

Going Global @ WPI



A handbook developed by the Interdisciplinary and Global Studies Division at Worcester Polytechnic Institute for students going to the residential project site:

London E 2010

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Section 1 – WPI and IGSD Procedures

INTRODUCTION

Congratulations! You are beginning to prepare for one of the most meaningful experiences that you will encounter while at WPI. In order to insure that you have a successful experience, the *Going Global at WPI Handbook* has been compiled from a number of sources to provide as much practical information as possible that may be applicable to all project sites. The Handbook was prepared to inform the student who has been accepted to participate in the Global Perspective Program during the 2010-11 academic year.

Worcester Polytechnic Institute has been practicing innovative, project-based technological education for over 30 years. WPI requires all undergraduates to complete a series of projects, including one in which they examine how science or technology interacts with societal structures and values - the Interactive Qualifying Project. Because of its commitment to a global perspective, the university offers its students opportunities to complete this unique degree requirement at locations around the world. WPI operates more than ten international project programs where students, with resident faculty advisors, live and work full time solving real-world problems for public and private agencies and organizations. WPI sends more engineering and science students overseas for experiential learning than any other U.S. college or university; during the 2010-2011 academic year, approximately 625 WPI students -- including over half of the junior class -- will travel to a global project site to complete one of these interdisciplinary projects.

A successful off-campus experience does not just occur; it requires careful consideration of things you will need to do before you leave, and while at your off-campus site. The Interdisciplinary and Global Studies Division (IGSD) has developed this document to outline these considerations.

For the mutual protection of WPI, the students, and their families, the obligation assumed by each must be carefully defined and understood. You should recognize the fact that you have entered into a contractual agreement with WPI that states the obligations and responsibilities of both the university and yourself. This Handbook was created as the document that should be read carefully and thoroughly to avoid misunderstandings.

The following text is taken from the NAFSA: Association of International Educators' website. NAFSA is the predominant professional association in the world dealing with international education, and the section of the Association that deals specifically with study abroad currently known as the Education Abroad Knowledge Community. A committee of study abroad professionals (the Interorganizational Task Force on Safety and Responsibility in Study Abroad) developed the following document and is included here for your reference. Please keep in mind that while WPI's off campus program is unique in its structure, the University is committed to uphold the standards of the profession.

Responsible Study Abroad: Good Practices for Health and Safety

Statement of Purpose

Because the health and safety of study abroad participants are primary concerns, these statements of good practice have been developed to provide guidance to institutions, participants (including faculty and staff), and parents/guardians/families. These statements are intended to be aspirational in nature. They address issues that merit attention and thoughtful consideration by everyone involved with study abroad. They are intentionally general; they are not intended to account for all the many variations in study abroad programs and actual health, safety and security cases that will inevitably occur. In dealing with any specific situation, those responsible must also rely upon their collective experience and judgment while considering their specific circumstances.

I. Responsibilities of Program Sponsors

The term "sponsors" refers to all the entities that together develop, offer, and administer study abroad programs. Sponsors include sending institutions, host institutions, program administrators, and placement organizations. To the extent reasonably possible, program sponsors should consider how these statements of good practice may apply. At the same time, it must be noted that the structure of study abroad programs varies widely. Study abroad is usually a cooperative venture that can involve multiple sponsors. Because the role of an organization in a study abroad program may vary considerably from case to case, it is not possible to specify a division of efforts that will be applicable to all cases. Each entity should apply these statements in ways consistent with its respective role.

In general, practices that relate to obtaining health, safety and security information apply to all parties consistent with their role and involvement in the study abroad program. Much of the basic information is readily available and can be conveyed to participants by distributing it and/or by referring them to, or utilizing materials from, recognized central sources. Statements of good practice that refer to the provision of information and the preparation of participants are intended for parties that advise, refer, nominate, admit, enroll, or place students. Statements of good practice that suggest operating procedures on site apply to entities that are directly involved in the operation of the overseas program.

It is understood that program sponsors that rely heavily on the collaboration of overseas institutions may exercise less direct control over specific program components. In such cases, sponsors are urged to work with their overseas partners to develop plans and procedures for implementing good practices.

The use of letters is provided for ease of reference only and does not imply priority.

Program sponsors should:

- A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.
- B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation and behavior while on the program.
- C. Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.

- D. Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.
- E. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.
- F. Determining criteria for an individual's removal from an overseas program taking into account participant behavior, health, and safety factors.
- G. Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants, or provide information about how to obtain such coverage.
- H. Conduct inquiries regarding the potential health, safety and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed.
- I. Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.
- J. Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.
- K. Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.
- L. Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.
- M. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.
- N. In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.
- O. Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.

In particular, program sponsors generally:

- A. Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.
- B. Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.
- C. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.

- D. Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
- E. Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- F. Cannot assure that home-country cultural values and norms will apply in the host country.

II. Responsibilities of Participants

In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors.

Participants should:

- A. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
- B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).
- C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.
- D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.
- G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.
- H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.
- I. Accept responsibility for their own decisions and actions.
- J. Obey host-country laws.
- K. Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.
- L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
- M. Follow the program policies for keeping program staff informed of their whereabouts and well being.

N. Become familiar with the procedures for obtaining emergency health and legal system services in the host country.

III. Recommendations to Parents/Guardians/Families

In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

Parents/guardians/families should:

- A. Be informed about and involved in the decision of the participant to enroll in a particular program.
- B. Obtain and carefully evaluate participant program materials, as well as related health, safety and security information.
- C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.
- D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
- E. Be responsive to requests from the program sponsor for information regarding the participant.
- F. Keep in touch with the participant.
- G. Be aware that the participant rather than the program may most appropriately provide some information.

NAFSA: Association of International Education
Responsible Study Abroad: Good Practice for Health and Safety
Guidelines, Revised November 8, 2002

http://www.nafsa.org/knowledge_community_network.sec/education_abroad_1/developing_and_managing/practice_resources_36/guidelines_for_health

MANDATORY PAPERWORK

The following documents must be submitted to the IGSD office by the stated deadline before you leave WPI for your off-campus project experience. If any forms are missing, you will be in jeopardy of not being allowed to participate at off-campus programs.

Paperwork Deadline: All paperwork for London E10 must be in the IGSD office by Thursday, April 15, 2010 before 3:00 p.m.

Participant Statement of Agreement

Once accepted to the Global Perspective Program at WPI, every student is required to submit to the IGSD along with his or her housing deposit a signed and dated "Participant Statement of Agreement". The text of that document is included below for your convenient referral. Of course, you may request a photocopy of your signed "Participant Statement of Agreement" at any time.

I understand that my participation in the WPI Global Perspective Program is subject to my agreement to accept and abide by the following conditions of participation:

A. Financial Responsibility

- 1) I understand that my deposit of \$400 is used to secure my place in the program and will be credited toward my housing cost.
- 2) I understand that charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to my WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. I also realize that an official hold will be placed on my records until all payment responsibilities are satisfied.
- 3) I agree to pay all housing charges as requested. The accounting office normally bills housing costs at program sites at the time of the usual billing for Spring, Fall, and Summer terms.

B. Withdrawal, Cancellation, or Dismissal

- 1) I understand that the \$400 acceptance deposit is fully refundable up to 120 business days before the beginning of the program. Notice of withdrawal must be made in writing to the Interdisciplinary and Global Studies Division. Withdrawals after this time are subject to forfeiture of the entire deposit, plus any unrecoverable portion of the housing costs or other program expenses advanced on my behalf.
- 2) WPI makes every effort to deliver every program offered. However, many circumstances beyond our control could affect the welfare and safety of our participants. WPI, therefore, reserves the right to cancel a program in the event of changes that adversely affect our ability to deliver a quality academic program in which we can reasonably safeguard the health, safety, and well-being of all participants. In the event of cancellation by WPI, all *recoverable* deposits, tuition, and housing costs will be fully refunded.
- 3) Students who are dismissed from a program for any reason will receive no refund of any costs involved and are subject to charges for any unrecoverable housing costs or program expenses advanced on their behalf.

C. Behavioral Responsibilities

- 1) I understand that all policies governing acceptable behavior as printed in The Policies section of *The Campus Planner & Resource Guide* apply to me during my participation at an off-campus program site. Failure to abide by these policies, either before or during my participation in an off-campus program, can result in disciplinary action, up to and including my immediate dismissal from the program. I recognize that the authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.
- 2) I further understand that as a WPI student at an off-campus program site, I represent my institution and my country and will behave as an ambassador for both. I understand that grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.
- 3) I understand that WPI must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs while WPI students and faculty are abroad. Accordingly, WPI reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes WPI concern for the safety and well-being of students or others. The Dean of Interdisciplinary and Global Studies shall have the authority to make the final decision on dismissal from the program.

D. Academic Responsibilities

- 1) I understand that my participation in this program is subject to successful completion of all required preparation classes. I agree to attend all required orientation and re-entry meetings.
- 2) I understand that if I am placed on academic probation, I am no longer eligible to participate. The withdrawal refund policy stated above will apply.
- 3) WPI reserves the right to withdraw acceptance to students who are subsequently placed on academic warning. The withdrawal refund policy stated above will apply.

E. Medical Issues

- 1) I understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for all of my activities or medical needs. I understand that it is my responsibility to carry medical insurance that is valid at the off-campus site for the length of my stay.
- 2) I accept all financial responsibility for any medical treatment I receive while at the program site and understand that to obtain medical care abroad it is usually necessary to pay when the care is administered and seek reimbursement from my insurance company when I return home.

F. Legal Issues

- 1) I understand that as a non-citizen in a foreign country, I will be subject to the laws of that country. The use or possession of illegal drugs or other substances in violation of the laws of the host country or The Policies section of *The Campus Planner & Resource Guide*, before or during my participation in the program, can result in disciplinary action, up to and including my immediate dismissal from the program and legal action under the laws of the Commonwealth of Massachusetts and / or the laws of the host country.

G. Travel Issues

- 1) I understand that I am responsible for making my own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date.
- 2) I understand that while WPI encourages students to travel during their free time, the university can take no responsibility for my safety during independent travel. I further understand that I must inform the faculty-in-residence of my travel plans.

H. Federal Compliance Issues

- 1) I understand there are Federal regulations regarding the export of information to foreign countries or foreign citizens, with which all of us at WPI must comply. WPI's emphasis on engineering programs makes us particularly sensitive to these regulations. If I take a laptop computer (or other type of computer digital storage device, I hereby assure WPI that I will not have any restricted information on that device as such action may be considered an export.

I have read, understand, and agree to abide by the above stated conditions of participation.

Participant Signature	date	site	term
Printed Name	student number	date of birth*	

**If participant is under 18 years of age, both parents and/ or legal guardian must also read and sign this form.*

I am the parent or legal guardian of the above Participant, have read the foregoing Participant Statement of Agreement Form (including such parts as may subject me to personal financial responsibility), and will be legally responsible for the obligations and acts of the Participant as described in this Participant Statement of Agreement Form, and agree, for myself and for the participant, to be bound by its terms.

X

Signature of Parent / Guardian Date

X

Signature of Parent / Guardian Date

Travel Information Form (Appendix A)

The IGSD must have completed Travel Form from each student on file before the student leaves for their site. The office keeps a copy of this itinerary and we send a copy with the faculty advisor. By doing this, the IGSD staff, the advisor and the local coordinator knows when and where every student will arrive and will alert them if a problem arises.

Any students traveling outside the United States to a WPI project site must supply the IGSD with a scanned copy of the information pages of their passport. Electronic copies will be sent with the faculty advisor and kept on file in the IGSD. If a passport is stolen or lost while outside the U.S., having copies of this document will greatly facilitate having a new one issued while overseas. Another thing that one can do to facilitate having to process a new passport while overseas is to carry duplicates of passport photos with the passport number written on the back. These photos must be carried securely, yet separate from your passport.

Students should understand that they are responsible for making their own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date. If you are traveling by air, you must have confirmed reservations. Flying stand-by is not acceptable.

Students and their families should also understand that while WPI encourages students to travel during their free time, the university can take no responsibility for the student's safety during independent travel. The student must inform the faculty-in-residence of any travel plans.

You may not take vacation days off from your project work, even if you have the permission of your project mentor. If you have an urgent family or academic or job related need to travel away from the project site on a project work day, consult with the faculty member in residence before making any travel plans.

Health Update and Records Release Form (Appendix B)

The IGSD must have a completed Health Update and Records Release Form on file for each student before the student leaves for her site. The IGSD keeps a copy and sends a copy with the faculty advisor in case of an emergency. The student should list any medical conditions that could affect the student while off-campus (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, the student must list any changes in their health not noted on medical records on file with WPI Health Services. Medical allergies must be listed, as well as prescription medications.

The IGSD strongly recommends that every student who plans to travel outside of the United States should read closely all information put forward by the Center for Disease Control specific to the geographic area where they will be going. This information is included in this handbook.

When traveling abroad it is a good idea to take a supply of your prescription medications sufficient to last for the entire length of the trip. Prescription medicines should always be kept in the original containers with the prescription label intact to avoid problems with customs officials. It is also important to take along a copy of the prescription from your physician, clearly written, in generic terms, and with an indication of the condition being treated.

Two people need be listed as emergency contacts. These contacts should be people empowered to make a medical or legal decision on behalf of the participant (i.e., parent, guardian, living adult relative). Contact information for each must also be provided to the IGSD on this form: name, relationship, address, phone (home and work), and email.

Students must accept all financial responsibility for any medical treatment received while at the program site and should understand that to obtain medical care abroad, it is usually necessary to pay when the care is administered and they will have to seek reimbursement from their insurance company when they return home.

Participants and their families should understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for every activity or medical need. It is the student's responsibility to carry medical insurance that is valid at the off-campus site for the length of the stay. Students must accept all financial responsibility for any medical treatment received while at the program site. Students should understand that to obtain medical care abroad, it is usually necessary to pay when the care is administered and they will have to seek reimbursement from their insurance company when they return home.

All students traveling off-campus to participate in a WPI program are required to carry medical insurance that is valid at the program site for the entire length of the program. The IGSD must have the name of your insurance provider and your subscription number. It is the responsibility of the student to make sure that they are covered for the entire length of the program while they are off-campus.

Voluntary Acknowledgement Form

All participants are required to sign a Voluntary Acknowledgement Form that is kept on file in the IGSD. The text of the form is below for your convenient referral. We hope that by asking participants to read and sign such a form that we remind them of the nature of their participation and the responsibilities which are assumed by the individuals.

ACKNOWLEDGEMENT and RELEASE

I acknowledge that I am voluntarily participating in the _____ (the "Program"), which is being offered by Worcester Polytechnic Institute (WPI). I further acknowledge that WPI has provided me with adequate information about the Program, both verbally and through written materials, and that I have read and understand such information. I agree to comply with any immunization or medical treatment necessary to participate in this program. I also acknowledge that any laptop computer (or other form of computer or digital storage device) that I may take abroad cannot contain any restricted information as such action may be considered an export subject to Federal control and regulation.

Assumption of Risk and Release of Claims. Knowing the risks described, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Program. To the maximum extent permitted by law, I release and indemnify Worcester Polytechnic Institute, and its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the Program (including periods in transit to or from any site in country where the Program is being conducted).

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS.

Participant Signature

date

Printed Name

date of birth*

*If participant is under 18 years of age, both parents and/or legal guardians must also read and sign this form.

I am the parent or legal guardian of the above Participant, have read the foregoing Acknowledgement and Release Form (including such parts as may subject me to personal financial responsibility), and will be legally responsible for the obligations and acts of the Participant as described in this Acknowledgement and Release Form, and agree, for myself and for the Participant, to be bound by its terms.

X

Signature of Parent / Guardian

Date

X

Signature of Parent / Guardian

Scan of Passport

You are required to bring your passport to the IGSD office so that staff can scan a copy of the face and information pages. IGSD keeps this on file.

