

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:

Nancy, France C 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 2009/2010 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 2009-2010 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 mandatory paperwork for Nancy, France C09 must be turned in completed to the IGSD by **Monday, November 23, 2009 by 3:00 pm.**

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 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

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 new travel documents issued.

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 all 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 the prescribing 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.

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 the insurance provider and the 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.

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).

Students who are traveling to sites outside of the United States are required to carry with them an ISIC. 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.

Students are required to come to the IGSD, located in the Project Center, to fill out an application form for the ISIC and turn in their 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.

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.

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 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.

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. Go to Prime Color Photo located at 1094 Pleasant Street to have your passport photos taken. Show your WPI ID to get the special rate. You can also 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, Prime Color Photo 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 students 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 Nancy C10 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 should then address the issue with the student at risk. Repeated behavior identified as risky can result in disciplinary action up to and including immediate dismissal from the program.**
- 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:
William L. Granahan CIC,LIA,CMC, Senior Consultant
J.H. Albert International Insurance Advisors, Inc.
Two Chestnut Place
72 River Park
Needham Heights, MA 02494-2631

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.

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>

Health Information for Travelers to France

On This Page

- [Travel Notices in Effect](#)
- [Safety and Security Abroad](#)
- [Preparing for Your Trip to France](#)
- [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 France

Before visiting France, 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
<u>Routine</u>	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.
<u>Hepatitis B</u>	Recommended for all unvaccinated persons who might be exposed to blood or body fluids, have sexual contact with the local population, or be exposed through medical treatment, such as for an accident, even in developed countries, and for

Vaccination or Disease	Recommendations or Requirements for Vaccine-Preventable Diseases
	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.

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 (diethylmethyltoluamide), 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 Nancy, France Project Site

The following dates should be used when making your travel arrangements to France:

Travel Dates: It is suggested that you travel from U.S. on January 11 to arrive on the 12th with one day of travel from Paris to Nancy. The earliest departure date is March 7th.

Arrival at site *Tuesday, January 13, 2009*
Departure from site *Friday, March 6, 2009*

Remember in Europe written time goes by military time. 8 a.m. is 08.00 and 8 p.m. is 20.00 and dates are listed as day, month and year. You will arrive in Nancy on 06 01 08.

Local Coordinator

ENSIC - 1, rue Grandville - BP 451
54001 NANCY CEDEX
Tél : 33.3.83.17.51.61
Fax : 33.3.83.17.51.85
Mobile Phone : 33.6.73.19.07.38

For you to call from France the “33” is dropped and a “0” is needed at the beginning of the number.

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 with local currency may be very high. For these reasons, it is highly recommended that you carry some sort of calling card.

Emergency Phone Numbers

Hospital Information

Read the section in this handbook about health and safety very carefully. Remember it is your responsibility to have medical insurance valid in France and other countries you plan to visit during the time of the project.

The closest medical facility to ENSIC and the housing is:

Hôpital Central
29 avenue de Lattre de Tassigny
54000 Nancy
03 83 85 85 85

The nearest dental facilities are at:

Centre de Traitement Dentaire
29 avenue de Lattre de Tassigny
54000 Nancy
03 83 85 14 74

The nearest mental health facilities are located at:

UAUP- Unité d'accueil d'urgences Psychiatriques
29 avenue de Lattre de Tassigny
54000 Nancy
03 83 85 12 56

Housing in Nancy:

The residence is just outside of the city, in Vandoeuvre-lès-Nancy. This residence is newly constructed and students will have either a studio apartment or will share a two-person suite. The apartments are furnished and equipped (microwave, plates, saucepan, etc.). Students may wish to bring an extra blanket/pillow and should definitely bring towels, dishcloths, etc.

Maps on the following two pages are provided for 1) Nancy centre ville (the SNCF or train station is located at Place Thiers, which is between rue Raymond Poincaré and Avenue Foch- in the lower left side of the map) 2) a blown-up section of centre ville showing the street the school is on (rue Grandville), 3) the Tram line showing how to get from Nancy Gare to the residence, and 4) a map of the Paris Metro system..

The address of the residence where you will be staying is:

Name of the residence : La Maison des Chercheurs Address : 167, avenue du Général Leclerc - 54500 Vandoeuvre-les-Nancy Phone number : 33.6.18.65.03.20 Fax : 33.3.87.39.94.55

***To call or fax from within France, drop the "33" and add "0" before the "6"
e-mail : maison_des_chercheurs@yahoo.fr

Name of a person to contact at the residence:

Mr Aurélien MATHIEU - Responsable hébergement

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.

Directions to Housing in Nancy:

Please read these instructions carefully. Most of you will fly into Charles de Gaulle airport in Paris, then take a train to Nancy, and (on the first day) a taxi to your residence. You will be tired and carrying a lot of luggage, so make sure your route is planned in advance. The most difficult part of the journey is getting from the airport to the center of Paris, where you will take a train to Nancy. The train station that serves places to the east of Paris is called Gare de l'Est or may be referred to as Paris Est.

***Although these directions are straightforward, if you are very tired, not feeling well after your flight, or just have a lot of extra money, you can skip steps 1-4 below by taking a taxi from the airport to Gare de l'Est. This option should only be used if you feel you just cannot make the journey by train, because I expect this would cost well over \$100 and may take up to two hours if there is a lot of traffic. More helpful information about transportation from CDG airport is found at

http://www.discoverfrance.net/France/Transportation/Air/airports_Paris1.shtml

Directions to housing for those flying into Paris Charles de Gaulle airport:

First, here are a few clarifications. The SNCF is the train system in France that connects cities and connects France to other countries. You need either a ticket or a railpass to ride on these trains. The Paris metro system is the subway system in Paris. One ticket is valid for travel anywhere in zone 1, the main area of Paris. The RER is also a subway that connects Paris with the suburb areas. Charles de Gaulle airport is not in the center of Paris, but it is served by an RER train. When you buy an RER ticket, it is also valid for the metro in the zone you are traveling. Always hold on to your tickets because controllers will come and ask you to show it while on any of the trains. In some cases, you will also need to put the metro or RER ticket in a machine to get out of the station.

1. From Charles de Gaulle airport, follow the signs for the SNCF (train) station. The train station (la gare) is connected to the airport and you may need to take a (free) shuttle bus to the station, depending on which terminal you arrive at.

2. Take the RER train, line B, to Paris. CDG airport is one end of the line, so all trains that leave CDG are headed towards Paris. When you buy your ticket, you can just say you are taking a train to Paris, since the fare to any Paris station from CDG is the same
3. Get off the RER train at Gare du Nord. Follow the signs for the metro. You want to take the metro to Gare de l'Est. Take line 4 towards Porte d'Orleans OR line 5 towards Place d'Italie. You do not need to purchase a new metro ticket. The same ticket you used to get from CDG to Gare du Nord will work for this transfer.
4. Once you are at Gare de l'Est, follow the signs for the SNCF station.
5. You must now purchase your ticket for the train from Paris Est to Nancy. If you already have a rail pass, you still must purchase a seat reservation. If you do not have a rail pass, you need to purchase the ticket plus the seat reservation. Go to the counter for same day departures and purchase your ticket/reservation for Nancy. There is only one train station in Nancy. It is called Nancy Ville. There are many trains per day going from Paris to Nancy, generally about every hour or every two hours. The train ride takes about 1.5 hours. If you are buying a ticket, make sure to show your student card to get a reduced fare on your train ticket. In addition to the student discount, (for ages under 25) there is also a discount for 2 people traveling together. Make sure you ask for these (substantial) discounts. Note: there are ticket machines or ticket counters where you can purchase the RER ticket. The machines accept only coins or European credit cards. Since you will not likely have enough coins, you will need to wait in line at one of the counters and purchase your RER ticket.
6. When you do buy a ticket, make sure to validate it in one of the orange ticket machines. If you do not validate your ticket, you could face a high fine and be yelled at by the controller!
6. When you arrive in Nancy, take a taxi directly to the residence. Taxis are stationed outside the train station and you can easily find one.
8. If you are not too tired and wish to try the Tram, walk across the street from the train station to where all the buses are waiting and take Tram Line 1 in the direction Vandoeuvre CHU Brabois. The closest stop appears to be Saint André, but you may wish to ask someone. You may wish to familiarize yourself with the bus and tram system in Nancy before your arrival: <http://www.reseau-stan.com/index.asp>

Remember: There can be no overnight guests in any accommodations acquired and provided by WPI for use by the Project Center students. Any violations of this policy will result in expulsion from the program.

