



# Outbound Study Abroad Program Guide

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Deree





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# Welcome from the Outbound Study Abroad Office

Dear Deree-ACG Student,

Congratulations on your decision to take part in the Outbound Study Abroad Program!

Embarking on a semester or session abroad is a unique opportunity for a life changing experience that Deree - The American College of Greece offers its students.

Committed to educating global citizens and with a keen sense of service to our students, we are constantly expanding our network of partnerships to provide you with the global experience and skills that will help you enrich your academic learning; cultivate cultural competence; become an ambassador of your own country and culture; and grow both professionally and personally.

Furthermore, The American College of Greece in order to make studying abroad more affordable to a greater number of students secures annually a number of generous scholarships to qualified students who apply for our Outbound Study Abroad program.

This guide includes important information that will help you prepare for your study abroad semester or session. It includes practical tips and a user-friendly list of key steps you have to take for a study abroad program, as well as advice on how to overcome challenges and maximize the benefits from studying in a foreign country.

Looking forward to working with you as you prepare for this exciting experience!

Dr. Alexandra Kaoni  
Manager  
Graduate Admissions & Study Abroad

Dr. Angela Boscolo  
Coordinator  
Outbound Study Abroad Program

# Top Reasons to Study Abroad

There are numerous benefits to studying abroad during your undergraduate studies:

- To see the world, to broaden your perspective by learning about other cultures firsthand, and to reflect on your own culture
- To build independence and develop flexibility and innovative thinking
- To enhance your student profile and, thus, future job and graduate school opportunities

## Key Terms

**Home institution:** the institution in which a student is formally enrolled as a degree candidate, in this case Deree-ACG

**Host institution:** the institution that has agreed to receive students from the home institution for a period of study on a non-degree basis

**Exchange partners:** host institutions that have partnered with Deree-ACG to send and receive students on exchange student status

## Recommendations on Maximizing your Study Abroad Experience

*The following are a list of recommendations students should take in to consideration to maximize their Study Abroad experience.*

1. **Attend All Classes.** Attend all classes to ensure not missing critical information. Ask professors and relevant student services on the host institution campus what you need to do to be successful in class.
2. **Get Involved.** You will find a range of student clubs and organizations at Deree-ACG partner institutions. In addition, there will be numerous activities and events on campus as well as in the community. We encourage you to make the most of your time abroad by engaging in student groups and on campus events/activities as well as volunteer initiatives and internship opportunities on campus.
3. **Make Friends with Local and other International/Study Abroad Students.** Be open to making friends with fellow study abroad and local students and to immersing yourself in campus life. Attending events organized specifically for international and study abroad students will give you the opportunity to connect, exchange cultural experiences and build an international network of friends and future colleagues spanning across the globe.
4. **Work hard.** Make sure to put forth your best efforts into your school work. Seek information regarding the grading scale applicable at the host institution and the assessment/examination methods and periods.
5. **Explore the New Culture.** They say, “life begins at the end of your comfort zone”: explore the campus and the local area, visit historical sites and museums, try new foods, take a train to a nearby town, go hiking! But use your intuition – if something seems unsure, be careful.
6. **Record your Experiences.** Be sure to take lots of pictures, keep a journal – or better yet, start a blog so that you can also keep your friends and family updated on your experience. Do not forget to send the best pictures to the OSAP at [studyabroadoffice@acg.edu](mailto:studyabroadoffice@acg.edu)
7. **Stay Positive.** Studying abroad is fun, but it can also be challenging at times to adjust to and understand a new culture. During your time abroad, focus on the positive and learn from your experiences

# Key Steps to Outbound Study Abroad

All Deree-ACG students with good academic standing have the opportunity to study abroad as part of their undergraduate studies. We welcome students of all majors and minors to take advantage of this exciting opportunity. All Deree-ACG students who wish to participate in a study abroad program must do so through the OSAP, located at the Office of Student Affairs, in order to ensure conformance with Deree-ACG academic policies and credit transfer back to Deree-ACG.

OSAP advisors are offering personal and group informational sessions at the Office of Student Affairs. Please email [studyabroadoffice@acg.edu](mailto:studyabroadoffice@acg.edu) or call +30210600 9800 ext. 1446 to schedule an appointment.

Following your first session with an OSAP advisor, you will receive an email with a link to the list of exchange partner institutions on the ACG webpage and to the OSAP online application form.

Below is the list of key steps to be followed.

## 1. Choose your Study Abroad destination

Deree-ACG has formed exchange partnerships with several institutions worldwide, so that students can study abroad at a very reasonable cost, as well as, a variety of locations. It is advisable to keep in mind the location, budget and availability of courses in selecting the host institution. Before completing the online application, book a personal session with an OSAP advisor. Be sure to bring along a print-out of your course schedule to review your remaining course options. If you need assistance in identifying remaining course options, visit your Academic Advisor or the Department Head of your major (if you have already completed 50 credits).

