

# Policies, Procedures and Resources for International Learning Experiences

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International travel and study can be one of the richest and most rewarding educational experiences. It can also come with some stress and anxiety, both expected and unexpected. This document includes resources and practical advice to help you prepare for international travel and learning, and to meet all of the requirements for participation in a university-sponsored international learning activity.

**Please review this information thoroughly and carefully. By signing a participation agreement, you are acknowledging that you have read this document, that you fully understand ALL of the requirements and expectations included, and that you agree to abide by them.**




## University Requirements and Expectations

There are some basic requirements and conditions of participation for any international program option or activity you may choose to engage in as a UC student.

1. You must **agree to follow all program rules** established by any program sponsor or organizer.
2. You must **sign a participation agreement** acknowledging you are willing to **meet the core expectations** and **abide in full by the professional conduct guidelines**.
3. You must **sign a liability waiver** acknowledging and accepting risks involved in international travel, and releasing the university from any liability from your participation in the activity.
4. You must **register trips with UC Risk Management and sign up for mandatory Student Off-Campus Travel Insurance**.
5. **All students traveling to countries under a U.S. State Department Travel Advisory or Travel Warning are REQUIRED to enroll in the State Department's Smart Traveler Enrollment Program (STEP).**
6. You must **participate in ALL REQUIRED pre-departure orientation activities**.
7. You must be a registered student in order to receive any departmental support that may be available.

## Core Expectations and Responsibilities

As an international traveler and learner you assume multiple, concurrent roles and responsibilities:

-  You are both a student and a representative of UC Berkeley, as well as a representative of both the United States and/or your own country of citizenship.
-  You are a representative of and an ambassador for the social work profession.
-  You are a guest in a foreign country, subject to foreign laws.

To help you manage these roles and responsibilities successfully, policies and procedures are in place to facilitate cultural immersion in the safest environment possible.

As a representative of the profession of social work, you are expected to act in a manner consistent with the profession's **codes of ethics**, including the National Association of Social Workers (NASW) Code of Ethics, and the joint Statement of Ethical Principles of the International Federation of Social Workers (IFSW) and the International Association of Schools of Social Work (IASSW).






While abroad, you are subject to the **Berkeley Campus Code of Conduct**, exactly the same as you are when you are on campus. You will also be required to sign and promise to abide by the provisions of a Core Expectations and Professional Conduct Agreement as a condition of participating in any university-sponsored activity involving international travel and study.

It is important to understand that there are serious consequences to not following rules – if you break them you may be subject to disciplinary action, including being sent home at your own expense. If you violate laws of the host country, you may place yourself in legal jeopardy and U.S. standards of due process will not apply. **Neither UC representatives nor U.S. law enforcement will be able to help you if you land in a foreign jail** – so it's best to avoid that risk altogether by following the guidelines articulated below!

## Core Expectations

The University of California, Berkeley is a community of scholars committed to maintaining an environment that encourages personal and intellectual growth. It is a community with high standards and high expectations for those who choose to become a part of it, including established rules of conduct intended to foster behaviors that are consistent with a civil and educational setting. Members of the University community are expected to comply with all laws, University policies and campus regulations, conducting themselves in ways that support a scholarly environment.<sup>1</sup> **These rules and expectations for behavior apply to all participants in any international learning activity abroad, including visiting students.**

**For the entire duration of your participation in any international learning activity, you are expected at all times to:**

-  Recognize your role and responsibilities as a representative of the United States, the Berkeley community of scholars, and the profession of social work.
-  Understand you are legally subject to the same local laws and rules as host country citizens, as well as any relations pertaining to your particular immigration status in the host country.
-  Be informed of, respect and observe local laws, rules, and regulations. Refrain from behavior which may violate local traditions or culturally acceptable standards of conduct.
-  Understand you are fully responsible at all times, 24 hours a day, 7 days a week, for your personal conduct and professional performance.
-  Exercise good judgment, personal responsibility and sound decision-making to ensure your health, safety, and well-being and that of others.

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<sup>1</sup> Berkeley Campus Code of Student Conduct

- 🌐 Be fully prepared – physically, mentally, and intellectually – to actively engage in your learning experience and cultural exchange in a spirit of cooperation, and mutual learning and respect.
- 🌐 Recognize that your successful experience is based on the local trust and confidence you build by living and learning in, and respectfully integrating yourself into, your local host culture and its institutions.

