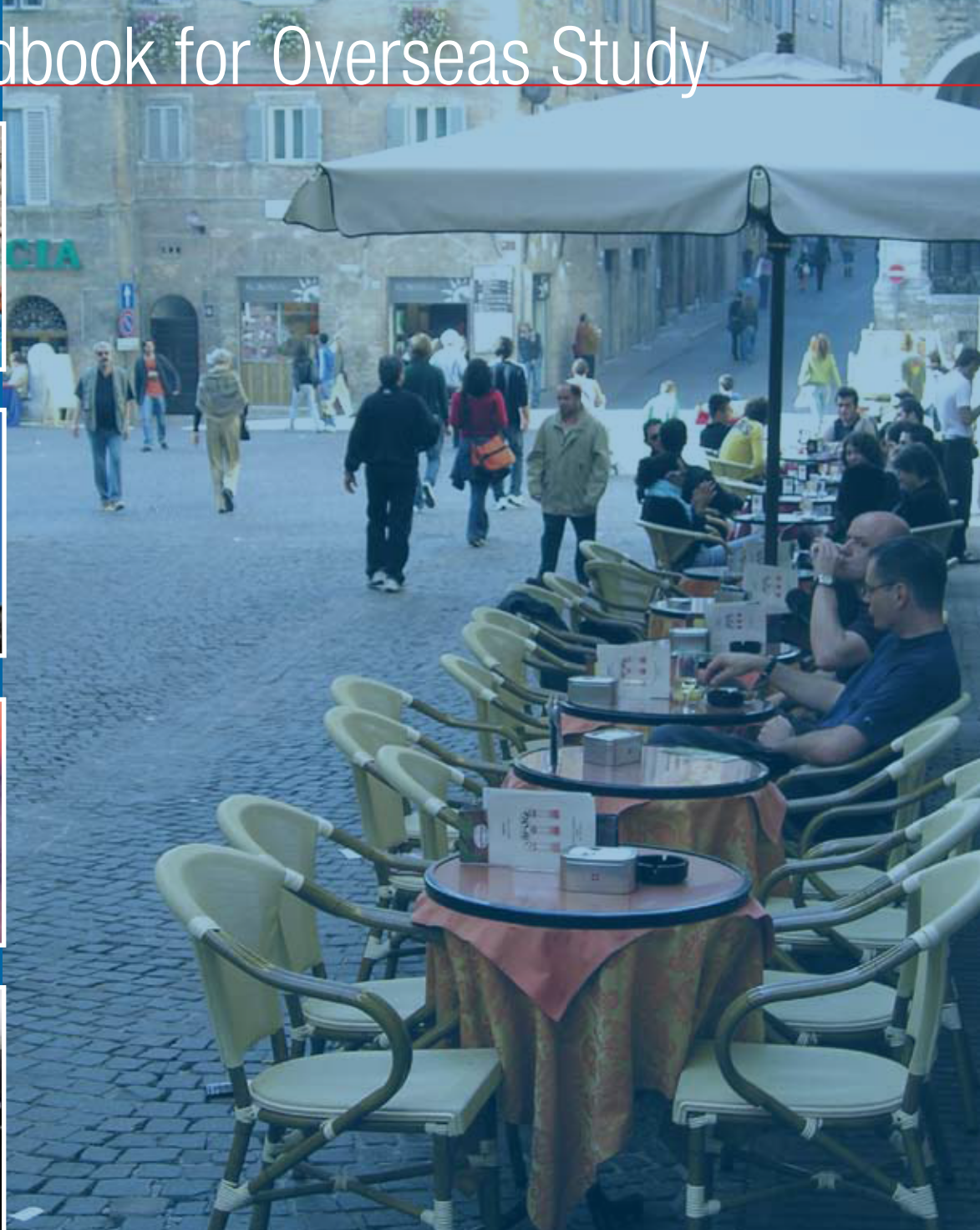




VILLANOVA
UNIVERSITY

Student Handbook for Overseas Study



ABOUT THIS HANDBOOK

This handbook is separated into 4 sections, which address administrative and academic policies, health and safety concerns and general preparation issues associated with your study abroad. When appropriate, each section is broken down into **BEFORE YOU GO, WHILE YOU ARE ABROAD** and **WHEN YOUR RETURN**. In addition, there are specific policies and required actions that only apply to certain types of study abroad students (i.e. **Year and Semester Students** vs. **Non-Villanova Summer Students** vs. **Villanova Summer Program Students**) so you should note the distinction throughout the handbook if a difference in policy or procedure does exist.

GLOSSARY

For the purposes of this Handbook, the terms and acronyms listed below are defined as follows:

OIS: Office of International Studies.

PROGRAM PROVIDER: University, university consortium, or non-profit organization that provides study abroad programs coordinated in the US, but affiliated with non-U.S. universities abroad (for example IES, CIEE, Boston University, Arcadia University, and the like.)

HOST UNIVERSITY: Accredited, 4-year, non-U.S. institution that provides the infrastructure and courses for study abroad. All program coordination is typically handled overseas by on-site faculty and staff, see **RD** below.

NON-VILLANOVA SUMMER PROGRAM: Any international summer study abroad program offered by a U.S. University, organization, or program provide other than Villanova University. These Programs place students in academic programs overseas, provides student support services and must have duration of at least six weeks.

RD: Resident Director, the on-site individual (or organization) who coordinates all in-country activities sponsored by the Program Provider or Host University for students participating in year, semester or non-Villanova Summer programs.

FPC: Faculty Program Coordinator, the faculty member who coordinates and leads a Villanova University International Summer Program.

MISSION STATEMENT

The Office of International Studies and Overseas Programs (OIS) seeks to fulfill the Villanova University promise **“to add its influence to the search for world peace and justice by means of its academic programs and the pastoral ministry it provides for the members of the community.”** In seeking to fulfill this promise, the OIS views its mission as one that enhances and strengthens the University’s commitment to diversity, intellectual growth, and a global perspective. Thus, the OIS is committed to ensuring that an international educational perspective is an integral part of a Villanova University education.

CONTACT INFORMATION

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ABOUT THE PHOTOS

All of the photographs used in this handbook were taken by Villanova students. To submit any of your best images contact the OIS at ois@villanova.edu or check out our photo contest on-line.

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A MESSAGE FROM THE DIRECTOR OF INTERNATIONAL STUDIES

Congratulations both on your decision to study overseas and your acceptance into your respective program. By the time you receive this handbook, you should have already completed the application process and have been accepted by a program provider or host university. You will now be preparing to spend a summer, a full semester, or even a year away from the Villanova University community. In addition to the normal anxiety associated with the end of the semester, you are dealing simultaneously with the fear and excitement of an eminent life-changing experience.

This manual has been created to help deal with some of that anxiety. In the various sections of this handbook you will find (among other things):

- **Information on general overseas study policy at Villanova**
- **Registration and course approval**
- **Resources for traveling overseas**
- **Suggestions for dealing with culture shock**

Every piece of information in this handbook has been carefully selected from sources within the field of international education and from colleagues at other institutions. Our thanks to the University of Richmond and NC State University for allowing us to incorporate materials they developed. Again, at this point in the semester your “to-do” list probably stretches for miles. However, please take the time to read this material carefully. It will not only better prepare you for your time overseas, but also will make that time more meaningful.

Of the many sections in this handbook, I especially want to draw your attention to the sections on health and safety. It has been said that **travel is an aphrodisiac**, meaning that oftentimes people suspend their **common sense** because of the euphoria of being in a different culture. However, the overseas educational experience is not one where you can afford to suspend your common sense. Those safety rules which are a norm for you here at the University (and in metropolitan Philadelphia) still apply while you are overseas (**walking alone at night, flashing money, drinking habits, locking doors, choice of friends, etc.**). Further, the better informed you are, the more secure you are.

Read the health/safety resources included here in addition to the others that are referenced throughout the handbook (particularly the State Department's Consular Information Sheets). Do independent research on your host country/town/community: read the local newspapers online, check out travel guides, look at world almanac entries. Your cultural integration is not only a philosophical goal of the OIS, it is a goal that facilitates your safe immersion into another society. This is not to say that the Office of International Studies or Villanova University, as a whole, can assure your personal safety while you



are overseas, any more than the University can assure you of your safety when you are here on campus. However, following the advice presented in this handbook hopefully reduces your susceptibility to those negative incidents which might cloud your experience. Two final quotes: Samuel Johnson said that in traveling, **“A man must carry knowledge with him if he would bring home knowledge.”** And Clifton Fadiman wrote that, **“When you travel, remember that a foreign country is not designed to make you comfortable. It is designed to make its own people comfortable.”** Taking these two statements together, these authors may just be saying, **“You will get out of it what you put in to it.”** Still, it is an important reminder. Whether you are conscious of it or not, you will be bringing to this experience a host of expectations. When these expectations are challenged or not met, remember that it is an opportunity to learn, not just about another culture or another academic approach, but about yourself and your own culture. If you really wanted things to be just like they are here, you would not have taken the energy to pursue study abroad opportunities in the first place. I commend you for that energy, and hope to hear about your learning experiences upon your return.

Best wishes to you from the entire staff of the Office of International Studies.

Handwritten signature of Lance M. Kenney in cursive.

Lance M. Kenney
Director



WHAT YOU NEED TO TRAVEL!

BEFORE YOU GO ABROAD

All Study Abroad Students

DOCUMENTS

All students studying overseas must submit the following documents to the OIS. Failure to submit the appropriate supporting documents may jeopardize your eligibility for overseas study. A checklist has been provided for you on the back of this handbook.

- **Prior Approval Form (n/a for Villanova International Summer Programs)**
- **Copy of Acceptance Letter (n/a Villanova International Summer programs)**
- **Signed Release Form (see website: www.villanova.edu/vpaa/intlstudies/forms.htm)**
- **Copy of the photo page of Passport**
- **Copy of Visa (if applicable)**
- **Copy of Flight Itinerary**

DEADLINES

In order to ensure that appropriate information is disseminated to all offices on campus, program providers, FPCs and overseas institutions and coordinators, it is imperative that you keep the OIS informed of any changes in your plans and adhere to the following timelines. Villanova students will not be considered eligible for overseas study abroad for year and semester programs or any summer program after the deadlines stated on the following page.