Choose a host institution\* from our growing list of exchange partners, found here:  
<http://www.acg.edu/admissions/study-abroad/partner-institutions>

*\*Subject to space availability – please contact the OSAP at the Office of Student Affairs.*

## 2. Select courses and secure approvals

In selecting courses at the host institution, please bear in mind the following restrictions:  
All Level 6 courses and half of Level 5 courses as well as capstone course(s) of your major must be completed at Deree-ACG. In addition, you cannot transfer any of your final thirty (30) credits of your degree.

Certificate minor students may transfer a maximum of fifty percent (50%) of the credits required towards the completion of a minor. Transfer courses toward a minor are accepted only from accredited institutions.

No grades are assigned to credits accepted for transfer. For transfer courses students must earn a minimum grade which is equivalent to a “C” in the Deree-ACG grading scale (see section “Grades” in the Online Catalog.)

The OU Validation Office is responsible for guiding students through the credit transfer process. It is advisable that the credits earned abroad be transferred back to Deree-ACG to the greatest extent possible so as to contribute towards your major/minor.

## 3. Outbound Study Abroad Program application

Following the personal session with the OSAP advisor, complete the online application form having selected a study abroad destination and the semester/session/academic year of study.

#### 4. Complete the host institution application process

Once a host institution has been selected, our OSAP advisor will process your OSAP application, nominate you upon confirmation of eligibility to participate in the OSAP and provide guidelines for completing the host institution's application. Gathering and filling out all the required application documents will be the responsibility of the student but the OSAP and host institution's advisors are available to answer questions and assist with anything needed.

*Be sure to be aware of application deadlines as they are much earlier in other institutions than at Deree-ACG. As a rule of thumb, **deadlines are about 5 to 6 months prior to the beginning of the semester**, but each institution sets its own deadlines.*

#### 5. Complete all other host institution forms

Once admitted to the host institution, all relevant forms such as housing applications, pre-registration forms, immunization and health insurance forms, etc. need to be filled out. The OSAP advisors will provide these forms for the selected host institution, or direct you to the respective webpages, and will offer assistance along the way. The Office of Career Services, located at the Student Life Center, can support you in completing essential parts of an application form, such as your Personal Statement.

#### 6. Obtain a passport

For US and International institutions a valid passport and a student visa is required. For EU institutions a valid passport or a National I.D. of an EU country in English is required. Greek students should visit the Hellenic National Passport Center website for more information:

[www.passport.gov.gr](http://www.passport.gov.gr)

#### 7. Apply for a student visa

Once accepted by the host institution, the appropriate visa forms will be mailed to your address or the Office of Student Affairs.

##### **Office of Student Affairs**

##### **Outbound Study Abroad Program**

c/c Angela Boscolo Berto

Deree – The American College of Greece

6 Grivas Street, 153 42 Aghia Paraskevi

Athens, Greece

[aboscolo@acg.edu](mailto:aboscolo@acg.edu)

(0030)-210-6009800 ext. 1048, 1446

Following the completion of these forms, a visit to the appropriate Embassy is needed to complete the visa application and issuance process.

Refer to the Outbound Student Visa Information Sheet, which includes a list of the required documents and other useful information to apply for a US visa. The average cost for issuing a US visa for an exchange study abroad program is roughly €250 (subject to change).

The visa process should be started upon acceptance into the host institution and you are advised not to book airfare tickets prior to obtaining your visa.

#### 8. Pre-register for courses

Provided the option of pre-registration is available at the host institution, registration should be done promptly, since courses may fill up quickly. Otherwise, it is advisable to send a list of selected courses in order of preference to the OSAP advisor, to ensure that this is communicated to the host institution as soon as possible.

*It is advisable to make note of when registration begins at the host institution.*

## 9. Pay the OSAP tuition fee to Deree-ACG

OSAP tuition fees for a semester/session/academic year abroad are paid directly to Deree-ACG and grants/scholarships/financial aid received by the student is applicable to the tuition fees. Housing, textbooks, traveling and living expenses are not included in the OSAP tuition fees (*refer to Appendix C – Fees and Costs Balance Sheet*).

## 10. Book an airline ticket

Students are advised to book flights after they have received an acceptance letter from their host institution, as well as a visa from the host country.

# Taking Courses Abroad

Study Abroad students will have access to Deree-ACG and host institution's study abroad advisors to guide them through each step of the application process.

### Credit Transfer

Students who plan to study abroad for a semester, session or academic year and who want to transfer credits earned abroad to Deree-ACG, must secure approval. To inquire into transferability of credits, students must visit the OU Validation Office and submit a list of the course(s), including course descriptions, they intend to take abroad. This should be done as soon the study abroad destination has been selected with the support of the Outbound Study Abroad Program (OSAP), located at the Office of Student Affairs.

