WASHINGTON UNIVERSITY IN ST. LOUIS
STUDY ABROAD HANDBOOK

Overseas Programs
COLLEGE OF ARTS & SCIENCES AT WASHINGTON UNIVERSITY
BEFORE DEPARTURE

TRAVEL DOCUMENTS
- Passport Information
- Visa Information
- Photos

HEALTHCARE & INSURANCE
- Pre-Departure Healthcare
- GeoBlue Insurance
- WashU Health Requirements

PRE-DEPARTURE ACADEMICS
- Study Plan
- WashU Credits
- Grades
- Major & Minor Requirements
- Distribution Area Credit
- Enrollment Status While Abroad
- Leave of Absence

WITHDRAWING
- Withdrawal Requests
- Withdrawal Deadlines
- Dismissal
- Refunds

CONDUCTING RESEARCH
- Pre-Approval For Human Studies
- Returning With Research

PROGRAM PRICING & BILLING
- Semester/Academic Year Programs
- Leave of Absence
- Billing
- Summer Programs
- Additional Expenses

FINANCIAL ASSISTANCE
- External Scholarships

MONEY MATTERS
- Managing Your Money Abroad
- ATM/Debit Cards
- Credit Cards

Notify Bank & Card Companies
Wiring Money

TRAVEL PREPARATION
- Airfare & Arranging Travel
- Register Your Travel
- International Student ID Card
- Communicate Travel Plans

PACKING PREPARATION
- What to Take With You
- Suggested Essentials to Pack

WHILE ABROAD

ACADEMIC CONSIDERATIONS
- While Abroad
- Preparing for Return

HEALTH AND SAFETY
- Personal Responsibility
- International SOS
- Staying Healthy While Abroad
- Staying Safe While Abroad

USEFUL CONTACTS

HOUSING
- Return to On-Campus Housing
- Off-Campus Housing

INTERNSHIPS & VOLUNTEER

CAREER PLANNING

UPON RETURN

PROCESSING ABROAD CREDIT
CREDIT APPROVAL
- Distribution Credit
- Locating Processed Credits

REQUESTING TRANSCRIPTS
ADVENTURE AWAITS

The journey you are about to undertake will be one of the most memorable of your life. We want to ensure this time away from the Washington University in St. Louis campus will be academically and personally successful as well as enjoyable for you. This handbook addresses WashU policies, procedures, and services that are applicable to participants in the study abroad programs that are offered by the College of Arts and Sciences through Overseas Programs. It provides guidance for students who participate in programs sponsored or approved by WashU, including alternative programs approved by petition. This handbook also addresses policies, procedures, and services that are applicable to A&S students who participate in study abroad programs on Leave of Absence without WashU academic credit and fees. Along with our Overseas Programs website, this handbook contains information that will be important to you before departure, while you are abroad, and when you return. The most recently updated information can always be found on our website. If you have any questions, please do not hesitate to contact us. We look forward to hearing about your experiences abroad.

CONTACT INFO

Overseas Programs
Campus Box 1088
1 Brookings Drive
St. Louis, MO 63130
overseas.wustl.edu

phone: (314) 935-5958
fax: (314) 935-7642
overseas@wustl.edu
TRAVEL DOCUMENTS

PASSPORT INFORMATION
If you do not have a passport now, you should apply for one immediately. All study abroad participants must have a passport that is valid for six months beyond the end date of their study abroad program. Non-US citizens must have a valid passport from their own country and must comply with the visa requirements applicable to citizens of that country. Refer to the U.S. Department of State for more information about the application process and rates for U.S. passports. Apply early for your passport, as it may take up to eight weeks to process your application or renewal.

VISA INFORMATION
A visa is official permission to enter a country for a specific reason and duration. Visit travel.state.gov to determine if a visa is required for your program. For some countries and programs, you must apply for, pay for, and receive your student visa prior to arrival in the country. For others, it can be issued upon arrival if you have appropriate documentation. Sometimes, it may take a different form, such as a Residency Permit. Speak with your Study Abroad Advisor if you need help determining what type of visa you will require.