Year and Semester Program / Non-Villanova Summer Program

FALL BREAK: Deadline for overseas study in the spring semester. All Prior Approval Forms must be submitted to the OIS by the Friday before fall break.

EARLY DECEMBER: Mandatory Orientation for all students studying overseas in spring semester—Specific date and time for this event will be sent via email to all students.

DECEMBER 15: Documents for students departing in the spring due to the OIS. These documents include a copy of your Program Provider or Host University Acceptance letter, a copy of the Picture Page of your Passport, a copy of your Visa (if applicable) and your flight itinerary.

SPRING BREAK: Deadline for overseas study on Non-Villanova Summer Programs or fall semester. All Prior Approval Forms must be submitted to the OIS by the Friday before spring break.

LATE APRIL: Mandatory Orientation for all students studying overseas in the fall and Non-Villanova Summer Programs—Specific date and time for this event will be sent via email to all fall semester and all Non-Villanova Summer Program students.

GENERAL NOTE: Most Programs Providers and Host Universities utilize a process of rolling admissions through which applications are evaluated as they are received. Students are responsible for submitting their Program Provider or Host University application to the study abroad organization prior to the program's stated deadlines. Often, programs will have later deadline dates than the OIS, but all students must still comply with OIS deadlines listed above. Qualified students are admitted until the programs reach capacity. In some cases, programs will fill prior to their stated deadlines. The OIS cannot guarantee acceptance into any program.

Villanova International Summer Program

SPRING BREAK: Application deadline for all Villanova International Summer Programs. Applications for each program are submitted to their respective FPCs and reviewed on a rolling basis. Due to enrollment limitations, the OIS recommends applying sooner rather than later, as many programs fill quickly.

The OIS cannot guarantee acceptance into any program.

LATE APRIL: Mandatory Orientation for all students studying overseas on a Villanova International Summer Program. FPC will provide dates and times of program-specific orientations.

MAY 1: Final payments due to Bursar's office and all documents for students departing due to the OIS. These documents include a copy of the Picture Page of your Passport, a copy of your Visa (if applicable) and your flight itinerary.

ORIENTATION

Orientation is mandatory for all students studying overseas. Failure to attend will jeopardize your eligibility to participate in overseas study.

Year and Semester Program / Non-Villanova Summer Program

The OIS will hold mandatory orientation sessions prior to the close of each semester. All students are required to attend one of these sessions. Information on dates, times and locations will be released via email to participants.

Villanova International Summer Program

FPCs will hold program-specific orientation sessions prior to departure. Information on dates, times, and locations can be obtained from your FPC.

ACADEMIC REGISTRATION AND GRADE REPORTS

Year and Semester Program / Non-Villanova Summer Program

In consultation with the OIS, you are required to complete a **PRIOR APPROVAL FORM** during the application process. Through the completion of this form, you receive approval from appropriate Villanova faculty members to transfer credit for specific courses you plan to take overseas. This form does not constitute registration at an overseas institution but is, rather, an internal Villanova document meant to assist in the smooth transfer of credit. You will be required to complete any additional registration as necessary through your Program Provider or Host University at a later date.

Year and Semester Program ONLY

During normal Villanova registration time for the upcoming semester, **ALL YEAR AND SEMESTER STUDENTS** are required to enroll in the Villanova Study Abroad (VAB1000) 12-credit placeholder course **INSTEAD OF** regular Villanova on-campus classes for the semester that they are to be abroad. The VAB1000 class allows students who are studying abroad to remain as full-time Villanova students even though they are not enrolled in regular on-campus classes.

All year and semester students will receive the appropriate CRN number for the VAB1000 course from the OIS and they will use their regular registration time and registration pin to enroll in the VAB1000 course for the semester that they plan to be abroad. This 12-credit course is **ONLY** a place holder, and upon completion of your semester overseas, the credit obtained overseas will be added to your Villanova account. Students may be awarded between 12–18 credits per semester, depending on their overseas academic program and the approvals listed on the **PRIOR APPROVAL FORM**.

As per the Villanova academic handbook, a maximum of 60 credits are transferable towards a Villanova degree. This includes Advanced Placement, Overseas Study and summer credits earned at another institution. All semester overseas internships will count as transfer credit.

Villanova International Summer Program

Students accepted into Villanova International Summer Programs are automatically registered for summer school when the Registrar receives the participant list from the OIS. Final grades/credit will be submitted to the Registrar's Office by your FPC upon completion of the Program.

All Villanova students will receive letter grades for courses that are taught on A&S summer programs. All Villanova students will receive letter grades for courses that are taught on the VSB programs, only if the course is taught by Villanova faculty or adjunct faculty members.

All Villanova students will receive transfer credit for courses that are taught on VSB programs by Non-Villanova faculty, i.e. faculty members from other institutions. In this case, your transcript will show a "T." Pursuant to the rules regarding domestic credit transfers, you must receive a "C" or better, otherwise the course will not appear on your transcript. No credit will be received for "C-" or below.

Upon completion, all Summer Program internships are awarded a Satisfactory/Unsatisfactory grade.

FINANCIAL POLICIES

Year and Semester Program

Villanova University will charge current students full tuition for all fall and spring term international studies programs. Villanova University students will be eligible to use Villanova study abroad tuition costs as long as those funds do not carry policy constraints or conditions which would restrict





their use for this purpose. In most cases, Villanova pays the overseas tuition even if the recipient institution's tuition exceeds Villanova's. You should assume that your full tuition overseas will be covered. Villanova University will not pay for room, board, travel, books, visa fees, health insurance or any other associated non-tuition costs of an international studies experience, all of which are the student's obligation.

Estimated non-tuition expenses can be obtained directly from the Program Provider, Host University or from the OIS. Additional financial aid may be available to help cover the additional costs of room, board, flight and all additional non-tuition expenses associated with a semester abroad. For more information on aid, contact the Financial Assistance Office at 610-519-4012.

Information on scholarships is available on the OIS website. Some Program Providers or Host Universities offer additional scholarships so be mindful of deadlines and application dates to ensure eligibility.

If you withdraw from an overseas program, any penalties or fees imposed by your Program Provider or Host University will be your responsibility. The OIS cannot guarantee immediate re-admittance to Villanova University if you withdraw from an overseas program after the start of the Villanova academic semester.

A complete copy of the tuition policy can be requested through the Academic Affairs Office. The University reserves the right to change this policy at any time without prior notice.

Villanova International Summer Program

Program costs are determined in September of every year. Once accepted, all non-refundable commitment fees (deposits) are to be submitted online via the e-payment process found at: bursar.villanova.edu. Commitment fees must be received within two weeks of acceptance to program, otherwise students will be automatically withdrawn from program. Students will be billed in early April by the Bursar's Office for the balance due, which is the cost of the program plus the general fee less the deposit. All students will receive an email from the Bursar's Office when summer invoice V-bill is available electronically. If you do not receive an email advising you that your bill is available, please contact OIS. Payment in full must be received before the departure date.

VILLANOVA INTERNATIONAL SUMMER PROGRAM REFUND POLICY states that the deposit is not refundable under any circumstances after a student's application has been accepted. If a student withdraws from the Program by notifying the OIS in writing on or before March 1, the University will refund all fees paid except the deposit. All issues related to outstanding debts, collection of fees, and receipt issuance will be handled by the Office of the Bursar.

If a student withdraws from the Program for medical reasons after March 1, and if s/he provides evidence of medical necessity from a physician, the OIS will refund all fees paid except the deposit.

If a student withdraws from the Program for non-medical reasons after March 1, but before April 1, the University will refund all fees paid except the deposit and those expenses that have been paid on the student's behalf.

After April 1, no refunds of fees will be made for any reason other than a documented medical emergency. In the case of a medical withdrawal, you will receive a refund of recoverable room and board charges only.

If a program is cancelled, or if in the sole judgment of the University, a program has been so radically changed in itinerary or curriculum that it would be unfair to require students to participate and a student elects in writing to withdraw from the program, the University will refund all fees paid. Under these circumstances, the University will have no additional responsibility or liability to the student or his/her parents or guardian.

A limited amount of scholarship funding is available for certain Villanova International Summer Programs. Please contact your FPC for more information.

Non-Villanova Summer Program

Students are responsible for paying all tuition and non-academic fees directly to your Program Provider or Host University. In addition, a \$250 administrative fee will be applied to your Villanova Bursar account. Financial Aid may be available to help fund your summer abroad. Contact the Financial Assistance Office at 610-519-4012 for more information.

WHILE YOU ARE ABROAD

All Study Abroad Students

CODE OF STUDENT CONDUCT

The Code of Student Conduct exists for three distinct purposes. First, the Code helps to motivate good behavior, create community and enhance respect for individual differences while emphasizing a commitment to the common good. Second, the Code represents limits, a description of behaviors that contradict the purpose and nature of Villanova University. Such behaviors violate presumptions of membership and cannot be tolerated in an academic community. Third, the Code and its implementation recognize the basic student composition of the community and its corresponding behavioral dynamic. To this end, the Code's most important purpose is to facilitate personal growth through values and education so that members of the student community are made ready to assume public responsibilities beyond the campus and in society.

The Code of Student Conduct applies to all students enrolled at Villanova University, which includes students participating in year, semester, or all summer study abroad programs. The University has a vital interest in the character of its students and may regard their behavior as a reflection of a student's character and fitness to be a member of the student body. Accordingly, the Code of Student Conduct applies to conduct that occurs both on and off the Villanova University campus and the University reserves the right to discipline any student responsible for violating the Code. To review the Code of Student Conduct in its entirety, please see the Villanova University Student Handbook. www.villanova.edu/studentlife/dean/studenthandbook.htm

DISCIPLINARY ISSUES

By signing the Release Form, you agree to continue to be subject to the University's Code of Student Conduct and Academic Integrity Code. Action including, but not limited to, expulsion from the program and disciplinary probation upon your return, may be taken for any infraction.

