PROGRAM CONFIRMATION & PRE-DEPARTURE PLANNING AND REQUIREMENTS PACKET

IPD SPECIALLY-DESIGNED PROGRAMS & IPD EXCHANGES 2016-2017

International Program Development (IPD)
Northwestern University
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Congratulations once again on your acceptance into an IPD study abroad program! Contained here is important information about next steps for confirming your place in your program and preparing for your study abroad experience, including logistical information, important travel health and safety tips, and requirements.

Be sure to read this packet carefully and refer back to it as you are completing the various preparation steps for your program.

As outlined in your acceptance notification, the first step is for you to confirm your participation in the program. In order to accept your spot in the program, you must complete the following steps by the confirmation deadline listed in your approval email:

1. Submit your Program Confirmation Form electronically:
   [https://weinberg.co1.qualtrics.com/jfe5/form/SV_0V5T4YyPwBHEKyh](https://weinberg.co1.qualtrics.com/jfe5/form/SV_0V5T4YyPwBHEKyh)
2. Complete the Pre-Departure Health Assessment step of your NU Study Abroad Application
3. Submit a scanned copy of the ID page of your passport to Natalie Kohler at IPD
   (Natalie.kohler@northwestern.edu)

If you applied to an IPD specially-designed program, your space is not guaranteed until you have completed all steps, and your space may be released to another student if all confirmation steps are not completed by the confirmation deadline.

If you applied to an IPD exchange, you will not be nominated to your host university until you have completed all confirmation steps. If your IPD exchange program has a waitlist, your space is not guaranteed until you have completed all confirmation steps, and your space may be released to another student if all confirmation steps are not completed by the confirmation deadline.

If you have decided not to participate in your IPD program and have selected another program instead, you must submit a Program Confirmation Form for that program.

If you have decided not to study abroad, please submit a Withdrawal Form indicating that you wish to withdraw your NU Study Abroad Application and your reasons for withdrawal. You can find the Withdrawal Form here: [weinberg.co1.qualtrics.com/jfe/form/SV_dpa1YKDqSdrEjE9](https://weinberg.co1.qualtrics.com/jfe/form/SV_dpa1YKDqSdrEjE9)

For questions about your program, contact:

- **Natalie Kohler**, Program Assistant, IPD Study Abroad. Contact Natalie if you have questions about forms or requirements, and submit all materials to her. Email: natalie.kohler@northwestern.edu, Ph: 847-467-6953
- **Catrina DeBord**, Program Coordinator, IPD Study Abroad, and adviser for IPD programs in China, Germany, Israel, Serbia/Bosnia, Singapore, Switzerland, Turkey, and the United Kingdom. Contact Catrina if you have any questions about your program, academics, preparing for study abroad, health and safety, or any other program-or study abroad-related matters. Email: catrina.debord@northwestern.edu, Ph: 847-467-4913 (direct)
- **Karey Fuhs**, Associate Director, IPD Study Abroad, and adviser for IPD programs in Chile, Cuba, France, Mexico, South Africa, and Tanzania. Contact Karey if you have any questions about your program, academics, preparing for study abroad, health and safety, or any other program-or study abroad-related matters. Email: k-fuhs@northwestern.edu, Ph: 847-467-1973 (direct)

Information about pre-departure requirements is also available online at [http://www.ipd.northwestern.edu/study-abroad/pre-departure/index.html](http://www.ipd.northwestern.edu/study-abroad/pre-departure/index.html)
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Program Dates
Program dates will vary by program. IPD will email you with the official dates of your program after you have confirmed your participation, but you can reference your IPD program website for tentative program dates. For IPD Exchange programs, you should also reference the academic calendar of your host institution, which may include further details and orientation dates.

Travel
Students are responsible for making their own flight reservations to and from the program. Only students participating in the Field Research in Public Health: Tanzania, Wanxiang Fellows Program, and Journalism Residency programs abroad will have their flights booked by IPD.

For students participating in IPD specially-designed programs, IPD will contact students after they have confirmed their participation in the program to provide more information about booking travel and to suggest a sample flight itinerary. **Please do not book flights based on the information in this packet; this information is for planning purposes only.**

For IPD Exchange programs, students should refer to materials from their host institution regarding appropriate arrival and departure dates and times.

