

**International Programs  
Participant Guide 2014**

# South Africa

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 **The California State University**  
OFFICE OF THE CHANCELLOR  
**Office International Programs**  
**401 Golden Shore, Sixth Floor**  
**Long Beach, California 90802-4210**  
**Tele: (562) 951-4790**  
**Fax: (562) 951-4983**  
**[www.calstate.edu/ip](http://www.calstate.edu/ip)**

This *Participant Guide* is designed to assist you with your preparation for your year abroad. We encourage you to share this information with your family and friends so that they can share in your experience. The Guide is revised annually and we welcome your suggestions.

Leo Van Cleve, Director

Editor: Dana Roson

Production Staff: Danielle Pattee

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## **The Participant Guide**

- Your Participant Guide provides information about your study abroad program, specifically about:
  - Important Country-Specific information
  - Academic Arrangements
  - Finances/ Program Costs
  - Health & Safety
- Participation in IP requires considerable commitment on your part. We expect you to read your Participant Guide as it was written to assist you as you prepare to study abroad.

## **The CSU International Programs: An Overview**

- IP is the most affordable study abroad option for CSU students.
  - IP is supported by State funds, so participants pay the same CSU tuition fees had they remained at their home CSU campuses.
- All academic credit earned abroad counts as CSU resident credit.
- Participants gain firsthand knowledge and understanding of other areas of the world through a year of academic study.
- Staff are available at all locations abroad to provide orientation and to assist students on a daily basis.

# Student Policies and Procedures

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## What About Alternates?

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- Being an “alternate” means you’re on the waiting list.
- Alternates must complete all forms and make all payments as if they were regular participants.
- You will be informed immediately if your status changes.

## How Involved Do I Have to Be?

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- Being part of an established program involves commitment, and there are rules that you must obey.
- At times, you will be expected to behave as a member of a group, such as at the on-site orientation and in other group activities.
- Generally, you’ll have a great deal of independence, but you must remember that your actions may affect the group or future groups. It is important to develop a sense of responsibility toward the CSU IP.

## Communicating With The Office of International Programs (OIP)

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- **From now on, all questions about your participation in the program should be addressed to OIP.**
- When making inquiries, we ask that you, and not your parents, contact us.
- OIP is located in downtown Long Beach at the CSU Office of the Chancellor, not on the CSU, Long Beach campus as some mistakenly assume. Our address is:

**CSU International Programs**  
401 Golden Shore, Sixth Floor  
Long Beach, California 90802-4210  
Tel: (562) 951-4790

For all pre-departure questions: [ipstudentaffairs@calstate.edu](mailto:ipstudentaffairs@calstate.edu)

For all academic questions: [ipacademics@calstate.edu](mailto:ipacademics@calstate.edu)

For all student financial questions: [ipfinance@calstate.edu](mailto:ipfinance@calstate.edu)

- We will communicate with you by e-mail, so read your e-mail frequently.
- Inform us if you change your e-mail address.
- Issues at your home CSU campus can sometimes arise while you are overseas. If this happens, talk to the CSU

Resident Director or on-site staff first. If necessary, e-mail OIP at the addresses listed above. We can usually resolve matters quickly, as we are aware of your special status as an IP student.

## IP Website

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**All Participants are expected to read the following online resources:**

1. **Online Form Packet** – Includes forms and important deadlines.
2. **The IP Participant Guide** – Outlines policies and procedures and gives advice on personal preparation.
3. **The IP Bulletin** – Describes the academic program and provides internet links to course descriptions. You will need this information in order to complete your Academic Advisement Form.

## Deadlines

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- At the top of your “Online Form Packet” there is a Checklist including all deadline dates. Please use it.
- It is not necessary to send materials by overnight mail. If you mail materials on the deadline, that’s OK.

## Moving Before You Go?

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- It is very important that we always have your current address/telephone.
- Anytime there is a change in your address, telephone, cell phone or e-mail address between now and departure, please send us a Change of Address/Contact Information form.
- This form is included in your **Online Form Packet**.

## Do I Have to Register at my CSU Campus?

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- No. Do not register for classes at your home CSU campus while you are studying abroad.
- OIP arranges for you to be concurrently enrolled overseas and at your home CSU campus.
- Once you return, registration will once again be your

responsibility.

## Nonresident Students

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- Nonresident students are subject to nonresident tuition fees.
- Participants are selected without regard to national origin, citizenship, or residence status. In a competitive situation, however, priority is given to applicants who have not had extensive intercultural experience.
- Resident aliens are advised to check with the US immigration officials on the possible effects of residence outside the US.
- Visa students must check with both their home country consular offices and the consular offices of their IP country to determine if any restrictions exist that might prevent participation.
- Students who are, or have been, citizens of their IP country may have additional restrictions or requirements placed on their admission by the host government and/or university.

## Transfer Students

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If you are a transfer student (entering a CSU campus for the term you are going abroad), you must provide OIP with two items: a copy of your letter of admission to the CSU, and an updated transcript from your former college. These items must be sent to OIP no later than **October 15**

## Payment of CSU Tuition Fees

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- Do not pay tuition fees to your home CSU campus. These are included in your IP Program Costs.
- You will make IP program payments to OIP in Long Beach.
  - Nonresident students pay nonresident tuition fees.
  - Send IP copies of Fee Waiver forms and Veteran's Affairs letters, if applicable.

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular program has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

## Housing Policies

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- Requests for exceptions to mandatory, program-arranged housing must be submitted to OIP in writing by **October 15**.
- Married students and students with dependents may be required to find their own housing.
- Students must fulfill all financial & legal aspects of any

housing arrangements made on their own.

- If students begin the year in program-arranged housing, they may only move out if:
  - The on-site owner/manager concurs and the student has met the terms of the lease or agreement.
  - The move will not jeopardize the availability of housing for the following year.
  - The CSU Resident Director or IP Program Representative approves.
  - Any applicable penalty or quittance fees are paid.
  - Any refund to the student for prepaid housing fees will be made only to the extent that the housing authorities are willing to release IP from commitments made on behalf of the student.
- Termination of a host family arrangement organized by OIP before the end of the year may be accompanied by an assessment of two months' rent.
- If a student moves out of program-arranged housing for personal convenience, or is ejected as a result of misconduct, IP will not stand responsible for securing replacement housing.
- The terms of lawful leases, signed by students, and as interpreted by local officials under the terms of host country law, take precedence over IP's housing policies. Students are subject to the full range of civil penalties for abuse of property or evasion of contractual obligations abroad in the same way they are subject to such provisions at home. Where legitimate debts arise from accepting accommodations owned or managed by the host universities, or other public entities associated with these universities, such debts may become debts owed to the Board of Trustees of The California State University and to the State of California.

## Withdrawals

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### Prior to Departure

- If you decide not to participate, complete a Pre-departure Withdrawal form and submit it to OIP as soon as possible so that an alternate student may be offered the opportunity to participate.
- If you withdraw before departure, you retain your status as a student at your home CSU campus.

### After Departure

- Withdrawal after departure is very serious. Consult with the Resident Director or Program Assistant.
- Fill out the required withdrawal form.
- Failing to withdraw in writing may result in your receiving failing grades, which will appear on your CSU transcript. Withdrawal after departure constitutes withdrawal not only from IP, but also from your home CSU campus for the same semester.
- Financial aid recipients should work closely with OIP and their home campus financial aid adviser regarding

funds that may need to be repaid to the campus and/or debts still owed to OIP.

- If you deferred payment of your IP prepaid costs with financial aid, and then withdraw from the program, you may end up owing IP as well as your home campus.
- In some instances, a change in visa status as a result of withdrawal from IP, (thus no longer having student status), may mean having to leave the host country immediately.
- In all cases of withdrawals and disenrollments, students assume full responsibility for their return to their home, and thereby remove all liabilities and responsibilities from OIP representatives and staff and the Trustees of The California State University.

## Refunds

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- Submit a written notice of withdrawal to OIP **prior to November 15** in order to receive a full refund of funds paid, less any funds already committed or expended on your behalf.
- If you withdraw **after November 15**, but before the beginning of instruction, you will receive a refund of all monies paid to OIP less \$500 or an amount equal to funds committed or expended on your behalf, whichever is greater.
- If you withdraw or are disenrolled after the beginning of instruction, you will receive a refund of funds not already committed or expended on your behalf.
- Tuition Fee refunds will be based on the amount paid to OIP, the effective withdrawal date and whether or not you receive any course credit for the term at the overseas university.
- **No refunds will be made for the IP Study Abroad fee after departure.**
- **No refunds will be made for health insurance cancellation after departure.**
- **No refunds will be made for nonparticipation in group activities.**
- **Determinations concerning eligibility for refunds and the amount and date of refunds shall be made at the discretion of the Trustees.**

## Renewal Students

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IP is designed as a one-year experience; however, some will want to spend a second year overseas. This is only possible for undergraduate students and only in these IP countries: **Chile, China, France, Germany, Italy, Mexico, Spain (Granada and Madrid) and Sweden.** Renewal applications will be considered taking into account the following factors:

- The renewal applicant does not take the place of an eligible first-time participant.
- Graduate students are not eligible to renew.

- The overseas center and host university can accommodate the student and assume the additional academic and administrative responsibilities.
- The renewal applicant has the support of the overseas Resident Director or Program Assistant or host university representative, home campus administrators, and their academic advisor.
- The renewal application is to be received at **OIP by March 1.**

## Students with Dependents

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- If you will be accompanied by your spouse, domestic partner and/or children, complete the **Information for Students with Accompanying Dependents** form, found in your Online Form Packet.
- The Application for IP Group Health and Accident Insurance for Accompanying Dependents (also in the Online Form Packet) should be sent to OIP by **October 15.**
- Note: OIP can provide assistance to **legal** dependents only, i.e., spouses, domestic partners and/or children.

## Student Conduct

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### General

You are responsible for your conduct, as well as how it reflects on IP, the CSU, the State of California, and the United States. Misconduct by one can result in the loss of opportunities for many. It is important, therefore, for you to learn and follow your host country's standards of good conduct. Honesty, courtesy, restraint and respect for the law are usually sufficient guides for proper conduct anywhere.

Standards of conduct for IP students are based on U.S. and host country law, policy, and practice. The standards of conduct also form part of the Agreement you signed prior to departure. In some cases, host countries and institutions apply standards that differ substantially from those normally applied within the CSU. The CSU has concluded agreements with host institutions abroad that recognize the authority of those institutions to apply their own standards to CSU students. It is important, therefore, that you be fully aware of your responsibilities to the CSU as well as to the host university and country.

### Unacceptable Conduct

IP students are selected for their maturity and seriousness of academic purpose. These qualities are inconsistent with inappropriate or unacceptable conduct and such conduct is exceedingly rare among the members of this group. To be clear, however, the following constitute unacceptable conduct:

- cheating or plagiarism in connection with an academic program;
- forgery, alteration, or misuse of official documents, records, or identification, or knowingly furnishing false information;
- misrepresentation of oneself or of an organization to be

- an agent of the CSU International Programs;
- obstruction or disruption, on or off International Programs property, of the educational process, administrative process, or other official function;
- physical abuse, on or off International Programs property, of the person or property of any member of the International Programs staff, faculty, or student body, or the threat of such physical abuse;
- theft of, or non-accidental damage to, International Programs property, or property in the possession of, or owned by, a member of the International Programs faculty, staff, or student body;
- unauthorized entry into, unauthorized use of, or misuse of International Programs property;
- the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis;
- possession, or use of, explosives, dangerous chemicals, or deadly weapons on International Programs property;
- engaging in lewd, indecent, or obscene behavior;
- abusive behavior directed toward, or hazing of, a member of the International Programs community;
- violation of any order of the Director of International Programs, or of the Resident Director;
- violation of International Programs rules and regulations as specified in official International Programs publications and correspondence;
- failure to attend classes to the extent normally required;
- failure to carry out a required portion of the program;
- violation of the laws of the host country or the political subdivisions thereof;
- violation of the rules and regulations of the host university institution;
- violation of the terms of stay or visa restrictions imposed by the host country;
- participation abroad in any event, activity, or conspiracy of a political nature, or the making of any public statement which might tend to embarrass or inconvenience the CSU International Programs or endanger the welfare of participating students;
- conduct which might be harmful to the International Programs or infringe upon the opportunities and benefits available to participating students;
- failure to discharge lawful debts abroad in a responsible and timely manner;
- conduct which represents a danger to the personal safety of the student involved or to other students, faculty, or staff members;
- flagrant disregard of local customs, mores or beliefs which might result in offending or antagonizing host country citizens or officials;
- violating the rights of any other participating student or students, faculty or staff members;
- soliciting or assisting another to do any act described above.

### Sanctions

International Programs students sign an Agreement with the CSU Board of Trustees which recognizes the authority of the Director of International Programs as the agent of the Board of Trustees, and at the sole discretion of the Director, to apply appropriate sanctions for the violation of the above items of unacceptable conduct, or other items of unacceptable conduct which the Director shall establish. Such sanctions are rarely applied, but must be brought to the attention of program participants:

- Reprimands** — Verbal or written notice of unacceptable conduct. Reprimands set forth requirements for improvement of behavior and are intended to assist the student in correcting that behavior as part of the educational process where the conduct is remediable;
- Probation** — Written notice of unacceptable conduct which sets forth specific terms required to avoid termination of enrollment where such conduct is deemed remediable, but of a serious nature;
- Disenrollment** — Disenrollment and expulsion of a student from IP is the final sanction available to the Director of International Programs as a means to remove students from the program who have committed serious infractions and whose unacceptable conduct is deemed unremediable. Students being considered for disenrollment are provided a fair and timely opportunity to explain, justify or deny the behavior in question, or to raise matters of mitigation prior to any decision to disenroll. Disenrollment means termination of status as an enrolled student, the probable termination of legal status in the host country, and withdrawal from the academic program at the host institutions abroad with all of the attendant academic and personal consequences thereof. Disenrollment from IP is not necessarily prejudicial to a continuation of enrollment at the student's home CSU campus; depending on the seriousness of the action, students may be subject to additional action.
- Summary Disenrollment** — On those occasions where serious incidents of unacceptable conduct are combined with any form of imminent danger to the personal safety or health of the student involved, or where any threat to the safety, health or well-being of any other student participant, faculty member or staff member is involved, or where the continued operation of the International Programs is placed in imminent jeopardy by the conduct of the student involved, the Director of International Programs may carry out, at his sole discretion, an immediate disenrollment of the student involved without opportunity of appeal or mitigation.



