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

**Kansai Japan A 2007**

Prof. Lindeman Director
Kansai, Japan Project Center

Natalie A. Mello, Director of Global Operations
Interdisciplinary and Global Studies Division
Worcester Polytechnic Institute

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# Kansai, Japan C2007

## Section 1 – WPI and IGSD Procedures

- Introduction ........................................................................................................... 4
- Responsible Study Abroad: Good Practices for Health and Safety ...................... 5
- Mandatory Paperwork ......................................................................................... 9
- Participant Statement of Agreement .................................................................... 9
- Travel Information Form (Appendix A) .................................................................. 11
- Health Update and Records Release Form (Appendix B) ....................................... 11
- Voluntary Acknowledgement Form ....................................................................... 12

- WPI Policies and Services for Students at Off-Campus Sites ............................... 13
- Informal Hearing Procedure at Off-Campus Residential Program Sites ............. 13
- WPI Housing ......................................................................................................... 14
- Mail Services ......................................................................................................... 14
- Protocol for PCs for Off-Campus Project Centers ................................................ 14
- Protocol for WPI Recommended Cell Phones for Overseas Project Centers (Appendix D) ................................................................. 15
- General Policies and Important Things to Remember ............................................ 16

## Section 2 - Health Information for Travelers to Southeast Asia

- Safety ...................................................................................................................... 21
- Safety Tips from the US State Department .............................................................. 23
- U.S. DEPARTMENT OF STATE ............................................................................. 24
- Drugs and the Legal System .................................................................................. 26
- Embassy and Consulate Information .................................................................... 26
- Kansai, Japan - Consular Information Sheet .......................................................... 27
- WPI Offices ............................................................................................................ 35
- WWW Addresses .................................................................................................. 36

## Site Specific Web Address from CDC

- CDC Recommendations for Vaccines .................................................................... 37
- Food and water and travelers' diarrhea ................................................................. 38
- General Travel Precautions ................................................................................. 40
- HIV and AIDS information .................................................................................. 41
- Dengue Fever ....................................................................................................... 42
- Malaria Risk and Prevention ............................................................................... 43
- Schistosomiasis (Bilharzia) ................................................................................ 45

## Section 3 – Site Specific Information for Kansai, Japan

- Dates ....................................................................................................................... 47
- Housing in Kansai ................................................................................................. 47
- Calling Home ........................................................................................................ 47
- Money Issues ........................................................................................................ 47
- Arrival in Japan .................................................................................................... 48
- Medical Care ....................................................................................................... 48
- Medical ................................................................................................................. 48
- Dentist .................................................................................................................. 48
- Mental Health Facility .......................................................................................... 48
Section 4 – Transition Issues ............................................................................................................. 49
  Experiences in Transition .................................................................................................................. 49
  Prescription for Culture Shock .......................................................................................................... 49
  In preparation to return home ............................................................................................................ 50

Appendix A - WPI Off-Campus Study Travel Information Form ...................................................... 52
Appendix B - Off-Campus Students’ Health Update and Records Release Form .............................. 53
Appendix C - ATC Team Form ............................................................................................................. 54
Appendix D - Cell Phone Protocol Recognition .................................................................................. 55
Appendix G - Mandatory Paperwork Checklist .................................................................................. 57
Section 1 – WPI and IGSD Procedures

INTRODUCTION

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 undertake an in-depth exploration of a topic within their major - the Major Qualifying Project (MQP). 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 US college or university; during the 2007/08 academic year, approximately 525 WPI students -- including over half of the junior class -- will travel to a global project site to complete one of these interdisciplinary projects.

Congratulations! You are beginning to prepare for one of the most meaningful experiences that you will encounter while at WPI. In order to insure 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 2007/08 academic year.

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 country.
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/education_abroad_2/practice_resources_12/most_commonly_used_resources/guidelines_for_health
Mandatory Paperwork
The following forms must be on file in the IGSD office before students leave WPI for their off-campus project experience. If any forms are missing, students are in jeopardy of not being allowed to participate at off-campus programs.

Paperwork Deadline

| All paperwork for Kansai Japan A ’07 must be in the IGSD by Friday, April 13, 2007, by 1:00 p.m., see Appendix G |

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
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>
<tbody>
<tr>
<td>Printed Name</td>
<td>student number</td>
<td>date of birth*</td>
<td></td>
</tr>
</tbody>
</table>

*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 a completed Travel Form from each student on file before the student leaves for a 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 know when and where every student will arrive and will be alerted if a problem arises. Whenever possible, students will be met at a pre-agreed location depending on their itinerary.

Any students traveling outside the United States to a WPI project site must supply the IGSD with a photocopy of the information pages of their passport. 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 a new one issued while overseas. Another thing that one can do to facilitate having to process a new passport while overseas is to carry duplicates of passport photos with the passport number written on the back. These photos must by carried securely, yet separate from your passport.

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 takes no responsibility for the student’s safety during independent travel. The student must inform the faculty-in-residence of any travel plans.

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.

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 their 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 can be viewed quite readily at the following web address:

http://www.cdc.gov/travel/travel.html

When traveling abroad you must 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 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 and 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       date

Printed Name               date of birth*

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

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.

______________________________       Date

Signature of Parent / Guardian

______________________________

Signature of Parent / Guardian
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 seven (7) 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. You must go to Residential Services to fill out the appropriate forms and turn in your keys. Before you return to campus you will need to contact Residential Services to arrange to pick up your room keys.

**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**

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 Academic Technology Center (ATC) and reserve a laptop BEFORE pick-up on the specified date.

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. 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 ATC, the ATC reserves the right to refuse to accommodate that request. One PC per project team for each site may be secured as available. 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:

**Procedure**

1. Each team will fill out an ATC Team Form (Appendix C). Barbara Riley Milanese (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 be the member of the team with 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-serve 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 misc. 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 floppy and/or zip 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, Netscape 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, WWW use)
At a minimum, you must adhere to the WPI Acceptable Use Policy (http://www.WPI.EDU/Pubs/Policies/AUP/) 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.

Protocol for WPI Recommended Cell Phones for Overseas Project Centers (Appendix D)

WPI strongly recommends that students who participate in the overseas Global Perspective Program carry a cell phone provided by Roadpost Company (product – Brightroam). It is expected that the following protocol will be followed and the students using the cell phones will assume proper fiscal responsibility.

* If students choose not to take advantage of the negotiated opportunity for a Brightroam cell phone outlined below, it is the student’s responsibility to return the appropriate form indicating that they will not be participating.

Procedure
1. Students are required to contact Roadpost (877-236-4121 X324 Josee-Anne Collin jcollin@roadpost.com) and provide their name, school (WPI), address and phone number and she will call you back to get your credit card information.
2. Students are responsible for the cell phone assigned to him or her.
3. Students are responsible for meeting the specified deadline for contacting Roadpost and securing their cell phone.

Receiving the cell phone
1. Students must contact Roadpost to arrange for direct delivery of the cell phone.

Using the cell phone while on site
1. You should carry the cell phone with you at all times – including when traveling on weekends or away from the project site.
2. All students must supply the on-site faculty advisor(s) with a written itinerary if you plan to travel overnight at any time during the project experience. (The required form is at http://www.wpi.edu/Academics/Depts/IGSD/Students/travelform.pdf)
3. If you travel to a location where your cell phone does not function you must call the on-site faculty advisor upon arrival with a phone number where you can be reached.
4. You are financially responsible for ALL CALLS made to and from your cell phone. (Do NOT lend your phone to others as you will pay for the call.)
5. WPI and Roadpost have an agreement where students will be billed for the cost of renting the phone and loss/theft/damage insurance for the period required at the project site at a reduced rate. All calls are your responsibility and will be billed separately by Roadpost.

* Rates and product may vary by country.
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.

- 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.

- 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 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.

- 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 within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; 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.
TRAVEL DOCUMENTS AND COMPETENCIES

Passports

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

If you are not a United States citizen, contact the embassy or consulate of the country you are planning to travel to, as well as the United States Embassy in order to receive specific entry instructions.

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 than 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 US Immigration at the port of entry.

It is the responsibility of the student to acquire his or her 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 of $6 + tax ($6.30 total) for these photos.
2. Pick up a passport application form from the U.S. Post Office, Prime Color Photo or download from: http://travel.state.gov/passport/forms/forms_847.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 passports for a full-validity digitized passports 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.
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 International Student Identity Card, 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. International Student Identity Cards 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).

Students who are traveling to sites outside of the United States are required to carry with them an International Student Identity Card (ISIC). 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.

Students are required to come to the IGSD, located in the Project Center, to fill out an application form for the ISIC and turn in their 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.
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.

**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 US. The exchange rate is always better in the host country.
Section 2 - Health Information for Travelers to Southeast Asia

Safety

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 students need to be accounted for every weekend whether you are traveling or not, see Appendix F.

