

**Argentina**

Buenos Aires  
Tucumán

**Brazil**

Belo Horizonte  
Florianópolis  
Niterói

**Chile**

Concepción  
La Serena  
Santiago  
Temuco  
Valdivia  
Valparaíso

**China**

Beijing  
Hangzhou  
Kunming

**Egypt**

Alexandria

**France**

Bordeaux  
Paris  
Poitiers

**Germany**

Berlin  
Mainz

**Italy**

Ferrara  
Florence  
Rome

**Mexico**

Guadalajara  
Xalapa

**Russia**

Irkutsk  
Moscow  
Yaroslavl

**Spain**

Córdoba  
Logroño  
Madrid

**Uruguay**

Montevideo

2009–2010

**C.V. Starr - Middlebury**

**Schools Abroad  
General Handbook**

# Middlebury

## **International Programs and Off-Campus Study**

Sunderland Language Center

Middlebury College

Middlebury, VT 05753

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*Please note that information in this Handbook is subject to change.*

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### **The Purpose of this Handbook**

This handbook has been compiled in an effort to prepare you for your program of studies abroad with Middlebury College during the 2009–10 academic year. **Please read everything carefully** and be sure to follow instructions.

If you read all of this material carefully you will find the answers to many commonly asked and basic questions. However, our office always welcomes your e-mails, phone calls, and inquiries and hopes that you will continue to seek guidance and support as you prepare for your study abroad experience. Likewise, our staff is always available to talk to your parents, family, and friends and answer any questions they may have regarding your time abroad.

We strongly recommend that parents or guardians become familiar with the contents of this Handbook. We hope this information will be helpful and we wish you a productive and enjoyable semester or year abroad.

### **Statement of non-discrimination**

Middlebury College complies with applicable provisions of state and federal laws which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, marital status, place of birth, service in the armed forces of the United States, or against qualified individuals with disabilities on the basis of disability. Because of varying circumstances and legal requirements, such provisions may not apply to programs offered by the College outside the United States. This is consistent with the College's intent to comply with the requirements of applicable law. Individuals with questions about the policies governing such programs should direct inquiries to the Dean of International Programs, Sunderland Language Center, Middlebury College, Middlebury, VT 05753.

Students are responsible for knowing and observing all regulations that may affect their status at Middlebury College. For this reason, they are expected to acquaint themselves with the contents of this Handbook, individual School bulletins, and all official School memos and notices.

Middlebury College endeavors to present an accurate overview of the programs, facilities, and fees of the Language Schools and Schools Abroad in this publication. However, Middlebury College reserves the right to alter any program, facilities, or fees described in this publication without notice or obligation.

Because this Handbook covers a range of topics, and because it may occasionally be necessary to change the text, the statements contained herein are not meant to be and should not be considered contractual in nature.

# *Congratulations!*

You have been chosen to participate in one of the C.V. Starr–Middlebury Schools Abroad. Your success as a study abroad student will depend upon how well you have prepared yourself for the experience. This booklet covers a wide range of information necessary for this purpose. **Please take the time to read this handbook carefully prior to departure, and know how to access it in your host country as well.**

Middlebury College sponsors programs abroad in Alexandria, Beijing, Belo Horizonte, Berlin, Bordeaux, Buenos Aires, Concepción, Córdoba, Ferrara, Florence, Florianópolis, Getafe, Guadalajara, Hangzhou, Irkutsk, Kunming, La Serena, Logroño, Madrid, Mainz, Montevideo, Moscow, Niterói, Paris, Poitiers, Rome, Santiago, Temuco, Tucumán, Valdivia, Valparaíso, Xalapa, and Yaroslavl. Over the years thousands of students from the U.S. have benefited from the experience of living and studying in these cities, improving their language skills, and learning first-hand about foreign cultures and civilizations.

Middlebury has designed programs in which immersion in the host culture is a primary goal. We believe that study abroad can form an important complement to study in the United States. Indeed, it often provides the occasion for students to profit from a richness of experience and to achieve a level of maturity not easily available in the familiar surroundings of home. The C.V. Starr–Middlebury Schools Abroad offer a variety of intellectual challenges, but, equally important, they offer a cultural experience that can give special meaning and depth to the more academic understanding of the language and civilization of the host country.

In deciding to study abroad, students should be aware and be prepared to accept that educational philosophies overseas differ substantially from those dominant at U.S. colleges and universities. While the higher educational system in the U.S. is based on contract-like relations between faculty and students and continuous assessment, foreign educational cultures place primary responsibility for learning on the individual student. This is generally also true even of overseas programs that are administered by a U.S. college/university, such as the Middlebury's Schools Abroad, since in most cases their instructors are drawn from local institutions. While abroad, the principal vehicle of instruction tends to be the lecture, and class participation and discussion usually play a minor role. At the same time, students have greater freedom to pursue what interests them within the general framework of a given course than is often the case at home. Students will also generally have less interaction with professors, though most professors are pleased to interact with students who seek them out. In short, the experience of studying abroad is likely to be very different from what students in the U.S. are accustomed to and study abroad participants should not expect to find a U.S.-style campus at most study abroad sites. Students should embrace this challenge as a unique educational and cultural opportunity. Living and studying abroad is a cumulative experience. The advantages of an academic year represent far more than the sum of two semesters, linguistically, culturally, and intellectually. Therefore, we strongly urge students to enroll for the full year whenever possible.

In addition to the linguistic, academic, and cultural differences you will encounter as you adjust to life in another country, there are other important aspects of your experience that may offer special challenges. For example, the typical U.S. academic program is structured to achieve its goals as efficiently as possible. You will almost certainly find less structure and less emphasis on efficiency abroad; on the other hand, you will have more time to delve into topics according to your own particular inclination and sense of intellectual responsibility. Things may not be as easily accessible as you are accustomed to in the U.S. (e.g. libraries and computers), and you may find yourself

dealing with more bureaucracy. Finally, if you come from a town, suburb, or a secluded campus, you may find that living in a city requires as many adjustments as living in a new culture.

Our host countries are rich in cultural opportunities, and you are strongly encouraged to take full advantage of museums, galleries, theater, music, lectures, and the many exhibitions that are offered in each city, as well as special activities and opportunities sponsored by your School Abroad. Don't get stuck in the rut of going to discos and bars, or sitting in front of a computer Skyping with loved ones back home. It is important for students to broaden their horizons and to learn the language in as many different environments as possible.

The Schools Abroad seek to offer students a combination of structure and independence. The primary role of the on-site staff is to oversee the academic components of the program. In addition, the staff ensures that students get settled into appropriate living situations and provides the support they need to engage in a wide range of co-curricular activities and self-directed travel. The staff is also always available in the case of medical or other emergencies. Students themselves, however, retain ultimate responsibility for many aspects of the study abroad experience including their finances, the fulfillment of academic requirements, and, depending on the site, their living and travel arrangements.

## UPON ACCEPTANCE

### Forms to be Returned

Checklist of materials to be submitted to Middlebury College within two weeks of notification of your acceptance:

1. Enrollment Data Sheet (please be sure to record the proper billing address)
  - \$400 deposit (check payable to Middlebury College or credit card)
  - If you are not a Middlebury student and your home institution will be paying your bill, please be sure to indicate the proper contact person and address.
2. Language Pledge Form
3. Passport Photocopy

## FINANCIAL INFORMATION

### Program Fees

When studying in Egypt, France, Germany, Italy, Latin America, and Spain you pay only **tuition** to Middlebury College. You are responsible for paying for your own room, board, travel, books, and other expenses. School in Russia and School in China students pay a comprehensive fee. Study abroad health insurance is included in the cost of tuition for all students. There is no reduction in the tuition charge for students who petition and, on rare occasion, are approved to take less than a full course load.

The 2009–2010 tuition for the Middlebury College Schools in France, Germany, Italy, and Spain is \$10,250 per semester. Tuition for the Middlebury Schools in the Middle East and Latin America is \$9,500 per semester. The comprehensive fee for the School in China is \$14,380 per semester in Hangzhou or Kunming; and \$15,500 per semester in Beijing. The comprehensive fee for the School in Russia is \$14,375 per semester in Moscow or Irkutsk; and \$13,000 per semester in Yaroslavl. For all Schools Abroad, a \$400 non-refundable deposit is required from all students within two weeks of acceptance. An additional \$300 non-refundable deposit will be requested from the School in Russia students to cover visa costs by June 1st for the fall and academic year, and November 1st for the spring semester. These deposits will be credited to the cost of the program.

In addition to the costs above, Middlebury College students will be assessed an additional \$1,100 non-refundable study abroad administrative fee per semester.

### Billing

Fall semester bills are mailed July 15th. Payment in full is due by August 15th. Spring bills are mailed November 15th. Payment in full is due by January 15th. Students who are enrolled after these billing dates will be billed upon enrollment and payment is due upon receipt. School in Germany (Mainz only) students will receive a bill each semester for dorm rent (if applicable). Payment should be made in U.S. dollars and sent to: Middlebury College, P.O. Box 1326, Williston, VT 05495-1326.

For questions relating to billing, you may contact the Cashier's Office at 802-443-5375.

## Estimated Out-of-Pocket Expenses

The following estimates of out-of-pocket expenses are **in addition to the tuition and study abroad administrative fee charged by Middlebury as outlined on page 7**. They are estimates as of December 2008. Figures may vary depending on individual lifestyles and situations as well as variation in exchange rates. For financial aid budgeting purposes, the exchange rate is 1€ = \$1.40, and cannot be adjusted to account for fluctuating exchange rates.

Please note that the “Personal” figure covers some basic necessities (e.g. local transportation, personal items, cell phones, laundry, cultural activities) and does not and is not intended to include students’ discretionary spending (e.g., travel).

