

# 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:

## ***Cape Town B 2007***

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# Going Global at WPI Cape Town B 2007

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# ***Going Global at WPI Cape Town B 2007***

## **Section 1 – WPI and IGSD procedures**

### **Introduction**

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 US college or university; during the 2007-08 academic year, approximately 525 WPI students -- including over half of the junior class -- will travel to a global project site to complete one of these interdisciplinary projects.

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 2007 B Term.

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.*

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## **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 county.

### 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/education\\_abroad\\_2/practice\\_resources\\_1\\_2/most\\_commonly\\_used\\_resources/guidelines\\_for\\_health](http://www.nafsa.org/knowledge_community_network.sec/education_abroad_1/education_abroad_2/practice_resources_1_2/most_commonly_used_resources/guidelines_for_health)

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## Mandatory Paperwork

The following forms must be on file in the IGSD office before students leave WPI for their off-campus project experience. If any forms are missing, students are in jeopardy of not being allowed to participate at off-campus programs.

### Paperwork Deadline

*All paperwork for Cape Town B 2007 must be in the IGSD by **Friday, September 21, 2007 (before 1:00pm)**, see **Appendix F**.*

## 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 of students or others. The Dean of Interdisciplinary and Global Studies shall have the authority to make the final decision on dismissal from the program.

**D. Academic Responsibilities**

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

**E. Medical Issues**

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

**F. Legal Issues**

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

**G. Travel Issues**

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

**H. Federal Compliance Issues**

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

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

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

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

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

X  
 \_\_\_\_\_  
 Signature of Parent / Guardian Date

X  
 \_\_\_\_\_  
 Signature of Parent / Guardian Date

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## **Travel Information Form (Appendix A)**

The IGSD must have a 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 all will know when and where every student will arrive and will be alerted if there is a problem arises. Whenever possible, students will be met at a pre-agreed location depending on their itinerary.

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

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

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

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.

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## **Health Update and Records Release Form (Appendix B)**

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

The IGSD strongly recommends that every student who plans to travel outside of the United States should read closely all information put forward by the Center for Disease

Control specific to the geographic area where they will be going. This information is included in this handbook.

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

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

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

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

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## Voluntary Acknowledgment Form

All participants are required to sign a Voluntary Acknowledgment 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.

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Participant Signature

date

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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

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Signature of Parent / Guardian

Date

X

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## ***WPI Policies and Services for Students at Off-Campus Sites***

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### **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 seven (7) 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.

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## WPI Housing

If you live in a WPI residence hall, it is your responsibility to notify Residential Services of your intended absence. You must go to Residential Services to fill out the appropriate forms and turn in your keys. Before you return to campus you will need to contact Residential Services to arrange to pick up your room keys.

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## 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.

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## Protocol for PCs for Off-Campus Project Centers – Appendix C

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.

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:

### Procedure

1. Each team will fill out an ATC Team Form (Appendix C). Barbara Riley Milanese (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 be the member of the team with 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-serve 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 misc. hardware are in limited supply and must be requested at the time the reservation for the PC is made.
4. Upon request, the ATC can provide external floppy and/or zip drives that can be attached to the laptop.

5. Pick-up and Return deadlines will be strictly enforced. If the laptop computer is not returned to the ATC on the agreed upon date, your group will be charged a \$50 per business day late fee.

## **Software**

1. All PCs will be loaded with Windows, MS Office, Netscape 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, WWW use)**

At a minimum, you must adhere to the WPI Acceptable Use Policy (<http://www.WPI.EDU/Pubs/Policies/AUP/>) 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.

## **Protocol for WPI Recommended Cell Phones for Overseas Project Centers (Appendix D)**

WPI strongly recommends that students who participate in the overseas Global Perspective Program carry a cell phone provided by Brightroam Company (product – Brightroam). It is expected that the following protocol will be followed and the students using the cell phones will assume proper fiscal responsibility.

*If students choose not to take advantage of the negotiated opportunity for a Brightroam cell phone outlined below, it is the student's responsibility to return the appropriate form indicating that they will not be participating.*

### **Procedure**

1. Students are required to contact Brightroam (877-236-4121 X324 Josee-Anne Collin [jcollin@Brightroam.com](mailto:jcollin@Brightroam.com)) and provide their name, school (WPI), address and phone number and she will call you back to get your credit card information.
2. Students are responsible for the cell phone assigned to him or her.
3. Students are responsible for meeting the specified deadline for contacting Brightroam and securing their cell phone.

### **Receiving the cell phone**

1. Students must contact Brightroam to arrange for direct delivery of the cell phone.

### **Using the cell phone while on site**

1. You should carry the cell phone with you at all times – including when traveling on weekends or away from the project site.
2. All students must supply the on-site faculty advisor(s) with a written itinerary if you plan to travel overnight at any time during the project experience. (The required form is at [http://www.wpi.edu/Academics/GPP/Students/Travel\\_Form\\_on\\_Site\\_07-08.pdf](http://www.wpi.edu/Academics/GPP/Students/Travel_Form_on_Site_07-08.pdf))
3. If you travel to a location where your cell phone does not function you must call the on-site faculty advisor upon arrival with a phone number where you can be reached.
4. You are financially responsible for ALL CALLS made to and from your cell phone. (Do NOT lend your phone to others as you will pay for the call.)

\* Rates and product may vary by country.

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## 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.
- 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.
- 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 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.**
- 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.**

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

Current WPI policy states that students are expected to contribute \$25 per person per 1/3 unit of IQP work toward any out of pocket expenses encountered. This means that each student is expected to pay \$75.00 towards the completion of the IQP before asking for reimbursement of any kind. If you have a project team of 4 students, then the total contribution before being reimbursed is \$300. If you anticipate that your expenses will exceed this expectation, then you must submit a budget for your project. The on-site faculty advisor and Center Director must approve this budget prior to submission of any expenses to the IGSD. (Commuting costs are not reimbursable.)

### **Passports**

Who needs a passport?

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

If you are not a United States citizen, contact the embassy or consulate of the country you are planning to travel to, as well as the United States 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. For travel within the European Union, see page 29.

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 than 6 months. If your passport is expiring in less than 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 US Immigration at the port of entry.

It is the responsibility of the student to acquire his or her passport. The IGSD does not administer this process for students.

**Make sure that you carry a photocopy of the front page of your passport with you at all times.**

#### **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 of \$6.99 + tax (\$7.35 total) for these photos.
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](http://travel.state.gov/passport/passport_1738.html)
3. Turn in all required documentation to the nearest federal post office with the appropriate fee.

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**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 passports for a full-validity digitized passports 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>.

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## **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. *It is your responsibility to determine if you need a visa or not.*

You will need to give or send your passport to the official foreign embassy or consulate. You will also need to fill out a form, and you may need one or more photographs. Many visas also require a fee. The process may take several weeks for each visa, so plan accordingly and apply well in advance of your departure date. The IGSD will supply you with a letter if necessary stating that you will be at your site completing academic work however, you must supply the dates of arrival and departure, your full name, and complete information about who this letter should be addressed to.

For more information on country specific required visas and where the nearest official embassy or consulate is, go to the web page <http://www.embassy.org/>

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## 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 International Student Identity Card, 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. International Student Identity Cards 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 International Student Identity Card (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](http://www.isic.org).

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## **How to Take Money**

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

### **Banking**

The easiest way to get rands is at an ATM, which are ubiquitous in Cape Town and other cities, less so in rural areas. Avoid exceeding your ATM cash limit in the day immediately preceding your arrival in South Africa so that you can access your funds right away. Budget more than you think is necessary so you don't get short on cash. You can receive wire transfers from the states through a bank in emergencies. You can change travelers checks at most banks, but will need your passport for identification.

### **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 world wide, 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.

### **Foreign Currency**

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 departure 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 US. The exchange rate is always better in the host country. Both the South African Rand and the Namibian dollar can be used in Namibia.