## Professional Conduct Guidelines

As a participant of an official University of California academic program, you are expected to respect the rights and dignity of other students, staff, faculty, members of the host institution, and local citizens. You must take responsibility for acting in ways that demonstrate respect for yourself and others and recognize that you represent University of California and your country for the duration of your time abroad.<sup>2</sup>

- 🌐 Maintain realistic/reality-based expectations and attitudes about traveling, living and studying abroad. Remember your responsibilities in the role of professional learner, and act at all times in a manner consistent with social work values and ethics.
- 🌐 Exhibit sensitivity to your host culture. Be aware of the similarities and differences that exist between your own culture and that of your hosts, including those around power and privilege. Take the time to learn about the values and culture of your host community.
- 🌐 Become aware of prevailing attitudes about and local sentiment towards American citizens and individuals of your cultural heritage, background and experiences. Avoid provoking unwanted attention, and avoid confrontations over political, religious and cultural issues.
- 🌐 Always maintain awareness of local conditions and customs that may affect your health or safety when making daily choices and decisions. Promptly express any health or safety concerns to program staff.
- 🌐 Be on time for all scheduled meetings, appointments, class sessions, and all other program activities. Habitual tardiness or absence may be cause for disciplinary action.
- 🌐 Dress in a manner and attire respectful of and in accordance with local customs.
- 🌐 Understand and respect the host culture's interpretation and application of confidentiality. Maintain confidentiality and refrain from posting or publishing identifiable information, particularly on social media.

## Alcohol and Controlled Substances Policy

Avoid illegal drugs and excessive or irresponsible consumption of alcohol. Excessive alcohol consumption or violating drug laws abroad will have very serious consequences. All rules outlined in the Berkeley Campus Code of Student Conduct concerning alcohol and controlled substances apply to all activities abroad, at all times, just as they do on campus. If you choose to consume alcohol, you agree to follow all local laws and ordinances (including drinking age) regarding alcohol; drink responsibly and be aware of the dangers of excessive alcohol consumption; and accept full responsibility for your actions at all times.

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<sup>2</sup> University of California Education Abroad Program, *2014-2015 Guide to Study Abroad*. Available online at <http://uc.eap.ucop.edu/>.

## Misconduct Abroad

As mentioned previously you are subject to the same provisions of the Berkeley Campus Code of Student Conduct while abroad just as you are while on campus. Any inappropriate conduct abroad is considered a direct violation of this Code as well as your signed participation agreements.

**It is your responsibility to read and comply with all policies, rules and health and safety recommendations.** Actions that can result from your immediate dismissal from an activity abroad can include – **and are not limited to** – any of the following:

- Violating any laws of the host country or any program's partner institution.
- Openly abusing local community customs and culture.
- Any action that willfully jeopardizes program or participant safety or welfare.
- Any action in willful disregard of established safety protocols.
- Harassment of any kind.
- Threats or the use of physical and/or verbal violence.
- Use of illegal drugs; repeated alcohol abuse.
- Failure to attend classes and other program activities; habitual tardiness.
- Academic misconduct or dishonesty.
- Theft or destruction of property.

## Pre-Departure Planning

You are ultimately responsible for taking the initiative to ensure a positive and effective international learning experience. **It is also your responsibility to become and stay informed about current events and developments in any country you will be visiting.** Use the PRE-DEPARTURE PLANNING FORM & CHECKLIST and the resources below to help you organize the information and tasks needed to plan for a successful trip.

- 🌐 Review U. S. State Department **Travel Warnings and Alerts**, and country-specific **travel requirements**:  
<http://travel.state.gov/content/passports/english/country.html>
- 🌐 Use the UC Trip Planner to review destination-specific **current conditions**:  
<https://ermisp.ucop.edu/uctrip/enterERM.do>
- 🌐 Review **CDC HEALTH INFORMATION FOR TRAVELERS** and **HEALTHY PACKING LIST** for your destination:  
<http://wwwnc.cdc.gov/travel/>

## Required Travel Documents

All students planning to travel abroad for any international program activity are personally responsible for obtaining all required travel documents well in advance of departure. It is important to **begin the process of obtaining required travel documents as far in advance of a trip as possible**, since application processing times for various types of documents can take anywhere from a couple of weeks to a few months.

## Passport

All individuals travelling internationally must have their own passport. Additionally, all persons, including U.S. citizens, traveling by air, must present a valid passport to reenter the United States. **The passport must be valid for the entire duration of international travel and stay, and should be valid for at least 6 months beyond the end of your stay.** If you already have a passport that will expire before that time, you will need to renew it before departure.

Routine processing time for passport applications is 4-6 weeks, so be sure to apply for a first-time or renewal passport well in advance of travel! A valid passport is also required before you can apply for any required visas.

Passports for U.S. citizens are issued by the U.S. Department of State, Bureau of Consular Affairs.