<b>CHINA</b>	YEAR/SEMESTER	FALL + WINTER	WINTER + SPRING	YEAR
	<u>Hangzhou</u>	<u>Hangzhou + CET Beijing</u>		
Additional Board	\$1,700/\$850	\$1,030	\$1,030	\$1,880
Books & Supplies	included in tuition	included in tuition	included in tuition	included in tuition
Personal	\$1,900/\$950	\$1,250	\$1,250	\$2,200
Travel from NY	\$1,500/\$1,500	\$1,500	\$1,500	\$1,500
<b>Total</b>	<b>\$5,100/\$3,300</b>	<b>\$3,780</b>	<b>\$3,780</b>	<b>\$5,580</b>

<b>CHINA</b>	YEAR/SEMESTER	FALL + WINTER	WINTER + SPRING	YEAR
	<u>Kunming</u>	<u>Kunming + CET Beijing</u>		
Additional Board	\$1,700/\$850	\$1,030	\$1,030	\$1,880
Books & Supplies	included in tuition	included in tuition	included in tuition	included in tuition
Personal	\$1,900/\$950	\$1,250	\$1,250	\$2,200
Travel from NY	\$1,800/\$1,800	\$1,800	\$1,800	\$1,800
<b>Total</b>	<b>\$5,400/\$3,600</b>	<b>\$4,080</b>	<b>\$4,080</b>	<b>\$5,880</b>

<b>CHINA</b>	YEAR/SEMESTER	FALL + WINTER	WINTER + SPRING	YEAR
	<u>Beijing</u>	<u>Beijing + CET Beijing</u>		
Additional Board	\$1,800/\$900	\$1,080	\$1,080	\$1,980
Books & Supplies	included in tuition	included in tuition	included in tuition	included in tuition
Personal	\$2,400/\$1,200	\$1,500	\$1,500	\$2,700
Travel from NY	\$1,500/\$1,500	\$1,500	\$1,500	\$1,500
<b>Total</b>	<b>\$5,700/\$3,600</b>	<b>\$4,080</b>	<b>\$4,080</b>	<b>\$6,180</b>

## LATIN AMERICA

	YEAR/SEMESTER	YEAR/SEMESTER	YEAR/SEMESTER	YEAR/SEMESTER
	URUGUAY		CHILE	
	<u>Montevideo</u>	<u>Valdivia</u>	<u>Santiago or Valparaíso</u>	<u>All Other Sites</u>
Room & Board	\$9,000/\$4,500	\$6,500/\$3,250	\$7,500/\$3,750	\$5,500/\$2,750
Books & Supplies	\$300/\$150	\$500/\$250	\$500/\$250	\$500/\$250
Personal	\$4,000/\$2,000	\$3,000/\$1,500	\$3,500/\$1,750	\$3,000/\$1,500
Travel from NY	\$2,000/\$2,000	\$1,600/\$1,600	\$1,600/\$1,600	\$1,600/\$1,600
Visa/Residency Permit	\$100/\$100	\$145/\$145	\$145/\$145	\$145/\$145
<b>Total</b>	<b>\$15,400/\$8,750</b>	<b>\$11,745/\$6,745</b>	<b>\$13,245/\$7,495</b>	<b>\$10,745/\$6,245</b>

## LATIN AMERICA

	YEAR/SEMESTER	YEAR/SEMESTER	YEAR/SEMESTER
	ARGENTINA		MEXICO
	Buenos Aires	Tucumán	Guadalajara or Xalapa
Room & Board	\$9,000/\$4,500	\$8,000/\$4,000	\$5,300/\$2,650
Books & Supplies	\$300/\$150	\$300/\$150	\$200/\$100
Personal	\$4,000/\$2,000	\$3,500/\$1,750	\$2,000/\$1,000
Travel from NY	\$1,500/\$1,500	\$1,700/\$1,700	\$700/\$700
Visa/Residency Permit	\$100/\$100	\$100/\$100	\$100/\$100
<b>Total</b>	<b>\$14,900/\$8,250</b>	<b>\$13,600/\$7,700</b>	<b>\$8,300/\$4,550</b>

## LATIN AMERICA

	BRAZIL		
	YEAR/SEMESTER	YEAR/SEMESTER	YEAR/SEMESTER
	Niteroi	Belo Horizonte	Florianopolis
Room & Board	\$9,000/\$4,500	\$9,000/\$4,500	\$9,000/\$4,500
Books & Supplies	\$300/\$150	\$300/\$150	\$300/\$150
Personal	\$4,000/\$2,000	\$4,000/\$2,000	\$4,000/\$2,000
Travel from NY	\$1,300/\$1,300	\$1,500/\$1,500	\$1,500/\$1,500
Visa/Residency Permit	\$300/\$300	\$300/\$300	\$300/\$300
<b>Total</b>	<b>\$14,900/\$8,250</b>	<b>\$15,100/\$8,450</b>	<b>\$15,100/\$8,450</b>

## FRANCE

	YEAR/FALL/SPRING	YEAR/SEMESTER	YEAR/SEMESTER
	PARIS	POITIERS	BORDEAUX
Room & Board	9,500€/4,750€/5,700€	5,000€/2,500€	6,300€/3,500€
Books & Supplies	300€/180€/180€	300€/180€	300€/100€
Personal	3,500€/1,750€/2,100€	2,500€/1,250€	3,000€/1,500€
<b>Total</b>	<b>13,300€/6,680€/7,980€</b>	<b>7,800€/3,930€</b>	<b>9,600€/5,100€</b>
Travel from NY	\$1,300/\$1,300/\$1300	\$1,500/\$1,500	\$1,500/\$1,500
Visa/ Residency Permit	\$210/\$130/\$130	\$210/\$130	\$210/\$130

## GERMANY

	YEAR/SEMESTER
	<u>BERLIN or MAINZ</u>
Room & Board	4,500€/2,250€
Books & Supplies	700€/350€
Personal	4,000€/2,000€
<b>Total</b>	<b>9,200€/4,600€</b>
Travel from NY	\$1,300/\$1,300

## ITALY

	YEAR/SEMESTER	YEAR/SEMESTER
	<u>FERRARA</u>	<u>FLORENCE or ROME</u>
Room & Board	7,240€/3,625€	9,300€/4,650€
Books & Supplies	310€/155€	310€/155€
Personal	3,400€/1,700€	3,400€/1,700€
<b>Total</b>	<b>10,950€/5,480€</b>	<b>13,010€/6,505€</b>
Visa/Residency Permit	\$240/\$170	\$240/\$170
Travel from NY	\$1,300/\$1,300	\$1,300/\$1,300

<b>SPAIN</b>	YEAR/FALL/SPRING		YEAR/SEMESTER	YEAR/SEMESTER
	MADRID	CÓRDOBA	GETAFE	LOGROÑO
Room & Board	7,515€/3,340€/4,175€	6,655€/3,330€	7,515€/4,175€	6,655€/3,330€
Books & Supplies	875€/485€/485€	545€/275€	875€/485€	545€/275€
Personal	4,520€/2,260€/2,260€	3,330€/1,665€	4,520€/2,260€	3,330€/1,665€
<b>Total</b>	<b>12,910€/6,085€/6,920€</b>	<b>10,530€/5,270€</b>	<b>12,910€/6,920€</b>	<b>10,530€/5,270€</b>
Travel from NY	\$1,300/\$1,300/\$1,300	\$1,450/\$1,450	\$1,400/\$1,400	\$1,450/\$1,450
Visa/Residency Permit	\$100/\$100/\$100	\$100/\$100	\$100/\$100	\$100/\$100

<b>RUSSIA</b>	YEAR/SEMESTER	YEAR/SEMESTER	YEAR/SEMESTER
	IRKUTSK	MOSCOW	YAROSLAVL
Room & Board	\$2,000/\$1,000	\$2,500/\$1,250	\$2,000/\$1,000
Books & Supplies	\$350/\$175	\$350/\$175	\$350/\$175
Personal	\$3,000/\$1,500	\$3,000/\$1,500	\$3,000/\$1,500
Travel from NY	\$1,400/\$1,400	\$1,400/\$1,400	\$1,400/\$1,400
<b>Total</b>	<b>\$6,750/\$4,075</b>	<b>\$7,250/\$4,325</b>	<b>\$6,750/\$4,075</b>

<b>MIDDLE EAST</b>	YEAR/SEMESTER
	EGYPT
Room & Board	\$4,800/\$2,350
Books & Supplies	\$200/\$100
Personal	\$1,200/\$600
Travel from NY	\$1,800/\$1,800
Visa/Residency Permit	\$35/\$30
<b>Total</b>	<b>\$8,035/\$4,880</b>

### Refunds

Students who are dismissed or who withdraw voluntarily from a School Abroad shall forfeit all fees. Students who are forced to withdraw after the start of the program for medical reasons (certified by a physician) or serious emergencies shall forfeit the enrollment deposit, the study abroad administrative fee (Middlebury students only), and any non-recoverable expenses (e.g., Russian visa, China visa), but may receive refunds for any additional amounts paid according to the table below, providing written notification of withdrawal is received by Middlebury College within this timeframe. **N.B. All programs are considered to start on the first day of orientation.**

#### Before program begins—

Forfeit of \$400 deposit and any non-recoverable expenses

#### Before end of second week of program—

60% refund of additional amounts due and paid

#### Before end of fourth week of program—

20% refund of additional amounts due and paid

#### After end of fourth week of program—

No refund

Academic year students who withdraw for the spring semester prior to the start of the second semester will forfeit any non-recoverable costs for the spring semester. These cannot be calculated until receipt of written notification.

Students withdrawing prior to the start of the program should submit written notification of their withdrawal to the Dean of International Programs at Middlebury College; students withdrawing during the semester must complete a Withdrawal Form provided by the director of the School.

Students who withdraw after the beginning of the semester will incur some costs. Both the College charges and the financial aid you receive will be pro-rated based on the amount of time you were enrolled according to both Middlebury and federal formulas.

To the extent granted, refunds will be remitted by check from the Controller to the person who paid the charges to which the refund is applicable. If any refund authorized represents in whole or in part the proceeds of a student loan, remittance will be made by the College first to the lender or holder of the loan for all or any portion of the refund. In this event, the student will be given written notice of such disbursement made on his/her behalf out of the proceeds of the refund.

Participation in activities, events, and excursions is voluntary. However, non-participation shall not be cause for a refund of any portion of the program fees.

### **Tuition Refund Insurance**

For your protection, Dewar Insurance provides students and their parents the option of purchasing tuition insurance which would refund the tuition if a student were forced to withdraw from one of the Schools Abroad due to illness or injury. When you receive the bill, you will also receive this information from Dewar Insurance. If you are interested, you may contact them directly for more information at 617-774-1555 or <http://www.tuitionrefundplan.com>.

### **Financial Aid**

Middlebury students: If you receive financial aid, your award will be applied first to your Middlebury tuition bill. If your award covers more than the tuition, the excess will be available to you after the semester begins. Students receive this refund in two equal disbursements—one each semester. However, to avoid delays we strongly recommend you arrange through Student Financial Services before leaving campus to have any refund forwarded to someone in the U.S. who can deposit the check in a U.S. bank account from which you can draw with your ATM card. Cashing a check abroad that is drawn on a U.S. account will take several months to clear and is not advisable.

Working out the financial aid arrangements for studying abroad requires more time, paperwork, and follow-up than staying at Middlebury. You need to be especially diligent in seeing that things are done in a timely manner. You must sign and return loan promissory notes immediately upon receipt to ensure that loan funds arrive on time. Perkins Loan funds will not be disbursed to your account until your signed promissory note has been received by the Office of Student Financial Services. Direct Loan funds (*student or parent*) will not be disbursed until your Direct Loan Master Promissory Note has been received by the Office of Student Financial Services.