## Grievances

Students who believe that they have been treated unjustly, or have been victims of an error on the part of the staff or the administration of IP, should make every effort to resolve the issue by consulting the Resident Director, if applicable, or the Director of International Programs. Should there be no satisfactory resolution of the problem, it will be the responsibility of the Director of International Programs to advise students with grievances in a timely manner on the availability of additional channels of appeal or assistance as may be appropriate and applicable to the circumstances involved.

## CSU International Programs Alcohol Policy

IP does not tolerate alcohol abuse by its participants. Alcohol may be consumed by IP participants of legal drinking age (in the host country). Students must understand that, if they choose to drink alcohol, they remain accountable for their actions and, therefore, must drink responsibly, following all host university and country rules and laws related to alcohol. Prior to departure, students are advised to research their host country's alcohol-related customs and laws.

The intent of this alcohol policy is to help IP achieve the following goals:

- Ensure that alcohol is never the primary focus of an IP event.
- Communicate to IP participants that they are expected to act responsibly regarding their consumption of alcoholic beverages while living abroad.
- Raise student awareness that, when choosing to consume alcohol abroad, students are subject to the local laws related to alcohol consumption.
- Remind IP Resident Directors and staff overseas that they should strive to create an atmosphere that does not encourage students to drink alcohol and that respects those who choose to abstain.
- Warn students that excessive drinking or drunkenness is not condoned and will never serve as an excuse for misconduct.
- Encourage students to be aware of local customs and laws related to alcohol consumption.

## CSU International Programs Statement on Sexual Harassment

### Sexual Harassment

It is the policy of the CSU to maintain a working and learning environment free from sexual harassment of its students, employees, and applicants. All students and employees should be aware that the CSU is concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

As a CSU program, IP is concerned about sexual harassment abroad. This policy statement and the procedures below apply to students and employees of the CSU. Students should be aware that this policy does not apply to faculty, students and staff of host institutions abroad.

IP emphasizes the importance of orientation and open communication in order to promote a preventive approach that addresses and explains issues before they escalate into more serious problems.

### Is There an International Definition of Sexual Harassment?

IP participants should understand that a definition of sexual harassment abroad must take into account the legal system and culture of the host country. Legal standards and cultural norms may be different than those in the US and this can make harassment difficult to identify abroad.

During orientations before departure and once abroad students will receive information regarding the host country and culture. In some cultures verbal comments that may be offensive in the US may be acceptable abroad. At the same time some types of dress that are considered appropriate in the US may send different messages abroad.

### Reporting Sexual Harassment

All alleged incidents of sexual harassment should be reported to the Resident Director, Resident Coordinator or host university contact person. That person will consult with OIP regarding the issue. OIP will consult with other appropriate staff as necessary. On-site personnel and OIP staff should keep a written record and notes of any conversation surrounding these allegations. Students who prefer to contact OIP in Long Beach first may write to: [ipstudentaffairs@calstate.edu](mailto:ipstudentaffairs@calstate.edu).

### Responding to Sexual Harassment

Staff should respond to complaints in accordance with IP policies and procedures for responding to such allegations.

## Intercultural Gender Relations

Gender relations may be initiated differently in different cultures and all students traveling abroad should educate themselves about their host country's customs and norms before they go. Knowledge increases competent behavior, which can also be important for personal safety.

Understanding the meaning behind certain behaviors may drastically affect your experiences with host nationals abroad. Such things as clothing styles, make-up, cologne and eye contact may send unintended messages in another culture. Students who are unaware of these cultural differences may find themselves in uncomfortable or dangerous situations.

Your IP Campus Coordinator may be able to point to some valuable reading material on the subject of culture. Another way to learn about your host country's culture is to talk to former IP participants, using the IP Facebook pages. Again, knowledge increases culturally appropriate behavior.

## **Privacy of Student Information**

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Section 7(b) of Federal Public Law 93-579, popularly referred to as the Privacy Act of 1974, became effective January 1, 1975. This section of the statute requires that any federal, state, or local government agency which requests an individual to disclose his Social Security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is elicited, and what uses will be made of it.

The application for admission to The California State University International Programs requires each applicant to provide his or her Social Security number. Authority for this requirement is found in Section 41201 of Title 5 of the California Code of Regulations, and Section 6109 of the Internal Revenue Code.

The student's Social Security number is included in all student records which may include application files, registration records and certification documents, academic records, financial aid and transaction records, and transportation and insurance documents. Also, the Internal Revenue Service requires the University to file information returns that include the student's Social Security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

It is IP policy to protect the personal information of participating students from unnecessary or inappropriate disclosure. Personally identifiable records are not shared or distributed to private individuals or agencies unless such sharing or distribution is authorized by the student or unless otherwise provided for in law. In circumstances where the safety or well-being of participants may be involved, information derived from official files, reports or records relating to participants individually or collectively may be utilized as deemed appropriate by the Director of International Programs for official purposes. Such information may be disclosed pursuant to host country law or regulation whether or not such disclosure is consistent with the laws or regulations of the US or the State of California.

## **Nondiscrimination Policy**

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The CSU International Programs welcomes diversity in its student body and seeks to include all who share its values of improved intercultural communication and international understanding. No person shall on the basis of race, color, sex, disability or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to unlawful discrimination under the International Programs.

# Preparing For Your Year

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## Ready to Go?

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Have you planned for EVERYTHING? What will you do if you slip and break your wrist? What will you do if your wallet or passport is stolen in a country where you don't speak the language? Do you know how to dial "911" in the country you are going to? The U.S. Department of State has provided the following resource for you. Read it before you go: <http://www.studentsabroad.state.gov/>

## Consular Information

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The U.S. Department of State provides information about every country in the world. You can find more information about a wide variety of issues, such as: the location of the U.S. Embassy; whether you need a visa to enter; crime and security information; drug penalties; as well as medical facilities and health information. To find information about your country, go to [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html).

## Passport

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You must have a passport to leave from and return to the United States. **Apply now for a passport if you do not have one**, or renew your passport if it has expired. If you already have a passport, make sure that it is **valid six months beyond your stay abroad**.

### Passport Services and Information:

[http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

After you receive your passport, sign it and keep it in a safe place until your departure. Send a photocopy of the pages of your passport with your photograph and personal information to OIP by **October 15**. It is also a good idea to email yourself a copy.

## Visitor's Study Permit (Visa)

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The study permit is an endorsement or stamp placed in your passport by a foreign government which permits you to visit that country for a specific purpose and a limited time. All IP students must obtain a study permit for study in South Africa. You will apply for the visa through the South African Consulate in Los Angeles. It can take from six to eight weeks

to process a visa (longer for non-US citizens). You should be aware that the South African government may deny a visa to an applicant. If this occurs, OIP cannot intervene on your behalf.

Students are advised not to make travel plans prior to the official IP program start date and are advised to submit their study permit documentation as soon as possible. It normally takes six to eight weeks for applications to be processed. It is possible that you will not have your student visa or passport back in time to travel abroad early. There is nothing OIP can do to speed the visa application process. Therefore, we strongly recommend that you do not plan to travel before the official program start date.

Students should also note that the South African government **requires that all students leave once their academic program ends**. Travel throughout Africa is permitted, but you must leave South Africa when the academic year ends because your student visa will expire.

### Student Study Permit for South Africa:

- All applicants must be in possession of a valid visa before entering South Africa. Visas must be kept valid at all times.
- Complete all of your visa application materials **now** so that they are ready to be sent once you receive your official acceptance letter from South Africa.
- **Allow at least six weeks** before departure for your visa documents to be processed by the South African Consulate General in Los Angeles and your passport and visa to be returned to you. Send the application as soon as you receive your acceptance letter from your host institution.
- You will need proof of South African Medical Aid (insurance) for your visa. (See Online Form Packet).
- **We suggest that all students request a "multiple-entry" visa**. A single entry permit is not sufficient if you intend to travel outside the country during vacation. Should you fail to request a multiple-entry permit and leave South Africa once you are there, you will be faced with a fine at the port of entry when you try to return and may not be permitted to return to South Africa.
- The offer of a place at Nelson Mandela Metropolitan University does not bind the South African Consulate General to grant you a visa, nor does it waive the need

to obtain official permission to enter the country. If you are denied a visa, IP is unable to mediate in such matters.

**The following study permit instructions apply to US citizens only. Citizens of other countries must consult the South African Consulate for information.**

#### **Study Permit:**

[http://www.southafrica-newyork.net/homeaffairs/permit\\_study.htm](http://www.southafrica-newyork.net/homeaffairs/permit_study.htm)

Mail your **official acceptance letter from your NMMU** and any items requested by the South African Consulate via Federal Express to:

The South African Consulate General  
6300 Wilshire Blvd., Suite 600,  
Los Angeles, CA 90048  
tel: 323-651-0902 ext.115 fax: 323-651-5969  
(Visa hours 9am-12pm M-F)  
<http://www.dirco.gov.za/losangeles/>

## **The Study Permit (Visa) Application Process: Your Responsibility**

A visa or a residence permit (as it is called in some countries) provides permission for you to remain in a country for a period of time. It is an acknowledgement by a foreign government that they trust you. The government official who issues you a visa or residence permit is giving permission to enter his or her country for the purpose indicated on your visa/residence permit application and with the understanding that you intend to leave on the date stated on your application. You should value the receipt of visa approval and honor their decision by showing respect to the country where you have been given permission to live for the academic year.

In recent years applying for and obtaining a visa has become increasingly complex. The United States and many other countries around the world have strengthened their requirements, increased the scrutiny they give all applications, and as a consequence lengthened the processing time. If a visa is required for your country, you must go through the process. It may be frustrating and it may at times seem arbitrary, but you will need to remain patient and calm, getting upset or losing your temper will not help.

Each year, the Office of International Programs (OIP) gathers information from the foreign governments to request information about the student visa application procedures. These are the instruction included in this Participant Guide and other mailings. It is possible that regulations will change and if we are made aware of any changes, we will notify you.

OIP does not set the rules or control the visa or residence permit application process. This is a request from you to a foreign government. OIP and the California State University cannot act on your behalf or intervene with the foreign government and will not be able to speed up processing or alter the rules.

In nearly all cases, CSU students participating in the International Programs are issued visas/residence permits in time to participate in their study abroad programs. In some cases there may be delays, and in very rare cases, students have been denied visas. The visa/residence permit application process is entirely your responsibility. Please follow instructions exactly and carefully.

**NOTE:** You may feel that you have followed all of the instructions, submitted your visa application and all of your documentation beautifully, early and in duplicate. However, **no one has the right to be issued a visa and you will have to respond to whatever additional requests the Consulate may make.**

## **Non-US Citizens**

Contact the nearest South African Consulate General now to determine your visa requirements.

The visa process may take several months longer than for U.S. citizens. **DO NOT WAIT FOR INSTRUCTIONS FROM IP.**

Also, make sure your passport and your US re-entry permit will be valid for the entire length of time you will be abroad. If necessary, contact the Immigration and Naturalization Service to extend the expiration date on your reentry permit. If you plan to visit or travel through any other countries, be sure to obtain any transit or tourist visas required by these other countries as well. If your re-entry permit expires while you are abroad, you will have trouble returning to the United States.

## **Transportation**

**You must purchase a roundtrip ticket for travel to South Africa. Your itinerary, indicating roundtrip travel, must be submitted with your study permit application.**

You will make your own arrangements to travel to South Africa, but you must arrive at your host university on the date indicated in the calendar section in the following chapter.

We understand that cost is important, and so you should shop around and compare prices. Past IP participants have used Frosch Student Travel for many years and have always received superior customer service. You can reach them at: [www.froschstudent-travel.com](http://www.froschstudent-travel.com), or 1-800-467-5032 or contact your own travel agent and shop around to get the best fare. You will deal directly with the travel agent to make your reservations and payments.

Students going to Nelson Mandela Metropolitan University should fly into Port Elizabeth. You will first fly to either Johannesburg or Cape Town and then get your connecting flight to Port Elizabeth.

Please complete the Flight Information form and return it to OIP **no later than three weeks prior to departure.**

Although you are traveling independently, you are agreeing to the following conditions:

1. You will not depart before visa approvals (where required) have been obtained.
2. You will make scheduled payment before departure.
3. You will notify OIP in writing if your plans change.
4. You will report to your overseas center on the day and time specified. Reporting instructions will be provided by OIP. You should plan on arriving on or before the arrival date.
5. In the event that there is a change to the starting date of the program, it is your responsibility to make modifications to your Flight Information Form to accommodate such changes. OIP is not responsible for any non-recoverable transportation charges you may incur.
6. You will not be met at the airport (unless you arrange this with the host university and only if they offer a pick-up service). Accommodations and program services will not be available to you until the starting date of the program.
7. You release OIP of any responsibility for your transportation to the overseas center.

**If you fail to comply with any of these conditions, you may be disenrolled from the program.**

Air travel involves risks and could result in damage to property, injury to persons, and death. Please be informed that the California State University assumes no liability for damage, injury, and death which may occur during air travel required by the California State University-affiliated programs. Your participation in the program is voluntary, and you participate at your own risk.

Prior to departure you must sign an agreement, which includes a release from liability (see Agreement section of this book).

## Photographs

The photographs you submit to OIP **must be official passport photographs**.

Print your name and country on the back of each photo. Be careful that the ink is dry and does not smear the other photos **or** put a blank piece of paper between each photo so that the ink does not imprint on the photo below. If there is ink anywhere on your face in the photos we receive, you will be asked to send new photos.

- Send two (2) **identical** photos to OIP by **☛ October 15**. One of these photographs is required for the Nelson Mandela Metropolitan University application form. (This photo **must** be sent with the NMMU application and is due in our office no later than October 15.)
- Photos will be needed for your Study Permit (visa). See Consulate website.

**The photos MUST meet these requirements:**

- 2" X 2" recent identical high-resolution color photo-

graphs.

- Full face view and have only your head and shoulders at the center of the photo.
- Taken on a white background and printed on photo paper. Photocopied, scanned or digitally altered photographs **will NOT be accepted**.

The most convenient way to get acceptable photos that will not cause any delays is to obtain them at a passport photo service like: AAA, Costco and Walgreens.