**Passport information, application instructions and forms are online at**

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

**Non-U.S. citizens** should contact the consulate or embassy of their country of citizenship to find out about specific passport requirements.

## Local Passport Acceptance Facilities

You can apply for a passport in person and also get your photo taken at these local sites:

### **UC Berkeley Recreational Sports Facility**

2301 Bancroft Way

### **Berkeley Post Office**

2000 Allston Way

### **City of Berkeley City Clerk**

2180 Milvia Street

## Visa

A visa is a type of travel permit issued by a foreign government to temporarily authorize you to be in their country. Travel visas are obtained from the embassy or consulate of the country you are planning to visit, and typically are in the form of a sticker or stamp placed inside your passport. **You need a valid passport in order to obtain any necessary visas.**

Students are personally responsible for verifying visa requirements and securing any needed visas well in advance of any international travel or program start date. Be sure to get the latest information for your destination country by checking current specific entry requirements on the State Department's website: <http://travel.state.gov/content/passports/english/country.html>.

- **Non-U.S. citizens** may have different visa requirements than U.S. citizens – check online with the embassy or consulate of the destination or host country for specific entry and visa requirements. Non-U.S. citizens applying for visas must generally have a valid passport from their country of citizenship plus proof of permission to reenter the U.S., such as a Permanent Resident (Green) Card, or a U.S. Reentry Permit passport stamp. If you do not have a U.S. Reentry Permit but have a valid passport, you will likely be denied a visa. You can apply for a U.S. Reentry Permit at a local immigration office.

- **International students** should meet with a Berkeley International Office (BIO) advisor regarding travel endorsement for travel out of the U.S. and re-entry. The BIO is located on the second floor of the International House at 2299 Piedmont Avenue.
- **DACA/AB540 students** should access legal advice about advance parole and traveling with DACA to be sure they can re-enter the U.S. Check with the Berkeley Undocumented Students Program for information and resources: <http://undocu.berkeley.edu/>, or visit the Dreamer Resource Center in 119 Cesar Chavez Center.

## Required Participation Forms

International travel, and staying and studying in a foreign country, always involve a certain level of health, security, and other personal risks. To participate in any international learning activity abroad, you will be required to decide whether you are willing to accept the risks it involves, and sign participant agreement and liability waiver forms acknowledging your acceptance of the risks. **You must agree to abide by all provisions outlined in the agreement and waiver forms.** You may not be able to participate in an international activity if you are unable or unwilling to complete, sign and abide by any of the agreements. All students who participate in any international learning activity must complete and sign ALL of the following information forms, waivers and agreements prior to departure:

- **Financial Disclaimer, Waiver of Liability, Assumption of Risk, and Indemnity Agreement:**  
Outlines your financial responsibilities; assumption of risk and waiver of liability; releases UC from legal responsibility for your actions.
- **Core Expectations and Professional Conduct Agreement:**  
Outlines rules and expectations for professional behavior that apply to all participants; acknowledgement of consequences of violating terms of agreement or host country laws.
- **Emergency Contact Information and Authorization for Emergency Medical Care:**  
Provides department/program with persons to contact in case of emergency; authorization to consent to medical care in case of emergency.
- **Travel/Flight Information Form:**  
Prior to departure for any international learning experience, you will need to submit a Travel Itinerary/Flight Information Form with details of your travel arrangements.

You can find templates for these forms online at <http://socialwelfare.berkeley.edu/academic-resources>.

## Making Travel Arrangements

**You are responsible for making your own travel arrangements and reservations, and for purchasing your own tickets.** You are strongly urged to purchase changeable airline tickets for international travel, since flights are frequently changed or cancelled.

We strongly recommend making travel arrangements through the University's Connexus Travel Program partner, STA Travel UC Berkeley: <http://www.statravel.com/connexus-uc-berkeley.htm>.

Travel purchased through the Connexus system will automatically be enrolled in the required UC Travel Insurance Program.

## Enrolling in UC Trip Insurance

For all University-related trips to foreign countries, **trip registration and enrollment in UC Student Off-Campus Travel Insurance (also called “UC Trip Insurance”) is REQUIRED.**

The university has arranged for students and staff participating in UC sponsored and supervised off-campus activities, including those taking place out of state and in foreign countries, to be covered for a wide variety of accidents and incidents while away from the campus on official university business. The broad coverage includes limited accident/sickness medical expense coverage; emergency medical evacuation; security or natural disaster extraction; and additional health and safety benefits. **The premium is paid by UC, but you have to be a registered student to receive benefits.**

### Trip Insurance Registration

Students sign up for the University’s travel insurance at <https://www.uctrips-insurance.org/>.