Given that financial aid funds will not be made available to you until you have already been required to fulfill some financial obligations (*plane ticket, rent, damage deposit, visa fee, and miscellaneous personal expenses*), **we strongly recommend that you take enough funds with you to cover a month or two of living expenses**, regardless of how much aid you may be due to receive. If you are eligible for a refund, there may be unavoidable delays in getting aid monies credited and refunded to you. *Federal regulations require that enrollment verification must happen before any funds can be refunded to you.* Furthermore, your aid check, once received, can take many weeks to clear if you open a local bank account. Throughout the year, try to follow a budget that will allow you to reach the end of your stay without running short of money.

Some students give power of attorney to a parent or guardian to deal with any financial matters that may arise during your time abroad. You must consult a lawyer to establish power of attorney.

The Office of Student Financial Services is open and its phone lines are staffed Monday-Friday 8:15–5:00 P.M. Please feel free to call 802–443–5158 with questions or to make an appointment, or write to: Office of Student Financial Services, Meeker House, Middlebury College, Middlebury, VT 05753–6003. You may also use their fax number: 802–443–2065; or mailto: [studentfinancialservices@middlebury.edu](mailto:studentfinancialservices@middlebury.edu)

Students from other colleges and universities: Students from other institutions are generally able to transfer federal aid and should contact their home financial aid and/or study abroad office to ascertain whether they are eligible to receive state or institutional aid. International Programs and Off-Campus Study is able to complete consortium agreements on behalf of these students.

## PRE-DEPARTURE INFORMATION

### Passports

**If you don't currently have a passport that is valid at least six months after your program abroad ends, you must apply for or renew your passport immediately.** It can take from three to six weeks or more, and student visas cannot be issued without a valid passport. A passport is obtainable through the nearest Federal or State District Court or at a Municipal Passport Agency. In Middlebury, both the Superior Court office at the Court House and the Post Office have applications and instructions. The National Passport Information Center can be reached at 1–877–487–2778 or online at <http://travel.state.gov/passport>.

To apply for a passport, you will need:

1. Evidence of U.S. citizenship, e.g., a certified birth certificate or previous passport. Note that the birth certificate must show that it was filed shortly after birth and must bear the seal of the registrar at birth.
2. Identification with a signature, e.g., a driver's license.
3. Two recent passport photos (special format – see website for details).
4. Fee of \$75.00.\*

\*The processing agent will also charge a fee of \$25.00 in addition to the \$75.00.

**If you already have a passport,** make sure that it is valid for at least six months beyond your intended date of return to the U.S. If it is not, you need to **renew it immediately**.

### Visas

A student visa is **required of all** students studying in Brazil, Chile, China, Egypt, France, Italy, Mexico, Russia, and Spain, and for some non-U.S. citizens studying in Germany. Citizens of EU countries studying in EU member states do not require a visa. The visa application process requires that a **student already have a valid passport** whose validity extends at least six months beyond the end of the projected stay abroad. Middlebury College applies for visas for students studying in China, Italy, and Russia. All other students must apply for a visa on their own. The application process varies depending on your destination and Consulate requirements, but can include: photos, medical exam, proof of insurance, statement of financial responsibility, bank statement, tax forms, as well as other items. You will be given specific instructions on applying for your visa at a later date. You may wish to start researching the requirements on the Internet. ***Please be aware that it is critical that you already have a valid passport and that you apply for your visa in a timely fashion, normally 3 months prior to the start of the program (except***

*Egypt where students have the option of securing a visa prior to departure or at the airport upon arrival in Egypt).*

### **Registering at the U.S. Embassy**

In addition to securing a visa, all students who are U.S. citizens are required to register themselves with the U.S. Embassy in their host country before departure from the U.S. In the event of international, political, or family emergencies, or in the event that a passport is lost or stolen, the U.S. Embassy will be much better able to assist registered students. Please visit the Department of State's Web site and follow the links to register: <http://travelregistration.state.gov>. Registration is fast and costs nothing. Please print the confirmation page after you have registered and keep it for your records.

### **International Student ID Cards (ISIC)**

Students are advised to obtain an International Student Identification Card (ISIC) before leaving the United States. In some places it allows small discounts on meals at restaurants, trains, flights, hostels, museums, etc., and it also serves as an acceptable form of identification. Visit <http://www.myisic.com> to purchase on-line or for the nearest issuing office.

### **Birth Certificates**

You should have a certified copy (not photocopy) of your birth certificate in case your passport is lost or stolen. This will simplify replacing it. It may also be required for a residency permit application. This must be obtained from the county (if U.S.) and country in which you were born.

### **Calling Cards and Skype**

Calling direct from abroad to the U.S. can be very expensive. A less expensive way to make these calls is to have a long distance international calling card. Most long distance carriers (*e.g.*, AT&T, Sprint, Verizon) offer cards and special plans for international calls. Contact the carrier directly for detailed information. In addition, services such as Skype can be used to call home where a reliable internet connection is available. Visit <http://www.skype.com> for more information.

### **International Driving Permit (IDP)**

Although many countries do not recognize U.S. Driver's licenses, most countries accept an International Driving Permit (IDP). An IDP can be obtained in the U.S. at any branch of the American Automobile Association (AAA), upon presentation of a valid U.S. license, two passport-size photos, and \$15.00.

Should you rent a car while abroad, be sure to check with the rental agency regarding regulations governing crossing international borders in a rented car. Some rental car agencies also require the driver to be 25 years old.

### **Health Insurance**

Students studying on a Middlebury School Abroad are automatically enrolled in a study abroad health insurance plan for the duration of the program. This coverage is mandatory and cannot be waived. Students in China are enrolled through Cultural Insurance Services International (CISI); students on all other programs are enrolled through HTH Worldwide. The insurance providers will issue insurance cards and proof of insurance letters (required to process student visas for some countries).

These insurance plans provide up to \$100,000 medical coverage (accident/sickness) with zero deductible. There is also medical evacuation and repatriation coverage. Each student will be given a full explanation of benefits and an insurance card prior to departure.

In addition to the benefits listed above, these insurance plans provide emergency service with a 24-hour, worldwide, telephone assistance. This service can aid students in a variety of emergency situations, such as providing help in obtaining physician and hospital referrals. Coverage will begin on the first day of your program abroad and will end on the last, with the option to purchase additional months of coverage by contacting the insurance provider directly.

### **Travel Insurance**

You may wish to consider purchasing supplemental travel insurance to cover trip cancellation, baggage, or loss of personal possessions while abroad. N.B. Some travel insurance is included under the HTH Worldwide policy. Furthermore, it is possible that you may be covered under a policy held by your parents, so investigate this prior to departure. Travel insurance options can be researched at <http://www.insuremytrip.com>.

### **Absentee Voting**

If there will be U.S. elections in which you wish to participate while abroad, you should make arrangements for an absentee ballot before leaving the country, since that will prove easier than doing so through the embassy in your host country. Contact the County Board of Elections or the Secretary of State's office where you are registered to vote.

### **Expenses**

In general, you should plan to spend at least as much in a given month abroad as you would at home. Keep in mind that the amount of money you spend ultimately depends on the lifestyle you choose. One staff member noted: "I would even make a direct relationship here: the less money you spend, the better the experience. The more money you spend, the more you alienate yourself from the host country experience and miss a main point of the program." Local university students, on average, spend far less money than visiting students, don't travel out of the country as much, and are not often found in local discos and bars on weekday evenings.

### **Accessing Money**

Students need to rely on several sources of money (ATM/debit card, credit card, traveler's checks, cash) to cover expenses while abroad. This will ensure that if one of your means for accessing money fails, you will not be stranded without money. Also, the amount of money you can access through any one source may at times be subject to limitations, so you will want to have a second source should you need a large amount of money immediately (e.g., rent). Depending on the country, ATMs are common in cities and at most major airports, where you can use a credit or debit card (be sure to you have an internationally valid PIN), less so elsewhere. But they are also subject to breakdowns, fraud, and other scams. Converting dollars and traveler's checks is possible at banks, exchange houses, and/or hotels. Traveler's checks can be inconvenient, since many establishments do not accept them, fees are assessed for converting them, and you are often limited to cashing them during banking hours only. Depending on your location, you may be able to open a local bank account. Meanwhile, you may wish to exchange a small amount of money (\$100–\$200) prior to your departure from the U.S. so that you don't have to concern yourself with these matters immediately upon arrival. You will receive further information on accessing money specific to your host country in your country-specific handbook.

### **Exchange Rates**

Fluctuating exchange rates make advanced planning of costs challenging. We advise that you overestimate your costs to accommodate these fluctuations.

## Emergency Cash

BEFORE you leave, you should discuss with your family a plan for getting more money during the program. Check Western Union details and service fees, credit card services, and ATM availability.

## Working Abroad

It is usually very difficult for students to find a job abroad, whether professional, clerical, skilled, unskilled, full-time, or part-time, primarily because of the relatively high local unemployment rates. Furthermore, a foreigner may not work abroad **without a work permit**, and ordinarily a work permit is not issued by the government in any instance when a foreigner is seeking to fill a position for which local citizens are qualified and available. Therefore, students are urged **not to go abroad with the hope of supporting themselves by finding work.**

## Travel Arrangements

Students are responsible for their own travel arrangements and expenses. School in China students will receive information on a recommended flight closer to their departure date. Please consult the online calendar for your School Abroad before making airline reservations or purchasing tickets. It is strongly recommended that you do not arrive late at night. In order to adjust to the time difference, as well as to the new environment, it is strongly advised that you plan your arrival for at least a few days before orientation begins. ***Please note that the School Abroad office does not open until the first day of orientation.***

While students often wish to travel before the start of their program, be advised that visa procedures for a given country will determine how early one may leave. It is especially important that you not plan your return to the United States nor travel to another destination **before the date of the last final exam. Exam dates will not be changed to accommodate students' travel plans. No exceptions will be made, so please don't ask.**

Middlebury will ensure that Middlebury students returning to campus for spring semester will be able to finish the course requirements by the Thursday preceding the Monday start date of spring semester.

Some travel possibilities to investigate, among others, are:

1. STA Travel: <http://www.statravel.com>
2. StudentUniverse: <http://www.studentuniverse.com>
3. Travel CUTS: <http://www.travelcuts.com>

Students should make photocopies of their visa paperwork, passport, credit cards, plane tickets, and/or itinerary. It can be very difficult to replace these items should one or more of them be lost or stolen. The best approach is to make two copies of everything, leave one at home and take the other with you, packed separately from the original documents. If your ticket is lost or stolen contact the airline concerned to file a lost/stolen ticket report. Never throw away any part of your airline ticket until you have completed your entire journey.

The safest method is to travel on an electronic ticket where one is available. Inquire through your travel agent or directly with the airline.

## **Sustainable Study Abroad**

Middlebury College has made a commitment to becoming carbon neutral to help address global warming. There are a variety of ways you can work to “green” your study abroad experience, including purchasing carbon offsets, participating in the Green Passport Program, and receiving a grant for research projects or participation in events or projects related to sustainability issues. For further information, contact Stacey Thebodo (mailto: [sthebodo@middlebury.edu](mailto:sthebodo@middlebury.edu)) and visit: <http://www.middlebury.edu/academics/ump/sap/sustainable>.