## International Student Identity Card (ISIC)

IP recommends that you purchase the ISIC, a card internationally recognized as proof of student status. The card provides cardholders with discounts and travel benefits around the world.

The ISIC also provides basic health and accident insurance while you are traveling abroad, which will supplement the mandatory IP health insurance. Cardholders also have access to a toll-free Traveler's Assistance Hotline for assistance in medical, legal, and financial emergencies.

If you are interested in obtaining the ISIC, you must purchase it on your own. IP does not provide students with the ISIC. You may purchase the ISIC online [www.myISIC.com](http://www.myISIC.com).

The website also provides a list of available discounts in each country.

## Pack Light!

In general, you will find that what students wear in California is acceptable overseas, taking into account the local climate. Comfort is a priority.

- A good pair of walking shoes is a necessity.
- Pack clothing that requires little care since you may not have easy access to washers / dryers.
- Specialty items (skis, bicycles), can be rented or purchased secondhand overseas.

**It may be difficult to imagine what to pack for a whole year, you will be happy if you can stick to this rule: Pack enough for a 7-day trip and you'll be just fine. You don't need as much as you think you do.**

Keep these things in mind as you pack:

- You, and you alone, must be able to pick up and carry all of your luggage by yourself.
- Airlines charge for baggage. Inform yourself of your airline's baggage allowances.
- You may have very little storage space abroad;
- A backpack is a useful piece of luggage for short weekend trips.

- Toiletries: You will find that you can survive the academic year using what is available abroad. After all, when in Rome.... However, if you have specific toiletries that you must have, pack enough for the year.

Take one carry-on bag on your flight in case your luggage is lost in transit. Pack everything you might need for a couple of days in your carry-on bag, including toiletries and one or two changes of clothes.

OIP has a Facebook page for every IP group. This will give you an opportunity to interact with previous IP participants and ask them more specific questions about what to pack.

# The South Africa Program

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The California State University is affiliated with The Nelson Mandela Metropolitan University (NMMU). There is no CSU Resident Director in South Africa, but rather you will be assisted by the host university staff who are accustomed to providing orientation and guidance to visiting international students. Your primary contact at NMMU will be Ms. Monalisa Ndwayana.

The Nelson Mandela Metropolitan University (NMMU) was formed by the merger of the former University of Port Elizabeth, the Port Elizabeth Technikon, and Vista University on January 1, 2005. It is one of the most racially, culturally and linguistically diverse universities in Southern Africa and offers the most diverse academic programs. NMMU is a comprehensive university and is comprised of six distinct campuses. Classes will primarily take place on what is known as the "Summerstrand South Campus."

## University Application

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Nelson Mandela Metropolitan University requires that you complete their university application. Return to OIP by **October 15**.

This is provided to you in the Online Form Packet.

## Registering for Classes

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**WARNING:** It is your responsibility to remove all CSU home campus "holds" on your records before you go abroad. A "hold" on your records will prevent you from registering for classes. This includes holds from the Library, Records Office, Financial Aid Office, your own academic department and any other campus office. Before you leave, be sure to clear all "holds." This is your responsibility and will prevent problems in the future.

Students register for classes at NMMU during the registration week. Once you have made your class choices, you will use the university timetable to make sure that there are no conflicts in the schedule.

Once you are happy with your selection you will write it on the registration form. The International Office at NMMU will explain registration during orientation. There is no online registration.

Students are encouraged to select modules and forward their selection to Ms. Monalisa Ndwayana before arrival. This is to ensure that the students meet the requirements to register for selected modules and that the modules are still offered in the year the students will be studying at NMMU. CSU-IP students will have to register for 60 NMMU credits each semester, which is equivalent to 15 CSU semester credits.

Note: CSU IP students are not permitted to register for 300 or 400 level courses at NMMU.

## Arrival & Orientation

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Fly to either O.R. Tambo International Airport (Johannesburg) or Cape Town International Airport; get your connecting flight to Port Elizabeth Airport. Note: You will have to pass through customs at Johannesburg or Cape Town, so remember to pick up your luggage at these airports and check it in again for the domestic flight to Port Elizabeth. You should arrive at the airport no later than 5:45pm by the mandatory arrival date listed in the calendar found further in this chapter.

The Port Elizabeth Airport is a small, centrally located airport within easy reach of all parts of Port Elizabeth. Cabs (taxi) provide a way to get into the city. It is possible to go to the Nelson Mandela Metropolitan University by taxi but we advise you to check the cab fare before deciding on this mode of transport because it can be very expensive.

The NMMU International Office also picks up students from the Port Elizabeth Airport on specified days and times which will be made known closer to the date of arrival. To ensure that you get collected from the Port Elizabeth airport, please fill in the Orientation Booking form which will be in your acceptance package from NMMU.

There will be a weeklong orientation after your arrival on-site. Prior to the weeklong orientation, as part of orientating study abroad/exchange students to Port Elizabeth (PE) and the South African culture, the Office for International Education (OIE) has arranged a weekend away to Tsitsikamma Falls Adventures. Tsitsikamma Falls Adventure Park offers spectacular Zipline adventure slides across the Kruis River. Costs for orientation are included in your IP Program Costs and are non-refundable. Your attendance at all NMMU orientation activities, including the Study Abroad Students' Weekend Orientation, is mandatory.

The Weekend Orientation takes place at the beginning of every semester and is attended by new study abroad/exchange students. The purpose of the weekend away is to familiarize students with each other and the OIE staff members who will be assisting them throughout their stay in PE. The Director of the OIE, Dr Nico Jooste also gives an overview of the South African Higher Education systems. The weekend orientation consists of adventure activities and fantastic team tasks. Adventure activities include wall climbing, adventure walks and ziplining. The fantastic team tasks include drumming, volleyball and sandwich building.

## Housing

All CSU IP participants will live in accredited off-campus housing. Costs for these accommodations are included in your IP Program Costs. Therefore, Nelson Mandela Metropolitan University (NMMU) will make a housing reservation for you. You will receive an accommodation application form along with your letter from NMMU in mid-November. The accommodation form is due to NMMU by December 6, 2013.

## Food

South African cuisine has unusual variety, derived from the culinary traditions of its diverse population.

Traditional dishes include: bunny chow (curry in a half-loaf of bread), samp and beans, milk tart, koeksisters, etc. South Africans are very fond of a braai; a barbecue with steaks, chicken and boerewors (spicy sausage) There are a variety of restaurants including Indian, Chinese, Japanese, Italian, Greek and seafood restaurants, as well as numerous steakhouses. There are also many coffee shops (which serve light meals) and fast food/take away restaurants.

## Computer/Internet Access

Computers are available in the public computer rooms at NMMU and many are open 24 hours. Students may use them only AFTER registration. Each room offers printing also. Internet is slow and still relatively expensive. You could get internet for your cell phone for approximately 243 Rand per month.

Students with laptops may bring them to South Africa, however, we strongly recommend that you bring necessary transformers (240 volts) and buy an adapter for local plug sockets. The adapters are readily available in South Africa for a few dollars, but the transformers may be more difficult to find, so students should bring one from home.

## Telephones

Public telephones are scattered around campus. They operate on either a coin or phone card system. Telephone cards can be used for both local and international calls.

These phones are fully automatic with direct dialing to most parts of the world.

### Cell/Mobile phones

There are 5 cell/mobile phone providers in South Africa:

**Cell C** – [www.cellc.co.za](http://www.cellc.co.za)

**MTN** – [www.mtn.co.za](http://www.mtn.co.za)

**Vodacom** – [www.vodacom.co.za](http://www.vodacom.co.za)

**Virgin Mobile** – [www.virginmobile.co.za](http://www.virginmobile.co.za)

**8.ta** - [www.8ta.com](http://www.8ta.com)

It is advisable to shop around when buying a cell phone as good deals can be found. Purchase your cell phone from a reputable dealer. Please note that in order to buy a cell phone in South Africa you will need your passport and proof of accommodation (lease agreement). The latter will be given to you by the Off-Campus Accommodation Office when you check in at your accommodation upon arrival.

## Money Matters & Banking

**Before you go, you should have enough money in a bank account/ATM to cover your first two months worth of expenses!**

You will need some cash upon arrival for travel costs to travel to the University and to cover general expenses during the first few weeks. It is wise to bring most of your money in Travelers' checks.

Most international credits cards such as American Express, Diners Club, MasterCard and Visa are accepted, as well as Travelers' Checks. Foreign money and travelers' checks may be converted into local currency (South African rand) at most banks and other authorized institutions such as Bureau de Change, American Express, Thomas Cook, Rennies, Travel Agencies and Airlines provided the currency is accepted in South Africa. Some hotels and restaurants do accept travelers' checks for payment for services and purchases.

Students may open a bank account with a South African bank upon arrival. In order to open a bank account in SA you will need your passport, proof of accommodation (lease agreement), NMMU letter of acceptance, as well as proof of registration. South African banks which are close to campus are:

- First National Bank - [www.fnb.co.za](http://www.fnb.co.za)
- Standard Bank – [www.standardbank.co.za](http://www.standardbank.co.za)
- ABSA Bank – [www.absa.co.za](http://www.absa.co.za)

### Currency Exchange Rates:

<http://www.oanda.com/converter/classic>

## Introduction to South Africa: Guides, Documentaries, Films, and Books

**By Tom Spencer-Walters**  
**California State University, Northridge**

You have selected South Africa for your student experience abroad; possibly your first visit to this enchanting land about which you probably know very little. You want this to be a memorable and utilizable experience; one that you hope would contribute immensely to your own development as a person and to your understanding and valuation of cultures and peoples in other parts of the world.

Planning for the South African experience can be challenging given the sheer complexity of this country: its rich, ancient history, its diversity of cultures, its almost miraculous and peaceful transition to a multiracial democracy and its economic disparities which is a direct consequence of decades of the repressive apartheid system. Given the sheer volume of information on these multifaceted aspects of South Africa, I have selected reading and viewing materials that I believe would guide you through the maze and give you a concise and balanced introduction to South Africa.

For a quick and visual introduction to the country, the South African Government's publication, **Pocket Guide to South Africa (2005)/Globetrotter Travel Guide 2010** is a very useful document to review. It covers, albeit briefly, a vast array of South African life and culture ranging from history, politics, arts, languages, to business, transportation, housing and tourism. However, for



a more detailed and substantive coverage of the above areas of South African society, I recommend the **South Africa Yearbook: 2004/05**. The immediate benefit of this yearbook is that it contains vital, accessible and current information about almost every facet of South African society.

The yearbook is also a publication of the government of South Africa. Alternatively, **The South African Story**, a business-inclined brochure put out by the International Marketing Council of South Africa, introduces you to various aspects of the South African economy. All of the above publications can be obtained at the South African Consulate in Los Angeles.

One of the non-governmental publications about South Africa that I would highly recommend is **Insight Guide South Africa** (2005) by Jason Mitchell. Like the South Africa Yearbook, it is comprehensive and insightful, but unlike it, **Insight Guide** breaks down its discussions by regions, specifically focusing on presenting balanced information that is highly pertinent to visitors; information such as guides to banking, education, cultural nuances, regional peculiarities, and wildlife reserves in South Africa. It also provides complete listings of hotels, businesses and transport services that would be invaluable to the student traveler. Furthermore, the text establishes continuity between, for examples, history and contemporary South African society, politics and the economy and wildlife preservation and tourism. Even the photographs in the book tell their own stories very vividly!

A more portable version of **Insight Guide to South Africa is South Africa Pocket Guide**, put out by the Berlitz company, well known for their language and culture guides. The South African Pocket Guide, like the government guide we listed above, has very useful information on traveling in the various regions of South Africa, hotels, restaurants and shops, night life and medical emergencies.

The South African Press is one of the most vibrant in the continent of Africa. There are more than 35 national and regional newspapers in the country and, collectively through their differing philosophies and news reporting styles, they contribute to the independence of the press and thus, to the emergence of an informed public. Among the 35 or more newspapers, a few regional and national ones are recommended for their coverage and distribution of news: The **Mail and Guardian** ([www.mg.co.za](http://www.mg.co.za)), though based in Johannesburg, is distributed nationally and readily available in most metropolitan centers. The **Daily Dispatch** ([www.dispatch.co.za](http://www.dispatch.co.za)), which is published in East London, focuses on news and information items affecting the Eastern Cape region (East London, Port Elizabeth, King Williamstown, Alice, etc.). The **Cape Times** ([www.capetimes.co.za](http://www.capetimes.co.za)) is one of the premier newspapers on the Western Cape. The **Daily News** ([www.dailynews.co.za](http://www.dailynews.co.za)) serves the KwaZulu-Natal area and is published in Durban. The **Sowetan** ([www.sowetan.co.za](http://www.sowetan.co.za)) is based in Soweto, the sprawling township near Johannesburg, and covers mainly news items and information pertinent to the local population in the area.

All the above newspapers cover some national, international and regional news but with varying degrees of depth and detail. They will give you more up-to-date information on South African politics, cultural practices, education, housing, transportation, religion and business, before and after your arrival into the country.

Another important introduction to history and contemporary life in South Africa is through documentaries and films. These pictorial media will help you visualize topography, architecture, wildlife, even the complex dynamics of human interactions in South Africa. Among the more notable and easily accessible documentaries are

National Geographic's "Documentaries on Nature" (2001). **Episode 8: Southern Treasures** is a commentary on challenges facing the new South Africa from the perspectives of those who actually live that experience. It is available on DVD and VHS formats from the website, <http://crawfurd.dk/africa/documentaries.htm>.

Not surprisingly, there are a number of documentaries dealing with the life and times of Nelson (Madiba) Mandela, undoubtedly one of the greatest icons of peace and forgiveness the world has ever known. Jonathan Demme's **Mandela: Son of Africa**, Father of a Nation is an intimate portrait of the life and struggles of this great leader. The documentary can be accessed from the same website above: <http://crawfurd.dk/africa/documentaries.htm>. A&E's Biography of Mandela, **Nelson Mandela: Journey to Freedom** (1996) is a compilation of testimonies about Mandela's dedication to the struggle for liberation of Black South Africans from the ignominy of apartheid. Six years earlier, another documentary, **Mandela: The Man and His Country** (1990) chronicles Mandela's life in the struggle through his release from 27 years of incarceration by the apartheid regime. Both documentaries above may be available in your campus libraries or can be obtained directly from Global Exchange, [www.globalexchange.org/countries/africa/southafrica/films.html](http://www.globalexchange.org/countries/africa/southafrica/films.html).