- **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 Kansai, Japan A ’07 Project Program 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 should then address the issue with the student at risk. Repeated behavior identified as risky can result in disciplinary action up to and including immediate dismissal from the program.

- **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 US State Department

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.
For Immediate Release
February 8, 2002

MEDIA NOTE
State Department Alerts Students To Risks Of Overseas Travel

Each February the Department of State distributes information to over 1,500 college and university newspapers to alert American students traveling abroad during their spring and summer breaks about conditions that may affect their safety and welfare. Students, who can be caught off-guard by differences in local practices and unfamiliar surroundings, sometimes face the risk of arrest in connection with drug and alcohol abuse and can become the victims of crime while traveling in foreign countries.

The information is provided as part of the Department's effort to inform as many Americans as possible of hazards they may encounter outside the U.S. We endeavor to achieve as wide a distribution as possible to some of our most vulnerable travelers—young people going abroad, some of them for the first time.

The State Department urges college and university newspapers to use the information in the attached “Fact Sheet” on Travel Safety Information for Students. We encourage students and to consult the Bureau of Consular Affairs’ web site, http://travel.state.gov, for the latest travel safety information.

FACT SHEET
Travel Safety Information for Students
As the time approaches for spring or summer breaks, many college students are getting ready for that much anticipated trip abroad. Most will have a safe and enjoyable adventure, but for some, the trip will become a nightmare. A number of ruined vacations are caused by one or more of the following: drugs, alcohol and disorderly behavior.

Each year, more than 2,500 American citizens are arrested abroad—about half on narcotics charges, including possession of very small amounts of illegal substances. A drug that may be legal in one country may not be legal in a neighboring nation. Some young people are victimized because they may be unaware of the laws, customs, or standards of the country they are visiting. Besides drugs, alcohol can also get U.S. citizens in trouble abroad. Students have been arrested for being intoxicated in public areas, for underage drinking, and for drunk driving. Some young Americans go abroad assuming that local authorities will overlook such conduct. Many believe that they are immune from prosecution in foreign countries because they are American citizens. The truth is that Americans are expected to obey all of the laws of the countries they visit, and those who break these laws sometimes face severe penalties, including prison sentences.
Disorderly or reckless behavior is also to be avoided. In many countries, conduct that would not result in an arrest here in the U.S. constitutes a violation of local law. It is crucial that young Americans be aware of this risk as they are enjoying their time abroad.

Being arrested is not the only thing that can happen on a foreign vacation. Young Americans have suffered injury or even death from automobile accidents, drowning, and falls, in addition to other mishaps. While these accidents are sometimes chance occurrences, many are caused by alcohol or drug abuse. Sadly, other Americans have been raped or robbed because they have found themselves in unfamiliar locales or are incapable of exercising prudent judgment while under the influence of drugs or alcohol.

Remember: Reckless behavior while in another country can do more than ruin your vacation; it can land you in a foreign jail or worse! To have a safe trip, avoid risky behavior and become familiar with the basic laws and customs of the country you plan to visit before you travel. To obtain more information about traveling abroad, check the Department of State’s web site at http://travel.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 3000 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 US 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.

Embassy and Consulate Information

US Embassy in Japan
1-10-5 Akasaka, Minato-ku, Tokyo 107-8420
Tel (03) 3224-5000
Fax (03) 3224-5914

US Consulate General Osaka-Kobe
ATTN ACS Unit
11-5 Nishitenma 2-chome, Kita-ku, Osaka 530-8543
Tel (06) 6315-5900
Fax (06) 6315-5914
Kansai, Japan - Consular Information Sheet

Americans planning travel to Japan should read Intercountry Adoption Japan, International Parental Child Abduction Japan and Worldwide Caution Public Announcement available on the Department of State web site at http://travel.state.gov

September 06, 2006

COUNTRY DESCRIPTION: Japan is a stable, highly developed parliamentary democracy with a modern economy. Tourist facilities are widely available. Information on consular services for all of Japan, including registration, passport renewal, legal matters and safety and security, is available at http://japan.usembassy.gov/acs. An alphabetical listing of our services is at http://japan.usembassy.gov/. Read the Department of State Background Notes on Japan for additional information.

ENTRY REQUIREMENTS: A valid passport and an onward/return ticket are required. Passports must be valid for the intended period of stay in Japan. A visa is not required for tourist/business stays up to 90 days. Americans cannot work on a 90-day "visa free" entry. As a general rule, "visa free" entry status may not be changed to other visa status without departing and then re-entering Japan with the appropriate visa such as a spouse, work or study visa.

Japanese Visas: For information about the Japanese visa waiver for tourists, Japan's strict rules on work visas, special visas to take depositions, and other visa issues, travelers should consult the Consular Section of the Embassy of Japan at 2520 Massachusetts Ave. N.W., Washington, D.C. 20008, tel. (202) 238-6800, or the nearest Japanese consulate. Our posts in Japan cannot assist in obtaining visas for Japan. See our Foreign Entry Requirements brochure for more information on Japan and other countries.

Military/SOFA Travelers: While active-duty U.S. military personnel may enter Japan under the Status of Forces Agreement (SOFA) with proper Department of Defense (DOD) identification and travel orders, all SOFA family members, civilian employees and contractors must have a valid passport and, in some cases, a SOFA visa to enter Japan. Active-duty military personnel should obtain a tourist passport prior to leaving the United States to accommodate off-duty travel elsewhere in Asia as obtaining one while in Japan can take several weeks. Personnel whose duties will include official travel should also obtain an Official Passport before coming to Japan to avoid delays of up to two months, as from overseas these applications must be referred to a special office in Washington, adding to processing times. DOD travelers should consult the DOD Foreign Clearance Guide, DOD 4500.54 before leaving the United States.

Passport Validity: U.S. citizens entering or transiting Japan should ensure that their passports and visas are up to date before leaving the United States. Many Asian countries deny entry to travelers whose passports are valid for less than six months. It is not usually possible to obtain a new U.S. passport and foreign visa during a brief stopover while transiting Japan, as tourist passport processing in Japan can take approximately two weeks. Airlines in Japan will deny boarding to Americans who seek to transit Japan without the required travel documents for their final destinations in Asia.

Expired Passports: Airlines have mistakenly boarded U.S. citizens coming to Japan, even though that person's passport has already expired. The U.S. Embassy or our Consulates cannot "vouch for" a U.S. citizen without a valid passport, and passport services are not available at the airport. In some instances, travelers have been returned immediately to the U.S., while in other cases, they have been issued 24-hour "shore passes" and were required to return the next day to Japanese Immigration for lengthy processing.

Visas for China: Americans need visas to visit China. Transit visas are required for any stop (even if you do not exit the plane or train) in China. Americans will be denied boarding in Japan for onward flights to China if they do not have a Chinese visa. Obtaining a Chinese visa in Japan can be a lengthy and complex process without preplanning. The Chinese Embassy requires at least one full, blank page to be available in your passport. The U.S. Embassy and Consulates cannot assist in obtaining Chinese visas.
Citizens and nationals of the United States of America must have either a valid passport or a combination of a valid identification document containing a photograph of the holder issued by the United States of America or any of its states, cities, counties, towns or other political subdivisions, and a document containing proof of citizenship of the United States of America.

Find more information about Entry and Exit Requirements pertaining to dual nationality and the prevention of international child abduction. Please refer to our Customs Information to learn more about customs regulations.

SAFETY AND SECURITY: The events of September 11, 2001, serve as a reminder of the continuing threat from terrorists and extremist groups to Americans and American interests worldwide. There have been no major terrorist incidents in Japan since 1995; however, since terrorists can strike at any time and at any place, U.S. citizens should be aware of the potential risks and take these into consideration when making travel plans. Following the recent London bombings in July 2005, the security situation in Japan remains unchanged, with no new credible threat information.

Our offices in Japan disseminate threat information through our nationwide email warden system and post current threat information on our American Citizens Services (ACS) website at http://japan.usembassy.gov/acs. Anyone may sign up for our emailed warden system messages through our web site. The Department of State will continue to develop information about potential threats to U.S. citizens overseas, and to share threat information through its consular information program documents, available on the Internet at the Bureau of Consular Affairs home page. The government of Japan is vigilant in tracking terrorist threat indicators and remains at a high state of alert. Local police substations (Koban) and police emergency dispatchers (tel. 110) should be contacted to report suspicious activity.

For the latest security information, Americans traveling abroad should regularly monitor the Department’s Internet web site, where the current Worldwide Caution Public Announcement, Travel Warnings and Public Announcements can be found.

Up-to-date information on security can also be obtained by calling 1-888-407-4747 toll free in the U.S., 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 U.S. 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 pamphlet A Safe Trip Abroad.