See the following pages for the maps.





Consular Information – France

September 08, 2009

COUNTRY DESCRIPTION: [map](#) France is a developed and stable democracy with a modern economy. Tourist facilities are widely available. Read the Department of State [Background Notes on France](#) for additional information.

REGISTRATION / EMBASSY LOCATIONS: U.S. citizens living or traveling in France and Monaco 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 the event of an emergency.

Local embassy information is available below and at the [Department of State's list of embassies and consulates](#).

[The U.S. Embassy / Consular Section in Paris](#) is located at 4 avenue Gabriel, 75008 Paris (Place de La Concorde, métro stop Concorde), telephone: in country 01-43-12-22-22; from the U.S. 011-33-1-43-12-22-22 (24 hours); fax for Passport Services in country 01-42-96-28-39; from the U.S. 011-33-1-42-96-28-39; for Special Consular Services (emergencies) fax: in country 01-42-61-61-40; from the U.S. 011-33-1-42-61-61-40.

[The Consulate General in Marseille](#) is located at Place Varian Fry, 13006 Marseille, telephone: in country 04-91-54-92-00; from the U.S. 011-33-4-91-54-92-00 (24 hours); Consular Section fax: in country 04-91-55-56-95 and main fax 04-91-55-09-47; Consular Section fax from the U.S. 011-33-4-91-55-56-95, and main fax from the U.S. 011-33-4-91-55-09-47.

[The Consulate General in Strasbourg](#) is located at 15 Avenue d'Alsace, 67082 Strasbourg, telephone: in country 03-88-35-31-04; from the U.S. 011-33-3-88-35-31-04; fax: in country 03-88-24-06-95; from the U.S. 011-33-3-88-24-06-95.

The Consulate General in Strasbourg does not produce passports on the premises. American citizens in this area whose passports are lost or stolen and have urgent travel needs should contact the [U.S. Embassy in Paris](#).

The U.S. Government also has American Presence Posts in **Bordeaux, Lyon, Rennes, Nice, and Toulouse** that provide limited consular services to Americans, by appointment only. These American Presence Posts do not produce passports on the premises. American citizens in the areas of **Bordeaux, Lyon, and Rennes** whose passports are lost or stolen and have urgent travel needs should contact the Consular Section of the U.S. Embassy in Paris. American citizens in the areas of **Nice and Toulouse** whose passports are lost or stolen and have urgent travel needs should contact the [U.S. Consulate General in Marseille](#).

[The American Presence Post in Bordeaux](#) is located at 10, place de la Bourse, 33076 Bordeaux (entry on 1 rue Fernand Philippart); telephone: in country 05-56-48-63-80; from the U.S. 011-33-5-56-48-63-80; fax: in country 05-56-51-61-97; from the U.S. 011-33-5-56-51-61-97. Website: <http://france.usembassy.gov/bordeaux.html>.

[The American Presence Post in Lyon](#) is located at 1, quai Jules Courmont, 69002 Lyon; telephone: in country 04-78-38-33-03; from the U.S. 011-33-4-78-38-33-03; fax: in country 04-72-41-71-81; from the U.S. 011-33-4-72-41-71-81.

[The American Presence Post in Rennes](#) is located at 30, quai Duguay Trouin, 35000 Rennes; telephone: in country 02-23-44-09-60; from the U.S. 011-33-2-23-44-09-60; fax: in country 02-99-35-00-92; from the U.S. 011-33-2-99-35-00-92.

[The American Presence Post in Toulouse](#) is located at 25, Allée Jean Jaures, 31000 Toulouse; telephone: in country 05-34-41-36-50; from the U.S. 011-33-5-34-41-36-50; fax: in country 05-34-41-16-19; from the U.S. 011-33-5-34-41-16-19.

[The Consular Agency in Nice](#) is located at 7, Avenue Gustave V, 3rd floor, 06000 Nice, telephone: in country 04-93-88-89-55; from the U.S. 011-33-4-93-88-89-55; fax: in country 04-93-87-07-38; from the U.S. 011-33-4-93-87-07-38.

ENTRY/EXIT REQUIREMENTS: France is party to the Schengen agreement. As such, U.S. citizens may enter France for up to 90 days for tourist or business purposes without a visa. A passport is required and should be valid for at least three months beyond the period of stay. Anyone intending to stay more than 90 days must obtain the appropriate visa issued by one of the French Consulates in the United States prior to departure for France. This also applies to anyone considering marriage in France. For further details about travel into and within Schengen countries, please see our [Schengen fact sheet](#). U.S. Legal Permanent Residents (greencard holders) should check with a French consulate before they travel, as some may require a visa.

For further information concerning entry requirements for France, travelers may contact the [Embassy of France](#) at 4101 Reservoir Road NW, Washington, DC 20007, tel. (202) 944-6000, email: [email the French Embassy](#); or, or contact the French Consulates General in Atlanta, Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, or San Francisco.

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 Sheet](#).

THREATS TO SAFETY AND SECURITY: The Government of France maintains a threat rating system, known locally as “Vigipirate,” similar to the U.S. Department of Homeland Security Advisory System. Under this plan, during times of heightened security, the government augments police with armed forces and increases visibility at airports, train and metro stations, and other high-profile locations such as schools, major tourist attractions, and government installations. Over the last few years, there have been numerous arrests of suspected Islamic militants involved in various terrorist plots. As with other countries in the Schengen area, France maintains open borders with its European neighbors, facilitating law enforcement cooperation yet allowing the possibility of terrorist operatives entering/exiting the country with anonymity.

Political assassinations and bombings have occurred in France. The National Front for the Liberation of Corsica (FLNC), as part of its decades-long bombing campaign on the island of Corsica, continues to conduct limited operations in the south of France and on Corsica. During the 1990s there was a wave of bombings and attacks in Paris carried out by Algerian terrorists. Today, numerous radical Islamic groups claim sympathizers within France’s large immigrant community, as evidenced by arrests over the last few years.

Although Americans have not been specifically targeted in terrorist attacks in France within the past few years, travelers should maintain vigilance. Immediately report unattended packages observed in public places or any other suspicious activities. French law enforcement authorities are proactive and will respond immediately. If there is a security incident or suspicious package, do not linger in the area to observe.