ATTENDANCE

While participating on any Villanova approved study abroad program, for the year, semester or summer, all students are required to uphold the Villanova academic policy. This includes, but is not limited to, adhering to course attendance policies as outlined by the Program Provider or Host University. Failure to comply with these overseas policies may be reflected in the student's final grade. Other actions may be taken by Villanova University if appropriate.

DISTANCE LEARNING CLASSES

While studying abroad, students **may not** enroll in distance learning courses. No credit will be granted for distance learning courses that are completed while abroad.



E-MAIL

Internet access will vary according to program and location. All communication from the OIS while you are abroad will be sent to your Villanova e-mail address. If you prefer to use another account, please be sure to have your Villanova e-mail forwarded so that you don't miss any vital information.

PHONE PLANS

Cell phone usage varies from country to country but many students find plans overseas to be an economical way to keep in touch. Most US plans can travel abroad, but those can be very expensive and no one from your host country will want to call a US number. You will want to look into acquiring a cell phone once you arrive overseas if one is not provided for you by your Program Provider. Most countries will have inexpensive handsets that you can purchase upon arrival and allow for "pay-as-you-go" plans. You may also want to consider establishing a set time to call or Skype your family once a week, instead of daily contact that you may be used to while on campus.

VISITORS

Year and Semester Program / Non-Villanova Summer Program

Visitation policies are determined by your Program Provider, Host University or Housing Authority. Please check with them directly regarding visitation rules.

Villanova International Summer Program

Students cannot offer accommodations, meals or allow participation in classes and/or field trips to any non-participants.

If any family or friends are making arrangements to visit, please consider hosting them near the end of your summer or semester, so as to allow you sufficient time to get to know your new home. Make sure that visits are not scheduled during times that are important to your academic success, such as mid-terms and final exams.

REGISTERING FOR OVERSEAS CLASSES WHILE YOU ARE ABROAD

Year and Semester Program / Non-Villanova Summer Program

When signing up for classes overseas, schedule conflicts, course cancellations, and schedule changes may prohibit you from strictly adhering to the courses you had approved via the Prior Approval Form. Additional approvals must be obtained via e-mail for any courses not originally listed on the Prior Approval Form. For assistance with additional approvals, please visit the OIS website: www.villanova.edu/vpaa/intlstudies/students/currentlyabroad/template.htm.

CONFIRMING YOUR FINAL OVERSEAS COURSE SCHEDULE

Year and Semester Program / Non-Villanova Summer Program

Once you have completed registration with your overseas program, you must email your OIS adviser with your final course schedule so that your records can be updated. Credit for work completed overseas will appear on your Villanova transcript. A minimum grade equivalent to a "C" or higher must be earned in order for credit to transfer. In place of a letter grade on your Villanova transcript, the designation "T" will be assigned for all courses in which you receive a "C" or higher.

REQUESTING YOUR OVERSEAS TRANSCRIPT

Year and Semester Program / Non-Villanova Summer Program

It is your responsibility to request that an official transcript from your Program Provider or Host University be sent directly to the OIS. As overseas institutions are usually on different academic calendars and have different internal systems for recording and disseminating grades and transcripts than Villanova, you should not anticipate having your overseas credit reflected on your Villanova transcript in the same time frame that it would have been had you studied on campus. Usually, the OIS receives overseas transcripts within 8–12 weeks of the program’s conclusion but it can take even longer. If you have a problem with your transcript, please contact your Program Provider or Host University directly. Transcripts are your own private documents and, as such, the OIS cannot request transcripts or challenge grades on your behalf. You must give permission for transcripts to be released to the OIS. Transcripts are processed by the OIS as soon as they are received. Credit is generally applied to your VU transcript within two weeks of receipt of your overseas transcript.

REGISTERING FOR VILLANOVA CLASSES FOR THE FOLLOWING SEMESTER FROM OVERSEAS

Year and Semester Program

Your Villanova registration time will be made available in *myNOVA* prior to on-campus registration. Registration for the following semesters is typically held in mid-October for spring and early April for fall. Your registration pin should be obtained from your regular on-campus Academic Adviser. You will be able to register for classes online just as if you were on the Villanova campus, but please note the differences in time, as all registration times are listed in Eastern Standard Time.

Academic advisement precedes registration and should occur well in advance of your appointment time. This is the time to consult with your academic advisor and to give careful consideration to the courses you should be taking for the upcoming semester. All advisement will occur via email while you are abroad. You will need to know what each overseas course will be counting for back at Villanova (found on your Prior Approval Form) for your academic adviser to recommend classes for the following semester. Contact your OIS adviser if you require information regarding your overseas course approvals on your Prior Approval Form. Each college has its own advisement procedures, so please check with your Dean’s Office or Department for specific details about advisement for your college or major. Your academic advisor will issue a registration pin that will allow you to register for classes at or after your appointment time. You should attempt to meet with your Academic Advisor regarding course selection prior to your departure for overseas study.

WHEN YOU RETURN

All Study Abroad Students

PROGRAM SURVEYS & EVALUATIONS

In an effort to monitor both the services of the OIS and the quality of programs available to students, program evaluations are required. These surveys are available online for both summer and semester programs:

www.villanova.edu/vpaa/intlstudies/forms.htm

PROMOTING STUDY ABROAD

If you are interested in sharing your experiences with future study abroad students, please contact the OIS.



YOUR HEALTH MATTERS!

Healthcare systems and facilities in many overseas locations are quite similar to what we have in the United States, so most places you travel to will present no special health concerns. In some regions, however, there are differences and specifically recommended health procedures. You will need to take appropriate health measures as dictated by your overseas location. The OIS will make certain recommendations based on locations; however, students must take responsibility for educating themselves on health issues that are relevant to their region of travel. It is important to talk with your Program Provider, Host University or FPC to receive the most up-to-date information about medical facilities at the site where you will study. Some programs, especially those that travel to developing countries, require extra immunizations. It is important for all students to update their basic immunizations.

BEFORE YOU GO ABROAD

ASSESS YOUR HEALTH

Going abroad is not a magic “**geographic cure**” for concerns and problems at home. Both physical and emotional health issues will follow you wherever you go. In particular, if you are concerned about the use of alcohol and other controlled drugs, or if you have an emotional health concern, you should address it honestly before making plans to travel. Contrary to many people’s expectations, travel does not minimize these problems; in fact, it often brings them to a crisis stage while you are away from home. Be clear about your health needs when applying for a program and when making housing arrangements. It is recommended that you describe allergies, disabilities, psychological treatments, dietary requirements and medical needs so that adequate arrangements can be made. This information will be used by your FPC and RD to help you make preparations for your trip. Resources and services for people with disabilities vary widely by country and region; if you have a disability or special need, identify it and understand ahead of time exactly what accommodations can reasonably be made. All students should also have a check-up prior to going abroad.

MEDICAL INSURANCE

By signing the Release Form, you agree to procure adequate insurance to cover emergency medical needs, evacuations, or repatriation, if necessary. Often, existing Medical Insurance coverage will be adequate, so please check with your current insurance provider. However, the OIS encourages students to obtain an additional policy specifically designed for study abroad students. At a minimum, the OIS recommends a policy that includes 24-hour emergency assistance worldwide, basic medical services, emergency evacuation, accidental death and dismemberment, and repatriation coverage. Some Program Providers automatically enroll students in supplemental overseas medical insurance plans, so contact your Provider prior to purchasing an additional plan. The rule of thumb for overseas medical insurance is that it is better to be overprotected, than not covered enough!

INTERNATIONAL MEDICAL INSURANCE PROVIDERS

The following is not an exhaustive list of insurance carriers but rather a representative list. Inclusion in the list below does not imply endorsement by Villanova University or the Office of International Studies of any particular insurance carrier. Remember to call your current medical insurance provider as well. A list of suggested questions can be found below.

CMI Insurance Worldwide

www.studyabroadinsurance.com

HTH Worldwide

www.hthstudents.com

Cultural Insurance Services International

www.culturalinsurance.com

International Student Organization

www.isoabroad.com

Questions to consider when selecting insurance:

- **Will the plan cover hospitalization for accidents and illnesses for the entire period you're abroad?**
- **Will the plan cover doctor's visits and prescription medication abroad?**
- **Is there a deductible? If yes, how much?**
- **Is there a dollar limit to the amount of coverage provided?**
- **What are the procedures for filing a claim for medical expenses abroad? Do you need to pay for expenses up front and then submit receipts to the insurance company for reimbursement?**
- **What if you don't have enough money to pay cash up front?**
- **When does the plan begin and end?**
- **What do you use as proof of international medical coverage if documentation is required?**

INTERNATIONAL SOS

In addition to your current or supplemental Medical Insurance that is a pre-requisite for study abroad, Villanova University has purchased a policy from International SOS that covers all Villanova students while they are abroad. This policy is *not* a substitute for standard Overseas Medical Insurance, but rather provides assistance in case of emergency. More information about Villanova's International SOS policy can be found on the following website:

www.villanova.edu/finance/insurance/internationalsos.htm

The International SOS website is also a wonderful pre-departure resource for students with any health or safety related concerns.



PRESCRIPTIONS & MEDICATION

Update your health records, eyeglass and contact lens prescriptions, and prescriptions for any medications you routinely take. Carry your prescription medications in their original containers and carry written prescriptions using generic names to facilitate getting them filled overseas should this be necessary. You should also carry a letter from your physician, which includes a description of your medical condition, the dosage prescribed, and the generic name of the medicine. This information can assist medical authorities during an emergency. Some common medicines that are prescribed in the U.S. to treat depression and anxiety may be considered controlled substances in other countries. If you are taking any medication, consult the embassy or consulate of the country you will be visiting about any special arrangements that must be made in order to bring your medication into the country. You must plan ahead to take care of your pharmaceutical needs and consult with your physician on these matters. If you are allergic to anything, it is important to wear a medical alert bracelet or necklace and carry an identification card to inform overseas health care personnel in the event of an accident or injury.