From the Filmmaker Library comes a riveting documentary about the life of Steve Biko, **Biko: Breaking the Silence**. Biko was a well-known Black activist in the Black Consciousness Movement of the 1960's until he died of mysterious circumstances in a South African jail more than a decade ago. This 52-minute documentary can be obtained from the Filmmakers Library (tel. #212-808-4980), [info@filmmakers.com](mailto:info@filmmakers.com). It's very useful in understanding Black South African youth participation in the liberation struggle and their struggle for identity.

For those among you, who may be interested in the Truth and Reconciliation Committee, (set up for perpetrators of heinous crimes during the apartheid period to openly and voluntarily confess to their crimes, with the hope of obtaining a pardon from the Committee), you may want to view **Long Night's Journey Into Day**, which received an Academy Award nomination in the category of Best Documentary Feature. It can be accessed through Ronin Films, <http://www.roninfilms.com.au/video/2070523379.html>.

Films about South Africa and South Africans are readily available both here in America and in South Africa. Many variously chronicled the struggle for freedom while others utilized the rich and complex South African landscape to explore the joys and vicissitudes of human interrelationships and the beauty and awesomeness of nature. I would highly recommend the following: **Cry Freedom** (1987), directed by Denzel Washington and Kevin Kline, is a moving depiction of Steve Biko's life as an activist and the sacrifices of those who helped him launch his ideas publicly.

The popular movie, **Cry the Beloved Country** (1995) (an adaptation of the book by the same name written by Alan Paton, a South African), is a movie about a journey to discovery by a Black rural minister. Complementing this journey is another undertaken by a young White South African in **The Power of One** (1992), who seeks the wisdom of both Blacks and Whites to fight injustice. Again, your campus library may be able to get these films for you or you can order a personal copy from California Newsreel.

A more celebrated film about the Soweto student riots in 1976 is **Sarafina**, starring Whoopi Goldberg. This film is available on CSU campuses as well as on commercial DVD and VHS formats. **Ma-pantsula** (1988) on the other hand, tells the story of the hardships

of urban life during the apartheid era. More importantly, it is a movie about choices: personal aggrandizement or commitment to bringing down apartheid; an excellent introduction to township life in South Africa. It is also available from California Newsreel. **Amandla!** examines the crucial role of music in the antiapartheid struggle. All three films above provide relevant historical and cultural details about the struggle to end apartheid in South Africa.

One of the most endearing, mildly humorous and educational movies to be made about South Africa is **The Gods Must Be Crazy, Pt. 1 & Pt. 11** (1980, 1988). Both movies mirror what happens when Western representations of culture and civilization clash with the more traditional lifestyles and belief systems of the indigenous people. This film is available on <http://www.movieonline.co.uk/countries/South%20Africa>.

If you have a serious interest in books about South Africa and South Africans, here are some "must-read" books for you: Mandela's **Long Walk to Freedom**; a comprehensive autobiography of this great moral and political leader. **No Future Without Forgiveness** by Bishop Desmond Tutu, a passionate recounting of his personal observations and decisions as Chair of the Truth and Reconciliation Committee (TRC). Read Bishop Tutu's book above in conjunction with Lyn S. Graybill's **Truth and Reconciliation in South Africa: Miracle or Model?**; a sobering, riveting and balanced analysis of the functionality and heuristic benefits of the TRC.

Finally, Leonard Thompson's **A History of South Africa -3rd Ed** (2001) is a definitive work on the history of South Africa. It explains the current situations in South Africa through historical linkages going back several centuries. Unlike a number of other historical works on South Africa, Thompson's text gave carefully balanced and authentic perspectives of Black contributions to the complex history of this nation. The book is easy to read and readily accessible.

If your library does not have it, you can obtain it through Interlibrary Loan.

Enjoy your travel to this enchanting African paradise!

**South Africa is waiting to receive you!**

## Climate

The climate in South Africa is pleasant and you will enjoy beautiful, sunny days throughout the year. The seasons of the southern hemisphere are opposite from ours, with summer running from November to February. Average daily temperatures during the summer are around 73° F. Days are warm and afternoon thunderstorms are common. Winters are dry and mild with average daily temperatures about 63° F. South Africa enjoys one of the world's highest average daily hours of sunshine - 8.5 compared with 3.8 in London, 6.4 in Rome and 6.9 in New York.

## Local Transportation

Public minibus taxis and buses are available on a regular basis. Note that there are also private taxis, which are more expensive. Check the cost with the driver before commencing your journey.

In South Africa, drivers drive on the left hand side of the road (opposite from the U.S.). The speed limit on the freeways is 120 km/hr, 100 km/hr on secondary rural roads, and 60 km/hr on urban streets. Fines for speeding are very steep. An international driver's license is required and should be obtained before departure. If you are a member of AAA, you may be able to obtain the

international license from AAA. We also recommend that you read [www.asirt.org](http://www.asirt.org).

## Vacation Travel

Students are advised not to travel alone. It is always better to travel with a companion. In addition, all IP students are required to inform the international office at the host university of their travel plans whenever they leave town. Give a copy of your travel itinerary, including departure time, destination information and your planned return date/time to the on-site staff at the host university. This is very important.

The Baz Bus is a wonderful way to travel throughout South Africa and visit many interesting towns and cities. All you need is one ticket to your final destination and you can hop on and off the Baz Bus as many times as you want along the route. The bus will drop off and pick up in front of your backpacking hostel or lodge. There are a number of hostels and budget accommodations in South Africa and the Baz Bus will drop you off at over 200 of them. The Baz Bus is completely flexible, allowing you to meet interesting people and visit out of the way places (and there is no time limit on your ticket!). More information can be obtained at tourist offices in South Africa. The website also has information about hostels, routes and rates. Bookings can also be made online: [www.bazbus.com](http://www.bazbus.com).

Remember, if you decide to travel to other countries, you may need to obtain appropriate travel visas. You can inquire about this once you are in South Africa and will be able to obtain the necessary visas there.

**The NMMU International Office urges all study abroad students to inform Ms. Monalisa Ndwayana of their plans to travel should it be outside Port Elizabeth. This is so that we may be able to locate students in case of an emergency or if students' parents inquire about their whereabouts.**

## 2014 Calendar

**Dates are subject to change.**

Arrival	By 5:45pm on January 29, 2014
Weekend Orientation	January 31 - February 2, 2014
Orientation/Registration	February 3-8, 2014
First Semester	February 10 - June 20, 2014
Second Semester	July 21 - November 25, 2014

## Mailing Address in South Africa

NMMU recommends that students not use their accommodation address to receive mail but use the NMMU International Office address.

Your Name  
c/o Monalisa Ndwayana  
Nelson Mandela Metropolitan University:  
Office for International Education  
Summerstrand South Campus  
Goldfields North, Building 87  
University Way  
Summerstrand  
Port Elizabeth 6001  
South Africa

## Health Matters

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HIV infection in South Africa is extremely high. IP participants going to South Africa must be prepared to refrain from all activities and behaviors associated with the transmittal of HIV. Remember: Alcohol can impair your judgment and may lead to your making bad decisions. Please refrain from excessive drinking.

The government currently cannot confirm that the blood supply in South Africa is safe and therefore students must make every effort to avoid serious accidents or injuries that may require a need for blood. If anything occurs that makes you think that you may have been exposed to HIV (in any way), you should notify the International Office immediately. Because of the high level of HIV among university age students, all South African universities have thorough protocol for handling possible HIV exposure or infection.

**We strongly recommend that you seek care immediately from the university health center if you fear you have been exposed.**

While most of South Africa is malaria free, malaria risk exists throughout the year in parts of South Africa. Based on your travel plans, you may want to consider a malaria prophylaxis. You are advised to read information about malaria provided by the Centers for Disease Control before departure [www.cdc.gov/malaria](http://www.cdc.gov/malaria).

**Europ Assistance USA** - Your CSU student health insurance policy includes emergency travel assistance coverage administered by Europ Assistance USA. This is a supplemental part of your health insurance policy valid around the world and can assist you if you should need emergency medical care or travel assistance while traveling abroad, 24 hours a day, 365 days a year. To access this benefit, you MUST contact Europ Assistance and let them make all arrangements for any services that you need. Some of the services provided are listed in the insurance brochure.

Upon request, pre-trip counseling for any countries you will be traveling to can be provided by Euro Assistance. They can also answer questions you may have about your prescription medications before departure or help you replace a prescription while traveling.

For further information on the services provided by Europ Assistance, please see the brochure, or contact them at: (202) 659-7803 (call collect) or Stacey Weeks at Alliant Insurance Services at (415) 403-1448 or [sweeks@alliant.com](mailto:sweeks@alliant.com).

For more information about the mandatory CSU health insurance policy, please see "Health Insurance" in the Health & Safety Abroad chapter of this Participant Guide.

## South African Health Insurance

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The South African government requires that all international university students purchase South African health insurance. The cost of the South African insurance is over and above the costs for the mandatory IP health insurance policy.

**You must register and pay for one of the approved Medical Aid providers in South Africa by December 5, 2013.** Information about the South African health insurance policies will be sent to you by NMMU together with your admissions letter. You will not be allowed to register for classes without proof of local health insurance. See: <http://international.nmmu.ac.za/Application-and-Admissions/Before-you-arrive/Medical-Aid>. Follow the instructions and purchase one of the South African medical aids

by December 5, 2013. Once you have paid for the South African Medical Aid, fax or email a copy of your membership approval to +27 41 504 2771 or [international@nmmu.ac.za](mailto:international@nmmu.ac.za), Attention: Monalisa Ndwayana.

## Work

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Student Permit holders are allowed to work 20 hours per week in South Africa. Ask the international office staff at NMMU about this during the onsite orientation.

## Registering at the US Embassy

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Americans living or traveling in South Africa are encouraged to register with the nearest US Embassy or Consulate through the State Department's travel registration website and to obtain updated information on travel and security within South Africa. Americans without Internet access may register directly with the nearest US Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate staff to contact them in case of emergency.

Once you have established an address in South Africa, we strongly advise that you register online with the U.S. Embassy at: <http://southafrica.usembassy.gov/ac-registration.html>.

The United States Mission to South Africa has 3 Consulates in South Africa: Durban, Johannesburg and Cape Town. Should it become necessary to contact the U.S. government during your stay in South Africa (i.e. to replace a lost or stolen passport), students residing in Port Elizabeth must contact the **United States Consulate in Cape Town**:

**Postal:** PostNet Suite 50, Private Bag x26, Tokai 7966

**Street:** 2 Reddam Ave., Westlake 7945, Cape Town

**Telephone:** (27) 21-702-7300 or 0800-980-444

**Fax:** (27) 21-702-7493

**Call Center:** 021-300-9700 | 087 940-7597 (Nationwide)

[http://southafrica.usembassy.gov/consulate\\_capetown.html](http://southafrica.usembassy.gov/consulate_capetown.html)

## Emergency Numbers

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If you are in immediate danger, call the police at **10111**.

# Academic Arrangements

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## Introduction

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This section contains important academic policies and other academic information which pertain to your participation in the International Programs (IP). As a participant, it is your responsibility to read and adhere to the academic policies and procedures provided in the following pages since these will be enforced by the Office of International Programs (OIP).

For specific academic information related to your study center, refer to The IP Bulletin which is the International Programs “catalog”.

## Academic Planning

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Before departure, the OIP requires that with the help of your academic advisor(s), you formally plan which courses you will take by completing the **Academic Advisement form** in addition to other campus-based forms that you may be required to complete. Completion of the Academic Advisement form provides you with a listing about what courses are still required for your major, minor and general education requirements. It also gives you an indication of what courses you should take overseas and provides you with a clear idea of how these courses will be applied to your degree requirements.

If you will be studying overseas in a field other than your major, you should consider declaring a second major or a minor in that field, where available.

Students can experience a great deal of difficulty in trying to take care of academic formalities at their home campus once they are overseas so you should handle certain matters before you go. Examples are:

- taking—and passing—all English and mathematics proficiency exams required by your campus
- changing or adding a major or minor
- filing a petition for course substitutions or waivers
- clearing up any incomplete coursework.

**Graduating seniors:** It is often not possible to graduate in the SAME semester that you concluded your study abroad experience due to the time it takes to process reports. Graduating seniors must take this into consideration when submitting their applications to graduate since degrees will

not be posted until all courses taken abroad are reported to the students’ home campuses.

## Availability of Courses

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Student access to academic opportunities increases as their academic preparation for the particular host institution environment improves. The major limitations are language fluency and literacy (in non-English speaking countries) and specific preparation in the major. It is important that IP participants develop a realistic view of what they can actually accomplish in their year overseas and set realistic goals. For students studying in non-English speaking countries, students should not overestimate their facility in the host country language and realize that some limits on choice of coursework are to be expected. As is the case with any CSU campus, not all of the courses are offered every semester so students should not enter the overseas academic experience with rigid and narrowly defined course requirements.

Please note that courses related to US history and institutions and California State and local governments, as well as science courses with labs may not exist or may not be open to visiting international students. If you have yet to complete required courses such as these, please understand that experience shows that you will probably not be able to take them overseas.

**Graduating seniors and graduate students:** Students whose graduation depends on specific courses should note that course availability is not guaranteed. You must be open to the idea of returning to your home campus for additional terms following your participation in IP. The rewards gained by studying abroad tremendously outweigh the disadvantages of a delayed graduation. Future employers will not evaluate negatively for needing an extra one or two terms to graduate if it means that you will have successfully added an international experience to your resume, learned another language and proven your ability to adapt to another culture. To the contrary, these accomplishments will be admired. You should not miss out on the opportunity of a lifetime, even if it means that you might have to delay your graduation by a term or two.

Students pursuing credentials or second baccalaureate degrees are admitted as post-baccalaureates, but academically they are treated as undergraduate students.

**Graduate students:** Graduate students are eligible for participation at several study centers operated by the IP. Applicants just beginning graduate work should be aware however, that studying abroad at this point in their academic career removes them from the home campus department and advisor at a critical juncture in their studies. It is essential that graduate students considering application for the IP obtain from both their graduate department and dean of graduate studies on the home campus advance information on how work accomplished within the IP can be applied to their degree program. At a later point, this also requires that both the department chair and the dean of graduate studies sign the Academic Advisement form. Graduate students may find that only six to nine units will count toward their degree; they must, however, maintain the unit load requirement.