Upon registration, you will be provided with information to use in an emergency. **Keep this emergency insurance card with you at all times while traveling abroad to access emergency assistance services.**

Worldwide travel assistance services are provided by Europ Assistance USA. Travel intelligence and security extraction services are provided by iJET/Worldcue. iJET will also provide you with information and communication customized for your trip, and keep you informed of developing events and issues before, during and after travel through destination-specific alerts sent directly to inboxes, cell phones and other devices.

**Please review the following documents to understand your travel insurance benefits and obligations:**

- **UC Student Off-Campus Travel Benefits FAQs**  
<http://www.ucop.edu/risk-services/files/travel/soc-faq-8-13-15.pdf>
- **UC Student Off-Campus Travel Benefits Summary**  
<http://www.ucop.edu/risk-services/files/travel/soc-benefit-summary-2015-2016.pdf>

### Filing a Trip Insurance Claim

If you need to file a claim for trip insurance benefits, see the UCOP web site for instructions, information and claim forms:

<http://www.ucop.edu/risk-services/loss-prevention-control/travel-assistance/index.html>.

## Health Insurance

**The UC’s mandatory Student Off-Campus Travel insurance is SUPPLEMENTAL insurance and does NOT take the place of your personal health insurance.**

UC’s Student Off-Campus Travel insurance is not a substitute for comprehensive health insurance coverage, nor does it satisfy the minimum essential medical coverage as required by under federal law by the Affordable Care Act. **You are still required to maintain sufficient personal health coverage as required by the University while traveling abroad on any UC-sponsored or supervised activity.**

The University requires that all students carry major medical insurance as a condition of enrollment at UC, and provides the UC Student Health Insurance Plan (SHIP) to meet this requirement. Students who are able to provide evidence of sufficient personal medical insurance coverage may be able to waive out of SHIP. Regardless of how you satisfy this requirement, **you must be sufficiently covered by personal medical insurance while you are traveling and studying abroad.**

Prior to departing for an international trip, carefully review your current health care insurance coverage and make sure you are fully covered before, during and after your trip. Verify the following with SHIP or your personal medical insurance provider:

- **Dates of coverage:**  
Are you covered before, during, and after your trip?
- **Out-of-network benefits while traveling abroad:**  
Do you have sufficient coverage for your needs? Medical expenses can be a significant financial burden, especially if incurred abroad. Ensure you are fully covered for the entire duration of your trip, inclusive of travel dates.

### Berkeley SHIP Contact Information

Web: <http://uhs.berkeley.edu/students/insurance/>

Phone: (510) 642-5700

Email: [ship@uhs.berkeley.edu](mailto:ship@uhs.berkeley.edu)

### Short-Term “Gap” Insurance

If you need to purchase temporary health insurance coverage, short-term plans with a variety of coverage options are available through Berkeley SHIP/Tang Center. For information please see <http://uhs.berkeley.edu/students/insurance/summer.shtml>.

### Paying for Medical Expenses Abroad

In the event you need to seek medical services while you are abroad, you will be responsible for payment of all treatment costs. Almost all medical facilities and care providers will require direct payment for services. **Be prepared to pay up-front by credit card or cash for services, and then seek reimbursement by filing an insurance claim.** Be sure to save all receipts and copies of medical records. If you are unable to pay directly, contact Europ Assistance USA, the UC Travel Assistance provider, by collect-calling the number on your Emergency Insurance Card or by e-mail: [ops@europassistance-usa.com](mailto:ops@europassistance-usa.com).



## Preparing to Travel Abroad

The general information in this section is designed to help you with the proper and thorough advance planning that is key to successfully traveling and studying abroad.

### Packing for Your Trip

Here are some general considerations when deciding what to take and packing for your trip:

1. Don't pack too much – **YOU HAVE TO CARRY IT!** Pay attention to how much you need PLUS how much you'll have to carry. Also, bags now cost extra money on most forms of transportation. Limit both your burden and expenses by packing as light as possible for your destination.
2. Keep cultural norms and standards in mind when selecting clothing to take. Understand what you will be doing while on your trip and what **local cultural customs around dress** would generally apply.
3. Bring clothing items that are easy to wash and will dry quickly.
4. Consider not taking items commonly available for purchase (toiletries, etc.), or only carrying what you need until you arrive.
5. Don't bring anything of excessive value or that you cannot replace easily.
6. **Carry ID, tickets, passport, and other important documents with you – never in checked luggage or carry-on bag.**