You may want to pack your own first aid kit as well. This kit could contain such items as: Band-Aids, ace bandages, thermometer, adhesive tape, gauze, sterile cleansers, antibacterial ointment and antiseptic cream, sunscreen, sunburn ointment, aspirin or other painkillers, anti-diarrhea medicine, antihistamines for allergy relief, salt tablets, skin moisturizers and insect repellents. This is not an exhaustive list. Please refer to the Center for Disease Control's website for advice that is specific to your destination.

HEALTH ADVISORIES

It is important to be aware of health issues in the countries where you will travel. The Center for Disease Control provides country-specific information and offers advice on immunizations and other necessary preparations to keep you healthy throughout your journey: www.cdc.gov/travel. International SOS also provides excellent pre-travel information: www.internationalsos.com. You can log in by using your Villanova policy number which can be obtained from your OIS advisor, FPC or on the card provided during your on-campus orientation.

Important questions to ask and answer prior to your departure:

- **What illnesses, if any, are specific or endemic to the region?**
- **What medications should be brought to prevent these illnesses?**
- **What precautions are recommended for sexual or health practices?**
- **What kind of insurance do you need and how much coverage?**
- **What are the customs, beliefs and laws in the host country concerning sexual behavior and the use of alcohol and drugs?**
- **What is the water quality in the host country/countries?**
- **What are the laws governing import of medications, medical supplies and contraceptives?**
- **What is the 9-1-1 equivalent in your host country?**
- **How will you find medical assistance while you are overseas? Use your Health Insurance, the State Department, International SOS, the CDC, your Program Provider/Host University or your FPC to identify English-speaking facilities in your host country.**

WHILE YOU ARE ABROAD

HOSPITALIZATION OR EMERGENCY CARE

In case of emergency, it is imperative that you provide information about current or past medical problems to your Program Provider, Host University or FPC. In cases of illness, the RD or FPC will consult with local medical authorities regarding hospitalization and treatment. In emergency situations, the RD or FPC will authorize required surgery, but in non-emergency situations will order surgery only upon receipt of parental/spousal authority. If, in the judgment of local medical staff, serious illness warrants return to your home, the RD or FPC will assist in making the necessary arrangements and, if required, advance funds for return travel.

DIET & ROUTINE

Food overseas may be quite different from what you are used to at home. It may be “healthier” in some instances (more vegetables and fruits) or “less healthy” in others (more fried foods than you may usually eat), but most often it will just be different from your norm. Eat nutritiously, which may mean trying some new foods.

Make sure to take special dietary needs and/or allergies into account and make arrangements in advance. Despite the change in your environment, you can still keep some of your daily routines. Get enough rest, especially the first few days. Get plenty of exercise to keep your mind and body working. Don't isolate yourself. You will probably have to make the first move in developing friendships, but they are an essential part of any overseas experience and, more importantly, your emotional well-being.

SUBSTANCE ABUSE

Alcohol and drug use is the major cause of health problems, crimes, injuries and even death overseas, particularly in study abroad programs. This includes serious injuries, sexual assault and drowning. Understand that you will be living in a different culture with different laws governing drinking and drugs. Alcohol and drug use can affect your ability to comprehend dangerous situations and decrease your awareness in an unfamiliar setting. This danger can be compounded by language and cultural differences.

ALCOHOL USE

Responsible use of alcohol occurs when:

- **You abide by the laws of the country or state in which you are living.**
- **You do not miss any scheduled event because of the effects of alcohol consumption.**
- **You do not become ill due to the effects of alcohol consumption.**
- **You do not engage in inappropriate behavior toward other individuals as a result of alcohol consumption.**
- **You do not engage in destructive behavior toward property as a result of alcohol consumption.**





- You do not engage in behavior that causes embarrassment to the other members of your group, the faculty member(s) or the in-country host(s) as a result of alcohol consumption.
- You do not facilitate or encourage or ignore a fellow student who is abusing alcohol.
- You refrain from transporting quantities of alcohol to program sites with the intent of sharing the alcohol with members of the group. This action is considered to be an irresponsible use of alcohol and subject to disciplinary action.
- You utilize good judgment when consuming alcohol at private homes or other accommodations during non-program hours.

If you are a recovering alcoholic, you should be aware of the stress of going overseas. Resources and international support information can be found on the AA website: www.aa.org

ILLEGAL DRUGS

All U.S. legal restrictions on the use of drugs apply to all Villanova program participants. American visitors abroad are particularly vulnerable when it concerns violations—intentional or unintentional—of local rules and regulations concerning alcohol and, in particular, drugs. Be aware that the use, purchase, sale, or possession of illegal drugs can result in imprisonment. You will be subject to the laws of the host country and there is little that can be done by the U.S. Embassy to secure your release. Hundreds of Americans are jailed each year for illegal drug use. **It is not worth the risk.** The process of law and punishment can be far more arbitrary overseas than within the United States and more often than not may lead to prolonged imprisonment under substandard conditions. Consequently, it is of utmost importance for the welfare of the individual that extreme caution and prudence be applied concerning illegal drugs.

The use, purchase, or sale of illegal drugs (hallucinogens, narcotics, stimulants, or depressants) is a critical issue. Any student who uses, buys, or sells illegal drugs will be expelled from the program by the RD or FPC and immediately returned to the United States at his/her own expense. One violation will be cause for removal from the program. Separation from the program will result in loss of academic credit. The costs of legal advice, fines, and return travel must be borne by the violator. Villanova prohibits the unlawful possession, distribution, or use of illicit drugs and/or controlled substances on any property owned or rented by the University or in any program or activity sponsored by the University in any location. Any student violating policy regarding illicit drugs, and/or controlled substances will be subject to disciplinary action and may face additional actions by the courts.

MENTAL HEALTH ISSUES

Stress is the number one cause of exacerbating pre-existing mental health issues and adjusting to another culture typically involves stress for any program participant. Even if unusual behavior is due to more transient culture shock, it is important to ask for help.

Behavioral warning signs include (but are not limited to):

- **An inability to communicate clearly**
- **An unusual or markedly changed pattern of interaction (such as totally avoiding participation, becoming excessively anxious when called upon, or dominating discussions when this was previously not the case)**
- **Extreme behavior fluctuation within a relatively short time span**
- **A depressed or lethargic mood**
- **Being excessively active and talkative (very rapid speech)**
- **Swollen or red eyes**
- **A marked change in personal dress and hygiene**
- **Being sweaty (when the room is not hot)**
- **Falling asleep inappropriately**

If you have a previous mental health concern, the OIS strongly encourages you to discuss your study abroad participation with your doctor. Among other things, you need to be well-informed about the consequences of going off medication and potential interactions with alcohol. You may want to consider requesting a release for your medical records in advance so that you can bring them along. If desired, many insurance carriers that work with overseas programs have services that can help identify a counselor abroad in advance. Your medical records could be released directly to an overseas counselor. Upon arrival, you could meet with the overseas doctor and become acquainted, so that a support system is in place if needed.

Even if you do not have a previous mental health concern, the stress and shock of a new environment can put a strain on your behaviors, thoughts and actions. If you notice a change in yourself, or in a fellow student, you are encouraged to ask for help in dealing with these challenges. Your RD from your Program Provider, Host University or FPC can help identify on-site mental health professionals and the Villanova Counseling Center also offers support while you are overseas. It is important that you do not delay in addressing any concerns that you may have so that the situation does not become unmanageable.

PREVENTION OF HIV/AIDS/HEPATITIS B & C

Everything you already know about HIV, AIDS, and Hepatitis concerning how it is contracted is as true overseas as it is at home. Taking the advised precautions is the only way to protect yourself overseas. The World Health Organization states: "AIDS and Hepatitis are not spread by daily and routine activities such as sitting next to someone, shaking hands, or working with people. Nor is it spread by insects or insect bites. AIDS and





Hepatitis are not spread by swimming pools, public transportation, food, cups, glasses, plates, toilets, water, air, touch or hugging, coughing or sneezing.”

Many developing nations do not have resources for mandatory blood screening. Thus, if you are in a developing country, it is important to avoid or postpone any blood transfusion unless absolutely necessary. If you do need blood, try to ensure that screened blood is used.

As you know, HIV, AIDS, and Hepatitis are also spread through sexual contact. The only way to prevent the spread of these sexually transmitted infections is to abstain from all sexual contact or to use condoms correctly and consistently with every

sexual contact. Please be aware that other countries might not provide the same condom manufacturing and storage conditions that the United States does, so consider this when preparing and packing for your travel abroad. Many foreign countries reuse syringes, even disposable ones. It is best to avoid injections unless absolutely necessary. If an injection is required, verify that the needles and syringes come directly from the package or are properly sterilized. If the situation arises that you need extensive treatment or surgery, medical evacuation should be carefully considered.

If you are HIV or Hepatitis B/C positive, contact the consulate or the embassy of the countries you plan to visit. Each country may have specific entry requirements or requirements regarding carrying medicines that you should know about before leaving.

SWIMMING & WALKING BAREFOOT

Swimming carries a high level of risk unless you are in a well-chlorinated pool. Those in tropical or developing areas can be at risk of disease from contaminated water which can cause intestinal infections. Do not dive in to any natural pools as the depths and underwater hazards are unknown and serious injury could occur. Tides and undertows can be deadly to the uninformed swimmer. Beaches and coastlines, that are marked with the international code for no swimming, should be avoided. The combination of alcohol consumption and swimming should also be avoided.

WHEN YOU RETURN

ILLNESS

If you become sick when you return from your overseas experience, it is important to contact your doctor. Sometimes illnesses first appear weeks after your initial exposure. Also inform medical personnel of what countries you have visited. There are many diseases which are indigenous to foreign countries with which U.S.-trained doctors may not be familiar.