## **ACADEMIC & ADMINISTRATIVE MATTERS**

### **Academic Program**

#### All Students

A student’s workload must be approved by the director of the School Abroad. The director can deny a student’s enrollment in particular courses based on the student’s language ability and academic background. All students are expected to take a “normal full load” of courses and are encouraged to take all of their courses in one “faculty” (i.e., academic department). Students are not permitted to take lighter loads, nor will they receive additional credit for heavier loads.

Students should consult their adviser or department chair if they wish to count courses toward major, minor, distribution, or other requirements.

#### Middlebury Students

The number of courses a student enrolls in varies by School Abroad. Middlebury College students carrying a “normal full load,” as defined by their School Abroad, receive nine units of credit for the academic year, four units of credit for fall or spring semesters, and five units of credit for the fall/winter or winter/spring semesters. Where J-term equivalency credit is awarded, reduced course loads result in the loss of this credit as well. If a student participates in two different programs and neither covers J-term, only eight units of credit will be earned.

#### Students from other Colleges and Universities

Middlebury College considers a semester/academic year abroad equivalent to a semester/academic year in the U.S. The academic year at the C. V. Starr-Middlebury Schools Abroad is divided into two semesters. Start and end dates vary significantly but are usually tied to the academic calendar of the local universities where students take their mainstream courses. The major exceptions are in Alexandria, China, Madrid, and Russia, all of which have a fall semester that ends in December. The normal course load for undergraduates is 4 or 5 courses per semester, depending on the school, equivalent to 16 or 15 semester credit hours, respectively, or 20–25 quarter hours.

### **Language Pledge**

To take full advantage of their time abroad, students are expected to maintain the spirit of the Middlebury Language Pledge to speak only the language they are studying. We expect no English to be used in the School Abroad offices, except in emergency consultations with the director and his or her staff. Students should recognize that this pledge plays a major role in the success of their study abroad experience, both as a symbol of commitment and as an essential part of the language learning process, as proven by the successes of our summer Language Schools. Speaking the foreign language to each other as well as to locals will help you to focus your energies on the acquisition of the language and to internalize the patterns of communication and the cultural perspective associated with the target language. Upholding the Language Pledge pays enormous dividends for students, both linguistically and culturally. Students need to respect the fact that most students are strongly committed to the Language Pledge, and violating it undermines the

goals of other students. Students should be aware that if they continually disregard the Language Pledge they may be asked to leave the program.

### **Studying Another Language in the Target Language**

Students are not permitted to start a new language while enrolled at a School Abroad. When academically justified, and when clearly related to a student's academic plans and interests, or if the language is related to the target language, a single course in another language may be taken for credit. **Students should be prepared to be evaluated upon their return to their home institution to determine if they are eligible to advance to the next level.** In cases with no academic rationale, credit will not be granted. In these cases, students may make private arrangements to continue the language at their own expense.

### **Work Patterns**

As a general rule, work patterns in courses at the university level outside of the U.S. are different from those in the U.S., which, from a non-U.S. perspective, are reminiscent of high school. It is assumed that by the time students enter university, they are capable of taking considerable responsibility for their own intellectual development and that they have both the intellectual curiosity and discipline to pursue, on their own, aspects of a course or of a topic that strike them as important and rewarding. As a result, you may at first think that very little is expected of you; it may be unsettling to find that many of your instructors do not distribute the kind of syllabus you are used to or in some cases any syllabus at all. They also may not propose specific assignments or required reading lists.

Because no U.S.-style syllabus may be given, important announcements regarding deadlines, papers (and topics), and exams will often be made in class. Needless to say, absence on those days may well lead to academic problems or even failure in a course, and your absence on the crucial day will not constitute a valid excuse for not doing the work expected. There are likely to be relatively few graded assignments and those may be scheduled late in the term or year. Over the course of the semester or year abroad, you will hopefully come to appreciate the very different academic system and style of learning present in your host country. Indeed, one of the most important aspects of study abroad is adapting to this different academic system with all its attendant challenges and payoffs.

### **Libraries**

You should be aware that, unlike what you are accustomed to on your home campus, libraries abroad will probably only be open during regular business hours during the work week. There may also be different facilities throughout the city for various academic disciplines. You may not be permitted to check books out or even look at them without asking a librarian. Acquiring a library card may take a couple of weeks. Thus, you may need to adjust your study habits to accommodate this difference.

### **Host University Relationship**

The relationship that Middlebury College has with its host universities abroad is critical to the success of the program. Many of the policies in place are based on our agreements with these institutions. One such policy prohibits students from extending their stay at the host university without being there under the auspices of Middlebury College. Students are expected to conform to such rules to ensure Middlebury's continued good relationship with our host universities.

### **Host University Strikes**

Since most of our partners abroad are public institutions, they may on occasion go on strike. These strikes can be faculty, staff, or student strikes or combination thereof. As disruptive and unpredictable as strikes can be, Middlebury College will do its best to protect, whenever possible,

the student's academic credit. This may require students to do alternative work, such as attending classes outside the university facilities, working with private tutors or teachers, or moving to another local private or public university. In the event of a university strike, it is the student's responsibility to keep up with readings and assignments, as if s/he were still going to class.

### **Student Conduct**

The College reserves the right to dismiss from a C.V. Starr–Middlebury School Abroad any student whose behavior, by way of example, not limitation:

- is physically aggressive or destructive of property, or violates the dignity or rights of others;
- presents a clear danger to him/herself or to other members of the community;
- indicates that s/he is remiss intending to his/her physical or psychological needs and refuses to seek professional medical or psychological treatment;
- violates the laws of the host country, including those that relate to the use, possession, or distribution of drugs or alcohol;
- disrupts the educational function of the program, or is otherwise detrimental to its operation, either internally or vis-à-vis the host country and affiliated institutions;
- demonstrates an inability to participate constructively in the program;
- violates program rules regarding housing.

### **Honor Code**

Middlebury College requires of every student complete intellectual honesty in the preparation of all assigned academic work. Work submitted must be your own. For written work you may consult friends or native speakers about a very limited number of grammatical problems, but your work may not in any way be corrected or rewritten by others. Exceptions to this rule must be made explicitly by the instructor and/or director and must apply to all students. Students who violate the honor code may be dismissed from the program. You are strongly encouraged to ascertain the format in which faculty expect quotations from secondary sources.

### **Plagiarism**

The following statement on plagiarism has been adopted by the Middlebury College Faculty (1983):

Plagiarism is a violation of intellectual honesty. Plagiarism is passing off another person's work as one's own. It is taking and presenting as one's own the ideas, research, writings, creations or inventions of another. It makes no difference whether the source is a student or a professional in some field. For example, in written work, whenever as much as a sentence or a key phrase is taken from the work of another without specific citation, the issue of plagiarism arises.

Paraphrasing is the close restatement of another's idea using approximately the language of the original. Paraphrasing without acknowledgement of authorship is also plagiarism and is as serious a violation as an unacknowledged quotation. The individual student is responsible for ensuring that his or her work does not involve plagiarism. Ignorance of the nature of plagiarism or of College rules may not be offered as mitigating circumstances. Students with uncertainties and questions on matters relating to footnoting and citation of sources should consult with the course instructor for whom they are preparing work.

### **Cheating**

Cheating is defined as giving or attempting to give or receive during an examination any aid unauthorized by the instructor. An examination is any quiz, preannounced test, hourly examination, or final examination. Take-homes will ordinarily be considered as examinations.

### **Duplicate Use of Written Work**

A paper submitted to meet the requirements of a particular course is assumed to be work completed for that course; the same paper, or substantially similar papers, may not be used to meet the requirements of two different courses, in the same or different terms, without the prior consent of each faculty member involved. Students incorporating similar material in more than one paper are required to confirm each professor's expectations in advance.

If the director suspects a student of plagiarism, cheating, or duplicate use of written work, s/he will gather the evidence, including a meeting with the student, and determine with the instructor whether or not a case should proceed. If it is decided that there is a case, the evidence will be forwarded to the appropriate administrators/faculty on the Vermont campus.

### **Disciplinary Action**

The director of your School Abroad is responsible for disciplinary action. The director will review information pertinent to the situation and may choose to consult with the other members of the administration or faculty in reaching a determination regarding disciplinary action. If the director judges that the circumstances do not warrant immediate dismissal, s/he may issue an oral warning or warnings, followed by a written warning which indicates that the student is at risk of being dismissed from the program. Dismissal is accompanied by notification of the student's home institution and of the parents of dependent students.

### **Class Attendance**

In order to benefit fully from your experience abroad as well as for reasons of courtesy towards instructors it is imperative that your arrival to class be punctual, your presence continuous, and your participation active. Attendance is therefore expected throughout your courses, with travel or other absences reserved for weekends and official holidays. Regular or repeated absences without a medical excuse or similar extenuating circumstances may result in course warnings and will ultimately affect the final grade. When disruptive to the program, this can result in the student's dismissal.

Early submission of coursework is not an excuse to leave early, nor should work be submitted after the deadline established by the instructor. In case of illness, students are advised to seek medical advice promptly, so as to avoid complications. It is the student's responsibility to keep the School informed of his/her progress by personally telephoning the office staff, to present a medical certificate, and to make up work missed after consulting with the instructor. Failure to adhere to these regulations may result in a lower grade or failure in the course.

**Visits by parents, relatives, or friends do not constitute a valid excuse for not attending classes or completing assignments on time.**

<p><b>Students are not permitted to make private arrangements for submission of required work or completion of exams with individual instructors. Students engaging in such activities will have their final grades reduced.</b></p>
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### **Exams**

Students are required to take all exams when and where they are designated even if students on other study abroad/exchange programs are allowed to opt out or rearrange exam schedules. This means you are required to sit for exams at the same time and place as students in the host country. In many of our host countries, local students have multiple opportunities to take a final exam. Students enrolled in a School Abroad are not permitted to avail themselves of this option.

### **Auditing**

While auditing is permitted for enrolled students at our Schools Abroad, it is not recorded on the Middlebury College transcript. The “audit” notation on the transcript is only allowed during the academic year on the Vermont campus.

### **Independent Study (*supervised on-site*)**

Undergraduates with advanced preparation and a superior record in their field may be able to enroll in an Independent Study under the supervision of a faculty member on-site. To do so, they should submit a letter of support from their academic adviser to International Programs and Off-Campus Study at Middlebury College when preliminary course selections are made (i.e., **not** upon arrival at the School Abroad). Every effort will be made to find an appropriate on-site adviser for the student, but it is not always possible. Fees incurred will normally be covered up to the number of hours required for **one** unit of credit. N.B.: The program does not cover the cost of work that is not pre-approved for credit by the student’s adviser or department chair.