ATC Laptop Form (Appendix C)

WPI will provide one laptop per team if you request it. You do not have to use a WPI laptop – you are welcome to take your own. If you do, however choose to sign out a WPI laptop, you will need to complete the form and turn it in to the IGSD with the rest of your mandatory paperwork.

International Student Identity Cards (ISIC)

All WPI students completing course requirements abroad are required to get the ISIC. As you have been charged the \$24.00 cost of the card, it makes the most sense to get yours from the IGSD. If you choose to purchase a card elsewhere you will forfeit the \$24.00. In some countries, the student discount network is highly developed, and an ISIC will entitle students to reduced entrance fees at museums and theaters, special rail or bus passes, and even discounts at hotels and shops. While it cannot be guaranteed that you'll get discounts wherever you go, the ISIC is the most accepted card for international access to all student discounts that are available.

With the ISIC, you gain access to a 24-hour, toll free help line that can provide aid in the case of a medical, financial or legal emergency while abroad. You can call the ISIC Help Line from the United States at (877-370-4742). Outside of the United States, call collect 715-342-4104. The call is free, but be prepared to provide your card number to the ISIC Help Line.

The most important reason for the ISIC requirement is the additional insurance coverage that you get. The ISIC provides a basic sickness and accident insurance policy to students while traveling outside the United States. ISICs also provide students with emergency evacuation insurance, if due to injury or sickness, a legally licensed physician certifies the severity of your condition is such that you must be evacuated for medical treatment. In addition, cardholders are eligible to have expenses covered for the repatriation of remains in the unlikely event of death while abroad. (For more specific coverage information, contact American Home Assurance Company 70 Pine St. New York, New York 10270).

Again, the cost of this card is built into the expenses associated with going off-campus and does not require additional fees to be charged to the student. However, students must supply the IGSD with two photos in order to process the card. These photos can be taken at the IGSD Office.

You are required to come to the IGSD, located in the Project Center, to fill out an application form for the ISIC and turn in your photos (extra passport photos will suffice as well, but please keep in mind the need to carry two other passport photos with you when traveling). IGSD staff will process your card, which will be given to you when all mandatory paperwork mentioned previously has been completed and turned in to the IGSD. If you need the number from your ISIC to book your flight, a photocopy of your card can be provided to you at your request. For more specific information about discounts, go to www.isic.org.

WPI POLICIES AND SERVICES FOR STUDENTS AT OFF-CAMPUS SITES

Informal Hearing Procedure at Off-Campus Residential Program Sites

Students at off-campus residential program sites accused of violating the WPI code of conduct or any other WPI policy as outlined in the annual Campus Planner shall be accorded an informal on-site hearing before a WPI representative designated by the dean of Interdisciplinary and Global Studies Division. The following guidelines will be applicable.

- (a) Students will be informed of the complaint pending and the time, date and location of the informal hearing, in writing, at least two (2) days prior to the hearing. This notice should include a full description of the incident, names of witnesses, if any, and a reference to the section(s) of the campus code allegedly violated.
- (b) The informal hearing shall be conversational in nature and non adversarial.
- (c) Before the hearing, the student shall be given the opportunity to consult with an on-site advisor of their choice or a member of the WPI community.
- (d) During the hearing, the WPI representative shall elaborate on the nature of the complaint and present any evidence or witnesses in support of that complaint.
- (e) The accused student shall have an opportunity to respond to the complaint and present any evidence or witnesses in response to the complaint.
- (f) The WPI representative will make a determination of the student's responsibility for the complaint based on the outcome of the informal hearing.
- (g) If the student is found responsible, the WPI representative must contact the dean of students or her/his designee to review the student's past record, if any, before a sanction is determined. The WPI representative must then consult with the Dean of Students Office and the Director of global operations in Interdisciplinary and Global Studies Division to determine an appropriate sanction for the offense.
- (h) All decisions shall be final and not subject to appeal on site. The decision may be appealed to the Dean of Interdisciplinary Studies Division once the student has returned to the WPI campus. Appeals may be submitted in writing to the Dean of Interdisciplinary Studies Division within five (5) days of the start of classes of the term following the off campus project experience. The appeal must be specific and contain a full description of the basis for the appeal. A given case may be appealed only once. Grounds for an appeal must be based on one or more of the following criteria:
 - a. Failure to follow the procedures outlined in the Campus Planner and Resource Guide;
 - b. Inappropriate gravity of the sanction in relationship to the offense;
 - c. That no reasonable person could conclude, on the basis of the evidence presented, that the accused was responsible.

The appeal will not be reviewed until after the start of the term following the off campus project experience when all parties involved have returned to the WPI campus.

- (i) If the on-site WPI representative determines that continued presence at the project center by the student would constitute a danger to the safety of persons or property on the premises of the project center, a recommendation for interim suspension may be made to the vice president for student affairs.

Note: WPI's Academic Honesty Policy and the procedures described therein also apply to the off campus residential programs. The WPI representative must communicate with the dean of Interdisciplinary and Global Studies Division and Student Life Office before taking action.

WPI Housing

If you live in a WPI residence hall, it is your responsibility to notify Residential Services of your intended absence.

Mail Services

All students going off-campus must go to Central Mail to fill out the appropriate card to have their mailboxes closed and their mail forwarded. Failure to do so will result in mail staying in the student's mailbox for the entire term. All students must now be responsible for their own mailbox and mail by signing a forwarding card at Central Mail.

Protocol for PCs for Off-Campus Project Centers

Students who participate in the Global Perspective Program are offered the opportunity to borrow lap top personal computers from WPI. This is not an entitlement to students, but rather a privilege extended to students. It is expected that the following protocol will be followed and the proper responsibility will be assumed by the students taking advantage of this opportunity. WPI does not have an unlimited supply of laptop computers to loan to students. If student teams are unable or unwilling to comply with the dates specified by the Academic Technology Center (ATC), the ATC reserves the right to refuse to accommodate that request. One PC per project team for each site as available:

After you have turned in the completed ATC Laptop form to the IGSD, at least one member of your group (although we suggest the entire group so that everyone takes equal responsibility for the equipment) is required to go to the ATC and reserve a laptop BEFORE pick-up on the specified date.

Procedure

1. Each team will fill out an ATC Team Form (Appendix C). Kelly Donahue (from the IGSD) will send approved names to ATC. Every team member must meet all IGSD paperwork deadlines before names are sent to the ATC.
2. Person(s) responsible for PC will be required to register at the ATC and sign a statement accepting responsibility for the PC.
3. Person(s) responsible for PC should have the tightest travel schedule. Arrangements can be made for one person to pick up the PC and another member of the team to return the PC but, BOTH people must register when the reservation is made with the ATC.
4. It is strongly recommended that everyone in the group sign the ATC's reservation form. The ATC will hold only signing parties financially responsible for damage beyond normal wear and tear and/or any fees incurred.

Reservations

1. Make your reservation early for your PC. You must go to the ATC to make your reservation with your WPI ID card. At the time of reservation you must be specific about the dates and times of pick-up and return of the equipment and about your hardware requirements. Be as specific as possible about what you will be using the PC for: (e.g. word processing, spreadsheets, data analysis, etc.) PCs are reserved on a first-come, first-served basis. Avoid last minute changes as they may not be able to be accommodated.
2. If two people are responsible (one for pick up, one for return) BOTH must go to the ATC to register before leaving campus. If arrangements have been made for a faculty member to return the PC, then the faculty member must send confirming email to Mary Beth Harrity (mharrity@wpi.edu) before the PC will be released.

3. Modems, ethernet cards and other miscellaneous hardware are in limited supply and must be requested at the time the reservation for the PC is made.
4. Upon request, the ATC can provide external floppy and/or zip drives that can be attached to the laptop.
5. Pick-up and return deadlines will be strictly enforced. If the laptop computer is not returned to the ATC on the agreed upon date, your group will be charged a \$50 per business day late fee.

Software

1. All PCs will be loaded with Windows, MS Office, Explorer and communications software. The ATC does not provide or load software other than this.
2. If students load their own software it must be removed prior to returning the PC to the ATC.
3. If you significantly alter the original configuration of the laptop (e.g. install a different operating system), your group will be charged a \$50 software re-installation fee.

Picking up the PC

1. You must have your WPI ID card in order to pick up the PC assigned to you.

Acceptable Use Policy Regarding Computers (WPI laptops, sponsor PC's, internet use)

At a minimum, you must adhere to the WPI Acceptable Use Policy (<http://www.WPI.EDU/Pubs/Policies/>) whether using WPI computer resources or your housing provider or sponsor's resources. Your housing provider or sponsor may have more restrictive computer and web use policies and those must be followed. It is your responsibility to determine what your housing provider or sponsor's policy is and to comply with it. Using a housing provider or sponsor's network(s) or computer(s) for recreational use (defined as non-project related use – on or off the web) is not permitted. Violators will be subject to disciplinary actions.

General Policies and Important Things to Remember

- There can be *no overnight guests* in any accommodations acquired and provided by WPI for use by the Project Center students.
- Charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to your WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. An official hold will be placed on all records until all payment responsibilities are satisfied.
- If you are dismissed from a program for any reason, you will not receive a refund of any costs involved and will be subject to charges for any unrecoverable housing costs or program expenses advanced on your behalf.
- All policies governing acceptable behavior as printed in The Policies section of *The Campus Planner & Resource Guide* apply to participants at an off-campus program site. The authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.
- You must always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor a written itinerary.
- **The IGSD will notify your parents if you fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.**
- As a WPI student at an off-campus program site, you represent your institution and your country and will behave as an ambassador for both. Grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.
- You may not take vacation days off from your project work, even if you have the permission of your project mentor. If you have an urgent family or academic or job related need to travel away from the project site on a project work day, consult with the faculty member in residence before making any travel plans.

Violations of any of these policies can result in disciplinary action up to and including immediate dismissal from the program.

What can you expect to pay “out of pocket” toward your IQP while off-campus?

Current WPI policy states that students are expected to contribute \$50 per person per 1/3 unit of IQP work toward any out of pocket expenses encountered. This means that each student is expected to pay \$150.00 towards the completion of the IQP before asking for reimbursement of any kind. If you have a project team of 4 students, then the total contribution before being reimbursed is \$600. If you anticipate that your expenses will exceed this expectation, then you must submit a budget for your project. The on-site faculty advisor and Center Director must approve this budget prior to submission of any expenses to the IGSD. (Commuting costs are not reimbursable.)

TRAVEL DOCUMENTS AND COMPETENCIES

Passports

Who needs a passport?

A U.S. citizen needs a passport to depart or enter the United States and to depart and enter most foreign countries. U.S. Immigration requires you to prove your U.S. citizenship and identity when you reenter the United States.

If you are not a U.S citizen, contact the embassy or consulate of the country you are planning to travel to, as well as the U.S. Embassy in order to receive specific entry instructions. International students should consult with Mr. Tom Thomsen, Director of the International Students and Scholars Office, about these issues. His contact information is listed under the heading WPI Offices.

Beware of a passport that is about to expire. Certain countries will not permit you to enter and will not place a visa in your passport if the passport is valid for less 6 months. If your passport is expiring in less than the 6 months, you will need to get a new one. If you return to the United States with an expired passport, you are subject to a passport waiver fee of \$100, payable to U.S. Immigration at the port of entry.

It is your responsibility to acquire your passport. The IGSD does not administer this process for students.

How to get your passport

1. You can get passport photos taken at the U.S. Post Office, or other local stores such as CVS.
2. Pick up a passport application form from the U.S. Post Office, or download from: http://travel.state.gov/passport/passport_1738.html
3. Turn in all required documentation to the nearest federal post office with the appropriate fee.

For Immediate Release

April 2, 2002

**STATEMENT BY PHILIP T. REEKER, DEPUTY SPOKESMAN
U.S. Passports Will No Longer be Issued Abroad**

All passports, except those required for urgent travel, will be issued in the United States using the new more secure photo-digitized imaging system.

Effective April 8, 2002, American citizens residing or traveling abroad, who require issuance of a U.S. passport, will be issued the latest, state-of-the-art passport. It incorporates a digitized image with other enhanced security features. Because this technology is not available at U.S. embassies and consulates, overseas passport issuance is being transferred to the National Passport Processing Center in Portsmouth, New Hampshire.

Travel documents in the post-September 11 world have become even more important. The new passport has many features that make it one of the most secure travel documents produced anywhere in the world. Getting these more secure passports into circulation will help minimize the misuse of American passports by criminals, terrorists, and others.

This new procedure will increase processing time at U.S. embassies and consulates, but the Department is committed to ensuring that American citizens receive secure documents in a timely manner. American citizens overseas are encouraged to apply early for renewal of expiring passports.

U.S. embassies and consulates will continue to issue passports that are needed for urgent travel. However, such passports will be limited in validity, and cannot be extended. Bearers will be required to exchange, at no additional cost, their limited-validity passport for a full-validity digitized passport upon completion of their urgent travel.

Information on applying for a U.S. passport, passport application forms and requirements, and other travel-related information can be accessed through the Department of State's web site at: <http://travel.state.gov>.

Visas

A visa is an endorsement or stamp placed in your passport by a foreign government that permits you to visit that country for a specified purpose and a limited time. You should obtain all necessary visas before you leave the United States, because you will not be able to obtain visas for some countries once you have departed. Apply directly to the embassy or nearest consulate of each country you plan to visit. Passport agencies *cannot* help you obtain visas.

If you are doing your project in Thailand or Namibia, your faculty advisors and the IGSD will help you obtain your non-immigrant visas. In order to take advantage of this, you must be prepared to give the IGSD your passport, a completed visa application (available in the IGSD office) and a passport picture, by the date that your advisors determine. The IGSD will send all documentation with one cover letter to the appropriate embassy to expedite the visa process for your group. The single entry visa fee of has been built into your housing charge.

If you are not a U.S. citizen, it is your responsibility to determine what other documentation you will need to file to obtain your visa.

How to Take Money

You should take a sufficient amount of living/spending money with you. The IGSD recommends the following modes of carrying money.

Travelers Checks

Rather than carrying large amounts of cash, it is always safer to take most of your money in travelers' checks. Remember to record the serial number, denomination, and the date and location of the issuing bank or agency. Keep this information in a safe and separate place. In case your checks are lost or stolen, you can get replacements quickly with this information.

Credit Cards

Some credit cards can be used worldwide, even for cash advances. However, be sure to monitor your charges carefully, so as not to exceed your limit -- do not forget to account for the exchange rate! Leave all unnecessary cards at home. Record the numbers and expiration dates for the cards you take in a separate place. Always report the loss or theft of your credit cards immediately to the issuing companies and notify the local police.

ATM info:

Making withdrawals from an ATM is generally considered to be the easiest and least expensive way of accessing money while abroad. The biggest advantage is that regardless of the size of your withdrawal, you will receive the wholesale exchange rate which banks use. ATM networks like the Global ATM Alliance, Cirrus and PLUS are used widely around the globe, although you should be sure to verify that your network operates in the country to which you're going. The following websites provide links to ATM locator services for each network:

<http://www.mastercard.com/us/personal/en/cardholderservices/atmlocations/index.html>

<http://visa.via.infonow.net/locator/global/jsp/SearchPage.jsp>

http://www.scotiabank.com/cda/content/0,1608,CID8040_LIDen,00.html

Before you leave, you should contact your bank to let them know where you will be and for how long. Many banks view activity such as withdrawals in another country as an alert to possible fraudulent activity on your account. Telling them ahead of time, may prevent your accounts from being frozen -- a massive inconvenience when you're abroad.

Things to consider when using ATMS abroad include the following:

1. Be sure you know the numeric equivalent of your PIN if it contains letters as well as numbers. ATMs abroad may only provide numbers.
2. Some ATMs (especially in Europe) do not accept PINs longer than 4 numbers. You may wish to contact your bank to change your PIN if it is longer than four digits.

There are of course fees associated with using most ATMs, and some of these can be significantly higher than the fees you are used to paying the U.S. You should check with your bank (be sure to ask if they assess extra fees for international ATM use), and plan for these extra expenses in your budget.