The fee for obtaining a visa varies depending upon the country and type/duration of program. You should clarify your requirements immediately upon admission and begin the visa application process as soon as your host country allows you to begin the process. If you wait until a week or two prior to departure, you are likely to be unable to depart as planned, leading to a costly change of flight date and other complications. Be aware that requirements and procedures can change without notice, so be flexible and allow sufficient time to adjust to changes.

PHOTOS
You need two official passport photographs to apply for a U.S. passport. You may need several more to apply for a student visa. Also, in most cases you will need several similar (but cheaper) passport-style photos (full-face, about two inches square) for your study abroad application and/or housing form. Nearby pharmacies like Walgreens and CVS can take official photos. Check with the Harvey Media Center for getting passport photos on campus.
HEALTHCARE & INSURANCE

PRE-DEPARTURE HEALTHCARE
You are responsible for assessing your own medical needs. Physical or emotional problems may be exacerbated by stresses associated with study abroad. You must be medically able and prepared to participate in the program, and must arrange for appropriate immunizations. Please follow the guidance issued by CDC and/or the program sponsor/host institution regarding immunizations and other health precautions.

GEOBLUE INSURANCE
Washington University requires that all approved study abroad students have health insurance from GeoBlue, a leading provider of international health insurance.

The GeoBlue Study Abroad Basic Accident and Sickness Insurance Plan is a comprehensive insurance plan providing $250,000 in medical coverage with no deductibles. Please note, however, that GeoBlue coverage is a supplement to your existing health insurance plan. It is not valid within the United States and does not meet the University’s requirements for student health insurance. You are encouraged to research potential health needs prior to departure through GeoBlue’s Student Portal. The portal provides lists of contracted hospitals, doctors, dentists, pharmacies and translations services by location. Prior to departing, you can work with GeoBlue to establish treatment for ongoing medical conditions such as acquiring medication refills and scheduling doctor appointments.

Overseas Programs will enroll all semester and academic year WashU-approved study abroad students in a basic accident and sickness plan through GeoBlue. Charges will be displayed on your Program Agreement. Summer students will be required to enroll themselves (unless they are on a WashU faculty-led program) and provide documentation of enrollment. After your enrollment, you will receive information about creating your account on geobluestudents.com. You must set up your online account in order to find doctors, file claims, etc. Semester coverage will begin on the first of the month during the program start date and end on the last day of the month during the program end date. You will have the opportunity to extend coverage at your own expense through GeoBlue directly if additional overseas coverage is desired after your program ends.

WASHU HEALTH REQUIREMENTS
Since GeoBlue does not provide domestic (United States) coverage, you must follow the University’s policy that all full-time students are required to have health insurance. Whether enrolled for study in St. Louis or abroad, WashU students will either be enrolled in the WashU Student Health Insurance plan or have this requirement waived by Student Health Services should the student be enrolled in a family plan.

Students studying abroad for a semester of academic year on an approved study abroad program will not be charged the WashU Health & Wellness Fee during their time abroad. You will retain access to all services provided by WashU Student Health Services while on the Danforth campus. If you withdraw from the semester study abroad program and return to your studies at WashU for any reason, the full WashU Health & Wellness Fee will be reapplied to your billing statement for the semester.
PRE-DEPARTURE ACADEMICS

STUDY PLAN
After meeting with the Departmental Study Abroad Advisor (DSAA), you submitted an approved study plan to Overseas Programs with the application for admission to the program. You should amend this plan via email in consultation with your DSAA if you end up enrolling in significantly different courses. Note: If you are on a WashU faculty-led summer program, you do not need to complete a study plan.

WASHU CREDITS
Satisfactory academic performance in appropriate courses normally results in an award of 12-16 WashU units of credit per semester. You are expected to maintain enrollment in the number and type of courses recommended by WashU even if local requirements are lower. Typically no more than 6 or 9 units per semester abroad may be used to satisfy the minimum requirements of a given major or minor, but each department sets its own limits and performance standards. The summer maximum is 8 units.