*It is ultimately the student's responsibility to seek verification that the courses taken abroad will successfully transfer back to Deree – ACG through the OU Validation Office ([validation@acg.edu](mailto:validation@acg.edu)).*

### Registering for Courses

When planning to study abroad, it is important to pay attention to key dates and register as soon as the registration period begins. It is recommended that credit transfer approvals should be obtained prior to registering (refer to Credit Transfer). It is also important for students to remember that US and other international institutions typically hold registration periods earlier than Deree-ACG, so they should check and note down these dates as they prepare to study abroad (*refer to Appendix A*).

### Buying Books

Typically, books are bought upon arrival at the host institution. Students should check with the host institution about the book purchase process and estimated total cost prior to arrival.

### Transcripts

Once a semester abroad is completed, students' official transcripts need to be mailed back to Deree-ACG to facilitate the credit transfer. It is the student's responsibility to contact the host institution and request that the transcript be mailed to:

### Validation Office (Deree-OU)

c/c Dimitra Arambantzidi  
Deree – The American College of Greece  
6 Grivas Street  
GR-153 42 Aghia Paraskevi, Athens, Greece  
tel.: +30-210-600-9800 ext. 1428  
fax: +30-210-600-7237  
E-mail: [validation@acg.edu](mailto:validation@acg.edu)

# Housing and Meal Plans

Students should select housing and meal plans in view of their budget. Students need to visit the host institution's respective webpage re costs and fees and contact the OSAP to request further information and clarifications. Often, a housing deposit is required, so students need to be aware of the deposit payment and the housing application deadlines. Most host institutions require that study abroad students live on-campus. Students who would rather live off-campus need to verify whether this is an available option by contacting their OSAP advisor.

Housing and meal plan fees for exchange programs are paid directly to the host institution and most partner programs require those to be paid in full prior to the start of the semester.

For individual housing and meal plan program details, please consult your OSAP advisor.

# Services offered to Deree-ACG Students Planning to Study Abroad

The OSAP serves all Deree-ACG students planning to study abroad at every step: prior to departure, during their time abroad and upon return to Deree-ACG.

The OSAP supports students planning on studying abroad in the following:

- Selecting a partner institution
- Overview of the application process
- Visa application to the country of destination
- Pre-registration for courses
- Setting up housing abroad and meal plans
- Emergency, health and other issues while abroad
- Transcript sent upon completion of a semester abroad
- Upon return, introducing students into the Deree-ACG network of OSAP alumni

If students have any questions or concerns prior to their semester/session/academic year abroad, please contact the Outbound Study Abroad Program either by e-mail at [studyabroadoffice@acg.edu](mailto:studyabroadoffice@acg.edu), by phone at 210 600 9800 ext. 1446 or by dropping in to the Office of Student Affairs.



# Important Information

## Accessing Funds while abroad

Below we provide some helpful information to help students access funds while abroad.

### ATM Cards

Students should leave bank account numbers with family so funds can be deposited or transferred into their account, if needed. ATMs are readily available in banks, airports, shopping centers, train stations, and post offices overseas. Note that there may be a limit on how much cash one can withdraw from an account each day and a transaction fee every time a withdrawal is made.

Students should inform their bank about making ATM withdrawals outside of the country and make sure that cards and their PIN will work abroad. Furthermore, students should ask their bank about any charges that may be imposed for withdrawing money overseas. The emergency phone numbers of local banks in a student's home country should be kept in case a card is lost or destroyed.

### Credit or Debit Cards

It is recommended that all study abroad participants carry a major credit card in their name. Visa and Master Card are accepted in most places in the world. Credit cards are important in case of an emergency or while traveling. A process of payment for credit card bills should be established before departure from the host country. Before leaving Greece, notify credit card companies that the credit card(s) will be used abroad. The emergency phone number of students' credit card company should be on hand overseas in case the card is ever lost or stolen.

### Traveler's Checks<sup>1</sup>

Another safe way to carry money when traveling is to have traveler's checks. Fees to cash traveler's checks however are typically quite high and banks need to review them, so students should avoid using them for everyday spending. These should be reserved for emergencies only! Students are also advised to leave a copy of their check numbers at home and keep check receipts in a separate place overseas.

### Local Bank Account

Students are advised to open a bank account overseas for the following reasons: (1) students get a local debit card that can be used all over the region without fees, (2) local payments, either by cash or bank transfer are easier, (3) no transaction fees need to be paid to banks back home. The host institution should be able to assist in opening a bank account. If a student plans to do this, they should be sure to set up the fund transfer procedure before departure and bring all required documentation with them when going to the local bank to open an account.

### Cash

Students should always have a cash reserve of 300-500 USD/Euros (or equivalent in the local currency) in a safe place for small purchases or emergency expenses. It is preferable to have some cash upon arrival as well. Students need to be very careful about where they keep their reserve. Places such as suitcases which are checked-in and could be lost are not advisable storage spaces.

### Losing an ATM or Credit Card

Students need to make a photocopy of and note down important ATM and credit card information from the back of the cards in order to know where to call in the event that any card is lost, destroyed or stolen. If they have not already done so, they should make a photocopy or copy down this important ATM and credit card information. If possessions are lost or stolen, the loss should be reported immediately to the local police. Students will need to keep a copy of the police report for insurance claims and as an explanation of the incident.

