International Workbook

Health, Safety, and Financial Issues Abroad

(This form can be found under the Forms and Information tab of the webpage for your summer program.

**Only typed forms will be accepted.)**

The Kellogg Institute has adapted this workbook from materials developed by International Programs and Services of the University of the Pacific to assist you in preparing for your summer internship or project abroad.

The questions in this workbook will help you prepare for your time abroad, regardless of your destination. Answers to the questions can be found in your specific program information, at the Web sites listed, or in publications readily available online. Please follow the format of the workbook when answering the questions (i.e., I. A. 1., etc.) and TYPE YOUR ANSWERS. Do **not** delete the questions.

Name

Date

Dates of Program

Project/Internship Organization

Research/Internship Site – City and Country

I. HEALTH ISSUES

A. Center for Disease Control (CDC) Health Recommendations

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

1. List the CDC's health recommendations for your host country.

2. List any specific immunizations you must have.

3. List any specific health concerns for the host country.

B. Health Insurance

1. Please note that, in order to participate in this program, you are required to have insurance with GeoBlue that will cover you while abroad. Information about GeoBlue Insurance will be provided at the orientation and can be found at <http://www.geobluestudents.com>. Please use the ND Group Access Code **GQB-9847** when viewing the web site.

2. What type of coverage do you have? Are there deductibles, limits or exemptions? Do you need to carry forms with you for reimbursement or can the insurance carrier be billed directly?

C. Other

1. What medical facilities are available in your host country?

[travel.state.gov](http://travel.state.gov)

2. What should you carry in a first aid kit?

3. Is there any type of medicine that is illegal in your host country?

4. What are the health risks associated with sexual activity while abroad?

5. If you have pre-existing health conditions, or you need to carry special medications overseas, what should you do before you go abroad?

6. What is the staple food of your host country? Do you have any dietary restrictions? If so, do they pose a problem in your host country?

II. SAFETY AND LEGAL CONCERNS

A. Consular Information Sheet

<http://travel.state.gov/content/passports/english/country.html>

1. Print out any travel advisories or warnings for your host country.

2. Are there any current Travel Alerts or Advisories that will affect travel in your host country or region?

3. What types of crime incidents are common?

4. Are the drug and alcohol laws similar to US laws? What are the penalties for breaking drug and alcohol laws?

5. Has there been any terrorist activity in your host country?

B. US Embassies and Consulates *(For students from the US only)*

<https://www.usembassy.gov>

1. Where is the US Embassy/Consulate nearest to your internship or project site in your host country? List the address and phone number.

2. What types of emergency services are provided by consular officers abroad?

3. Will the US Embassy loan you money in an emergency?

4. Have you already registered with the US Department of State through the Smart Traveler Enrollment Program (STEP)? If not, do so now at <step.state.gov/step>

C. Embassies and Consulates – *(For students from outside the US only)*

1. Where is the nearest Embassy/Consulate of your home country to your internship or project site in the host country? List the address and phone number.

2. What types of emergency services are provided by your consular officers abroad?

3. Will your home Embassy loan you money in an emergency?

4. Can you register your international travel with your home Embassy/Consulate? If so, please do so now.

D. Crisis Management

1. In addition to your site supervisor, Holly, and Rachel, who should you contact in an emergency? What is the contact information for those you have listed? (This information will need to be included in your University application.)

2. Should you register with the US Embassy?

E. Other

1. Does the US Constitution apply to you in your host country?

III. IMMIGRATION REGULATIONS

A. Passports

1. To obtain a passport as a US citizen (US citizens only):

<https://travel.state.gov/content/passports/en/passports.html>

2. Who should have photocopies of your passport?

3. What should you do if you lose your passport while abroad?

(Note: You should take two replacement photos with you.)

4. How long after your summer travel should your passport be valid in order to use it this summer?

B. Visas

1. Do you need a visa to intern or do research in your host country?

2. If the answer to question one is yes, how do you obtain a visa in your host country?

3. How much does the visa cost?

IV. KNOWLEDGE OF THE HOST COUNTRY

A. General

[www.state.gov/r/pa/ei/bgn](http://www.state.gov/r/pa/ei/bgn)

1. What language(s) is/are spoken in your host country?

2. What is the major religion in your host country?

3. What are the major holidays?

4. What are the major forms of transportation in your host country? What precautions should you take when traveling in your host country?

B. Daily Living

1. List three websites where you can find more information about your host country.

2. List three websites where you can find more information about your host city.

3. What are the telephone codes for your host country and city? (You can find these codes on the web at <http://www.countrycallingcodes.com/index.php>)

4. At 09:00 AM EDT time, what time is it in your host country?

5. What is the custom for tipping?

C. Travel

1. What will be the cost of a round-trip ticket to your host country?

2. Are there airport taxes – entrance and exit taxes for your host country? If so, what are they and are you required to pay in dollars or can you pay in the host country currency?

3. What does local transportation cost in your host country? How do you identify the legal bus and taxi services within the host country?

V. POLITICAL ISSUES

A. Host Country

<https://www.cia.gov/library/publications/resources/the-world-factbook/index.html>

1. Describe the political system of your host country.

2. Has there been any political unrest recently that might affect your time in the host country?

3. Who is the current head of state and/or head of government?

B. Political Relationships (1 & 2 – US citizens; 3 & 4 – non-US citizens)

1. Describe the political relationship between the US and your host country.

2. Are you prepared to answer questions about US politics and foreign policy? (Remember that many people abroad are more politically informed than most people in the US.)

3. Describe the political relationship between your home country and your host country.

4. Are you prepared to answer questions about the politics and foreign policy of your home country?

VI. FINANCIAL ISSUES

A. Cost of Living

1. What currency is used in your host country?

2. What is the exchange rate with the US Dollar?

<http://www.oanda.com/currency/converter>

3. Speak with either an international student at the University or someone who has

returned from studying in your host country. Ask about the cost of living (e.g., what is the cost of the "average" mid-day meal?).

B. Budget

1. What is the best way to access money while abroad?

VII. HOUSING

What are your housing options while abroad? How much will they cost? Is there a deposit or lease?

1. To whom do you pay housing costs?

2. Will you need to bring linens, utensils, etc.

3. Will you be in a homestay?

4. If yes, will the family view you as a boarder or will you be considered part of the family while you are there?

5. If yes, what meals will be provided by the family? Will you need to pay extra for these?

VIII. WORKSITE *(For internship sites only)*

A. Office

1. Who will be your direct supervisor at the internship site?

2. What hours will you be working at the internship site?

3. How will you travel to work each day and how much time will it take?

4. What is proper attire for your job?

B. Job

1. If you are not satisfied with your job responsibilities within the first two weeks of your job, whom should you contact?

2. What initiatives can you take when you have not been assigned meaningful work to gain more responsibility in the office?

IX. MISCELLANEOUS

1. What are the seasonal temperatures during the time you will be in the host country?

<http://weather.cnn.com/weather/forecast.jsp>

2. What type of clothing is appropriate given the climate in your host country?

3. What type of clothing is appropriate in the culture of your host country (for students, internships, etc. as applicable)?

4. What types of voltage converter/plug adapters will you need for electrical appliances?

[voltagevalet.com/elec\_guide.html](http://www.voltagevalet.com/elec_guide.html)

5. Have you purchased or viewed a travel guide? If not, please do so! You will be glad you did.

[www.lonelyplanet.com](http://www.lonelyplanet.com)

[www.letsgo.com](http://www.letsgo.com/)

[www.fodors.com](http://www.fodors.com/) (you can customize your own guide)

<https://www.ricksteves.com/>