Carry-On Bag Items	Checked Bag Items
<ul style="list-style-type: none"> <li>• Passport and ID</li> <li>• Travel tickets and documents</li> <li>• Cash in U.S. and local currency</li> <li>• Credit cards</li> <li>• International calling card</li> <li>• Medications <b>in original prescription bottles</b>, backup sully and letter from doctor</li> <li>• Eyeglasses/contacts</li> <li>• Basic toiletries (subject to airline security screening)</li> <li>• Sweater/sweatshirt</li> <li>• Extra change of clothes and underwear</li> <li>• Cell phone and charger</li> <li>• Camera</li> <li>• Mobile electronic devices</li> </ul>	<ul style="list-style-type: none"> <li>• Backup copies of travel documents</li> <li>• Culturally and seasonally appropriate clothing, underwear, shoes and accessories</li> <li>• Extra sweater or scarf</li> <li>• Raingear</li> <li>• Toiletries</li> <li>• First aid kit (could be confiscated from carry-on bag)</li> <li>• Sunscreen</li> <li>• Extra eyeglasses/contacts</li> <li>• Extra electronic accessories; batteries, flash drive</li> <li>• Small flashlight</li> <li>• Converter for 110-volt electrical devices and/or electrical outlet adapters if needed where you are going</li> </ul>

## Financial Preparations

With proper preparation, you can plan a great international study experience that fits your financial situation.

### Understand Costs and Budget

Can you afford to participate in the program you have chosen? Know the costs, and decide if the experience of study abroad is worth its cost.

- **What's included?** Be sure you know exactly what comes with the cost you are expected to pay. Many international experience program budgets do not usually include personal travel, meals or incidentals, emergencies, or other exceptional expenses in their cost estimates.
- **Make a personal expense budget to estimate how much you think you will spend and need to save** Once you have reviewed costs and identified your funding options, create a budget to help you save prior to departure, and track your spending while abroad.
- **Understand the exchange rate** and its effect on the costs of living and making purchases where you will be living/studying abroad.
- **Know the availability and limitations of what financial aid packages may cover** for study abroad programs. Research extramural awards from groups, foundations and organizations, starting with the list of search engines and funding directories available on the Berkeley Social Welfare Student Funding page (<http://socialwelfare.berkeley.edu/student-funding>).

### Practical Tips for Handling Money Abroad

1. Prior to departure, make any necessary **arrangements to pay your bills while you are away**, including any outstanding university balances or fee bills due or that may come due while you are traveling.
2. **Contact your bank and credit card issuers** in advance of departure to make arrangements for use of credit and debit cards while you are traveling.
3. **Ensure all of your debit and credit cards have proper PIN technology** to work in your destination country. ATMs are commonly the fastest and easiest way to get cash while abroad – make sure your ATM card will work properly.
4. Plan to arrive at your destination with sufficient funds to cover the first several day of expenses. **Bring a small amount (\$100-\$150) in local currency** purchased from your bank or a currency exchange in the airport. Don't worry about exchanging too much up front – it's expensive! You'll be better off accessing cash from an ATM once you are settled in your destination.
5. Only access ATMs during the daylight hours and when other people are around.
6. Make sure you have **access to emergency cash**. Plan on having more than one way to access money (credit cards, etc.)
7. Don't carry around large amounts of cash. **Use a money belt** to secure your money, ID, payments cards, and passport if you must carry them while traveling.
8. You're not on spring break: don't eat, drink and shop away all your savings.

## Communicating While Abroad

All students participating in an international learning activity must provide emergency contact information prior to departure. International travelers are expected to establish a pre-determined communication plan with other participants, family member, and friends. Traveling students should remain in periodic with someone in the U.S., and let Berkeley Social Welfare staff know who that person is, so if the student goes missing we have some way of learning the student's most recent whereabouts.

### Before You Go

- Complete the Emergency Contact Information Form and Emergency Preparedness and Action Plan Form. You are required to provide us with TWO emergency contacts. Include names, phone numbers, and email addresses for all emergency contacts and assistance providers, as well as your residence abroad.
- Make sure all of your emergency contacts both in the U.S. and abroad have all of your contact information, and that you have theirs.
- Check with your cell phone carrier to see if your phone will work abroad, or if you need to get an international plan on your current phone. Research where to buy a cell phone abroad in case you need one. Also check to see if your wireless service will work abroad.
- Learn how international calling works in your destination country by visiting HowtoCallAbroad.com (<http://www.howtocallabroad.com/>).
- Look into web-based calling VOIP (like Vonage or Skype), which can be another option.
- Buy a calling card at your destination rather than before you go - some cards purchased in the U.S. might not work for calls originating from outside the U.S.
- Learn how mail service operates in your destination country, and what to expect when sending or receiving things through mail service.