Violent civil disorder is rare in France; however, in the past, student demonstrations, labor protests, and other types of demonstrations have developed into violent confrontations between demonstrators and police. This was the case in March/April 2009, when demonstrations were held protesting the NATO Summit in Strasbourg; in 2006, when a series of large demonstrations took place in central Paris; and in 2005, when cities and towns nationwide experienced several weeks of unrest. Although most demonstrations or other forms of civil disorder experienced in France do not exhibit any anti-U.S. sentiment, it is important to remember that even a passer-by can be harmed should demonstrations devolve into violence. Americans are advised to avoid street demonstrations, particularly if riot police are on the scene.

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 the current [Travel Warnings and Travel Alerts](#) as well as the [Worldwide Caution](#).

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll-free within the U.S. and Canada, or by calling a regular toll line, 1-202-501-4444, from other countries. 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 American 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: While France has a relatively low rate of violent crime, a limited number of neighborhoods in larger French cities merit extra caution. Thieves commonly target vehicles with non-local license plates and work in or near tourist attractions such as museums, monuments, restaurants, hotels, beaches, trains, train stations, airports, and subways. Americans in France should be particularly alert to pickpockets in train stations and subways. Travelers should keep photocopies of travel documents and credit cards separate from the originals, along with key telephone numbers to contact banks for credit card replacement.

Although thieves may operate anywhere, the U.S. Embassy in Paris receives frequent reports of theft from several areas in particular:

Paris: The Paris Police Prefecture publishes information entitled "[Paris In Complete Safety](#)," which provides practical advice and useful telephone numbers for visitors. Thieves operate on the rail link (RER) from Charles de Gaulle Airport to downtown Paris, where they prey on jet-lagged, luggage-burdened tourists. In one common ruse, a thief distracts a tourist by asking for directions while an accomplice steals a momentarily unguarded backpack, briefcase, or purse. Thieves also time their thefts to coincide with train stops so they may quickly exit the car just before the automatic doors close. Travelers should consider taking an airport shuttle bus or taxi from the airport into the city.

Reports of stolen purses, briefcases, and carry-on bags at Charles de Gaulle Airport are not uncommon. Travelers should monitor their bags at all times and never leave them unattended. As thieves commonly target laptop bags, travelers should avoid carrying passports and other valuables in computer bags. Thieves also target shoulder bags that have been placed on the floor while travelers are busy at the ticket counter. Also be aware that unattended bags are subject to destruction by airport security.

There have been reports of robberies in which thieves on motorcycles reach into moving cars by opening the car door or accessing an open window or even breaking the window to steal purses and other bags visible inside. The same technique is used against pedestrians walking with purses/bags/cameras slung over their street-side shoulder. Those traveling by car should remember to keep the windows up and the doors locked and items that may be attractive to thieves out of sight. Pedestrians are encouraged to remain aware of their surroundings at all times and to keep bags slung across the body, with the bag hanging away from the street.

Many thefts occur on the Number One Subway Line, which runs by many major tourist attractions in the center of Paris (including the Grand Arch at La Défense, the Arc de Triomphe, the Champs-Élysées, Place de la Concorde, the Louvre, and the Bastille). Pickpockets are especially active on this metro line during the summer months and use a number of techniques. The most common, and unfortunately the most successful, is the simple "bump and snatch," where an individual bumps into the tourist while at the same time reaching into the pockets/purse/bag. Visitors should be particularly careful when metro doors are closing, as this is a favored moment for less-sophisticated pickpockets to grab valuables and jump through the closing doors, leaving victims helplessly watching as the thief flees. Visitors are encouraged NOT to confront thieves aggressively; they often operate in groups and may become violent if cornered. Simply drawing attention to an attempted theft will most likely stop the operation and result in a tactical withdrawal by the thief.

The Gare du Nord train station, where express trains from the airport arrive in Paris, is also a high-risk area for pick-pocketing and theft. Travelers should also beware that thefts commonly occur on both overnight and day trains, especially those originating in Spain, Italy, and Belgium. These involve the theft of valuables while passengers are sleeping, or while bags are left unattended.

In hotels, thieves target lobbies and breakfast rooms, and take advantage of moments of inattention to snatch jackets, purses, and backpacks. While many hotel rooms do have safety latches that allow guests to secure their rooms from inside, this feature is not as universal as it is in the United States. If no chain or latch is present, a chair placed up against the door and wedged under the handle is usually an effective obstacle to surreptitious entry during the night. There are, however, reports of thieves breaking into hotel rooms on lower floors through open windows while the occupants are sleeping. To guard against this, hotel room windows should be kept locked at all times. Whenever possible, valuables should be kept in the hotel safe.

Many Americans have reported thefts of purses occurring in restaurants and nightclubs/bars, where purses are stolen from the back of a chair or from under the table. Again, keep valuables on your person and do not leave them unattended or out of sight. Theft also occurs at the major department stores such as Galeries Lafayette and Printemps where tourists often place wallets, passports, and credit cards on cashier counters during transactions.

Automated Teller Machines (ATMs) are very common in France and provide ready access to cash, allowing travelers to carry as much money as they need for each day. The rates are competitive with local exchange bureaus, and an ATM transaction is easier than cashing a traveler's check. However, crime involving ATMs is increasing. Travelers should not use ATMs in isolated, unlit areas or where loiterers are present. Travelers should be especially aware of persons standing close enough to see the Personal Identification Number (PIN) being entered into the machine. Thieves often conduct successful scams by simply observing the PIN as it is entered and then stealing the card from the user in some other location. If the card becomes stuck, travelers should immediately report it to the bank where the machine is located.

Large criminal operations in Paris involving the use of ATMs that "eat" the user's ATM card have been reported. This most often happens during a weekend or at night when the bank is closed. The frustrated traveler often walks away after unsuccessfully trying to retrieve the card, with plans to return the first day the bank is open. In such cases, a criminal gang has modified the machine using an add-on device equipped with a microchip that records the user's PIN when it is typed in, and also prevents the card from being ejected. The criminal retrieves the card from the device once the visitor departs, downloads the recorded PIN and then goes to other ATMs and withdraws as much cash as possible. ATM users are strongly encouraged to carry a 24-hour emergency number for their ATM card and bank account that will enable the immediate prevention of withdrawals from the account if difficulties occur.

Pigalle is the "adult entertainment district" of Paris. Many entertainment establishments in this area engage in aggressive marketing and charge well beyond the normal rate for drinks. Reports of threats of violence to coerce patrons into paying exorbitant beverage tabs are not uncommon. There have also been several violent confrontations between rival gangs in the district, including one in August 2007 one block from the famous Moulin Rouge cabaret. Visitors are encouraged to avoid this area unless touring with a well-organized and reputable tour company.

Normandy: There has been an increase in break-ins and thefts from vehicles in the parking lots at the Normandy beaches and American cemeteries. Valuables should not be left unattended in cars, and locking valuables in the trunk should not be considered a safeguard as thieves often pry open car trunks to steal bags.

Southern France: Theft from cars with unlocked doors or open windows stopped at red lights or caught in slow traffic are very common, particularly in Marseille and along the Riviera of the Nice-Antibes-Cannes area. Car doors should be kept locked and windows raised at all times to prevent "snatch-and-grab" incidents by thieves on motorcycles. Parked cars are also frequently broken into. Valuables should not be left in unattended parked cars, even in the trunk.

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 end of this sheet or 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. Under French law, compensation is available to victims of crime committed on French soil under certain circumstances.

The local equivalents to the “911” emergency line in France are as follows: 112 (all emergency services), 17 (police emergency), 18 (fire department), and 15 (emergency medical/paramedic team/ambulance).

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](#).