## Section 2 – Health and Safety Information

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### Safety

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

- Do not leave your bags or belongings unattended at any time. Security in airports and train stations are instructed to remove or destroy any unattended baggage. Do not agree to carry or look after packages or suitcases for individuals you do not know well. If someone approaches you to make such a request, tell security immediately. Make sure that no one puts anything in your luggage without your knowledge. Take all questions from airport personnel seriously and do not make jokes in response to security questions.
- Safeguard your passport! Your passport is the most valuable document you will carry abroad. It is your best form of identification and confirms your citizenship, you must guard it carefully. Do not lend it to anyone or use it as collateral for a loan of any sort. You will need it when you check into hotels, embassies or consulates, or when cashing travelers checks. Some countries require that you carry it with you at all times as a means of identification. When you carry your passport, hide it securely on your person. Do not leave it in a handbag, book-bag, backpack or in an exposed pocket.
- Never keep all of your documents and money in one place or suitcase. You should make a list of all of your important numbers - your passport information as well as credit cards, travelers' checks and airline ticket numbers. Leave a copy at home, and carry a copy with you, separate from your valuables.
- **Always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor an itinerary in writing. All student need to be accounted for every weekend whether you are traveling or not, see Appendix E.**
- **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 Cape Town B 2007 Project Program are expected to behave in a manner so as to not put themselves at risk.**
- **All students have an obligation to look out for each other and themselves. This means that if one student observes another engaging in risky behavior, that student should report the behavior to either of the faculty advisors. The faculty advisor must then address the issue with the student at risk. Repeated behavior identified as risky will be cause to be sent home.**
- Be as inconspicuous in dress and demeanor as possible. If the host country nationals do not wear baseball caps and sneakers, you will stand out as a foreigner if you do.
- Do not flash money or documents in public places. Be discreet in displaying your passport.

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## Safety Tips from the US State Department

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.

## **Avoiding Travel Risks**

Prepared By:  
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### ***Planning and Preparing:***

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

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

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

### ***Air and Ground Travel:***

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

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

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

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

### ***In the Country;***

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

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

Be prudent in your choice of eating and drinking establishments;

Avoid political discussions, confrontation and arguments;

Do not reveal personal information to casual acquaintances;

Beware of overly friendly or flirtatious persons;

Always travel in groups of two or more people;

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

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

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

## U.S. DEPARTMENT OF STATE

Office of the Spokesman

For Immediate Release  
February 8, 2002

### MEDIA NOTE

State Department Alerts Students To Risks Of Overseas Travel

Each February the Department of State distributes information to over 1,500 college and university newspapers to alert American students traveling abroad during their spring and summer breaks about conditions that may affect their safety and welfare. Students, who can be caught off-guard by differences in local practices and unfamiliar surroundings, sometimes face the risk of arrest in connection with drug and alcohol abuse and can become the victims of crime while traveling in foreign countries.

The information is provided as part of the Department's effort to inform as many Americans as possible of hazards they may encounter outside the U.S. We endeavor to achieve as wide a distribution as possible to some of our most vulnerable travelers—young people going abroad, some of them for the first time.

The State Department urges college and university newspapers to use the information in the attached "Fact Sheet" on Travel Safety Information for Students. We encourage students and to consult the Bureau of Consular Affairs' web site, <http://travel.state.gov>, for the latest travel safety information.

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U.S. DEPARTMENT OF STATE

Bureau of Consular Affairs

February 8, 2002

### FACT SHEET

Travel Safety Information for Students

As the time approaches for spring or summer breaks, many college students are getting ready for that much anticipated trip abroad. Most will have a safe and enjoyable adventure, but for some, the trip will become a nightmare. A number of ruined vacations are caused by one or more of the following: drugs, alcohol and disorderly behavior.

Each year, more than 2,500 American citizens are arrested abroad—about half on narcotics charges, including possession of very small amounts of illegal substances. A drug that may be legal in one country may not be legal in a neighboring nation. Some young people are victimized because they may be unaware of the laws, customs, or standards of the country they are visiting.

Besides drugs, alcohol can also get U.S. citizens in trouble abroad. Students have been arrested for being intoxicated in public areas, for underage drinking, and for drunk driving. Some young Americans go abroad assuming that local authorities will overlook such conduct. Many believe that they are immune from prosecution in foreign countries because they are American citizens. The truth is that Americans are expected to obey all of the laws of the countries they visit, and those who break these laws sometimes face severe penalties, including prison sentences.

Disorderly or reckless behavior is also to be avoided. In many countries, conduct that would not result in an arrest here in the U.S. constitutes a violation of local law. It is crucial that young Americans be aware of this risk as they are enjoying their time abroad.

Being arrested is not the only thing that can happen on a foreign vacation. Young Americans have suffered injury or even death from automobile accidents, drowning, and falls, in addition to other mishaps. While these accidents are sometimes chance occurrences, many are caused by alcohol or drug abuse. Sadly, other Americans have been raped or robbed because they have found themselves in unfamiliar locales or are incapable of exercising prudent judgment while under the influence of drugs or alcohol.

Remember: Reckless behavior while in another country can do more than ruin your vacation; it can land you in a foreign jail or worse! To have a safe trip, avoid risky behavior and become familiar with the basic laws and customs of the country you plan to visit before you travel. To obtain more information about traveling abroad, check the Department of State's web site at <http://travel.state.gov>.

## South Africa - Consular Information Sheet

Americans planning travel to *South Africa* should read [Intercountry Adoption South Africa](#), [Avian Flu Fact Sheet](#) and [Worldwide Caution Public Announcement](#) available on the Department of State web site at <http://travel.state.gov>

**February 12, 2007**

**COUNTRY DESCRIPTION:** South Africa is in many respects a developed country, but much of its population lives in poverty. All major urban areas have modern, world-class hotels and tourist facilities. Game parks and areas most often visited by tourists have a wide range of facilities. Food and water are generally safe, and a wide variety of consumer goods and pharmaceuticals are readily available. The capital is Pretoria, while the seat of parliament is Cape Town and the Constitutional Court, South Africa's highest court, is located in Johannesburg. Read the [Department of State Background Notes on South Africa](#) for additional information.

**ENTRY/EXIT REQUIREMENTS: PLEASE NOTE:** The passports of all travelers to South Africa must contain at least two blank (unstamped) visa pages each time entry is sought; these pages are in addition to the endorsement/amendment pages at the back of the passport. Otherwise, the traveler, even when in possession of a valid South African visa, may be refused entry into South Africa, fined, and returned to their point of origin at the traveler's expense, or detained for up to several days until extra visa pages are obtained. As a general precaution, all travelers are advised to carry a photocopy of the photo/bio information page of their passport and keep it in a location separate from the passport.

Visitors to South Africa for tourism, short business meetings, or those in transit do not require visas. Entry for such travelers is for 90 days. In the event that a traveler overstays that period without a permit issued by Home Affairs, they may be subject to a fine of up to 3,000 rand (approximately 415 US dollars). All others, including academics, students on educational trips, and volunteers, may need visas. Americans who intend to work in South Africa must apply for work permits before arrival; otherwise they risk being refused admission and returned to their point of origin. It is strongly suggested that all travelers check the latest requirements with the nearest South African Embassy or Consulate before traveling.

Travelers entering South Africa from countries where yellow fever is endemic are often required to present their yellow World Health Organization (WHO) vaccination record or other proof of inoculation. If they are unable to do so, they must be inoculated at the airport in order to be permitted entry.

Travelers may obtain the latest information on entry requirements from the Embassy of South Africa located at 3051 Massachusetts Avenue, N.W., Washington, D.C. 20008, telephone (202) 232-4400, or the South African consulates in Chicago, Los Angeles or New York. Persons outside the United States should contact the nearest South African embassy or consulate. See our [Foreign Entry Requirements](#) brochure for more information on South Africa and other countries. Visit the Embassy of South Africa's web site at <http://www.saembassy.org> for the most current visa information.