BE SAFE WHILE YOU ARE AWAY

BEFORE YOU GO ABROAD

There are risks involved in any type of travel and it is therefore important to prepare yourself for both known and unknown circumstances. Our goal is for you to learn to manage and reduce your risk to the greatest extent possible. The excitement of travel and the newness of the environment you are in may make it easy for you to become careless or distracted. **Ultimately, you are responsible for your own personal safety.** Your primary safety goal is to be aware of where you are and what is going on around you at all times. In preparing for your time abroad, talk to students from the places you intend to stay, to students who have traveled there before, or with your Program Provider or FPC. A list of helpful websites is also included at the end of this handbook for additional cultural information. These insights will prove very helpful in preparing for the unknown.

Your personal safety is increased when you are sensitive to the differences between acceptable and unacceptable behavior in a different culture, including the areas of traffic and public transportation (trains, buses, cars). The perception is often that life at home is safer than life **“over there”** since the U.S. media coverage of the rest of the world focuses on overseas political upheavals, violent strife and natural disasters, rather than on positive political and social developments or on the richness and human warmth of life as it is actually lived. Students who study overseas often comment on how “normal” life seems abroad, in spite of cultural differences. This discovery comes when you can look past the stereotypes and misperceptions and see people and cultures with your own eyes. Danger more often lies in personal confrontations or accidents than in international political instability and natural disasters.

The following suggestions are based on common sense safety principles, but offer no guarantee of safety.



GENERAL ADVICE

- **Safety begins with packing.** Plan to dress conservatively while you are overseas. For women, short skirts and tank tops may be comfortable, but they may also encourage unwanted attention. Leave the baseball hats, flip flops and Villanova logo apparel at home, as these types of stereotypical American items may make you a target for some crimes. Also, avoid the appearance of affluence as those indicators may make you a target for crime. Do not pack any expensive jewelry or watches.
- **Travel light.** This enables you to move quickly. You will be less tired and less likely to set your bags down. Never leave your baggage unattended; everything you own is in it. A thief knows this and will take advantage of even a few seconds of your inattention. This holds true no matter where you are—in a hotel, at the train station, in the train or bus, at a restaurant or resting in a park.
- **Protect your valuable documents.** Consider carrying these items in a money belt or neck wallet and wear them under your clothing.
- **Do not agree to meet a person whom you do not know in a secluded place.** Be aware that sometimes people from other cultures tend to mistake the friendliness of Americans for romantic interest.
- **Do not use illegal drugs.** You are subject to the laws of the country in which you are traveling. Hundreds of American travelers end up in foreign jails each year as a result of carrying, using or being suspected of using drugs. There is little the American embassy can do on your behalf in these cases and the laws in many countries are more severe than at home. It isn't worth the risk.
- **Think and act confidently and self-assured.** Try to seem purposeful when you move about and always plan your travels out before you leave. Do not dress like a victim. Avoid flashy dress, jewelry, luggage, or conspicuous behavior, which would draw attention to you.
- **Avoid demonstrations, especially in politically volatile countries.** Read the local newspaper and learn about potential civil unrest. What appears peaceful can suddenly become a dangerous situation, and you could be caught in the middle.
- **Register your travels with the U.S. State Department.** All U.S. Citizens should register their travels, both to their host country and any side trips. This simple act will help the U.S. State Department locate you in case of an emergency, such as an earthquake or other crisis.
- **Use the buddy system while traveling.** Try to travel with at least one other person at all times. If leaving your program location for a side trip, be sure to let your FPC or program provider know where you are going and how to reach you. Use common sense if confronted with a dangerous situation. At times it may be best to attract attention by screaming or running. In some countries it will be important to have a male companion in the group.
- **Plan where you are going in advance and be aware of your surroundings.** This is not paranoia—it's just common sense. You know what feels comfortable and what doesn't. If your instincts tell you a situation is uncomfortable, trust them and move along. If you become lost, ask directions if possible from individuals in authority.

- **Use banks and authorized money exchanges.** Do not exchange on the black market or on the streets. Learn currency prior to your arrival in a country. This will keep you from being a target as you use money. Be aware of your surroundings when using ATMs and don't let yourself be distracted.
- **Taking photos of police or military installations is usually prohibited—your camera can be confiscated and you may be jailed.** Watch for the sign of a camera with a line through it, which means “Don't take pictures.”
- **Stay healthy by eating well and getting sufficient rest.** If you become ill, take care of yourself by getting the proper care. Don't be afraid to visit a doctor or hospital because you don't speak the local language. Usually there is someone who speaks English.

AIRPORT SAFETY

- **Arrive early, check in with your airline as soon as possible, and proceed immediately through security clearance.** All shops and services available in the non-secure area will also be available once you have passed through the security check.
- **Put your name and address inside and outside each piece of luggage; bright or fluorescent string or tape around your luggage will make it easier to find.** Make sure you receive a claim check for *each* piece of luggage you check.
- **Do not make jokes about terrorism or hijacking, or you may find that you are the object of unwanted attention.** Respond to all questions asked by security personnel seriously and honestly. Be aware of what you discuss with strangers or what others may overhear about your travel plans.
- **Never carry packages or letters for strangers or agree to watch a stranger's luggage.** Be watchful for suspicious abandoned packages and briefcases. Report them to airport security and leave the area.
- **Do not carry on your person, or in your hand luggage, anything that could be regarded as a weapon.** Matches and lighters are forbidden in baggage as are nail clippers, metal nail files and scissors. If you need these items, it might be a good idea to purchase them once you are on foreign soil. Metal objects in your suitcase may activate security devices, causing delays in the arrival of your luggage.
- **Be sure to carry all important documents and any medication**

you may need upon arrival in your carry-on baggage.

This includes your passport, visa (if applicable), copy of acceptance letter, return air ticket, and prescriptions.

You may also be asked by Immigration to produce proof of financial viability. A bank statement or letter of financial support from your parents normally suffices. When going through Customs & Immigration, be polite and do not offer any documents or information that you are not asked to produce.





WHILE YOU ARE ABROAD

SAFETY IN CITIES

When possible, avoid places frequented by large numbers of Americans. Major restaurants and other premises clearly identified as American are best avoided. You may also want to avoid places frequented by military personnel. Many students dress in a way that immediately identifies them as American. It's important to realize that this can bring you unwanted attention. Fraternity or college t-shirts, baseball hats, and white athletic shoes worn for non-athletic events will highlight the fact that you are American—and some people will resent you for that fact. You may decide to wear a sweatshirt with hopes that other Americans will introduce themselves—but you can always meet Americans in America. Consider following the typical dress of your host country to reduce your likelihood of being targeted by a criminal for being an American.

CRIME PREVENTION

- **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- **Avoid isolated areas.** It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don't know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down with packages** or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cash money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.

- **While you may not directly encounter thieves**, they will have their eyes on travelers like you. Some students use money belts or neck safes to hold their passports, cash and other valuables.
- **Beggars may approach you with children.** We recommend you do not give them money and remove yourself from the situation.
- **Pickpockets usually do not work alone.** Be aware of distractions by strangers, as the “lift” often follows.
- **If any of your possessions are lost or stolen, report the loss immediately to the police.** Keep a copy of the police report for insurance claims and an explanation of the crime.
- **It is important to be aware that some people make a living off preying upon honest people.** Follow your instincts with casual friendships— they are not always what they seem to be.
- **If someone tries to take your purse, backpack, or other property by force, let them have it.** Your personal safety is far more important than any property. Never pursue a thief. Instead, report the crime to the local police.
- **Never carry all of your belongings in a single bag.** If your bag is stolen, everything in it will be gone too. Consider carrying extra cash and a copy of your ID in a separate location.
- **A camera is the most often lost or stolen item on off-campus programs.** Be especially careful to not leave the camera in a taxi, hotel room, or on a bus. Carry your camera, and any other high tech devices, inconspicuously so as not to draw attention to yourself and your expensive possessions.
- **Do not bring anything with you overseas that you are not prepared to lose.** Think carefully before bringing any valuable or irreplaceable jewelry or other possessions.
- **When using ATMs, do not allow yourself to be distracted until you are finished your transaction and have collected your card and cash.** Thieves working in pairs have been known to distract a person using an ATM, with one thief often asking for directions or other polite inquiries while the other removes the person’s card from the ATM.



SEXUAL ASSAULT

Students in study abroad programs, like those on U.S. campuses, can become victims of sexual harassment and sexual assault.

- **Do not blame yourself for the attack.** Victims do not cause rape and it can happen to anyone, male or female.
- **Go to a safe place if you have been sexually assaulted.** Tell someone you trust who can give you comfort and emotional support.
- **Contact the police to report the crime.** Write down a description of the attacker and the assault.
- **Seek medical attention to address the possibility of injury, pregnancy or sexually transmitted disease.** Although it may go against your instincts, it is best to not shower initially, or to discard clothes you were wearing. These actions will limit your ability to take legal action if you decide to do so.
- **Know that you are not alone to deal with this attack by yourself.** Do not isolate yourself. Counseling services will be offered to help you deal with the emotional and psychological trauma.



SEXUAL ASSAULT PREVENTION

- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact the police immediately.
 - **Alcohol use increases the likelihood of assault** in part because intoxication contributes to poor communication about sexual intention and expectations.
 - **Don't leave your drink unattended while talking**, dancing, using the restroom, or making a phone call.
 - **At parties, don't drink from punch bowls** or other large, common open containers.
 - **Don't accept drinks from people you don't know** or trust and never leave your drink unattended—if you've left your drink alone, just get a new one. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself.
- **Watch out for your friends, and vice versa.** Always leave the party or bar together. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
 - **Have a buddy system.** Don't be afraid to let a friend know if something is making you uncomfortable or if you are worried about your or your friend's safety.
 - **If you see someone in danger of being assaulted**, before stepping in, make sure to evaluate the risk. If it means putting yourself in danger, call the police instead, but don't leave the potential victim alone with the attacker.