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<sup>1</sup>**Traveler's check:** A medium of exchange that can be used in place of hard currency. Travelers' checks are often used by individuals who are traveling on vacation to foreign countries. Travelers' checks provide a safe way to carry currency abroad. Security is provided against lost or stolen checks by the issuing party - usually a bank. Specific checks are given unique check numbers, similar to a normal check. When a lost or stolen check is identified, it is simply canceled and the individual is re-issued a new check.

*Some of this information was adapted from Wikipedia.*

*You can access some of this information plus much more at [https://en.wikipedia.org/wiki/Traveler%27s\\_cheque](https://en.wikipedia.org/wiki/Traveler%27s_cheque)*

# Important Documents

## Passport

Students should be sure to have their passport at least 8-10 weeks before their departure date. We encourage applying as early as possible, especially considering that a valid passport is necessary in order to obtain a visa, where this is required. Students also need to note the passport needs to be valid for at least six months beyond the expected return date. Greek students should visit the Hellenic National Passport Center website for more information about obtaining a passport:

<http://www.passport.gov.gr>

## Visa <sup>1</sup>

One of the first steps a student will complete in the process of studying abroad and/or international internship will be to apply for a student visa. In most cases, students cannot apply for a visa until they receive official documents from their host institution. Nevertheless, students could get started on some preliminary tasks:

- Determine if a student visa needs to be procured depending on the study abroad destination.
- Determine the embassy / consulate office to submit the visa application to.
- Complete the visa application obtained from the appropriate embassy/consulate. Often this form can be downloaded from the respective website.
- Compile the required information and submit all documents to the embassy/consulate for processing. If asked to submit additional information or documentation, do so immediately.

Note that if a student plans on traveling in and out of their host country, they may need to request a multiple entry student visa.

It is important to begin the visa application process as soon as possible, i.e., as soon as an acceptance letter from the host institution is received. Some embassies/consulates require one or two personal visits to the appropriate consular office and the entire process could take from several weeks to two months. Please see the OSAP in the Office of Student Affairs for assistance obtaining a visa for each country of destination.

## Photocopying Important Documents

We highly advise making copies of one's passport, including the page with the visa. Students should leave one copy with their parents or another responsible person and have another one with them. Their copy of their passport should be stored safely in a different location than the original, in the event that the original is lost or stolen.

*Refer to Appendix B – Documents Checklist.*

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<sup>1</sup> **Visa:** A visa is an official document issued by the host government before you enter the country of destination. Visas allow travelers to enter and remain in a country for a specific purpose and for a predetermined amount of time. It is stamped in your passport.

Some of this information was adapted from Dictionary.com.

You can access some of this information plus much more at <https://www.dictionary.com/>

# Staying Healthy and Safe

## Health

Students, like other travelers, may experience minor colds, coughs and/or other health issues. It is important to be aware of the things that can affect health and be prepared for any potential health issue, so as to be sure that their study abroad experience is enjoyed to the fullest.

### **International Health Insurance**

All study abroad students are required to have international health insurance to cover illness and/or accidents. Proof of international health insurance must be provided prior to departure.

### **Medical Prescriptions**

Students are advised to bring their medical prescriptions with them as well as adequate supplies for the entire stay abroad. Medications along with the prescription should be kept in carry-on luggage in their original containers. If medication needs to be refilled while abroad, students should visit their local pharmacist.

### **Medical Emergency**

In case of an emergency, the authorities should always be contacted first as well as the study abroad staff at the student's host institution. Local emergency contact information should be handy at all times, especially the country's emergency number (For the US: 911). It is also advisable to seek out the emergency contact information from the Resident Assistant(s) of the dorms where the student is living while overseas.

For major emergencies, Deree's Outbound Study Abroad Program staff are here to assist all students. If any student finds themselves in a situation in which they have had a serious accident or illness, or some other serious emergency, we ask that they contact the OSAP at the Office of Student Affairs after they've contacted their local authorities. Our contact information is listed in Emergency Contacts section of this guide.

### **Deree Nurse on Skype**

Our Nurse is accessible on skype 13:00-21:00 on weekdays. Prior to your departure, add "nurse.deree" to your skype contact list, and do not hesitate to seek help. We strongly believe that nothing can replace real-life contact, and thus encourage you to use the healthcare services available at your host institution.

## Use of Alcohol

Other cultures may have different views and laws on the consumption of alcohol than Greece.

Firstly, the legal drinking age abroad is often higher than that of Greece and monitored more strictly. Students going to the U.S. for instance should be aware that the legal drinking age is 21 and that legal forms of identification (passport, driver's license) are regularly checked at venues serving alcohol. Even if a student is of legal drinking age, it is important to remember the risks involved. It is never safe to binge drink or get drunk, as inhibitions and defenses are down when drinking – it can also impair judgment and fine motor control skills, even when consumed in small doses. Finally, we ask that students keep in mind that they represent Deree-ACG and their home country abroad so we ask that they behave responsibly.