See [Entry and Exit Requirements](#) for more information pertaining to [dual nationality](#) and [international child abduction](#). Please refer to our [Customs Information](#) to learn more about customs regulations

**SAFETY AND SECURITY:** Travelers are encouraged to be vigilant and avoid any large gathering, particularly protests and demonstrations. The possibility of violence, including threats against American interests, should not be discounted, particularly in times of heightened world tension.

While visiting game parks and reserves, it is dangerous to leave one's vehicle or otherwise be on foot, even in the presence of a guide. Several incidents of wild animal attacks on tourists in the region have resulted in death or serious injury. In 2005 and 2006, in the False Bay area of the Western Cape, several people were attacked by sharks; some of the attacks were fatal. Should a shark be spotted close to the shore, local authorities will sound a warning siren to notify the public.

For the latest security information, Americans traveling abroad should regularly monitor the [Department's Internet web site](#), where the current [Travel Warnings and Public Announcements](#), including the [Worldwide Caution Public Announcement](#), can be found.

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

The Department of State urges 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 pamphlet [A Safe Trip Abroad](#).

**CRIME:** Although the vast majority of visitors complete their travels in South Africa without incident, visitors should be aware that criminal activity, sometimes violent, occurs routinely. Notwithstanding government anti-crime efforts, violent crimes such as armed robbery, carjacking, mugging, "smash and grab" attacks on vehicles, and other incidents are regularly reported by visitors and resident Americans.

Crimes against property, such as carjacking, have often been accompanied by violent acts, including murder, when victims resist or are slow to respond to attackers' demands. South Africa also has the highest incidence of reported rape in the world. Foreigners are not specifically targeted, but several have been the victims of rape. Victims of violent crime, especially rape, are strongly encouraged to seek immediate medical attention, including antiretroviral therapy against HIV/AIDS. Questions about how to receive such treatment should be directed to the nearest U.S. Embassy or Consulate.

Criminal activity, such as assault, armed robbery, and theft is particularly high in areas surrounding many hotels and public transportation centers, especially in major cities. Theft of passports and other valuables is most likely to occur at airports, bus terminals, and train stations. A number of Americans have been mugged or violently attacked on commuter and metro trains, especially between Johannesburg and Pretoria. Several American travelers also reported theft of personal belongings after strangers whom they invited into their hotel drugged them. In at least one instance, the American died after being drugged and robbed in this manner.

There is a serious baggage pilferage problem at Johannesburg and Cape Town International airports, particularly travelers changing airlines and those flying on smaller airlines—passengers flying on major international carriers may not be affected to the same degree. Travelers are encouraged to secure their luggage with Transportation Security Administration (TSA) approved locks, use an airport plastic wrapping service, and avoid placing electronics, jewelry, cameras or other valuables in checked luggage. Make an inventory of items in checked baggage to aid in claims processing if theft does occur.

In the Western Cape, police resources have been strained by continuing gang conflicts and vigilante violence in the Cape Flats area of Cape Town. Travelers may wish to contact the nearest U.S. Embassy or Consulate before embarking on trips to these particular areas.

Armed robbery of cash-in-transit vehicles and personnel occur throughout South Africa and peak during December and January due to the increase in cash flow from commercial stores to banks. These attacks have also included incidents at major malls and in large grocery stores. Individuals should raise their level of situational awareness while in the vicinity of cash-in-transit vehicles and personnel and avoid areas where they are located to the maximum extent possible.

Credit card fraud, counterfeit U.S. currency, and various check-cashing scams are frequently reported. Do not accept "assistance" from anyone, or agree to assist others with ATM transactions. Travelers should try to avoid using ATMs after bank business hours or in remote locations. When giving your credit card to a store or restaurant employee for processing, do not let them take the card out of your sight. Visitors should also beware of telephone or email schemes, which attempt to win the confidence of an unsuspecting American who is persuaded either to provide privileged financial information or travel to South Africa to assist in a supposedly lucrative business venture.

To check on a business's legitimacy while in the U.S., contact the International Trade Administration, Room 3317, Department of Commerce, Washington, DC 20230, telephone: 1-800-USA-TRADE or 202-482-5149, fax: 202-482-5198. If you are abroad, contact the nearest [U.S. Embassy or Consulate](#).

**INFORMATION FOR VICTIMS OF CRIME:** The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is 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.

See our information on [Victims of Crime](#).

**MEDICAL FACILITIES AND HEALTH INFORMATION:** Private medical facilities are good in urban areas and in the vicinity of game parks, but they may be limited elsewhere. Pharmacies are well stocked and equivalents to most American medicines are available.

While most of South Africa is malaria free, malaria risk exists throughout the year in rural low-altitude areas of Northern (Limpopo) and Mpumalanga provinces, including Kruger National Park and neighboring game reserves. Risk also exists in the coastal lowlands of KwaZulu-Natal north of the Tugela River (including in Zululand, but excluding urban areas of Richards Bay). In all risk areas, risk is much lower from June to September. Visitors should prepare accordingly and use malaria prophylaxis. For information on malaria, its prevention, protection from insect bites, and anti-malarial drugs, please visit the CDC Travelers' Health website at <http://www.cdc.gov/malaria/travel/index.htm>.

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 hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC's internet site at <http://www.cdc.gov/travel>. For information about outbreaks of infectious diseases abroad consult the World Health Organization's (WHO) website at <http://www.who.int/en>. Further health information for travelers is available at <http://www.who.int/ith>.

**MEDICAL INSURANCE:** The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Please see our information on [medical insurance overseas](#).

**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. The information below concerning South Africa is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

Unlike the United States, where traffic moves on the right hand side of the road, traffic in South Africa moves on the left. Care must also be taken when crossing streets as a pedestrian.

Travelers should use caution at all times when driving, and especially avoid nighttime travel outside major cities. Road conditions are generally good in South Africa. However, excessive speed, poor lighting on rural roads, and insufficient regulatory control of vehicle maintenance and operator licensing have resulted in a high and rapidly increasing number of traffic fatalities. Drivers should also take care to avoid pedestrians crossing roads, which frequently occur on major highways.

'Smash and grab' robberies are common throughout South Africa, particularly in urban areas, at traffic lights, and on highway off-ramps. Drivers should be particularly careful of this problem and avoid carrying anything of value (e.g., briefcases, purses, cell phones, etc.) inside the car that could attract potential assailants.

Travelers are advised to carry mobile phones. U.S. mobile phones may not work in South Africa, but rental mobile phones are widely available and may be rented from kiosks at major airports. The nationwide emergency number for the police is 10111, and the nationwide number for ambulance service is 10177. It is not necessary to dial an area code for these numbers. Callers from mobile phones may not necessarily be connected immediately to the nearest emergency service. The rate of response varies from area to area, but is generally slower than response to 911 calls in the United States.

Please refer to our [Road Safety](#) page for more information. Visit the website of South Africa's national authority responsible for road safety at [www.nra.co.za](http://www.nra.co.za). You may also contact South Africa's national tourist office at 1-800-593-1318.

**AVIATION SAFETY OVERSIGHT:** The U.S. Federal Aviation Administration (FAA) has assessed the Government of South Africa's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of South Africa's air carrier operations. For more information, travelers may visit the FAA's website at [http://www.faa.gov/safety/programs\\_initiatives/oversight/iasa](http://www.faa.gov/safety/programs_initiatives/oversight/iasa).

**SPECIAL CIRCUMSTANCES:** Approximately one-quarter of the population of South Africa is infected with HIV, the virus that causes AIDS. Public awareness in the country as to how to protect against infection is increasing. However, travelers are advised to exercise appropriate precautions if engaging in sexual activity, or if they become exposed to a blood source other than that supplied by a hospital for transfusion purpose. Please see our [Customs Information](#).