Once students are ready to make flight reservations, they are encouraged to check flight availability and fares on a variety of airlines and through various search engines. Possible travel vendors or search engines include:

- STA Travel: [http://www.statravel.com/](http://www.statravel.com/)
- Kayak: [http://www.kayak.com](http://www.kayak.com)

When booking your tickets, be careful to note any restrictions associated with your ticket, particularly if you think you might need to make changes. These include: whether the ticket is refundable, what change penalties exist, the validity of the ticket (e.g., 90 days, 6 months, 1 year), re-routing options, etc.

**Pro Tip:** Booking round trip airfare is significantly more cost effective than purchasing two one-way flights. Try to arrange your travel plans early so that you can book round-trip airfare for the best price.

Visas
The following students will likely need to apply for visas to enter their host country to study:

- U.S. citizens participating in IPD specially-designed programs in China, France, or Tanzania
- Exchange students in all locations (given the longer duration of their time abroad)
- Students who do not carry U.S. passports

U.S. citizens participating in IPD specially-designed programs in other locations will likely not need a visa.

If you do require a visa, more detailed information will be provided by the IPD office or your host institution. To confirm if you need a visa, you can also reference the Students Abroad section of the Department of State website: [http://travel.state.gov/content/studentsabroad/en/travel-docs/visas.html](http://travel.state.gov/content/studentsabroad/en/travel-docs/visas.html) or the Chicago-based consulate for your country.
Accommodations
Students studying on IPD specially-designed programs will be provided with housing for the duration of their program. For more information about the housing option(s) for your program, consult the IPD website.

Students participating in IPD Exchange programs will be responsible for making their own housing arrangements. In many cases, on-campus dormitory housing is available through your host institution. However, if your host institution does not have housing available for foreign students, you will need to select housing arrangements that align with your personal goals and budget. Options include: apartments, student residences, and homestays.

Program Costs & Billing
Students participating in IPD specially-designed programs will be charged a program fee, which includes tuition, program-related excursions, accommodations, and HTH Worldwide Health Insurance. Refer to your program page on the IPD website for expected program costs.

Students participating in exchange programs will be charged a program fee equivalent to the NU tuition rate for 1 quarter for Fall programs, 1.5 quarters for Winter-Spring programs, and 3 quarters for Full Year programs. For exchange programs, the program fee includes HTH Worldwide Health Insurance, but it does not include additional program-related expenses, such as visa, housing, flight, meals, and personal expenses. Refer to your program page for the expected program costs.

Invoices for study abroad are issued through CAESAR on the regular quarterly schedule, subject to the same due dates.

Full details can be found in the Study Abroad Guide under Billing & Payments: http://www.northwestern.edu/studyabroad/guide/money-matters/billing-payments.html.

Financial Aid
Northwestern’s policy of meeting demonstrated need extends to study abroad, so financial aid recipients participating in IPD programs can use their aid toward the program costs. The aid application is no different for study abroad than for regular campus study.

As in any other year, your expected family contribution (EFC) will be calculated based on information reported in the financial aid application materials, and will not change based on study abroad costs. When calculating financial aid awards, the Financial Aid Office will use the enclosed budget, which includes the IPD program fee, plus your transportation, books, and personal expenses abroad. Estimated personal and other costs take into account reasonable cost of living for the area in which you will be studying.

Depending on your program, the cost of attendance may be higher or lower than a standard quarter on campus. If your program costs more than Northwestern, your EFC will remain the same, and the additional cost of the program will be shared between you and Northwestern: half of the cost difference will be awarded as Northwestern Scholarship, and the other half will be offered to you as a need-based loan. Because you cannot participate in work-study while abroad, your work-study award will also be offered to you in the form of need-based loan funds. Additional loans offered for higher study abroad costs do not count toward Northwestern’s Debt Cap.