In all matters concerning alcohol, please keep in mind the following points:

- It is not required to drink. It is culturally appropriate to decline the offer of an alcoholic beverage, particularly if done in a gracious manner.
- Do not feel culturally pressured to do anything that makes you feel uncomfortable.
- If the decision is made to consume alcohol, please consume it responsibly and safely.
- Do not drink and drive – the laws governing drunk driving in many foreign countries can be very strict. Not to mention, the potential danger in which you may place yourself and others by doing so.

## Culture Shock

Culture shock describes the physical and psychological responses many people experience when they spend an extended period of time in a new culture different from their own.

When moving to a new country, many things can be unfamiliar: weather, language, food, dress, social roles, values, and customs. Students will likely find that the day unfolds differently and that the stores/ services open and close at hours that differ from their home country. These differences to the home country can be a bit of a shock and students usually experience one or some of the following common symptoms:

### Common Symptoms of Culture Shock

- A feeling of sadness, loneliness and homesickness
- An over-concern about one's health
- Headaches, pains and allergies
- Insomnia or over-sleeping
- Feelings of anger, depression, vulnerability
- Feeling lost or confused
- Feeling shy or insecure
- Questioning one's decision to go abroad

Someone can have one or a combination of these symptoms; each person manifests these differently or sometimes not at all. However, it is important to remember, culture shock is not something dire; it's simply a common way to describe the confusing and nervous physical feelings a person may have when they leave a familiar culture to live in a new and different one.

### Dealing with Culture Shock

There are several things students can do to help themselves through the stages of culture shock, if they find themselves experiencing it.

First, students should fight the urge to retreat and be alone. Instead, they should get involved: join a club, try out for a sports team, or talk to other students in classes. Even just walking around to become familiarized with the area will help. Meeting new people and pushing one's self to become part of the community will help students adjust and relax.

Students should be sure to go out and explore their neighborhood. Visiting the same coffee shop they like, bookstore, market to feel more familiar with these places. Students should go on all the school excursions and read about the culture, history and people while also seeking out events taking place in their new area to find things that interest them. Students will often find that this new culture is more similar to their own than they think!



Students should also try to relax their grip on their own culture so they can be open to learning and understanding their new environment:

- Try not to give into the temptation to criticize the host culture
- Consciously seek logical explanations behind everything that seems strange, difficult, confusing or threatening; but also remember that some things just are and they may need to accept them.
- Try to look at every aspect of their experience from the perspective of their hosts.
- Resist making derogatory jokes or comments to the host culture and avoid people who do this.
- Remember that this is only a temporary phase.

It can also be helpful to get to know that they trust enough to ask questions about the culture and confide in when confused. This could be a fellow student, teacher or friend.

Students should also always remember that friends and family back home are still there for support and want them to enjoy their time abroad as much as possible. Keeping in touch with loved ones has never been easier and a student may find it soothing to be able to talk to friends about their experiences once in a while. However, they should try not to use this as a crutch; they should be out experiencing their new surroundings, not overly concerned with matters far away. Phone calls, Facebook, instant messaging apps and Skype can keep everyone connected so they never feel alone. (refer to the section: keeping in touch)

Finally, if a student experiences acute feelings of culture shock or wishes to discuss personal matters with a professional counselor, they should contact the study abroad office at their host institution. Most host institutions will have professional counseling on campus.

*The information in this section has been adapted or cited from the following sources: [www.moving.about.com](http://www.moving.about.com), [kidshealth.org](http://kidshealth.org), Kohls, L. R. (1984) *Survival Kit for Overseas Living*. Intercultural Press, and NAU Pre- departure handbook.*

## Safety

### General Safety

Students should use the same common sense traveling overseas that they would at home. They should be especially cautious in or avoid certain areas where it may be easier to fall victim to theft etc. These include crowded transport stations, market places, festivals and dangerous-looking neighborhoods.

To uphold their safety, students should:

- Not use narrow alleys or poorly lit streets at night.
- Try not to travel alone at night.
- Not go to or leave bars alone or with strangers.
- Not accept food or drink from strangers.
- Not discuss travel plans or other personal matters with strangers.
- Let someone they trust know what their travel plans are. Keep them informed if these change.
- Avoid scam artists by being wary of strangers who approach and offer to be their guide or sell them something at bargain prices.
- Beware of pickpockets.
- Be extra careful with their backpack or bag and make sure to wear it in such a way where they can easily identify if someone is trying to rob them.
- Be aware of drive-by bag-snatchers.
- Avoid public demonstrations and other civil disturbances.
- Learn a few phrases in the local language or have them handy in written form so that they can signal need for police or medical help.
- Make a note of emergency telephone numbers they may need: both home and host institution emergency contacts (Deree-ACG contacts are listed in this guide), police, fire brigade, hotel university dorms and the countries nearest embassy or consulate.
- If confronted, do not fight back -- give up valuables.