**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. Persons violating South Africa's laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in South Africa are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. Please see our information on [Criminal Penalties](#).

**CHILDREN'S ISSUES:** For information on international adoption of children and international parental child abduction, see the [Office of Children's Issues](#) website.

**REGISTRATION / EMBASSY LOCATION:** Americans living or traveling in South Africa are encouraged to register with the nearest U.S. Embassy or Consulate through the [State Department's travel registration website](#) so that they can obtain updated information on travel and security within South Africa. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency.

The U.S. Embassy is located at 877 Pretorius Street, Arcadia in Pretoria, telephone (27-12) 431-4000 (from South Africa 012-431-4000), fax (27-12) 431-5504 (from South Africa 012-431-5504). The U.S. Embassy web site is <http://usembassy.state.gov/pretoria/>.

The U.S. Consulate General in Johannesburg provides consular services for Americans in the Pretoria area. The Consulate General in Johannesburg is located at No. 1 River Street (corner of River and Riviera Road), Killarney, Johannesburg telephone (27-11) 644-8000 (from South Africa 011-644-8000), fax (27-11) 646-6916 (from South Africa (011-646-6916). Its consular jurisdiction includes Gauteng, Mpumalanga, Limpopo, North West, and Free State provinces.

The Consulate General in Cape Town is located at 2 Reddam Avenue, West Lake 7945, telephone (27-21) 702-7300 (from South Africa 021-702-7300), fax (27-21) 702-7493 (from South Africa 021-702-7493). Its consular jurisdiction includes Western Cape, Eastern Cape, and Northern Cape provinces.

The Consulate General in Durban is located at the Old Mutual Building, 31st floor, 303 West Street, telephone (27-31) 305-7600 (from South Africa 031-305-7600), fax (27-31) 305-7691 (from South Africa 031-305-7691). Its consular jurisdiction includes KwaZulu-Natal Province.

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This replaces the Consular Information Sheet dated June 30, 2006, to update sections on Entry/Exit Requirements, Safety and Security, Traffic Safety and Road Conditions and Registration/Embassy Location.

## Cape Town, South Africa: 2006 Crime and Safety Report

### Crime and Safety

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#### Sub-Saharan Africa - South Africa

22 Feb 2006

#### **OVERALL CRIME AND SAFETY SITUATION**

Crime continues to be a problem plaguing the whole of South Africa. The State Department has identified South Africa as a critical crime threat location. The crimes here include, but are not limited to, petty theft, residential burglary, smash and grab robbery, ATM theft, carjacking and vehicle theft. There are various other crimes, such as rape, which also continue to be a plague on this society. Residents and travelers may, for the most part, enjoy their time here, provided they follow proper safety precautions.

#### **POLITICAL VIOLENCE**

South Africa has a relatively stable democratic government currently run by the African National Congress. The threat of political violence is currently very low. Labor unions will occasionally stage public demonstrations regarding their disagreements over American foreign policies; however, they tend to be peaceful.

#### **POST-SPECIFIC CONCERNS**

The roads in South Africa are in fairly good condition. However, there is a high rate of traffic accidents due to excessive speeding and poor driving skills. Drivers must be careful when driving at night in rural areas, due to the lack of lighting on the roads. Drivers in the urban areas of South Africa need to be aware of the minibus taxis which often stop abruptly to pick up and discharge passengers.

Crime also continues to be a specific concern, in general. Individuals spending any length of time in South Africa should familiarize themselves with the embassy's security guidance located on the [embassy's website](#) to lessen the possibility of them becoming a victim of crime.

#### **POLICE RESPONSE**

Due to lack of personnel, resources and training, the police services in South Africa are not effective in fully responding to and deterring crime. However, if visitors should find themselves involved in an incident (arrest, theft, car accident, etc.), the law enforcement/ emergency services are able to handle the situation in a professional manner. Travelers should be sure to have the contact information for the nearest U.S. Embassy or Consulate on their person.

#### **EMERGENCY CONTACT NUMBERS:**

##### PRETORIA:

Ambulance 10-177  
Fire (012) 310-6300  
Police 10-111

##### JOHANNESBURG:

Ambulance 10-177  
Fire (011) 331-222  
Police 10-111 or (011) 248-1000

##### DURBAN:

Ambulance 10-177 or (031) 361-0000  
Police 10-111

##### CAPE TOWN:

Ambulance 10-177  
Fire (021) 535-1100

### **MEDICAL EMERGENCIES**

The private medical facilities and medical services in South Africa are generally very good. The embassy or consulate in your area of travel will be able to provide information regarding the medical services in that area.

### **TIPS ON HOW TO AVOID BECOMING A VICTIM**

The best way to avoid becoming a victim is personal and situational awareness. It is advisable not to travel alone in South Africa. If you can, travel in groups, especially at night (after 6:00 p.m.), and try to stick to high traffic locations (shopping malls, restaurants, etc.). This is especially pertinent for single females, due to the fact they are targeted more than any other group. You should also make sure you have an understanding of your direction of travel and safe havens (police stations, fire stations, hospitals, malls, etc.) located along the route. The embassy or consulate can advise travelers regarding high crime areas where travel is not recommended or provide recommended hours of travel. It is also advisable that individuals do not give the appearance of wealth, i.e., wearing expensive jewelry, carrying large amounts of cash, etc. Carry only as much cash as is required for the day's business and store the remainder (along with passports, non-used credit cards and other valuables) in a secure location.

Cell phone theft and theft from vehicles is a common crime in South Africa. Do not leave any valuables displayed in your vehicle, whether it's parked or in traffic. Criminals will break the vehicle's window to steal the item from a car seat. Store all valuables in the trunk of the vehicle. Drivers should also be sure to lock all doors and keep all windows closed while traveling.

Residential burglaries are common occurrences. Criminals tend to target affluent neighborhoods. Residences with centrally monitored alarm systems, security guards provided by reputable companies, and high-quality door and grille locks tended to be less targeted by criminals than residences without those security measures.

### **EMBASSY/CONSULATE CONTACT INFORMATION**

Embassy Pretoria: (27) (12) 431-4000 (working hours) or (27) (12) 431-4169 (after hours).

Consulate Johannesburg: (27) (11) 644-8000 (working hours) or (084) 950-0832 (after hours).

Consulate Durban: (27) (31) 305-7600 (working hours) or (084) 950-0818 (after hours).

Consulate Cape Town: (27) (21) 702-7300 (working hours) or (084) 950-0784 (after hours).

Web Page: [www.pretoria.usembassy.gov](http://www.pretoria.usembassy.gov).

There is an active OSAC Country Council in Johannesburg. For more information, please contact U.S. Consulate Johannesburg or visit <http://johannesburg.osac.gov>.

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## Safety If You Rent a Car

As WPI students working on an academic project while in Namibia, *you are strongly discouraged from renting a car during your time in the program.* Known risks include road safety, familiarity with road conditions, condition of the vehicles available for rent and the possibility of identifying yourself as a tourist. ***If you choose to rent a car, you do so at your own risk.***

When you rent a car, don't go for the exotic; choose a type commonly available locally. Where possible, ask that markings that identify it as a rental car be removed. Make certain it is in good repair. If available, choose a car with universal door locks and power windows, features that give the driver better control of access to the car. An air conditioner, when available, is also a safety feature, allowing you to drive with windows closed. Thieves can and do snatch purses through open windows of moving cars.

- Keep car doors locked at all times. Wear seat belts.
- As much as possible, avoid driving at night.
- Don't leave valuables in the car. If you must carry things with you, keep them out of sight locked in the trunk.
- Don't park your car on the street overnight. If the hotel or municipality does not have a parking garage or other secure area, select a well-lit area.
- Never pick up hitchhikers.
- Don't get out of the car if there are suspicious looking individuals nearby. Drive away.

