transition Issues

Experiences in Transition
adapted from an article by Janet Bennett, Intercultural Communication Institute, Portland OR

Culture Surprise
Culture surprise are the reactions which occur shortly after arrival in a different culture when we see things that are different than we are used to. It usually occurs within the first few days after arrival as we become aware of superficial differences: modes of dress, signs in a different language, nonverbal behaviors.

Culture Stress
Culture stress manifests itself in the fatigue that occurs when we practice new behaviors in a different culture. This occurs as we respond to the behavior of the new culture and try to fit in by doing our own shopping, understanding comments made about us in the local language, learning to navigate public transportation and other attempts to adjust to the new culture.

Culture Shock
Culture shock is a state of loss and disorientation precipitated by a change in our environment that requires adjustment. It results from confronting values different from our own and from the loss of a familiar network and environment. It is a normal healthy reaction to the stress of living in a different culture. Everyone who has spent time living in another culture experiences some form of culture shock.

Symptoms of Culture Shock
Symptoms can be both physical and psychological, and can include: headaches, stomach aches, dizziness, rashes, nausea, irritability, insomnia or excessive sleepiness, depression, loneliness, withdrawal paranoia, anger, aggression, hatred, fear, crying, complaining, self-doubt, boredom, helplessness, confusion, and feelings of inadequacy. This list is not exhaustive.

Prescription for Culture Shock
adapted from an article by Bruce LaBrack, Summer Institute for Intercultural Communication

1. Understand the symptoms and recognize the signs of culture stress.
2. Realize that some degree of discomfort and stress is natural in a cross-cultural experience.
3. Recognize that your reactions are largely emotional and not easily subject to rational management.
4. Gather information before you go so at least the differences will be anticipated. Knowledge is power.
5. Look for the logical reasons behind host culture patterns. Discover why things are done the way they are.
6. Relax your grip on your normal culture and try to cheerfully adapt to new rules and roles.
7. Don’t give in to the temptation to disparage what you do not like or understand. It probably won’t change.
8. Identify a support network among peers, team members, other students and faculty advisor. Use this network, but do not rely on it exclusively.
9. Understand that this is a passing phase of what will be, in retrospect, a time of great learning and personal growth.
10. Give yourself quiet time, some private space, and don’t be too hard on yourself.
In preparation to return home

“In a sense, it is the coming back, the return, which gives meaning to the going forth. We really don’t know where we’ve been until we come back to where we were - only where we were may not be as it was because of who we’ve become, which, after all is why we left.” - Bernard, Northern Exposure

Reentry Challenges and Suggestions
adapted from articles by Dr. Bruce LaBrack, School of International Studies, University of the Pacific

There are lots of reasons to look forward to going home, but there are also a number of psychological, social and cultural aspects that prove difficult - often because they are unanticipated. Re-entry into your home culture can be both as challenging and frustrating as living overseas, mostly because our attitude toward going home is that it should be a simple matter of getting resettled, resuming earlier routines, and reestablishing your relationships. Research has shown that re-entry has its own set of special social and psychological adjustments which can be facilitated by being aware of the process and following some advice from those who have already returned.

Interviewing students who have been through the experience of off-campus study generated the following list of issues and suggestions. Their advice is to take the process seriously by being realistic and thinking about it and your possible reactions.

Prepare for the adjustment process and allow enough time
The more you think about what is to come, and know how returning home is both similar to and different from going away, the easier the transition will be. Anticipating is useful. The process of re-entry will take time, just like adjusting to the new culture did. Give yourself time to relax and reflect on what is going on around you, how you are reacting to it, and what you might like to change.

Overcoming boredom
After all the newness and stimulation of your time away, a return to family, friends, and old routines (however nice and comforting) can seem very dull. It is natural to miss the excitement and challenges which characterize project work off-campus, but it is up to you to find ways to overcome such negative reactions - remember a bored person is also boring.

“No one wants to hear”
One thing you can count on upon your return: no one will be as interested in hearing about your adventures as you will be in sharing those experiences. This is not a rejection of you or your achievements, but simply the fact that once others have heard the highlights, any further interest on their part is probably unlikely because they have no frame of reference for your experiences. Be realistic in your expectations of how fascinating your journey is going to be for everyone else. Be brief.