GRADES
You must take every course abroad for a grade (pass/fail courses will not transfer back to WashU for credit). An equivalent grade of C or better on the program transcript or grade report is required to be awarded WashU credit for foreign coursework. Some departments have a higher standard for awarding major credit. The majority of study abroad coursework will be posted as transfer credit, so your WashU GPA will not be affected. For WashU courses taught or supervised abroad by WashU faculty, grades will be recorded and posted under the appropriate semester.

MAJOR & MINOR REQUIREMENTS
Courses taken abroad may count towards satisfying WashU major and minor requirements. Each department (or school) has the discretion to decide which courses will count for which requirements and the minimum performance necessary. A portfolio may be required to be submitted to the department(s) upon return from your program.
DISTRIBUTION AREA CREDIT

Up to 6 credits per semester or 9 credits per academic year may be used to fulfill a NSM/SSC/HUM/LCD Academic Area (or 3 credits per summer on a non-WashU faculty-led program). Core Skills cannot be completed abroad. Preliminary guidance is available from your academic advisor or a college dean, but final approval for this distribution credit depends upon a review of your coursework upon return to WashU.

ENROLLMENT STATUS WHILE ABROAD

During the Fall and/or Spring semester, as a participant in one of the WashU-approved programs (including alternative programs approved by petition), you will be registered as a full-time WashU student. While abroad, the WashU registration usually will appear in WebSTAC as 12-16 units of L99 credit for each semester abroad. Note that this is placeholder credit only and does not guarantee or limit the amount of credit to be awarded upon review of your transcript. Enrollment in any WashU courses taught or supervised abroad by WashU faculty will be reflected on the WashU record as well. **You are expected to be enrolled in appropriate coursework at the program site for a total enrollment equivalent to 12-16 units of WashU credit and no less than 12.**

LEAVE OF ABSENCE

Participants may request to take a Leave of Absence (except in summer) to study abroad. You will not be enrolled at WashU while studying abroad, and you will be enrolled as a visiting student at another U.S. institution (the program sponsor) and/or at a foreign institution. You will receive no WashU credit and will pay fees directly to the program provider or foreign institution.
WITHDRAWING FROM STUDY ABROAD

Please refer to our website for our most updated withdrawal policies and procedures.

WITHDRAWAL REQUESTS
Requests to withdraw from a study abroad program must be made in writing to Overseas Programs as soon as the decision is made. The date of the request may affect your enrollment status at WashU and the amount of your refund, if any. You must also notify the program provider or sponsor of your decision to withdraw. Each program’s withdrawal policy differs, so you should consult the program sponsor and their website for detailed program-specific withdrawal guidelines and consequences.

WITHDRAWAL DEADLINES
Financial consequences from withdrawing from a study abroad program prior to these dates will be limited to non-refundable application fees and deposits related to participation in a given program abroad. WashU has no obligation to refund any portion of the program price and associated fees for withdrawals after the listed dates.

Fall and Academic Year programs | June 1
Spring programs | November 1
Summer programs | Check with individual sponsors for deadlines, as they vary by program.

DISMISSAL
Students dismissed from a program abroad for any reason will forfeit WashU tuition charges as well as fees charged by the program abroad, and dismissed students are not entitled to a refund.

REFUNDS
Students who withdraw from study abroad programs are not eligible to receive a refund of any non-refundable program deposit. If you withdraw prior to departure, you may be responsible for program costs incurred on your behalf by the university or your program sponsor. WashU has no obligation to make a refund if you voluntarily or involuntarily withdraw on or after the program commencement date, or if you leave the program before the concluding date. Unpaid program fees will remain payable to WashU as posted to your WashU account. As required, program fees will be paid by Overseas Programs to the program sponsor, host institution, and/or housing authority on your behalf and charged to your WashU account. If you receive financial aid and are considering withdrawing from semester study abroad, you are strongly encouraged to consult Student Financial Services to review the impact that a refund due to withdrawal will have on your financial aid package at WashU.
CONDUCTING RESEARCH ABROAD

PRE-APPROVAL FOR HUMAN STUDIES

Completion of the CITI human research education program is required for a passing grade in SA101 for all students planning on conducting human subjects research abroad. This includes all students on SIT programs and Saint Lawrence’s Kenya program. Per the SIT Student Handbook, SIT participants are also required to submit a “Review of Research with Human Subjects” application form, and all Independent Student Project (ISP) proposals are submitted to Local Review Board for approval.