Additional information on preventing sexual assault and global resource centers for sexual assault victims can be found on the Rape, Abuse and Incest National Network website: www.rainn.org.

RESIDENCE SAFETY

- **Keep your hotel/residence doors and windows locked** when you are there and when you leave.
- **Do not open your door to people you don't know and don't give your room number to persons you don't know well.** Meet visitors in the lobby or in a well populated spot. Always let someone else know when you expect to return home, especially if you will be out late at night.
- **Keep valuables in a safe place—this may be different for each place you stay.** When in doubt, carry money and valuables with you.
- **Be unpredictable in your daily routine.** Vary your school and travel hours whenever possible. Any predictable schedule can make you an easy target. Carry a police whistle when walking, biking, or jogging.
- **Close curtains after dark and lock ground floor windows** and those accessible from balconies.
- **Learn the exit routes in your residence or hotel.**

TRANSPORTATION SAFETY

Traffic accidents kill more Americans overseas than anything else. Know where you are going and know about the safety of the route. Additional information on road and driving conditions overseas can be found in the State Department's Consular Information Sheets <http://travel.state.gov> as well as on the Association for Safe International Road Travel (ASIRT) Web site: <http://www.asirt.org>.

- **Many countries drive on the opposite side of the road than the U.S..** Be aware of our natural reaction to look to the left and then right. This is reversed in the countries which drive on the other side.
- **Take only taxis clearly identified with official markings.** Beware of unmarked cabs. Agree on a fare before departing. Lock taxi doors if possible, especially at night in strange cities. Don't share personal information. Pay for the ride while in the car. Do not sit up front with the driver until you understand the social norms that govern taxi etiquette in your host country. If necessary, have the address of your destination written out in the local language and carry it with you.
- **There is risk involved in operating any motor vehicle abroad.** Villanova University students are prohibited from renting or operating any motor vehicle while overseas.
- **Pickpockets and petty thieves love bus and train terminals.** Stay on your guard while in a terminal or a taxi stop. Be aware of people jostling you at busy stations or on crowded trains and buses and keep your possessions tightly closed.
- **Subway safety.** Choose a car in the middle of the train and never board an empty one. Avoid dim or vacant entrances to stations and only get off the subway at busy, well-lit stations.
- **Bus safety.** Sit near the driver and choose an aisle seat.
- **Well-organized, systematic robbery of passengers on trains along popular tourist routes is a serious problem.** It is most common at night and especially on overnight trains. Where possible, lock your train compartment, especially at night. If it cannot be locked securely, take turns sleeping. If you must sleep unprotected, tie down your luggage, put your valuables in your hidden money belt and sleep on top of your belongings.
- **Do not accept food or drink from strangers.** Criminals have been known to drug food or drink offered to passengers.

INDEPENDENT TRAVEL

Many students use the opportunity of being overseas to travel to destinations beyond their host country. While this exciting time is a great chance to see new and interesting places, you should not plan to travel every weekend during your time abroad. Setting aside all consequences that such travel will have on the academic results of your study abroad, traveling every weekend will detract from your overall immersion in your host country. Remember that you have chosen your host city and country as a place to live for a summer, semester, or year, not just as a place to leave every weekend! Imagine how much you would miss if you left Villanova's campus every weekend and then apply that idea to your host city. A good rule of thumb is to spend at least three



weekends a month in your host city and surrounding areas. When you do plan overnight travel, please inform your RD, FPC or other in-country support staff that you will be traveling outside of your host city or country. Provide them with your travel plans, flight information, hotel or hostel information, and emergency contact numbers. Remember to register any trips with the U.S. State Department at www.travel.state.gov.

STUDENT RESPONSIBILITY

The OIS believes that you are primarily responsible for your own health and safety through the decisions you make before and during your time abroad.

Participants on international programs need to:

- **Read all materials issued or recommended** by the OIS, Program Providers, Host Universities and FPCs that relate to safety, health, legal, environmental, political, cultural and religious conditions in host countries prior to departure.
- **Consider personal, emotional, physical and mental health** and safety needs when accepting a place in a program.
- **Provide accurate physical and mental health information** to the OIS, your Program Provider or Host University along with any other personal data that is necessary in planning for a safe and healthy overseas study experience.
- **Assume responsibility for personal preparation for the program** and participate fully in orientations. Use the online resources at the end of this handbook to conduct additional pre-departure research on your host country.
- **Obtain and maintain appropriate insurance policies** and abide by any conditions.
- **Inform your parents, guardians and any others who may need to know about participation in the international program.** Provide them with emergency contact information and keep them informed on an ongoing basis.
- **Learn the culture and laws of the country in which you will study.** Comply with local codes of conduct and obey host-country laws. Americans are not immune to local laws in the host country. The U.S. Embassy does not have the authority to shield you from the consequences of breaking the host-country's laws.
- **Be aware of local conditions when making daily choices and decisions.** Promptly express any health or safety concerns to the program staff or other appropriate individuals.
- **If you travel independently during your program, for any length of time, inform the FPC, RD and/or your host family** (if applicable) as to how to contact you in an emergency. Also register any additional trips with the U.S. State Department website.

Villanova University

- **Cannot guarantee or assure the safety of participants** or eliminate all risks.
- **Cannot monitor or control all the daily personal decisions,** choices and activities of individual participants.
- **Cannot prevent participants from engaging in illegal,** dangerous or unwise activities.
- **Cannot assure that U.S. standards of due process apply in overseas legal proceedings** or provide or pay for legal representation for participants.
- **Cannot assume responsibility for the actions of persons not employed or otherwise engaged by Villanova University** for events that are not part of the program or that are beyond VU's and its subcontractors' control, or for situations that may arise due to failure of a participant to disclose pertinent information.
- **Cannot assure that U.S. cultural values and norms will apply** in the host country.
- **Cannot assure that participants will be free of illness or injury** during the program.
- **Cannot assume responsibility for acts and events that are beyond our control** or ensure local adherence to U.S. norms of due process.



PREPARING FOR YOUR JOURNEY

TRAVEL DOCUMENTS

PASSPORT Apply for a passport right away if you do not have one. Processing time can take up to eight weeks, so start today. You will need a passport that is valid for at least six months after your program officially ends. You will not be able to acquire a visa without a valid passport. If your passport is lost or stolen while you are abroad, you will need to contact the nearest U.S. embassy or consulate for assistance. Additional information can be found on the U.S. State Department's website at http://travel.state.gov/travel/tips/emergencies/emergencies_1197.html.

Be sure to make a few copies of your passport before you depart. Leave one copy at home, carry one copy in a location separate from your actual passport and give one copy to the OIS, either in paper or electronic form. Having a copy of your passport will expedite the reissuing of your travel documents.

VISAS While passports give you permission from your own government to travel abroad, visas give you permission from a foreign government to enter their country. Not all countries require a visa. Visa requirements can be obtained from the consulate or embassy of the country you will be visiting. For a list of foreign entry requirements and links to embassy/consulate websites, please visit: http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html. Program Providers and FPC will provide information about visas, but you should determine if your host country requires a visa as soon as possible. Be sure to apply for a visa early as regulations frequently change and it can be a time consuming process. You must also give a copy of your visa to the OIS.

YOUTH HOSTEL CARD If you intend to stay in Youth Hostels, you might want to buy a Youth Hostel Membership Card. You will save money if you purchase your membership here in the States. You may order a card by calling **202-783-6161** or on the Web at www.hiayh.org.



ISIC CARD The ISIC card is the only internationally accepted proof of full-time student status. The card is recognized by universities, academic institutions, student organizations, national governments and ministries of education around the world. The ISIC card is used by over 4.5 million full-time students in 120 countries every year. It gives students access to tens of thousands of student services and benefits worldwide. If your study abroad program does not automatically enroll you in the ISIC program, consider purchasing a card prior to departure to take advantage of student discounts abroad. For more information visit www.isic.org and to purchase go to www.statravel.com.

PACKING

Our favorite two pieces of packing advice: **“Pack your bags, then take out half of the stuff and put it away. You will find that you can live very comfortably with very little.”** and **“If you can’t carry everything you’re taking up and down a flight of stairs by yourself, you’re taking too much.”**

LUGGAGE Remember, the airline will limit your checked and carry-on luggage by weight and dimensions. Check with your individual carrier for specific limitations. Some students use a backpack as one piece of luggage because it comes in handy on side trips. The best advice about packing is to take only what you will need. Another comment we hear over and over from past participants: **“I took too many clothes!”** No matter how much clothing you take,

you will be tired of it after the first few weeks, so pack basic wardrobe items that can be mixed and matched, layered, and worn again and again. Casual clothes are appropriate for classes, but you may need at least one dressy outfit for special occasions. Most Villanova students are traveling to locations where clothing stores are easily accessible, so if you need something, you should be able to find it in your new country. Please do not take extremely valuable or sentimental jewelry or watches with you when you travel. It is difficult to keep track of while you are away, and you’ll have less to worry about if you leave it home.

Be sure to pack your passport, return plane ticket, a copy of your acceptance letter, a change of clothes and essential toiletries, and any medication you may need on the plane or within the first couple of days upon arrival in your carry-on bag. You will also need the documents to clear immigration prior to picking up your checked bags. The other items will be handy if your luggage is temporarily lost.

ELECTRICAL APPLIANCES You will need to pack a plug adapter which may be purchased at most hardware stores, Target, or Walmart. Your laptop plug has a built in voltage adaptor, but you will still need to have a plug adapter. Your electrical appliances will not work well abroad, even with an adapter, and there is always the risk that they will burn out. It’s often easier to buy small appliances abroad. If you must pack your small appliances, bring only those with dual voltage.

GIFT FOR YOUR HOSTS (IF APPLICABLE) It is courteous to take along a small gift, perhaps something typical of the region in which you live, for your host family. Keep in mind, however, that customs officials will confiscate organic materials such as fruits, cheese, or even wicker baskets. Take along photographs of your family, friends and home since your hosts and new friends will be curious about your life in the States.