### **Classes in the Arts (*Studio Art, Dance, Music*)**

Students wishing to enroll in course work toward their major or minor in studio art, dance, or music must submit a letter from their academic adviser to International Programs and Off-Campus Study the semester prior to going abroad confirming they have reached a level of performance sufficient to make semi-independent work in the foreign context both feasible and profitable and indicating the number of contact hours required to obtain one unit of credit (three semester hours). Every effort will be made to find an appropriate course for the student but it is not always possible. Fees incurred will normally be covered up to the number of hours required for **one** unit of credit. N.B.: The program does not cover the cost of lessons or work that is not pre-approved for credit by the student’s adviser or department chair.

### **Independent Project**

Undergraduates with advanced preparation and a superior record in their field may register for an independent project (“2500”) abroad. To do so, they should submit a letter from their major department to International Programs and Off-Campus Study at Middlebury College when preliminary course selections are made (i.e., **not** upon arrival at the School Abroad). The letter should indicate the adviser’s (or department’s) readiness to supervise the project and then grade it on the student’s return to the U.S. Please note: An incomplete (INC) will appear on the student’s record until Middlebury College receives a grade from the adviser at the home institution. The grade must be submitted by the beginning of the next semester.

### **Add/Drop, Withdrawals, and Incompletes**

Students should refer to the academic calendar for specific add/drop dates. Permission of the director of your School Abroad is required in all cases. Withdrawal from a course after the on-site registration period will result in an automatic grade of “F.”

A grade of “Incomplete” must be approved by the director of your School Abroad and will only be granted in cases of **extreme** necessity (i.e., documented medical or personal emergencies). There must be a clear understanding between the faculty member and the student as to the conditions under which the “Incomplete” is to be removed. Students who wish to petition for an “Incomplete” are required to complete a special form available from the School Abroad office at least three weeks prior to their departure. All “Incompletes” must be made up one month prior to the end of the following semester, according to the School Abroad’s calendar. Be sure to allow sufficient time for the material to be received and graded by the appropriate professor before these dates. **Students are responsible for ensuring that the professor receives the material in a timely fashion.** Students should be sure to keep a copy for themselves. “Incompletes” not removed by the deadline mentioned above automatically become “F’s” on the student’s transcript.

**It is the responsibility of the student to make sure that this deadline is respected—no warnings are sent by Middlebury College to the student.**

**Students do not have the option to take exams a second time; nor will they be allowed to have them proctored in the U.S.**

### **Grades and Transfer of Credit**

The following grades are used: A, A-, B+, B, B-, C+, C, C-, D, F. Since our host universities do not use the same system of credits and grades as U.S. institutions, students receive U.S. equivalent credits and grades as established by the appropriate School Abroad director. Your country specific handbook (to be sent at a later date) includes the relevant conversion chart for your School Abroad.

Students from other institutions should be aware that while your home college or university may not indicate your grades earned abroad on your institution's transcript, you will have a permanent academic record at Middlebury College, and applications to graduate and professional schools require the submission of original transcripts from all institutions of higher education attended in the U.S. or abroad.

When final grades become available, students will be able to access them online via BannerWeb. Students must use their Middlebury student ID number to access their grades online. Grades are never released over the phone. Complete instructions for accessing grades can be found here: [http://www.middlebury.edu/administration/records/student\\_info/grades\\_online\\_access.htm](http://www.middlebury.edu/administration/records/student_info/grades_online_access.htm).

**MIDDLEBURY STUDENTS:** Grades are automatically transferred to the student's Middlebury College transcript. You will be able to access your grades via BannerWeb as soon as you complete the study abroad evaluation.

**STUDENTS FROM OTHER COLLEGES AND UNIVERSITIES:** When you applied to the program, you completed a form to have your transcript sent to your home institution. Additional copies may be requested from the Middlebury College Registrar's Office.

**Graduate-Level Coursework:** Middlebury College students who plan to use graduate-level coursework taken at a School Abroad towards their undergraduate degree must let the Middlebury College Registrar's Office know before the end of their semester/year abroad. A qualified student may accumulate a maximum of six graduate units toward a Middlebury M.A. degree before receipt of the B.A. degree, or equivalent.

Students from other colleges or universities should contact the Registrar's Office at your home college or university before taking any graduate-level courses abroad.

### **Appealing Grades**

Students who wish to appeal a course grade should do so through the relevant director of the School Abroad, stating the reasons and submitting copies of all relevant supporting materials. Subsequent appeals may be made to the Dean of International Programs, whose decision is final. Appeals must be made during the six months following receipt of the grade.

If a professor changes a grade as a result of direct intervention by the student, it will not be recognized by Middlebury. The only grade changes that are acceptable are those that result from going through the aforementioned process.

## **Student Records**

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the “Buckley Amendment,” students or former students of Middlebury College have the right to inspect all educational records placed in their files after January 1975. For more information, see <http://www.middlebury.edu/administration/records/FERPA.htm>. The Language Schools and Schools Abroad maintain several different types of students’ records:

**ACADEMIC RECORDS**—a transcript for each student is kept in the Middlebury College Registrar’s Office.

**SCHOOL RECORDS**—International Programs and Off-Campus Study on the Vermont campus and the individual Schools Abroad offices keep applications, correspondence, brief memoranda of conferences with students, and evaluations of students’ work by instructors, when they judge that such information may be useful or necessary in giving continuing counsel. Letters of recommendation written in support of a student’s application may not be used for any other purpose, including a Career Services Office file.

Students may inspect and review their education records upon request to the appropriate record custodian (Schools Abroad Registrar, Forest 136) within 45 days from the receipt of the request. Middlebury College reserves the right to refuse to permit a student to inspect those records excluded from the FERPA definition of education record.

Students may challenge the contents of their educational records. If School officials receiving the challenge issue a response that is unsatisfactory to the student, a formal hearing may be held. Requests for changes in a student’s educational record should be made in writing to the Schools Abroad Registrar’s Office, Forest Hall.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by Middlebury College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920

For purposes of legitimate interviews and recommendations, students may authorize the use of educational academic records (information on transcript), the Schools’ non-academic records, and the disciplinary records, if any. If students authorize the use of academic records for legitimate inquiries (i.e., security clearances or job references), the relevant School Abroad may also indicate to inquirers the names of administrators and instructors who might act as further references. Other inquiries will not be answered without specific written permission in each case from the student.

Students should consider very carefully the consequences of any decision to withhold directory information. Should you decide to inform the College not to release directory information, any future requests for such information from persons or organizations outside Middlebury College will be refused. Regardless of the effect upon the student, the College assumes no liability for honoring instructions that such information be withheld.

Requests for non-disclosure must be submitted in writing to the Registrar’s Office, Forest Hall, where applicable forms are available. A new request form for non-disclosure must be filed at the beginning of each academic year.

### **Withdrawal from the Program**

A student who withdraws after the start of the program must write a letter to the director of his/her program citing the reasons for the withdrawal, as well as submitting a withdrawal form. Forms are available from the director of the relevant School Abroad. Students who withdraw from the program before the end of the on-site registration period will not have any courses or grades appear on their transcript, but are subject to the conditions of the Refund Policy. Students who voluntarily withdraw after the on-site registration period will receive a grade of “F” in all their courses; there will be no refund in such cases, as per the Refund Policy. Students who are forced to withdraw for medical reasons (certified by a physician) or serious emergencies after the on-site registration period will receive grades of “WD”; refunds apply as per the Refund Policy. The grades “WDP” and “WDF” as indicated on the back of the Middlebury College transcript apply only to Language Schools and Schools Abroad.

Middlebury College students who wish to withdraw from the program after arrival abroad will not be permitted to enroll on the Middlebury campus that semester. Academic year students who wish to return to the Middlebury campus for the spring semester must notify the director by November 15th. These students are not normally permitted to return to Middlebury for Winter Term.

### **Change of Status**

All requests by Middlebury undergraduates for changes in their enrollment status in a School Abroad must be submitted no later than November 15 on a Change of Status Form, signed by the director of your School Abroad, to International Programs and Off-Campus Study, who will then advise the Registrar and any other office. This includes both requests from students enrolled in a School Abroad for the full year who wish to return to Middlebury for the spring semester, and requests from students enrolled in a School Abroad for the fall semester who wish to extend their stay to the full academic year or to transfer to another Middlebury School Abroad. Students enrolled in a School Abroad for the full year who wish to return to Middlebury for the spring semester are not normally readmitted for the winter term.

The College and the Schools Abroad may not be able to accommodate requests for changes in status submitted after the November 15 deadline, in which case a student who wishes not to remain abroad would be required to withdraw from the College for the remainder of the year.

The director of the School Abroad will supply a copy of each Change of Status Form to International Programs and Off-Campus Study.

### **Reapplication after Withdrawal**

Students who wish to reapply after having withdrawn or have been asked to withdraw for medical or psychological reasons should submit a letter from their most recent physician or psychotherapist indicating that they are prepared to undertake an intensive program of study abroad and noting what ongoing care may be necessary.

### **Middlebury College E-mail Policy**

E-mail is considered an official method for communicating with students at Middlebury College. Official e-mail communications are intended to meet the academic and administrative needs of the campus community. The College expects that such communications, many of which are time-critical, will be received and read in a timely fashion. To enable this process, the College ensures that all students are issued a standardized college e-mail account during their enrollment at Middlebury College. Students who choose to forward e-mail from their College e-mail accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

## **Learning Outside the Classroom**

Middlebury College encourages students to take full advantage of their experience abroad by participating in learning experiences outside the classroom. Internships, volunteer work, and cultural activities provide students with opportunities to deepen their social immersion in the host culture, enhance their language skills, and gain a better understanding of their host country.

### Internships

Middlebury College students may earn up to one course unit depending on the school. This credit will be assessed as a letter grade. Students from other institutions are eligible to take non-credit bearing internships, and, depending on their home school's policies, credit-bearing internships.

Internships are not guaranteed for any participant. They are granted on a competitive basis and subject to the agreement of the School Abroad and the prospective employer. Placements are dependent on availability and the previous experience, qualifications, and language ability of each student.

Students who agree to pursue internships are expected to follow through with their commitment until the end of the semester. Students who withdraw from the internship after the on-site registration period will earn an "F" and will be ineligible to enroll in another course.

### Volunteer Work

Students wishing to contribute their time and service to the community may choose to work as volunteers with organizations in the non-profit sector. The School Abroad office abroad will advise students on volunteer opportunities.

### Cultural Activities

Other options that facilitate student immersion include sporting, cultural, and outdoor activities. The staff abroad is available to advise students on the wide range of possibilities your host city has to offer.

### In-Country Travel

In addition to limited, program-sponsored excursions, students are encouraged to take advantage of vacation periods to explore their host country.

### Sports

Students may be able to join organized sports teams through the university and/or city. The on-site staff can advise you as to the possibilities.