RETURNING WITH RESEARCH

Once you have returned to WashU from abroad, you will need to contact WashU’s Human Research Protection Office (HRPO) for guidance to determine if WashU IRB review is needed. For any questions about HRPO policies related to undergraduate student research or the CITI review process, you should contact the HRPO Expedited Review Team.
PROGRAM PRICING & BILLING
Please consult our tuition policies on our website for our most updated information.

SEMESTER & ACADEMIC YEAR PROGRAMS
WashU believes that study abroad is an important part of a WashU education. As a result, students who participate in semester and academic year programs sponsored or approved by WashU Overseas Programs are awarded WashU credit for a full load of appropriate coursework successfully completed while abroad. In addition, WashU credit awarded for study abroad applies toward graduation and appears on student transcripts.

Moreover, WashU is committed to making study abroad affordable for our students, and therefore guarantees that both financial assistance packages and merit scholarships (with the exception of work-study aid, which requires students to be on campus) is applied to the cost of study abroad just as if the student were on campus. To make this transfer of aid possible, WashU has a home-school institution policy, which means that students studying abroad for WashU credit pay the regular WashU tuition.

Only those costs associated with the educational portion of the program are covered by WashU tuition. The tuition fee does not include the cost of room and board, which will vary from site to site, nor does it include additional costs such as airfare, books, visas, or personal expenses. Such costs are additional, just as they are in St. Louis, and if applicable, are billed separately from WashU tuition. Students do not pay WashU room and board fees; rather, they pay the room and board costs of the program. The student’s Program Agreement, issued during the semester prior to studying abroad, will provide specific details regarding the additional costs a student will and will not pay to WashU.

LEAVE OF ABSENCE
A&S students may choose to take a leave of absence to participate in a study abroad program for one or two semesters without WashU academic credit and fees. You will pay program tuition and fees directly to the program sponsor or foreign institution and receive no WashU academic credit or financial assistance.
BILLING
The WashU tuition fee, GeoBlue International Student Health Insurance, and if applicable to your situation, WashU health insurance and other appropriate chargers, will be posted to your WashU student account. Financial assistance and other credits will be applied to this account in the usual manner. For some programs, deposits and/or full payments may be collected in advance by the program coordinator.

Participants in the programs offered through Overseas Programs (as well as through approved alternative program petitions) can be billed by the program sponsor, host institution, and/or housing authority for additional legitimate charges. If so, such charges should be directly paid by you in a timely manner, clearing the account before departure from the program site. Normally a program transcript will not be issued by the program sponsor or host institution until the account has been cleared.

As with all WashU bills, failure to pay the charges for study abroad that have been correctly posted to a WashU student account will result in a hold being placed on the account. Similarly, a hold existing prior to departure will prevent registration for the study abroad program.

SUMMER PROGRAMS
For most summer programs, you pay the direct cost of the program to the program provider. Students studying abroad on programs led by WashU faculty or WashU supervised contracted instructors (i.e., Summer Language Institutes) will be billed through WashU. For some programs, deposits and/or full payments may be collected in advance by the program coordinator. Summer study abroad students may request student loans from the University to help cover the cost.