LAPTOPS

The University encourages all students to take their University-issued laptop with them on their study abroad experience. In the event that you experience technical difficulties with your laptop or if your laptop is stolen while you are abroad, follow the steps below to secure fast and reliable service. Please note worldwide power requirements below.

LAPTOP SUPPORT AND REPAIR Contact the Villanova Self Serve Helpdesk at **UNIT Self-Service Help Desk (SSHD)**, or call the Villanova Helpdesk at **610-519-7777** or email **support@villanova.edu** for all hardware and software service issues. If you require Dell or Apple service while abroad, please contact the Villanova Helpdesk first. Please note that service level response while abroad is controlled by the local Dell or Apple service organizations. You will not receive the same level of service abroad that you receive on campus.

LAPTOP THEFT Provide country-specific Local Police Report to a Laptop Program Manager. **The student is responsible for any loss, damage or theft up to \$1000 for the first incident. We recommend that the student place their laptop under their parent's homeowners insurance or seek out renters insurance if available.** For more information about UNIT's policies, please visit: www.villanova.edu/unit/laptopprogram/policies.htm

POWER ADAPTER REQUIREMENTS WORLDWIDE Use an AC adapter, a plug adapter, and a power cable that is compatible with the local AC power source. The AC adapter sold with the Latitude systems will work with AC power sources worldwide. The AC adapter can handle 90-276 VAC 50-60 Hz, which means that the AC adapter will auto switch to adapt to a voltage current between 90 and 276 volts. The AC adapter will function properly without risk of damage as long as the current does not surpass this range. You must obtain the appropriate plug adapter that will accommodate the type of power outlet particular to your travel destination.

Before using AC power in a foreign country, you may need to obtain a new power cable that is rated for use with the level of electrical voltage in that country. Only use surge protectors that have an internal circuit breaker and are certified by UL or British Standard.

The power cable supplied with Dell notebook systems sold in the United States is rated to handle 115 volts.





MONEY

Traveling with large amounts of cash is not recommended. You should consider using several different forms of payment for your expenses. Traveler's checks, credit cards, ATM cards and cash can all be used effectively depending on the country.

BANKING Most students find that the best way to manage money is to just use their U.S. bank account. Your ATM/debit card should work in most banks abroad so you will be able to access your U.S. account and withdraw the local currency. Some U.S. banks will have pre-arranged agreements with

international banks, so be sure to call your bank to determine if such a relationship exists in your host country. One thing to note is that your bank will likely assess a fee for every ATM withdrawal, usually about \$3 per transaction. Be sure to contact your bank to determine the specific fees abroad and let them know that you will be using your card outside of the U.S., prior to traveling. Also, if you don't have this feature already, add a parent or guardian's name to your bank account so that they can access the account and add money if necessary. For longer stays of a semester or a year, you may want to consider opening a local bank account upon arrival, though local rules vary by country, and not all semester students will be eligible. The easiest way to open an account is to either deposit travelers' checks into it or have a family member in the States wire money into the new overseas account.

Travelers Checks are an additional source of secure overseas funding and are available prior to departure through AAA or American Express. Another easy way to obtain money while abroad is to use a major credit card such as Visa or MasterCard. Some cards will charge international transaction fees, so you will want to consider a card with low or zero fees, or note your current card's fees.

Before departure from the U.S., all students should obtain a small amount of local currency (\$25–\$50, available at banks or at the airport) to cover any expenses upon arrival before you can either withdraw money abroad from an ATM or cash your travelers check.

SPENDING MONEY The amount of money you'll spend per week varies greatly depending on your lifestyle, spending habits, and location. One suggested formula for determining the amount of spending money you will need is to add 25% to the amount you usually spend per week here in the States. It is wise to monitor the exchange rate for a period leading up to your trip.

BUDGET The OIS provides a cost worksheet on our website to help students and parents develop a budget for studying abroad on a year or a semester program (www.villanova.edu/vpaa/intlstudies/forms.htm). Remember that year and semester study abroad students will pay regular semester tuition to Villanova University; however they will be responsible for their room, board, additional food, flight and all non-tuition expenses to be paid directly to the Program Provider or Host University. Most Program Providers or Host Universities will list estimated total costs on their websites so that you can more accurately plan for these expenses.

JETLAG

To avoid some of the problems of jetlag (adjusting to the difference in time at your new location), there are a few simple rules to follow on the airplane:

- **Drink liquids to avoid dehydration.** Water and fruit juices are the best to drink. Alcohol will further dehydrate you during your flight and hits you stronger and faster on a plane. It can also cause joint swelling and make it harder to adjust to time changes.
- **Exercise: Stretch during your flight.** If possible, sit in a bulkhead or aisle seat to stretch your legs. Some planes have extra legroom in the emergency exit seat over the wing.
- **Sleep.** If at all possible, sleep on the flight. If you can find an empty row, lift the armrests and stretch out. This will help you to be awake when you arrive at your destination.
- **Set your watch.** Change your watch to the new time when your flight departs. Attempt to eat meals on the “new” time. This will help your body’s adjustment to the new time zone.
- **Don’t sleep on arrival.** When you arrive at your destination, it is important to adjust to the local time. If you arrive in the morning, attempt to stay awake until a usual bedtime (or at least until 8 or 9 p.m.). If you arrive later in the evening, force yourself to go to sleep early. Usually, if you get a regular night’s sleep, you will wake at the normal time the next morning and be able to function normally. If you lose sleep due to jet lag or an all-nighter it takes at least two nights of rest before you will function at your normal level. Alcohol and caffeine can further alter your sleep cycle, so their consumption should be kept to a minimum upon arrival. Try to establish a regular sleeping pattern as soon as possible.

CULTURE SHOCK

“**Culture Shock**” is the term used to describe the more pronounced reactions to the psychological disorientation most people experience when they move for an extended period of time into a culture markedly different from their own. It can cause intense discomfort, often accompanied by irritability, bitterness, resentment, homesickness and depression. In some cases, distinct physical symptoms of psychosomatic illness occur. For some people, the bout with culture shock is brief and hardly noticeable.

These are usually people whose personalities provide them with a kind of natural immunity. For most of us, however, culture shock is something we have to deal with at the beginning of our stay abroad. It may surprise you that culture shock is a real health issue when traveling abroad. Traveling through time zones and for long periods of time, facing new values, habits, and methods of daily life can leave travelers impatient, bewildered, and depressed.

You may find yourself alternately exhilarated and exasperated, thrilled at the experiences the new culture offers you and frustrated with the culture’s differences from your own. Early in your experience, you will likely have ups and downs. The feelings you experience are natural. If you are angry, impatient, homesick, or depressed your first few days, remind





yourself that these things should pass once you have rested and are eating normally. If depression persists, however, do seek professional assistance from a counselor or doctor. If you are not sure about something, whether it is a simple question about where a service can be found, or a more complex matter, such as expectations about friendship and dating, ask someone you trust.

In a sense, culture shock is the occupational hazard of overseas living through which one has to be willing to go in order to have the pleasures of experiencing other countries and cultures in depth. All of us have known frustration at one time or another. Although related, and similar in emotional content, culture shock is different from frustration. Frustration is always traceable to a specific action or cause and goes away when the situation is remedied or the cause is removed. Some of the common causes of frustration are: the ambiguity of a particular situation; the actual situation not matching preconceived ideas of what it would be like; unrealistic goals; not being able to see results; using the wrong methods to achieve objectives (i.e., methods which are inappropriate to the new culture). Frustration may be uncomfortable, but it is generally short-lived as compared to culture shock.

Culture shock has two quite distinctive features: First, it does not result from a specific event or series of events. It comes instead from the experience of encountering ways of doing, organizing, perceiving or valuing things which are different from yours and which threaten your basic, unconscious belief that your own customs, assumptions, values and behaviors are “right.” Second, it does not strike suddenly or have a single principal cause. Instead, it is cumulative. It builds up slowly, from a series of small events that are difficult to identify.

Culture shock comes from:

- **Being cut off from the cultural clues and known patterns with which you are familiar;** especially the subtle, indirect ways you normally have of expressing feelings. All the nuances and shades of meaning that you understand instinctively and use to make your life comprehensible are suddenly taken from you.
- **Living and/or studying (working) over an extended period of time in a situation that is ambiguous.**
- **Having your own values (which you had heretofore considered as absolutes) brought into question**—which yanks your moral rug out from under you.
- **Being continually put into positions in which you are expected to function with maximum skill and speed,** but where the rules have not been adequately explained.

As indicated earlier, culture shock progresses slowly. One’s first reaction to different ways of doing things may be “How quaint!” When it becomes clear that the differences are not simply quaint, an effort is frequently made to dismiss them by pointing out the fundamental sameness of human nature. After all, people are really basically the same under the skin, aren’t they? Eventually, the focus shifts to the differences themselves, sometimes to such an extent that they seem to be overwhelming. The final stage comes when the differences are narrowed down to a few of the most troubling, and then are blown out of all proportion (for Americans, standards of cleanliness, attitudes toward punctuality, religious differences, and the value of human life tend to loom especially large). By now, you may be in an acute state of distress. The host culture has become the scapegoat for the natural difficulties inherent in the cross-cultural encounter. Culture shock has set in.

Here is a list of some of the symptoms you may encounter in relatively severe cases of culture shock:

- **Homesickness**
- **Boredom**
- **Withdrawal**
- **Need for excessive amounts of sleep**
- **Compulsive eating**
- **Compulsive drinking**
- **Irritability**
- **Exaggerated cleanliness**
- **Stereotyping of host nationals**
- **Hostility toward host nationals**
- **Loss of ability to work effectively**
- **Unexplainable fits of weeping**
- **Physical ailments (psychosomatic illnesses)**

Not everyone will experience this severe a case of culture shock, nor will all these symptoms be observed. Many people ride through culture shock with some ease, only now and again experiencing the more serious reactions. But many others don't.