### Research Abroad

Consider taking advantage of the academic and other educational resources abroad to incorporate into a senior thesis or research project when you return to your home campus. Study abroad is an excellent opportunity to do first-hand fieldwork in a wide variety of disciplines. Students should consult with their academic adviser in advance of study abroad, or while abroad, to generate ideas for research projects and research methods. Depending on the type of research project, students may also need to clear the projects with Middlebury's Institutional Review Board. See <http://www.middlebury.edu/administration/stss/irb> for more details.

## LIVING ABROAD

### **Cultural Differences**

The language barrier and living as a foreigner in a strange city will present problems. You may find it difficult to make friends at first. Speaking English with Americans or other foreigners will alienate local people and make finding friends from the host culture even more difficult. Venture out on your own. Sit across the room from an American friend if you enroll in the same class. Find clubs based on activities you are interested in, or participate in at home. Play soccer or some other sport, audition for a part in a theater production, join a choir, learn to knit, volunteer. There is no limit to the extracurricular activities in which you can participate. Find them, or start them yourself. Be sure to discuss your interests with the staff in the School Abroad office when you first arrive on site.

Keep in mind how you as a student from a U.S. college appear to local citizens. Notice differences in the behavior of students of your gender and age. Our students do not go abroad deliberately indifferent to local sensibilities. However, some customs and attitudes differ from ours, and it is possible to offend someone unintentionally.

On the other hand, you could sometimes be offended by the behavior and comments made by those around you just as well. Be aware that prejudices which exist in U.S. culture (*against African-Americans; against gays, lesbians, and bisexuals; against Asians; against Jews, etc.*) may be found in your host culture as well.

### **Being a Foreigner Abroad**

Your foreign language skills, but also your clothes and your body language, and the volume of your speech will make you recognizable as a foreigner. Once you are settled, your time might be well spent observing the locals and identifying various ways in which their appearance and demeanor are different from what you are used to. Both from a cultural as well as a safety perspective, you are advised as a general rule to keep a low profile: speak the target language in public, do not speak loudly; do not wear typically American clothes even if you see the locals wearing them; do not hang out in American-style haunts. Remember that American body language and public behavior in general often seem to your host culture to be lacking in discretion or subtlety and that what we take to be natural may seem childish or immature to them. Unfortunately, the same behavior in women may be taken as a sign of sexual promiscuity. Learning to blend in can be an important part of the adaptation process we all have to go through in new surroundings as well as of the educational process that will be taking place throughout the year.

### **Anti-Americanism**

As anywhere, you will occasionally run into unfriendliness, and, as anywhere, such unfriendliness may be based on misunderstanding, resentment, or prejudices that have nothing to do with you individually. Anti-American sentiment can manifest itself in one of two forms: political, which sees the U.S. as oppressive, racist, and imperialistic not only abroad but also at home; and cultural, which considers the U.S. to be the source of many of the ills of modern life, such as fast food, low-quality TV shows, mindless efficiency, materialism, and wastefulness. One's first encounter with anti-American attitudes can be very unpleasant, but remember that you may harbor some stereotypes of your own that are going to be corrected during your stay and that one of your major goals in studying abroad should be to see yourself as others see you. Bear in mind as well that there are people who see the U.S. as a land of openness, opportunity, and generosity. On the whole, you might say that most people are quite receptive to foreigners and are happy to lend a hand. Your efforts to speak the language of your host culture will be appreciated.

Particularly in the post-9/11 environment, students are encouraged to prepare themselves for conversations about U.S. foreign policies and the reasons behind them by brushing up on U.S. political and cultural history. It is also critical to understand the current U.S. foreign policy towards the country you will be studying in, as well as that country's current political climate. A well-informed student will be better able to engage himself/herself thoughtfully in conversations with host country nationals rather than taking criticism of U.S. policy as a personal attack or insult.

### **Culture Shock**

Whatever your encounters, you may well experience some form of home-sickness or culture shock. Generally speaking, culture shock comes in four stages: after the initial euphoria of just being where you have wanted to be for so long, you may find yourself increasingly irritated by many aspects of the host culture. An adjustment should follow, and finally—if you are lucky—an adaptation to both your native and your adopted culture. Probably the best defense against culture shock is realizing that it occurs to virtually everyone in some form or another.

The dislocation, homesickness, and discomfort you may experience after the initial excitement and euphoria have worn off is all part of culture shock; it may help to know that everyone suffers from it to a greater or lesser degree, whatever they say! A sense of humor and knowing what symptoms to expect will help you get through all but the worst case. One of the first signs will be increasing irritation and frustration with the difficulty attached to performing the simplest tasks (such as mailing a package, buying shampoo, making a phone call). Many of the things we take for granted are suddenly not there for us, and many of our unconscious reflexes are inappropriate or ineffective. This feeling can lead to homesickness, depression, loneliness, and intolerance of everything that is different about the foreign country. It helps to stay busy, especially if you can do something you do well or something you've always wanted to try: find a piano to practice on, swim, sign up for a photography course, join a soccer team. Everywhere you will see bulletin boards with invitations to join clubs, sign up for group ski excursions or kayaking expeditions, participate in volunteer groups, etc. You have nothing to lose and much to gain from overcoming your shyness and jumping in. Be sure to discuss your interests early in the semester with a staff member. Some students experience a feeling of depression halfway through a yearlong sojourn abroad in January, particularly if they have returned to the U.S. You should realize that it is normal and will pass. (*Our best advice, by the way, is to plan to spend vacations exploring your host country rather than returning to the U.S. Visits from friends and relatives can also be difficult.*)

Gradually you will regain your self-confidence; without knowing when or how it happened you will realize that you have begun to feel comfortable in your new environment—you will not, in fact, be able to remember clearly what it was that struck you as being so very annoying. Students who spend the whole year abroad generally adjust better than students only away for the semester. When the time comes to go home, you may find that some of the things that irritated you most have come to seem more natural than their U.S. equivalents.

If you feel that your problems of adaptation are not decreasing, or are having a negative impact on your mental or physical health, or are interfering with your studies, do talk to your friends or to a staff member; they may be able to help with advice, or in some cases recommend a professional counselor who is used to helping students just like you deal with depression or homesickness.

### **Adjustment Process**

Study abroad requires maturity and emotional stability. The adjustment pressures and relative independence that accompany residence in another country are likely to exacerbate rather than alleviate emotional problems. The study abroad experience should not be thought of as therapy

for those who have suffered emotional difficulties within their native environment. Limited counseling services may be available in your host city but are not provided for by the School Abroad.

### **Being a Minority Student Abroad**

Students belonging to a minority group should be conscious that additional efforts may be needed to adjust to the host culture. Be aware, too, that what may appear to be discriminatory or racist statements, questions, or manifestations may be based on insufficient knowledge or simple curiosity due to lack of exposure to other ethnic minorities. Personnel from the School Abroad office are available to help students identify, understand, and respond to doubts, questions, or specific incidents.

### **Being a Woman Abroad**

A woman traveling on her own may encounter more difficulties than a man by himself. Some of the best ways to avoid problems are to try to fit in, spend time with other women from the host country, and understand the roles of the sexes in the culture in which you are living. Observe how the host country's women dress and behave and follow their example. What may be appropriate or friendly behavior in the U.S. may bring you unwanted, even dangerous, attention in another culture. Try not to take offense at whistles and other gestures of appreciation, regardless of whether they are compliments, invitations, or insults. Realize that, in many countries, these gestures are as much a part of the culture as is the food, history, and language.

### **Being Gay, Lesbian, Bisexual, or Transgendered Abroad**

Depending on your sexual orientation you may be granted different privileges or encounter different challenges abroad than at home. Since many ideas we have about sexual orientation and sexuality are culturally-based, students need to be aware of how this will affect their relationships with host nationals, cultural adjustment and reentry, and the overall study abroad experience. You may wish to visit <http://www.indiana.edu/~overseas/lesbigay/biblio.html> for suggested readings on this topic.

### **Being an International Student in the U.S. and then Going Abroad**

Studying abroad affords you advantages over your U.S. counterparts. Having left your home country to study abroad in the U.S. you've already learned how to adjust to a new culture, educational system, and language. Your skills and experience may help you to enjoy a relatively smooth transition into your new host culture and university setting. However, please keep in mind that you may still experience culture shock, feelings of isolation, or adjustment difficulties. The staff of the Schools Abroad does not overlook your unique situation and is ready to assist you. Just ask! Be sure to discuss your U.S. immigration with the Office of International Student and Scholar Services prior to leaving the country.

### **Students with Disabilities**

Students who have disabilities affecting their mobility should be aware that many overseas public services and institutions are generally not accessible. Mobility International USA (541-343-1284; <http://www.miusa.org>) is an excellent resource on travel for people with physical disabilities. Costs for adaptive equipment and personal assistants are the student's responsibility. Please also feel free to contact Middlebury's ADA Office at 802-443-5936 if you have concerns about these issues. <http://www.middlebury.edu/campuslife/diversity/ada/>

### **Alcohol and Drug Use**

Alcohol and drug use which involves or contributes to an infraction of College regulations or interferes with the educational program may result in disciplinary action and may be viewed as a health issue.

Middlebury College opposes the possession and use of illegal drugs and use of prescription drugs for purposes other than those prescribed by a licensed physician and will take disciplinary action up to and including dismissal. Overseas authorities consider illegal drug use to be an extremely serious matter. LOCAL LAW PRESCRIBES SEVERE PENALTIES, INCLUDING JAIL TIME, FOR CONVICTION OF DRUG POSSESSION, NO MATTER WHAT THE QUANTITY. MOREOVER, IT IS NOT UNCOMMON FOR THE ACCUSED TO BE CONSIDERED GUILTY UNTIL PROVEN INNOCENT AND BE HELD IN JAIL. Middlebury College and U.S. officials will be powerless to help students found to be engaging in drug use or the selling or transporting of drugs.

Many of the safety incidents that our students have experienced have occurred when the students were intoxicated.

Please bear in mind the following so that you do not compromise yourself:

- Avoid consuming large amounts of alcohol.
- Be aware of where and with whom you are drinking. Remember that your host country has different social norms than those with which you are familiar in the U.S.
- Remember that consuming alcohol may impair your ability to make sound judgements, and you may put yourself in danger.
- In other countries, many drugs are available over the counter, without prescriptions, that are not generally available in the U.S. Make sure that you are aware of the ingredients of any medications you purchase and be aware of any complications should you be taking them with other medicines.

If Schools Abroad staff learn that a student is engaged in the use (or sale) of drugs, that student will be automatically dismissed from the program and sent home immediately – regardless of the host country’s laws.

### **Traveling**

If you plan to travel to other countries, be advised that regulations vary and may change at very short notice. Visas may be required. Consult a travel agent for current procedures. Hitchhiking is strongly discouraged as a matter of College policy. The practice is regarded by local security officials to be extremely unsafe and is often illegal. Buses and trains provide a low-cost, safe alternative. Rail passes in Europe offer an affordable and flexible way to travel; however they often must be purchased in the US before you leave. For information on these passes, contact STA Travel at 1-800-781-4040 or <http://www.statravel.com>. Another inexpensive way to ride the rails is to purchase a discount card for youth. Please visit the Web site of your host country’s railway for more details.