CRIME: Crimes against U.S. citizens in Japan usually only involve personal disputes, theft or vandalism. The general crime rate in Japan is at levels well below the U.S. national average. Violent crime is rare, but does exist. Incidents of pick pocketing of foreigners in crowded shopping areas, on trains and at airports have been a sporadic concern. Narita Airport lists airport theft statistics on its website at http://www.narita-airport.jp/en/news/tounan.html. In summer 2005, a number of Americans reported their passports lost or stolen at Narita Airport, especially passports being carried in pockets. Some Americans report that Japanese police procedures appear to be less sensitive and responsive to a victim's concerns than would be the case in the United States, particularly in cases involving domestic violence, sexual assault, and when both the victim and the perpetrator are foreigners. Few victim's assistance resources or battered women's shelters exist in major urban areas, and are generally unavailable in rural areas. Investigations of sexual assault crimes are often conducted without women police officers present and typically involve inquiries into the victim's sexual history and previous relationships. Quality of translations can vary significantly, and has proven unsettling to some American victims.

Concerns Regarding Roppongi, Tokyo: The majority of crimes reported by Americans have occurred in Roppongi, an entertainment district that caters to foreign clientele. Incidents involving U.S. Citizens since spring 2004 include a murder, overdoses on heroin allegedly purchased in Roppongi, thefts of purses and wallets at bars in clubs, exorbitant bar tabs and drugs allegedly slipped into drinks. A number of Americans have also been arrested over the past year in Roppongi for various offenses. You can read about these reported incidents in our monthly newsletter by subscribing to it or by reading it on http://japan.usembassy.gov/acs. Americans are urged to keep these incidents in mind and exercise caution should they choose to visit Roppongi.
Police can be summoned throughout Japan by dialing 110. Fire and ambulance services can be summoned by dialing 119. These numbers may not work from cell phones, however, and English-speaking dispatchers may not be available. Advice on how to call for an ambulance in Japan is available at http://japan.usembassy.gov/e/acs/tacs-call.html. Persons seeking assistance should be able to describe their address/location in Japanese or enlist a friend who can do so, as few police officers speak English.

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, to 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.

Except for emergencies, a replacement passport takes two to three weeks to process. Travelers will then need to contact Japanese Immigration to have their Japanese visas re-issued. "Lost" passports will not disguise an overstay of one's 90-day entry, as Japanese Immigration records are computerized. Information on replacing a lost passport, included the necessary forms, is available at http://japan.usembassy.gov/e/acs/tacs-7130e.html.

See our information on Victims of Crime.

MEDICAL FACILITIES AND HEALTH INFORMATION: While medical care in Japan is good, English-speaking physicians and medical facilities that cater to Americans’ expectations are expensive and not very widespread. Japan has a national health insurance system, which is available only to foreigners with long-term visas for Japan. National health insurance does not pay for medical evacuation or medical care outside of Japan. Medical caregivers in Japan require payment in full at the time of treatment or concrete proof of ability to pay before treating a foreigner who is not a member of the national health insurance plan.

U.S.-style and standard psychiatric care can be difficult to locate in major urban centers in Japan, and generally is not available outside of Japan’s major cities. Extended psychiatric care for foreigners in Japan is difficult to obtain at any price; see http://japan.usembassy.gov/e/acs/tacs-psychadmissions.html for more information.

U.S. prescriptions are not honored in Japan, so travelers with ongoing prescription medicine needs should arrive with a sufficient supply to see them through their stay in Japan, or enough until they are able to see a local care provider. Certain medications, including some commonly prescribed for depression and Attention Deficient Disorder (ADD), are not widely available. Please see the section below entitled, "Confiscation of Prescription Drugs and Other Medication," regarding the importation of medicine into Japan. More information on importing medicines into Japan is also available at http://japan.usembassy.gov/e/acs/tacs-medimport.html. A list of English-speaking medical facilities throughout Japan is available on our web site.

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 hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747); or via the CDC’s Internet site at http://www.cdc.gov/travel. For information about outbreaks of infectious diseases abroad consult the World Health Organization’s (WHO) website at http://www.who.int/en. Further health information for travelers is available at http://www.who.int/ith.

MEDICAL INSURANCE: U.S. medical insurance is not always valid outside the United States. U.S. Medicare and Medicaid programs do not provide payment for medical services outside the United States. It can be both difficult and expensive for foreigners not insured in Japan to receive medical care. Serious medical problems requiring hospitalization and/or medical evacuation can cost anywhere from $30,000 to $120,000. Private U.S. citizens are ineligible for treatment at U.S. military hospitals in Japan or U.S. military medical evacuation to the U.S. Access to military facilities is controlled solely by the military; veterans with service-connected disabilities should contact the appropriate U.S. military hospital before traveling to Japan. In the event of death, the cost of preparation and shipment of remains to the U.S is over $15,000. Almost no care providers accept U.S.-based health insurance “up front”; patients pay in cash and then seek reimbursement from their insurance company once they return home. Most small clinics and some large hospitals do not accept credit/debit cards. No facility accepts checks drawn on U.S. bank accounts.
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 if 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 Japan is provided for general reference only, and it may not be totally accurate in a particular location or circumstance.

Driving in Japan is quite complicated and expensive. Those who cannot read the language will have trouble understanding road signs. Highway tolls are assessed at about $1 (U.S.) per mile. City traffic is often very congested. A 20-mile trip in the Tokyo area may take two hours. There is virtually no legal roadside parking. In mountainous areas, roads are often closed during the winter, and cars should be equipped with tire chains. Roads in Japan are much narrower than those in the United States. Japanese compulsory insurance (JCI) is mandatory for all automobile owners and drivers in Japan. Most short-term visitors choose not to drive in Japan. Vehicular traffic moves on the left. Turns at red lights are forbidden, unless specifically authorized.

Japanese law provides that all persons who drive in Japan are held liable in the event of an accident, and assesses fault in an accident on all parties. Drivers stopped for driving under the influence of intoxicants will have their licenses confiscated. Persons found guilty of "drunken, speeding or blatantly careless driving that results in injury" are subject to up to 15 years in prison. The National Police Agency (NPA) oversees the administration and enforcement of traffic laws. Further information in English is available on the NPA’s web site at http://www.npa.go.jp/english/index.htm.

Emergency Assistance: Within Japan, please dial 110 for police, and 119 for ambulance. For roadside assistance, please contact JAF (Japan Automobile Federation) at 03-5730-0111 in Tokyo, 072-645-0111 in Osaka, 011-857-8139 in Sapporo, 092-841-5000 in Fukuoka, or 098-877-9163 in Okinawa.

Please refer to our Road Safety page for more information.

For specific information concerning Japanese driving permits, vehicle inspection, road tax and mandatory insurance, please contact the Japan National Tourist Organization offices in Chicago, Los Angeles, New York or San Francisco via the Internet at http://www.jnto.go.jp/. In addition, information about roadside assistance, rules of the road and obtaining a Japanese driver’s license is available in English from the Japan Automobile Federation (JAF) web site at http://www.jaf.or.jp/e/index.htm

INTERNATIONAL DRIVING PERMITS (IDP): An international driving permit issued in the United States by the American Automobile Association (AAA) or the American Automobile Touring Alliance (AATA) is required of short-term visitors who drive in Japan. International driving permits are not issued by the U.S. Embassy or by its Consulates, and must be obtained prior to arriving in Japan. IDP’s issued via the Internet and/or by other organizations are not considered valid in Japan. IDP’s issued to Americans in third countries where they are not resident are often considered invalid, or are subject to close scrutiny.

“Residents” are expected to convert to or obtain a Japanese drivers license. Persons using an international drivers license who are resident in Japan can be subject to fines or arrest. The exact boundary between “resident” and “non-resident” is unclear. In practice it seems to involve more than simply visa status or length of stay in Japan and is determined by the police. In short, an international license is not a permanent or expedient substitute for a valid Japanese license. You can learn more at http://japan.usembassy.gov/e/acs/tacs-drive.html.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the government of Japan’s Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Japan’s air carrier operations. For further information, travelers may contact the Department of Transportation within the U.S. At 1-800-322-7873, or visit the FAA website at http://www.faa.gov/safety/programs_initiatives/oversight/iasa.

SPECIAL CIRCUMSTANCES: Japan has very strict laws regarding the importation and possession of firearms and other weapons. Persons bringing a firearm or sword into Japan (including target and trophy pistols, air guns, some pocket knives and Japanese-origin swords) may have these items confiscated by Japanese customs authorities, and may be arrested, prosecuted and deported or jailed. Some prescription medications, as well as
some over-the-counter medications, cannot be imported into Japan. (Please see the “Confiscation of Prescription Drugs and other Medication” section in this Consular Information Sheet.) Please contact the Japanese Embassy or nearest Japanese Consulate in the United States, or visit the Narita Airport (Tokyo) Customs web site in English at http://www.narita-airport-customs.go.jp/e/index_e.html, for specific information regarding import restrictions and customs requirements.