### **Indoor Safety**

During their time abroad, students may be living in a dorm, renting an apartment or spending some nights in a hotel. All Outbound students should keep these safety tips in mind:

- Keep doors locked at all times. Be sure of the identity of visitors before opening the door.
- Don't meet strangers at unknown or remote locations. Meet visitors in the lobby/common room.
- Do not leave money and other valuables in hotel rooms/dorm rooms while out. Use a safe where there is one available.
- When going out late at night, someone should know an expected return time.
- If alone, do not get in an elevator if there is a suspicious-looking person inside or around.
- Read the fire safety instructions in dorms/hotel rooms. Know how to report a fire and be sure to know where the nearest fire exits and alternate exits are located. Count the doors between the bedroom and the closest safety exit – in the event of a fire, this could be very useful!

### **Handling Money Safely**

Receiving funds abroad can often take time and students are encouraged to have emergency funds with them to foresee any difficulties. For this reason, to keep their money safe, students should:

- Avoid carrying large amounts of cash on their persons.
- If they do have to carry a large amount, they should not make it evident to others and be discreet while handling their purse/wallet.
- Make sure their credit card is returned after each transaction.
- Deal only with authorized agents when exchanging money, buy airline tickets or make purchases.
- If possessions are lost or stolen, report the loss immediately to the local police. Keep a copy of the police report for insurance claims and as an explanation for missing documents for banks, consulate etc.
- After reporting missing items to the police, report the loss or theft of the following:
  - travelers' checks - to the nearest agent of the issuing company
  - credit card(s) - to the issuing company
  - airline tickets - to the airline or travel agent
  - passport - to your country's nearest embassy or consulate

### **Avoiding Legal Difficulties**

When in a foreign country, travelers are subject to its laws and are under its jurisdiction. It is the student's responsibility to be aware of the laws of the country they are visiting, so they should familiarize themselves with the laws and regulations prior to arrival.

### **Drug Violations**

More than 1/3 of international citizens incarcerated abroad are held on drug charges. Some countries do not distinguish between possession and trafficking, and many have mandatory sentences - even for possession of a very small amount of illegal substances. Others have been arrested for purchasing prescription drugs abroad in quantities that local authorities suspected were for commercial use. If in doubt about foreign drug laws, students should ask local authorities or nearest embassy or consulate.

### **Final Note on Safety**

Our approach to safety includes careful monitoring of U.S. Department of State travel warnings and advisories, regular consultations with colleagues around the country who are involved in the administration of study abroad programs and with other experts who are well informed on international issues and events. We cannot, however, guarantee the absolute safety of each study abroad/internship participant or ensure that risk will not at times be greater than at home. Similarly, we also cannot monitor the daily personal decisions, choices and activities of individual participants any more than is the case on the home campus. We can only hope that students will use common sense when going about their daily life abroad. To offset safety concerns, we encourage students to go through the safety tips listed in this study abroad handbook and discuss them with their family, study abroad advisor and program leader upon arrival at their overseas site.

In an emergency, students must always contact the authorities and study abroad staff at their overseas site first!

*This information has been adapted and reprinted from the Travel.State.Gov Web site, a service of the Bureau of Consular Affairs. For additional information, see the follow Web site: [http://travel.state.gov/travel/tips/safety/safety\\_1747.html](http://travel.state.gov/travel/tips/safety/safety_1747.html)*

## Emergency Contacts

Every year, millions of students studying abroad have fun, exciting, enriching experiences without incident. Realizing that our students will be far from home however, we want them to know what to do in case of an emergency.

In an emergency, students need to always contact the authorities and study abroad staff at the overseas site first! The student should be prepared for emergencies and plan ahead on how they will handle them. Have the local emergency contact information handy at all times, especially the country's emergency number (For the US: 911). The local police and overseas staff will be in a much better position to come and assist.

For major emergencies, Deree's Outbound Study Abroad Program staff is here for all of its students. If anyone finds themselves in a situation in which they have had a serious accident or illness, or any other type of major emergency, we ask that they please contact us at the OSAP at the Office of Student Affairs.

Students should be sure to provide these emergency contacts and the contacts of the host institution (dormitory residence staff, overseas office) to parents/guardians other family members or friends prior to leaving Greece. It is also a good idea to keep these numbers in a wallet as well while abroad or traveling.

### **Outbound Study Abroad Program**

Office of Student Affairs

Office: +30 210.600.9800 ext: 1029

E-mail: [studyabroadoffice@acg.edu](mailto:studyabroadoffice@acg.edu)

### **Angela Boscolo Berto**

Coordinator of Outbound Study Abroad Program

Tel.: (0030)-210-6009800 ext. 1048, 1446

E-mail: [aboscolo@acg.edu](mailto:aboscolo@acg.edu)

In the case of a major emergency, a student may also wish to contact their country's embassy or consular office.