SPECIAL CIRCUMSTANCES: French customs authorities enforce strict regulations concerning temporary importation into or export from France of items such as firearms, antiquities, medications, business equipment, sales samples, and other items. It is advisable to contact the Embassy of France in Washington, D.C. or one of France's consulates in the United States for specific information regarding customs requirements. Please see our [Customs Information](#).

MEDICAL FACILITIES AND HEALTH INFORMATION: Medical care comparable to that found in the United States is widely available. In France, the phone number for emergency medical services is 15.

The U.S. State Department is unaware of any HIV/AIDS-related entry restrictions for visitors to or foreign residents of France.

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](#).

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

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.

Roads in France are generally comparable to those in the United States, but traffic engineering and driving habits may pose special dangers. Lane markings and sign placements often are not as clear as in the United States, and drivers should be prepared to make last-minute maneuvers. The French typically drive faster and more aggressively than Americans and tend to exceed posted speed limits. Right-of-way rules in France may differ from those in the United States. Drivers entering intersections from the right have priority over those on the left (unless specifically indicated otherwise), even when entering relatively large boulevards from small side streets. Many intersections in France are being replaced by traffic circles, where the right-of-way belongs to drivers in the circle.

On major highways, service stations are situated at least every 25 miles. Service stations are not as plentiful on secondary roads in France as they are in the United States. Paris, the capital and largest city in France, has an extensive and efficient public transportation system. The interconnecting system of buses, subways, and commuter rails serves more than four million people a day with a safety record comparable to or better than the systems of major American cities. Similar transportation systems are found in all major French cities. Between cities, France is served by an equally extensive and reliable rail service. High-speed rail links connect major French cities. Many cities are also served by frequent air service.

Please refer to our [Road Safety](#) page for more information. Visit the website of [the French National Tourist Office website](#). For specific information concerning French driver's permits, vehicle inspection, road tax, and mandatory insurance.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the government of France's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of France's air carrier operations. Further information may be found on the [FAA's safety assessment page](#).

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CHILDREN'S ISSUES: Please see our Office of Children's Issues web pages on [intercountry adoption](#) and [international parental child abduction](#).

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SPECIFIC INFORMATION ON MONACO: While the general information above is relevant to Monaco as well as France, information specific to Monaco is provided in this section for your convenience.

COUNTRY DESCRIPTION: Monaco is a developed constitutional monarchy. Read the Department of State's [Background Notes on Monaco](#) for additional information. A passport is required to enter Monaco but a visa is not necessary for U.S. passport holders for tourist/business stays of up to 90 days.

ENTRY/EXIT REQUIREMENTS: For further information on entry requirements to Monaco, travelers may contact the Embassy of the Principality of Monaco, 3400 International Drive, NW, Suite 2K-100, Washington DC 20008, tel: 202-234-1530, [inquiries by email](#); to the Embassy, or the Consulate General of Monaco, 565 Fifth Avenue, 23rd floor, New York, NY 10017, tel: 212-286-0500, [inquiries by email](#) to the Consulate. For the most current visa information, visit the [Embassy of the Principality of Monaco website](#). For more information, please visit the official website of the [Monaco Government Tourist Office](#) for general information.

Monegasque customs authorities enforce strict regulations concerning temporary importation into or export from Monaco of items such as firearms, antiquities, medications, business equipment, sales samples, and other items. It is advisable to contact the Consulate General of Monaco in New York for specific information regarding customs requirements.

MEDICAL FACILITIES AND HEALTH INFORMATION: Medical care comparable to that found in the United States is widely available. The local equivalents to the "911" emergency line in Monaco are as follows: 112 (all emergency services), 17 (police emergency), 18 (fire department) and 9330-1945 (medical/paramedic team/ambulance).

The U.S. State Department is unaware of any HIV/AIDS-related entry restrictions for visitors to or foreign residents of Monaco.

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This replaces the Country Specific Information for France and Monaco dated December 22, 2008, to update sections on Safety and Security, Crime, and Specific Information on Monaco.

Background Notes – France

April 2009



PROFILE

OFFICIAL NAME:

[French Republic](#)

Geography

Area: 551,670 sq. km. (220,668 sq. mi.); largest west European country, about four-fifths the size of Texas.

Cities: *Capital*--Paris. *Major cities*--Marseille, Lyon, Toulouse, Strasbourg, Nice, Rennes, Lille, Bordeaux.

Terrain: Varied.

Climate: Temperate.

People

Nationality: *Adjective*--French.

Population (January 1, 2009 est.): 64.3 million (including overseas territories); 62.9 million (metropolitan).

Annual growth rate (2008 est.): 0.6%.

Ethnic groups: Celtic and Latin with Teutonic, Slavic, North African, Sub-Saharan African, Indochinese, and Basque minorities.

Religion: Roman Catholic 85% (est.), Muslim 10% (est.), Protestant 2%, Jewish 1%.

Language: French.

Education: *Years compulsory*--10. *Literacy*--99%.

Health: *Infant mortality rate* (2008)--3.36/1,000.

Work force (2008): 28 million (preliminary): *Services*--74.7%; *industry and commerce*--22.0%; *agriculture*--3.2%.

Government

Type: Republic.

Constitution: September 28, 1958.

Branches: *Executive*--president (chief of state); prime minister (head of government). *Legislative*--bicameral Parliament (577-member National Assembly, 319-member Senate). *Judicial*--Court of Cassation (civil and criminal law), Council of State (administrative court), Constitutional Council (constitutional law). Subdivisions: 22 administrative regions containing 96 departments (metropolitan France). Thirteen territories outside metropolitan France: four overseas departments which are also regions (French abbreviation is DOM-ROM)--Guadeloupe, Martinique, French Guiana, and Reunion; six overseas collectivities ("Collectivités d'Outre-mer" or COM)--French Polynesia, Wallis and Futuna Islands, Saint-Pierre and Miquelon, Saint-Martin and Saint-Barthelemy Island, and Mayotte, which in March 2009 voted to become a full overseas department, and is likely to be recognized as such in 2011; one overseas country of France ("Pays d'Outre-mer" or POM)--New Caledonia; and the French Southern and Antarctic Territories and the atoll of Clipperton.

Political parties: Union for a Popular Movement (UMP--a synthesis of center-right Gaullist/nationalist and free-market parties); Socialist Party; New Center (former UDF centrists now affiliated with the UMP); Democratic Movement (former UDF centrists loyal to MoDem President Francois Bayrou); Communist Party; extreme right National Front; Greens; various minor parties.

Suffrage: Universal at 18.

Economy

GDP (2008): \$2.865 trillion Avg. annual growth rate (2008): 0.7%, compared with 2.1% in 2007.

Per capita GDP at PPP (2008): \$34,264 (preliminary)

Agriculture: Products--grains (wheat, barley, corn); wines and spirits; dairy products; sugar beets;

oilseeds; meat and poultry; fruits and vegetables.

Industry: *Types*--aircraft, electronics, transportation, textiles, clothing, food processing, chemicals, machinery, steel.

Trade: *Exports* (2008)--\$685 billion (f.o.b.): automobiles, aircraft and aircraft components, pharmaceuticals, automobile equipment, pharmaceuticals, automobile equipment, iron and steel products, refined petroleum products, cosmetics, organic chemicals, electronic components, wine and champagne. *Imports* (2007)--\$605 billion (f.o.b.): oil and natural gas, automobiles, aircraft and aircraft components, refined petroleum products, automobile equipment, pharmaceuticals, iron and steel products, and computers/computer-related products. *Major trading partners*--EU and U.S. Exchange rate: U.S. \$1=0.68 euro in 2008.