### Patterns Of Crime Against Motorists

In many places frequented by tourists, including areas of Europe, victimization of motorists has been refined to an art. Where it is a problem, U.S. embassies are aware of it and consular officers try to work with local authorities to warn the public about the dangers. In some locations, these efforts at public awareness have paid off, reducing the frequency of incidents. You may also wish to ask your rental car agency for advice on avoiding robbery while visiting tourist destinations.

Carjackers and thieves operate at gas stations, parking lots, in city traffic and along the highway. Be suspicious of anyone who hails you or tries to get your attention when you are in or near your car. Criminals use ingenious ploys. They may masquerade as good Samaritans, offering help for tires that they claim are flat or that they have made flat. Or they may flag down a motorist, ask for assistance, and then steal the rescuer's luggage or car. Usually they work in groups, one person carrying on the pretense while the others rob you. Other criminals get your attention with abuse, either trying to drive you off the road, or causing an "accident" by rear-ending you or creating a "fender bender." In some urban areas, thieves don't waste time on ploys, they simply smash car windows at traffic lights, grab your valuables or your car and get away. In cities around the world, "defensive driving" has come to mean more than avoiding auto accidents; it means keeping an eye out for potentially criminal pedestrians, cyclists and scooter riders.

**CUSTOMS REGULATIONS:** Namibia's customs authorities encourage the use of an ATA (Admission Temporaire/Temporary Admission) Carnet for the temporary admission of professional equipment, commercial samples, and/or goods for exhibitions and fair purposes. ATA Carnet Headquarters, located at the U.S. Council for International Business, 1212 Avenue of the Americas, New York, N.Y. 10036, issues and guarantees the ATA Carnet in the United States. For additional information call 212-354-4480, send an e-mail to [atacarnet@uscib.org](mailto:atacarnet@uscib.org), or visit [www.uscib.org](http://www.uscib.org) for details.

**CRIMINAL PENALTIES:** U.S. citizens are subject to the laws of the country in which they are traveling. Sometimes these laws can differ significantly from those in the United States and may not afford the

protections available to individuals under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. In Namibia penalties for possession, use, and dealing in illegal drugs are strict, and convicted offenders can expect jail sentences and heavy fines.

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## **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 3000 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 US 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.

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## **Embassy and Consulate Information**

### **US Embassy**

PO Box 9536, Pretoria 0001  
877 Pretorius St, Arcadia, Pretoria

Tel: (27-12) 431-4000

Fax: (27-12) 342-2299

### **US Consulate, Cape Town**

PostNet Suite 50, Private Bag x26, Tokai 7966  
2 Reddam Ave, Westlake 7945

Tel: (27 21) 702-7300

Fax: (27 21) 702-7493

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## WWW Addresses

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

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### Health & Safety Sites

**Center for Disease Control (CDC)**

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

**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/travelsafe.cfm>

**Lonely Planet**

<http://www.lonelyplanet.com>

**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/>

**NAFSA: Association of International Educators**

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

**StudyAbroad.com Handbook**

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

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### Travel Sites

**U.S. Customs Office**

<http://www.customs.ustreas.gov>

**U.S. State Department**

[http://www.state.gov/www/background\\_notes/index.html](http://www.state.gov/www/background_notes/index.html)

**Travel Warnings and Consular Information Sheets**

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

**Important Telephone Numbers**

[http://www.travel.state.gov/about/contact\\_how.html](http://www.travel.state.gov/about/contact_how.html)

**Links to U.S. Embassies and Consulates Worldwide**

[http://travel.state.gov/visa/questions\\_embassy.html](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](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>

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## WPI Offices

### Interdisciplinary and Global Studies Division

Project Center, 2<sup>nd</sup> Floor

T 508-831-5547

F 508-831-5485

- Prof. Rick Vaz, Dean  
x 5344, [vaz@wpi.edu](mailto:vaz@wpi.edu)
- Natalie A. Mello  
Director of Global Operations  
x 5852, [nmello@wpi.edu](mailto:nmello@wpi.edu)

### Academic Advising

Daniels Hall

T 508-831-5381

F 508-831-5486

- Dale Snyder, Director  
X5281, [dsnyder@wpi.edu](mailto:dsnyder@wpi.edu)

### Accounting Office

Boynton Hall, 2<sup>nd</sup> Floor

T 508-831-5754

F 508-831-5064

- Janet Whittier  
Accounts Receivable Manager  
x 5741, [whittier@wpi.edu](mailto:whittier@wpi.edu)

### Central Mailing Services

Campus Center, 1<sup>st</sup> Floor

T 508-831-5523

F 508-831-5753

- Celia McLaren, Supervisor  
x 5683, [cmclaren@wpi.edu](mailto: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](mailto: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](mailto:hartvig@wpi.edu)

### Academic Technology Center

Fuller Labs, 1<sup>st</sup> Floor

T 508-831-5220

F 508-831-5881

- Mary Beth Harrity, Director  
X5223, [mharrity@wpi.edu](mailto:mharrity@wpi.edu)

### Registrar's Office

Boynton Hall, 1<sup>st</sup> Floor

T 508-831-5211

F 508-831-5931

- Alaina Wiehn,  
Registrar  
x 5211, [awiehn@wpi.edu](mailto:awiehn@wpi.edu)
- Marjorie Roncone  
x 5457, [mroncone@wpi.edu](mailto: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](mailto: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](mailto: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](mailto:pclay@wpi.edu)

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## Health Information for Travelers to South Africa

The preventive measures you need to take while traveling in South Africa depend on the areas you visit and the length of time you stay. For most areas of this region, you should observe health precautions similar to those that would apply while traveling in the United States.

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### Site Specific Web Addresses from CDC

The following web addresses should be accessed for health information specific to where you will be traveling. The IGSD strongly recommends that you review all health recommendations and discuss these with your health care provider. The preventive measures you need to take while traveling depend on the areas you visit and the length of time you stay.

Site	Web Address
South Africa, Namibia, Botswana, Lesotho, St. Helena, Swaziland, Zimbabwe	<a href="http://www.cdc.gov/travel/safrica.htm">http://www.cdc.gov/travel/safrica.htm</a>

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## 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. Comprehensive surveillance systems are lacking in many countries, so that the true number of cases is likely to be far greater than the numbers officially reported from some areas, particularly the non-industrialized nations. 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.

Travelers 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.

In many countries, needle sharing by IV drug users is a major source of HIV transmission and other infections such as hepatitis B and C. Do not use drugs intravenously or share needles for any purpose.

#### Safety of Blood, Blood Products, and Needles

In the United States, Australia, New Zealand, Canada, Japan, and western European countries, the risk of infection of transfusion associated HIV infection has been virtually eliminated through required testing of all donated blood for antibodies to HIV. In the United States, donations of blood and plasma must be screened for antibodies to HIV-1 and HIV-2 and HIV-1 p24 antigen.

If produced in the United States according to procedures approved by the Food and Drug Administration, immune globulin preparations (such as those used for the prevention of hepatitis A and B) and hepatitis B virus vaccine undergo processes that are known to inactivate HIV and therefore these products should be used as indicated.

In less-developed nations, there may not be a formal program for testing blood or biological products for antibody to HIV. In these countries, use of unscreened blood clotting factor concentrates or those of uncertain purity should be avoided (when medically prudent). If transfusion is necessary, the blood should be tested, if at all possible, for HIV antibodies by appropriately trained laboratory technicians using a reliable test.

Needles used to draw blood or administer injections should be sterile, preferably of the single-use disposable type, and prepackaged in a sealed container. Insulin-dependent diabetics, hemophiliacs, and other persons who require routine or frequent injections should carry a supply of syringes, needles, and disinfectant swabs (e.g., alcohol wipes) sufficient to last their entire stay abroad.

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

<http://www2.ncid.cdc.gov/travel/yb/utills/ybGet.asp?section=dis&obj=hivaids.htm>

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## Food and water and travelers' diarrhea

Contaminated food and drink are the major sources of stomach or intestinal illness while traveling. Intestinal problems due to poor sanitation are found in far greater numbers outside the United States and other industrialized nations.