Budget airlines such as Ryanair and easyJet offer cheap and fast alternatives if you only have a short vacation planned.

When leaving your host city overnight or longer, students must leave an itinerary, and/or addresses and phone numbers where they can be reached with the School Abroad office. This information will be kept confidential and used only in cases of emergency or urgent messages from parents.

### **Cell Phones**

Purchasing a cell phone abroad is the most convenient way to keep in touch with friends and family. Most foreign providers offer phones at reasonable prices with varying plans and packages.

Buying one that takes a rechargeable minutes card will help keep your expenses down. Incoming calls are usually free.

### **Visits from Family and Friends**

Please note that visits by parents, relatives, or friends do not constitute a valid excuse for not attending classes or completing assignments on time. Family members are also discouraged from accompanying you to the host country at the start of the program. The most appropriate time for a visit is after the program ends.

## **MEDICAL ISSUES, HEALTH & SAFETY**

### **Medical Care Abroad**

Travel and study in a foreign country can be very strenuous. It is important that you take action immediately when an illness or injury occurs.

In the event of an illness, use your common sense about whether or not to seek outside help. Degrees of helpfulness vary as greatly from institution to institution as they do from individual to individual. You should speak with one of the School Abroad staff members in all cases of serious illness and before agreeing to hospitalization.

Although medical care is readily available, the standard treatment for many types of illness often includes hospitalization for approximately one week. If the condition is such that it can be controlled with proper medication brought from home, it may be possible to avoid such hospitalization.

A note to vegetarians: As a vegetarian, you are already used to thinking carefully about your food and nutrient intake. Don't forget to take an ample supply of your vitamins and supplements!

**If any medical problems occur, please contact the director of your School Abroad. The office in Vermont does not have a list of doctors abroad.** An updated list of doctors, counselors, and private clinics is available at the School Abroad office in your host country or on the HTH Worldwide Website. There you will find information on medical services whose staff include bilingual doctors.

NOTE: The treatment of students by any medical service suggested by our staff abroad does not imply responsibility on Middlebury College's part for how treatment is rendered.

### **Medical Precautions**

Some students have found that bringing a small medical reference book along was not only reassuring, but therapeutic. Suggested publications include:

- *The Pocket Doctor*, by Stephen Bezruchka, M.D. Published by The Mountaineers, Seattle, Washington, 3rd edition 1999.
- *Travel Health Companion: Carry Along Reference Guide for Travelers*. Published by Shoreland, Inc. <http://www.shoreland.com/prodser/thc/companion.pdf> (free download)

### **Prescriptions/Medications**

If you are currently taking any medication prescribed by a doctor and your doctor has ascertained that you may need to continue taking it while abroad, be certain that you have a copy of the prescription with you indicating the generic name of the drug (*not the U.S. brand name*) and information concerning the use of the medication. In any case, bring enough to last through your

stay as it may be difficult or impossible to renew the prescription. **Prescription medication cannot be mailed to you abroad.** We also require that chronic and persistent health problems be attended to before leaving for overseas.

### **Immunizations**

At present, no inoculations are required for travel to our program locations, although your doctor may recommend certain ones. If you do receive inoculations before going abroad, it would be useful to get an **International Certificate of Vaccination** at your doctor's office. Keep this document with your passport at all times. You may check the most recent Center for Disease Control and Prevention recommendations at <http://wwwn.cdc.gov/travel>

### **HIV Testing**

While Middlebury College does not require HIV test results, nor does it discriminate on the basis of HIV status, students traveling to Chile or Russia must obtain certification of their negative HIV status. Students will be required to present this as a part of their visa application materials. Requests are also common during registration in your host city, when students seek access to sport and recreation facilities, and on one occasion, students were asked to produce copies of their tests at the airport, prior to boarding their international flight to Moscow. If requested, you will need either to provide certification of test results from a U.S. doctor or to submit to a HIV test on site, if you are already in Russia.

It is best to keep more than one copy of your negative status with you, as students have given their single copy to one administrator only to have the results demanded by someone else later.

You should carry a copy of your results anytime you will be leaving and re-entering Russia. If you choose not to obtain such certification and are prevented from getting a visa, boarding your flight, or from remaining in Russia, the School in Russia will not be responsible for any expenses you may incur to return home.

Please also note that Russian law stipulates that test results must date from an examination conducted no more than three months prior to entry into the Russian Federation. This means that fall and academic year student should have the test completed in June and spring semester students should have the test completed in November.

### **Dental Care**

We advise that students have a dental checkup prior to departure. It is wise to complete all dental work before leaving.

### **Eye Care**

If you wear glasses or contact lenses, take an extra pair with you as well as a copy of your prescription. Take a second pair of contacts. Contact lens solution is generally available overseas.

### **Safety**

As in any city, students will need to exercise good judgment, and always remember that local laws and regulations apply to them just as they do to the citizens of that country. In most of our sites, a number of international visitors are victims of pickpockets operating on public transportation or on the street. North Americans are very easily recognizable by their type of dress and mannerisms and more often than not simplify the thieves' task unwittingly. In social interactions in any culture, it will take you a while to figure out who is whom. At home you can usually tell quickly if a new acquaintance is someone you want to get to know better or can trust, or if this new acquaintance spells trouble. While abroad, you will lack the cultural background needed to make these determinations and may miss some signals, especially at the beginning of your stay.

By adhering strictly to a few simple pieces of advice, students can minimize their exposure to unsafe situations:

1. You should have valid identification (e.g., an international student ID card, a photocopy of your passport, or a drivers' license) with you at all times.
2. Do not carry anything of value in a backpack. Backpacks are a robber's prime target. Zippers can be opened or material cut with a knife and wallets lifted without anyone seeing or realizing it. Backpacks are also easy to set down, making it easy for anyone to pick them up and walk away. Thieves have a great many tricks that require you to let go of your bag: a person may ask you for directions, obliging you to set down your bag to look at a map, and an accomplice picks up the bag and walks off with it; someone "accidentally" spills something on your coat and bag then courteously insists on helping to clean it off and takes off with the bag or an accomplice comes along and carries it off.
3. Instead of a backpack, buy a small flexible bag that you can hang around your neck and/or a money belt to hide inside clothing to store your passport and money. This is absolutely necessary when you change money at the bank or American Express. Thieves watch these places and trail their victims after seeing that they have received a lot of money. Should you carry a handbag, wear it across your body rather than under your arm, and with the clasp against your body. Do not carry money or valuable papers in your hip pocket.
4. If you must exchange money, do it at a time when you can go directly home afterwards instead of between classes or before going out at night. In general, try never to have a large amount of cash on you.
5. Do not carry house keys and your address, or credit/debit cards and personal identification number (PIN), in the same place.
6. North Americans are notorious for talking to strangers and lending a helping hand. When a stranger requests the time, a light, or directions, either ignore the request or oblige from a safe distance, paying close attention to your belongings. Do not give anyone you do not know well your phone number.
7. Be wary of motorcycles. While walking along the street, carry your purse on the inside next to a building. Motorcyclists can grab your purse or cut it away in a matter of seconds.
8. Don't wear ostentatious jewelry. It is best not even to take it abroad.
9. Before leaving the U.S., make photocopies of all your personal documents (*passport, credit cards, etc.*) and leave copies at home.
10. Try to avoid large crowds, and take care if you find yourself in an inexplicable crush of people (*if, for instance, your end of the metro or bus suddenly seems to be the only section that's really crowded*). We strongly recommend that students stay clear of any political demonstrations.
11. Avoid metro or train stations late at night or any other time when they might be deserted.
12. Go places with friends rather than alone, and do not go to someone else's home alone or invite anyone to yours. Cultural differences and language difficulties can lead to

“misunderstandings.” Women, particularly, should avoid behavior that might be perceived as overly friendly and should discourage any such advances by others.

13. Traveling with host country friends, as opposed to American friends, will provide you with an extra degree of safety.
14. Keep emergency phone numbers with you or memorize them.
15. Students should avoid jogging alone, especially in areas or at times when there are few people around (*very early in the morning, for instance*).
16. Students should not have a false sense of confidence that can come from being an outsider in a stranger environment.
17. If you are robbed, report it immediately to the director or another staff member; you will be advised how to report it to the police. Report any stolen credit cards immediately. If you are registered with the consulate, they can help by issuing a new passport at once and in some cases can offer emergency funds and cancellation of credit cards.
18. If, during your stay abroad, there should occur some serious event involving casualties, whether or not it has put you personally at risk, that is likely to get international media exposure, we urge you to get in touch with your family to reassure them that you are okay. Remember that what may seem like a relatively minor local event to you could cause undue alarm back home.
19. Be alert to the people with whom you have contact. Be wary of people who might be overly friendly or overly interested in you. Be cautious when you meet new people and do not give out your address or phone number. Be careful sharing information about other students or group events. Be alert to anyone who might be following you or to any unusual activity around your place of residence or classroom. Report any unusual people or activities to on-site staff or authorities immediately.
20. Be careful observing traffic lights. Stay on the sidewalks away from the curb and walk facing oncoming traffic whenever possible. Drivers in large cities can be aggressive, and often erratic. Never assume a car will stop or steer out of your way.
21. It is especially important not to call attention to yourself by being part of groups of Americans speaking in English.
22. When traveling, avoid arriving in unfamiliar places at night and have a plan for where to go and how to get there.
23. Remember that the host country laws and regulations apply to you just as much as they do to the locals.
24. Be aware that cell phones are a particularly easy target for thieves, who are very good at picking them up off tables in public places, lifting them out of pockets or backpacks, or even right out of your hand as you use it on the street.
25. Be careful with whom you ride in a car. Some countries are less adamant about drinking and driving and therefore driving under the influence of alcohol is more common.

## **Terrorism**

Following any terrorist activity or potential terrorist incidents, students should keep the following in mind in order to keep a low profile:

- Avoid traveling in groups of Americans.
- Do not speak English in public.
- Avoid dressing in an overtly American fashion.
- Do not spend time in areas with U.S. interests, including the U.S. Embassy, American Express Office, McDonalds, Hard Rock Café, and other known American hangouts.

## **Relationships**

Entering into a relationship should be approached with the same precautions as at home. It can be very tempting to be charmed by the idea of a once-in-a-lifetime foreign romance, but you should consider all relationships carefully, particularly when you are overseas. There are cultural values and rules regarding dating and relationships. The relationship norms to which you have become accustomed may no longer be the norm. Differences in solicitation, dating, and what exactly constitutes a relationship will not be as apparent as they are in your home culture. While cultural sensitivity is a necessary part of adapting to your host culture, if you ever feel that your personal safety is threatened, it is okay to put aside your cultural sensitivity long enough to remove yourself from any uncomfortable situation in which you might find yourself. In a cross-cultural relationship, it is also okay to share your own standards of safe sex and discretion with your partner. Proceed cautiously, realizing that you are in the country for only a short period of time.