If your program costs less than Northwestern, your financial aid award will be reduced: self-help aid (i.e., work-study and need-based loans) is typically reduced first, and Northwestern Scholarship may be reduced if necessary.
Remember that your financial aid and loans cannot cover the cost of your housing in Evanston (on-campus or off-campus housing) while you are studying abroad, so be sure to cancel your housing:

http://www.northwestern.edu/studyabroad/outbound-students/prepare-to-leave-campus.html

Summer scholarship assistance through the Office of Undergraduate Financial Aid is need-based and very limited. Current financial aid recipients attending IPD summer programs are eligible to apply for summer aid from Northwestern. However, keep in mind that Northwestern financial aid is only renewable for up to 12 quarters of enrollment. Therefore, if you are offered and accept a summer scholarship offer from the Office of Undergraduate Financial Aid, it will count as a quarter of your Northwestern financial aid eligibility.

Full details about Financial Aid can be found within the Study Abroad Guide:

IPD & Outside Scholarships
Students receiving IPD study abroad scholarships will see their awards credited to their NU invoice. In some cases, IPD funding may replace other sources of aid.

All students are encouraged to pursue outside scholarships and other sources of funding. Review the Financial Considerations page on the IPD website for more information and links to external scholarships and funding: http://www.ipd.northwestern.edu/study-abroad/financial-considerations/index.html. Note: Students receiving outside scholarships must report these awards to the Financial Aid Office.

If you have any additional questions about billing or financial aid, email Krista Buda Bethel at krista@northwestern.edu or refer to the Money Matters resource pages of the Study Abroad Guide: http://www.northwestern.edu/studyabroad/guide/money-matters/index.html

Withdrawal and Refund Policies
If you withdraw or are dismissed from an IPD specially-designed or exchange program after submitting your Program Confirmation Form, you are subject to the Withdrawal and Refund Policies for Northwestern-Sponsored Programs. According to these policies, students are responsible for paying a $1,000 cancellation fee (or a $1,000 non-refundable deposit in the case of non-Northwestern students) plus any unrecoverable program costs that IPD has incurred on their behalf, if they withdraw or are dismissed from the program prior to its commencement. Any program scholarships, fellowships, travel grants, or other funding may also be cancelled, and the student is responsible for any balance due resulting from this loss of funding.

If a student withdraws or is dismissed after the program begins, for any reason, they will be responsible for all unrecoverable program costs. Depending on the date of withdrawal, it is possible that no refunds will be given.

Refer to the Withdrawal and Refund Policies for Northwestern-Sponsored Programs: http://www.northwestern.edu/studyabroad/programs/program-types/northwestern-sponsored-programs/withdrawal-policies-for-northwestern-sponsored-programs.html

Pre-Departure Requirements
Once you have confirmed your place in your IPD program, you will be enrolled in a Canvas course titled, “Preparing for Study Abroad: Requirements and Resources.” Through Canvas, you will receive information about pre-departure requirements, forms, and other paperwork that needs to be submitted. Please be sure to complete any requested information by the deadlines provided.
Pre-Departure Orientation
Through Canvas, you will also receive information and resources that will help you prepare yourself for the opportunities and challenges of studying abroad. The Canvas site will include a number of Prezi presentations covering important topics related to study abroad, such as NU administrative policies, billing and financial aid, and health and safety abroad. Reviewing the Prezis is mandatory.

All students are also required to attend an in-person orientation session, which builds on information covered in the Prezi presentations. If you cannot attend the session during the scheduled time, email Natalie at natalie.kohler@northwestern.edu to make alternative arrangements.

Expected orientation dates for 2016-2017 are as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Orientation Date/Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2016</td>
<td>Monday, May 23, 2016, 6-8 PM or Tuesday, May 24, 2016, 6-8 PM (depending on program)</td>
<td>Norris, Various Rooms</td>
</tr>
<tr>
<td>Fall 2016</td>
<td>Monday, May 23, 2016, 6-8 PM or Tuesday, May 24, 2016, 6-8 PM (depending on program)</td>
<td>Norris, Various Rooms</td>
</tr>
<tr>
<td>Winter-Spring 2017</td>
<td>Tuesday, November 1, 2016, 6-8 PM</td>
<td>1800 Sherman, Suite 4-600</td>
</tr>
<tr>
<td>Winter 2017</td>
<td>Wednesday, November 2, 2016, 6-8 PM</td>
<td>1800 Sherman, Suite 4-600</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>Wednesday, February 15, 2017, 6-8 PM</td>
<td>Room TBD</td>
</tr>
</tbody>
</table>
Health & Safety Guide

NU Health Assessment Form
All students are required to complete a Pre-Departure Health Assessment, which places responsibility on students to conduct a personal health assessment, meet with a medical professional (if required), and discuss healthcare needs with one of more of the following—an IPD representative, AccessibleNU, a healthcare professional, parents, or other family members—well in advance of the program’s departure date.