Finally, be sure to keep your ATM card and your money in a safe place. When withdrawing cash from an ATM be sure to do so in a well lighted, safe location so that you decrease your profile as a potential target for theft.

Source: www.independenttraveler.com

Foreign Currency

Before departing, it is recommended that you purchase some foreign currency to use for buses, taxis, food, phones or tips when you first arrive. You can purchase several currencies at the airport, but be advised that they only carry major currencies and that exchange windows may be closed depending upon your time of departure. You may be able to purchase foreign currency at one of your local banks. Do not change all of the money you plan to take while still in the U.S. The exchange rate is always better in the host country.

Section 2 - Health & Safety

Safety Policies

When traveling to an off-campus project site, there are a number of precautions you should follow in order to travel safely:

- Do not leave your bags or belongings unattended at any time. Security in airports and train stations are instructed to remove or destroy any unattended baggage. Do not agree to carry or look after packages or suitcases for individuals you do not know well. If someone approaches you to make such a request, tell security immediately. Make sure that no one puts anything in your luggage without your knowledge. Take all questions from airport personnel seriously and do not make jokes in response to security questions.
- Safeguard your passport! Your passport is the most valuable document you will carry abroad. It is your best form of identification and confirms your citizenship. You must guard it carefully. Do not lend it to anyone or use it as collateral for a loan of any sort. You will need it when you check into hotels, embassies or consulates, or when cashing travelers' checks. Some countries require that you carry it with you at all times as a means of identification. When you carry your passport, hide it securely on your person. Do not leave it in a handbag, book-bag, backpack or in an exposed pocket.
- Never keep all of your documents and money in one place or suitcase. You should make a list of all of your important numbers - your passport information as well as credit cards, travelers' checks and airline ticket numbers. Leave a copy at home, and carry a copy with you, separate from your valuables.
- **Always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor an itinerary in writing. All student need to be accounted for every weekend whether you are traveling or not, see Appendix D.**
- **The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.**
- Have sufficient funds or a credit card on hand to purchase emergency items such as train or airline tickets.
- Always be careful about traveling alone.
- **All WPI students who are participating in the London E 2010 Project Program are expected to behave in a manner so as to not put themselves at risk.**
- **All students have an obligation to look out for each other and themselves. This means that if one student observes another engaging in risky behavior, that student should report the behavior to either of the faculty advisors. The faculty advisor must then address the issue with the student at risk. Repeated behavior identified as risky will be cause to be sent home.**
- Be as inconspicuous in dress and demeanor as possible. If the host country nationals do not wear baseball caps and sneakers, you will stand out as a foreigner if you do.
- Do not flash money or documents in public places. Be discreet in displaying your passport.

AVOIDING TRAVEL RISKS

Prepared By:
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Planning and Preparing:

Do not display provocative luggage tags, overly patriotic displays or any other indications that you are from the United States;

Do not pack anything that could be construed as a weapon, including knives, nail files, razors or other sharp instruments;

Arrive at the airport at least three hours in advance of your flight.

Air and Ground Travel:

Dress casual and look like a traveler; do not dress like a “flamboyant” US patriot;

Spend little time in foreign airports or public transportation areas that carry a high risk of or invite terrorist attacks;

Avoid air, rail and local ground carriers from countries where terrorist groups are based or have grievances;

Avoid flights or trains with intermediate stops, especially stops in hostile countries, which would allow terrorists to board;

In the Country;

Avoid countries, areas of countries and regions, even for leisure travel on weekends, that are hostile or likely to be hostile to Americans;

Study and understand the customs and political environment of the country(s) you are visiting;

Be prudent in your choice of eating and drinking establishments;

Avoid political discussions, confrontation and arguments;

Do not reveal personal information to casual acquaintances;

Beware of overly friendly or flirtatious persons;

Always travel in groups of two or more people;

Should you find yourself present during a coup, uprising or riot, remain in a safe harbor, such as your hotel or residence, that is not apt to be a military target;

Carry the phone number and address of the American Embassy and local police – and a cell phone if possible;

Return to your apartment or living quarters at a reasonable, early hour every night.

Safety Tips from the U.S. Department of State

Crime in many parts of the world seems to be increasing.

Visitors should take common sense precautions:

- Safety begins when you pack. Leave expensive jewelry behind. Dress conservatively; a flashy wardrobe or one that is too casual can mark you as a tourist. Use travelers' checks, not cash. Leave photocopies of your passport personal information page and your airline tickets with someone at home and carry an extra set with you.
- Use a money belt or a concealed money pouch for passports, cash and other valuables.
- In a car, keep doors locked, windows rolled up and valuables out of sight. A common trick is for a thief to reach through a car window and grab a watch from a persons' wrist or a purse or package from the seat while you are driving slowly or stopped in traffic.
- When you leave your car, try to find a guarded parking lot. Lock the car and keep valuables out of sight.
- When walking, avoid marginal areas of cities, dark alleys and crowds. Do not stop if you are approached on the street by strangers, including street vendors and beggars. Be aware that women and small children, as well as men, can be pickpockets or purse-snatchers. Keep your billfold in an inner front pocket, carry your purse tucked securely under your arm, and wear the shoulder-strap of your camera or bag across your chest. To guard against thieves on motorcycles, walk away from the curb, carrying your purse away from the street.
- Use official taxi stands rather than cruising taxis. Illegal taxis can be decoys for robbers.
- Whenever possible, do not travel alone. If you travel in isolated areas, go with a group or a reputable guide.
- Avoid travel at night.
- Money exchangers on the street pass off counterfeit U.S. dollars and local currency. Credit card fraud is growing.
- Do not take valuables to the mountains or on excursions.

Any U.S. citizen who is criminally assaulted should report the incident to the local police and to the nearest U.S. embassy or consulate.

The U.S. department of State has produced a website specifically for students going abroad. This site provides student specific travel tips and advice, and we strongly encourage you to visit it: www.studentsabroad.state.gov.

Drugs and the Legal System

When you are in a foreign country, you are subject to its laws. Learn about local laws and regulations, preferably before you arrive on site, and obey them. Deal only with authorized outlets when exchanging money or buying items such as airline tickets and travelers checks. Adhere strictly to the local laws because the penalties you risk are severe.

About 3,000 Americans are arrested overseas each year. Of these, approximately one-third are held on drug-related charges. Despite repeated warnings, drug arrests and convictions are still a common occurrence. Many countries have stiff penalties for drug violations and strictly enforce drug laws. You are subject to foreign, not U.S. laws while overseas, and you will find, if arrested, that:

- because you are subject to local laws abroad, there is very little that a U.S. consul can do for you if you encounter legal difficulties
- few countries provide jury trial
- most countries do not accept bail
- prisons may lack even minimal comforts: bed, toilet, wash basin
- officials may not speak English
- nutrition is often inadequate
- physical abuse, confiscation of personal property and inhumane treatment are possible

In other words, it is not worth imprisonment or extradition to break local laws. Be mature. Remember that laws are established for reasons (and you don't need to agree with those reasons), and that you are a guest, and should behave as such.

CDC Health Information for United Kingdom

Health Information for Travelers to United Kingdom, including England, Scotland, Wales, and Northern Ireland

- [Travel Notices in Effect](#)
- [Safety and Security Abroad](#)
- [Preparing for Your Trip to the United Kingdom](#)
- [Other Diseases Found in Western Europe](#)
- [Staying Healthy During Your Trip](#)
- [After You Return Home](#)



Travel Notices in Effect

- [2009 H1N1 Flu: Global Situation](#) October 15, 2009
- [2009 Measles Update](#) July 17, 2009
- [Guidelines and Recommendations: Interim Guidance about Avian Influenza \(H5N1\) for U.S. Citizens Living Abroad](#) November 04, 2008
- [Human Infection with Avian Influenza A \(H5N1\) Virus: Advice for Travelers](#) November 04, 2008

Safety and Security Abroad

- [Registration of Traveler Emergency Contact and Itinerary Information](#) June 18, 2007
- [Transportation Security Administration](#)
- [U.S. Department of State](#)

Preparing for Your Trip to the United Kingdom

Before visiting the United Kingdom, you may need to get the following vaccinations and medications for vaccine-preventable diseases and other diseases you might be at risk for at your destination: (Note: Your doctor or health-care provider will determine what you will need, depending on factors such as your health and immunization history, areas of the country you will be visiting, and planned activities.)

To have the most benefit, see a health-care provider at least 4–6 weeks before your trip to allow time for your vaccines to take effect.

Even if you have less than 4 weeks before you leave, you should still see a health-care provider for needed vaccines, medications, and information about how to protect yourself from illness and injury while traveling.

If your travel plans will take you to more than one country during a single trip, be sure to let your health-care provider know so that you can receive the appropriate vaccinations and information for all of your destinations. Long-term travelers, such as those who plan to work or study abroad, may also need additional vaccinations as required by their employer or school.

Be sure your routine vaccinations are up-to-date. Check the links below to see which vaccinations adults and children should get.

Routine vaccines, as they are often called, such as for influenza, chickenpox (or varicella), polio, measles/mumps/rubella (MMR), and diphtheria/pertussis/tetanus (DPT) are given at all stages of life; see the [childhood and adolescent immunization schedule](#) and [routine adult immunization schedule](#).

Routine vaccines are recommended even if you do not travel. Although childhood diseases, such as measles, rarely occur in the United States, they are still common in many parts of the world. A traveler who is not vaccinated would be at risk for infection.

Vaccine-Preventable Diseases

Vaccine recommendations are based on the best available risk information. Please note that the level of risk for vaccine-preventable diseases can change at any time.

Vaccination or Disease	Recommendations or Requirements for Vaccine-Preventable Diseases
Routine	Recommended if you are not up-to-date with routine shots such as, measles/mumps/rubella (MMR) vaccine, diphtheria/pertussis/tetanus (DPT) vaccine, poliovirus vaccine, etc.
Hepatitis B	Recommended for all unvaccinated persons who might be exposed to blood or body fluids, have sexual contact with the

Vaccination or Disease	Recommendations or Requirements for Vaccine-Preventable Diseases
	local population, or be exposed through medical treatment, such as for an accident, even in developed countries, and for all adults requesting protection from HBV infection.

Rabies vaccination is only recommended for travelers involved in any activities that might bring them into direct contact with bats. These travelers include wildlife professionals, researchers, veterinarians, or adventure travelers visiting areas where bats are commonly found.

Items to Bring With You

Medicines you may need:

- **The prescription medicines you take every day.** Make sure you have enough to last during your trip. Keep them in their original prescription bottles and always in your carry-on luggage. Be sure to follow security guidelines, if the medicines are liquids.

Note: Some drugs available by prescription in the US are illegal in other countries. Check the US Department of State [Consular Information Sheets](#) for the country(s) you intend to visit or the embassy or consulate for that country(s). If your medication is not allowed in the country you will be visiting, ask your health-care provider to write a letter on office stationery stating the medication has been prescribed for you.

Other items you may need:

See suggested over-the-counter medications and first aid items for a [travelers' health kit](#).

Note: Check the [Air Travel](#) section of the [Transportation Security Administration](#) website for the latest information about airport screening procedures and prohibited items.

Other Diseases Found in Western Europe

Risk can vary between countries within this region and also within a country; the quality of in-country surveillance also varies.

The following are disease risks that might affect travelers; this is not a complete list of diseases that can be present. Environmental conditions may also change, and up to date information about risk by regions within a country may also not always be available.

[Tickborne encephalitis \(TBE\)](#) occurs in warmer months of the southern part of the nontropical forested regions of Europe.

[Leishmaniasis](#) (cutaneous and visceral) is found, especially in countries bordering the Mediterranean, with the highest number of cases from Spain, where it is an important opportunistic infection in HIV-infected persons.

Variant Creutzfeldt-Jacob cases have been reported primarily from the United Kingdom, although a few cases have been reported from other countries in Western Europe. Large outbreaks of trichinosis have occurred; outbreaks in France have been linked to horse meat.

Measles outbreaks occurred in several European countries in 2006.

Risk of hepatitis A is low, although sporadic outbreaks have occurred in developed countries.

Highly pathogenic avian influenza virus H5N1 has been documented in wild birds or other avian species in several of the countries in Europe. For a current list of countries reporting outbreaks of H5N1 among poultry and/or wild birds, view updates from the World Organization for Animal Health (OIE).

Staying Healthy During Your Trip

Prevent Insect Bites

Diseases, like tickborne encephalitis (TBE) and leishmaniasis are spread through tick and sandfly bites respectively. One of the best protections is to prevent such bites by:

- Using insect repellent with 30%-50% DEET. Picaridin, available in 7% and 15% concentrations, needs to be applied more frequently.
- Wearing long-sleeved shirts which should be tucked in, long pants, and hats to cover exposed skin. When you visit areas with ticks and fleas, wear boots, not sandals, and tuck pants into socks.

For detailed information about insect repellent use, see Insect and Arthropod Protection.

Prevent Animal Bites and Scratches

Direct contact with animals can spread diseases like rabies or cause serious injury or illness. It is important to prevent animal bites and scratches.

- Be sure you are up to date with tetanus vaccination.
- Do not touch or feed any animals, including dogs and cats. Even animals that look like healthy pets can have rabies or other diseases.
- Help children stay safe by supervising them carefully around all animals.
- If you are bitten or scratched, wash the wound well with soap and water and **go to a doctor right away**.
- After your trip, be sure to tell your doctor or state health department if you were bitten or scratched during travel.

For more information about rabies and travel, see the Rabies chapter of the Yellow Book or CDC's Rabies homepage. For more information about how to protect yourself from other risks related to animals, see Animal-Associated Hazards.

Be Careful about Food and Water

Diseases from food and water are the leading cause of illness in travelers. Follow these tips for safe eating and drinking:

- Avoid unpasteurized dairy products.
- Wash your hands often with soap and water, especially before eating. If soap and water are not available, use an alcohol-based hand gel (with at least 60% alcohol).

Diseases from food and water often cause vomiting and diarrhea.

Avoid Injuries

Car crashes are a leading cause of injury among travelers. Protect yourself from these injuries by:

- Not drinking and driving.
- Wearing your seat belt and using car seats or booster seats in the backseat for children.
- Following local traffic laws.
- Wearing helmets when you ride bikes, motorcycles, and motor bikes.
- Hiring a local driver, when possible.
- Avoiding night driving.

Other Health Tips

- To avoid infections such as HIV and viral hepatitis do not share needles for tattoos, body piercing, or injections.
- To reduce the risk of HIV and other sexually transmitted diseases always use latex condoms.

After You Return Home

If you are not feeling well, you should see your doctor and mention that you have recently traveled. Also tell your doctor if you were bitten or scratched by an animal while traveling.

Important Note: This document is not a complete medical guide for travelers to this region. Consult with your doctor for specific information related to your needs and your medical history; recommendations may differ for pregnant women, young children, and persons who have chronic medical conditions.

◆ For the most up-to-date health information for the United Kingdom please go to the following Web address

<http://wwwnc.cdc.gov/travel/destinations/united-kingdom.aspx>

Health Issues: HIV and AIDS information

Acquired immunodeficiency syndrome (AIDS) is a severe, often life-threatening, illness caused by the human immunodeficiency virus (HIV). The incubation period for AIDS is very long and variable, ranging from a few months to many years. Some individuals infected with HIV have remained asymptomatic for more than a decade. Currently, there is no vaccine to protect against infection with HIV. Although there is no cure for AIDS, treatments for HIV infection and prophylaxis for many opportunistic diseases that characterize AIDS are available.

The universal precaution to prevent infection of either AIDS and/or HIV is to assume that everyone you meet has these diseases. While this may seem extreme, there is no way to judge from looking at someone whether or not they have been exposed to these illnesses or if, in fact, they are infected.