PEOPLE

Since prehistoric times, France has been a crossroads of trade, travel, and invasion. Three basic European ethnic stocks--Celtic, Latin, and Teutonic (Frankish)--have blended over the centuries to make up its present population. France's birth rate was among the highest in Europe from 1945 until the late 1960s. Since then, its birth rate has fallen but remains higher than that of most other west European countries. Traditionally, France has had a high level of immigration. More than 1 million Muslims immigrated in the 1960s and early 1970s from North Africa, especially Algeria. About 85% of the population is Roman Catholic, 10% Muslim, less than 2% Protestant, and about 1% Jewish. However, the government does not keep statistics on religious affiliation, and according to a January 2007 poll, 51% of respondents describe themselves as Catholic, and another 31% describe themselves as having no religious affiliation. In 2004, there were over 6 million Muslims, largely of North African descent, living in France. France is home to both the largest Muslim and Jewish populations in Europe.

Education is free, beginning at age 2, and mandatory between ages 6 and 16. The public education system is highly centralized. Private education is primarily Roman Catholic. Higher education in France began with the founding of the University of Paris in 1150. It now consists of 91 public universities and 175 professional schools, including the post-graduate *Grandes Ecoles*. Private, college-level institutions focusing on business and management with curriculums structured on the American system of credits and semesters have been growing in recent years.

The French language derives from the vernacular Latin spoken by the Romans in Gaul, although it includes many Celtic and Germanic words. Historically, French has been used as the international language of diplomacy and commerce. Today it remains one of six official languages at the United Nations and has been a unifying factor in Africa, Asia, the Pacific, and the Caribbean.

HISTORY

France was one of the earliest countries to progress from feudalism to the nation-state. Its monarchs surrounded themselves with capable ministers, and French armies were among the most innovative, disciplined, and professional of their day. During the reign of Louis XIV (1643-1715), France was the dominant power in Europe. But overly ambitious projects and military campaigns of Louis and his successors led to chronic financial problems in the 18th century. Deteriorating economic conditions and popular resentment against the complicated system of privileges granted the nobility and clerics were among the principal causes of the French Revolution (1789-94). Although the revolutionaries advocated republican and egalitarian principles of government, France reverted to forms of absolute rule or constitutional monarchy four times--the Empire of Napoleon, the Restoration of Louis XVIII, the reign of Louis-Philippe, and the Second Empire of Napoleon III. After the Franco-Prussian War (1870), the Third Republic was established and lasted until the military defeat of 1940.

World War I (1914-18) brought great losses of troops and materiel. In the 1920s, France established an elaborate system of border defenses (the Maginot Line) and alliances to offset resurgent German strength. France was defeated early in World War II, however, and was occupied in June 1940. That July, the country was divided into two: one section being ruled directly by the Germans, and a second controlled by the French ("Vichy" France) and which the Germans did not occupy. German and Italian forces occupied all of France, including the "Vichy" zone, following the Allied invasion of North Africa in November 1942. The "Vichy" government largely acquiesced to German plans, namely in the plunder of French resources and the forceful deportations of tens of thousands of French Jews living in France to

concentration camps across Europe, and was even more completely under German control following the German military occupation of November 1942. Economically, a full one-half of France's public sector revenue was appropriated by Germany. After four years of occupation and strife in France, Allied forces liberated the country in 1944.

France emerged from World War II to face a series of new problems. After a short period of provisional government initially led by Gen. Charles de Gaulle, the Fourth Republic was set up by a new constitution and established as a parliamentary form of government controlled by a series of coalitions. French military involvement in both Indochina and Algeria combined with the mixed nature of the coalitions and a consequent lack of agreement caused successive cabinet crises and changes of government.

Finally, on May 13, 1958, the government structure collapsed as a result of the tremendous opposing pressures generated by four years of war with Algeria. A threatened coup led the Parliament to call on General de Gaulle to head the government and prevent civil war. Marking the beginning of the Fifth Republic, he became prime minister in June 1958 and was elected president in December of that year. The Algerian conflict also spurred decades of increased immigration from the Maghreb states, changing the composition of French society.

Seven years later, for the first time in the 20th century, the people of France went to the polls to elect a president by direct ballot. De Gaulle won re-election with a 55% share of the vote, defeating Francois Mitterrand. In April 1969, President de Gaulle's government conducted a national referendum on the creation of 21 regions with limited political powers. The government's proposals were defeated, and de Gaulle subsequently resigned. Succeeding him as president of France have been Gaullist Georges Pompidou (1969-74), Independent Republican Valery Giscard d'Estaing (1974-81), Socialist Francois Mitterrand (1981-95), neo-Gaullist Jacques Chirac (1995-2007), and center-right Nicolas Sarkozy (2007-present).

While France continues to revere its rich history and independence, French leaders are increasingly tying the future of France to the continued development of the European Union (EU). France was integral in establishing the European Coal and Steel Community in 1951 and was among the EU's six founding states. During his tenure, President Mitterrand stressed the importance of European integration and advocated the ratification of the Maastricht Treaty on European economic and political union, which France's electorate narrowly approved in September 1992. The center of domestic attention soon shifted, however, to the economic reform and belt-tightening measures required for France to meet the criteria for Economic and Monetary Union (EMU) laid out by the Maastricht Treaty. France continues to play a leading role in the EU, particularly in the development of European Security and Defense Policy (ESDP). Although a 2005 French referendum was actually responsible for the defeat of the treaty establishing a constitution for Europe, France has since then backed the Lisbon Treaty--a main priority of Nicolas Sarkozy during France's EU presidency in the latter half of 2008. In July 2008, France was instrumental in launching the Union for the Mediterranean (UM), a continuation of the EU Barcelona Process. France and Egypt hold the first rotating co-presidency, which serves as a forum for political and economic cooperation between the EU and its Mediterranean neighbors.

Since the September 11, 2001 attacks in the U.S., France has played a central role in the war on terrorism. French forces participate in Operation Enduring Freedom and in the International Security Assistance Force (ISAF) for Afghanistan. France did not, however, join the coalition that liberated Iraq in 2003. In October and November 2005, three weeks of violent unrest in the largely immigrant suburbs focused French attention further on their minority communities. Also in 2005 French voters disapproved the EU constitution in a national referendum. In the spring of 2006, students protested widely over restrictive employment legislation.

In May 2007, Nicolas Sarkozy was elected as France's sixth president under the Fifth Republic, signaling French approval of widespread economic and social reforms, as well as closer cooperation with the United States. President Sarkozy has announced France's intention to fully reintegrate into the NATO command structure, a positive step in transatlantic relations and NATO-ESDP cooperation.

GOVERNMENT

The constitution of the Fifth Republic was approved by public referendum on September 28, 1958. It

greatly strengthened the powers of the executive in relation to those of Parliament. Under this constitution, presidents were elected directly for a seven-year term since 1958. Beginning in 2002, the presidential term of office was reduced to five years and a constitutional reform passed on July 21, 2008 limits presidents to two consecutive terms in office. The president names the prime minister, presides over the cabinet, commands the armed forces, and concludes treaties. Traditionally, presidents under the Fifth Republic have tended to leave day-to-day policy-making to the prime minister and government; the five-year term of office is expected to make presidents more accountable for the results of domestic policies. Sarkozy, however, has been a hands-on manager and policymaker.

The president can submit questions to a national referendum and can dissolve the National Assembly. In certain emergency situations, with the approval of parliament, the president may assume dictatorial powers and rule by decree. The main components of France's executive branch are the president, the prime minister and government, and the permanent bureaucracies of the many ministries. Led by a prime minister, who is the head of government, the cabinet is composed of a varying number of ministers, ministers-delegate, and secretaries of state. Parliament meets for one nine-month session each year. Under special circumstances the president can call an additional session.