Students must complete Parts A & B of the Pre-Departure Health Assessment via the Northwestern Study Abroad Application (http://www.northwestern.edu/studyabroadapp) by their program confirmation date. If required, students must submit Part C – Healthcare Provider Evaluation by uploading the completed form, signed by a physician, to the online application by the date of the Pre-Departure Orientation or no later than six weeks prior to the start date of the program.

Be sure to review the Health Section of the Study Abroad Guide: http://www.northwestern.edu/studyabroad/guide/health-and-safety/health/index.html

Study Abroad Health Insurance
Northwestern University requires all study abroad participants be covered by HTH Worldwide Health Insurance regardless of any other coverage they have from their parents or Northwestern, unless they are a citizen of the country in which they will be studying. Our policy provides comprehensive, zero deductible health insurance coverage as well as care coordination, including assistance in making doctor’s appointments or seeking emergency medical services while abroad. The policy also includes pre-departure assistance for students with pre-existing conditions that may require professional health management while abroad. For example, staff in HTH’s Global Health Unit can arrange for a variety of services including but not limited to routine blood work, counseling, or allergy injections. Email them at globalhealth@hthworldwide.com or contact Julie Anne Friend, the Director of the Office of Global Safety and Security, at Julie.friend@northwestern.edu.

IPD will purchase HTH policies on behalf of program participants, and the cost is included in your program fee. Therefore, you should not enroll yourself in HTH; IPD will enroll you for the official travel period of your program. After enrollment, you will receive an email confirmation of coverage with a link to download a PDF copy of your policy card. Be sure to download your card and familiarize yourself with the terms of your coverage before you go. More information can be found through the Office of Risk Management: http://www.northwestern.edu/risk/insurance/study-travel-abroad-health/index.html

Should you elect to travel on your own prior to or at the end of your program, you will need to purchase additional coverage. There are dozens of companies that specialize in international medical insurance policies. You can research them on the web or you can purchase a policy similar to the NU coverage from our current provider HTH Worldwide (http://www.hthtravelinsurance.com/). On the website, you can review a variety of coverage options, make a selection, and pay with a credit card. Your policy will be emailed to you within hours. The policy most similar to NU’s coverage is the TravelGap Excursion plan. The coverage allows access to all of HTH’s web tools; provides comprehensive protection; and, depending on the medical limit selected (it can range from a medical maximum of $75,000 to $1,000,000), the deductible chosen (it can range from $0 to $400), and your age at the time of travel, costs less than $15 for the initial 10 days of travel while outside of the U.S. Remember, you will need to independently purchase this separate insurance coverage. You cannot extend the Northwestern study abroad coverage; a new policy must be obtained.
Travel Health
Even if you are not required to see a medical professional as part of the Northwestern University Health Assessment process, it is recommended that you consult a travel health professional about appropriate immunizations and preventative health measures for your trip. NU Health Service (NUHS) is not currently offering travel health services, but you can consult the Travel Health Services page of the NUHS website for a list of local travel health professionals: http://www.northwestern.edu/healthservice- evanston/medical-services/travel-health-services/index.html.

Before meeting with a travel health specialist, you are encouraged to review the CDC Travelers’ Health page for your location: http://wwwnc.cdc.gov/travel/destinations/list. Be sure to check the box that indicates you are an “Extended Stay/Study Abroad” traveler. Also plan to bring a copy of the CDC recommendations to your visit.