HIV infection and AIDS have been reported worldwide. The number of persons infected with HIV is estimated by WHO to be approaching the range of 18 million worldwide. Because HIV infection and AIDS are globally distributed, the risk to international travelers is determined less by their geographic destination than by their sexual and drug using behaviors.

Transmission and Prevention Information

The global epidemic of HIV infection and AIDS has raised several issues regarding HIV infection and international travel. The first is the need of information for international travelers regarding HIV transmission and how HIV infection can be prevented.

HIV infection is preventable. HIV is transmitted through sexual intercourse, needle or syringe sharing, by medical use of blood or blood components, and perinatally from an infected woman to her baby. HIV is not transmitted through casual contact; air, food, or water routes; contact with inanimate objects; or through mosquitoes or other arthropod vectors. The use of any public conveyance (e.g., airplane, automobile, boat, bus, train) by persons with AIDS or HIV infection does not pose a risk of infection for the crew or other passengers.

Increased risk for contracting AIDS and HIV

Travelers are at risk if they:

- have sexual intercourse (heterosexual or homosexual) with an infected person;
- use or allow the use of contaminated, unsterilized syringes or needles for any injections or other skin-piercing procedures including acupuncture, use of illicit drugs, steroid or vitamin injections, medical/dental procedures, **ear or body piercing, or tattooing**;
- use infected blood, blood components, or clotting factor concentrates. HIV infection by this route is a rare occurrence in those countries or cities where donated blood/plasma is screened for HIV antibody.

People should avoid sexual encounters with a person who is infected with HIV or whose HIV infection status is unknown. This includes avoiding sexual activity with intravenous drug users and persons with multiple sexual partners, such as male or female prostitutes. Condoms, when used consistently and correctly, prevent transmission of HIV. Persons who engage in vaginal, anal, or oral-genital intercourse with anyone who is infected with HIV or whose infection status is unknown should use a condom.

For the information made available by the Center for Disease Control, please go to the following web address

<http://www.cdc.gov/travel/yellowBookCh4-HIVAIDS.aspx>

WPI Offices

Interdisciplinary and Global Studies Division
Project Center, 2nd Floor

T 508-831-5547

F 508-831-5485

- Prof. Rick Vaz, Dean
x 5344, vaz@wpi.edu
- Natalie A. Mello
Director of Global Operations
x 5852, nmello@wpi.edu

Academic Advising

Daniels Hall

T 508-831-5381

F 508-831-5486

- Dale Snyder, Director
X5281, dsnyder@wpi.edu

Accounting Office

Boynton Hall, 2nd Floor

T 508-831-5754

F 508-831-5064

- Constance LaBounty
Accounting Clerk
x 5203, labounty@wpi.edu

Central Mailing Services

Campus Center, 1st Floor

T 508-831-5523

F 508-831-5753

- Celia McLaren, Supervisor
x 5683, cmclaren@wpi.edu

Financial Aid

Boynton Hall, Lower Level

T 508-831-5469

F 508-831-5039

- Monica Blondin, Director
x 5469, mmlucey@wpi.edu

International Students and Scholars Office

28 Trowbridge Road

T 508-831-6030

F 508-831-6032

- Mr. Tom Thomsen, Director
x6030, hartvig@wpi.edu

Academic Technology Center

Fuller Labs, 1st Floor

T 508-831-5220

F 508-831-5881

- Mary Beth Harrity, Director
X5223, mharrity@wpi.edu

Registrar's Office

Boynton Hall, 1st Floor

T 508-831-5211

F 508-831-5931

- Alaina Wiehn,
Registrar
x 5211, awiehn@wpi.edu
- Marjorie Roncone
x 5457, mroncone@wpi.edu

Residential Services

Ellsworth Residence, Institute Road

T 508-831-5175

F 508-831-5870

- Naomi Carton, Director
x 5175, letendre@wpi.edu

Student Development and Counseling Center

157 West Street

T 508-831-5540

F 508-831-5139

- Charles Morse, Director
x 5540, cmorse@wpi.edu

Student Life Office

Campus Center, Main Level

T 508-831-5520

F 508-831-5581

- Philip Clay, Dean of Students
X 5507, pclay@wpi.edu

Internet Addresses

The following are web addresses that you may find helpful, particularly before you leave for your site.

Health & Safety Sites

Center for Disease Control (CDC)

<http://www.cdc.gov/travel/default.aspx>

American Society of Tropical Medicine and Hygiene (ASTMH)

<http://www.astmh.org>

Council on International Educational Exchange (CIEE)

<http://www.ciee.org>

Travel Safe: AIDS and International Travel

http://www.ciee.org/health_safety/health/AIDS_intl_travel.aspx

Lonely Planet

http://www.lonelyplanet.com/travel_services/flights/single_return.cfm

The Travel Clinic

<http://www.drwisetravel.com/index.html>

Travel Health Online

<https://www.tripprep.com/scripts/main/default.asp>

U.S. State Department

<http://travel.state.gov>

Association for Safe International Road Travel (ASIRT)

<http://www.asirt.org/>

StudyAbroad.com Handbook

<http://www.studyabroad.com/handbook/safety.html>

NAFSA: Association of International Educators

<http://www.nafsa.org/>

Travel Sites

U.S. State Department

http://www.state.gov/www/background_notes/index.html

Travel Warnings and Consular Information Sheets

<http://travel.state.gov/travel/warnings.html>

Links to U.S. Embassies and Consulates Worldwide

http://travel.state.gov/visa/questions_embassy.html

Services and Information for American Citizens Abroad

<http://travel.state.gov/travel/abroad.html>

Travel Warning on Drugs Abroad

http://travel.state.gov/travel/livingabroad_drugs.html

Women's Sites

Journeywoman

<http://www.journeywoman.com>

Disability Sites

Access-Able

<http://www.access-able.com/tips/>

Air Travel Tips and Resources

<http://www.miusa.org>

Advice from the CDC: General Travel Precautions

The following web address should be accessed for health information specific to where you will be traveling: <http://wwwn.cdc.gov/travel/default.aspx>. We strongly encourage all students to review these guidelines, advice and suggestions carefully. If vaccines are recommended then you should consult with your own personal health care professional (who has knowledge of your medical history) to determine what the best course of action is for you. The IGSD cannot provide medical advice. Any opinions expressed by students, advisors, or center directors with regard to medical issues are only opinions and should not be taken as authoritative.

The preventive measures you need to take while traveling depend on the areas you visit and the length of time you stay. All travelers should take the following precautions, no matter the destination:

- Wash hands often with soap and water.
- Because motor vehicle crashes are a leading cause of injury among travelers, walk and drive defensively.
- Avoid travel at night if possible and always use seat belts.
- Always use latex condoms to reduce the risk of HIV and other sexually transmitted diseases.
- Don't eat or drink dairy products unless you know they have been pasteurized.
- Don't share needles with anyone.
- Never eat undercooked ground beef and poultry, raw eggs, and un-pasteurized dairy products. Raw shellfish is particularly dangerous to persons who have liver disease or compromised immune systems.
- Drink only bottled or boiled water, or carbonated (bubbly) drinks in cans or bottles. Avoid tap water, fountain drinks, and ice cubes. If this is not possible, make water safer by BOTH filtering through an "absolute 1-micron or less" filter AND adding iodine tablets to the filtered water. "Absolute 1-micron filters" are found in camping/outdoor supply stores.
- Eat only thoroughly cooked food or fruits and vegetables you have peeled yourself. Remember: boil it, cook it, peel it, or forget it.
- If you visit an area where there is risk for malaria, take your malaria prevention medication before, during, and after travel, as directed. (See your doctor for a prescription.)
- Protect yourself from insects by remaining in well-screened areas, using repellents (applied sparingly at 4-hour intervals), and wearing long-sleeved shirts and long pants from dusk through dawn.
- To prevent fungal and parasitic infections, keep feet clean and dry, and do not go barefoot.

To Avoid Getting Sick

- Don't eat food purchased from street vendors.
- Don't drink beverages with ice.
- Don't eat dairy products unless you know they have been pasteurized.
- Don't share needles with anyone.
- Don't handle animals (especially monkeys, dogs, and cats), to avoid bites and serious diseases (including rabies and plague).
- Don't swim in fresh water. Salt water is usually safer.

What You Need To Bring with You

- Long-sleeved shirt and long pants to wear while outside whenever possible, to prevent illnesses carried by insects (e.g., malaria, dengue, filariasis, and Japanese encephalitis).

- Insect repellent containing DEET (diethylmethylnoluamide), in 30%–35% strength for adults and 6%–10% for children.
- Over-the-counter antidiarrheal medicine to take if you have diarrhea.
- Iodine tablets and water filters to purify water if bottled water is not available. See Do's above for more detailed information about water filters.
- Sunblock, sunglasses, hat.
- Prescription medications: make sure you have enough to last during your trip, as well as a copy of the prescription(s).

After You Return Home

- If you have visited an area where there is risk for malaria, continue taking your malaria medication weekly for 4 weeks after you leave the area.
- If you become ill after travel—even as long as a year after your trip—tell your doctor the areas you have visited.

Section 3 – Site Specific Information for London

This guide has been produced to help you prepare for your project in London, to show you what to expect, and to inform you of what is expected of you. You should enjoy your time in London, and the information in this guide is designed to help.

Introduction

It has been said that Britain and America are two nations divided by a common language. You will have to get used to different meanings of several words and phrases, as well as various accents, so don't be surprised if during your first few days you find problems with the people and the language – there will have to be adjustments on both sides.

There are many other cultural differences. For example, people aged 18 years and over can buy and drink alcohol in public places, namely bars, pubs (you have heard about the English pub) and restaurants. You can also buy alcohol in liquor stores (referred to as “off-licenses”) and supermarkets. You will discover that pubs serve a variety of beers, including European and American lagers that are served cold, but the traditional English ales are served cool (about 54°F) and are typically less fizzy.. Another difference to remember is that the English drive on the left-hand side of the road in England - so be careful when crossing!

Please be aware, especially when touring in Britain, that the Welsh and Scots do not like to be called 'English,' and Britain is not synonymous with 'England.' (It's rather like getting the US and Canada muddled up!) You should find the English (and the Scots and Welsh!) very welcoming and pleasant to deal with, especially your sponsors.

Welcome and Good Luck!

Dates

The following dates should be used in making your travel arrangements to London.

Arrive WPI housing: Saturday, May 8, 2010 Depart WPI housing: Saturday, June 26, 2010
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All students are expected on site by the arrival date.

Bus transportation will be coordinated for students arriving at Heathrow on Saturday morning only. If you intend to wait several hours in the airport to ride the bus with other students, you must inform the IGSD BEFORE leaving for the site. Bus drivers are authorized to take only passengers on their list. If you don't “sign up” ahead of time, you will have to make your own way to the residence. Please plan accordingly.

Student may apply directly to IES Student Residence Hall for early arrivals, as well as staying late. Please contact IES directly at info@iesreshall.com; mention that you are part of the WPI group and specify the additional date(s) you require. The IES Student Residence Hall will work with you directly. Keep in mind that you are responsible for all logistics and payment of expenses during this timeframe.

Calling Home

Calling home from a foreign country can be a difficult and frustrating experience. Phones may not be familiar and the costs of calling overseas may be very high. For these reasons, it is highly recommended that you carry some sort of calling card which you may use at the residence hall or at pay phones.

Depending on the type of cell phone you have now, you may be able to buy a SIM card in the UK that will enable you to make local and international calls. To do so, you will need an unlocked GSM (Global System for Mobile Communication) phone that can operate in the GSM 900 or 1800 bands. Another option is purchasing a cell phone in London for a service that offers inexpensive calls to the US.

Finally, you may want to download Skype to your computer. You can call computer to computer for free, or you can purchase time to call from your computer to landlines in the US. You can either pay-as-you-go or pay a monthly subscription to Skype. The IGSD is not endorsing or promoting the service, but faculty have found it generally reliable.

Travel Arrangements and Other Things

There are several items of business to take care of before leaving for London. It is sensible to deal with these at as early a stage as possible.

International students from outside the European Union are likely to need a visa in addition to a passport in order to enter the UK. Countries whose residents are required to obtain an entry visa are listed at <http://www.ukvisas.gov.uk/en/doineedvisa/visadatvnationals>. Our best current guidance is that such students should apply for entry using the General Visitor application form, which appears at <http://www.ukvisas.gov.uk/resources/en/docs/1903073/VAF1A>.

If you are not from a European or the USA and you are planning to visit other countries besides the UK, you may need a visa for those trips as well. For further information and forms, contact the embassy of the countries you intend to visit. Please give yourself plenty of time to do this; it takes longer than one thinks.

The London A to Z Guide (pronounced “Zed” in the UK) will help you get around in London, please purchase one on arrival.

This pocket guidebook contains maps of the entire city that are laid out in an easy to read grid. An index in the back lists the pages where individual street and Tube stops are located. They come in different sizes and can be bought at bookstores and newsagents, at rail stations, and in airports.

Despite its size, you will find London easy to get around once you have adjusted to using its public transport.

Air Travel

All students are expected to arrive at the IES Residence Hall in London by 10:30 a.m. on Saturday, May 8, 2010. Students must check out of IES by noon on **Saturday, June 26, 2010.** See the schedule at http://www.wpi.edu/Images/CMS/GPP/London_Centre_Dates_for_2008-09.pdf.

Bus transportation will be coordinated for students arriving at Heathrow before 7:45 am on May 13. Students who fly into Heathrow Airport, arrive by 7:45 a.m. on that Saturday, and return the Transportation Request form to IGSD by the announced deadline will be taken by bus directly to IES. Students who turn the form in on time will receive a confirmation via email from the IGSD specifying when and where they will be met. Bus drivers are not authorized to take passengers not on their list.

If you don't sign up ahead of time, you will have to make your own way to the residence. Please plan accordingly. If you miss a flight or your flight is delayed more than a few minutes you will most likely need to make your own way to IES via tube or taxi. Please have those directions from the London Student Handbook with you.

If you are traveling by air, you must have confirmed reservations.

Students are solely responsible for finding accommodation before the first Saturday and after the last Friday of their term in London.

Students are responsible for making their own flight arrangements, which they must communicate to the IGSD office (see Travel Information Form).

Students and advisors who will not be using the airport pick-up, please see the information below for travel services from the two major airports in London.

The last leg of these trips is usually by cab; students should ask the driver to take them to the "IES student dormitory at the corner of Manresa and King's Road in Chelsea". Use only the licensed cabs which pull up to an organized taxi rank in front of train stations such as Paddington or Victoria and cruise main streets near tube stations like Earl's Court. Be prepared to pay the driver in cash; you can obtain British currency (sterling) from an ATM ("cash point") before leaving the airport. Typically, two students and their luggage can share one black cab.

Heathrow:

- Underground (fare approximately £4.50 single) length of journey 1 hour to central London. Get out at South Kensington tube station and walk or get a cab to Manresa Road in Chelsea (Not recommended with heavy luggage). See <http://www.tfl.gov.uk/gettingaround/2558.aspx>.
- Heathrow Express train (£18.00 single) takes 15 minutes to Paddington Station. Get a cab at Paddington to Manresa Road in Chelsea. See <https://www.heathrowexpress.com/index.asp?SID={B96DFAEB-8C04-4D03-B450-6CE16687FECC}>
- Heathrow Connect is cheaper than Heathrow Express (£7.90) but slower (25 minutes to Paddington Station). Get a cab at Paddington to Manresa Road in Chelsea. See <https://www.heathrowconnect.com/index.asp?SID={A65CDD6B-352C-4587-827D-FCF116DCA04A}>.

Gatwick:

- Gatwick Express train (£16.90 single) takes 35 minutes to Victoria Station. Get a cab from Victoria Station to Manresa Road in Chelsea. See <https://www.gatwickexpress.com/index.asp?SID={119574C3-2BF2-4D45-A9E7-D19F153A3830}>.
- National Express Motorcoach (bus). Get a cab from Victoria Coach Station to Manresa Road in Chelsea. See <http://www.nationalexpress.com/Airport/gatwick.cfm>

Travel in London

All students should purchase travel passes (Oyster Cards) according to the geographical area (zone) of their project. The passes cover travel on the underground, the buses, and over ground trains within Greater London.