For Greek students, the following site has a complete list of Greek embassies and consulates throughout the world, including contact information:  
<http://embassy.goabroad.com/embassies-of/greece>

# General Packing Tips

We have seen many students go abroad overloaded with suitcases. Here are some useful tips when packing for a semester long trip abroad:

- Pack lightly! You will likely want to go shopping while you are abroad.
- When it comes to clothing, think in terms of layers.
- Don't forget your passport, cash, debit/credit cards, insurance card and information, plane tickets and photocopies of all your important documents!
- If you take medication, have a supply for the duration of your stay, if possible. It should be in the original prescription bottles.
- You should pack enough for your entire stay so invest in well-made, versatile, lightweight luggage.
- Label your luggage on both the inside and out with your name, address and destination. If you do not know your overseas address, give the program or host institution address.
- Luggage can occasionally get lost, so don't pack valuables, medication or your passport in checked-in suitcases.
- Pack essentials in your carry-on bag, such as: prescriptions, personal hygiene items, passport and valuable items (tickets, computer, jewelry, camera etc.) It is also a good idea to have a change of clothes in case your luggage does get lost.

## Sample Packing Lists

It is important to consider the climate and the season of the host country, during the time you will be studying abroad. As a general rule, we have provided the following lists to cover the basics, and suggestions for additional items for the cold and warm climate.

### Basics List

- 4 – 6 shirts/T-shirts
- 3 – 4 trousers/skirts
- 1 – 2 jean trousers
- 2 - 3 sweaters/hoodies
- 1 light jacket
- 2 pairs walking/comfortable shoes
- 1 pair flip-flops or shower shoes
- 5 - 7 pairs of socks
- 7 – 9 pairs of underwear
- 1 bathing suit
- 2 dressy outfits

### Cold Climates

- 1 medium-weight jacket
- 1 heavy coat, depending on where you will be staying
- 1 – 2 scarves
- A pair of gloves
- Beanie/hat
- Long socks
- Waterproof/sturdy shoes

### Warm Climates

- 1 pair of sunglasses
- 4-5 pairs of shorts
- 2 pairs of sandals
- 2-3 tank tops
- 1-2 swimsuits



## Other important items

- Plane tickets
- Passport (and Visa)
- International Insurance Card
- Credit Cards with PIN numbers
- Currency of host country (about \$100 worth)
- Extra ID card/driver's license
- Emergency contact information
- Any prescription medications you may take
- Travel size toiletries
- Band-aids and pain-killers
- Brush and comb
- Camera
- Battery-operated alarm clock

### **What to Buy Upon Arrival**

We recommend students buy the following items when they arrive in the country where they will be studying:

- Linens/towels
- Hair dryers, electric shavers and any other small electronic devices as well as adapters for devices brought from home.

### **Laptops**

It is highly recommended that students bring a laptop with them when they study abroad. Nevertheless, most institutions do have student labs where students may use a computer in the event that they do not have their own with them. Most student residences abroad also have wireless or wired Internet access. Students can buy an inexpensive adaptor plug in Greece as many computers will automatically convert from 220v to 110v power when plugged in.

### **Electrical Current**

Students should be sure to find out what the electrical current in their country of destination is prior to departure, so that they don't pointlessly bring devices that they can't use while abroad.

# Keeping in Touch

## Cell Phones

One of the first questions study abroad students ask when they arrive at their destination is how they can use their existing cell phone or where they can get a new one for their time abroad. Although international plans may work abroad, we recommend purchasing a pre-paid phone or SIM card in the host country to minimize calling costs.

## Dialing Internationally

When calling Greece from outside the country, students must dial the international number and the country code (30) prior to the area code and local telephone number.

To call Greece from the U.S.: 011 + 30 + Area Code + Tel. Number.

## Skype

In addition to calling and e-mailing parents or guardians and friends, we also recommend giving Skype a try. Skype is free downloadable software that allows people to have voice and video calls both domestically and internationally between two computers at no cost. Information can be found at [www.skype.com](http://www.skype.com)

## Blog

To keep in touch with friends and family, students may consider writing a blog while they study abroad. Also, students may consider opening an account with an online photo site like **flickr**, **picasa**, **shutterfly** or **snapfish** to upload and share your photos.

## Email

E-mail is the cheapest and most convenient form of communication while studying or interning abroad. Most partner institutions have wireless Internet readily available in many student areas and student residences.

# Recording your Study Abroad Experience

The continuity and success of the OSAP and the availability of scholarship opportunities for Deree students lie in your hands; by recording your study abroad experience and sharing snapshots of student and residence life, of a stroll in the nearby park, of your visit to a museum or the opera, of road-trips and excursions into the great outdoors with the OSAP you are inspiring and motivating fellow students to embark on a study abroad journey.

Please send pictures via email ([studyabroadoffice@acg.edu](mailto:studyabroadoffice@acg.edu)) and feel free to share any moments you are recording with us, from spontaneous selfies to artistic photography. Do not forget to send us short captions with a statement that matches the content of the pictures. Remember to take a picture with your Deree T-shirt in landmark locations on the host institution campus (and beyond!)