Japanese customs authorities encourage the use of an ATA (Admission Temporaire/Temporary Admission) Carnet for the temporary importation into Japan of professional equipment, commercial samples and/or goods for exhibitions and trade fairs. ATA Carnet Headquarters located at the U.S. Council for International Business, 1212 Avenue of the Americas, New York, NY 10036 issues and guarantees the ATA Carnet in the United States. For additional information, please call (212) 354-4480, or send an email to atacarnet@uscib.org, or visit http://www.uscib.org/ for details.

Please see our Customs Information.

CONFISCATION OF PRESCRIPTION DRUGS AND OTHER MEDICATION: Decisions on what medications may be imported legally into Japan are made by the Japanese Government, and unfortunately the limited information we have available at the American Embassy and our Consulates does not include comprehensive lists of specific medications or ingredients.

It is illegal to bring into Japan some over-the-counter medicines commonly used in the United States, including inhalers and some allergy and sinus medications. Specifically, products that contain stimulants (medicines that contain Pseudoephedrine, such as Actifed, Sudafed, and Vicks inhalers), or Codeine are prohibited. Up to a two-month supply of allowable over-the-counter medication and up to a four-month supply of allowable vitamins can be brought into Japan duty-free. Some U.S. prescription medications cannot be imported into Japan, even when accompanied by a customs declaration and a copy of the prescription. Generally, up to one month's supply of allowable prescription medicine can be brought into Japan. Travelers must bring a copy of their doctor's prescription as well as a letter stating the purpose of the drug.

Japanese physicians can often prescribe similar, but not identical, substitutes to medicines available in the U.S. A Japanese doctor, consulted by phone in advance, is also a good source of information on medications available and/or permitted in Japan. A list of English-speaking medical facilities throughout Japan is available on our web site at http://japan.usembassy.gov/e/acs/tacs-7119.html. Some popular medications legal in the U.S., such as Prozac and Viagra, are sold illegally in Japan on the black market. You are subject to arrest and imprisonment if you purchase such drugs illegally while in Japan.

Persons traveling to Japan carrying prescription and non-prescription medications should consult the Japanese Embassy, or a Japanese Consulate, in the United States before leaving the U.S. to confirm whether they will be allowed to bring the particular medication into Japan. A full listing of phone numbers and email addresses is available at http://www.us.emb-japan.go.jp/jicc/consulat.htm.

PETS: The Japanese Animal Quarantine Service (AQS) http://www.maff-aqs.go.jp/english/ryoko/ra.htm has radically revised its procedures for importing pets. In most instances, the process will take at least seven (7) months from the date of the first rabies vaccination before a pet may enter Japan, so advance planning is critical. More information about importing a pet into Japan is available at http://japan.usembassy.gov/e/acs/tacs-petsi.html. More information about exporting a pet from Japan is available at http://japan.usembassy.gov/e/acs/tacs-petse.html.

CONSULAR ACCESS: U.S. citizens must carry their U.S. passports or Japanese alien registration cards with them at all times so that, if questioned by local officials, the U.S. citizen can establish proof of identity and citizenship. Under Japanese law, the police may stop any person on the street at any time and demand ID. If a foreigner does not have with him/her either a passport or valid Japanese Alien Registration Card, s/he is subject to arrest. Due to recent crackdowns by the police, such random stops for ID are becoming increasingly more common, especially in areas frequented by foreigners. In accordance with the U.S.-Japan Consular Convention, U.S. consular officers are generally notified within 24 hours of the arrest of a U.S. citizen, if the U.S. citizen requests consular notification.

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CONDITIONS AT PRISONS AND DETENTION FACILITIES: Japanese prisons and detention facilities maintain internal order through a regime of very strict discipline. American-citizen prisoners often complain of stark, austere living conditions and psychological isolation. A prisoner can become eligible for parole only after serving about 60-70% of his/her sentence. Early parole is not allowed for any reason—humanitarian, medical or otherwise. Access to competent interpreters is not required at all times under Japanese criminal law. More information is available at http://japan.usembassy.gov/e/acs/tacs-7110a.html. Although a signatory to the Council of Europe Prisoner transfer treaty, Japan requires that prisoners wishing to transfer from Japan to serve at least 1/3 of their sentences before considering their applications. Please see our information on Prisoner Transfer Treaties. Information is also, available at http://tokyo.usembassy.gov/e/acs/tacs-transfer.html.

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 Japanese law can be more severe than in the United States for similar offenses. Persons violating Japanese law, even unknowingly, may be expelled, arrested or imprisoned. Persons arrested in Japan, even for a minor offense, may be held in detention without bail for two to three months during the investigation and legal proceedings. Information about Japanese criminal law is available in English at the National Police Agency (NPA) web site at http://www.npa.go.jp/english/index.htm. A list of English-speaking lawyers throughout Japan is available on our web site at http://japan.usembassy.gov/e/acs/tacs-7113.html.

ILLEGAL DRUGS: Penalties for possession, use, or trafficking in illegal drugs in Japan are strict, and convicted offenders can expect long jail sentences and fines. In most drug cases, suspects are usually detained incommunicado, which bars them from receiving visitors or corresponding with anyone other than a lawyer or U.S. consular officer until after indictment, which may take as long as several months. Solitary confinement is common.

People can be convicted of drug use based on positive blood or urine tests alone, and multiple Americans are now serving time in Japanese prisons as the result of sting operations and the use of informers. The Japanese police routinely share information on drug arrests with Interpol, assuring that notice of the arrest will reach U.S. law enforcement agencies. About half of all Americans now in prison in Japan are incarcerated for drug-related crimes.

Japanese authorities aggressively pursue drug smugglers with sophisticated detection equipment, "sniffing" dogs and other methods. Travelers and their luggage entering Japan are screened at ports of entry; incoming and outgoing mail, as well as international packages sent via DHL or FEDEX, is also checked carefully. The Japanese police make arrests for even the smallest amounts of illegal drugs. Several Americans are now in custody after having mailed illegal drugs to themselves from other countries. Other Americans are serving time for having tried to bring drugs into Japan as paid couriers working out of Southeast Asia or Europe. Please see our information on Criminal Penalties.

IMMIGRATION PENALTIES: Japanese work visas are issued outside of Japan for a specific job with a specific employer at a specific place of employment, and are not transferable. It is illegal for U.S. citizens to work in Japan while in tourist or visa-waiver status. Japanese authorities do not allow foreigners to change their immigration status from visa-waiver status to work status while in Japan. Japanese immigration officers may deny entry to travelers who appear to them to have no visible means of support. Please contact the Japanese Embassy or nearest Japanese Consulate in the United States for guidance on what constitutes adequate financial support for a specific period of time. A U.S. citizen who works in Japan without a work visa may be subject to arrest, which can involve several weeks or months of incarceration, followed by conviction and imprisonment or deportation. The deportee must bear the cost of deportation, including legal expenses and airfare.

Due to recent changes in the law, penalties for overstaying one's visa or working illegally have toughened substantially. Fines can run into thousands of dollars, and in some cases re-entry bans can be as long as ten years. See http://www.moi.go.jp/ENGLISH/information/icrr-01.html for additional information.

EMPLOYMENT ISSUES: Although the Japanese economy is emerging slowly from a prolonged recession, U.S. citizens are advised against coming to work in Japan without the proper working visa arranged ahead of time, or
in the hopes of earning a large salary. Teaching English, even with private students, and serving as a hostess, are both considered "work" in Japan and are illegal without the proper visa.

Assessing Employment Offers: Some U.S.-based employment agencies and Japanese employers do not fully discuss, or correctly represent, the true nature of employment terms and conditions. U.S. consular officers in Japan receive numerous complaints from U.S. citizens who come to Japan to work as English teachers, carpenters, models, actors, entertainers, exotic dancers and bar hostesses. These complaints include contract violations, non-payment of salary for months at a time, sexual harassment, intimidation and threats of arrest, deportation and physical assault.

A minimum requirement for effectively seeking the protection of Japanese labor law is a written and signed work contract. Without such a contract, Japanese authorities do not intervene on behalf of foreign workers. It is prudent for U.S. citizens coming to work in Japan carefully to review their contracts and the bona fides of their Japanese employer before traveling to Japan. U.S. consular officers generally are unable to confirm the bona fides of prospective Japanese employers, although they may be familiar with organizations about which they have received complaints in the past. If asked to do something they find troubling, U.S. citizens may wish to reassess their reason for being in Japan, and consider terminating their employment and returning to the United States. Complaints against U.S.-based employment agencies or recruiters may be directed to the Better Business Bureau at [http://www.bbb.org/](http://www.bbb.org/) or the Office of the Attorney General of the state in question.