It is important to know:

- **That the above responses can occur,**
- **That culture shock is in some degree inevitable, and**
- **That your reactions are emotional and not easily subject to rational management. This knowledge should give you a better understanding of what is happening to you and buttress your resolve to work at hastening your recovery.**

HOMESICKNESS

We tend to think of being homesick as something associated with being young and at summer camp. But, anyone can be homesick at any time. It can come from just missing the familiarity of home surroundings, the regularity of classes, the inexplicable fear of new places and just being outside your normal routine. It may not happen at all, it may be a fleeting experience, or it may stay awhile. It may take a call home or talking to a friend or faculty coordinator to sort out these feelings. One of the surest remedies for homesickness is to plunge into the experience and immerse yourself into your new environment: getting to know the places, sights and people. It is important to recognize that almost everyone experiences homesickness at some point in their journey and it is something that can you can recover from.





FACTORS IMPORTANT TO SUCCESSFUL INTERCULTURAL ADJUSTMENT

OPEN MINDEDNESS The ability to keep your opinions flexible and receptive to new stimuli is extremely important.

SENSE OF HUMOR In another culture, there are many things which may lead you to weep, get angry, be annoyed, embarrassed or discouraged. The ability to laugh things off will help guard against despair.

ABILITY TO COPE WITH FAILURE This is critical because everyone fails at something overseas. Those students willing to go overseas for study are often those who have been the most successful in their home environments and have rarely experienced failure. It is important for you to develop ways of coping with failure.

COMMUNICATIVENESS The ability and willingness to communicate your feelings and thoughts to others, verbally and non-verbally, is an important skill for successful intercultural communication.

FLEXIBILITY & ADAPTABILITY The ability to respond to or tolerate the ambiguity of new situations is essential. Keep options open and judgmental behavior to a minimum.

CURIOSITY Demonstrate a desire to know about other people, places, and ideas. You will need to learn many things to adapt to a new culture.

POSITIVE AND REALISTIC EXPECTATIONS Think positively yet keep your expectations realistic. Everything won't be as you anticipate and some days, you will encounter difficulties. Keep things in perspective.

TOLERANCE FOR DIFFERENCES AND AMBIGUITIES Cultivate sympathetic understanding for beliefs and practices differing from your own.

POSITIVE REGARD FOR OTHERS Expressing warmth, empathy, respect and positive regard for others helps to foster intercultural relationships.

A STRONG SENSE OF SELF A clear, secure feeling about yourself results in good relations with others. People with a strong sense of themselves are able to stand up for what they believe in without being overbearing and don't cling to beliefs regardless of new information, perspectives, or understandings they may encounter.



U.S. STATE DEPARTMENT'S TOP TIPS FOR TRAVELERS

- **Register so the State Department can better assist you in an emergency:** Register your travel plans with the State Department through a free online service at <https://travelregistration.state.gov>. This will help us contact you if there is a family emergency in the U.S., or if there is a crisis where you are traveling.
- **Sign your passport, and fill in the emergency information:** Make sure you have a signed, valid passport, and a visa, if required, and fill in the emergency information page of your passport.
- **Leave copies of itinerary and passport data page:** Leave copies of your itinerary, passport data page and visas with family or friends, so you can be contacted in case of an emergency.
- **Check your overseas medical insurance coverage:** Ask your medical insurance company if your policy applies overseas, and if it covers emergency expenses such as medical evacuation. If it does not, consider supplemental insurance.
- **Familiarize yourself with local conditions and laws:** While in a foreign country, you are subject to its laws. The State Department web site at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html has useful safety and other information about the countries you will visit.
- **Take precautions to avoid being a target of crime:** To avoid being a target of crime, do not wear conspicuous clothing or jewelry and do not carry excessive amounts of money. Also, do not leave unattended luggage in public areas and do not accept packages from strangers.
- **Contact the State Department in an emergency:** Consular personnel at U.S. Embassies and Consulates abroad and in the U.S. are available 24 hours a day, 7 days a week, to provide emergency assistance to U.S. citizens. Contact information for U.S. Embassies and Consulates appears on the Bureau of Consular Affairs website at <http://travel.state.gov>. Also note that the Office of Overseas Citizen Services in the State Department's Bureau of Consular Affairs may be reached for assistance with emergencies at **1-888-407-4747**, if calling from the U.S. or Canada, or **202-501-4444**, if calling from overseas.



OIS PRE-DEPARTURE CHECKLIST

- Obtain a passport valid at least 6 months after your intended return.
- Determine if your host country requires a visa and, if necessary, apply for one 8-10 weeks prior to departure.
- Book your flight.
- Visit your doctor for a check-up and refill all necessary prescriptions. Check with CDC website and obtain all necessary vaccinations that are required/recommended of your host country.
- Talk to your health insurance provider and consider purchasing supplemental insurance specially for study abroad students (page 13).
- Discuss your financial responsibilities with your family and explain the study abroad tuition policy (pages 7–8).
- Visit your bank and call your credit card company to notify them that you will be living overseas. Ask if any financial arrangements need to be made while you are abroad. Identify in advance any fees that you will be charged for overseas transactions.
- For semester and year students**, confirm your housing with your Program Provider or Host University. Determine the method of payment and due dates for this invoice which will be paid directly to the non-Villanova organization.
- If you receive financial aid through Villanova, contact the Financial Aid office to determine the changes to your aid package 610-519-4012.
- For semester and year students**, register in the VAB1000 course.
- Visit the U.S. State Department websites for pre-departure advice and register your trip.
- Research your host country and start following the current events.
- Submit the required documents to your OIS advisor via email (pages 5–6).



OFF-CAMPUS RESOURCES

U.S. DEPARTMENT OF STATE

American Citizens Services Emergency Line
202-501-4444

LANGUAGE LINE SERVICES

Translators are available 24 hours in most languages.
1-800-752-6096

www.language.com/

Be sure to leave a copy of all important documents (passport, visa, travelers' checks, credit card numbers and phone numbers for cancellation, plane tickets...) along with your overseas contact information and emergency numbers with your family. You will also find an Emergency Wallet Card for you and your family on the back cover of this handbook. You should fill in the blanks, leave one card with your family, and carry the other card with you along with identification at all times.

ONLINE RESOURCES FOR PREPARING FOR OVERSEAS STUDY

Villanova University – Office of International Studies
www.villanova.edu/vpaa/intlstudies/

Study Abroad Handbooks for Parents and Students
www.studyabroad.com/guides/index.html

Mobility International USA
www.miusa.org/

Diversity and Study Abroad
www.diversityabroad.com

GLBT Resources
<http://www.diversityabroad.com/sexual-orientation-abroad>
<http://www.indiana.edu/~overseas/lesbigay/student.htm>

STA Travel
<http://www.statravel.com/>
Student Universe
<http://www.studentuniverse.com/>

Global Scholar Online Course
<http://globalscholar.us/>

HEALTH & SAFETY SOURCES

U.S. State Department
<http://travel.state.gov/>
www.studentsabroad.state.gov/

Safety Abroad First—
Educational Travel Information [SAFETI]
www.studentsabroad.com/

Embassies and Consulates
www.usembassy.gov/
embassyworld.com

Center for Disease Control
www.cdc.gov

TRAVEL GUIDES & AIDES

Let's Go
<http://www.letsgo.com/>

Lonely Planet
<http://www.lonelyplanet.com/>

Eurail
<http://www.eurail.com>

Weather Information
<http://www.weather.com/>

World Health Organization
www.who.int/en/

Rape, Abuse and Incest National Network
www.rainn.org

Association for Safe International Road Travel
www.asirt.org

International SOS Insurance
www.internationalsos.com

Hostel International
<http://www.hiayh.org/>
Currency Converter
<http://www.oanda.com/currency/converter/>

HOSTEL WORLD
<http://www.hostelworld.com/>

BBC Languages
<http://www.bbc.co.uk/languages/>

COUNTRY SPECIFIC RESOURCES FOR PRE-DEPARTURE RESEARCH

The Economist
<http://economist.com/countries/>

Wikipedia
http://en.wikipedia.org/wiki/Main_Page

International Etiquette Source book
<http://www.ats.agr.gc.ca/exp/4027-eng.htm>



EMERGENCY RESOURCES

Should you find yourself in an emergency situation overseas, your Program Provider, Host University, RD or your FPC will be your first point of contact. Since they are on-site with you, they will be the most able to attend to your immediate needs. If you are unable to contact your FPC or need assistance from those of us back in the U.S., the following information is provided for your reference:

CAMPUS RESOURCES (During Office Hours: 9 a.m.–5 p.m. EST)

OFFICE OF INTERNATIONAL STUDIES

Office Fax 610/519-7649

Barbara Cullen, Secretary, 610-519-6412, barbara.cullen@villanova.edu

Lance Kenney, Director, 610-519-6066, lance.kenney@villanova.edu

Levi Brautigan, Assistant Director, 610-519-5910, levi.brautigan@villanova.edu

Liz Campanella, Assistant Director, 610-519-5443, elizabeth.campanella@villanova.edu

Nicholas Wagner, Overseas Study Coordinator, 610-519-5832 nicholas.wagner@villanova.edu

OFFICE OF ACADEMIC AFFAIRS

Craig Wheeland, Associate Vice President of Academic Affairs 610-519-4520

Fr. Kail Ellis, Vice President of Academic Affairs 610-519-4521

OFFICE OF STUDENT LIFE

Kathy Byrnes, Associate Vice President of Student Life, 610-519-4550

Fr. John Stack, Vice President of Student Life, 610-519-4550

CAMPUS RESOURCES (After Office Hours):

VU PUBLIC SAFETY

610-519-4444

VU Public Safety has the home phone numbers for all OIS staff and can contact us on your behalf in case of a real after-hours emergency.



Office of International Studies

Villanova University

Middleton Hall
800 E. Lancaster Avenue
Villanova, PA 19085
www.villanova.edu/vpaa/intlstudies
610.519.6412
(F) 610.519.7649