ADDITIONAL EXPENSES
In addition to the program price, you should budget for foreign travel expenses, additional housing costs (if any), and normal academic and living expenses, such as books, public transportation, laundry, and purchase or rental of a cell phone. Details will be covered in SA101 sessions.
FINANCIAL ASSISTANCE

Students who receive financial assistance at WashU may use their financial assistance award to participate in a fall, spring, or academic year study abroad program or an alternative program approved by petition. WashU financial assistance cannot be used to study abroad if the study abroad program is an unapproved alternative study abroad program, and/or you have taken a Leave of Absence to study abroad.

WashU Student Account Refunds | Depending on your financial assistance award and other student account credits, a refund may be due to you while you are studying abroad. Contact Student Financial Services to learn about available methods for obtaining refunds.

Scholarships, Grants, and Federal Loans | Any WashU-provided scholarship, federal grant, state grant, or federal loans will be applied to your account provided that document requirements requested by Student Financial Services have been completed. You should contact any outside scholarship organizations from which you receive scholarship to verify that the scholarship awarded to you is eligible for study abroad.

Partners in Education with Parents (PEP) | Students whose parents participate in the PEP program may use these funds to study abroad. Contact PEP for more information.

TuitionPay Monthly Plan | This program may be used to study abroad. The WashU program price (which may exclude housing and/or food) must be taken into consideration when calculating the payments.

Employee Child Scholarships | The employee benefit covering tuition for dependents of eligible WashU employees can be applied to the tuition charged by WashU for study abroad programs. However, housing, food, airfare, and other expenses associated with the program are not covered by this benefit.

For more information regarding financing study abroad with financial assistance, contact Student Financial Services. Non-Arts & Sciences students should consult with their College or School regarding financial assistance for studying abroad.

EXTERNAL SCHOLARSHIPS

As a study abroad participant, you have the opportunity to apply for additional scholarships through program providers, independent organizations, and governmental aid. Refer to the Overseas Programs website for more information regarding these opportunities.
MONEY MATTERS

MANAGING YOUR MONEY ABROAD
To estimate how much spending money you may need, research your host country’s and city’s costs of living and exchange rate. You may also wish to talk to previous participants, but keep in mind that the amount you will need will depend both on local costs and your personal lifestyle. Do not rely on one form of money only. Always have a backup plan and keep some cash on you for emergency situations. Traveling with large amounts of cash is not recommended.

Be sure that you designate a reliable individual (e.g. family member or friend) to act as your USA liaison for financial matters. You may need to arrange power of attorney for this individual or add them to your accounts.

ATM/DEBIT CARDS
Withdrawing from an ATM is a convenient way to obtain cash in the local currency while you are traveling abroad. Check the back of your card for the appropriate network symbol. Be sure you understand the fees involved and check with your bank to make sure your card and PIN number will work overseas as well as to learn your bank’s daily withdrawal limit. Check with your bank if they have an affiliate bank in your study abroad destination because you can avoid ATM fees by using the ATMs of the affiliate bank.

CREDIT CARDS
Most students rely on a US credit card and debit card to meet their financial needs while abroad and avoid opening a foreign bank account. US Visa, MasterCard, and American Express cards are widely accepted abroad. They are practical for larger transactions, but you need to either arrange to pay your monthly bills online or have someone at home pay them. A photocopy of the card with a 24 hour customer service telephone number should be retained in a safe place in case of a lost or stolen card and it is wise to carry a second (different) credit card in case your primary one malfunctions or is lost or stolen.

NOTIFY YOUR BANK & CARD COMPANIES
Before departure, you should consult your bank and credit card companies for advice on foreign money transaction and fees. Notify your credit, debit, and ATM card providers that you will be using these cards overseas or your account may be frozen.

WIRING MONEY
Another method of transferring money abroad is to send it “bank to bank” through a commercial bank. To do this, however, you need a bank account at the foreign location. If you are studying abroad for an entire academic year, you may want to think about opening a bank account at a local bank. The transfer can be done electronically from any US bank account to any foreign bank account for a wire service fee. Wiring money can be a very safe, but expensive and time-consuming method to obtain money while abroad.
TRAVEL PREPARATION

AFIRARE & ARRANGING TRAVEL

Overseas Programs does not arrange travel for study abroad participants. Some programs, however, do arrange and coordinate the travel of their participants, so you should clarify this when you accept admission to your program.