Under the constitution, the legislative branch has few checks on executive power; nevertheless, the National Assembly can still cause a government to fall if an absolute majority of the total Assembly membership votes to censure. The Parliament is bicameral with a National Assembly and a Senate. The National Assembly is the principal legislative body. Its deputies are directly elected to five-year terms, and all seats are voted on in each election. Senators are chosen by an electoral college and, under new rules passed in 2003 to shorten the term, serve for six years, with one-half of the Senate being renewed every three years. (As a transitional measure in 2004, 62 Senators were elected to nine-year terms, while 61 were elected to six-year terms; subsequently, all terms will be six years.) The Senate's legislative powers are limited; the National Assembly has the last word in the event of a disagreement between the two houses. The government has a strong influence in shaping the agenda of Parliament, although the constitutional reform passed on July 21, 2008 grants new authority to the Parliament to set its own agenda. The government also can declare a bill to be a question of confidence, thereby linking its continued existence to the passage of the legislative text; unless a motion of censure is introduced and voted, the text is considered adopted without a vote. The constitutional reform passed on July 21, 2008 has limited the process to the vote of the national budget, the financing of the social security, and to one bill per session of the Parliament.

A distinctive feature of the French judicial system is that the Constitutional Council protects basic rights when they might be potentially violated by new laws and the Council of State protects basic rights when they might be violated by actions of the state. The Constitutional Council examines legislation and decides whether it conforms to the constitution. Unlike the U.S. Supreme Court, it considers only legislation that is referred to it by Parliament, the prime minister, or the president. Moreover, it considers legislation before it is promulgated. The Council of State has a separate function from the Constitutional Council and provides recourse to individual citizens who have claims against the administration. The Ordinary Courts--including specialized bodies such as the police court, the criminal court, the correctional tribunal, the commercial court, and the industrial court--settle disputes that arise between citizens, as well as disputes that arise between citizens and corporations. The Court of Appeals reviews cases judged by the Ordinary Courts.

Traditionally, decision-making in France has been highly centralized, with each of France's departments headed by a prefect appointed by the central government. In 1982, the national government passed legislation to decentralize authority by giving a wide range of administrative and fiscal powers to local elected officials. In March 1986, regional councils were directly elected for the first time, and the process of decentralization continues, albeit at a slow pace.

Principal Government Officials

President--Nicolas Sarkozy

Prime Minister--Francois Fillon

Foreign Minister--Bernard Kouchner

Ambassador to the United States--Pierre Vimont
Ambassador to the United Nations--Jean-Maurice Ripert

France maintains its [embassy](#) in the U.S. at 4101 Reservoir Rd. NW, Washington, DC 20007 (tel. 202-944-6000); it is its largest diplomatic mission in the world.

POLITICAL CONDITIONS

Since his inauguration in May 2007 as France's sixth president under the Fifth Republic, Nicolas Sarkozy focused his first months in office on improving the performance of France's economy through liberalization of labor markets, higher education, and taxes. In the April 22, 2007 first round of presidential elections, Sarkozy, the leader of the center-right Union for a Popular Movement (UMP) party, placed first; Socialist candidate Segolene Royal placed second; centrist Francois Bayrou placed third; and extremist Jean-Marie Le Pen placed fourth out of a field of 12 candidates. Sarkozy prevailed in the May 6, 2007 second round, defeating Royal by a 53.06% to 46.94% margin. Royal's loss marked the third straight defeat for the Socialist candidate in presidential elections.

President Sarkozy assumed office on May 16, 2007, the last day of Jacques Chirac's official term. Sarkozy named Francois Fillon Prime Minister. Jean-Louis Borloo became the second-highest ranking figure in the government, presiding over an expanded Ministry of Environment, renamed the Ministry of Ecology and Sustainable Planning. Legislative elections held on June 10 and 17, 2007 gave the UMP a large parliamentary majority. A vote to elect French representatives to the European Parliament will take place June 7, 2009 and balloting to elect the Presidents of Regional Councils will occur in spring 2010.

In electing Nicolas Sarkozy, French voters endorsed the wide-ranging program of reforms--including market-oriented social and economic reforms--that were the focal point of Sarkozy's campaign, implicitly giving him the green light to try and implement these reforms quickly, and allowing a way forward for overcoming France's 2005 rejection of the EU constitutional treaty. By embracing a figure long tagged as "pro-American," French voters also expressed their desire to renew trust in the U.S.-France relationship. During the campaign Sarkozy often ended his stump speeches--evoking Martin Luther King--by calling for a "French dream" of social equality, social mobility, and equal opportunity, and his first speech as President-elect assured his "American friends" that they could rely on France's friendship.

During his first year and a half in office, Sarkozy eliminated income taxes on overtime hours, lengthened the contribution period for retirees to receive full pensions, and established a "minimum service" requirement on strike days, among other reforms. He also completed a major revision of the French constitution, which gave parliament more oversight responsibility, particularly with respect to approval of long-term French military deployments abroad. French and EU analysts stress that longer-term reform measures must focus on reducing the future burden of ballooning public pension and health care budgets, as well as reducing labor-related taxes. Against a backdrop of gloomy economic news, France saw a pair of general strikes and massive but peaceful street protests (between 1 and 3 million people nationwide) in January and March 2009. Despite low public approval ratings, President Sarkozy is governing at a time when the main opposition, the Socialist Party (PS), is fragmented and in the minority in both houses of parliament.

ECONOMY

With a GDP of \$2.865 trillion, France is the world's sixth-largest economy. It has substantial agricultural resources, a large industrial base, and a highly skilled work force. A dynamic services sector accounts for an increasingly large share of economic activity and is responsible for nearly all job creation in recent years. Real GDP increased 0.7% in 2008. According to Organization for Economic Cooperation and Development (OECD) projections, 2009 GDP will decline by 3.3% (revised March 2009 forecast).

Government economic policy aims to promote investment and domestic growth in a stable fiscal and monetary environment. Creating jobs and reducing the high unemployment rate has been a top priority. The unemployment rate in metropolitan France increased to 7.8% in the fourth quarter of 2008 up from 7.5% in fourth quarter of 2007.. France joined 10 other European Union countries in adopting the euro as its currency in January 1999. Since then, monetary policy has been set by the European Central Bank in Frankfurt. On January 1, 2002, France, along with the other countries of the euro zone, dropped its national currency in favor of euro bills and coins.

Despite significant reform and privatization over the past 15 years, the government continues to control a large share of economic activity: Government spending, at 52.7% in 2008, is among the highest in the G-7. The government continues to own shares in corporations in a range of sectors, including banking, energy production and distribution, automobiles, transportation, and telecommunications.

In 2008, in a move to advance France's competitiveness, the National Assembly passed four bills introduced by the French government to modernize the economy and improve the labor market. In October 2007, under President Nicolas Sarkozy's impetus, overtime work beyond the 35-hour work week was exempted from income taxes and payroll taxes, a move to encourage work and to increase work time. Membership in France's labor unions accounts for approximately 5% of the private sector work force and is concentrated in the manufacturing, transportation, and heavy industry sectors. Most unions are affiliated with one of the competing national federations, the largest and most powerful of which are the communist-dominated General Labor Confederation (CGT), the Workers' Force (FO), and the French Democratic Confederation of Labor (CFDT).