LIVING EXPENSES: Japan's cost of living is one of the highest in the world. The use of credit/debit cards is not widespread, particularly outside major cities. While there are ATMs in Japan, most are not open 24 hours a day or do not accept a U.S.-based card. ATMs at major airports, foreign bank branches and Japanese Post Offices are more likely to accept foreign cards than other locations. Taxi fares from airports to downtown Osaka and Tokyo can cost hundreds of dollars; bus fare can run $25 (U.S.) or more. The airport departure fee is generally included in the ticket prices of flights departing from both Narita (Tokyo) International Airport and Kansai (Osaka) International Airport.

ENGLISH HELP AND INFORMATION LINES: Tourists and foreign residents in Japan have access to valuable information, including professional counseling, via help and information telephone hotlines. The Tokyo English Lifeline ([http://www.tellip.com/](http://www.tellip.com/)) provides English-speaking counseling and referrals at 03-5774-0992. The Japan Help Line provides similar assistance nationwide at 0570-000-911 (domestic), 813-3435-8017 (international) ([http://www.jhelp.com/](http://www.jhelp.com/)).

DISASTER PREPAREDNESS: Japan is faced with the ever-present danger of deadly earthquakes and typhoons. Japan is one of the most seismically active locations in the world; minor tremors are felt regularly throughout the islands. While responsibility for caring for disaster victims, including foreigners, rests with the Japanese authorities, one of the first things a traveler should do upon arriving in Japan is to learn about earthquake and disaster preparedness from hotel or local government officials. Additional details on self-preparedness are available via the Internet at [http://japan.usembassy.gov/acs](http://japan.usembassy.gov/acs) and on the U.S. Federal Emergency Management Agency (FEMA) home page at [http://www.fema.gov](http://www.fema.gov/).

CHILDREN’S ISSUES: For information on international adoption of children and international parental child abduction, see the Office of Children’s Issues website. Japan is not a Hague Convention signatory, and U.S. court custody decisions are not enforceable in Japan. Almost all children born to a Japanese parent since the 1980’s, are Japanese citizens, and may travel on Japanese passports issued in the U.S. even if the left-behind parent in the U.S. does not agree to the issuance of a U.S. passport. The Embassy and our Consulates do not have access to Japanese Immigration records and cannot confirm that a child has entered or departed Japan. The Japanese government will not refuse entry to one of its citizens, even if that citizen is a dual-national child subject to a U.S. court-based custody decision. The Embassy and our Consulates cannot serve process, appear in court on your behalf or carry out U.S.-based arrest warrants. Please be aware you may be subject to arrest on kidnapping charges if you attempt to re-abduct your child from Japan.

REGISTRATION/EMBASSY LOCATION: Americans living in or visiting Japan are encouraged to register through the State Department’s travel registration website, or through the Embassy’s website at [http://japan.usembassy.gov/acs](http://japan.usembassy.gov/acs) where they may also obtain updated information on travel and security within Japan. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, U.S. citizens make it easier for the Embassy or Consulate to contact them in case of emergency. U.S. citizens resident in or visiting Japan are encouraged to sign up for an e-mail newsletter at [http://www.jhelp.com/](http://www.jhelp.com/) 33
http://japan.usembassy.gov/acs. Alien registration formalities required under Japanese immigration law are separate from U.S. citizen registration. Registration information is protected by the Privacy Act.

All Consular information for all of Japan is now available on a single web site at http://japan.usembassy.gov/acs.


The U.S. Embassy in Tokyo is located at 1-10-5 Akasaka, Minato-ku, Tokyo 107-8420 Japan; telephone 81-3-3224-5000; fax 81-3-3224-5856. Recorded visa information for non-U.S. citizens is available at the following 24-hour toll phone number: 03-5354-4033.

The U.S. Consulate General in Osaka-Kobe is located at 2-11-5 Nishitenma, Kita-ku, Osaka 530-8543; telephone 81-6-6315-5900; fax 81-6-6315-5914. Recorded information for U.S. citizens concerning U.S. passports, notarials and other American citizens services is available 24 hours at 81-6-6315-5900.

The U.S. Consulate General in Naha is located at 2-1-1 Toyama, Urasoe, Okinawa 901-2104; telephone 81-98-876-4211; fax 81-98-876-4243

The U.S. Consulate General in Sapporo is located at Kita 1-Jo Nishi 28-chome, Chuo-ku, Sapporo 064-0821; telephone 81-11-641-1115, fax 81-11-643-1283.

The U.S. Consulate in Fukuoka is located at 2-5-26 Ohori, Chuo-ku, Fukuoka 810-0052; telephone 81-92-751-9331; fax 81-92-713-9222.

The U.S. Consulate in Nagoya is located at Nagoya International Center Bldg. 6th floor, 1-47-1 Nagono, Nakamura-ku, Nagoya 450-0001; telephone 81-52-581-4501; fax 81-52-581-3190.

The U.S. Consulate in Nagoya offers only limited emergency consular services for U.S. citizens. The U.S. Consulate General in Osaka-Kobe handles all routine matters. A consular officer from the U.S. Consulate General in Osaka-Kobe visits the U.S. Consulate in Nagoya on the second Wednesday of every month. During those visits, the consular officer provides consular services to U.S. citizens by appointment. To make an appointment for consular services in Nagoya, please contact the U.S. Consulate in Nagoya at the number listed above.

Maps to all our offices in Japan, along with directions on using public transportation to reach us, are available at http://japan.usembassy.gov/e/acs/tacs-7123.html.

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This replaces the consular information sheet dated March 8, 2006, to update website addresses, sections on Traffic Safety and Road Conditions and Registration/Embassy Location.
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
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
- Janet Whittier
  Accounts Receivable Manager
  x 5741, whittier@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, mharrrity@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
WWW Addresses
The following are web addresses that you may find helpful, particularly before you leave for your site.

### Health & Safety Sites
- **Center for Disease Control (CDC)**
- **American Society of Tropical Medicine and Hygiene (ASTMH)**
  - [http://www.astmh.org](http://www.astmh.org)
- **Council on International Educational Exchange (CIEE)**
  - [http://www.ciee.org](http://www.ciee.org)
- **Travel Safe: AIDS and International Travel**
  - [http://www.ciee.org/travelsafe.cfm](http://www.ciee.org/travelsafe.cfm)
- **Lonely Planet**
  - [http://www.lonelyplanet.com](http://www.lonelyplanet.com)
- **The Travel Clinic**
- **Travel Health Online**
- **U.S. State Department**
  - [http://travel.state.gov](http://travel.state.gov)
- **Association for Safe International Road Travel (ASIRT)**
  - [http://www.asirt.org/](http://www.asirt.org/)
- **NAFSA: Association of International Educators**
  - [http://www.nafsa.org/](http://www.nafsa.org/)
- **StudyAbroad.com Handbook**

### Travel Sites
- **U.S. Customs Office**
- **U.S. State Department**
  - [http://www.state.gov/www/background_notes/index.html](http://www.state.gov/www/background_notes/index.html)
- **Travel Warnings and Consular Information Sheets**
  - [http://travel.state.gov/travel/warnings.html](http://travel.state.gov/travel/warnings.html)
- **Important Telephone Numbers**
  - [http://www.travel.state.gov/about/contact_how.html](http://www.travel.state.gov/about/contact_how.html)
- **Links to U.S. Embassies and Consulates Worldwide**
  - [http://travel.state.gov/visa/questions_embassy.html](http://travel.state.gov/visa/questions_embassy.html)
- **Services and Information for American Citizens Abroad**
  - [http://travel.state.gov/travel/abroad.html](http://travel.state.gov/travel/abroad.html)
- **Travel Warning on Drugs Abroad**
  - [http://travel.state.gov/travel/livingabroad_drugs.html](http://travel.state.gov/travel/livingabroad_drugs.html)
- **Women’s Sites**
  - **Journeywoman**
    - [http://www.journeywoman.com](http://www.journeywoman.com)
- **Disability Sites**
  - **Access-Able**
    - [http://www.access-able.com/tips/](http://www.access-able.com/tips/)
  - **Air Travel Tips and Resources**
    - [http://www.miusa.org](http://www.miusa.org)
Site Specific Web Address from CDC
The following web address should be accessed for health information specific to where you will be traveling. The IGSD strongly recommends that you review all health recommendations and discuss these with your health care provider. The preventive measures you need to take while traveling depend on the areas you visit and the length of time you stay.

<table>
<thead>
<tr>
<th>Site</th>
<th>Web Address</th>
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<tbody>
<tr>
<td>Kansai, Japan</td>
<td><a href="http://www.cdc.gov/travel/eastasia.htm">http://www.cdc.gov/travel/eastasia.htm</a></td>
</tr>
</tbody>
</table>

CDC Recommendations for Vaccines
See your doctor at least 4–6 weeks before your trip to allow time for shots to take effect.