For airfare from the USA to your foreign destination and return, you can consult any reputable travel agent. STA Travel, which specializes in student travel, can get you almost anywhere you want to go at a good rate. STA offers a student option of booking travel now and paying only a small portion of the ticket cost. You can pay the rest later for no additional interest fees when it is closer to the date of departure. You should also check directly with various airlines for discount fares on their websites or for using frequent flyer miles.

Some student airfares include one change of return flight at little or no charge. This provides flexibility in determining when you actually return home. Be sure you understand the rules regarding changes, cancellations, and refunds at the time you purchase your ticket. If returning more than one year after your departure date, you probably will have to make an unrealistic reservation for the return flight within one year and then change it later.

REGISTER YOUR TRAVEL

All US citizens should register their trip with the US Department of State. This step will allow the Department of State to contact you in case of an emergency in the US or your host country. Register online at step.state.gov/step. Students must also register through WashU’s MyTrips.

COMMUNICATE TRAVEL PLANS

It is important that you establish a communication plan with your family before you leave. Discuss how and when you will let them know you have arrived to your host country. You may need initial time to travel from the airport to your accommodations, so let them know if you will not be able to contact them immediately upon arrival.

INTERNATIONAL STUDENT IDENTIFICATION CARD (ISIC)

This universal student ID card accepted all over the world provides discounts for travel, accommodation, museums, etc. It is available from ISIC’s website for a small fee. You are not required to purchase this, but it may come in handy when traveling.
PACKING PREPARATION

WHAT TO TAKE WITH YOU

Students going abroad consistently pack too much. Try to minimize and take half of what you think you will need. Remember that at the end of your studies you will need to bring everything back with you plus anything you’ve collected during your time abroad. Be able to walk with your luggage without assistance, as you will also need to carry your luggage through airports and to accommodations. All important documents should be in your carry-on and not your checked baggage since you will need to produce them upon departure and arrival. Your checked and carry-on luggage should have luggage tags with contact information. Also include contact information inside of each bag in case the luggage tags get lost or damaged in transit.

SUGGESTED ESSENTIALS TO PACK

- Travel documents (admission letters, passport, airline ticket(s), and itineraries) in carry-on
- Copies of your travel documents and emergency contact information in carry-on
- US and foreign currency (in a money pouch or belt), credit/debit/ATM cards (Don’t carry passport, money, or valuables in a purse or backpack. Keep them on your person, deep in a front pocket or in a neck pouch or money belt under your clothes.)
- Sufficient prescription medicine in original packaging
- Health kit containing vitamins, aspirin, antacid, band-aids, contraceptives, anti-diarrheals, etc.
- Chargers and extra batteries
- Contact lenses and solution
- Power converter/adapter (with internal power conversion)
- Language dictionary/phrase book (if applicable)
- Small travel bag for weekend trips
- Small towel
ACADEMIC CONSIDERATIONS

WHILE ABROAD

Academic expectations can be very different for students taking classes at an overseas institution. You may be expected to be more independent with your coursework abroad with less oversight from your instructors. It is possible that your only form of assessment in classes will be the final exam, and it may not be possible to reschedule final exams.

PREPARING FOR RETURN

You must contact your Four Year Advisor and Major Advisor(s) to obtain authorization to register via WebSTAC online. You will need your password and advisor authorization before you will be allowed to register online. Failure to contact and receive advisor authorization will result in your not being able to register. You should contact your advisor at least two weeks prior to your assigned registration date and time. If you are unable to gain access to the internet at your registration time, please contact Overseas Programs.
HEALTH AND SAFETY

PERSONAL RESPONSIBILITY AND ASSUMPTION OF RISK

Code of Conduct
When signing the program agreement for your study abroad program, you acknowledge the Overseas Programs Code of Conduct regarding behavioral and academic standards. For a complete overview of our policy, please visit our website. Your participation in the program may be terminated by WashU for violation of these standards, along with forfeiture of all program fees and loss of academic credit for the program.