Students must make sure they do not lose their travel passes. A costly (£10) and time consuming process is required to replace a lost travel pass. Students are required to deal with this themselves.

Travel in Europe

Students are responsible for their own travel arrangements if they wish to travel in Europe. **You are advised to book travel and accommodations ahead** especially during the summer months. Youth hostels are particularly busy from May until October in Europe. ISICs are available for purchase in the IGSD Office. Also, there are special cheap rail and airfares in the UK and Europe if you book ahead. Look on travel web sites such as:

- www.thomascook.com
- www.buzzaway.com
- www.gofly.com
- www.ryanair.com
- www.easyjet.com

The First Weekend in London

Besides getting over jetlag, the first weekend is one to be used for getting to know London and learning where your sponsor is based. On the Sunday the faculty advisors and students typically take a London Walk together.

Traveling Lightly

Please try to travel as lightly as you can. Yes, you are in London for seven weeks and may be traveling either before or after, but there are washing machines and irons in the flats. If you want to store luggage while traveling, you will have to look at the following:

- Luggage storage facilities at major rail stations at £3.50 (\$7.00 approximately) per day
- Student Tourist Luggage Office – offices in Earl's Court and Wimbledon. Charges from £22 (\$41 approximately) per month.
- Nationwide Self Storage, Blantyre Street, Chelsea, London SW10 0EQ, 20 7351 6800 at approximately £10 (\$20) per week.
- DFDS Transport will store and ship belongings home for you. You can contact them via email at transport@dfds.co.uk

N.B. Storage at airports is expensive.

Living Arrangements while in London

Students are accommodated in a modern dorm called the IES Residence Hall located at:

**Manresa Road
London SW3 6NA
Phone: 011-44-207-808-9200
Fax: 011-44-207-376-5167**

See <http://www.iesreshall.com/content.aspx?Page=Home>. The dorm is new and is used by both WPI students and study abroad students from other programs. There are Resident Assistants that live in the dorm and there is 24 hour security.

Each room is fully furnished with:

- Fully-carpeted rooms
- En-suite bathroom, includes a shower, toilet, sink, mirrored medicine cabinet, and heated towel rack
- Professional cleaning of en-suite bathroom once a week
- Twin beds that can be bunked
- Two writing desks with movable bookcases
- Two lockable wardrobes
- Self-controlled heating unit
- Two data ports per room with free Internet access 24/7
- Telephone
- Sheets and blankets
- In addition, each room shares a kitchen that includes:
 - Modern cooking utensils and appliances, including a microwave, refrigerator/freezer, stove/oven, dishwasher, and garbage disposal
 - Couch and coffee table as well as table and chairs
 - Typically 6 students share each kitchen
 - Students will have individual lockable cupboard space in kitchen
 - Each floor has a comfortable common area lounge complete with cable TV, DVD, and additional data ports for laptop hookups
 - Professional cleaning of kitchens once a week

N.B. Towels and bathmats are not provided - students should bring their own.

Cost of Living in London

London is an expensive place to live. Costs are far higher than in Worcester. You need to plan to spend at least £60 (\$120) per week for food, clothing, and incidentals.

Telephones

Students are responsible for all telephone charges in their rooms. To make international calls, students must use AT&T or equivalent calling cards, which one can access via a free phone number. Calling cards, which can be purchased throughout London, are the most affordable way of making international calls from public pay phones. Students must understand that telephone calls in the UK are more expensive than in the US.

US versus UK Washing Machines

A small point needs to be made about UK washing machines, because you will find them very different from those in the US! UK machines are front loaders and the maximum load that they usually take is less than a US machine and it is important that they are not overloaded. It is important that you read the instructions as to use and quantity of the powder or liquid you use. The powders or liquids are classified as biological or non-biological, the latter being for use particularly by people with skin sensitivities. The Chelsea site has coin-operated washer & dryer facilities located in the basement – the driers are conventional. The cost to wash and dry a load of laundry is £2 each.

Problems and Damages

Emergencies

In the event of an emergency, WPI students should immediately contact the nearest RA (The IES Residence Hall has 5 RAs on staff - one RA for two floors. They are located in the rooms by the elevator on alternating floors).

If no RA is available or able to assist, please find the Managing Director, who lives on site.

Non-Emergencies

For non-emergency issues regarding the IES Residence Hall, WPI students should contact the nearest RA (the Residence Hall has 5 RAs on staff - one RA for two floors. They are located in the rooms by the elevator on alternating floors).

If no RA is available or is unable to assist, please speak with the person on duty at the front desk.

If your issue is still unresolved after speaking with the front desk, please e-mail Lee Frankel at lee@academicstudies.com with the problem.

Shopping

The IES Residence Hall is located just off of the King's Road in Chelsea, which is a major shopping area. There is a major supermarket within walking distance and public transportation is very close. The nearest bus and tube stops are:

- Piccadilly, Circle, and District Lines at South Kensington (from Heathrow) is a 10 minute walk
- Circle/District Lines at Sloane Square (15 minute walk down King's Road)
- Bus stop at the corner of our building with numbers 11, 19, 22, 49, 319, N11, N19, N22 (N means night buses)
- In case you are curious, and especially for those of you going to London early, you can locate grocery stores (usually called supermarkets in the UK), etc. using Google maps. You should look for Waitrose, Sainsbury's, and Tesco if you want a supermarket. The most common pharmacy chain is "Boots." If you need household items (e.g., towels, etc.) or clothing, "Marks and Spenser" (otherwise known as M&S or "Marks & Sparks") will be a good bet. You will find all of these within easy walking distance of IES, especially along the Kings Road

Personal Safety

London is a big city and it is advisable to take notice of safety advice at the induction. It is essential that students are careful about their bags and purses when in London. If there is a lost or stolen bag/ purse/ wallet, the Project Advisor must be informed immediately. Lost tube passes will incur expense and trouble. Do not leave bags unattended in public places and do not put wallets into back pockets. Women should not go out by themselves late at night (after 9.00pm). There is safety in numbers and in mixed sex groups.

Pets

Consistent with WPI's Residence Hall policy there are no pets allowed in project center housing. Violation of this policy can result in your termination from a residential project center.

Medical Information

The Residence Hall staff will brief arriving students on nearby medical care facilities. In addition, in case of emergency, make sure you have this information with you:

- For medical emergencies telephone 999 and ask for an ambulance. Be as precise as possible regarding your location.

Victoria Medicentre (084 5680 0719) - Main concourse, Victoria Mainline Station - no appointment is necessary and this is what we'd consider to be the emergency room. Also nearby is the Chelsea and Westminster Hospital, which is about a 10 minute walk from the IES Residence Hall on the Fulham Road. Student consultation rate is £39 (rates may change) upon production of a student ID card.

- Call a cab if needed: Black Cabs: Dial-a -Cab: 020 7253 5000 / 251 0581; Computer Cabs: 020 7286 2728; Minicabs: Capital Cars: 020 7402 1166.

There is a doctor's office called The Good Practice (020 7351 1766) just down the road from the IES Residence Hall at 411 King's Road (Chelsea, London, SW10 0LR). Students should register with The Good Practice upon arrival, and then an appointment can be made.

American students cannot use National Health Service doctors or National Health Service walk-in centres unless they are in the UK for 6 months or longer.

Mental health services are available from Chelsea and Westminster Hospital (our local) and from the Borough of Kensington and Chelsea (RBKC). The links below provides more details regarding the services offered.

Services available via RBKC:

<http://www.rbkc.gov.uk/healthandsocialcare/mentalhealth/emergencies.aspx>

Mental Health Facilities at the Chelsea and Westminster Hospital:

[http://www.cnwl.org/Kensington_Day_Psychological_Medicine_\(South_Kensington_and_Chelsea\).html](http://www.cnwl.org/Kensington_Day_Psychological_Medicine_(South_Kensington_and_Chelsea).html)

Emergency Duty Team (night time and weekends):

<http://www.rbkc.gov.uk/az/az.asp?OrgId=1877>

Students who are on medication and may need regular treatment should contact their primary care physician in advance so that arrangements can be put in place before arrival

United Kingdom- Consular Information Sheet

January 04, 2010

COUNTRY DESCRIPTION: The United Kingdom of Great Britain and Northern Ireland is a highly developed constitutional monarchy composed of Great Britain (England, Scotland, and Wales) and Northern Ireland. Read the Department of State [Background Notes on the United Kingdom](#) for additional information. Gibraltar is a UK Overseas Territory bordering Spain, located at the southernmost tip of Europe at the entrance to the Mediterranean Sea; it is one of 13 former British colonies that has elected to continue its political ties with London. Tourist facilities are widely available throughout the United Kingdom and Gibraltar.

REGISTRATION / EMBASSY LOCATION: U.S. citizens living or traveling in the United Kingdom are encouraged to register with the nearest U.S. embassy or consulate at the [Department of State's travel registration page](#) in order to obtain updated information on local travel and security. U.S. citizens without Internet access may register directly with the nearest U.S. embassy or consulate. Registration is important; it allows the State Department to assist U.S. citizens in an emergency.

[The American Citizen Services section maintains a blog](#) of easy-to-access information relevant to U.S. citizens living in or traveling to the United Kingdom. Local Embassy and Consulate information is available below and at the [Department of State's list of embassies and consulates](#).

[U.S. Embassy London](#)

24 Grosvenor Square, London W1A 1AE
Telephone: 020-7499-9000
Telephone from the United States: 011-44-20-7499-9000 (24 hours)
Consular fax: 020-7495-5012
Consular fax from the United States: 011-44-20-7495-5012.

[U.S. Consulate General in Edinburgh, Scotland](#)

3 Regent Terrace, Edinburgh EH7 5BW
Telephone: 013-1556-8315
Telephone from the U.S.: 011-44-13-1556-8315
Emergency after hours telephone: 012-2485-7097
Emergency after hours telephone from the United States: 011-44-12-2485-7097
Fax: 013-1557-6023
Fax from the United States: 011-44-13-1557-6023.

[U.S. Consulate General in Belfast, Northern Ireland](#)

Danesfort House, 228 Stranmillis Road, Belfast BT9 5GR
Telephone: 028-9038-6100
Telephone from the United States: 011-44-28-9038-6100
Fax: 028-9068-1301
Fax from the United States: 011-44-28-9068-1301

There is no U.S. consular representation in Gibraltar. Passport questions should be directed to the [U.S. Embassy in Madrid](#), located at Serrano 75, Madrid, Spain; telephone: 34-91-587-2200 and fax: 34-91-587-2303. All other inquiries should be directed to the U.S. Embassy in London.

ENTRY / EXIT REQUIREMENTS: The UK Border Agency (UKBA) has recently implemented a five-tier, point-based visa system that affects U.S. citizens coming to the United Kingdom as well as U.S. citizens and dependents already in the country. Information on the [point-based system can be found on the UKBA website](#).

Companies and individuals intending to employ U.S. citizens, or other nationals from countries beyond the European Economic Area and Switzerland, are required to apply to the UKBA for a sponsorship license. Information on the [sponsorship license can be found on the UKBA website](#).

Educational establishments must also apply for a sponsorship license. This includes American educational institutions offering only short-term study abroad programs on their own premises in the United Kingdom to students who are enrolled in the United States but come to the United Kingdom for one or two semesters prior to returning home to finish their degree courses. All educational establishments must apply for a license from the UKBA. Information on the [license for educational establishments can be found on the UKBA web site](#).

Students and prospective students who intend to stay longer than six months, and those coming for less than six months but who wish to work while studying, are required to obtain a student or prospective student visa before traveling to the United Kingdom. Failure to do so will result in the student or prospective student being refused entry to the United Kingdom. Information on [student visas can be found on the UKBA website](#). Students may apply online.

Please note that charity workers, religious workers, and other temporary workers-- even those performing unpaid duties-- are required to obtain a visa prior to traveling to the United Kingdom. Information on [temporary workers can be found on the UKBA website](#).

If travelers or sponsors have any questions about requirements for a visa, please [refer to the UKBA website](#).

Travelers must be outside the United Kingdom, the Channel Islands, and the Isle of Man when they make an application for a UK visa.

It is the traveler's personal responsibility to ensure that he/she has the appropriate permission to enter the United Kingdom. The U.S. Embassy in London cannot intervene with any application, nor can it secure entry on behalf of U.S. citizens who arrive without a visa when one is required. The UKBA website will assist you to [find out whether you need a visa to enter the United Kingdom](#).

Anyone who does not appear to be in good health may be required to undergo a medical exam (including a HIV test) prior to being granted or denied entry into the United Kingdom.

Information about [dual nationality](#) or the [prevention of international child abduction](#) can be found on our website. For further information about customs regulations, please read our [Customs Information page](#).

SAFETY AND SECURITY: The United Kingdom is politically stable, with a modern infrastructure but shares with the rest of the world an increased threat of terrorist incidents of international origin, as well as the potential for isolated violence related to the political situation in Northern Ireland (a part of the United Kingdom).

Like the United States, the United Kingdom shares its national threat levels with the general public to keep everyone informed and explain the context for the various increased security measures that may be encountered. The UK Home Office posts [UK threat levels on its website](#).

The UK Security Service, commonly known as MI5, publishes through its [MI5 website](#) specific reasons for any changes in the threat level and recommended actions for the public..

U.S. citizens are advised to check with the [UK Department for Transport](#) for the latest security updates and carry-on luggage restrictions.

The British Home Secretary has urged UK citizens to be alert and vigilant. For example, citizens are encouraged to keep an eye out for suspect packages or people acting suspiciously on the subway (called the Tube or Underground), at train stations, and at airports, and to report anything suspicious to the appropriate authorities. U.S. citizens are reminded to remain vigilant with regard to their personal security and to exercise caution. For more information about UK public safety initiatives, consult the [UK Civil Contingencies Secretariat website](#).

The political situation in Northern Ireland has improved noticeably since the days of the "Troubles;" nevertheless, in November 2009, the Independent Monitoring Commission (IMC) reported the dissident republican threat in Northern Ireland was at its highest level in six years.

The IMC reported the two main dissident republican groups, the Real IRA and the Continuity IRA, were increasing the threat posed to security forces. Attacks by these groups have focused primarily on police and military targets, and involved the use of firearms and explosives; these types of attacks could continue. Additionally, the potential remains for sporadic incidents of street violence and/or sectarian confrontation. U.S. citizens traveling to Northern Ireland should remain alert to their surroundings and should be aware that if they choose to visit potential flashpoints or attend parades, sporadic violence remains a possibility. Tensions may be heightened during the summer marching season (April to August), particularly during the month of July (around the July 12th public holiday).

The Department of State reminds all U.S. citizens that even demonstrations intended to be peaceful can turn confrontational and possibly escalate into violence. U.S. citizens are therefore urged to avoid the areas of demonstrations if possible, and to exercise caution if within the vicinity of any demonstrations. U.S. citizens should stay current with media coverage of local events and be aware of their surroundings at all times.

The phone number for police/fire/ambulance emergency services – the equivalent of 911 in the United States – is 999 in the United Kingdom and 112 in Gibraltar. This number should also be used for warnings about possible bombs or other immediate threats. The UK Anti-Terrorist Hotline, at 0800-789-321, is for tips and confidential information about possible terrorist activity.

For the latest security information, U.S. citizens traveling abroad should regularly monitor the Department of State's [Bureau of Consular Affairs website](#), which contains current [Travel Warnings and Travel Alerts](#) as well as the [Worldwide Caution](#). Recent communications from U.S. Embassy London to the local U.S. citizen community, called [Warden Messages](#), can also be found here.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the United States, or for callers outside the United States and Canada, a regular toll line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges U.S. citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect themselves in an overseas environment, see the Department of State's extensive tips and advice on [traveling safely abroad](#).