France has been very successful in developing dynamic telecommunications, aerospace, and weapons sectors. With virtually no domestic oil production, France has relied heavily on the development of nuclear power, which now accounts for about 80% of the country's electricity production.

Trade

France is the second-largest trading nation in Western Europe (after Germany). France ran a \$82 billion trade deficit in goods (Customs basis) in 2008. Total trade in goods for 2008 amounted to \$1.294 trillion, over 45% of GDP, 75% of which was with EU-26 countries. In 2008, U.S.-France trade in goods and services totaled an \$107 billion. U.S. industrial chemicals, aircraft and engines, electronic components, telecommunications, computer software, computers and peripherals, analytical and scientific instrumentation, medical instruments and supplies, broadcasting equipment, and programming and franchising are particularly attractive to French importers. Total French trade of goods and services was \$1.594 trillion in 2008.

Principal French exports to the United States are aircraft and engines, beverages, electrical equipment, chemicals, cosmetics, and luxury products. France is the eighth-largest trading partner of the United States.

Agriculture

France is the European Union's leading agricultural exporter, accounting for about 17% of all agricultural land within the EU-27. The share of agriculture in GDP has shown a steady decline since the early 1980s, representing less than 2.0% of France's GDP in 2007. Agricultural production not including subsidies increased 3.9% to €66.7 billion (\$98.1 billion) in 2008. Northern France is characterized by large grain farms. Dairy, pork, poultry, and apple production is concentrated in the western region. Beef production is located in central France, while the production of corn, fruits, vegetables, and wine ranges from central to southern France. France is expanding its forestry and fishery industries. France remains extremely cautious about the cultivation of genetically modified (GM) plants at the domestic and EU levels. France is a proponent of the European preference principle and is attentive to protecting its interests in further agricultural trade liberalization at the EU and World Trade Organization (WTO) levels.

France is the world's second-largest agricultural producer, after the United States. The destination of 70% of its exports is other EU member states. Wine and beverages, wheat, meat, and dairy products are the principal exports. The United States, the third-largest exporter to France, faces stiff competition from domestic production, other EU member states, and third countries. U.S. agricultural exports to France, totaling \$1.28 billion in 2008, consisted primarily of tree nuts, planting seeds, hides and skins, tobacco, red meats, seafood, hardwood lumber, and grapefruits. French agricultural exports to the United States amounted to \$2.3 billion in 2008, half of it being wine and spirits.

FOREIGN RELATIONS

France plays an influential global role as a permanent member of the United Nations Security Council, NATO, the G-8, the EU, the Organization for Security and Cooperation in Europe (OSCE), the WTO, la Francophonie, and other multilateral institutions. Among NATO members, France is second only to the United States in terms of troops deployed abroad. The French took over the rotating EU presidency for

July-December 2008, with a focus on immigration, energy, the environment, and European defense during their term. However, the French presidency's priorities were complicated by the June 2008 Irish rejection of the Lisbon Treaty, which was meant to serve as an institutional solution to the functioning of an enlarged EU at 27 members. As EU president, French President Sarkozy played a prominent role negotiating a cease-fire during the August 2008 Georgia crisis, generating an international response to the financial crisis, and working toward a ceasefire in Gaza.

A charter member of the United Nations, France is a member of most of its specialized and related agencies. France is also America's oldest ally; French military intervention was instrumental in helping Britain's American colonies establish independence. Because many battles in which the United States was involved during World War I and World War II took place in France, more American soldiers have been killed on French soil than on that of any other foreign country.

France is a leader in Western Europe because of its size, location, and large economy, membership in European organizations, strong military posture, and energetic diplomacy. France generally has worked to strengthen the global economic and political influence of the EU and its role in common European defense. It views Franco-German cooperation and the development of a European Security and Defense Policy (ESDP) with other EU members as the foundation of efforts to enhance European security.

France supports Quartet (U.S.-EU-Russia-UN) efforts to implement the Middle East roadmap, which envisions establishment of a Palestinian state, living side-by-side in peace and security with Israel. Recognizing the need for a comprehensive peace agreement, France supports the involvement of all Arab parties and Israel in a multilateral peace process.

Since 2003, France has supported four UN Security Council (UNSC) resolutions on Iraq, including UNSCR 1546, which laid out a timetable for Iraq's political transition and reaffirmed UNSC authorization for a Multinational Force in Iraq, at the invitation of the Iraqi government, to stabilize the country. France contributed to the \$315 million EU contribution to Iraq reconstruction in 2003. After the Iraqi Interim Government took power, France agreed to substantial debt relief and offered police training to Iraqi security forces. Since 2006, France has actively and repeatedly publicly stressed the danger of a nuclear-armed Iran and worked with the U.S. and other members of the P5+1 group (China, Russia, the U.K., the U.S., and Germany) to demand that Iran end its enrichment-related and preprocessing activities. France is in the process of establishing a military base in the United Arab Emirates.

France continues to play an important role in Africa, especially in its former colonies, through aid programs, commercial activities, military agreements, and cultural impact. The Sarkozy government announced a change in its sub-Saharan African policy shortly after it came to power, intending to modernize and rationalize relations in a future-oriented manner. The French military presence is likely to diminish, with an emphasis on cooperating with Africa's sub-regional organizations such as Southern African Development Community (SADC), Economic Community of West African States (ECOWAS), and Intergovernmental Authority on Development (IGAD). France's military bases in Cote d'Ivoire, Djibouti, Gabon, and Senegal, and its long-term military presence in Chad may therefore be reduced in size, consolidated, or eliminated in the years ahead. Nonetheless, France is likely to continue to play an important role in promoting stability in the region. For example, French support to the Government of Chad was crucial in 2008 to fending off a rebel attack, and in 2007, France played a leading role in the EU's formation of a peacekeeping mission in Chad and the Central African Republic designed to complement international efforts in Sudan and Darfur. In March 2009, this mission transitioned into a UN operation (MINURCAT), with France continuing to play a leadership role.

France has extensive political and commercial relations with Asian countries, including China, Japan, and Southeast Asia as well as an increasing presence in regional fora. France is seeking to broaden its commercial presence in China and will pose a competitive challenge to U.S. business, particularly in aerospace, high-tech, and luxury markets. In Southeast Asia, France was an architect of the 1991 Paris Accords, which ended the conflict in Cambodia.

SECURITY ISSUES

French military doctrine is based on the concepts of national independence, nuclear deterrence, and military sufficiency. France is a founding member of the North Atlantic Treaty Organization (NATO), and

has worked actively with Allies to adapt NATO, internally and externally, to the post-Cold War environment. In 1966, the French withdrew from NATO's military bodies while remaining full participants in the alliance's political councils. In December 1995, France increased its participation in NATO's military wing, including the Military Committee. France is co-hosting with Germany the 2009 NATO Summit and has announced its intention to reintegrate into NATO's military structures.

France released a white paper on defense in June 2008 that assessed foreign and domestic defense and security issues. The white paper was intended to provide a comprehensive security strategy for the next 25 years, reflecting a changed 21st century security environment, and to outline restructuring proposals to make the French military more flexible, technologically advanced, and better able to coordinate with allies such as the U.S. and multilateral organizations such as the EU, NATO, and the UN. Consistent with the white paper, France has undertaken a major restructuring to develop a professional military that will be smaller, more rapidly deployable, and better tailored for operations outside of mainland France. Key elements of the restructuring include reducing personnel, bases, and headquarters and rationalizing equipment and the armament industry. French active-duty military number about 350,000 (including Gendarmes). France completed the move to all-professional armed forces when conscription ended on December 31, 2002.