Cultivate sensitivity and interest
Showing an interest in what others have been doing while you have been gone is the surest way to reestablish your rapport. Much frustration can be avoided if you become as good a listener as a talker.

You can’t explain
Even when given a chance to explain all the things you saw, felt and experienced while off-campus, it is likely to be at least a bit frustrating to relay them coherently. It is very difficult to
convey this kind of experience to people who do not have similar frames of reference, no matter how sympathetic they are as listeners. You can tell people about your trip, but you may fail to make them understand exactly how or why you felt a particular way. It’s okay.

Reverse homesickness
Just as you probably missed home for a time after leaving campus, it is just as natural to experience some “reverse” homesickness for the people, places and things that you grew accustomed to while away from WPI. Feelings of loss are an integral part of returning from an off-campus sojourn and must be anticipated and accepted as a natural result of study away.

Beware of comparisons
Making comparisons between cultures is natural, particularly after residence abroad; however, the tendency to be an “instant expert” is to be avoided at all costs.

Relationships have changed
It is inevitable that when you return you will notice that some relationships with friends and family will have changed. Just as you have altered some of your ideas and attitudes while away, the people at home are likely to have experienced some changes as well. These changes may be positive or negative, and may seem even trivial to you, but expecting no change is unrealistic. The best preparation is flexibility, openness, minimal preconceptions, and tempered optimism.

Feelings of alienation
Sometimes the reality of being back home is not as natural or enjoyable as the place you had imagined. When real daily life is more demanding than you remembered, it is natural to feel some alienation, see faults you never noticed before, or even become quite critical of everyone and everything for a time. Mental comparisons are fine, but keep them to yourself until you regain both your cultural balance and a balanced perspective.

Remain flexible
Keeping as many options open as possible is an essential aspect of a successful return home. Attempting to re-socialize totally into old patterns and networks can be difficult, but remaining isolated and aloof is counterproductive.

Loss/compartmentalization of experience
Being home, along with the pressures of schoolwork, family and friends, often combine to make returnees worried that somehow that will “lose” the experience; somehow becoming compartmentalized like souvenirs only occasionally taken out and looked at. You do not have to let that happen. Maintain your contacts. Talk to people who have experiences similar to yours. Practice your skills. Remember your hard work and the fun you had while off-campus. There are lots of people on campus who have gone through their own re-entry and have had experiences similar to yours. Seek out other returned students from other sites, and look into becoming involved with the Global Ambassadors.
### WPI Off-Campus Study Travel Information Form

You must attach a copy of your travel itinerary provided by your travel agent or airline, in addition to completing this form. No handwritten itineraries will be accepted.

All students intending to complete a project at a WPI project site are asked to provide the IGSD with information about their travel arrangements. This will notify the faculty advisor, on-site coordinator and IGSD staff of your expected arrival date and time and alert them if a problem arises. *For some sites* this information is needed in order to arrange to have students met at the airport.

You must bring your passport into the IGSD to be scanned, unless you are participating in a project program within the U.S.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Site:</th>
<th>Term:</th>
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</thead>
<tbody>
<tr>
<td>Arrival Date on site:</td>
<td>Arriving from (city):</td>
<td></td>
</tr>
<tr>
<td>Mode of travel (air, train, bus, car):</td>
<td></td>
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</tr>
<tr>
<td>If traveling by air:</td>
<td></td>
<td></td>
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<tr>
<td>Airline:</td>
<td>Flight Number:</td>
<td>Airport Destination:</td>
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<tr>
<td>Departure time:</td>
<td>Arrival time:</td>
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<td>Scheduled return date:</td>
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<tr>
<td>Airline:</td>
<td>Flight Number:</td>
<td>Airport Destination:</td>
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<td>Departure time:</td>
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<tr>
<td>If you plan to travel independently either before or after the program, please tell us your tentative plans:</td>
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</table>

**London Project Center Only**

Bus Transportation: _____ Yes _____ No

*(PLEASE MAKE SURE YOU CHECK ONE OF THESE OPTIONS FOR TRANSPORTATION FROM HEATHROW AIRPORT TO IES)*
APPENDIX B - OFF-CAMPUS STUDENTS’ HEALTH UPDATE AND RECORDS RELEASE FORM

Name Project Site Term

All students traveling off-campus to participate in a WPI program are required to carry medical insurance that is valid at the program site for the entire length of the program. Please verify this with your insurance company and list the name of your carrier and your policy number.