### While Traveling and Staying Abroad

- When going through airport security ensure your electronic devices are never out of your sight. **Never leave your laptop or media devices unattended** - even for a few minutes. Carry your laptop with you, keeping it in contact with you or in a visible location.
- Never check electronic devices or media with a hotel baggage service or with your checked travel luggage.
- **Check your Berkeley email account regularly** for important news or updates.
- While traveling abroad **you are REQUIRED to remain in periodic contact with someone in the U.S.** Call or email your home contacts at least once a week to maintain contact.
- Have a secondary emergency communications plan in place.
- Be aware that hotel and other public wireless (Wi-Fi) connections are not necessarily secure. Avoid conducting personal business over a public Wi-Fi network.
- Never connect to "ad-hoc" or "peer to peer" wireless networks - these are often attackers masquerading as legitimate access points.

- Concerns about privacy protection and information security are legitimate. Ensure you have a firewall installed on your traveling computer. Also ensure that file-sharing capabilities are disabled when you connect to the Internet. Many computers now enable file sharing by default; you must turn it off.
- Only send sensitive information over the Internet if the address in the address bar is preceded by "https://" rather than simply "http://". This ensures that the data is encrypted.

## Health and Safety Abroad

While traveling and studying abroad, you are responsible for your own health and safety. Specifically, **you are PERSONALLY RESPONSIBLE for:**

- Knowing and understanding the health and safety risks posed by international travel and extended stays abroad.
- Preparing yourself for safe and healthy travel, including seeking and following pre-travel health advice.
- Avoiding travel when you are sick if you may be easily contagious to others.
- Being prepared for and know how to manage emergency health or safety incidents and issues.

### Travel Health and Safety Preparedness

All international travel involves elements of risk. Knowing what these risks are, and adopting strategies to reduce them, are basic tenets of travel health and safety. Plan ahead as much as you can for a safe and healthy experience abroad. Doing your background research and due diligence in advance makes a big difference in being prepared to handle any health or safety related issues while you are traveling.

- 🌐 What are the **COMMON HEALTH CONCERNS** in the areas you will be visiting?  
Know what some of the more common local-area diseases and conditions exist, and what preventative and treatment or symptom alleviation measures are commonly available.  
**Review CDC Health Information for your destination(s):**  
<http://wwwnc.cdc.gov/travel/>
- 🌐 What are the **COMMON PERSONAL SAFETY CONCERNS** in the areas you will be visiting?  
Review **State Department Alerts and Warnings** for your destination(s):  
<http://travel.state.gov/content/passports/en/alertswarnings.html>
- 🌐 Do you need to **VISIT YOUR DOCTOR OR TRAVEL CLINIC IN ADVANCE?**  
It is highly recommended to consult with your health care provider or travel clinic – especially if you have a pre-existing medical condition or are taking prescription medications. There is an International Travel Clinic available at University Health Services (Tang Center):  
<http://uhs.berkeley.edu/students/medical/travel.shtml>.  
Tang Travel Clinic appointments get filled up quickly towards the end of the fall and spring semesters, so be sure to make your appointment early.
- 🌐 Do you need **VACCINES BEFORE YOU GO?**  
Some higher health risk areas will likely have additional vaccination entry requirements – such as proof of yellow fever vaccination if you are entering a country from another country with risk of yellow fever (note that this doesn't include the U.S., but it does include other areas you might potentially be visiting). Depending on your potential destinations you may also need required travel medicines, like anti-malaria medication. You should make a travel health appointment with your health care provider as far in advance of departure as possible if it is likely you'll need any required vaccinations or travel medicines.
- 🌐 Prepare yourself in advance to **MITIGATE COMMON TRAVEL-RELATED HEALTH CONCERNS:**  
Common self-treatable conditions include jet lag; motion sickness; altitude sickness; traveler's diarrhea.

- 🌐 Identify **HOST COUNTRY MEDICAL SERVICES AND HEALTH CARE RESOURCES** before your trip in case of a medical emergency. This is especially important if you have a preexisting medical condition.

## Staying Healthy and Safe Abroad

Here are some practical tips to help you manage your personal health and safety while traveling and staying abroad.