Graduate students must be realistic about what they can accomplish in a year of study overseas, both in terms of what can reasonably be expected in the way of course offerings and of what preparation they have to pursue the available offerings. They should not expect, for example, to work in a narrowly defined area of specialization, particularly one in which they have not had previous preparation. Similarly, their competence in the language of instruction might not be sufficiently advanced to permit them to take courses for which they are otherwise intellectually prepared. Acquisition of the foreign language in itself may be a valid reason for a graduate student to study abroad; however, such study is usually credited on the undergraduate, even lower division, level.

Students pursuing graduate degrees must obtain classified graduate standing before departure for overseas. They should plan to complete before departure any course or courses which are either required as part of the graduate program and unlikely to be available at the foreign university or are prerequisite to other graduate work.

## **Courses Crediting**

All coursework taken overseas will be accepted by the student's home campus as resident credit (not transfer credit). The appropriate authorities at the student's home campus determine the applicability of coursework completed overseas to major, minor, general education, and elective degree requirements. In some cases, this may mean that a minimum number of units or specific coursework to be credited toward the major must be taken at the home campus. Specific questions regarding CSU campus policies and how courses will apply towards the degree should be directed to CSU campus advisors rather than host university staff.

It is the student's responsibility to:

- check all major departmental rules prior to departure for overseas;
- meet with the appropriate department advisor(s) to determine which courses will count toward specific degree requirements; and
- collect and provide course information professors to submit to his/her advisor.

The campus advisor's role is to:

- determine how courses will be credited to the degree;
- suggest appropriate courses to be taken abroad which might fulfill degree requirements in terms of course content, course level and unit value; and
- guide the student through the course substitution (petitioning) process at the home campus.

It is OIP's role to:

- report all courses attempted at the host university to the student's home campus

Since courses abroad can differ from the CSU courses required for your degree, advisors can suggest that the student take similar courses to fulfill specific course requirements. In these cases, campuses usually require that students submit a petition (or course substitution request) to have these courses count towards specific course requirements. This process protects the integrity of the degree and the transcript while allowing students the flexibility of taking related courses to meet specific requirements. Students are advised to discuss the process with advisors and appropriate officials at the student's home campus PRIOR to going abroad.

The Academic Advisement form must be completed as accurately as possible and signed by the department advisor(s), where indicated. Without these signatures, there can be no guarantee that students will receive credit toward their degree objectives.

Even with prior approval for course credit, students are advised to keep course syllabi, term papers, reading lists, examinations, and any other pertinent materials, until the degree is completed. Students are advised to take sections of their campus catalog overseas which pertain to the requirements for the degree being pursued). Current catalogs are on the web, but students may find it useful to have printed information from the catalog available.

When selecting courses at their host university, students should choose courses which best represents the home campus course requirement they are seeking to fulfill in terms of course content, course level and the unit value. In cases when the unit value of the home campus course requirement is MORE than the host university course, students should consult with their home campus advisor about selecting an additional course which would fulfill the unit value of the home campus course requirement.

Graduate credit will be granted only in courses that are judged by the host institution and by the OIP to be graduate level. Graduate students must be aware that credit, in any case, will be granted only if prearranged with their respective home campus major departments and graduate deans. As few as six units per year may be directly transferable into their course requirements for the master's degree; nevertheless, all graduate students are required to maintain a full academic load (see Enrollment Requirements above). These additional units may be accepted by their major departments to meet other degree requirements.

If students have questions about how their course work will apply to home CSU campus requirements, they should contact their departmental advisors. Before departure, students should obtain their advisors' fax numbers and e-mail addresses so they can communicate while abroad. Specific questions regarding CSU campus policies should be directed to CSU campus advisors rather than host university staff. Remember to consult with CSU campus catalogs which are available online for reference.

## While You Are Abroad

While studying abroad, you will be asked to submit course information, enrollment details, and other information to the OIP which will be important for ensuring your participation in IP and crediting of courses taken abroad. You will be given instructions about what information is needed and how you should submit the information after your arrival to your host university, if not sooner.

**IMPORTANT:** Remember to check your emails on a regular basis to receive messages regarding your academic studies. If you using an email address which is different from the one that you provided in your IP application, then notify the OIP of your new email address immediately.

## Academic Reporting

At the conclusion of the student's study abroad experience, the OIP evaluates, translates and reports all courses in which the student was enrolled, units attempted, and grades earned to the student's home campus on what OIP refers to as an "Academic Report". The Academic Report is the **official and the only** academic record of the entire year, since mid-year reports are not provided. Grades earned while on IP will be computed in the cumulative grade point average on the student's CSU transcript.

Each student receives an Academic Report which is sent to the student's permanent home address. It is the student's responsibility to inform the OIP of changes in permanent home address which must be done in writing.

Reports are also sent to the student's Study Abroad/International Programs Office and the Registration/Records Office at the home campus. Once the Registration/Records Office receives the Academic Report, the information is entered to the student's record. It may take the Registration/Records Office several weeks to post courses, units and grades to the student's CSU transcript so students should check their academic records periodically. If courses do not appear on the CSU record after three weeks, students may wish to contact the Registration/Records Office at their home campus to find out when your courses will appear on their record. **The CSU transcript becomes the official record of coursework attempted and grades earned abroad.**

Once courses appear on the student's CSU academic record, students should verify that courses listed on their Academic Report also appear on their CSU academic record. If there are any discrepancies, students should contact the Registration/Records Office at their home campus.

If an error has been made on a student's Academic Report, for instance, a grade was recorded incorrectly or a course that was taken was not listed on the report, then the student should email the OIP to request a course or grade review at [IPacademics@calstate.edu](mailto:IPacademics@calstate.edu). Course and grade reviews can take several months to complete depending on circumstances, the urgency of your request and the time the request was received. Reviews must be requested 1) before a student graduates with the degree that they were pursuing while studying abroad on IP and 2) no later than 12 months from the official end date of the last term attended, whichever date comes first. Requests made after this time will not be processed. Therefore students should check the accuracy of their report and CSU transcript as soon as it becomes available and if necessary, request a review immediately thereafter. For more information, students are advised to read the cover letter attached to their Academic Report.

Since courses are posted to the student's CSU transcript and become a permanent part of the student's CSU academic record, courses listed on the Academic Reports must accurately represent the courses taken abroad. The OIP reports courses attempted by reporting the title of the course taken abroad (in English) and the CSU home campus department in which the course is closely related. This method of reporting means that students will need to furnish course descriptions, syllabi, and other course materials to their advisors in order to apply for credit towards specific major, minor, or general education requirements. If courses are not needed for specific degree requirements, then it is usually not necessary to complete any other campus-based forms although students should verify this with their campus IP coordinator or home campus academic advisor.

Refer to the Academic Advisement Form Instructions and the IP Bulletin for additional academic reporting information and arrangements pertaining to specific programs.

### When to Expect Your Academic Report

Since the grade reporting operating procedures of international institutions are different than the CSU campuses, IP students will not receive their grades as quickly as they do at their home campus. For most countries, it can take a **minimum of four months** for courses attempted at their host university to be reported to their CSU campus after they have completed their year abroad. In various cases, reports can take longer than four months to process depending on specific circumstances. This is especially true for students who study in France, Germany, Ghana, South Africa and Sweden where reports can take a minimum of six months or longer to finalize. While OIP does its best to report grades as quickly as possible, delays in reporting are beyond our control largely due to academic differences between the CSU and how overseas partners process and provide academic information to the OIP. Refer to the IP Bulletin of the country for additional information regarding the time it takes to finalize academic reports.

Students should note that delays in reporting may also affect financial aid eligibility and payments upon return to their CSU campus. Students are advised to discuss this

with their home campus financial aid advisor if they are concerned.

Students who have not received their report by the end of the fourth month after they have completed their year abroad may contact OIP at (562) 951-4790 to check on the status of their Academic Report.

**Graduating Seniors:** Due to the delays with receiving grades for some countries (e.g. France, Germany, Ghana, South Africa and Sweden), graduating seniors might have to postpone their graduation date depending on when the Academic Report can be sent to their home campus.

Students who plan to apply to graduate schools following their year abroad can still apply for graduate programs as long as they inform the institutions to which they are applying of a possible delay in the posting of their degree.

**IMPORTANT:** If students have an outstanding account related to their international studies, the Academic Report will NOT be released to their home campus until the debt has been cleared. Notification of outstanding accounts will be sent to the student's permanent home address.

## Assessment and Grading Systems

Higher education institutions outside the United States typically use grading systems which differ from those in use in the CSU. The examination systems vary widely as well. In many universities, students pursue specific degree objectives in which the individual courses taken are not graded separately. Rather, a final comprehensive examination is given at the end of the year or at the end of the course of study, when the student's advisors feel that the student is prepared in all subject areas. Continuous assessment as known on American campuses is uncommon. Where examinations are given, they are usually highly specific, may focus on only a fraction of the subject, and may be oral or written. Grades for an entire term or year's work may be assigned on the basis of a single final examination.

## Academic Policies

### Minimum Academic Qualification

The OIP requires that accepted applicants must:

- remain in good academic standing;
- maintain the required GPA (as set for the particular program) after acceptance into the program;
- fulfill any program language and other requirements prior to the program start date;
- meet all other conditions set by the OIP.

Students who do not meet these requirements may be subject to further action up to and including disenrollment.

### Academic Disqualification

All IP participants must be degree seeking students who are matriculated at a CSU campus. If a student is disqualified by their CSU campus after his/her application to the IP has been accepted for participation, the student is no longer eligible and will be dismissed from the program.

### CSU Registration

IP participants are fully matriculated CSU students who remain enrolled at their home campuses as full time students while studying overseas. The OIP arranges for the registration of all students at their respective home CSU campuses at the beginning of their academic year abroad. Therefore, students must NOT enroll for any courses at their home campus for the time that they will be abroad through IP.

Students are not permitted to enroll in on-line courses, which are offered at their home campus or another CSU campus, since the purpose of studying abroad is to engage in full time study exclusively at the study center or host university.

Requests for exceptions to the above must be submitted in writing to the OIP and approved by the OIP **before** the academic year abroad begins.

### Enrollment Requirements

IP participants are concurrently enrolled at their home CSU campus and the host university. To facilitate concurrent enrollment process, the OIP notifies the campus of each student to request that the campus registers the student as full time before the start of the academic year abroad. This will allow students to maintain their status as CSU students and receive financial aid, if applicable.

The following unit enrollment policies apply:

- Undergraduate students are required to carry a minimum courseload equivalent of 15 semester units per term and a total of 30 semester units for the overseas academic year. **This requirement applies to all undergraduate students regardless of the number of units they need to graduate or the enrollment requirement of the host university if this differs from the IP requirement.**
- Post-baccalaureate students pursuing credentials or second undergraduate degrees are required to carry the same courseload as undergraduates as described above.
- Graduate students must carry a minimum courseload equivalent of 12 semester units per term on condition that at least six of those units are taken at the graduate level; otherwise, graduate students must carry a courseload on the same basis as undergraduates as described above.
- Any units earned during a pre-session, special session, or preparatory language program conducted outside the host institution academic year calendar, are not counted in meeting the semester courseload requirement.

Full time enrollment at the host university is critical and a requirement of participation in the IP. Failure to enroll in full time studies can jeopardize conditions of the student's visa to remain in the host country, impact financial aid eligibility and result in dismissal from the program.

Students are not normally allowed to enroll in more than 18 units a semester except by exception by the OIP. Students

requesting to take more than 18 units in the second semester of their international study must be in good academic standing and have earned a grade point average of 3.0 (B average) in the first semester of study.

In exceptional cases, students may petition for a reduction in the prescribed courseload. Such petitions are granted only in cases of extreme hardship due to conditions beyond the control of the student. The discovery that coursework is at a greater degree of complexity than was assumed, that academic requirements are demanding, or that the student faces lower grades than expected are not grounds for the approval of a reduced courseload.

Extended illnesses and emergency situations requiring absence from the study center are generally considered grounds for the submission of a petition. Failure to maintain the prescribed academic load without prior approval may result in disenrollment from the International Programs.

Students who withdraw from courses without approval from the OIP will be assigned the administrative grade of WU (Withdrawal Unauthorized), which for purposes of grade point average and progress point computation, is equivalent to an F.

Questions regarding enrollment and requests for exceptions to policies should be directed to the OIP by emailing [IPacademics@calstate.edu](mailto:IPacademics@calstate.edu).

### **Academic Progress**

As an official academic program of the CSU, all students participating in the IP and its offerings are subject to all of the academic regulations of their home campuses as well as those of the IP and the host institutions they attend abroad. Home campus rules for academic probation and disqualification apply overseas at the study centers as they do at home.

IP participants are expected to make normal academic progress and to maintain a grade point average of at least a 2.0. Graduate IP participants are expected to maintain a minimum grade point average of 3.0 for all graded work for the degree. Students who fail to meet these requirements are subject to probation or disenrollment from the IP.

Furthermore, any student whose academic performance does not meet standards necessary for successful progression in the program may be in jeopardy of disenrollment.

### **Attendance**

IP participants are expected to attend classes in which they are enrolled regardless of the flexibility of the host country's educational system or the practices of local students. In addition to its effect on academic performance, excessive and/or unauthorized absences during the academic year constitute grounds for disciplinary action by the OIP including dismissal from the program.

Personal travel should be restricted to weekends and university holidays.

### **Examinations**

Students are expected to complete all course requirements and take all examinations (including final exams) for the courses that they are enrolled in before leaving their host

university. They may not request early exams or special favors in order to leave before the end of the term unless there are extenuating circumstances involved and the OIP has approved an early exam date.

Host universities can have strict test-taking policies, including refusal to permit students to take exams if they arrive late or they have failed to achieve minimum academic standards prior to the final exam. Students are expected to read and comply with university policies which pertain to their studies at their host university.

Although some host universities permit students to retake a final examination several weeks or months after the original examination period has taken place, IP participants are not permitted to retake exams once the academic year at their host university has ended.