CRIME: The United Kingdom and Gibraltar benefit from generally low crime rates. Overall crime rates have decreased over the past decade; however, according to Metropolitan Police statistics, serious crime (i.e. assault, robbery, burglary, gun-enabled, and rape) in many London boroughs has increased during the past 12 months. As with any major metropolitan city, U.S. citizens are urged to be cautious and aware of their surroundings.

Typical criminal incidents include pickpocketing, mugging, and "snatch and grab" theft of mobile phones, watches, and jewelry. Theft of unattended bags, especially at airports and from cars parked at restaurants, hotels, and resorts is common. Pickpockets target tourists, especially at historic sites and restaurants, and on buses, trains, and the London subway (known as the Tube or Underground). Thieves often target unattended cars parked at tourist sites and roadside restaurants, looking for laptop computers and handheld electronic equipment, especially global positioning satellite (GPS) equipment.

Walking in isolated areas, including public parks, especially after dark, should be avoided, as these are advantageous venues for muggers and thieves. Travelers should be especially careful using the underground pedestrian tunnels at night or when there is little foot traffic. As a general rule, either walk the extra distance to use a surface crossing or wait until there are other adult pedestrians entering the tunnel.

In London, travelers should use only licensed Black Cabs or car services recommended by their hotel or tour operator. Unlicensed taxis or private cars posing as taxis may offer low fares, but are

often uninsured and may have unlicensed drivers. In some instances, travelers have been robbed and/or raped while using these cars. You can access 7,000 licensed Black Cabs using just one telephone number: 087-1871-8710. This taxi booking service combines all six of London's radio taxi circuits, allowing you to telephone 24 hours a day if you need a cab. Alternatively, to find a licensed minicab, text HOME to 60835 on your mobile phone to get the telephone number to two licensed minicab companies in the area. If you know in advance when you will be leaving for home, you can pre-book your return journey. The Safe Travel at Night partnership among the Metropolitan Police, Transport for London, and the Mayor of London maintains a website with [additional information on cabs and car services](#).

Travelers should not leave drinks unattended in bars and nightclubs. There have been some instances of drinks being spiked with illegal substances, leading to incidents of robbery and rape.

U.S. citizens should take steps to ensure the safety of their U.S. passports. Visitors in England, Scotland, Wales, Northern Ireland, and Gibraltar are not expected to produce identity documents for police authorities and thus may secure their passports in hotel safes or residences.

ATM Fraud: Abundant ATMs that link to U.S. banking networks preclude the need to carry a passport to cash travelers' checks. Travelers should be aware that U.S. banks might charge a higher processing fee for withdrawals made overseas. Common-sense personal security measures taken in the United States when using ATMs should also be followed in the United Kingdom. ATM fraud in the United Kingdom is becoming more sophisticated, incorporating technologies to surreptitiously record customer ATM card and PIN information. Travelers should avoid using ATMs that look in any way temporary in structure or location, or are located in isolated areas. Travelers should be aware that in busy public areas, thieves use distraction techniques, such as waiting until the PIN has been entered and then pointing to money on the ground or attempting to hand out a free newspaper. When the ATM user is distracted, a colleague will quickly withdraw cash and leave. If distracted in any way, travelers should press the cancel transaction button immediately and collect their card before speaking to the person who has distracted them. If the person's motives appear suspicious, travelers should not challenge them but remember the details and report the matter to police as soon as possible. In addition, travelers should not use an ATM if there is anything stuck to the machine or if it looks unusual in any way. If the machine does not return the card, report the incident to the issuing bank immediately.

In many countries around the world, counterfeit and pirated goods are widely available. Transactions involving such products may be illegal under local law. In addition, bringing them back to the United States may result in forfeitures and/or fines.

Internet Financial Scams: Financial crimes conducted over the Internet have increased dramatically in the United Kingdom. Internet scams are attempts by con artists to convince you to send them money. These fraudulent schemes can include lotteries, online dating/social networking services, inheritance notices, work permits/job offers, bank overpayments, or schemes that make it appear you are helping a loved one or a friend in trouble.

In many cases, scammers troll the Internet for victims, and spend weeks or months building a relationship. Once they have gained their victim's trust, the scammers create a false situation and ask for money. Scammers can be very clever and deceptive, creating sad and believable stories that will make you want to send them money.

A number of U.S. citizens are lured to the United Kingdom each year in the belief that they have won a lottery or have inherited from the estate of a long-lost relative. U.S. citizens may also be contacted by persons they have "met" over the Internet who now need funds urgently to pay for hospital treatment, hotel bills, taxes, or airline security fees. Invariably, the person contacted is the victim of fraud. Any unsolicited invitations to travel to the United Kingdom to collect winnings or an inheritance should be viewed with skepticism. Also, there are no licenses or fees required when transiting a UK airport, nor is emergency medical treatment withheld pending payment of fees.

Visit the Embassy London website for [more information about Internet Financial Scams](#) and how to protect yourself. The site contains useful tips to prevent becoming a victim. To view a common example of Internet financial scams, see [Embassy London's YouTube video](#). The U.S. Department of State also provides [information about other types of international financial scams](#).

INFORMATION FOR VICTIMS OF CRIME: If you are the victim of a crime abroad, you should contact the local police and the nearest U.S. embassy or consulate (see the [Department of State's list of embassies and consulates](#)). This includes the loss or theft of a U.S. passport. The embassy/consulate staff can, for example, help you find appropriate medical care, contact family members or friends and explain how funds may be transferred. Although the investigation and prosecution of the crime are solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

The local equivalent to the 911 emergency line in the United Kingdom is 999; in Gibraltar, it is 112.

Visit [the Victim Support website](#), maintained by an independent UK charity to help people cope with the effects of crime.

Please see our [information on victims of crime](#), including possible victim compensation programs in the United States.

CRIMINAL PENALTIES: While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime [prosecutable in the United States](#). Persons violating British laws, even unknowingly, may be expelled, arrested, or imprisoned. Penalties for possessing, using, or trafficking in illegal drugs in the United Kingdom are severe, and convicted offenders can expect long jail sentences and heavy fines.

Many pocket knives and other blades, and mace or pepper spray canisters, although legal in the United States, are illegal in the United Kingdom and will result in arrest and confiscation if detected. Please refer to "[A UK Customs Guide](#)," detailing which items visitors are prohibited from bringing into the United Kingdom.

Air travelers to and from the United Kingdom should be aware that penalties against alcohol-related and other in-flight crimes ("air rage") are stiff and are being enforced with prison sentences. Please also see [our information on customs regulations](#) that pertain when returning to the United States.

From March 31, 2009, drivers of non-UK-registered vehicles may have to provide an on-the-spot deposit of up to 900 pounds if stopped for a motoring offense. If the driver cannot pay due to lack of cash or credit, the vehicle will be clamped until payment is made, and a release fee will be charged in addition to the deposit.

Non-UK-resident drivers charged with motoring offenses are often unable to provide a verifiable address where a summons (subpoena) to appear in court can be delivered and/or enforced, or fail to return for court if released on bail. U.S. citizens may be detained and arrested if they cannot provide a UK address to receive a subpoena or are about to depart the United Kingdom and have to be brought to court quickly for a motoring offense. If alleged offenders attend court and are found not guilty, the deposit is returned.

SPECIAL CIRCUMSTANCES: The legal drinking age (18 years old to purchase alcohol) in the United Kingdom is generally lower than that in the United States, and social drinking in pubs (bars) is often seen as a routine aspect of British life. Parents, organizers of school trips, and young travelers should be aware of the impact that this environment may have when combined with the sense of adventure that comes with being abroad. Please see our [Students Abroad](#) website as well as our fact sheet on [Studying Abroad](#) to help students plan a safe and enjoyable experience.

The United Kingdom has strict gun-control laws, and importing firearms is extremely complicated. Travelers should consider leaving all firearms in the United States. Restrictions exist on the type and number of weapons that may be possessed by an individual. All handguns, such as pistols and revolvers, are prohibited, with very few exceptions. Licensing of firearms in the United Kingdom is controlled by the police. Applicants for a license must be prepared to show “good reason” why they require each weapon. Applicants must also provide a copy of their U.S. gun license, a letter of good conduct from their local U.S. police station, and a letter detailing any previous training, hunting, or shooting experience. Background checks will also be carried out. Additional information on applying for a firearm certificate and/or shotgun certificate can be found on the [London Metropolitan Police Firearms Licensing web page](#).

MEDICAL FACILITIES AND HEALTH INFORMATION: While medical services are widely available, free care under the National Health System (NHS) is allowed only for UK residents and certain EU nationals. Tourists and short-term visitors will be charged for medical treatment in the United Kingdom. Charges may be significantly higher than those assessed in the United States.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s (CDC) hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the [CDC website](#). For information about outbreaks of infectious diseases abroad, consult the infectious diseases section of the [World Health Organization \(WHO\) website](#). The WHO website also contains additional health information for travelers, including [detailed country-specific health information](#).

Hiking in higher elevations can be treacherous. Several people die each year while hiking, particularly in Scotland, often due to sudden changes in weather. Visitors, including experienced hikers, are encouraged to discuss intended routes with local residents familiar with the area and to adhere closely to recommendations.

MEDICAL INSURANCE: The Department of State strongly urges U.S. citizens to consult their medical insurance company prior to traveling abroad to determine if the policy applies overseas and if it covers emergency expenses such as a medical evacuation. For more information, please see our [medical insurance overseas page](#).

Remember that most medical care facilities and medical care providers in the United Kingdom do not accept insurance subscription as a primary source of payment. Rather, the beneficiary is expected to pay for the service and then seek reimbursement from the insurance company. This may require an upfront payment in the \$10,000 to \$20,000 range.

TRAFFIC SAFETY AND ROAD CONDITIONS: While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States.

UK penalties for driving under the influence of even minimal amounts of alcohol or drugs are stiff and often result in prison sentences. In contrast to U.S. and continental European traffic, which moves on the right side of the road, UK traffic moves on the **left**.

The maximum speed limit on highways/motorways in the United Kingdom is 70 mph. Motorways generally have a hard shoulder (breakdown lane) on the far left, defined by a solid white line. It is illegal to stop or park on a hard shoulder unless it is an emergency. In such cases, you should activate your hazard lights, get out of your vehicle, and go onto an embankment for safety.

Emergency call boxes (orange telephone booths with SOS printed on them) may be found at half-mile intervals along the motorway. White and blue poles placed every 100 yards along the motorway point in the direction of the nearest call box. Emergency call boxes dial directly to a motorway center. It is best to use these phones rather than a personal cell phone, because motorway center personnel will immediately know the location of a call received from an emergency call box.

Roadside towing services may cost approximately £150 (as of 12/09, approximately \$225). However, membership fees of automotive associations such as the RAC (Royal Automobile Club) or AA (Automobile Association) often include free roadside towing service.

Visitors uncomfortable with or intimidated by the prospect of driving on the left side of the road may wish to avail themselves of the United Kingdom's extensive bus, rail, and air transport networks. Roads in the United Kingdom are generally excellent but are narrow and often congested in urban areas. If you plan to drive while in the United Kingdom, you may wish to obtain a copy of [the Highway Code](#).

Travelers intending to rent cars in the United Kingdom should make sure that they are adequately insured. U.S. auto insurance is not always valid outside the United States, and travelers may wish to purchase supplemental insurance, which is generally available from most major rental agents. A congestion charge of £8 (as of 12/09, approximately \$15) is imposed on all cars entering much of central London Monday through Friday from 7:00 a.m. to 6:00 p.m. Information on the [congestion charge can be found on the Transport for London website](#).

Public transport in the United Kingdom is excellent and extensive. Information on [disruptions to London transportation services can be found on the Transport for London website](#). Information about the status of National Rail Services can be found on the [National Rail Enquiries website](#). Many U.S. citizen pedestrians are injured, some fatally, every year in the United Kingdom because they forget that oncoming traffic approaches from the opposite direction than in the United States. Extra care should be taken when crossing streets; remember to remain alert and look both ways before stepping into the street.

Driving in Gibraltar is on the right side of the road, as in the United States and continental Europe. Persons traveling overland between Gibraltar and Spain may experience long delays in clearing Spanish border controls.

Background Notes - October 2009



PROFILE

OFFICIAL NAME:

[United Kingdom of Great Britain and Northern Ireland](#)

Geography

Area: 243,000 sq. km. (93,000 sq. mi.); slightly smaller than Oregon.

Cities: *Capital*--London (metropolitan pop. about 7.56 million). *Other cities*--Birmingham, Glasgow, Leeds, Sheffield, Liverpool, Bradford, Manchester, Edinburgh, Bristol, Belfast.

Terrain: 30% arable, 50% meadow and pasture, 12% waste or urban, 7% forested, 1% inland water.

Land use: 25% arable, 46% meadows and pastures, 10% forests and woodland, 19% other.

Climate: Generally mild and temperate; weather is subject to frequent changes but to few extremes of temperature.

People

Nationality: *Noun*--Briton(s). *Adjective*--British.

Population (2008 est.): 61.4 million.

Annual population growth rate (2008 est.): 0.7%.

Major ethnic groups: British, Irish, West Indian, South Asian.

Major religions: Church of England (Anglican), Roman Catholic, Church of Scotland (Presbyterian), Muslim.

Major languages: English, Welsh, Irish Gaelic, Scottish Gaelic.

Education: *Years compulsory*--12. *Attendance*--nearly 100%. *Literacy*--99%.

Health: *Infant mortality rate* (2008 est.)--5/1,000. *Life expectancy* (2008 est.)--males 77.2 yrs.; females 81.5 yrs.; total 79.4 years.

Work force (2008, 31.36 million): *Services*--81.5%; *industry*--16.9%; *agriculture*--1.6%.

Government

Type: Constitutional monarchy.

Constitution: Unwritten; partly statutes, partly common law and practice.

Branches: *Executive*--monarch (head of state), prime minister (head of government), cabinet.

Legislative--bicameral Parliament: House of Commons, House of Lords; Scottish Parliament, Welsh Assembly, and Northern Ireland Assembly. *Judicial*--magistrates' courts, county courts, high courts, appellate courts, House of Lords.

Subdivisions: Scotland, Wales, Northern Ireland (municipalities, counties, and parliamentary constituencies).

Political parties: Great Britain--Conservative, Labour, Liberal Democrats; also, in Scotland--Scottish National Party. Wales--Plaid Cymru (Party of Wales). Northern Ireland--Ulster Unionist Party, Social Democratic and Labour Party, Democratic Unionist Party, Sinn Fein, Alliance Party, and other smaller parties.

Suffrage: British subjects and citizens of other Commonwealth countries and the Irish Republic resident in the U.K., at 18.

Economy

GDP (at current market prices, 2008): \$2.68 trillion.

Annual growth rate (2008): 0.7%.

Per capita GDP (at current market prices, 2008): \$43,734.

Natural resources: Coal, oil, natural gas, tin, limestone, iron ore, salt, clay, chalk, gypsum, lead, silica.

Agriculture (1% of GDP): *Products*--cereals, oilseed, potatoes, vegetables, cattle, sheep, poultry, fish.

Industry: *Types*--steel, heavy engineering and metal manufacturing, textiles, motor vehicles and aircraft, construction (6% of GDP), electronics, chemicals.

Services (75% of GDP): *Types*--financial, business, distribution, transport, communication, hotels.

Trade (2008): *Exports of goods and services*--\$458.8 billion: manufactured goods, fuels, chemicals; food, beverages, tobacco. *Major markets*--U.S., European Union. *Imports of goods and services*--\$630.7 billion: manufactured goods, machinery, fuels, foodstuffs. *Major suppliers*--U.S., European Union, Japan, and China.