### Water

In areas with poor sanitation, only the following beverages may be safe to drink: boiled water, hot beverages (such as coffee or tea) made with boiled water, canned or bottled carbonated beverages, beer, and wine. Ice may be made from unsafe water and should be avoided. It is safer to drink from an unopened can or bottle than from a container that is not known to be clean and dry. However, water on the surface of a beverage can or bottle may also be contaminated. Therefore, the area of a can or bottle that will touch the mouth should be wiped clean and dry. Where water is contaminated, travelers should not brush their teeth with tap water.

### Treatment of Water

Boiling is the most reliable method to make water safe to drink. Bring water to a vigorous boil, then allow it to cool; do not add ice. At high altitudes allow water to boil vigorously for a few minutes or use chemical disinfectants. Adding a pinch of salt or pouring water from one container to another will improve the taste.

Chemical disinfection can be achieved with either iodine or chlorine, with iodine providing greater disinfection in a wider set of circumstances. For disinfection with iodine use either tincture of iodine or tetraglycine hydroperiodide tablets, such as Globaline\*, Potable-Aqua\*, and others.

These disinfectants can be found in sporting goods stores and pharmacies. Read and follow the manufacturer's instructions. If the water is cloudy, strain it through a clean cloth, and double the number of disinfectant tablets added. If the water is very cold, either warm it, or allow increased time for disinfectant to work.

As a last resort, if no source of safe drinking water is available, tap water that is uncomfortably hot to touch may be safer than cold tap water. However, many disease-causing organisms can survive the usual temperature reached by the hot water in overseas hotels, and boiling or proper disinfection is still advised.

### Food

Food should be selected with care. Any raw food could be contaminated, particularly in areas of poor sanitation. Foods of particular concern include: salads, uncooked vegetables and fruit, unpasteurized milk and milk products, raw meat, and shellfish. If you peel fruit yourself, it is generally safe. Food that has been cooked and is still hot is generally safe.

### Travelers' Diarrhea

Travelers' diarrhea, the number one illness in travelers, can be caused by viruses, bacteria, or parasites, which can contaminate food or water. Infections may cause diarrhea and vomiting (E. coli, Salmonella, cholera, and parasites), fever (typhoid fever and toxoplasmosis), or liver damage (hepatitis). Make sure your food and drinking water are safe.

The typical symptoms of travelers' diarrhea (TD) are diarrhea, nausea, bloating, urgency, and malaise. TD usually lasts from 3 to 7 days. It is rarely life threatening. Areas of high risk include the developing countries of Africa, the Middle East, and Latin America. The risk of infection varies, depending on the

type of eating establishment the traveler visits - from low risk in private homes, to high risk for food from street vendors. TD is slightly more common in young adults than in older people, with no difference between males and females. TD is usually acquired through ingestion of fecally contaminated food and water.

The best way to prevent TD is by paying close attention to choice of food and beverage. The CDC does not recommend use of antibiotics to prevent TD because they can cause additional problems themselves.

If you do become ill with travelers' diarrhea, it is usually self-limited and treatment requires only simple replacement of fluids and salts lost in diarrheal stools. This is best achieved by use of an oral rehydration solution such as World Health Organization Oral Rehydration Salts (ORS) solution. ORS packets are available at stores or pharmacies in almost all developing countries. ORS is prepared by adding one packet to boiled or treated water. Packet instructions should be checked carefully to ensure that the salts are added to the correct volume of water. ORS solution should be consumed or discarded within 12 hours if held at room temperature, or 24 hours if held refrigerated. Iced drinks and noncarbonated bottled fluids made from water of uncertain quality should be avoided. Dairy products can aggravate diarrhea in some people and should be avoided.

Most episodes of TD resolve in a few days. As with all diseases it is best to consult a physician rather than attempt self-medication, especially for pregnant women and children. Travelers should seek medical help if diarrhea is severe, bloody, or does not resolve within a few days, or if it is accompanied by fever and chills, or if the traveler is unable to keep fluid intake up and becomes dehydrated.

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## General Travel Precautions

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.

### To Avoid Getting Sick

- Don't eat food purchased from street vendors. Do not drink beverages with ice.
- Don't handle animals (especially monkeys, dogs, and cats), to avoid bites and serious diseases (including rabies and plague).

## What You Need To Bring with You

- Insect repellent containing DEET (diethylmethyltoluamide), in 30%–35% strength for adults. The insecticide permethrin applied to clothing is an effective deterrent to ticks.
- Over-the-counter antidiarrheal medicine to take if you have diarrhea.
  
- 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 become ill after your trip—even as long as a year after you return—tell your doctor where you have traveled.

## **Malaria**

### Transmission and Symptoms

Malaria is a serious disease that is transmitted to humans by the bite of an infected female *Anopheles* mosquito. Symptoms may include fever and flu-like illness, including chills, headache, muscle aches, and fatigue. Malaria may cause anemia and jaundice. *Plasmodium falciparum* infections, if not promptly treated, may cause kidney failure, coma, and death. Malaria can often be prevented by using antimalarial drugs and by using personal protection measures to prevent mosquito bites. However, in spite of all protective measures, travelers may still develop malaria.

Malaria symptoms will occur at least 7 to 9 days after being bitten by an infected mosquito. Fever in the first week of travel in a malaria-risk area is unlikely to be malaria; however, any fever should be promptly evaluated.

Travelers who become ill with a fever or flu-like illness while traveling in a malaria-risk area and up to 1 year after returning home should seek prompt medical attention and should tell the physician their travel history.

### Malaria Risk by Country

Botswana: Risk in northern part of country (north of 21° latitude south).

Lesotho: No risk. Namibia: Risk in the northern regions and in Omaheke and Otjozondjupa and along the Kavango and Kunene rivers.

South Africa: risk in the low altitude areas of the Mpumalanga Province (including Kruger National Park), Northern Province, and northeastern KwaZulu-Natal as far south as the Tugela River. St. Helena (U.K.): No risk. Swaziland: Risk in all lowlands. Zimbabwe: Risk in all areas, except no risk in cities of Harare and Bulawayo.

### Prevention

Travelers to Southern Africa should take one of the following antimalarial drugs: mefloquine, doxycycline, or Malarone™.

### Mefloquine

#### Directions for use

The adult dosage is 250 mg salt (one tablet) once a week.

Take the first dose of mefloquine 1 week before arrival in the malaria-risk area.

Take mefloquine once a week, on the same day each week, while in the malaria-risk area.

Take mefloquine once a week for 4 weeks after leaving the malaria-risk area.

Mefloquine should be taken on a full stomach, for example, after dinner.

#### Mefloquine side effects and warnings

Mefloquine is usually well-tolerated; however, side effects can occur. The most commonly reported minor side effects include headache, nausea, dizziness, difficulty sleeping, anxiety, vivid dreams, and visual disturbances. Mefloquine has rarely been reported to cause serious side effects, such as

seizures, depression, and psychosis. Mefloquine should be used with caution in persons with psychiatric disturbances. Minor side effects usually do not require stopping the drug. Travelers who have serious side effects should see a health care provider.

Do NOT take mefloquine if you have

Ever had an allergic reaction to mefloquine;

Epilepsy or other seizure disorders;

Active depression or a history of psychosis

Been diagnosed or treated for an irregular heart beat.

Doxycycline

Directions for use

The adult dosage is 100 mg once a day.

Take the first dose of doxycycline 1 or 2 days before arrival in the malaria-risk area.

Take doxycycline once a day, at the same time each day, while in the malaria-risk area.

Take doxycycline once a day for 4 weeks after leaving the malaria-risk area.

Doxycycline side effects and warnings

Taking doxycycline may cause travelers to sunburn faster than normal. To prevent sunburn, avoid midday sun, wear a high-SPF sunblock, wear long-sleeved shirts, long pants, and a hat.