### **Independent Study**

In general, the IP is not designed to accommodate students pursuing independent study. The structure of overseas programs offered by the IP is fundamentally one of immersion in host institution instruction and supporting studies — such as language studies. The pursuit of other academic purposes tends to remove the student from the immersion environment and is, therefore, not generally encouraged. However, in rare cases where a student's academic needs involve the completion of a paper or project during the period of study abroad, the OIP may approve limited independent studies on a case-by-case basis.

Where and when it is permitted and approved by the OIP, Independent Study is limited to a maximum of three semester units per term, except where the student's home campus permits only a lesser amount. In order to carry out independent study, a student may need to possess near-native fluency in the language of instruction, in addition to any special academic preparation and research skills required for the proposed study project. Independent study that involves additional instructional cost to the student cannot be given credit by the OIP, and additional cost to the OIP cannot be authorized.

### **Internships**

Internships for credit are unavailable at most study abroad centers, but where internships are available, internships are limited and administered under the conditions::

- internships are credited at one unit per three internship hours per week over a 15-week semester;
- internships will not exceed six semester units for the year (i.e. three units per semester);
- internships will be appropriately supervised by an academic supervisor from the host university and an internship supervisor from the organization where the internship is being performed;
- internships require a written component to be stipulated by the host institution/supervisor;
- students seeking internship credit in their major or minor must comply with all the policies and procedures on their home campus for internships and have approval of the major department; and



- the OIP has final approval of all internships requests.

Internships available in Paris (France) and Florence (Italy) are listed in the IP Bulletin. Interested students must complete an Internship application which must be completed and submitted to the OIP within the first four weeks of the semester. Late applications will be not approved.

Students are not required to complete the Internship Application Form for internships in Quertaro (Mexico) Haifa (Israel) and Granada (Spain) since these internships have been pre-approved by the OIP. Information about these internships is provided in the IP Bulletin for these programs.

### Repeated Course Work

Undergraduate students may not repeat courses which are equivalent to courses they have already successfully completed. Since a course taken abroad may have the same or a similar title but have different content than a course previously taken, the student should keep complete records of their coursework so that if credit for the course is questioned at the home campus, the content of the course can be verified. For more information, students are advised to consult with their home campus catalog and advisors regarding the repeat of courses.

### Assignment of Grades

Through the experience of many years the OIP has developed a general system for converting foreign grades to CSU equivalents. Extreme care is exercised by the OIP to ensure that students neither benefit from nor are penalized by different evaluation methods prevailing at the various study centers.

The OIP is required to report all courses taken at the host university and report a grade for each course attempted. This includes any failed courses which may or may not appear on the host university academic report or transcript, e.g. Waseda University, Uppsala University and German institutions.

All grades as reported to the CSU campus registrars by the OIP are considered permanent and final except "incompletes" which are rarely given. Under ordinary circumstances a grade may not be changed except to correct a clerical or procedural error. No change of a final grade may be made on the basis of re-examination or by completing additional work for the course.

### Grading Symbols

To evaluate student performance, host universities often use different grading symbols which are converted to the grading symbols used at the CSU.

Grades earned while on IP will be calculated in the cumulative grade point average on the student's CSU transcript. Academic symbols CR, NC and W do not affect grade point averages.

The basic grading system that the OIP uses in academic reporting to the CSU campuses is the A through F system in which the highest grade that can be reported is an A. To obtain a definition for each grade, students are instructed to refer to their home campus catalog.

### The Use of Withdrawal Unauthorized "WU"

The symbol "WU" indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible such as not taking the final exam. It is also used when students withdraw from courses without authorization from the OIP. For purposes of grade point average and progress point computation, this symbol is equivalent to an "F" and shall be counted as units attempted but not passed.

### Incomplete Work

Because of the difficulty of completing and grading work after the end of the academic year overseas, no incomplete grades are given. Students who fail to complete all course requirements by the end of the academic year at their host institution will receive a grade of WU. Exceptions to this policy must be pre-approved by the OIP.

### Auditing

Auditing a course must be approved by the host university and the OIP. Audited courses which bear an additional cost to the IP will not be approved.

Enrollment as an auditor is also subject to permission of the instructor of the course. Regular class attendance is expected although full participation in classroom activities will be at the discretion of the instructor. Once enrolled as an auditor, a student may not change to credit status.

Students do not receive credit for audited courses, and they are not reported to the CSU home campus. An audited course may not be counted toward meeting the required minimum academic courseload requirement and may not be considered a reason for a student to be permitted to take a deficit load.

### Credit/No Credit Option

Subject to home campus restrictions, students may request to have one course during each semester reported to the home campus for a Credit or No Credit (CR/NC) grade. The following conditions apply:

1. All courses must be taken for a regular grade at the host university; however, via this form, students may designate **one course per semester for a maximum of six semester units for the year** to be reported to the home campus as a CR/NC.
2. Requests must be consistent with CR/NC regulations set by the student's home campus and major department. Normally, courses fulfilling major requirements must be taken for a letter grade.
3. CR is awarded for grades A through C- in undergraduate courses, and A through B- in graduate courses. NC is assigned for D+ through F in undergraduate courses, C+ through F in graduate courses, contingent upon compliance with #2, above.
4. Approved requests are final and will be reported to the student's home campus as a CR/NC which will appear on student's CSU academic record. CR/NC grading symbols have no effect on the grade point average.

5. Language courses which are local or native in countries where the national language is not English do not qualify for the CR/NC option and will be reported to the student's home campus using letter grades except when approved by the OIP.
6. CR/NC requests must be submitted to the OIP **at least four weeks prior to the scheduled final examination date** for courses which are two or more months in length. If the course is less than two months in length, requests must be submitted at least two weeks prior to the scheduled final examination date. Forms must be received in the term in which the course was taken. Deadline dates to submit these forms are strictly enforced and late forms will not be approved.
7. Incomplete forms, which omit the information requested above and/or signatures and dates below will not be considered.

### Course Withdrawals

For semester-long courses, a student will receive a grade of "W" (Withdrawal) when the student has withdrawn from a course after the fourth week of instruction with the approval of the host university and the OIP. It carries no connotation of the quality of student performance and it is not used in calculating grade point average.

Withdrawals shall not be permitted during the final twenty percent of instruction except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control. Withdrawals of this sort may involve total withdrawal from the campus or may involve only one course.

### Program Withdrawal

A student may withdraw completely from International Programs for serious and compelling reasons or in verified cases of accident or serious illness. Withdrawal after departure constitutes withdrawal not only from IP, but also from the student's home CSU campus for the remainder of the term. The health and accident insurance plan is terminated and the student's visa status to remain in the host country is also affected.

All requests for withdrawal from the host university must be submitted in writing using the Program Withdrawal Form. Students studying in Chile, China, France, Germany, Ghana, Italy, Japan, Korea, Spain and Taiwan can obtain the form from their on-site Resident Director or Program Coordinator. Students studying in Australia, Canada, Denmark, Israel, Mexico, South Africa, Sweden and the UK must consult with the International Office at their host university about their plan to withdraw and contact the OIP by emailing IPacademics@calstate.edu. The Program Withdrawal form will be emailed to the student.

Failure to follow formal OIP procedures may result in the assignment of WU's for all courses.

Students who receive financial aid funds must consult with their Financial Aid Office at their home campus. If a recipient of student financial aid funds withdraws from the IP during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return

and/or repayment provisions.

### Academic Misconduct

Students are expected to follow the same principles on academic integrity at their host universities as they would at their home campuses. Students who have committed any act of academic misconduct including (but not limited to) plagiarism, forgery, cheating or other such actions, are subject to disciplinary action based on the IP Student Conduct Code.

### Academic Questions

The first point of contact for all academic questions for students attending programs where the OIP employs an IP representative is the Resident Director or Program Coordinator (in the absence of a Resident Director). Programs where the OIP employs a representative include Chile, China, France, Germany, Ghana, Italy, Japan, Korea, Spain (Granada and Madrid) and Taiwan. Students attending programs in other countries who have academic policy questions may email IPacademics@calstate.edu.

## Frequently Asked Questions

**Question:** Am I required to take the equivalent of 15 units each semester abroad even though I don't need the extra units to graduate? **Answer:** Yes.

**Question:** I want one course to be reported as a Credit/No Credit to my home campus. Can I take this course on a Pass/Fail basis at my host university? **Answer:** No. You must take the course for a regular grade but if you complete the Credit/No Credit Course Request form and your request is approved, the course will be reported to your home campus as a Credit or No Credit depending on the grade that you received for the course.

**Question:** Someone told me that if I don't take an exam in one course while I am on IP, the course would not show up on my CSU transcript and that this course will not appear on my host university transcript. Does this mean that the course won't be reported to my campus? **Answer:** No. The OIP receives a list of **all completed and uncompleted courses from all institutions where our students are attending and reports all attempted courses to the student's home campus.** If a student does not complete a course for any reason, the course will be reported as a WU to the home campus. This is equivalent to an F in GPA calculations.

**Question:** I have been abroad for one semester and I would like a mid-year report of the work that I've done. Will the OIP provide this to me? **Answer:** It is not our policy to issue mid-year Academic Reports. Reports are only provided after ALL grades for the entire year have been submitted to the OIP.

**Question:** I am going to a university which doesn't have a Resident Director or a person employed by the CSU International Programs. Who can I contact if I have academic questions? **Answer:** If your question relates to IP Academic Policy, reread the Academic Arrangements section of your Participant Guide which is also available online. You may

also email your question to **IPacademics@calstate.edu** but only after you have read the Academic Arrangements of your Participant Guide since many questions that students ask is addressed in this section. You can also go to the International Office of your host university. If they are unable to answer your questions, they will contact our office for assistance.

## Financial Planning

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A crucial key to a successful year overseas is a sound financial plan. This section gives you the information you need to plan your finances.

By now you should have a good idea of your resources for the coming year and should have applied for financial aid, if necessary. The amounts shown on the Program Cost sheet (attached to the Agreement) are based on the experience of current year students. These **estimates** are useful for planning purposes, but are subject to change due to **currency fluctuation**, inflation, and costs out of IP's control. Furthermore, these estimates should be considered minimum amounts. Do not expect to get by on less.

The Office of International Programs (OIP) does not generate a profit. The money you pay to us is used solely for your own expenses. You will receive a refund if your account has a balance at the end of the year. In a very rare situation, as specified in item #13 of the CSU OIP Agreement, you will be asked to pay the difference if costs are higher than expected.

Since you ordinarily cannot work legally overseas, you should not plan on earning any money during the year.

## Explanation of Cost Estimate

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Program Cost Estimates are costs paid by you, the student, and are divided into two categories: "Prepaid Costs," which you pay in advance to OIP, and "Out-of-Pocket Expenses," which you will pay individually while overseas. Refer to the Program Cost Estimate sheet to see when certain payments are due. The separate costs are further described below:

**Tuition Fee** - This fee covers home campus enrollment.

Additional fees are due from graduate/post baccalaureate and non resident students. The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a program has begun. All CSU listed fees should be regarded as **estimates** that are subject to change upon approval by the Board of Trustees.

**IP Study Abroad Fee** - Mandatory fee for all IP participants. Fee covers costs related to overseas operational expenses including student on-site support and operating costs of the program.

**IP Mandatory Insurance** - A mandatory group health and travel assistance plan ordered by OIP.

**Pre-Departure and Re-entry Processing** - Includes orientation materials sent to students prior to departure and upon re-entry.

**On-site Orientation** - Students will receive orientations shortly after arrival.

**Academic Year Housing and Meals** - Shared, minimally, furnished, off-campus flats. Students purchase or prepare their own meals.

**Health Insurance** - Local health insurance coverage is required of all international university students by the South African government. Students must provide proof of purchase of this insurance in order to receive their student visa prior to arrival.

**Personal Expenses** - Estimates of personal expenses can at best be only a rough guess, but the amounts indicated are based on current year student expenses. Included are items such as clothing, postage, entertainment, books, etc. Please bear in mind that estimates for personal expenses, as well as for other out-of-pocket expenses, are minimum amounts. Do not expect to get by on less.

**Roundtrip Airfare** - The cost of transportation to and from the overseas center.

**Warning: Vacation expenses are NOT included in the Program Cost sheet.** Vacation/travel expenses have not been estimated because the amount students spend on this item varies so greatly.

## The State of California Keeps Cost Down by Contributing Toward the Program Costs

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It is useful for you to know that the cost of providing education at any California State University campus is approximately \$11,875 per year per student. The student has to pay about \$5,470 per year, and the State of California pays about \$6,455 per year toward each student's

education.

IP programs are more affordable than most study abroad programs of comparable quality, duration and academic value because the State of California supports study abroad by contributing to the IP program costs. When you study abroad with IP, you are still only required to pay the same tuition fee that you would pay if you were attending your home CSU campus, including graduate and non-resident fees.

The State of California wants CSU students to study abroad to broaden their horizons and to acquire international, linguistic and multicultural skills, and therefore contributes toward the cost of study abroad, instead of passing those costs on to students. The costs that are covered by the State of California include such things as the host university tuition, academic and logistical program arrangements, overhead for operating office facilities, and staff salaries in California and overseas.

## Changes to Program Cost

The Program Cost sheet shows the estimated standard costs for a single IP student at your host country. This information must be adjusted for students with dependents and those students who arrange their own housing. **A written request for changes to your program cost should arrive at OIP by ◀ November 1.** Once an adjustment has been approved, which will affect your prepaid costs or payment schedule, OIP will send you an official revised Program Cost Estimate sheet.

## Financial Data Form

To be assured that IP students have sufficient funds for the year overseas, OIP requires that each student completes a Financial Data form and return it by ◀ **November 1.** If your financial situation changes before departure, you must inform OIP.

## W-9S

Students enrolled in IP may be eligible for the Lifetime Learning credit, which provides for a credit of qualified tuition per tax year. We request that you complete Part I of the W-9S form and return it to our office by ◀ **November 1.** The form is provided in the Online Packet. More information: <http://www.irs.gov/pub/irs-pdf/fw9s.pdf>.

## Payment

The total Prepaid Cost should arrive at OIP by **November 1.**

You may send your check or money order payable to:

### CSU INTERNATIONAL PROGRAMS

#### Mail to:

CSU International Programs  
401 Golden Shore, Sixth Floor  
Long Beach, California 90802-4210

**Make sure your name and host country are clearly**

**indicated on the check.** This is particularly important if someone other than you is making the payment. Otherwise we may not be able to credit the proper account. Please complete the required information on the Program Cost Payment form and return to the OIP by ◀ **November 1.**

No receipts will be given for personal checks; your cancelled check will serve as a receipt. A \$10 fee will be charged for each returned check.