Mental and Emotional Health
Besides being personally rewarding, culturally expanding, and growth-producing, study abroad can be a stressful experience. As such, study abroad can cause students to have strong emotional reactions that can interfere with effective functioning as well as trigger and/or exacerbate mental health concerns, such as a return of symptoms or increased depression or anxiety. Please refer to the Mental Health Abroad page in the Study Abroad Guide for information and resources: http://www.northwestern.edu/studyabroad/guide/health-and-safety/health/mental-health-abroad.html

The state of your mental health is a personal matter and a personal responsibility, but discussing your mental health needs and readiness for study abroad with your current mental health provider or Northwestern’s Counseling and Psychological Services (CAPS) before you go abroad will help you to prepare for any mental health challenges abroad. Please also consult with your program administrators about your mental health history, so that they can help you plan ahead and discuss options available for support while abroad. Visit the CAPS website: http://www.northwestern.edu/counseling/index.html

Travel Warning Waiver & Release
It is important to monitor travel safety in your country and assure that the country is not currently under a U.S. Department of State Travel Warning or Alert: http://travel.state.gov/content/passports/english/alertswarnings.html.

In accordance with Northwestern University’s Undergraduate International Travel Policy, any program in a location under a Travel Warning must be fully reviewed and seek special travel permission from the International Risk Assessment Committee (IRAC) (formerly known as the Study Abroad Risk Assessment Committee). As a response to changes in country conditions that may raise significant health, safety, or security concerns, programs approved by the IRAC to operate in Travel Warning countries are subject to modification or suspension at any time. You can learn more about Northwestern’s Undergraduate Travel Policy here: http://www.northwestern.edu/studyabroad/guide/health-and-safety/safety/university-undergraduate- international-travel-policy-and-procedures.html

For the 2016-2017 academic year, the following IPD programs are in locations subject to a Travel Warning:
• Koç University Exchange
• Public Health and Society in Israel
• Public Health in Mexico
• Tel Aviv University Exchange

Students enrolled in these programs will be required to adhere to additional security measures, which will be discussed in more detail during advising appointments and pre-departure orientation. Students
must also sign a **Travel Warning Release and Waiver**, which is due on their program confirmation date. The form is available here: [http://www.northwestern.edu/risk/docs/policies/undergraduate-travel-warning-release-waiver.pdf](http://www.northwestern.edu/risk/docs/policies/undergraduate-travel-warning-release-waiver.pdf)

**Smart Traveler Enrollment Program (STEP)**

The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens – and international students with U.S. visas – who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. Visit STEP at: [https://step.state.gov/step/](https://step.state.gov/step/). **All IPD students must register their travel with STEP prior to departure.**
Preparing for Your Experience Abroad

Most students who participate in a study abroad program do so, among other reasons, to experience and to interact with people from another culture. Engaging with your host community and culture is central to the study abroad experience and to the discoveries that you will make about yourself and your host country. But remember: the level and depth of interaction that you will have with the local culture will depend largely on your own initiative, and the process starts long before your arrival in your host country.

Setting Expectations: IPD Programs
IPD’s specially-designed programs provide you with the comfort of a relatively familiar academic and social setting, since your curriculum aligns with your on-campus studies, and you are living and studying with a group of your Northwestern peers. However, this structure can sometimes lead to a Northwestern “bubble” or “island” phenomenon abroad, which may pose a challenge to getting to know local people and having positive cross-cultural experiences. It is important that you make a concerted effort to cultivate relationships with students at your host institution, your homestay family (if applicable), or community members in the city where you live.

From an academic perspective, IPD programs are designed to provide a rigorous, interdisciplinary course of study around a program theme. As Northwestern programs, IPD program experiences will challenge you academically through stimulating programming and discussion, which are enhanced by field visits, cultural exploration, and other location-specific resources. You should expect to dedicate similar amounts of time and effort to your coursework and projects abroad as you would during a quarter on campus at Northwestern, but you should also approach the learning environment as an opportunity to connect in-classroom activities with out-of-classroom experiences.

Although we encourage you to take advantage of opportunities for independent travel, cultural activities, and exploring your host city and country during your free time, you are expected to participate fully in all classes and program-sponsored excursions, arrive on time to all activities, and complete all assigned work by the deadlines provided, regardless of additional activities you may wish to pursue. If you must going to be absent for a class or activity, you are expected to notify your professor and/or Program Director in advance, and you are responsible for making up any work you may miss. If you have any questions or concerns about these expectations, contact your IPD program advisor.