France has actively and heavily participated in a variety of peacekeeping/coalition efforts in Africa, the Middle East, and the Balkans, often taking the lead in these operations. France also remains a firm supporter of the OSCE and other efforts at cooperation.

France places a high priority on arms control and non-proliferation. After conducting a final series of six nuclear tests, the French signed the Comprehensive Test Ban Treaty in 1996. France has implemented a moratorium on the production, export, and use of anti-personnel landmines and supports negotiations leading toward a universal ban and in March 2009 agreed on compensation for victims of French nuclear tests. France is an active participant in the major supplier regimes designed to restrict transfer of technologies that could lead to proliferation of weapons of mass destruction: the Nuclear Suppliers Group, the Australia Group (for chemical and biological weapons), the Non-Proliferation Treaty, and the Missile Technology Control Regime. France participates actively in the Proliferation Security Initiative, and is engaged with the U.S., both bilaterally and at the International Atomic Energy Agency (IAEA) and Organization for the Prohibition of Chemical Weapons (OPCW), to curb nuclear, biological, and chemical (NBC) proliferation. France has joined with the U.S., Germany, and the other three permanent members of the UN Security Council to offer a package of incentives and disincentives to Iran to halt its uranium enrichment activities. France, along with other EU member states, was instrumental in pressing for Europe's adoption of UNSCR 1803, calling for extra vigilance over Iranian banks. France has also signed and ratified the Chemical Weapons Convention. France maintains a color-coded security system, similar to that of the U.S., consisting of yellow, orange, red, and scarlet threat levels.

U.S.-FRENCH RELATIONS

Relations between the United States and France are active and friendly. Mutual visits by high-level officials are conducted frequently. Bilateral contact at the cabinet level has traditionally been active. France and the United States share common values and have parallel policies on most political, economic, and security issues. Differences are discussed frankly and have not generally been allowed to impair the pattern of close cooperation that characterizes relations between the two countries.

France is one of NATO's top five troop contributors. The French support NATO modernization efforts and are leading contributors to the NATO Response Force (NRF). France is keen to build European defense capabilities, including through the development of EU battle-group sized force packages and joint European military production initiatives. President Sarkozy supports development of a European defense that complements and reinforces NATO, which remains at the core of transatlantic security. The President has underscored the French commitment to complete NATO's mission in Afghanistan, where some 2,800 French troops currently serve. In June 2008 Paris hosted the successful Afghanistan Support Conference, where international donors pledged a total of \$21 billion to help develop Afghan infrastructure and to combat drugs, violence, and poverty.

France is a close partner with the U.S. in the war on terror. It cooperates with the U.S. to monitor and disrupt terrorist groups and has processed numerous U.S. requests for information under the Mutual

Legal Assistance Treaty. French intelligence and security officials continue to actively investigate and prosecute cases of extremism. The French judiciary in December 2007 tried and convicted five French former Guantanamo detainees on terrorism charges. France is a strong partner in multiple non-proliferation fora and is a key participant in the Proliferation Security Initiative. As one of the P5+1 powers and as a leader of the EU, France is working to prevent Iran from developing nuclear weapons.

France opposed the use of force in Iraq in March 2003 and did not join the U.S.-led coalition that liberated the country from the dictatorial rule of Saddam Hussein. Despite differences over Iraq, the U.S. and France continue to cooperate closely on many issues, most notably in combating terrorism, efforts to stem the proliferation of weapons of mass destruction (WMD), and on regional problems, including in Africa, Lebanon, and Kosovo. On Iraq, the French agreed to generous debt relief for Iraq in Paris Club negotiations and have accepted the establishment of a NATO training mission there. President Sarkozy travelled to Baghdad in February 2009, turning the page in France's relations with Iraq.

In the Israeli-Palestinian conflict, France fully supports U.S. engagement in the peace process and President Sarkozy has called upon Israelis and Palestinians to make 2009 "the year of peace." He has repeatedly emphasized his admiration of Israel and support for its security balanced with calls for Israel's full respect of commitments under the Middle East roadmap with respect to settlements and restrictions on Palestinian movement within the occupied territories. France hosted a donors' conference for the Palestinian Authority in December 2007 and President Sarkozy was active in developing a ceasefire during the Gaza fighting at the end of 2008.

The U.S. and France have worked closely to support a sovereign and independent Lebanon, free of Syrian domination. The U.S. and France co-sponsored in September 2004 UNSCR 1559, which called for full withdrawal of Syrian forces, a free and fair electoral process, and disbanding and disarmament of all Lebanese and non-Lebanese militias. In the wake of the assassination of former Lebanese Prime Minister Rafiq Hariri in February 2005, the U.S. and France reiterated calls for a full, immediate withdrawal of all Syrian troops and security services from Lebanon. France also co-sponsored UNSCR 1701 and was one of the leading countries in Europe working to end hostilities between Israel and Hizballah in 2006 by committing 2,000 troops to UNIFIL-plus. Strong French backing led to adoption of UNSCR 1757 establishing a Special Tribunal for Lebanon to prosecute the perpetrators of the Hariri assassination and other killings of critics of Syria's interference in Lebanon. French efforts in Lebanon are focused on maintaining stability and promoting national reconciliation consistent with relevant UNSCRs. President Sarkozy's decision to pursue a rapprochement with Syria following the Doha accord to end fighting in Lebanon in 2008 is also reportedly contingent upon good-faith Syrian efforts to normalize relations with Lebanon; the two exchanged ambassadors in 2009.

Trade and investment between the U.S. and France are strong. On average, over \$1 billion in commercial transactions including sales of U.S. and French foreign affiliates take place every day, with the U.S. being France's tenth-ranked supplier and its tenth-largest customer. France ranks as the United States' eighth trading partner for total goods (imports and exports). There are approximately 2,300 French subsidiaries in the U.S. that provide more than 520,000 jobs and that generate an estimated \$235 billion in turnover. The U.S. is the top destination for French investments worldwide. Concurrently, the U.S. is the largest foreign investor in France, employing over 650,000 French citizens with aggregate investment estimated at \$68.5 billion in 2008.

Principal U.S. Embassy Officials

Ambassador--Vacant

Chargé d'Affaires--Mark Pekala

Minister-Counselor for Political Affairs--Kathleen Allegrone

Minister-Counselor for Economic Affairs--Seth Winnick

Minister-Counselor for Commercial Affairs--Daniel Harris

Minister-Counselor for Consular Affairs--Catherine Barry

Minister-Counselor for Management Affairs--An T. Le

Minister-Counselor for Public Affairs--Barry Levin

Minister-Counselor for Agricultural Affairs--Elizabeth Berry

Defense Attache--Col. Ray Hodgkins
Counselor for Scientific and Technological Affairs--Frederic Maerke

Consuls General

Consulate General, Marseille--Kathleen Riley
Consulate General, Strasbourg--Vincent Carver
Consul, APP Lyon--Harry Sullivan
Consul, APP Toulouse--David Brown
Consul, APP Rennes--Ned O'Brien
Consul, APP Bordeaux--Kenneth Forder
Consul, VPP Lille--Cynthia Doell

The [U.S. Embassy](#) in France is located at 2 Avenue Gabriel, Paris 8 (tel. [33] (1) 4312-2222). The United States also is represented in Paris by its mission to the Organization for Economic Cooperation and Development (OECD) and to the United Nations Educational, Scientific and Cultural Organization (UNESCO).

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>

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:** **1/06/2010**
 Return on or before: **3/9/2010**

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 _____

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,