Inherent conditions, hazards, and risks
WashU acts only to provide the opportunity for foreign study and does not guarantee your satisfaction with the program or your well-being. You will not be closely supervised while you are abroad, and there are certain inherent conditions, hazards, and risks associated with international travel and living abroad for which the University cannot and will not assume responsibility. During the period of your participation in the program, and while you are en route to or returning from the program, WashU will not be responsible for any injury or damage to you or your property or for any personal liability sustained or incurred by you.

INTERNATIONAL SOS EMERGENCY ASSISTANCE PLAN
All WashU students are covered at no extra cost by International SOS Emergency Service Plan (ISOS), which provides all students with international security and travel assistance worldwide while traveling for WashU related activities. Please note that this is an assistance program and not health insurance; it is meant to be used in tandem with existing health insurance. Students may access ISOS resources by logging into their website and using WashU’s membership number: 11BSGC000032

STAYING HEALTHY WHILE ABROAD

- Be aware that health issues that are under control at home can become much worse while abroad.
- Disclose any needs you may have beforehand to Overseas Programs and your program provider (disabilities, dietary requirements, allergies, counseling needs, etc.).
- For students traveling to developing countries, check with CDC for vaccination and medication suggestions and requirements. You will need to see your doctor at least 8 weeks prior to departure. Some suggestions for these students include: Wash your hands often with soap and water, only drink boiled or bottled water, avoid ice in drinks and foods washed in water, avoid food from street vendors, only eat fruits and vegetables that can be peeled or that have been boiled, do not swim in fresh water, avoid touching animals, bring insect repellant containing DEET and long-sleeved clothing to avoid insect bites, bring anti-diarrheal medication.
STAYING SAFE WHILE ABROAD

Your safety and academic welfare is our priority, whether in St. Louis or abroad. While we cannot guarantee your safety and security while abroad, we will continue to act in a responsible manner to promote your well-being. We monitor international events, are in contact with coordinators and staff in the host countries, and evaluate and respond to each situation or incident on a case-by-case basis. While abroad, use good judgment in what you do and where you go.

- Keep valuables with you in secure, inaccessible places. Keep photocopies of all important documents/cards and a list of important numbers in a secure location. Leave a complete set at home with your family or a trusted friend and another complete set at your overseas residence.
- Be aware of your surroundings. Find out emergency phone numbers, local customs (dress, behavior, etc.), and what traffic or transportation precautions you should take both during the day and at night.
- Use good judgment in making travel plans and participating in extracurricular or recreational activities. By far, the most common causes of injury while studying abroad are vehicular accidents and risky forms of recreation, so avoid unnecessarily hazardous situations.
- Make responsible choices: Limit your alcohol intake, avoid demonstrations/protests, and don’t purchase or use recreational drugs.
- Become familiar with and check routinely the US State Department Website and their Students Abroad Website for country information and travel warnings. The presence of State Department travel advisories prompts us to ensure that you are informed about the potential risks associated with your choices. Likewise, the absence of a travel advisory does not imply that travel to the area is not without risk.
- The more you immerse yourself, the more culturally aware you will become, leading to greater chances of safety.

USEFUL CONTACTS

Pathways to Safety International | pathwaystosafety.org | Provides sexual assault prevention and response worldwide regardless of age, race, gender, sexual orientation, or location. Advocates are available 24/7 via chat, email (crisis@pathwaystosafety.org), or phone (833-723-3833).

RSVP Center | rsvpcenter.wustl.edu | An anonymous reporting mechanism is available on their website for survivors, friends, acquaintances, or family members of survivors to report incidents of sexual harassment, sexual violence, intimate partner violence, and stalking. Our on-campus confidential resource is Kim Webb, Director of the RSVP Center (kim.webb@wustl.edu | 314-935-8761).