Take doxycycline on a full stomach to lessen nausea; do not lie down for 1 hour after taking the drug to prevent reflux of the drug (backing up into the esophagus).

Women who use doxycycline may develop a vaginal yeast infection. Take an over-the-counter yeast medication with you on your trip for use if vaginal itching or discharge develops.

Do NOT take doxycycline if you are pregnant.

Do NOT give doxycycline to children under the age of 8; teeth may become permanently stained.

Malarone™

Malarone is a combination of two drugs (atovaquone and proguanil).

Directions for use

The adult dosage is 1 adult tablet (250 mg atovaquone/100 mg proguanil) once a day.

Take the first dose of Malarone 1 to 2 days before travel to the malaria-risk area.

Take Malarone once a day during travel in the malaria-risk area.

Take Malarone once a day for 7 days after leaving the malaria-risk area.

Take the dose at the same time each day with food or milk.

Malarone Side Effects and Warnings

Although side effects are rare, abdominal pain, nausea, vomiting, and headache can occur.

Malarone should not be taken by patients with severe renal impairment.

Pregnant women or women breast-feeding infants weighing less than 11 kg (24 lbs) should not take Malarone to prevent malaria.

For additional information on malaria, please see the following:

Malaria: General Information

Prescription Drugs for Preventing Malaria (Information for the Public)

Prescription Drugs for Preventing Malaria (Information for Health Care Providers)

Preventing Malaria in the Pregnant Woman (Information for the Public)

Preventing Malaria in the Pregnant Woman (Information for Health Care Providers)

Preventing Malaria in Infants and Children (Information for the Public)

Preventing Malaria in Infants and Children (Information for Health Care Providers)

For information about other travel health risks, precautions, and vaccination recommendations, please see Health Information for Travelers to Southern Africa.

## Section 3 – Cape Town Site Specific Information

This guide is to help you prepare for your project in South Africa by letting you know what to expect and what is expected of you to have an enjoyable, productive IQP experience.

### Dates

Please adhere strictly to the following dates:

Arrive at WPI housing:	Saturday, October 20, 2007
Orientation meeting:	Sunday, October 21, 2007
Depart WPI housing:	Friday, December 14, 2007 – vacate housing before 12:00 noon

If you wish to arrive early, you must find your own accommodations. You can *not expect to* get into the WPI housing early, but may contact the lodge (see below) or other hotels to inquire about making reservations. On arrival day, your advisors will meet with you briefly to facilitate moving in. All students must attend the orientation meeting.

### Getting From Airport to Lodging

The taxi ride from the airport to WPI lodging at the Big Blue Backpackers Lodge (address below) takes about 30 minutes, is easy to arrange at the airport, and should cost about R180 plus 10% tip (which can be split among passengers). We will, however, arrange group taxi service for students arriving on “arrival day” and will provide you details before leaving. If you have any problems, you can call Big Blue and/or your advisors.

### Lodging

Big Blue Backpackers  
7 Vesperdene Rd  
Green Point  
Cape Town, South Africa, 8001  
+27 (021) 439-0807  
[Big.blue@mweb.co.za](mailto:Big.blue@mweb.co.za)  
[www.bigbluebackpackers.hostel.com](http://www.bigbluebackpackers.hostel.com)

### About Big Blue

Big Blue is a casual, comfortable lodge located in the Green Point neighborhood, a very attractive and entertaining part of Cape Town. It is a 10 minute walk from the Victoria and Alfred Waterfront, a principal shopping and tourist venue in Cape Town and all of Africa. Big Blue is just off Sommerset Road, a lively stretch of cafes, restaurants, shops, and residential buildings. Other Cape Town destinations, such as Long Street and Green Market Square, are also nearby. See Big Blue website for additional information and photos.

### Lodging Protocols

Other guests will also be staying at the lodge and it is vital that we be perceived as responsible, valued guests. Important information on housing protocols will be discussed at our initial orientation meeting. Non-compliance with housing protocols could result in your removal from lodging and the Cape Town Project Centre. Some important points:

- **No overnight guests** are allowed in our housing. Any breaches of this rule will result in all occupants of the dorm suite being held equally responsible and liable for disciplinary action. If you are romantically involved with any other student at the Centre, please be considerate of your roommates and don't embarrass yourself or others.
- Keep things clean: Your rooms, and especially all public spaces.
- Report any damage or safety issues immediately to Big Blue staff and WPI advisors.
- 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.

### **Rooming**

Student rooms are doubles or singles, some "ensuite" with bathrooms, some with shared bathroom facilities down the hall. They are very basic rooms with beds, closet, lights, ceiling fan, and little else. They are perfectly adequate, but you may "accessorize" as you wish. All rooms lock and Big Blue reports never having a problem with theft, but there are small safes in each room for passports and spare cash, and lockers elsewhere for larger items.

### **Eating**

Breakfast for WPI students is included in your housing fee (other Big Blue guests can buy breakfast for a small fee). Big Blue has shared kitchen facilities for guests, including refrigerator, stoves, cooking equipment, dishes, silverware, and even an outdoor BBQ. The kitchen is always open so you can prepare meals and snacks whenever you like, but everyone needs to clean up after themselves. We'll have some catered "big group" dinners together, also.

There are small grocery and "convenience" stores very close by and a major supermarket with an abundance of familiar groceries and prepared meals located 10 minutes walk away ("Pick n' Pay" at the Waterfront). Grocery prices are broadly similar to those in Worcester. There are also many interesting, reasonably priced restaurants in the area.

### **Lounging**

The ground floor contains a variety of cozy public spaces for eating, socializing, working, watching TV/videos, playing pool, soaking in a (tiny) salt water pool, meditating, etc.

### **Exercising**

The Virgin Active Gym located at the V&A Waterfront has memberships at about R525 monthly or R95/visit and offers full line of equipment, plus squash and tennis courts, soccer field, sauna, steam room, etc.

### **Cleaning**

Please keep your room reasonably clean and orderly, and all public places **scrupulously** clean. Big Blue staff will clean your room upon request, assuming it is orderly. The service is free, but please be certain to **leave a tip** (an important life lesson – don't gyp folks providing valuable services and for whom tips are an important part of their livelihood).

### **Linens and bath supplies**

Bed linens, towels, blanket, hotel shampoos and soaps are provided (but not wash clothes).

### **Computing**

Big Blue offers free wireless Internet connectivity on their first floor and free access to desktop computers in an office space. It is hoped most project-related printing will be done at the sponsor's office, but WPI will provide one color printer/scanner/copier DeskJet at Big Blue for small work-related printing, with students responsible for supplying toner, paper, etc. Copy shop services are available at V&A Waterfront. While working in South Africa, it is essential that all students maintain sound anti-virus procedures. No one, especially sponsors, want to deal with imported viruses, and this has happened in the past.

### **Laundry**

Big Blue will arrange a weekly laundry service for about R35 per bag, with morning drop off at the front desk and pick-up in the afternoon. There are also 2 laundry services located within 5 minute walk.

### **Electricity**

Electricity in southern Africa runs on 220/230V, 50Hz AC, and sockets take round or flat-pinned plugs, so converter/adaptors are necessary. At arrival day check-in, the CTPC will loan each student one converter/adaptor for the duration of your stay (small deposit required). Adaptors can also be purchased locally. Computers and cell phones should work fine, but hairdryers and other appliances may need transformers, so you might purchase these locally.

### **Telephones**

Cell phones: All students are required to obtain and carry with them at all times during the 2 month onsite portion of the IQP a working cell phone. You may bring your own cell phone, if you verify with your provider that it will work in South Africa. Cell phones may also be rented from Brightroom before leaving Worcester or Purchased on your first weekend near your lodging easily and inexpensively (under R200). Calling in South Africa, however, is expensive – often R1-R2 (or 15-30¢) per minute, whether by cell phone, landline, or prepaid calling card. Please plan ahead with friends and relatives you wish to stay in touch with, as IQP students elsewhere have been known to run up thousands of dollars in telephone bills, which makes for a nasty surprise for all concerned. You might want to investigate call-back services or buy phone cards.