The following vaccines may be recommended for your travel to East Asia. Discuss your travel plans and personal health with a health-care provider to determine which vaccines you will need.

- **Hepatitis A** or immune globulin (IG). Transmission of hepatitis A virus can occur through direct person-to-person contact; through exposure to contaminated water, ice, or shellfish harvested in contaminated water; or from fruits, vegetables, or other foods that are eaten uncooked and that were contaminated during harvesting or subsequent handling.

- **Hepatitis B**, especially if you might be exposed to blood or body fluids (for example, health-care workers), have sexual contact with the local population, or be exposed through medical treatment. Hepatitis B vaccine is now recommended for all infants and for children ages 11–12 years who did not receive the series as infants.

- **Japanese encephalitis**, if you plan to visit rural farming areas and under special circumstances, such as a known outbreak of Japanese encephalitis.

- Malaria: if you are traveling to a malaria-risk area in this region, see your health care provider for a prescription antimalarial drug. For details concerning risk and preventive medications, see Malaria Information for Travelers to East Asia.

- **Rabies**, if you might have extensive unprotected outdoor exposure in rural areas, such as might occur during camping, hiking, or bicycling, or engaging in certain occupational activities.

- **Typhoid**, particularly if you are visiting developing countries in this region. Typhoid fever can be contracted through contaminated drinking water or food, or by eating food or drinking beverages that have been handled by a person who is infected. Large outbreaks are most often related to fecal contamination of water supplies or foods sold by street vendors.

- As needed, booster doses for **tetanus-diphtheria** and **measles**.

**Required Vaccinations**
- None.

Malaria is a preventable infection that can be fatal if left untreated. Prevent infection by taking prescription antimalaria drugs and protecting yourself against mosquito bites (see
below). Malaria risk in this region exists all year in some cities and all rural areas of these countries, except for Brunei Darussalam and Singapore. Most travelers to Southeast Asia at risk for malaria should take mefloquine to prevent malaria.

Do not swim in fresh water (except in well-chlorinated swimming pools) in certain areas of Cambodia, Indonesia, Laos, Philippines, and Thailand to avoid infection with schistosomiasis.

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.

### Food and water and travelers’ diarrhea

Contaminated food and drink are the major sources of stomach or intestinal illness while traveling. Intestinal problems due to poor sanitation are found in far greater numbers outside the United States and other industrialized nations.

**Water**

In areas with poor sanitation, only the following beverages may be safe to drink: boiled water, hot beverages (such as coffee or tea) made with boiled water, canned or bottled carbonated beverages, beer, and wine. Ice may be made from unsafe water and should be avoided. It is safer to drink from an unopened can or bottle than from a container that is not known to be clean and dry. However, water on the surface of a beverage can or bottle may also be contaminated. Therefore, the area of a can or bottle that will touch the mouth should be wiped clean and dry. Where water is contaminated, travelers should not brush their teeth with tap water.

**Treatment of Water**

Boiling is the most reliable method to make water safe to drink. Bring water to a vigorous boil, then allow it to cool; do not add ice. At high altitudes allow water to boil vigorously for a few minutes or use chemical disinfectants. Adding a pinch of salt or pouring water from one container to another will improve the taste.

Chemical disinfection can be achieved with either iodine or chlorine, with iodine providing greater disinfection in a wider set of circumstances. For disinfection with iodine use either tincture of iodine or tetracycline hydroperiodide tablets, such as Globaline®, Potable-Aqua®, and others.

These disinfectants can be found in sporting goods stores and pharmacies. Read and follow the manufacturer's instructions. If the water is cloudy, strain it through a clean cloth, and double the number of disinfectant tablets added. If the water is very cold, either warm it, or allow increased time for disinfectant to work.

As a last resort, if no source of safe drinking water is available, tap water that is uncomfortably hot to touch may be safer than cold tap water. However, many disease-causing organisms can survive the usual temperature reached by the hot water in overseas hotels, and boiling or proper disinfection is still advised.
Food

Food should be selected with care. Any raw food could be contaminated, particularly in areas of poor sanitation. Foods of particular concern include: salads, uncooked vegetables and fruit, unpasteurized milk and milk products, raw meat, and shellfish. If you peel fruit yourself, it is generally safe. Food that has been cooked and is still hot is generally safe.

Some fish are not guaranteed to be safe even when cooked because of the presence of toxins in their flesh. Tropical reef fish, red snapper, amberjack, grouper, and sea bass can occasionally be toxic at unpredictable times if they are caught on tropical reefs rather than open ocean. The barracuda and puffer fish are often toxic, and should generally not be eaten. Highest risk areas include the islands of the West Indies, and the tropical Pacific and Indian Oceans.

Travelers' Diarrhea

Travelers' diarrhea, the number one illness in travelers, can be caused by viruses, bacteria, or parasites, which can contaminate food or water. Infections may cause diarrhea and vomiting (E. coli, Salmonella, cholera, and parasites), fever (typhoid fever and toxoplasmosis), or liver damage (hepatitis). Make sure your food and drinking water are safe.

The typical symptoms of travelers' diarrhea (TD) are diarrhea, nausea, bloating, urgency, and malaise. TD usually lasts from 3 to 7 days. It is rarely life threatening. Areas of high risk include the developing countries of Africa, the Middle East, and Latin America. The risk of infection varies, depending on the type of eating establishment the traveler visits - from low risk in private homes, to high risk for food from street vendors. TD is slightly more common in young adults than in older people, with no difference between males and females. TD is usually acquired through ingestion of fecally contaminated food and water.

The best way to prevent TD is by paying close attention to choice of food and beverage. CDC does not recommend use of antibiotics to prevent TD because they can cause additional problems themselves.

If you do become ill with travelers' diarrhea, it is usually self-limited and treatment requires only simple replacement of fluids and salts lost in diarrheal stools. This is best achieved by use of an oral rehydration solution such as World Health Organization Oral Rehydration Salts (ORS) solution. ORS packets are available at stores or pharmacies in almost all developing countries. ORS is prepared by adding one packet to boiled or treated water. Packet instructions should be checked carefully to ensure that the salts are added to the correct volume of water. ORS solution should be consumed or discarded within 12 hours if held at room temperature, or 24 hours if held refrigerated. Iced drinks and noncarbonated bottled fluids made from water of uncertain quality should be avoided. Dairy products can aggravate diarrhea in some people and should be avoided.

Most episodes of TD resolve in a few days. As with all diseases it is best to consult a physician rather than attempt self-medication, especially for pregnant women and children. Travelers should seek medical help if diarrhea is severe, bloody, or does not resolve within a few days, or if it is accompanied by fever and chills, or if the traveler is unable to keep fluid intake up and becomes dehydrated.
General Travel Precautions

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.
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. Comprehensive surveillance systems are lacking in many countries, so that the true number of cases is likely to be far greater than the numbers officially reported from some areas, particularly the non-industrialized nations. 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.

Travelers 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.

In many countries, needle sharing by IV drug users is a major source of HIV transmission and other infections such as hepatitis B and C. Do not use drugs intravenously or share needles for any purpose.

Safety of Blood, Blood Products, and Needles
In the United States, Australia, New Zealand, Canada, Japan, and western European countries, the risk of infection of transfusion associated HIV infection has been virtually eliminated through required testing of all donated blood for antibodies to HIV. In the United States, donations of blood and plasma must be screened for antibodies to HIV-1 and HIV-2 and HIV-1 p24 antigen.

If produced in the United States according to procedures approved by the Food and Drug Administration, immune globulin preparations (such as those used for the prevention of hepatitis A and B) and hepatitis B virus vaccine undergo processes that are known to inactivate HIV and therefore these products should be used as indicated.

In less-developed nations, there may not be a formal program for testing blood or biological products for antibody to HIV. In these countries, use of unscreened blood clotting factor concentrates or those of uncertain purity should be avoided (when medically prudent). If transfusion is necessary, the blood should be tested, if at all possible, for HIV antibodies by appropriately trained laboratory technicians using a reliable test.

Needles used to draw blood or administer injections should be sterile, preferably of the single-use disposable type, and prepackaged in a sealed container. Insulin-dependent diabetics, hemophiliacs, and other persons who require routine or frequent injections should carry a supply of syringes, needles, and disinfectant swabs (e.g., alcohol wipes) sufficient to last their entire stay abroad.

For the information made available by the Center for Disease Control, please go to the following web address http://www.cdc.gov/travel/hivaids.htm

Dengue Fever
Dengue is a mosquito-transmitted viral disease occurring chiefly in tropical and subtropical areas of the world. Epidemic transmission is usually seasonal, during and shortly after the rainy season. There are no travel restrictions for any country with regard to dengue, however many cases have been reported in travelers returning from the areas listed below.