PEOPLE

The United Kingdom's population in 2004 surpassed 60 million--the third-largest in the European Union. Its overall population density is one of the highest in the world. Almost one-third of the population lives in England's prosperous and fertile southeast and is predominantly urban and suburban--with about 7.5 million in the capital of London, which remains the largest city in Europe. The United Kingdom's high literacy rate (99%) is attributable to universal public education introduced for the primary level in 1870 and secondary level in 1900. Education is mandatory from ages 5 through 16. The Church of England and the Church of Scotland are the official churches in their respective parts of the country, but most religions found in the world are represented in the United Kingdom.

A group of islands close to continental Europe, the British Isles have been subject to many invasions and migrations, especially from Scandinavia and the continent, including Roman occupation for several centuries. Contemporary Britons are descended mainly from the varied ethnic stocks that settled there before the 11th century. The pre-Celtic, Celtic, Roman, Anglo-Saxon, and Norse influences were blended in Britain under the Normans, Scandinavian Vikings who had lived in Northern France. Although Celtic languages persist in Wales, Scotland, and Northern Ireland, the predominant language is English, which is primarily a blend of Anglo-Saxon and Norman French.

HISTORY

The Roman invasion of Britain in 55 BC and most of Britain's subsequent incorporation into the Roman Empire stimulated development and brought more active contacts with the rest of Europe. As Rome's strength declined, the country again was exposed to invasion--including the pivotal incursions of the Angles, Saxons, and Jutes in the fifth and sixth centuries AD--up to the Norman conquest in 1066. Norman rule effectively ensured Britain's safety from further intrusions; certain institutions, which remain characteristic of Britain, could develop. Among these are a political, administrative, cultural, and economic center in London; a separate but established church; a system of common law; distinctive and distinguished university education; and representative government.

Union

Both Wales and Scotland were independent kingdoms that resisted English rule. The English conquest of Wales succeeded in 1282 under Edward I, and the Statute of Rhuddlan established English rule 2 years later. To appease the Welsh, Edward's son (later Edward II), who had been born in Wales, was made Prince of Wales in 1301. The tradition of bestowing this title on the eldest son of the British Monarch continues today. An act of 1536 completed the political and administrative union of England and Wales.

While maintaining separate parliaments, England and Scotland were ruled under one crown

beginning in 1603, when James VI of Scotland succeeded his cousin Elizabeth I as James I of England. In the ensuing 100 years, strong religious and political differences divided the kingdoms. Finally, in 1707, England and Scotland were unified as Great Britain, sharing a single Parliament at Westminster.

Ireland's invasion by the Anglo-Normans in 1170 led to centuries of strife. Successive English kings sought to conquer Ireland. In the early 17th century, large-scale settlement of the north from Scotland and England began. After its defeat, Ireland was subjected, with varying degrees of success, to control and regulation by Britain.

The legislative union of Great Britain and Ireland was completed on January 1, 1801, under the name of the United Kingdom. However, armed struggle for independence continued sporadically into the 20th century. The Anglo-Irish Treaty of 1921 established the Irish Free State, which subsequently left the Commonwealth and became a republic after World War II. Six northern, predominantly Protestant, Irish counties have remained part of the United Kingdom.

British Expansion and Empire

Begun initially to support William the Conqueror's (c. 1029-1087) holdings in France, Britain's policy of active involvement in continental European affairs endured for several hundred years. By the end of the 14th century, foreign trade, originally based on wool exports to Europe, had emerged as a cornerstone of national policy.

The foundations of sea power were gradually laid to protect English trade and open up new routes. Defeat of the Spanish Armada in 1588 firmly established England as a major sea power. Thereafter, its interests outside Europe grew steadily. Attracted by the spice trade, English mercantile interests spread first to the Far East. In search of an alternate route to the Spice Islands, John Cabot reached the North American continent in 1498. Sir Walter Raleigh organized the first, short-lived colony in Virginia in 1584, and permanent English settlement began in 1607 at Jamestown, Virginia. During the next two centuries, Britain extended its influence abroad and consolidated its political development at home.

Great Britain's industrial revolution greatly strengthened its ability to oppose Napoleonic France. By the end of the Napoleonic Wars in 1815, the United Kingdom was the foremost European power, and its navy ruled the seas. Peace in Europe allowed the British to focus their interests on more remote parts of the world, and, during this period, the British Empire reached its zenith. British colonial expansion reached its height largely during the reign of Queen Victoria (1837-1901). Queen Victoria's reign witnessed the spread of British technology, commerce, language, and government throughout the British Empire, which, at its greatest extent, encompassed roughly one-fifth to one-quarter of the world's area and population. British colonies contributed to the United Kingdom's extraordinary economic growth and strengthened its voice in world affairs. Even as the United Kingdom extended its imperial reach overseas, it continued to develop and broaden its democratic institutions at home.

20th Century

By the time of Queen Victoria's death in 1901, other nations, including the United States and Germany, had developed their own industries; the United Kingdom's comparative economic advantage had lessened, and the ambitions of its rivals had grown. The losses and destruction of World War I, the depression of the 1930s, and decades of relatively slow growth eroded the United Kingdom's preeminent international position of the previous century.

Britain's control over its empire loosened during the interwar period. Ireland, with the exception of six northern counties, gained independence from the United Kingdom in 1921. Nationalism became stronger in other parts of the empire, particularly in India and Egypt.

In 1926, the United Kingdom, completing a process begun a century earlier, granted Australia, Canada, and New Zealand complete autonomy within the empire. They became charter members of the British Commonwealth of Nations (now known as the Commonwealth), an informal but closely-knit association that succeeded the empire. Beginning with the independence of India and Pakistan in 1947, the remainder of the British Empire was almost completely dismantled. Today, most of Britain's former colonies belong to the Commonwealth, almost all of them as independent members. There are, however, 13 former British colonies--including Bermuda, Gibraltar, the Falkland Islands, and others--which have elected to continue their political links with London and are known as United Kingdom Overseas Territories.

Although often marked by economic and political nationalism, the Commonwealth offers the United Kingdom a voice in matters concerning many developing countries. In addition, the Commonwealth helps preserve many institutions deriving from British experience and models, such as parliamentary democracy, in those countries.

GOVERNMENT

The United Kingdom does not have a written constitution. The equivalent body of law is based on statute, common law, and "traditional rights." Changes may come about formally through new acts of Parliament, informally through the acceptance of new practices and usage, or by judicial precedents. Although Parliament has the theoretical power to make or repeal any law, in actual practice the weight of 700 years of tradition restrains arbitrary actions.

Executive power rests nominally with the monarch but actually is exercised by a committee of ministers (cabinet) traditionally selected from among the members of the House of Commons and, to a lesser extent, the House of Lords. The prime minister is normally the leader of the largest party in the Commons, and the government is dependent on its support.

Parliament represents the entire country and can legislate for the whole or for any constituent part or combination of parts. The maximum parliamentary term is 5 years, but the prime minister may ask the monarch to dissolve Parliament and call a general election at any time. The focus of legislative power is the 646-member House of Commons, which has sole jurisdiction over finance. The House of Lords, although shorn of most of its powers, can still review, amend, or delay temporarily any bills except those relating to the budget. The House of Lords has more time than the House of Commons to pursue one of its more important functions--debating public issues. In 1999, the government removed the automatic right of hereditary peers to hold seats in the House of Lords. The current house consists of appointed life peers who hold their seats for life and 92 hereditary peers who will hold their seats only until final reforms have been agreed upon and implemented. The judiciary is independent of the legislative and executive branches but cannot review the constitutionality of legislation.

The separate identities of each of the United Kingdom's constituent parts are also reflected in their respective governmental structures. Up until the recent devolution of power to Scotland and Wales, a cabinet minister (the Secretary of State for Wales) handled Welsh affairs at the national level with the advice of a broadly representative council for Wales. Scotland maintains, as it did before union with England, different systems of law (Roman-French), education, local government, judiciary, and national church (the Church of Scotland instead of the Church of England). In addition, separate departments grouped under a Secretary of State for Scotland, who also is a cabinet member, handled most domestic matters. In late 1997, however, following approval of referenda by Scottish and Welsh voters (though only narrowly in Wales), the British Government introduced legislation to establish a Scottish Parliament and a Welsh Assembly. The first elections for the two bodies were held May 6, 1999. The Welsh Assembly opened on May 26, and the Scottish Parliament opened on July 1, 1999. The devolved legislatures have largely taken over most of the functions previously performed by the Scottish and Welsh offices.

Northern Ireland had its own Parliament and prime minister from 1921 to 1973, when the British Government imposed direct rule in order to deal with the deteriorating political and security situation. From 1973, the Secretary of State for Northern Ireland, based in London, was responsible for the region, including efforts to resolve the issues that lay behind the "the troubles."

By the mid-1990s, gestures toward peace encouraged by successive British governments and by President Clinton began to open the door for restored local government in Northern Ireland. An Irish Republican Army (IRA) cease-fire and nearly 2 years of multiparty negotiations, led by former U.S. Senator George Mitchell, resulted in the Good Friday Agreement of April 10, 1998, which was subsequently approved by majorities in both Northern Ireland and the Republic of Ireland. Key elements of the agreement include devolved government, a commitment of the parties to work toward "total disarmament of all paramilitary organizations," police reform, and enhanced mechanisms to guarantee human rights and equal opportunity. The Good Friday Agreement also called for formal cooperation between the Northern Ireland institutions and the Government of the Republic of Ireland, and it established the British-Irish Council, which includes representatives of the British and Irish Governments as well as the devolved Governments of Northern Ireland, Scotland, and Wales. Devolved government was reestablished in Northern Ireland in December 1999.

The Good Friday Agreement provides for a 108-member elected Assembly, overseen by a 12-minister Executive Committee (cabinet) in which unionists and nationalists share leadership responsibility. Northern Ireland elects 18 representatives to the Westminster Parliament in London. However, the five Sinn Fein Members of Parliament (MPs), who won seats in the last election, have refused to claim their seats. Progress has been made on each of the key elements of the Good Friday Agreement. Most notably, a new police force has been instituted; the IRA has undertaken two acts of decommissioning of its weapons, and some measures to normalize the security situation in Northern Ireland have been taken. Disagreements over the implementation of elements of the agreement and allegations about the IRA's continued engagement in paramilitary activity, however, have troubled the peace process for several years. In October 2002, Northern Ireland's devolved institutions were suspended amid allegations of IRA intelligence gathering at Stormont, the seat of Northern Ireland's government. Assembly elections scheduled for May 2003 were postponed. Elections were held in November 2003, but the Assembly remained suspended. Finally, in 2007, the parties signed the St. Andrews Agreement, which paved the way for the Northern Ireland Government to stand up and for the devolution of powers to Belfast to occur. Responsibility for police and justice issues in Northern Ireland remains the last component of devolution to take place. The parties reached agreement on the mechanism for administration of police and justice issues in 2008, and legislation to legally transfer this authority is now before the Parliament in London. The United States remains firmly committed to the peace process in Northern Ireland and to the Good Friday Agreement, which it views as the best means to ensure lasting peace. The United States has condemned all acts of terrorism and violence, perpetrated by any group.

The United States also is committed to Northern Ireland's economic development and to date has given or pledged contributions of more than \$300 million to the International Fund for Ireland. The fund provides grants and loans to businesses to improve the economy, redress inequalities of employment opportunity, and improve cross-border business and community ties.

Principal Government Officials

Head of State--Her Majesty Queen Elizabeth II

Prime Minister (Head of Government)--The Rt. Hon. Gordon Brown, MP

Secretary of State for Foreign and Commonwealth Affairs--The Rt. Hon. David Miliband, MP

Ambassador to the U.S.--Sir Nigel Sheinwald

Ambassador to the UN--Sir John Sawers

The United Kingdom maintains an [embassy](#) in the United States at 3100 Massachusetts Ave. NW, Washington, DC 20008 (tel. 202-588-6500; fax 202-588-7870).

POLITICAL CONDITIONS

Tony Blair became the first Labour Prime Minister ever to win a third consecutive term when he was re-elected on May 5, 2005. Labour has a 62-seat majority in the House of Commons. The Conservative (Tory) Party and Liberal-Democrats (LibDems) form the major opposition parties. Blair stepped down as Prime Minister in June 2007. Labour Party leader Gordon Brown succeeded him. The main British parties support a strong transatlantic link, but are increasingly absorbed by European issues as Britain's economic and political ties to the continent grow in the post-Cold War world. Prime Minister Brown has continued Blair's policy of having the United Kingdom play a leading role in Europe even as the United Kingdom maintains its strong bilateral relationship with the United States.

DEFENSE AND FOREIGN RELATIONS

The United Kingdom is a founding member of the North Atlantic Treaty Organization (NATO) and is one of NATO's major European maritime, air, and land powers; it ranks third among NATO countries in total defense expenditure. The United Kingdom has been a member of the European Community (now European Union) since 1973. In the United Nations, the United Kingdom is a permanent member of the Security Council. The U.K. held the Presidency of the G-8 during 2005; it held the EU Presidency from July to December 2005.

The British Armed Forces are charged with protecting the United Kingdom and its overseas territories, promoting Britain's wider security interests, and supporting international peacekeeping efforts. The 37,000-member Royal Navy, which includes 6,000 Royal Marine commandos, is in charge of the United Kingdom's independent strategic nuclear arm, which consists of four Trident missile submarines. The British Army, consisting of approximately 99,200 personnel, the Royal Air Force, with 42,000 personnel, along with the Royal Navy and Royal Marines, are active and regular participants in NATO and other coalition operations. Approximately 9% of the British Armed Forces is female, and 4% of British forces represent ethnic minorities.

The United Kingdom stood shoulder to shoulder with the United States following the September 11, 2001 terrorist attacks in the U.S., and its military forces are, after U.S. forces, the second largest contingent of the coalition force in Afghanistan. The U.K. force in Afghanistan stood at 9,000 as of October 10, 2009. U.K. forces are primarily based in the Helmand region, where they are on the front line in the war against continued Taliban operations. In addition, the U.K. has contributed more than £510 million (approximately \$723.4 million) to Afghan reconstruction--the second-largest donor after the United States. The U.K. was the United States' main coalition partner in Operation Iraqi Freedom; its combat forces withdrew from Iraq in July 2009.

ECONOMY

The United Kingdom has the sixth-largest economy in the world, is the third-largest economy in the European Union, and is a major international trading power. A highly developed, diversified, market-based economy with extensive social welfare services provides most residents with a high standard of living. Unemployment and inflation levels are amongst the lowest within the European Union.

The United Kingdom's economy was hit by turmoil in the financial markets. It entered a recession in the third quarter of 2008, accompanied by rising unemployment which increased from 5.2% in January 2008 to 7.9% in July 2009. In response, the British Government implemented a wide-ranging stability and recovery plan that included a fiscal stimulus package, bank recapitalization, and credit stimulus schemes.

London remains a leading international financial center, but has been affected by recent financial market turbulence. London banks have laid off workers and many have scaled back their international operations. Two U.K. banks, Northern Rock and Bradford & Bingley, have been nationalized while the British Government has taken a significant share in two others. London's financial exports contribute greatly to the United Kingdom's gross domestic product, but its

contribution is expected to be considerably lessened in the next few years. London is a global leader in emissions trading and is home to the Alternative Investment Market (AIM). It is also a government priority to make London the leading center of Islamic finance.

The United Kingdom is the European Union's only significant energy exporter. It is also one of the world's largest energy consumers, and most analysts predict a shift in U.K. status from net exporter to net importer of energy by 2020, possibly sooner. Oil production in the U.K. is leveling off. While North Sea natural gas production continues to rise, gains may be offset by ever-increasing consumption. North Sea oil and gas exploration activities are shifting to smaller fields and to increments of larger, developed fields, presenting opportunities for smaller, independent energy operators to become active in North Sea production.