- 🌐 Be up-to-date on routine vaccinations.
- 🌐 Take **PROPER PREVENTION MEASURES**:
  - Stay warm and dry; eat properly; and get enough sleep.
  - Protect yourself from mosquito and other insect bites.
  - Protect yourself from UV radiation: use sunscreen with at least SPF 15, and wear protective clothing and eyewear.
  - Avoid excessive physical activity during in high temperatures.
- 🌐 Be aware of and take steps to **REDUCE RISK OF INJURY**:

Because standards of medical care vary widely in many foreign destinations, you may not be able to get adequate emergency care for a serious injury. According to the World Health Organization (WHO), injuries are the leading cause of preventable death in travelers. US citizens abroad are 10 times more likely to die as the result of an injury than from an infectious disease; injuries cause 23% of deaths of US citizens while abroad, compared with only 2% caused by infectious diseases. **Injuries are also the primary reason for US citizens abroad to be transported back to the United States by air medical transport.**<sup>3</sup>

  - **Traffic/road accidents are the number one killer of U.S. citizens while abroad.** Travelers should be particularly cautious in Mexico. Regardless of walking or driving, always pay attention to the traffic around you, especially in crowded areas. Avoid riding in overcrowded, overweight, or top-heavy buses or minivans.
  - **Stay safe around water.** Avoid areas of unknown condition (such as rip currents, etc.), especially if you are not a good swimmer. Don't go swimming alone or at night in unfamiliar areas.
  - **Protect yourself from animals.** Do not touch or feed any animals you do not know. Wild animals, especially monkeys and bats, should always be avoided. Seek medical attention immediately if you are bitten or scratched by an animal.
  - **Limit alcohol consumption:** intoxication contributes to increased risk taking.
- 🌐 Practice good **FOOD AND WATER SAFETY** habits:
  - Follow safe food preparation procedures. Cooked foods should be eaten hot.
  - Avoid prepared foods or fruits from street vendors; these tend to sit out for long periods of time at extreme temperatures.
  - Drink only bottled water and beverages without ice.
  - If you get diarrhea or food poisoning, remember to drink plenty of fluids to stay hydrated.

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<sup>3</sup> Centers for Disease Control and Prevention. CDC Health Information for International Travel 2014. New York: Oxford University Press; 2014.

## Cultural and Mental Health Considerations

International travel and cross-cultural immersion are both exciting and stressful. There are also some psychological and emotional aspects of foreign travel and experiencing a stressful new, different, and unfamiliar environment. Manage your expectations! Be prepared by adopting proper coping strategies that work for you.

- 🌐 Know the basic elements and customs that make up your destination's unique culture, including familiarity with local laws and conditions; and social norms around interaction and communication.
- 🌐 Be prepared to experience the natural and evolutionary process of recognizing and adapting to both "culture shock" and homesickness. Also keep in touch regularly with your support systems back at home.
- 🌐 There is general stress and anxiety associated with traveling and staying in unfamiliar places. Prepare yourself the best you can to be able to adjust to changes in diet, climate, sleep patterns, and especially noise, knowing these are only temporary!
- 🌐 Existing mental health conditions can be exacerbated by the stress of international travel. Discuss your trip with your mental health care provider ahead of time to prepare you to manage your expectations accordingly.

## Personal Safety Precautions and Reducing Risk of Crime

- 🌐 Enroll in the State Department Smart Traveler Enrollment Program (STEP) to receive security messages, make it easier to locate you in an emergency, and provide information to your family/contacts back home during an emergency:  
<https://step.state.gov/step/>.  
**NOTE: Anyone traveling to a destination under a current State Department Travel WARNING MUST register with STEP as a required condition of participation.**
- 🌐 Avoid getting arrested overseas! **FOLLOW ALL LAWS AND REGULATIONS WHERE YOU ARE VISITING.** You are expected to know and obey all laws of any country you visit, and this includes **laws and regulations related to alcohol and controlled substances.** You are also still under UC policy while traveling abroad. **Don't take any risks that would get you arrested!** Criminal and drug penalties are often much stiffer than in the U.S.; and UC representatives or U.S. government or law enforcement officials will NOT be able to intervene to get you out of jail.
- 🌐 Stay current with media coverage of local events.
- 🌐 Avoid mass demonstrations or gatherings, concentrations of protesters or police, political rallies, and large crowds of any kind. Also, be aware that it may be illegal in many countries for foreigners to participate in political demonstration activity, and you might get arrested if you do.
- 🌐 Always beware of your surroundings. Watch out for "staged mishaps" and other ploys to divert your attention.
- 🌐 Practice "safety in numbers" and stay together when traveling with a group. Ask for help or an escort if you are uneasy with a situation.
- 🌐 Keep your valuables hidden and secured. Don't carry around excessive amounts of money, or conspicuous electronic devices out in public.

- 🌐 Avoid drawing attention to yourself or “looking like a tourist:”
  - Don’t wear conspicuous clothing or excessive jewelry.
  - Wrap a local newspaper or magazine around the outside of your map or guidebook while looking at them in public.
- 🌐 Be aware of common scams where you are visiting. The State Department’s Country Specific Information provides good background information on scams and other personal safety concerns – review the information for your destination(s) before you go:  
<http://travel.state.gov/content/passports/en/country.html>.