Risk
Generally, there is a low risk of acquiring dengue during travel to tropical areas except during periods of epidemic transmission. Dengue outbreaks have occurred with increasing frequency in recent years in most countries of the Tropics.

The risk is greatest in the Indian subcontinent, Southeast Asia, Southern China, Central and South America (except Chile, Paraguay, and Argentina), the Caribbean (except Cuba and the Cayman Islands), Mexico, and Africa. There is a somewhat lower risk for travelers to Taiwan and the Pacific Islands. The Middle East and Northern Australia have a still lower risk of Dengue transmission. New Zealand is free of dengue fever.
Transmission
Dengue viruses are transmitted by Aedes mosquitoes, which are most active during the day. Mosquitoes that transmit dengue usually are found near human dwellings and often are present indoors. Dengue is predominant in urban centers, but may be found in rural areas; it is rarely found at elevations above 4000 feet.

Prevention
There is no vaccine for dengue fever; therefore the traveler should avoid mosquito bites by using insect repellents on skin and clothing and remaining in well-screened or air-conditioned areas. Travelers are advised to use aerosol insecticides indoors and use bed-nets if sleeping quarters are not screened or air-conditioned.

Symptoms
Dengue fever is characterized by sudden onset, high fever, severe headaches, joint and muscle pain, nausea, vomiting and rash. The rash appears 3-4 days after the onset of fever. Infection is diagnosed by a special laboratory test of blood that detects the presence of the virus or antibodies. The illness may last up to 10 days, but complete recovery can take 2 to 4 weeks. Dengue is commonly confused with other infectious illnesses such as influenza, measles, malaria, typhoid, and scarlet fever. The symptoms of dengue can be treated with bed rest, fluids, and medications to reduce fever, such as acetaminophen; aspirin should be avoided.

More severe forms of the disease, "dengue hemorrhagic fever" or "dengue shock syndrome" are very rare among travelers. Symptoms initially are indistinguishable from dengue fever, but the illness progresses to faintness, shock, and generalized bleeding. Dengue does not produce long-term complications. See your physician if you become sick within a month of returning from travel in a tropical area. Be prepared to give your complete travel itinerary, so that the physician can evaluate the possibility that your symptoms were caused by a dengue infection.

Malaria Risk and Prevention
Countries in this region: Brunei Darussalam, Cambodia, Indonesia, Lao People's Democratic Republic (Laos), Malaysia, Myanmar (Burma), Philippines, Singapore, Thailand, Viet Nam

Malaria is a preventable infection that can be fatal if left untreated. Prevent infection by taking prescription antimalaria drugs and protecting yourself against mosquito bites. Malaria risk in this region exists all year in some cities and all rural areas of these countries, except for Brunei Darussalam and Singapore. Most travelers to Southeast Asia at risk for malaria should take mefloquine to prevent malaria.

Symptoms and Transmission
Malaria is a serious disease transmitted to humans by the bite of an infected female Anopheles mosquito. Symptoms may include fever and flu-like illness, including chills, headache, muscle aches, and fatigue. Malaria may cause anemia and jaundice. P. falciparum infections, if not promptly treated, may cause kidney failure, coma, and death. Malaria can often be prevented by using antimalarial drugs and by using personal protection measures to prevent mosquito bites. However, in spite of all protective measures, travelers may still develop malaria.

Travelers who become ill with a fever or flu-like illness while traveling in a malaria risk area and up to one year after returning home should seek prompt medical attention and should tell the physician their travel history.
Malaria Risk by Country
Brunei Darussalam: No risk. Cambodia: All, except no risk in Phnom Penh. Indonesia: Rural only, except high risk in all areas of Irian Jaya (western half of island of New Guinea). No risk in cities of Java and Sumatra and no risk in the main resort areas of Java and Bali. Lao People’s Democratic Republic (Laos): All, except no risk in city of Vientiane. Malaysia: remote areas of peninsular Malaysia and Sarawak (NW Borneo). Urban and coastal areas are risk free. Sabah (NE Borneo) has risk throughout. Myanmar (Burma): Rural areas, except no risk in cities of Yangon (Rangoon) and Mandalay. Philippines: Rural only, except no risk in the provinces of Bohol, Cebu, and metropolitan Manila. Subic Bay is a risk area. Singapore: No risk. Thailand: Limited risk, largely confined to the borders with Cambodia and Myanmar. No risk in major cities and major tourist resorts (Bangkok, Chiangmai, Pattaya, and Phuket.) Viet Nam: Rural areas, except no risk in the Red River Delta and the coastal plain north of Nha Trang.

Preventing Insect Bites
In addition to using drugs to prevent malaria, travelers should protect themselves from mosquito bites by wearing clothing that covers most of the body, using bed nets, and applying insect repellent to exposed skin, particularly between dusk and dawn. The most effective repellents contain the active ingredient DEET (N,N-diethyl-meta-toluamide).

- When using DEET, follow these precautions:
  - Always use according to label directions.
  - Use repellent only when outdoors and wash skin after coming indoors.
  - Do not breathe or swallow repellent or get it in the eyes.
  - Avoid using repellent on children’s hands; it might come into contact with their eyes or mouths.
  - Do not put repellent on wounds or broken skin.
- For children, insect repellents with 6%-10% DEET are recommended.

In addition, use a flying insect spray in living and sleeping areas to kill mosquitoes. Travelers not sleeping in well-screened or air-conditioned housing should use mosquito netting, i.e. bed nets. For greater protection, clothing and bed nets can be soaked in or sprayed with permethrin. Permethrin will repel insects for several months. Portable mosquito bed nets, repellents containing DEET, and permethrin can be purchased in hardware, camping, and military surplus stores.

Prescriptions to prevent Malaria
Any use of a prescription drug should be discussed with your health care professional.

Doxycycline is the recommended drug for most travelers to risk areas in: Cambodia: western provinces bordering Thailand (for other malaria risk areas, see mefloquine) Thailand: areas bordering Cambodia and Myanmar (Burma)

Doxycycline dosages: Doxycycline is a prescription drug sold in the United States. The adult dosage is 100 mg once a day. This drug should be taken 1 or 2 days before entering the malaria risk area, once a day while there, and once a day for 4 weeks after leaving the malaria risk area. Doxycycline side effects: photosensitivity (the risk of sunburn occurring more quickly and more severely than normal), yeast infections, nausea and vomiting. Doxycycline should not be taken during pregnancy, by children under 8 years old or before going to bed.
Schistosomiasis (Bilharzia)
(SHIS-toe-SO-my-uh-sis)

What is schistosomiasis?
Schistosomiasis, also known as bilharzia (bill-HAR-zi-a), is a disease caused by parasitic worms. Infection with Schistosoma mansoni, S. haematobium, and S. japonicum causes illness in humans. Although schistosomiasis is not found in the United States, 200 million people are infected worldwide.

How can I get schistosomiasis?
Infection occurs when your skin comes in contact with contaminated fresh water in which certain types of snails that carry schistosomes are living. Schistosoma eggs contaminate fresh water when infected people urinate or defecate in the water. The eggs hatch, and if certain types of snails are present in the water, the parasites grow and develop inside the snails. The parasite leaves the snail and enters the water where it can survive for about 48 hours. Schistosoma parasites can penetrate the skin of persons who are wading, swimming, bathing, or washing in contaminated water. Within several weeks, worms grow inside the blood vessels of the body and produce eggs. Some of these eggs travel to the bladder or intestines and are passed into the urine or stool.

What are the symptoms of schistosomiasis?
Within days after becoming infected, you may develop a rash or itchy skin. Fever, chills, cough, and muscle aches can begin within 1-2 months of infection. Most people have no symptoms at this early phase of infection. Eggs travel to the liver or pass into the intestine or bladder. Rarely, eggs are found in the brain or spinal cord and can cause seizures, paralysis, or spinal cord inflammation. For people who are repeatedly infected for many years, the parasite can damage the liver, intestines, lungs, and bladder. Even without treatment, damage to these organs occurs only rarely. Symptoms of schistosomiasis are caused by the body's reaction to the eggs produced by worms, not by the worms themselves.

What should I do if I think I have schistosomiasis?
See your health care provider. If you have traveled to countries where schistosomiasis is found and had contact with fresh water, describe in detail where and for how long you traveled. Explain that you may have been exposed to contaminated water.

How is schistosomiasis diagnosed?
Your health care provider will ask you to provide stool or urine samples to see if you have the parasite. A blood test has been developed and is available at CDC. For accurate results, you must wait 6-8 weeks after your last exposure to contaminated water before the blood sample is taken.

What is the treatment for schistosomiasis?
Safe and effective drugs are available for the treatment of schistosomiasis. You will be given pills to take for 1-2 days.

Am I at risk?
If you live in or travel to areas where schistosomiasis occurs and your skin comes in contact with fresh water from canals, rivers, streams, or lakes, you are at risk of getting schistosomiasis.