Setting Expectations: IPD Exchanges
Exchange programs are unique in that they offer students a fully immersive experience. Think back to when you came to Northwestern as a first-year student and the time it took for you to develop your social network, adjust to the new academic challenges and expectations, and navigate the campus environment. Arriving at your host institution will involve a similar degree of adaptation, except the linguistic context – as well as cultural rules and norms both inside and outside of the classroom – will likely be different. Plus, the amount of time that you will have to experience university life – and adapt accordingly – will be much more compressed. You only have a few months, rather than four years!

As a result, exchange programs require that students exhibit a great degree of independence, personal responsibility, and self-direction, since it will be up to you to define your goals, identify resources, make connections, and seek help when necessary. It is important that you make a concerted effort to take advantage of opportunities available to you through your host institution and host city, as well as to cultivate relationships with local students and community members.
Make a Plan to Know Before You Go
Take some time before you depart to set specific goals for yourself while you are abroad and plan how you might accomplish them. Begin by researching the basic history of your host country and/or city, as well as local politics and government, language, religion, holidays, traditional art and music, the economic system, customs and traditions, gender roles, recent hot topics and controversies, etc. Besides basic Internet searches, consider watching a movie from or about your host country (there are many in the IPD library), reading a novel or non-fiction work about the place you are visiting (also available in the IPD library), reading articles from local newspapers online, and buying a travel guide that points out the major sights and attractions in the area where you will be living. Students participating in global health programs abroad may wish to consult the World Health Organization (WHO) country guides or review other health-related publications specific to their host country.

Having some knowledge about your host university and country will make you better equipped to interact with your local environment in a substantive and meaningful way. Having a basic understanding of the history and geography of your host country as well as social, economic, and political systems will help you build relationships with local people and better understand the cultural dynamics you will experience. Additionally, the more informed you are about the environment in which you will be living and studying, the more likely you will be to question assumptions or misconceptions you may have about the place and people, to understand and cope with differences between your expectations and the reality you experience, and to distinguish yourself from the “Ugly American” stereotype.

IPD will provide some resources and suggestions in your Pre-Departure Orientation Guide (distributed shortly before your Pre-Departure Orientation). However, you should focus on topics that are of interest to you and aim to find information from a variety of sources, mediums, and viewpoints. Start by reviewing the links in the Resources section.
Resources

Program & Country Information

- IPD Program Pages: http://www.ipd.northwestern.edu/study-abroad/explore/index.html
- IPD Program Pre-Departure Information Page: http://www.ipd.northwestern.edu/study-abroad/pre-departure/index.html
- NU IPD blogs: http://www.ipd.northwestern.edu/study-abroad/student-voices/blogs.html
- Canvas: https://canvas.northwestern.edu/
- Study Abroad Guide: http://www.northwestern.edu/studyabroad/guide/index.html
- Study Abroad Office: Student Voices (including a password-protected area to access returnee information): http://www.northwestern.edu/studyabroad/student-voices/index.html
- Study Abroad Office: Learn About Your Destination: http://www.northwestern.edu/studyabroad/outbound-students/learn-about-your-destination.html
- Study Abroad Office: Life in a Foreign Culture: http://www.northwestern.edu/studyabroad/outbound-students/life-in-a-foreign-culture-tips-for-cultural-adjustment-while-abroad.html
- US. Department of State Country Information Pages (enter your country to “Learn about your destination”): http://travel.state.gov/content/travel/english.html
- U.S. Department of State: Students Abroad: http://travel.state.gov/content/studentsabroad/en.html
- Lonely Planet: http://www.lonelyplanet.com/

Health & Safety

- NU Travel Health Services: http://www.northwestern.edu/healthservice-evanston/medical-services/travel-health-services/index.html
- CDC Travelers’ Health: http://wwwnc.cdc.gov/travel/destinations/list (be sure to check off that you are an “Extended Stay/Study Abroad” traveler)
- HTH Worldwide Health Insurance: https://www.hthstudents.com/
- Smart Traveler Enrollment Program: https://step.state.gov/step/