S.A.R.A.H. (Sexual Assault and Rape Anonymous Hotline) | 314-935-8080 | sarah.wustl.edu | A student-run helpline that offers counseling and resources. It is confidential and available 24/7 (excluding winter and summer break).

Uncle Joe’s Peer Counseling and Resource Center | 314-935-5099 | unclejoe.wustl.edu | Uncle Joe’s offers members of the WashU community confidential peer counseling to talk about any problems or concerns.
HOUSING

RETURNING TO ON-CAMPUS HOUSING
For students returning from semester and academic year programs, the Office of Residential Life wants to make the process as smooth as possible for you to return to Residential Life assigned housing. You should refer to their website for the most updated instructions, as the selection procedures and timelines often change year to year.

Prior to going abroad, if you did not live with Residential Life, you are not eligible to participate in the Housing Selection Process. Your contract will be accepted on a space available basis only after the regular selection process has closed.

OFF-CAMPUS HOUSING
Students seeking off-campus housing should contact the appropriate off-campus housing service. Quadrangle Housing will no longer be able to offer students who study abroad the option of suspending their rent payments while they are away. Instead, residents will have the option of subleasing their apartment or continuing to pay their full rent while away. WashU’s Apartment Referral Service (ARS) is a great resource for researching short-term housing and sublets.

INTERNSHIPS & VOLUNTEERISM
Working while abroad to earn supplemental income is not encouraged and may be in violation of host country immigration and/or labor laws. Some countries may also require a visa even just to volunteer abroad, so be sure to consult your host country’s immigration laws.

If you wish to combine or follow your study abroad experience with an international internship, the Career Center can be a resource for information on organizations abroad that offer internships and work permits for students.

CAREER PLANNING
The key to career planning success while studying abroad is to make progress while abroad or even before you leave so that you can take action when you return.

- Be mindful of recruiting timelines and graduate/professional school application deadlines.
- Consider the demands of LSAT/MCAT/GRE testing, applying, and interviewing in determining the ideal time for you to study abroad.
- Many deadlines for nationally competitive scholarships and fellowships land early in the Fall semester. Contact Overseas Programs to be connected with the appropriate scholarship advisor to schedule a Skype interview while you are abroad.
- Stay in touch with your Career Advisor while abroad by contacting the Career Center.
PROCESSING STUDY ABROAD CREDIT

Your program transcript should be sent directly to the Overseas Programs office when you complete the program. It should not be sent to the WashU Registrar (Student Records) or to you directly.

While abroad you will receive an email prompt to login to your WashU online study abroad application to complete the Study Abroad Credit Request Questionnaire, where you will provide a summary of the coursework and your preferences for how the courses will appear on your WashU record. For A&S students, the transcript and coursework will be evaluated by the appropriate A&S faculty member(s) to determine the amount and type of WashU credit to be awarded. If the department from which you plan to receive credit requires a portfolio or research paper, this project must be submitted before you can receive credit for studying abroad.

CREDIT AWARDING AND APPROVAL

Credit will only be awarded upon completion of the following:

- Overseas Programs receives your official transcript and Credit Request Questionnaire
- All courses are passed with a grade of C or better (some departments require higher scores)
- A portfolio is submitted to the appropriate department(s), if required

DISTRIBUTION CREDIT

Up to 6 credits per semester, 9 credits per academic year, or 3 credits per summer on a non-WashU faculty-led program may be used to fulfill A&S distribution credit. Core Skills cannot be completed abroad. You will request this on your Questionnaire, and distribution credit will be awarded if the course is deemed appropriate.

LOCATING PROCESSED CREDITS

Coursework from abroad will be listed under the “Other Credits” section in list format with a department number, course number, and number of credits. The title of each course will show up as either “Coursework Completed Abroad” or a specific WashU course title.

REQUESTING TRANSCRIPTS FROM STUDYING ABROAD

Original transcripts with credits and grades for courses completed while abroad to be sent to graduate or professional schools can be requested from the program sponsor or foreign institution. Authenticated copies can be requested at no charge from the Overseas Programs website.