# Contact Us

The Outbound Study Abroad Program is here to serve all outbound Deree-ACG students. For assistance during time abroad, do not hesitate to contact us. We will be happy to assist all students!

## **Outbound Study Abroad Program**

Office of Student Affairs

Deree – The American College of Greece

Tel.: +30.210.600.9800 ext: 1029

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# Appendix A- Study Abroad Checklist

## Study Abroad Checklist

Welcome to the Study Abroad Program!

- **Check I've received the Welcome e-mail following the info sessions at the Office of Student Affairs - Outbound Study Abroad Program**

The welcome e-mail provides you with links to the Online Application and to the list of partner institutions.

- **Print out my Course Schedule**

Mark all remaining courses towards your major/minor excluding level 6 courses.

**NOTE:** all students need to complete half of their LEVEL 5 courses, LEVEL 6 courses and CAPSTONE courses at DERE-ACG

- **Book a personal follow-up session with the Outbound Study Abroad Program**

My session is on:

Make sure to bring along your course schedule to your personal session.

- **Select potential study abroad destinations and look at :**

- Courses offered
- Cost of living
- Estimated travel expenses (see Budget Sheet)

- **Consult the OU Validation office**

Verify whether the courses selected will transfer back to your degree program.

Make sure to bring along your course schedule

- **Finalize study abroad destination and complete the Outbound Study Abroad online application form [hyperlinked]**

Once your application is accepted, the Outbound Study Abroad Program will nominate you to study abroad at the partner institution you have selected.

Keep in mind that:

To Study Abroad in the...	Nomination Deadline
...Summer	February 25
...Fall	February 20
...Spring	September 5

My nomination deadline is:

- **Obtain my passport**

For institutions in the US and Asia you will need a valid passport as well as a student visa. For most institutions within Europe you will need either a passport or a Greek ID with your personal information in English.

I will receive my passport on:

- **Apply for visa (if applicable)**

Please see the visa information sheet provided in this folder.

- **Contact my bank**

Discuss your planned study abroad and matters concerning your accounts — for instance, withdrawal fees, daily ATM limits, how your cards will function overseas, setting up online accounts, etc.

- **Obtain International Health Insurance**

Read your health insurance plan, make sure you know how it works and what it covers

- **Proceed with application to the host institution**

Upon acceptance of your nomination by the host institution, the Outbound Study Abroad Program/host institution will guide you through the host institution's application process.

My Host Online Application deadline is:

- **My application materials to be submitted to my host institution are:**

*(Indicative)*

- Proof of English Proficiency
- Financial Statement
- Health Insurance Forms
- Immunization Forms
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- **Communicate with my host institution directly for any questions or further steps.**

Be sure to copy the Outbound Study Abroad Program in all correspondence  
([studyabroadoffice@acg.edu](mailto:studyabroadoffice@acg.edu))

- **Pre-register for my courses**

My registration opens on:

- **Apply for my housing and meal plans**

My application deadline is:

- **Book my plane tickets**

Please be advised that airplane tickets should be booked after receiving a visa from the host country, if applicable.

- **Attend Pre-Departure Session at the Study Abroad Office.**

My pre-departure session is on:

- **Pay my tuition fees**

# Appendix B – Documents Checklist

## Important Documents

- **Contact Information**
- **Emergency Contact Information**  
Develop emergency contact procedures with your family and friends. Provide them with any emergency contact details you have from both home and home institutions.
- **Credit and Debit Cards**  
Make sure they can be used internationally. Leave a photocopy of these cards with a responsible person (i.e. parent, legal guardian, etc.) at home.
- **Medical prescriptions, copies of the prescriptions and adequate supplies for your stay abroad** Keep these in your carryon luggage in their original containers. Be sure these medications are allowed into your host country.
- **International Health Insurance**
- **Emergency Reserve of 300 USD/EUROS (or equivalent local currency)**
- **Photocopies of your Passport**  
At least two copies should be made; one should be left at home with a trusted person (ex. Parent,) and the other should be taken abroad and kept in a secure location, separate from the passport

# Appendix C - Fees and Costs Balance Sheet

When travelling to another country, especially for a long period of time such as an entire semester, you need to carefully budget your money and budget funds for the duration of your trip. Below we've listed the costs you could incur throughout your study abroad experience. With the help of your Study Abroad advisor and the information provided to you by your host institution you can make an estimation about what to expect.

<b>Tuition:</b>	
<b>Housing:</b>	
<b>Meal Plan:</b>	
<b>Visa Fee:</b>	
<b>Passport Fee:</b>	
<b>Health Insurance:</b>	
<b>Airline Tickets:</b>	
<b>My budget abroad:</b>	
<b>Emergency money:</b>	
<b>Amount needed on bank statement:</b> (for visa issuing purposes)	
<b>Estimated total I will need:</b>	





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