## **Avoiding Sexual Harassment and Sexual Assaults**

- Be aware of how you carry yourself and dress. Even things as seemingly insignificant as smiling and your stride will mark you as a foreigner. Avoid looking like the stereotypical American; dressing fairly conservatively will help deflect at least some of the potential harassers (e.g., avoid wearing short skirts on the street even if you see local women wearing them).
- An effective way to avoid stares while on the street or the buses or trains is to read.
- Usually the best response to unwanted stares, comments, or touches is to ignore the harasser and to remove yourself from the situation quickly and calmly. Although verbal responses often work, cursing your harasser in the local language or English may result in being assaulted. Avoidance is the safest tactic.
- If you continue to be followed, spoken to, or touched after repeated attempts to get away, try to remove yourself to a very public place. Tell your harasser firmly and calmly to leave you alone. Sometimes threatening to get the police is effective, but sometimes the police are less than supportive.

## **Sexual Harassment Policy**

Many forms of harassment have been recognized as violations of civil rights laws by the Federal Courts, by the U.S. Equal Employment Commission, by the State of Vermont, and by the U.S. Department of Education. Students on Middlebury College programs are considered to be governed by the same code of conduct as if they were on the Vermont campus and should conduct themselves accordingly. Given that, we recognize that while you are in a different country, with different cultural and legal standards, it is possible that you may experience forms of harassment that would not be tolerated in the U.S. Those experiences should be reported immediately to the relevant authorities through local channels. Students should realize, however, that U.S. laws, including issues involving sexual harassment, do not apply overseas.

Where internal allegations of harassment are made at a School Abroad, they shall be heard by the director of that School or his/her designate.

Sexual harassment is a violation of an individual's basic civil rights and will not be tolerated by Middlebury College. Sexual harassment is against the law and violates Middlebury College's Policy. Middlebury College's Harassment Policy Statement (1992) states:

*As an educational institution, Middlebury College is committed to maintaining a campus environment where bigotry and intolerance, including discrimination on the basis of sex, sexual orientation, gender identity and expression, race, ethnicity, religious beliefs, physical ability or age, have no place, and where any form of coercion or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable. Harassment is antithetical to the mission of this College.*

For a full description of Middlebury College's policy on sexual harassment please see the Middlebury College Handbook available online at <http://www.middlebury.edu/about/handbook>

### **Emergencies**

The safety and security of all Schools Abroad participants is a primary concern for Middlebury College. We have well-developed contingency plans in place for all kinds of local, national, and international emergencies. This information will be communicated to students during orientation. Phone trees and assembly points will be established in preparation for responding to any emergency situations that may arise. Appropriate measures are also in place in the unlikely event that the U.S. government requires an evacuation of all U.S. citizens. In case of an emergency, our Schools Abroad offices are staffed and ready to respond to parents', students', and administrators' concerns. Our office on the Middlebury campus communicates on a regular basis by e-mail, fax, Skype, and/or phone with our staff overseas.

In case of an emergency requiring your family to contact you on short notice, there are a couple of options: (1) They can try to contact you directly by phone; (2) They may contact International Programs and Off-Campus Study (Monday through Friday, 8:30–5 EST), tel.: 802–443–5745, fax: 802–443–3157, mailto: [schoolsabroad@middlebury.edu](mailto:schoolsabroad@middlebury.edu), and our staff will phone or send an e-mail message to the School Abroad.

During non-business hours in the U.S. or abroad, emergency contact information is available on the voicemail at International Programs and Off-Campus Study in Middlebury. Please remember that you should contact the director of your School Abroad in the event of a problem or emergency. Our offices are equipped to deal with problems and prefer to do so immediately, before they become crises.

## **RETURNING TO THE U.S.**

### **U.S. Duty Free Regulations**

As a reminder, if you take any non-U.S.-made articles of value, such as cameras, computers, bicycles, or jewelry to your host country you should register them with U.S. Customs and Border Protection at an international airport before departure in order to avoid paying duty on them upon return to the United States.

To register your items, download and complete the form available online at [http://forms.cbp.gov/pdf/CBP\\_Form\\_4457.pdf](http://forms.cbp.gov/pdf/CBP_Form_4457.pdf) and present it with your items to a Customs and Border Patrol Officer at an international airport.

Returning U.S. citizens may bring back \$800 worth of foreign goods for personal use or gifts. If you do have more than \$800 worth of goods, we suggest you stop by the U.S. Consulate to obtain more information on duties, etc.

## **Middlebury Students Returning to Middlebury**

### Course Registration

Middlebury undergraduates returning to the College according to their original plan will be able to register via BannerWeb for the following term's courses in November (for students returning to the Vermont campus for winter and/or spring term) and in April (for students returning to the Vermont campus for fall term). Current BannerWeb registration information can be found here: [http://www.middlebury.edu/administration/records/banner\\_reg\\_info](http://www.middlebury.edu/administration/records/banner_reg_info).

It is your responsibility to check course availability and any special course requirements (e.g., approval-required courses, prerequisites, etc.) and to write to the appropriate department chairs well ahead of time for any special authorization you may need. Even senior majors may be excluded from courses if they have neglected to do so. If you are considering writing a thesis or senior essay, you would be particularly well-advised to communicate with your academic adviser or your department chairperson early in the term to find out when proposals are due and what source materials you might be gathering while you are still abroad.

N.B.: Students with unpaid balances will not be able to register for courses.

### Room Draw

Room draw for housing for the next academic year takes place in March. Students will be contacted by e-mail in February with instructions.

Please make sure that your finances are settled prior to room draw as unpaid fees prevent you from participating in room draw. Information about room draw will be posted on Middlebury's Web site at <http://www.middlebury.edu/campuslife/commons> and sent to students who are abroad on Middlebury programs. If you have questions, contact Karin Hall-Kolts at <mailto:khall@middlebury.edu>.

*Academic Interest Houses:* If you are interested in living in one of the academic interest houses, please contact the appropriate academic department by mid-February for an application form. These houses include Arabic, Chinese, French, Portuguese, Spanish, Italian, German, Russian, Japanese, Weybridge Environmental House or PALANA Center. Students interested in Resident Assistant positions for academic interest houses should contact the related academic department chair.

*Off Campus:* Students with two or fewer semesters left until graduation who are interested in applying to live off campus senior year, should write to Karin Hall-Kolts, <mailto:khall@middlebury.edu>, by January 30. Off-campus lottery will be held sometime in February.

*Social Houses:* If you are a social house member and would like to live in your house, please contact the President of your social house by March 1st. If you are selected to live in a social house for the upcoming fall semester, it is YOUR responsibility to contact the social house president to confirm this. Failure to communicate this may result in your inability to move into the Social House. **You must confirm your social house placement PRIOR to room draw.**

### Campus Jobs

Jobs are posted on the Student Employment Web site and are updated regularly: <http://www.middlebury.edu/administration/seo>. Usually the majority of campus jobs are filled by the third week after fall classes have begun. If you are planning to be abroad, it is always helpful to let your present employer on campus know when you will be returning and ask to be re-hired when you do return. Keep in mind it is very difficult to find work at Middlebury College while you are abroad, particularly for the summer.

Students interested in Resident Assistant positions upon return should contact their Commons Office by the beginning of February for an application.

### **Students from other Colleges and Universities - Returning Home**

Please remember that deadlines for course registration and room draw vary greatly. Please maintain contact with your academic departments, registrars, and housing offices, as appropriate, to ensure that you are not placed at a disadvantage when returning home.

### **Evaluations**

Evaluating your period of study abroad is one of the most valuable services you can render Middlebury College and future students wishing to study abroad, and it is one of the most important ways you can help us maintain the highest possible standards. All Middlebury students studying abroad are required to complete a post-program evaluation before an official transcript from Middlebury will be released. An online evaluation form will be sent to you after you return to Middlebury.

### **Requesting a Transcript**

Once the program has concluded and grades have been posted, Middlebury College will automatically send one official transcript to your home institution at the address you indicated when you applied to the program. Additional transcripts must be requested by the individual **in writing** from the Registrar's Office, Forest Hall, Middlebury College, Middlebury, Vermont 05753, fax: 802-443-2063. Transcript request forms are available for download online at [http://www.middlebury.edu/administration/records/student\\_info/graduate.htm](http://www.middlebury.edu/administration/records/student_info/graduate.htm). A fee of \$5.00 is charged for each transcript requested. No transcripts are issued to students who are financially indebted to the College until satisfactory arrangements have been made with the Controller. Note: Middlebury College does not calculate class rank.

<p><b>Middlebury students will not be able to receive an official transcript until they have submitted a post-study abroad evaluation upon their return to campus.</b></p>
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### **Reverse Culture Shock**

It will be exciting to come home and see your family and friends and to return to your home institution. Be prepared, though, to find that the more "familiar" the surrounding and situation you return to, the more you may suffer from a new and quite unexpected form of culture shock! Having adapted to a different way of doing and seeing things, you will find many aspects of American life irritating, constraining, or unenlightened. Your friends and family will not have changed as you have; not having shared your experiences, they will seem not to appreciate the importance of your experience.

For some students, the difficulties of readjusting to the home culture are even greater than the first weeks in the host country. To help you get through this unsettling experience, we suggest that you spend time with other students who have just returned from abroad and try to build on your shared experiences: organizing a photo exhibit, helping to prepare others for their study abroad experience, or writing about your stay are some ways of getting over reverse culture shock—or rather of coming to terms with the idea that you can now make some claim to two cultures. Students have the opportunity to submit articles and photographs to *Abroad View*, a magazine focusing on the travel experiences and cultural perspectives of students and faculty. Visit their Web site at <http://www.abroadview.org/webzine/index.htm>. Students are always welcome to come to International Programs and Off-Campus Study to discuss their experiences.

## **Conclusion**

Study abroad is a very special time of learning and personal development. What you yourself bring to it will make the difference: in your approach to your studies and in your willingness to explore and to understand other ways. Remember, though, that the fact that you are an American or even a foreigner does not make you perforce of interest to the locals (*as most foreign students at U.S. universities find out*). If your language skills are not up to par it will be that much harder to integrate yourself into the host culture. Getting to know the locals can be difficult, but once you get to know them you may also find their notion of friendship more lasting than that encountered in the U.S. In pursuing interests outside of academics, such as internships or volunteer work, choral or instrumental music, sports, crafts, dance, politics, archaeology, theater, and fine arts, you may meet and get to know local students and residents better.

Above all, don't forget that you are going abroad to be in a foreign country and that you haven't really been away until you come home.

# Middlebury

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Middlebury, Vermont 05753