Landlines: There are no telephones in your Big Blue rooms. To make calls you can use one of the two public phones located in the lobby and an international calling card for long distance (readily available everywhere in Cape Town). The Big Blue will take messages for you at the desk, but will not seek you out (except for true emergencies), so you have to check with them about messages.

To call South Africa from the US: **Dial 011-27-(Area Code)-Phone Number**. 011 is the code used to place most international calls from US and 27 is the South Africa country code. Note that South Africa telephone numbers are typically written as follows: +27 (021) 439-0807. When calling to South Africa, **omit the leading 0** in the area code. When calling within South Africa, omit the 27 country code but include the leading 0.

### **Mail**

You may have mail sent to you care of the Big Blue Backpackers at address above. Allow 1 to 3 weeks for mail to arrive in Cape Town, and be sure to ask people not to send mail in the final 3 weeks of your stay, as you may miss it (late mail will NOT be forwarded or saved). There is also a post office very near the lodge.

## **Banking**

The easiest way to get Rands is at an ATM, which are ubiquitous in Cape Town and other cities, less so in rural areas. Avoid exceeding your ATM cash limit in the day immediately proceeding your arrival in South Africa so that you can access your funds right away. Budget more than you think is necessary so you don't get short on cash. You can receive wire transfers from the states through a bank in emergencies. You can change travelers checks at most banks, but will need your passport for identification. \$1.00= ~7 Rand.

## **Transportation**

Mass transit in Cape Town is by "minivan taxis" that travel along main routes operating like buses for a fee of about R4. Private "radio" taxis are much more expensive, but can be shared to cut costs and are usually arranged by calling ahead. Big Blue recommends Sea point Radio Taxis (084) 218-7932. To get to other parts of South Africa you are advised to make arrangements through a travel agent or to use one of the travel services suggested by Big Blue.

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

## **Medical/Dental Service**

There is excellent medical care available in Cape Town. The following private medical care and emergency facilities are recommended for travelers over public hospitals.

Check with your stateside medical insurance company to see if it will cover you in South Africa and to find out how you would make a claim. Be sure to tell your carrier the dates of your stay in South Africa. In addition, you will have access to the emergency coverage through your international ISIC ID card, but make sure you understand the terms of that coverage and how it would work in regards to your primary medical insurance.

You must pay on the spot for service, but you may be able to use a credit card. Care is cheaper there than here. Usually, you can claim payments after the fact from your insurance company, so make sure you BRING A CREDIT CARD FOR EMERGENCIES and make sure you get a full written account of both diagnosis and treatment from the medical personnel involved in any treatment that you receive. You can't assume you won't get sick. Do not assume that advisors can front the money for you.

<b>Cape Town Medical and Emergency Contacts</b>	
National Police emergency number (Toll-free from landlines/ payphones)	<b>10111</b>
National Ambulance and Fire	<b>10177</b>
National Police emergency number from a mobile phone (Free on all mobile networks)	<b>112</b>
Cape Town all emergency services (Free on all mobile networks)	<b>107</b>
Cape Town all emergency services from mobile phone	<b>021 480 7700</b>
Poison Information (Toll-free from landlines/ payphones)	<b>0800 333 444</b>
Netcare Christiaan Barnard Hospital 181 Longmarket Street, Cape Town Ambulance service to above hospital ER 21	<b>021 480 6111</b>  <b>084 124</b>
Local Pharmacy - "Adalfi"- Main Rd, Sea Point 15 min walk from Big Blue (left on Main Rd)	<b>021 434 5888</b>
Local GP (Medical Doctor) Dr J S Cloete 3B Jigman Park, Montague Drive, Montague Gardens	<b>021 551 5890</b>
Local Dentist - Dr Nico Botha 3 Ashstead Road Green Point	<b>021 434 4521</b>
Mental Health Facility: Groote Schuur Hospital Health Park, Observatory, Cape Town	<b>021 404 9111</b>
Basil Tommy, CTPC local coordinator	<b>021 552 4465 home</b> <b>084 628 2320 cell</b>
US Consulate in Cape Town	<b>021 702 7300 day</b> <b>084 950-0784 evenings</b>

### **Faculty Accommodations**

Advisor lodging is located across the street from Big Blue at:  
 Cascades Holiday Apartment  
 8 Vesperdene Rd.  
 Green Point  
 Cape Town, South Africa 8001  
 Office phone: (021) 434-3385, (021) 434-0637

### **Dress Code**

Cape Town in October is in early summer. Bring summer clothes and just a sweater or windbreaker for the evenings, which can get cool. **Bring #15 or higher sun block** for both rural areas and the city; the tropical sun is dangerous. You will have a great tan after a few short days even if you wear sun block every day. **Local people do not wear shorts in the city. If you do, you will be marked as a tourist.** Please observe cultural rules and wear shorts only while traveling to and from the weekend excursions and while away from cities. Long pants, skirts and long sleeved shirts also protect you from the sun. If you go on a safari, you will need hiking boots or sturdy sneakers with big, slip-resistant tread. A backpack and water bottle will be essential for weekend travel.

Professional dress is required at all times at the agencies. Follow the custom of your agency. In some agencies, jacket and tie are standard for men, elsewhere nice shirts and pants but no tie is fine. Men will need only one jacket. Women are expected to wear dress pants and dressy blouses if they are not wearing skirts. Women in South Africa dress more formally than women do here for work, so in offices, khakis, work shirts, tank tops, and shorts are not appropriate. Ask your liaison about appropriate dress for conducting field work in informal settlements, which may be different from office dress. When you are representing your organization at interviews or at other organizations, you are expected to dress professionally. Formal dress will be required for the final oral presentations (e.g. business suits).

### **Safety Planning**

Please review carefully all health and safety information included elsewhere in this handbook. In addition, important safety information will be discussed during preparation in Worcester and during orientation in Cape Town. If you plan to do serious hiking, read guide books to know where to go, how to get there, and what equipment you may need. Hiking without trained guides is not recommended.

## Section 4 – Transition Issues

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### Experiences in New Culture

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, which 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.

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#### 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 colleagues in your agency, 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.

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## **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*

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## **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, which can prove difficult - often because they are unanticipated. Reentry 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 reentry 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.

The following list of issues and suggestions was generated by interviewing students who have been through the experience of off-campus study. 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 reentry 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 school work, 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 - Travel Information Form**

**WPI Off-Campus Study Travel Information Form**

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:		

**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.**

## Appendix B - Off-Campus Students' Health Update and Records Release Form

Name	Project Site	Term
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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:
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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 abroad 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
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Address

Cell Phone #:	email
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Home Telephone:	Work Telephone:
-----------------	-----------------

2. Name	Relationship to Student
---------	-------------------------

Address

Cell Phone #:	email
---------------	-------

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: 10/16/07

Return on or before: 12/19/07

### Pick-up Person

### Return Person

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Address: \_\_\_\_\_

Student Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Local Phone #: \_\_\_\_\_

Local Phone #: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Student ID#: \_\_\_\_\_

WPI Email: \_\_\_\_\_ WPI Email: \_\_\_\_\_



## Appendix E - 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	Name of hotel	Name of hotel
Address	Address	Address	Address
City and country	City and country	City and country	City and country
Phone number	Phone number	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.*

## Appendix F - Mandatory Paperwork Checklist

*All paperwork for Cape Town B07 must be in the IGSD by Friday September 21, 2007 by 1:00pm*

- Acknowledgement and Release Form
- Travel Form
- Health Form
- ATC Laptop Form
- Cell Phone Form
- Scanned Passport
- 4 Photo Pictures for ISIC Application. (Photo's can be taken at the IGSD Office).