U.S.-UNITED KINGDOM RELATIONS

The United Kingdom is one of the United States' closest allies, and British foreign policy emphasizes close coordination with the United States. Bilateral cooperation reflects the common language, ideals, and democratic practices of the two nations. Relations were strengthened by the United Kingdom's alliance with the United States during both World Wars, and its role as a founding member of NATO, in the Korean conflict, in the Persian Gulf War, and in Operation Iraqi Freedom. The United Kingdom and the United States continually consult on foreign policy issues and global problems and share major foreign and security policy objectives.

The United Kingdom is the sixth-largest market for U.S. goods exports after Canada, Mexico, China, Japan and Germany, and the sixth-largest supplier of U.S. imports after Canada, China, Mexico, Japan, and Germany. U.S. exports of goods and services to the United Kingdom in 2008 totaled \$116 billion, while U.S. imports from the U.K. totaled \$104 billion. The United Kingdom is a large source of foreign tourists in the United States. In 2008, 2.95 million U.S. residents visited the United Kingdom, while 4 million U.K. residents visited the United States.

The United States and the United Kingdom share the world's largest foreign direct investment partnership. U.S. investment in the United Kingdom reached \$421 billion in 2008, while U.K. direct investment in the U.S. totaled \$454 billion. This investment sustains more than 1 million American jobs.

Principal U.S. Officials

Ambassador--[Louis B. Susman](#)

Deputy Chief of Mission--Richard LeBaron

Minister-Counselor for Political Affairs--Gregory Berry

Minister-Counselor for Commercial Affairs--Dorothy Lutter

Minister-Counselor for Economic Affairs--Richard Albright

Minister-Counselor for Public Affairs--Sandra Kaiser

Minister-Counselor for Management Affairs--James Melville

Minister-Counselor for Consular Affairs--Derwood Staeben

Regional Security Officer--Mark J. Hipp

U.S. Consul General in Belfast--Kamala S. Lakhdhir

Principal Officer in Edinburgh--Dana M. Linnet

The [U.S. Embassy](#) in the United Kingdom is located at 24 Grosvenor Sq., W1A 1AE, London (tel. [44] (207) 499-9000; fax [44] (207) 409-1637).

TRAVEL AND BUSINESS INFORMATION

The U.S. Department of State's Consular Information Program advises Americans traveling and residing abroad through Country Specific Information, Travel Alerts, and Travel Warnings.

Country Specific Information exists for all countries and includes information on entry and exit requirements, currency regulations, health conditions, safety and security, crime, political disturbances, and the addresses of the U.S. embassies and consulates abroad. **Travel Alerts** are issued to disseminate information quickly about terrorist threats and other relatively short-term conditions overseas that pose significant risks to the security of American travelers. **Travel**

Warnings are issued when the State Department recommends that Americans avoid travel to a certain country because the situation is dangerous or unstable.

For the latest security information, Americans living and traveling abroad should regularly monitor the Department's Bureau of Consular Affairs Internet web site at <http://www.travel.state.gov>, where the current [Worldwide Caution](#), [Travel Alerts](#), and [Travel Warnings](#) can be found. [Consular Affairs Publications](#), which contain information on obtaining passports and planning a safe trip abroad, are also available at <http://www.travel.state.gov>. For additional information on international travel, see <http://www.usa.gov/Citizen/Topics/Travel/International.shtml>.

The Department of State encourages all U.S. citizens traveling or residing abroad to register via the [State Department's travel registration](#) website or at the nearest U.S. embassy or consulate abroad. Registration will make your presence and whereabouts known in case it is necessary to contact you in an emergency and will enable you to receive up-to-date information on security conditions.

Emergency information concerning Americans traveling abroad may be obtained by calling 1-888-407-4747 toll free in the U.S. and Canada or the regular toll line 1-202-501-4444 for callers outside the U.S. and Canada.

The [National Passport Information Center](#) (NPIC) is the U.S. Department of State's single, centralized public contact center for U.S. passport information. Telephone: 1-877-4-USA-PPT (1-877-487-2778); TDD/TTY: 1-888-874-7793. Passport information is available 24 hours, 7 days a week. You may speak with a representative Monday-Friday, 8 a.m. to 10 p.m., Eastern Time, excluding federal holidays.

Travelers can check the latest health information with the U.S. Centers for Disease Control and Prevention in Atlanta, Georgia. A hotline at 800-CDC-INFO (800-232-4636) and a web site at <http://wwwn.cdc.gov/travel/default.aspx> give the most recent health advisories, immunization recommendations or requirements, and advice on food and drinking water safety for regions and countries. The CDC publication "Health Information for International Travel" can be found at <http://wwwn.cdc.gov/travel/contentYellowBook.aspx>.

Further Electronic Information

Department of State Web Site. Available on the Internet at <http://www.state.gov>, the Department of State web site provides timely, global access to official U.S. foreign policy information, including [Background Notes](#) and [daily press briefings](#) along with the directory of [key officers](#) of Foreign Service posts and more. The Overseas Security Advisory Council (OSAC) provides security information and regional news that impact U.S. companies working abroad through its website <http://www.osac.gov>

[Export.gov](#) provides a portal to all export-related assistance and market information offered by the federal government and provides trade leads, free export counseling, help with the export process, and more.

Section 4 – Transition Issues

Experiences in Transition

adapted from an article by Janet Bennett, Intercultural Communication Institute, Portland OR

Culture Surprise

Culture surprise are the reactions which occur shortly after arrival in a different culture when we see things that are different than we are used to. It usually occurs within the first few days after arrival as we become aware of superficial differences: modes of dress, signs in a different language, nonverbal behaviors.

Culture Stress

Culture stress manifests itself in the fatigue that occurs when we practice new behaviors in a different culture. This occurs as we respond to the behavior of the new culture and try to fit in by doing our own shopping, understanding comments made about us in the local language, learning to navigate public transportation and other attempts to adjust to the new culture.

Culture Shock

Culture shock is a state of loss and disorientation precipitated by a change in our environment that requires adjustment. It results from confronting values different from our own and from the loss of a familiar network and environment. It is a normal healthy reaction to the stress of living in a different culture. Everyone who has spent time living in another culture experiences some form of culture shock.

Symptoms of Culture Shock

Symptoms can be both physical and psychological, and can include: headaches, stomach aches, dizziness, rashes, nausea, irritability, insomnia or excessive sleepiness, depression, loneliness, withdrawal paranoia, anger, aggression, hatred, fear, crying, complaining, self-doubt, boredom, helplessness, confusion, and feelings of inadequacy. This list is not exhaustive.

Prescription for Culture Shock

adapted from an article by Bruce LaBrack, Summer Institute for Intercultural Communication

1. Understand the symptoms and recognize the signs of culture stress.
2. Realize that some degree of discomfort and stress is natural in a cross-cultural experience.
3. Recognize that your reactions are largely emotional and not easily subject to rational management.
4. Gather information *before* you go so at least the differences will be anticipated. Knowledge is power.
5. Look for the logical reasons behind host culture patterns. Discover why things are done the way they are.
6. Relax your grip on your normal culture and try to cheerfully adapt to new rules and roles.
7. Don't give in to the temptation to disparage what you do not like or understand. It probably won't change.
8. Identify a support network among peers, team members, other students and faculty advisor. Use this network, but do not rely on it exclusively.
9. Understand that this is a passing phase of what will be, in retrospect, a time of great learning and personal growth.
10. Give yourself quiet time, some private space, and don't be too hard on yourself.

In preparation to return home

“In a sense, it is the coming back, the return, which gives meaning to the going forth. We really don't know where we've been until we come back to where we were - only where we were may not be as it was because of who we've become, which, after all is why we left.” - Bernard, *Northern Exposure*

Reentry Challenges and Suggestions

adapted from articles by Dr. Bruce LaBrack, School of International Studies, University of the Pacific

There are lots of reasons to look forward to going home, but there are also a number of psychological, social and cultural aspects that prove difficult - often because they are unanticipated. Re-entry into your home culture can be both as challenging and frustrating as living overseas, mostly because our attitude toward going home is that it should be a simple matter of getting resettled, resuming earlier routines, and reestablishing your relationships. Research has shown that re-entry has its own set of special social and psychological adjustments which can be facilitated by being aware of the process and following some advice from those who have already returned.

Interviewing students who have been through the experience of off-campus study generated the following list of issues and suggestions. Their advice is to take the process seriously by being realistic and thinking about it and your possible reactions.

Prepare for the adjustment process and allow enough time

The more you think about what is to come, and know how returning home is both similar to and different from going away, the easier the transition will be. Anticipating is useful. The process of re-entry will take time, just like adjusting to the new culture did. Give yourself time to relax and reflect on what is going on around you, how you are reacting to it, and what you might like to change.

Overcoming boredom

After all the newness and stimulation of your time away, a return to family, friends, and old routines (however nice and comforting) can seem very dull. It is natural to miss the excitement and challenges which characterize project work off-campus, but it is up to you to find ways to overcome such negative reactions - remember a bored person is also boring.

“No one wants to hear”

One thing you can count on upon your return: no one will be as interested in hearing about your adventures as you will be in sharing those experiences. This is not a rejection of you or your achievements, but simply the fact that once others have heard the highlights, any further interest on their part is probably unlikely because they have no frame of reference for your experiences. Be realistic in your expectations of how fascinating your journey is going to be for everyone else. Be brief.

Cultivate sensitivity and interest

Showing an interest in what others have been doing while you have been gone is the surest way to reestablish your rapport. Much frustration can be avoided if you become as good a listener as a talker.

You can't explain

Even when given a chance to explain all the things you saw, felt and experienced while off-campus, it is likely to be at least a bit frustrating to relay them coherently. It is very difficult to convey this kind of experience to people who do not have similar frames of reference, no matter how sympathetic they are as listeners. You can tell people about your trip, but you may fail to make them understand exactly how or why you felt a particular way. It's okay.

Reverse homesickness

Just as you probably missed home for a time after leaving campus, it is just as natural to experience some “reverse” homesickness for the people, places and things that you grew accustomed to while away from WPI. Feelings of loss are an integral part of returning from an off-campus sojourn and must be anticipated and accepted as a natural result of study away.

Beware of comparisons

Making comparisons between cultures is natural, particularly after residence abroad; however, the tendency to be an “instant expert” is to be avoided at all costs.

Relationships have changed

It is inevitable that when you return you will notice that some relationships with friends and family will have changed. Just as you have altered some of your ideas and attitudes while away, the people at home are likely to have experienced some changes as well. These changes may be positive or negative, and may seem even trivial to you, but expecting no change is unrealistic. The best preparation is flexibility, openness, minimal preconceptions, and tempered optimism.

Feelings of alienation

Sometimes the reality of being back home is not as natural or enjoyable as the place you had imagined. When real daily life is more demanding than you remembered, it is natural to feel some alienation, see faults you never noticed before, or even become quite critical of everyone and everything for a time. Mental comparisons are fine, but keep them to yourself until you regain both your cultural balance and a balanced perspective.

Remain flexible

Keeping as many options open as possible is an essential aspect of a successful return home. Attempting to re-socialize totally into old patterns and networks can be difficult, but remaining isolated and aloof is counterproductive.

Loss/compartmentalization of experience

Being home, along with the pressures of schoolwork, family and friends, often combine to make returnees worried that somehow that will “lose” the experience; somehow becoming compartmentalized like souvenirs only occasionally taken out and looked at. You do not have to let that happen. Maintain your contacts. Talk to people who have experiences similar to yours. Practice your skills. Remember your hard work and the fun you had while off-campus. There are lots of people on campus who have gone through their own re-entry and have had experiences similar to yours. Seek out other returned students from other sites, and look into becoming involved with the Global Ambassadors.

APPENDIX A - WPI OFF-CAMPUS STUDY TRAVEL INFORMATION FORM

WPI Off-Campus Study Travel Information Form

You must attach a copy of your travel itinerary provided by your travel agent or airline, in addition to completing this form. No handwritten itineraries will be accepted.

All students intending to complete a project at a WPI project site are asked to provide the IGSD with information about their travel arrangements. This will notify the faculty advisor, on-site coordinator and IGSD staff of your expected arrival date and time and alert them if a problem arises. *For some sites* this information is needed in order to arrange to have students met at the airport.

You must bring your passport into the IGSD to be scanned, unless you are participating in a project program within the U.S.

Name:	Site:	Term:
Arrival Date on site:	Arriving from (city):	
Mode of travel (air, train, bus, car):		
If traveling by air:		
Airline:	Flight Number:	Airport Destination:
Departure time:	Arrival time:	
Scheduled return date:		
Airline:	Flight Number:	Airport Destination:
Departure time:	Arrival time:	
If you plan to travel independently either before or after the program, please tell us your tentative plans:		

London Project Center Only
Bus Transportation: _____ **Yes** _____ **No**

(PLEASE MAKE SURE YOU CHECK ONE OF THESE OPTIONS FOR TRANSPORTATION FROM HEATHROW AIRPORT TO IES)

APPENDIX B - OFF-CAMPUS STUDENTS' HEALTH UPDATE AND RECORDS RELEASE FORM

Name _____ Project Site _____ Term _____

All students traveling off-campus to participate in a WPI program are required to carry medical insurance that is valid at the program site for the entire length of the program. Please verify this with your insurance company and list the name of your carrier and your policy number.

Carrier _____ Policy Number: _____

Do you have any medical conditions that could affect you while off-campus of which you would like to make the IGSD aware? (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, please list any changes in your health not noted on your medical records on file with WPI Health Services.

Are you allergic to any medications? If so, please list them.

List any prescription medicines you are currently taking.

When traveling off-campus it is a good idea to take a supply of your prescription medications sufficient to last for the length of the trip. Prescription medicines should always be kept in the original containers with the prescription label to avoid problems with customs. It is also important to take along a copy of the prescription from your physician, clearly written, in generic terms, and with an indication of the condition being treated.

In the event of an emergency, please contact:

1. Name _____ Relationship to Student _____

Address _____

email _____

Cell Phone #: _____

Home Telephone: _____ Work Telephone: _____

2. Name _____ Relationship to Student _____

Address _____

email _____

Cell Phone #: _____

Home Telephone: _____ Work Telephone: _____

I hereby authorize WPI health services to release my medical records to the Interdisciplinary and Global Studies Division in the event of a medical emergency while studying off-campus. *I hereby acknowledge that it is my responsibility to contact my health insurance provider to determine that I am covered while at an off-campus project site.*

Signature _____ Date _____

APPENDIX C - ATC TEAM FORM
(One Per Team)

After you have turned in this completed form to the IGSD, at least one member of your group (although we suggest the entire group come so that the entire group takes equal responsibility for the equipment) is required to go to the ATC and reserve a laptop BEFORE pick-up on the specified date.

Project Site: _____

Pickup person: _____

Return person: _____

names of
team members: _____

If you can not pick up and return this PC within the specified dates, then you will need to make alternative arrangements: the ATC can *not* accommodate you.

Dates: **pick up on or after:** **5/8/2010**
 Return on or before: **6/26/2010**

Pick-up Person

Return Person

Student Name: _____

Student Name: _____

Student Address: _____

Student Address: _____

Phone #: _____

Phone #: _____

Student ID#: _____

Student ID#: _____

Student Email: _____

Student Email: _____

APPENDIX D - ONSITE TRAVEL FORM

Name	Cell phone number
Destination	
Date & time of departure	Date & time of return

Mode of Transportation – Roundtrip

Train Bus Air Car

Departing from the Site Information			
Time of Departure			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from (name of airport, station, terminal)			
<i>* Connection Information if applicable:</i>			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time

Returning to the Site Information			
Returning from:			
Time of Departure			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from (name of airport, station, terminal)			
<i>* Connection Information if applicable:</i>			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time

Lodging (please call advisor with any changes to your reservations)			
Name of hotel	Name of hotel		
Address	Address		
City and country	City and country		
Phone number	Phone number		

List other students who are traveling with you on this exact itinerary:

Check this box if you are staying on site in WPI provided housing for the entire weekend.

Student Signature	Date
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Every student or group of students must turn this form into an advisor before 12:00 noon every Friday – in other words, every student must be accounted for,