## Cultural Safety Considerations

There are some additional personal safety concerns to consider depending on your destination(s) and your own personal situation(s).

- 🌐 What is the current cultural and political climate like where you will be traveling and staying? How do others view people from your country, race, ethnic group, religion, gender and sexual orientation?
- 🌐 How well-prepared are you to deal with alternative world views, and prevailing attitudes and sentiments when they are unfriendly to your heritage or citizenship?
- 🌐 Cultural differences in communication and interactions, especially between men and women.
- 🌐 Discrimination or legal concerns for LGBT travelers, including possibly having to make some decisions about how “out” to be or comfort levels of participating in a location that is hostile.

## Crisis/Emergency Management

Everyone participating in an international learning experience has a responsibility to be ready for and know how to manage emergency health or safety incidents and issues.

### **You are responsible for creating and preparing your own personal emergency plans.**

- 🌐 Know what to do in case of an emergency.
- 🌐 Know when and how to check-in during an emergency, and have alternate backup means of communication.
- 🌐 Know emergency contact information, including:
  - U.S. State Department
  - UC Travel and Security Assistance Providers
  - Local Emergency Services
  - Local Medical Care Facilities

### **Contact Europ Assistance USA for assistance with emergency medical services:**

Assistance provider emergency number is on the insurance card issued upon registration of your trip with UC Risk Management/Travel Services:

Policy # ADD N04223822

Call collect at 1+ (202) 828-5896 or e-mail: [ops@europassistance-usa.com](mailto:ops@europassistance-usa.com)



## Resources

### International Social Work

**Council on Social Work Education (CSWE) Katherine A. Kendall Institute for International Social Work:**  
CSWE's Global Education Initiative

<http://www.cswe.org/CentersInitiatives/KAKI.aspx>

**International Association of Schools of Social Work**

<http://www.iasw-aiets.org/>

**International Federation of Social Workers**

<http://ifsw.org/>

### Travel Health & Safety

**Centers for Disease Control and Prevention (CDC) Traveler's Health**

<http://wwwnc.cdc.gov/travel/>

**University Health Services (UHS/Tang Center) International Travel Clinic**

<http://uhs.berkeley.edu/students/medical/travel.shtml>

**U.S. Department of State Students Abroad**

<http://travel.state.gov/content/studentsabroad/en.html>

Student travel tips and safety information, plus some handy checklists for planning.

### Resources for Accessing Information about Local Medical Care:

- Seek guidance from your country's embassy or consular services. U.S. embassies and consulates abroad maintain lists of local hospitals and physicians; check websites before you go.
- Destination Intelligence from iJET Worldcue Planner, accessible through the UC Trip Planner service: (<https://ermisp.ucop.edu/uctrip/enterERM.do>)
- **International Society of Travel Medicine (ISTM) Global Travel Clinic Directory**  
[http://www.istm.org/AF\\_CstmClinicDirectory.asp](http://www.istm.org/AF_CstmClinicDirectory.asp)
- **International Association for Medical Assistance to Travelers (IAMAT)**  
<https://www.iamat.org/>  
Country health advice, plus international directory of physicians, hospitals, and clinics
- **U.S.-Based Air Ambulance or Medical Evacuation Companies**  
<http://travel.state.gov/content/passports/english/go/health/evacuation.html>
- **Private organizations that provide medical information and insurance for overseas travelers:**  
<http://travel.state.gov/content/passports/english/go/health/providers.html>
- **Joint Commission International Accredited Organizations**  
<http://www.jointcommissioninternational.org/about-jci/jci-accredited-organizations/>

## Trip Planning

### **The Center for Global Education**

<http://globaled.us/>

Support for international learning at colleges and universities; popular resources include: Study Abroad Handbooks, Online Courses, Emergency Information, Program Selection information.

### **CIA World Fact Book**

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

History, climate, political situation, demographics and industries of countries around the world.

### **LGBT Travel Information from U.S. State Department**

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

Also links to Country Specific Information: see LGBT Rights in the “Local Laws and Special Circumstances” section for each country.

### **Library of Congress Country Studies**

<http://lcweb2.loc.gov/frd/cs/cshome.html>

Description and analysis of the historical setting and the social, economic, political, and national security systems and institutions of select countries.

### **Students Abroad: Bureau of Consular Affairs, U.S. Department of State**

<http://travel.state.gov/content/studentsabroad/en.html>

### **UC Trip Planner**

<https://ermisp.ucop.edu/uctrip/enterERM.do>

Resources, travel tips and things to consider before you travel.

### **U. S. Department of State Travel Information**

<http://www.state.gov/travel/>

Travel documents, resources, emergency information, and more.