## Deferment of Prepaid Cost

If you are unable to pay the entire Prepaid Cost by November 1, you may choose one of the following options and indicate your selection on the Program Cost Payment form.

1. **Financial Aid** - Prepay a minimum of \$500 online or by mail and defer the remainder until your financial aid is disbursed. If you choose this method of payment, the amount due will be deducted equally from your financial aid by each term (quarter/semester) of your home campus.
2. **Installment Payment Plan** - Prepay a minimum of \$500 online or by mail and make payments for the balance due. If you choose this method of payment, you should indicate so on the Program Cost Form and return **with your \$500 deposit.** The balance due should be paid in not more than 6 monthly installments with the final payment no later than May 15, 2014. Be aware that any refunds due will be returned to the student.

**Note:** If you have a financial obligation at the end of your academic year, it will result in a hold of your academic report and a hold at your home campus which may affect future registration and financial aid disbursement. If the obligation continues, your account will be turned over to the Franchise Tax Board for collection.

**ONLINE PAYMENT by echeck or credit card**  
<http://www.calstate.edu/ip/>

## Financial Aid - Procedures

Except for Federal Work Study, IP participants continue to be eligible for all student aid programs such as Cal Grant A or B, Pell Grant, SEOG, SUG, Perkins Loan, EOP Grants, Stafford Loans, and scholarships. We expect that, if you require financial aid, you have already filed the Free Application for Federal Student Aid (FAFSA) and that you are complying with your campus financial aid office's requests and deadlines.

**U.S. Department of Education FAFSA:**  
<http://www.fafsa.ed.gov/>

If you have just determined that you will need assistance, we recommend that you contact your campus financial aid office immediately. Most campus financial aid offices have

designated a counselor to work specifically with IP students.

1. Visit your financial aid office and complete the application materials as instructed. Inform the counselor that you will be an IP participant. Many campuses will ask you to indicate this on your application and on all documents to make it easier to process your award and to handle your checks properly while you are overseas.
2. Make sure that you have submitted all required paperwork. This is **YOUR** responsibility.
3. Complete and submit the Financial Data form to OIP. The Authorization for Transmittal of Financial Aid (part of the Financial Data form) permits your home campus to send IP what may be owed on your program cost or send your financial aid to IP.
4. A few weeks before you depart, contact your financial aid counselor to verify that your file is complete.

**IMPORTANT NOTE:** Students who will rely on financial aid during periods of study abroad must confirm with the financial aid office that they will be eligible for aid during the period of planned enrollment.

If you are a financial aid recipient you must also confirm with your campus financial aid office that you are currently making satisfactory academic progress and that you will not exceed the maximum time frame for receiving financial aid during the period that you are abroad.

## Financial Aid - Disbursement

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**WARNING:** It is your responsibility to remove all CSU home campus "holds" on your records before you go abroad. A "hold" on your records will prevent you from registering for classes. This includes holds from the Library, Records Office, Financial Aid Office, your own academic department and any other campus office. Clearing holds is your responsibility and will prevent problems in the future.

In order for you to receive your financial aid efficiently, your home campus may disburse your financial aid directly to you rather than through OIP. Most campuses are able to do this, but a few are not. If you have deferred any portion of your program costs with financial aid, the amount due will be deducted and sent to OIP each quarter/semester with the balance disbursed to you. **It is your responsibility to make sure your home campus has your disbursement instructions on hand prior to your departure. Double check that your mailing address is current at your home campus and double check their Financial Aid disbursement schedule.**

If your campus cannot disburse financial aid directly to you, they will send it to OIP and OIP will send it to your permanent home address unless you make other arrangements. Again, any deferred program costs will be deducted equally each quarter/semester prior to disbursement. If you have questions about where your financial aid check is being sent, please contact your

campus financial aid office and if you have questions about your deferred program costs, please contact OIP prior to departure.

## When Can You Expect Your Financial Aid?

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Every year, IP students are very anxious about receiving their financial aid overseas. Please read this information carefully so that you will not be financially unprepared for your year abroad.

The first thing you must understand is that it will take time for you to receive each semester/quarter check. **You are advised to have enough money to cover your first two months worth of expenses.** It may take that long for your financial aid to reach you.

Second, you need to know where your financial is being sent.

Third, you need to have a back up plan in case your financial aid is delayed.

## OIP Emergency Loans

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Students may borrow money from OIP as follows:

1. In an emergency, students may borrow up to \$500.00 at a time through August 31; this date is subject to change.
2. Students may borrow funds against late receipt of financial aid if OIP can determine status of the financial aid disbursement.
3. Students may borrow money to pay for medical expenses such as extended hospitalization.

## Certification of Enrollment

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OIP can provide certification/verification of enrollment to scholarship donors, insurance companies, etc. To request a verification of enrollment, e-mail: [ipacademics@calstate.edu](mailto:ipacademics@calstate.edu) and provide your name, home CSU campus and the IP program (country) you will be a participant in.

# Health and Safety Abroad

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Each year hundreds of students study abroad and return safely. This does not mean that you should ignore this aspect of your preparation, studying abroad is not “risk free.” In preparing you should first realize that there are a wide range of potentially serious situations that may or may not apply to you. In one country, traffic accidents may pose the largest danger to you, while in another country the AIDS virus may be a more serious threat. The most important variable is you—your health situation, personal habits, the activities you choose to engage in or the places you choose to go.

No orientation can alert you to every potential difficulty. We will provide you with some background and additional information sources so that you can make informed decisions both as you prepare and while you are abroad. Read this Guide, attend the Predeparture Orientation, and learn as much as you can about the country to which you are going.

## Health & Medical Issues

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### The Health Examination

You are required to have a medical checkup before you go. Your medical record will be on file for reference purposes in case of emergency. You and your physician must complete the Health Status Report and return it to OIP by **November 1**.

You should make an appointment immediately in order to meet the deadline. Many campus health centers will complete the form for enrolled students if arrangements are made well in advance of the end of the term.

### Students with Special Needs

IP makes every effort to accommodate students with special needs in cooperation with host institutions abroad. Students are encouraged to identify themselves to make adequate planning possible. In some cases, adequate facilities or services for students with specific types of disabilities may not be available at their chosen overseas study centers.

### Emergency Notification

This form also contains a request for emergency contact information. This is extremely important and in case of an emergency IP staff will make contact.

### Preparing for Other Health Issues

You can also prepare for the year ahead by reviewing the following:

**Medical/Dental Work** - Take care of any existing medical problems and dental work before departure. Routine dental care is not included in IP insurance coverage.

**Inoculations** - Although specific shots may not be required for all IP countries, depending upon your personal situation, it may be a good idea to be immunized against major communicable diseases. If you are planning to travel to other countries while overseas, check to see if any inoculations are required. Consult your physician for advice.

**Eye Glasses/Contact Lenses** - Take a copy of your prescription, as well as an extra pair of glasses or contact lenses with you. Routine eye examinations are not included in the IP insurance coverage. Consider taking a supply of cleaning solution for contact lenses.

**Medications** - If you can, take along a year's supply of any prescription medications and any nonprescription medicines (e.g., aspirin, allergy medicine) that you use regularly.

Students currently taking medication for an ongoing medical condition should consult with their physicians regarding their ongoing care. Ask your doctor if the medications you take are available in the country you are going to and whether the drug is known by another name. You may be able to continue treatment under a physician's care overseas. If you determine that you will need to have medications shipped to you overseas, you must observe any laws enforced by your host country regarding shipment and receipt of medication. The IP insurance company's "Emergency Assistance" coverage, Europe Assistance USA, includes pre-trip planning; they can provide information to help you plan. We recommend you call them first. See "Health Insurance" below.

## Health Conditions Overseas

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Health issues will be a topic during your on-site orientation. Regardless of your host country, most IP students will probably have a few minor stomach upsets due to adjustments to food and water. The CDC website has helpful information about staying healthy overseas.

### Centers for Disease Control:

[www.cdc.gov/travel](http://www.cdc.gov/travel)

### International Association for Medical Assistance to Travellers (IAMAT)

- IAMAT is a non-profit organization that was established in 1960. IAMAT's objective is to advise travelers about health risks, the geographical distribution of diseases worldwide, immunization requirements for all countries, and to make competent medical care available to travelers by western-trained doctors who speak English besides their mother tongue.

### International Association for Medical Assistance to Travellers (IAMAT)

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

**Medical Facilities Overseas** - Adequate medical facilities are available in the event of serious illnesses, and staff overseas can refer you to appropriate doctors and medical facilities.

## Health Insurance

CSU policy requires that all study abroad students be insured. Therefore, all IP participants are covered by Accident and Sickness Insurance for CSU Students Studying Abroad, which is included in your IP program costs.

This insurance is only valid outside the U.S. and is considered a primary medical policy. This means that if you have other insurance coverage with another company outside of IP (e.g. through your parents) the IP insurance carrier is your primary coverage. Carefully study the policy limitations and exclusions provided in the brochure. This policy only covers illnesses associated with pre-existing conditions up to \$1,000. For details regarding coverage of medicines or drugs prescribed for outpatient treatment, please refer to the brochure. The policy includes a major medical provision with a \$0 deductible, and an accidental death benefit. We should also mention that many of the host countries require students to purchase local coverage, which provides students with additional coverage.

Please note that the CSU policy can pay for covered expense upfront IF you contact Europ Assistance USA (through ACE travel assistance) at (202) 659-7803 (call collect) and a case is opened for you. If a case number is not provided, you will need to pay for any service or medicine up front and file a claim later.

The required insurance goes into effect the day before you are asked to arrive overseas and remains in effect as long as you are enrolled in classes with IP. No insurance premium refund is given once you depart the U.S. for your study center. If you withdraw or are disenrolled from IP prior to the end of the academic year, you forfeit participation in the health and accident insurance plan effective on the date

of withdrawal as established by OIP. Although the health insurance coverage has proven adequate for most IP participants, it is not a comprehensive policy. You should carry your insurance card with you at all times.

### Insurance Brochure & Claim Forms:

<http://www.csurma.org>

(Click on International Traveler Resources, and then you will find the 2013-2014 brochure and claim form.)

**Europ Assistance USA** - Your CSU student health insurance policy includes emergency travel assistance coverage administered by Europ Assistance USA. This is a supplemental part of your health insurance policy valid around the world and can assist you if you should need emergency medical care or travel assistance while traveling abroad, 24 hours a day, 365 days a year. To access this benefit, you MUST contact Europ Assistance and let them make all arrangements for any services that you need. Some of the services provided are listed in the insurance brochure.

Upon request, pre-trip counseling for any countries you will be traveling to can be provided by Europ Assistance. They can also answer questions you may have about your prescription medications before departure or help you replace a prescription while traveling.

For further information on the services provided by Europ Assistance, please see the brochure, or contact them at: (202) 659-7803 (call collect) or Stacey Weeks at Alliant Insurance Services at (415) 403-1448 or [sweeks@alliant.com](mailto:sweeks@alliant.com).

## Adjustment & Personal Safety

During your time abroad, you will be required to make adjustments to the people, organizations and culture of your destination. Students going to the United Kingdom often underestimate the number of differences they will encounter. Students going to Asia may tend to underestimate the number of similarities they will encounter. Our purpose here is to point out how differences may cause miscommunication and affect you, your adjustment and your personal safety.

While you are abroad you will take the opportunity to do and see many things. As you undertake these activities you should always make informed and reasonable decisions concerning your safety. You will decide what you do and you must accept the consequences. Please read the "Student Conduct" section of this Guide for program policies. Some areas seem worth mentioning.

**Alcohol** - Attitudes about alcohol and customs surrounding its use can be very different abroad than they are at home. Alcohol abuse can be a danger and it contributes to other dangers as it impairs your judgment.

**Illegal Drugs** - In addition to the inherent dangers in the use of illegal drugs, drug use abroad can present serious legal problems. Drug laws abroad may be much different than those in the U.S. and penalties can be severe for foreigners. Avoid illegal drugs. U.S. laws and legal procedure do not



apply in other countries. While a guest in another country you are subject to their laws. The U.S. Embassy can provide only limited assistance in locating legal help.

**Drugs Abroad: You Can Be Arrested**

[www.travel.state.gov/travel/living/drugs/drugs\\_1237.html](http://www.travel.state.gov/travel/living/drugs/drugs_1237.html)

**Political Activity** - Students in other countries are more likely to demonstrate than American students do. You may sympathize with the students and be tempted to join the demonstration. However, the dangers of becoming involved, intentionally or unintentionally, are real. Demonstrations can unexpectedly become violent and authorities are not sympathetic to foreign participants. IP students should not get involved in demonstrations abroad.

**Vacation Travel** - Students are advised not to travel alone. It is always better to travel with a companion. In addition, all IP students are required to inform the international office at the host university of their travel plans whenever they leave town. Give a copy of your travel itinerary, including departure time, destination information and your planned return date/time to the IP Resident Director or to a member of the international programs staff at the host university. **U.S. State Department Travel Information** - A copy of the Consular Information Sheet for the country you will be going to is included at the end of this section. Consular Information Sheets are produced by the U.S. Department of State and provide an overview of the conditions related to traveling to a particular country.

**For U.S. State Department Travel Information:**

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

You may access updated U.S. State Department Consular Information Sheets and Travel Warnings on the Internet at the address provided below. We suggest that you read the information provided for any of the countries you might be visiting while you are abroad.

## Consular Information

The U.S. Department of State provides information about every country in the world. You can find information about a wide variety of issues, such as: the location of the U.S. Embassy; whether you need a visa to enter; crime and security information; drug penalties; as well as medical facilities and health information. To find this information about your country, go to [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html).

## Final Note

We expect that you will have a productive and challenging year abroad. As we have said, no location in the U.S. or abroad can be considered risk free. By informing yourself and acting responsibly, you can help make your stay abroad a safe one. Nevertheless, changing circumstances that pose risks to students may require OIP to act. In those cases, that action may include evacuation, relocation or suspension of the program. While this is extremely rare, it remains a possibility of which you should be aware.