How can I prevent schistosomiasis?
Avoid swimming or wading in fresh water when you are in countries in which schistosomiasis occurs. Swimming in the ocean and in chlorinated swimming pools is generally thought to be safe.
Drink safe water. Because there is no way to make sure that water coming directly from canals, lakes, rivers, streams or springs is safe, you should either boil water for 1 minute or filter water before drinking it. Boiling water for at least 1 minute will kill any parasites, bacteria, or viruses present. Iodine treatment alone WILL NOT GUARANTEE that water is safe and free of all parasites.

Bath water should be heated for 5 minutes at 150°F. Water held in a storage tank for at least 48 hours should be safe for showering. Vigorous towel drying after an accidental, very brief water exposure may help to prevent the Schistosoma parasite from penetrating the skin. However, you should NOT rely on vigorous towel drying to prevent schistosomiasis.
Section 3 – Site Specific Information for Kansai, Japan

Dates
Your stay in Japan is divided into an internship portion, followed by an MQP portion. The exact date of the start of your internship will be determined in the preparation term. The end of the internship portion, which is the same as the start of the MQP portion, is **August 23, 2007**, and the end date is **October 11, 2007**. More details about arrival and departure will be communicated during the preparation term. When planning your travel, note that one typically arrives in Japan 1 calendar day after leaving the US.

Housing in Kansai
WPI students will be living in double-occupancy apartments provided by the host lab, ATR International. The apartments have air conditioning, and are fully furnished, with kitchens. The apartments typically have two bedrooms (one of which is a tatami room), a living/dining room, a changing room, and a bathroom with a clothes washer. You will have two futons with bed linen available at a reduced cost.

Apartment addresses and phone numbers will be set at a later date, prior to arrival.

Calling Home
There are numerous ways to call home, including using your apartment phone, a public calling-card phone, and VoIP. Many students obtain Internet service for their apartments, which includes VoIP. This is the cheapest way to call home. The cost for this is the responsibility of the student.

Money Issues
You will need to set up a bank account once you reach Japan. The host lab will assist you in this process. Japanese ATMs are typically only open around the hours the bank is open, so you will need to plan withdrawals around bank hours. Traveler’s checks are always a safe bet for getting money to Japan, although you usually have to go to a bank with your passport to exchange them. An ATM card that works on the Cirrus or other common networks will work in most Japanese ATMs, and is the simplest way to access money on a regular basis. **(Be sure you’re aware of any fees that your bank may charge for international ATM transactions, however.)** Credit cards are widely accepted, and can give you a very good rate, although many US credit cards now add a 3% fee for charges in foreign currency.
Arrival in Japan

Flight arrangements should be made to arrive at Kansai International Airport (KIX) in Osaka, Japan. Information in English about the airport can be found here: http://www.kansai-airport.or.jp/en/

Once you arrive at Kansai International, there are several ways to get from the airport to ATR. Information about getting to ATR can be found here: http://www.atr.jp/html/access/access.html

The easiest way is to take an express bus to Keihanna Plaza, which is located across the street from ATR. The bus trip takes about 95min. from the airport.

Once you arrive at Keihanna Plaza, walk across the street to ATR, and check in at the Reception Desk. Ask to see SHIEN (the speak English there).

Medical Care

Japan has excellent, modern health facilities. There is a clinic across the street from the ATR Lab, and some of the doctors speak good English. In addition, there is a good hospital near the apartment complex. This information will be made more clear as the departure date approaches.

Medical
Takanohara Central Hospital
1-3-3 Ukyo, Nara City, Nara 631-0805
+81-742-71-1030

Dentist
Nagashima Dental Clinic
4-28-5 Hikari-dai, Seika-cho, Souraku-gun, Kyoto 619-0237
+81-774-93-4755 (toll free: 0120-214-314)

Mental Health Facility
Hatada Clinic
76 Roppongi, Ichisaka, Kizugawa City, Kyoto 610-0213
+81-774-8880
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/compartamentalization 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

2007 - 2008 Academic Year

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>
</tr>
</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>
<td></td>
</tr>
<tr>
<td>If traveling by air:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airline:</td>
<td>Flight Number:</td>
<td>Airport Destination:</td>
</tr>
<tr>
<td>Departure time:</td>
<td>Arrival time:</td>
<td></td>
</tr>
<tr>
<td>Scheduled return date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airline:</td>
<td>Flight Number:</td>
<td>Airport Destination:</td>
</tr>
<tr>
<td>Departure time:</td>
<td>Arrival time:</td>
<td></td>
</tr>
<tr>
<td>If you plan to travel independently either before or after the program, please tell us your tentative plans:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
### APPENDIX B - OFF-CAMPUS STUDENTS’ HEALTH UPDATE AND RECORDS RELEASE FORM
2007 – 2008 Academic Year

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Site</th>
<th>Term</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Policy Number:</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Are you allergic to any medications? If so, please list them.</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>1. Name</th>
<th>Relationship to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>email</td>
<td></td>
</tr>
<tr>
<td>Cell Phone #:</td>
<td></td>
</tr>
<tr>
<td>Home Telephone:</td>
<td>Work Telephone:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Name</th>
<th>Relationship to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>email</td>
<td></td>
</tr>
<tr>
<td>Cell Phone #:</td>
<td></td>
</tr>
<tr>
<td>Home Telephone:</td>
<td>Work Telephone:</td>
</tr>
</tbody>
</table>

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.*

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
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: 08/17/07

Return on or before: 10/15/07

<table>
<thead>
<tr>
<th>Pick-up Person</th>
<th>Return Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td>Student Name:</td>
</tr>
<tr>
<td>Student Address:</td>
<td>Student Address:</td>
</tr>
<tr>
<td>Phone #:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Student ID#:</td>
<td>Student ID#:</td>
</tr>
<tr>
<td>Student Email:</td>
<td>Student Email:</td>
</tr>
</tbody>
</table>
APPENDIX D - Cell Phone Protocol Recognition

Please turn in this form (completed) to Donna Ryel in the IGSD with your other mandatory paperwork.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>student number</th>
</tr>
</thead>
</table>

I have read the “Protocol for WPI Recommended Cell Phones for Overseas Project Centers” and I understand that I am responsible for choosing whether or not to take advantage of the services provided by Roadpost.

All arrangements must be made directly with Roadpost for the delivery of the cell phone before April 13, 2007.

I HAVE CAREFULLY READ THIS AND FULLY UNDERSTAND ITS CONTENTS.

<table>
<thead>
<tr>
<th>Participant Signature</th>
<th>date</th>
<th>date of birth*</th>
</tr>
</thead>
</table>

☐ By checking this box, I am indicating that I choose not take advantage of the cell phone services provided by Roadpost.

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

I am the parent or legal guardian of the above Participant, have read the foregoing “Protocol for WPI Provided Cell Phones for Overseas Project Centers” (including such parts as may subject me to personal financial responsibility), am and will be legally responsible for the obligations and acts of the Participant as described in this “Protocol for WPI Provided Cell Phones for Overseas Project Centers,” 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
Appendix E - Onsite Travel Form

On Site Travel Form E 07 through D 08

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell phone number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Destination</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date &amp; time of departure</th>
<th>Date &amp; time of return</th>
</tr>
</thead>
</table>

### Mode of Transportation – Roundtrip

<table>
<thead>
<tr>
<th>Train □</th>
<th>Bus □</th>
<th>Air □</th>
<th>Car □</th>
</tr>
</thead>
</table>

#### Departing from the Site Information

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Departing from (name of airport, station, terminal)</th>
<th></th>
</tr>
</thead>
</table>

* Connection Information if applicable:

<table>
<thead>
<tr>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Departing from time</th>
<th>Arriving to time</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Departing from time</th>
<th>Arriving to time</th>
</tr>
</thead>
</table>

#### Returning to the Site Information

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Departing from (name of airport, station, terminal)</th>
<th></th>
</tr>
</thead>
</table>

* Connection Information if applicable:

<table>
<thead>
<tr>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Departing from time</th>
<th>Arriving to time</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Departing from time</th>
<th>Arriving to time</th>
</tr>
</thead>
</table>

### Lodging

(please call advisor with any changes to your reservations)

<table>
<thead>
<tr>
<th>Name of hotel</th>
<th>Name of hotel</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City and country</th>
<th>City and country</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone number</th>
<th>Phone number</th>
</tr>
</thead>
</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.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

*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.*
APPENDIX G - MANDATORY PAPERWORK CHECKLIST

All paperwork for Kansai, Japan A07 must be in the IGSD by Friday, April 13, 2007 (before 1:00 PM).

☐ Acknowledgement and Release From
☐ Travel Form
☐ Health Form
☐ ATC Laptop Form
☐ Cell Phone Form
☐ Scanned Passport
☐ 4 Photo Pictures (photo’s can be taken at the IGSD Office)