Carrier Policy Number:

Do you have any medical conditions that could affect you while off-campus of which you would like to make the IGSD aware? (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, please list any changes in your health not noted on your medical records on file with WPI Health Services.

Are you allergic to any medications? If so, please list them.

List any prescription medicines you are currently taking.

When traveling off-campus it is a good idea to take a supply of your prescription medications sufficient to last for the length of the trip. Prescription medicines should always be kept in the original containers with the prescription label to avoid problems with customs. It is also important to take along a copy of the prescription from your physician, clearly written, in generic terms, and with an indication of the condition being treated.

In the event of an emergency, please contact:

1. Name Relationship to Student
   Address email
   Cell Phone #:
   Home Telephone: Work Telephone:

2. Name Relationship to Student
   Address email
   Cell Phone #:
   Home Telephone: Work Telephone:

I hereby authorize WPI health services to release my medical records to the Interdisciplinary and Global Studies Division in the event of a medical emergency while studying off-campus. I hereby acknowledge that it is my responsibility to contact my health insurance provider to determine that I am covered while at an off-campus project site.

Signature Date
APPENDIX C - ATC TEAM FORM
(One Per Team)

After you have turned in this completed form to the IGSD, at least one member of your group (although we suggest the entire group come so that the entire group takes equal responsibility for the equipment) is required to go to the ATC and reserve a laptop BEFORE pick-up on the specified date.

Project Site: ____________________________________________

Pickup person: __________________________________________

Return person: __________________________________________

names of
team members: _________________________________________

________________________________________________________________

If you can not pick up and return this PC within the specified dates, then you will need to make alternative arrangements: the ATC can not accommodate you.

Dates:

Pick up on or after: 10/16/2009
Return on or before: 12/22/2009

<table>
<thead>
<tr>
<th>Pick-up Person</th>
<th>Return Person</th>
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<tbody>
<tr>
<td>Student Name:</td>
<td>Student Name:</td>
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<tr>
<td>Student Address:</td>
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<td>Phone #:</td>
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<td>Student Email:</td>
<td>Student Email:</td>
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**APPENDIX D - ONSITE TRAVEL FORM**

<table>
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<tr>
<th>Name</th>
<th>Cell phone number</th>
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<tr>
<td>Destination</td>
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<tr>
<td>Date &amp; time of departure</td>
<td>Date &amp; time of return</td>
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**Mode of Transportation – Roundtrip**

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<tr>
<th>Train ☐</th>
<th>Bus ☐</th>
<th>Air ☐</th>
<th>Car ☐</th>
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**Departing from the Site Information**

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<tr>
<th>Time of Departure</th>
<th>Airline/train/bus carrier</th>
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<tr>
<td>Number of flight/train/bus</td>
<td>Departing from (name of airport, station, terminal)</td>
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<td>* Connection Information if applicable:</td>
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<td>Airline/train/bus carrier</td>
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<td>Departing from time</td>
<td>Arriving to time</td>
</tr>
<tr>
<td>Number of flight/train/bus</td>
<td>Airline/train/bus carrier</td>
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<td>Departing from time</td>
<td>Arriving to time</td>
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**Returning to the Site Information**

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<th>Time of Departure</th>
<th>Airline/train/bus carrier</th>
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<td>Departing from (name of airport, station, terminal)</td>
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<td>* Connection Information if applicable:</td>
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<td>Number of flight/train/bus</td>
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<td>Airline/train/bus carrier</td>
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<tr>
<td>Departing from time</td>
<td>Arriving to time</td>
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**Lodging**  (please call advisor with any changes to your reservations)

<table>
<thead>
<tr>
<th>Name of hotel</th>
<th>Name of hotel</th>
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<tbody>
<tr>
<td>Address</td>
<td>Address</td>
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<td>City and country</td>
<td>City and country</td>
</tr>
<tr>
<td>Phone number</td>
<td>Phone number</td>
</tr>
</tbody>
</table>

List other students who are traveling with you on this *exact* itinerary:  
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Check this box if you are staying on site in WPI provided housing for the entire weekend.

Student Signature  
Date

Every student or group of students must turn this form into an advisor before 12:00 noon every Friday – in other words, every student must be accounted for,