# Agreement

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As a participant in the International Programs, you are a representative of the CSU, the State of California, and the United States. As such you are bound both by the normal requirements of social behavior which apply at home and by additional requirements related to maintaining the reputation and interests of the program overseas. This section features the legal and policy requirements that apply to your year overseas.

As a condition of participation in IP, all students are required to sign a program Agreement, a copy of which follows for your records. A separate copy for your signature is included in Packet #1 online. You should read the Agreement carefully, sign and date it and return it to OIP by **November 1**. Particular attention is directed to paragraph 9.

This form constitutes the basic agreement between you and the Trustees of the CSU. It is important to understand that this agreement legally binds you to abide by all IP rules and regulations, which are described in this Guide, the IP Bulletin, and elsewhere.

Students are expected to comply with IP requirements before departure and while overseas and to give OIP staff and host university officials their full cooperation. Actions such as disruption of the administrative process or physical or verbal abuse toward any member of the IP community are not acceptable. Regarding the academic process, unacceptable conduct includes cheating or plagiarism, failure to attend class, failure to maintain the prescribed minimum unit load, unauthorized absences from the study center (e.g., leaving early for vacations or not returning on time), or violation of IP academic policies.

Normally, common sense will dictate acceptable personal conduct outside the classroom. Examples of behavior considered unacceptable are: disregard for the laws or customs of the host country, theft, failure to pay debts, trading in, consumption, or use of illegal or dangerous drugs or narcotics, or violation of any local law or ordinance with respect to these substances, involvement in illegal or offensive actions of a political nature as defined and interpreted by the lawful authorities of the host country, or engaging in any act which represents a potential danger or an embarrassment to the program or to others.

Failure to abide by these rules and regulations may result in one of several sanctions, depending upon the seriousness of the problem. In order of severity these include a

verbal and/or written reprimand by the Resident Director or host university representatives, a written reprimand from the Director of International Programs, probation, and disenrollment.

We expect that you will have a productive and challenging year abroad. As we have indicated previously no location here in the U.S. or abroad can be considered risk free. By informing yourself and acting responsibly, you can help make your stay abroad a safe one. Nevertheless, changing circumstances that pose risks to students may require OIP to act. In those cases, that action may include evacuation, relocation or suspension of the program. While this is extremely rare, it remains a possibility of which you should be aware.

## Nondiscrimination Policy

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### Gender (Title IX)

The California State University does not discriminate on the basis of gender in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination (including harassment) on the basis of gender in education programs and activities operated by California State University. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities of California State University International Programs may be referred to the Director of the Office of International Programs or to the Regional Director of the Office for Civil Rights, Region IX, 50 UN Plaza, Room 239, San Francisco, California 94102.

### Disability

The California State University does not discriminate on the basis of disability (including AIDS) in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder prohibit such discrimination. Inquiries concerning compliance may be addressed to the Director of the Office of International Programs.

### Race, Color, or National Origin

The California State University complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall, on the

grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of The California State University.

### **Age, Ethnicity, Religion, Sexual Preference, Marital Status, Pregnancy, or Vietnam Veteran Status**

California State University does not discriminate on the basis of age, ethnicity, religion, sexual preference, marital status, pregnancy, or Vietnam veteran status in any of its programs or activities. California State University International Programs complies with all applicable federal laws, state laws and Trustee policies in this area. These statutes and policies also prohibit sexual harassment. Inquiries concerning compliance may be addressed to the Director of the Office of International Programs.

### **Federal Drug-Free Schools and Communities Act of 1989**

California State University is committed to achieving and maintaining a campus community that fosters personal and institutional excellence and strives to provide conditions under which the work of the University can go forward freely, with the highest standard of quality and integrity. In keeping with this commitment, all faculty, staff and students are urged to ensure that the learning environment is free of the problems of substance abuse and dependency. For information regarding the Federal Drug-Free Schools and Communities Act of 1989, please contact the Director of the Office of International Programs.

### **Privacy Rights of Students in Education Records**

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 12329) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect the privacy of students concerning their records maintained by the Office of International Programs. Specifically, the statute and regulations govern access to student records maintained by the campus, and the release of such records. In brief, the law provides that the campus must provide students access to records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions.

The Office of International Programs is authorized under the Act to release "directory information" concerning students. "Directory information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution at-

tended by the student. The above designated information is subject to release at any time unless the Office of International Programs has received prior written notice from the student specifying information which the student requests not to be released. Written objections should be sent to the Director of the Office of International Programs.

The Office of International Programs is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; to other institutions to which the student is transferring).

**Important Note:** While you are abroad you will be encountering cultures which have values and standards of behavior different from your own. Such differences are reflected in the educational system, in social relationships and the legal system. Attitudes surrounding the use of alcohol and drugs, for example, have social as well as legal implications. You need to know that while United States and California law continue to apply to you and Trustees with regard to your participation in the international education program, you are also subject to the laws and customs of the foreign country where you study, and your relationship with foreign nationals and foreign institutions will be governed by the law of the host country.

THE CALIFORNIA STATE UNIVERSITY  
INTERNATIONAL PROGRAMS  
AGREEMENT

This agreement is entered into by and between the State of California through the Trustees of The California State University, hereafter called "Trustees," and \_\_\_\_\_, hereafter called "Student."

WHEREAS, the Trustees intend to provide an international education program in \_\_\_\_\_ for selected students of The California State University and

WHEREAS, Student desires to participate in the program under the terms and conditions hereafter set forth,

NOW, THEREFORE, Trustees and Student agree as follows:

1. Student shall qualify for admission as a student for credit in the International Programs of The California State University by satisfying all requirements, including payment of fees.
2. Student shall pay to Trustees' Office of International Programs by the dates specified the amounts set out in the Program Costs sheet which is attached hereto and by this reference made a part of this agreement. Refund of amounts which Student pays to the Office of International Programs and assessment of charges shall be as provided in the Program Costs sheet.
3. Student shall pay to Trustees' Office of International Programs sums in addition to those specified in the Program Costs sheet as may be necessary due to increases in charges by the host university or housing authority, fluctuation in United States dollar exchange rates, or commitments made by Student while overseas that are subsequently discharged by Trustees, and increases in fees or other charges relating to enrollment in the CSU International Programs. Student shall pay to the Office of International Programs any additional sums within 30 days notification by Trustees.
4. The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular program has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.
5. Student shall obtain and provide all materials, meet all deadlines, and otherwise comply with all participation requirements established by the Office of International Program.
6. Student agrees to expend his or her best efforts in successfully completing the academic requirements of the courses in which Student enrolls.
7. Student understands and agrees that acts, omissions, occurrences, or events beyond the control of the parties hereto may make necessary or desirable the modification, relocation, or cancellation of the program contemplated by this agreement. Trustees shall be authorized to modify or relocate the program contemplated by the agreement with respect to cost, dates and times, and academic

content so long as any such modification or relocation is a reasonable substitute for the originally contemplated program. Student acknowledges that courses may be added, cancelled, or changed by the host institution as well as by the Trustees.

Furthermore, Trustees reserve the right to suspend or relocate a program in a host country if, in their judgement, it is deemed advisable to do so in the event of civil disturbance, hostilities, potential hostilities, or warning from the U.S. State Department. Student acknowledges and agrees to cooperate and follow any instructions from the Trustees in connection with a suspension or relocation of a program.

8. Trustees shall enroll Student in the International Programs of The California State University if Student otherwise qualifies for enrollment and shall provide appropriate academic credit for the courses that Student successfully completes.
9. Trustees shall provide or arrange for the provision of those services and benefits stated in the Program Costs sheet.
10. It is understood that the international implications of this agreement are such that the conduct of Student during the course of the program is of utmost importance. Student, therefore, agrees to conform to standards of conduct consistent with the maintenance of a positive reputation of The California State University and to conform to all applicable rules, regulations and policies of The California State University International Programs. Student understands and agrees that in the event the Director of International Programs, in his or her discretion, shall determine the conduct or academic standards of Student are detrimental to the best interests of the International Programs, the Director may terminate the participation of Student in the International Programs. Such termination shall not diminish or otherwise affect Student's obligation to make to Trustees any payments specified in this agreement. Trustees in no event shall be required to refund to Student any payment made by Student to Trustees, but may make such refunds as are consistent with Trustees' policy.
11. Student understands that there are dangers, hazards, and risks inherent in international travel, living in a foreign country, and the activities included in the international education program including but not limited to air, land and sea travel, dietary differences, diseases less common in the United States, differences in legal expectations and protection, building code and other safety differences, any of which could result in serious or even fatal injuries and property damage. Student agrees to assume all the risks and responsibilities surrounding student's participation in the international education program, and understands and agrees that the Trustees cannot and do not assume responsibility for any such personal injuries or property damage.
12. This agreement is subject to all applicable laws and regulations. If performance of this agreement involves violation of applicable law or regulation thereby making it legally impossible to perform and such illegality is not the fault of Student, Trustees shall refund to Student those payments made pursuant to this agreement which are authorized to be refunded in Section 41802 of Title 5, California Administrative Code. Upon payment of said refund, all rights of Student and Trustees are waived under this agreement.
13. Student agrees that the State of California, the Trustees of The California State University, the International Programs of The California State University, and each and every officer, agent and employ-

ee of each of them (hereafter in this paragraph 11 and in paragraph 12 collectively referred to as "the State") shall not be responsible for any injury, damage, or loss to Student or Student's property which occurs from any cause beyond the control of the State, or which does not occur from the sole negligence of the State.

14. Student further agrees to hold harmless, defend and indemnify the State from any and all claims, injuries, damages, losses, causes of action, and demands, and all costs and expenses incurred in connection therewith (hereafter in this paragraph 12 collectively referred to as "liability") resulting from or in any manner arising out of, or in connection with any negligence on the part of Student, his or her agents, or employees, in the performance of this agreement, irrespective of whether such liability is also due to any negligence on the part of the State.
15. This agreement contains the sole and entire agreement between Trustees and Student and shall supersede any and all other agreements between the parties. Trustees and Student acknowledge and agree that any statements or representations that may have heretofore been made by either of them to the other are void and of no effect and that neither of them has relied thereon in connection with his or her or its dealings with the other.
16. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.
17. The laws of the State of California shall govern the interpretation of this agreement. Any action brought to enforce any right or obligation under this agreement or any action which arises out of or in connection with this agreement shall be brought in the courts of the State of California.

By signing below, Trustees and Student manifest their agreement to these terms and conditions.

TRUSTEES OF  
THE CALIFORNIA STATE UNIVERSITY

STUDENT

\_\_\_\_\_  
Tom Roberts, Director  
Procurement and Support Services Officer

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Date

THE CALIFORNIA STATE UNIVERSITY  
INTERNATIONAL PROGRAMS

PROGRAM COST ESTIMATE

2014 SOUTH AFRICA

**PREPAID COSTS - for the year abroad**

**Amount student pays to OIP covers these items ONLY:**

Tuition Fee - Academic Year	\$ 5472.00*
IP Study Abroad Fee	750.00
OIP Mandatory Insurance	170.00
Pre Departure and Reentry Processing	70.00
On-site Orientations	200.00
Academic Year Housing	<u>4,000.00**</u>

**TOTAL PREPAID - PAYMENT DUE BY NOVEMBER 1, 2013 \$ 10,662.00**

**ADDITIONAL/OUT-OF-POCKET EXPENSES**

**Student pays directly for these items as they occur during the year overseas:**

Meals	\$ 2,500.00
South African Medical Aid (Health Insurance)	550.00***
Round-trip Transportation	2,450.00
Personal Expenses	<u>1,700.00</u>

**TOTAL ADDITIONAL \$ 7,200.00**

**TOTAL ESTIMATED PROGRAM COST (Prepaid + Addt'l) \$17,862.00**

**All costs, including the Tuition Fee are estimates and are subject to change.** \*Additional fees are due from graduate/post baccalaureate students and non residents. The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a program has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees.

\*\*In addition to the academic year housing costs, students will have to pay a deposit to Nelson Mandela upon submission of their housing forms (2,000 RAND =approx \$200 USD).

\*\*\*Must register and pay for South African Medical Aid (health insurance) before December 5, 2013.

## Withdrawals

A student who wishes to withdraw from International Programs must complete a Predeparture Withdrawal Notification form and submit it to OIP as soon as possible so that alternate students may be offered the opportunity to participate.

### Prior to Departure

Students who withdraw from IP before departure retain their status as continuing students at their home CSU campuses.

### After Departure

Because of the extensive commitments made by the State on each student's behalf, withdrawal after departure is a very serious matter. Students who request withdrawal at any time after arrival at the overseas site must consult with the Resident Director or host university representative and must fill out the required withdrawal form. Students who discontinue their academic programs without completing the required steps for withdrawal may receive failing grades in all courses. Withdrawal after departure constitutes withdrawal not only from IP, but also from the student's home CSU campus.

Financial aid recipients should work closely with OIP and their home campus financial aid counselor regarding funds that may need to be repaid to the campus and/or debts owed to OIP as a result of their withdrawal.

Students who defer payment for their prepaid costs with financial aid (and then withdraw from the program) may end up owing IP as well as their home campus.

In some instances, a change in visa status as a result of withdrawal from IP, (thus no longer having student status), may mean having to leave the host country immediately.

In all cases of withdrawals and disenrollments, students assume full responsibility for their return to their home, and thereby remove all liabilities and responsibilities from OIP representatives and staff and the Trustees of The California State University.

## Refunds

Students are entitled to a full refund of funds paid, less any funds already committed or expended on their behalf, provided that written notice of withdrawal is received by OIP **prior to November 15**.

Students who withdraw or are disenrolled **after November 15**, but before the beginning of instruction, will receive a refund of all monies paid to OIP less \$500 or an amount equal to funds committed or expended on their behalf, whichever is greater.

Students who withdraw or are disenrolled after the beginning of instruction will receive a refund of funds not already committed or expended on their behalf.

Tuition Fee refunds will be based on the amount paid to OIP, the effective withdrawal date and whether or not a student will receive course credit for the term at the overseas university.

**No refunds will be made for the IP Study Abroad fee after departure.**

**No refunds will be made for health insurance cancellation after departure.**

**No refunds will be made for nonparticipation in group activities.**

**Determinations concerning eligibility for refunds and the amount and date of refunds shall be made at the discretion of the Trustees.**